

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL**

Executive Committee

64 New York Avenue, NE

Washington, DC 20002

December 16, 2008

Council Members	Present	Absent	Administrative Agents	Present	Absent
<i>Corbett, Wallace</i> <i>Chair</i>	X		Ramey, Devi	phone	
Bishop, Henry	phone		Simmons, Michelle	phone	
Fischer, Mark	X		HAA		
Hawkins, Pat (Dr.)	X		Alston, Jon	X	
Meaner, Wade	X		Freehill, Gunther	X	
Solan-Pegler, Nicolette	X		Panes, Sandra	X	
Smith, Ervin Robert	X		Richter, Amy	X	
Smith, Laurence	X				

CALL TO ORDER

Mr. Corbett called meeting to order.

APPROVAL OF AGENDA

The agenda was approved with additions from the Fiscal Oversight committee meeting

- Add Grantee report discussion , Add Priority Setting and Allocation discussion

APPROVAL OF MINUTES

Mr. Freehill recommended an update on the October final minutes on page 3, 2nd paragraph to say EMA wide RFA.

Motion by: Mark Fischer

“Move to approve November 18, 2008 draft minutes”.

Motion 2nd by: E. Robert Smith

Motion passed

COMMITTEE BUSINESS

Grantee Report: Gunther Freehill

Mr. Freehill reported on page 11 of the Fiscal Oversight Committee Financial Report that the Off the Top allocations for the EMA were on target. On page 14 of the Fiscal Oversight committee financial report there was a summary of all the jurisdictions and the Off the Top allocations. These reports reflect the period of time from March 2008 thru October 2008 financials and their current under-spending of \$2.7 million due to late billing which will be cleared up soon. Mr. Freehill reported on the FY 2009 Ryan White Part A Eligible Metropolitan Area (EMA) Wide Grant. The awards will be released at the end of January 2009. In the District of Columbia, there were 17 service categories included and the grants for all jurisdictions will start March 1, 2009. Mr. Freehill reported on Care Strategy, Coordination and Standards Committee's (CSCS) technical request for capacity building training for small EMA providers. Mr. Freehill reported that CAER which is funded by HRSA will provide three capacity building teleconference training sessions for small providers during first quarter 2009. Mr. Freehill reported on the question from the Planning Council regarding who can attend the Planning Council committee meetings. Mr. Freehill reported that the District of Columbia law states that all Planning Council committee meetings are open to the public. Mr. Smith reported for the record to Mr. Freehill that the Consumer Access Committee recommended that some of the committee minutes should not be placed on the HAA web-site with names of the attendees due to confidentiality and safety issues. Ms. Solan-Pegler reported that the Membership Committee recommended that there would be a Chair version of the minutes with the names and another version of the minutes without the names that would go on the HAA web-site. Mr. Corbett recommended that he would have the Boards of Commissions report on this issue of Planning Council attendees confidentiality as it relates to committee minutes.

Comprehensive Plan Status: Amy Richter

Ms. Richter distributed the Ryan White Comprehensive Plan and emphasized that on Page 40, "AIDS Prevalence by Race" December 31, 2007 data was used in the Comprehensive Plan and in the 2009 Ryan White application. Mr. Smith, Fiscal Oversight and Allocations Committee Chair reported on the investigation and collaboration by himself, Henry Bishop, Needs Assessment Chair and Dr. Pat Hawkins, CSCS Chair regarding the data for living AIDS cases by race & ethnicity by jurisdiction. Mr. Freehill reported that the data reflects December 31, 2007 living cases in DC of 58%, in MD of 24%, and in VA of 15.5%. Mr. Smith reported that the Planning Council is moving forward with our discussion of portability/parity of care in the Washington Metropolitan EMA using the 2007 data used in the 2009 Comprehensive Plan and in the Washington Metropolitan Ryan White application.

Comprehensive Plan Status: - continued

Mr. Smith reported that the priority setting and allocation process in the Washington Metropolitan EMA will be based upon the Ryan White Title I manual, guidance from Emily Gantz McKay, HRSA consultant, and the data. Mr. Smith reported that he is currently working on a draft document regarding the proposed priority setting and allocation process in the Washington Metropolitan EMA. Mr. Smith reported that the Planning Council Chairs of the Fiscal Oversight Committee, the CSCS committee and the Needs Assessment Committee requested a final draft copy of the Ryan White Comprehensive Plan for their review and input. Mr. Smith reported that the 2007 EMA data was a good start in assessing portability and parity of care for resource allocation.

