

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL**

64 New York Avenue, NE

Washington, DC 20002

November 20, 2008

MINUTES

Council Members	P	T	A	Council Members	P	T	A
1. James Albino	X			25. Lorin Jones			X
2. William Barnes			X	26. Jennifer Jones George			X
3. Henry Bishop	X			27. Renee Kelly	X		
4. Karen Blanton	X			28. John Knots	X		
5. Elliott Bovelle	X			29. Yevette Lindsey	X		
6. Larry Bryant			X	30. Benjamin Maramara	X		
7. Raul Burgos	X			31. Philip Mason			X
8. Robert Cooke	X			32. Curtis Matthews	X		
9. Wallace Corbett, Chair	X			33. Wade Menear	X		
10. Barbara Davis	C			34. Danielle Pleasant	X		
11. Maureen Deely	X			35. Karen Reynolds	X		
12. Geno Dunnington	X			36. Michael Robinson			X
13. Mark Fischer	X			37. Shirley Shears			X
14. Ronald Flowers			X	38. Kevin Shipman			X
15. Everett Foy	X			39. Ervin Robert Smith	X		
16. Corrie Franks			X	40. Laurence Smith, Co-Chair	X		
17. Debra Frazier	X			41. Rusty Smith*			X
18. Shirley Graham	X			42. Catalina Sol	X		
19. Natalie Greene	X			43. Nicolette Solan-Pegler	X		
20. Shannon Hader			X	44. Terry Tahir	X		
21. Patricia Hawkins	X			45. Tony Ruiz	X		
22. David Hoover	X			46. Brian Watson	X		
23. Margot Isaac			X	47. Ron Wilder			X
24. Paulette Johnson	X			<i>*Named, pending oath</i>			

HAA	Present	Absent	Guests	Present	Absent
Freehill, Gunther	X		Channing, Jenny	X	
Frison, Lawrence	X		Cruz, Denise	X	
Panes, Sandra	X		Curry, Dee	X	
Stevens, Deborah	X				
Administrative Agents	Present	Absent			
Allison, Glenna		X			
Friend, Judith		X			
Clopton, Nicole	X				
Ramey, Devi	X				
Simmons, Michelle	X				

CALL TO ORDER

Wallace Corbett called the meeting to order at 5:41 p.m.

APPROVAL OF AGENDA

The agenda was approved with the addition of an executive session. The approval to remove Planning Council members was removed from the agenda.

Motion By Shirley Graham

Motion 2nd: By Nicolette Solan-Pegler

Motion passed unanimously

APPROVAL OF MINUTES

The minutes of the October 30th meeting were approved as presented.

Motion By Shirley Graham

Motion 2nd: By Robert Smith

Motion passed unanimously

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EXECUTIVE COMMITTEE REPORTS

Mr. Corbett presented the chairman’s report. He noted that \$2 million has not yet been spent as was allocated. That amount cannot be rolled over and will also be deducted from next year's allocation if unspent. Mr. Corbett urged members to attend the Fiscal Oversight Committee meeting in December, as everyone is responsible for the allocation and distribution of funds for care services.

There will be a meeting with Dr. Hader on Tuesday, November 4th, to finalize all the materials needed for the January retreat and the annual meeting. The annual meeting will be held on January 23rd and will include all four jurisdictions. The meeting will include a discussion regarding the work plan and allocations. The next Planning Council meeting will be held on December 18th.

EXECUTIVE COMMITTEE REPORTS (continued)

Mr. Smith reported that the Fiscal Oversight Committee is no longer restricting affiliated Council members from attending the meeting; however, they are not permitted to vote. He assured members that all reports and documentation presented at the FOAC meetings will be distributed via e-mail upon receipt. Mr. Smith inquired as to discrepancies in the expenditure reports and emphasized the importance of getting grant agreements signed expeditiously, which allows providers to fully invoice clients, increasing expenditures. Mr. Freehill explained the jurisdictional agents have identified under-spent service categories that can be reprogrammed; however, that is not reflected in the current FOC report. Another problem for jurisdictional agents is that providers report late. The report reflects expenditures as of September and more are expected over time. The costs have been incurred but are not yet on the books.

GRANTEE REPORT

Mr. Freehill introduced Deborah Stevens, the new staff assistant for the CARE Housing and Support Services Bureau. The RFA for Part A is due on December 2nd. In regards to the MAI grant, verbal instructions on how to apply for the rollover of MAI funds have been received. No formal commitment has been made; however, it looks as though the Council will be able to roll over the entire amount. That amount will be allocated to service categories from last year, with the addition of medical transportation, which will be apportioned amongst those categories.

Mr. Freehill informed the Council that LaDale Felton is no longer with the HIV-AIDS Administration. The position of staff assistant is now posted, Post Number 12279.

ADMINISTRATIVE AGENT REPORTS

- **Northern Virginia**

Michelle Simmons presented the administrative report for Northern Virginia. There is one outstanding contract that will be signed and finalized next month. Vendors have been urged to submit invoicing in a timely manner so that expenditures are accurately assessed. Expenditures remain high in dental and linguistic services; thus, some of those needs have been addressed through reprogramming.