CSCS / HAA REQUEST #1:

Dr. Pat Hawkins recommended that HAA provide a chart with AIDS totals with calculations by jurisdictions for the priority setting and allocation process.

FOC / HAA REQUEST #2:

Mr. Smith requested technical assistance from Emily Gantz McKay to develop a priority setting and allocation policy and procedures document/chart for the Washington Metropolitan EMA region.

Ms. Richter reported that they had received letters of approval and support from Mayor Fenty, Dr. Hader, HAA Deputy Director, and the Jurisdictional Administrative Agent Executive Directors. The Planning Council Chairs reported that they were comfortable with the draft Comprehensive Plan and want to have a review and give input into the Comprehensive Plan before it is final. Mr. Fischer reported that the Planning Council has been able to give input and that they should be able to give final input to finalize the Comprehensive Plan. Mr. Smith recommended acceptance of the draft Comprehensive Plan. Ms. Richter reported that the final draft will be posted on the website.

Motion by: Henry Bishop

“The Executive committee recommends that the Planning Council accept the draft of the Comprehensive Plan. The draft Comprehensive Plan will be e-mailed to Planning Council Chairs to review and give input. During the conference call on Monday, December 29, 2008 from 10:00 to 11:00 am they will accept the final draft of the Comprehensive Plan with additions added on. At the end of this conference call Mr. Corbett, Planning Council Chair, will approve the final version of the Comprehensive Plan.”

Motion 2nd by: Dr. Pat Hawkins

Motion passed.

Maryland Reprogramming Request #2: by Devi Ramey

Motion by: Laurence Smith

“Move to approve Maryland reprogramming request #2 and send to Planning Council for final approval.”

- Reduce Medical Transportation by \$4,500 due to use of other sources of funding.
- Reduce Respite Care by \$18,157 due to decreased utilization of this service.
- Reduce Substance Abuse Services by \$31,244 due to under utilization and greater need in Mental Health Services.
- Increase Mental Health Services by \$49,401 based on the need to increase the number of individual hours and number of group hours.
- Increase Medical Case Management by \$4,500- to accommodate change in staff from part-time to full-time.

Motion 2nd by: Mark Fischer

Motion passed

Northern Virginia Report: Michelle Simmons

Ms. Simmons reported that funds have been allocated and awarded in accordance with the service category allocations approved by the Planning Council and all sub-grantees have been approved. Services were implemented March 1, 2008. Ms. Simmons reported that the October financial report includes invoice data from 12 out of 13 providers. Ms. Simmons reported that providers have been slow to invoice. Slow invoicing is affecting spending rates in primary medical, drugs and case management services. Spending rates for dental and linguistic services continue at higher-than expected rates. Reprogramming and use of carryover approvals provided at last Planning Council meeting will enable funds to be used to address some needs in these service areas. Ms. Simmons reported that they will be meeting with the providers at a contractors meeting on December 18, 2008 to review spending, end of year projections, and “take back” provisions to reduce and reallocate awards from under-spending subcontractors. Mr. Corbett asked if there will be any additional reprogramming in Northern Virginia. Ms. Simmons reported that the October 2008 MAI Funding financial report includes invoice data from August 2008 through October 2008. Spending rates for primary medical and medical transportation are low and reflect some use of Part A and Part B funds for these purposes. The Sub-Recipient Grant Agreement is in process. Services provided with 2008-2009 MAI funds that began on August 1, 2008. Funds have been allocated in accordance with the requirements of the Intergovernmental Agreement. The new clinic in Manassas, Virginia is up and running and serves African American, Asian and Latino clientele.

Bylaws Committee Report: Mark Fischer

Mr. Fischer reported on updates and Motions from the Bylaws committee to the Executive committee that request approval to move to the Planning Council.

Bylaws Committee Motion #1

Motion by: Mark Fischer

“Move to approve Confidentiality Policy and Pledge Form and send to Planning Council for final approval”

Motion 2nd by: Dr. Pat Hawkins
Motion passed.