Motion by Fiscal Oversight Committee presented by Laurence Smith

Motion: Northern Virginia requests authority to reprogram funds as follows: to move \$11,981 from medical case management and to transfer out of that amount \$3,514 to dental; \$4,003 to mental health; \$2,875 to food; \$1,589 to medical transportation.

Motion 2nd: By David Hoover

Motion passed unanimously

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- **Maryland**

Devi Ramey informed the Council the Maryland report was presented at the Fiscal Oversight Committee meeting. There have not been any subsequent updates.

- **District of Columbia**

Mr. Freehill reported that the Part B allocation is nearing completion and is due early next year. HAA was provided three days of technical assistance by HUD on the Housing Opportunities for People with AIDS Program. Mr. Freehill noted the demand for affordable housing outweighs the current funding available; however, HAA hopes to realize some progress in that area, but not without difficulty.

- **West Virginia**

There was not a report presented for West Virginia.

COMMITTEE REPORTS AND ACTION ITEMS

- **Bylaws, Policies and Procedures**

Mr. Fischer briefly reviewed the conflict of interest policy with members. Dr. Hawkins amended the language to read, “An affiliated member may not initiate discussion, introduce a motion, or vote on the setting of service priorities, allocations/**reallocations** of resources.” Members voiced their concerns around specific areas of conflicts of interest. Mr. Corbett advised that the policy and guidelines would be discussed in detail at the meeting in January. Mr. Freehill added that Planning Council members have a public trust to guide the allocation of the funds. Wherever they go, that public trust goes with them. Lobbying or being lobbied, or trying to organize a vote from the Planning Council, wherever one is, is always a violation of that trust.

Motion by Mark Fischer

The committee moves for the adoption of the revised conflict of interest policy and procedures, inclusive of verbal edits at this meeting, and the conflict of interest disclosure form, as developed by the Bylaws, Policies and Procedures Committee November 6, 2008, and approved by the Executive Committee November 18, 2008.

Motion 2nd: By Maureen Deely

Motion passed unanimously

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- **Needs Assessment and Comprehensive Plan**

Mr. Bishop reported the comprehensive plan is completed and the committee is awaiting comments. He stressed the plan needs to be useful and address issues uncovered from the needs assessments, FIGS groups and surveys. The plan should be the guidance over the next several years to resolve issues related to people's access to care. Mr. Freehill informed members that comments received to date will be incorporated and the plan will be distributed via e-mail. It will also be posted on the Web site. Subsequent comments should be clear and concise. A meeting to review the plan page by page will be held on Friday, December 5th at 10 am to 4 pm. The plan is due around the first part of January.

Mr. Bishop reported that Will Smith will present the results of the Maryland Forum's focus groups at the December Planning Council meeting. He will also present the final report on the administrative mechanism. Mr. Freehill informed members that approximately 28 surveys on the mechanism have been received and more are expected.

- **Consumer Access**

Mr. Dunnington reported that Leopold Clark, the new HOPWA director for HAA, attended the meeting and gave a presentation regarding housing funding and services. Concerns were presented to Mr. Clark at the committee meeting; however Sherita Grant, Mr. Clark's assistant, responded that HAA was not set up for consumers' services. Mr. Dunnington acknowledged the fact that HAA is an administrative office; however, he stressed the need for HAA to be more helpful to consumers making phone inquiries. Housing case management was also discussed at the committee meeting. Improvement is needed in that area to ensure that consumers are being located and provided housing.

Mr. Freehill noted the comprehensive care plan should include information regarding HOPWA and a more sensible pathway amongst the overlapping jurisdictions, i.e., multiple sources of HOPWA funding, multiple sources of CARE funding. Ms. Graham

COMMITTEE REPORTS AND ACTION ITEMS (continued)

added it was a very productive meeting and well attended. Council members were also provided a draft copy of the committee's work plan for their review. The committee's normal business meeting was tabled until December.

DCPWA

Mr. Dunnington reported Trammell Walters of HAA attended the meeting and reported on the statewide coordinated statement of need. Consumers discussed the gaps in accessing services funded by the Ryan White CARE Act. The committee will continue to look at these gaps and barriers as part of the agenda of future meetings. The committee's normal business meeting was tabled until December.

- **Membership**

Ms. Solan-Pegler provided an extensive written report for the Council members' review. She noted an e-mail was sent to members regarding committee requests and assignments; however, the response was low. She informed members the committee is implementing a new tracking system and 66 percent attendance is required for both Planning Council and committees. She urged members to communicate any problems they may have regarding attendance. In reference to removals, no one will be removed without being given an opportunity to respond.

- **Care, Strategy, Coordination and Standards**

Dr. Hawkins reported the committee is establishing universal standards that will have core elements of cost in all categories. Emily Gantz-McKay is working with the committee on that project. The committee will approve the work plan at the next meeting and also establish separate task forces.

ANNOUNCEMENTS

Dr. Hawkins announced Family Medical and the Max Robinson Center are holding a vigil on World AIDS Day, Monday, November 24th, in Southeast Washington at 6:00 pm.

ADJOURNMENT

Motion By Mark Fischer

Motion 2nd: By Tony Ruiz

Motion passed unanimously

The meeting was adjourned at 7:31 p.m.