Bylaws Committee Motion #2

Motion by: Mark Fischer

“Move to approve Standing Committee Protocol and send to Planning Council for final approval.”

Motion 2nd by: Dr. Pat Hawkins
Motion passed.

Bylaws Committee Motion #3

Motion by: Mark Fischer

“Move to approve Code of Conduct Policy & Procedures with Affirmation & Pledge Form and send to Planning Council for final approval.”

Motion 2nd by: Nicolette Solan-Pegler
Motion passed.

Membership committee Report: Nicolette Solan-Pegler

Ms. Solan-Pegler recommends that six Planning Council members are removed from the Boards of Commissions Planning Council membership list: Ron Wilder, Rusty Smith, Lorin Jones, Michael Robinson, Ronald Flowers and Natalie Green. Mr. Corbett reported that there will be a reading of the removed Planning Council members at the next Planning Council meeting. Mr. Freehill recommended for Planning Council Members who resign that the Membership Committee should send a copy of the resignation letters

to the Boards of Commissions. Ms. Solan-Pegler reported that they have finalized their Membership Committee work-plan. Ms. Solan-Pegler reported that the Membership Committee will send out a survey to all Planning Council members to find out what members do not plan to reapply for membership when their term ends.

CSCS committee Report: Dr. Pat Hawkins

Dr. Pat Hawkins reported on portability of care/universal standards of care across the EMA. Dr. Pat Hawkins reported on a request to Emily Gantz McKay to assist in the development of a MOU between Planning Council and the Grantee to clearly define roles and responsibilities of each party. Mr. Freehill recommended that Dr. Pat Hawkins assign CSCS Committee members to be on CMOC/HAA team. Dr. Pat Hawkins reported that she would assign a member of the CSCS committee to be on the CMOC/HAA team. Dr. Pat Hawkins reported on exciting news that Ms. Annie Latour recommended Consilience Software Maven STD/HIV Surveillance and Management Solution. Consilience Software links surveillance data regarding HIV clients and STD clients. In January 2009 HAA will schedule a user group meeting to gather requirements from users in the EMA. Ms. Latour recommended implementing Consilience Software Maven Product solution application in the EMA by the end of March 2009. Dr. Pat Hawkins recommended that the CSCS committee partner with Ms. Latour and the user groups next year.

Consumer Access Report: E. Robert Smith

Mr. Robert Smith reported that an issue came up at the meeting regarding Metro tokens. Mr. Smith reported that Metro tokens will no longer be sold starting January 2009 in the District Columbia. Mr. Freehill reported that Metro Smart Cards are available on Metro's website. Metro would no longer give out transfer slips or sell tokens. If you have a token you can use it as a transfer slip. Mr. Smith reported that in less than 30 days transportation issues will occur for people to get to their appointments. Metro is recommending that people purchase Metro Smart Cards to get to their doctor appointments. The committee also discussed extensively that Whitman Walker food banks have closed. Mr. E. Robert Smith recommended that people go to the Share Program for food services.

The Consumer Access committee developed their committee work plan. Mr. Corbett recommended that the Consumer Access committee meet at another site in the community. Mr. Corbett recommended that E. Robert Smith invite EMA providers to come to their committee meetings to report on access to services. Mr. Freehill reported that he will attend the January 2009 Consumer Access committee meeting and report on Metro tokens, Metro Access cards and transfers. Mr. Corbett recommended that a Metro staff representative come to the next Consumer Access committee meeting.

Needs Assessment & Planning Report: Henry Bishop

Mr. Bishop reported that in 2008 we had community forums in the District of Columbia, Maryland and West Virginia to collect end user data that was included in the Comprehensive Plan. Mr. Bishop reported that the Planning Council must also have a community forum in Northern Virginia in 2009 to ensure we collect their data.

NEW BUSINESS

Planning Council Retreat & Annual Meeting Discussion: by Wallace Corbett

Mr. Corbett reported that the Planning Council Retreat is mandatory for all Planning Council Members and it will be held on January 9, 2009 from 1:00 pm to 5:00 pm. Each Planning Council member will receive a Planning Council Orientation training binder for them to keep all of the documents. Mr. Duane Taylor has been recommended to be the facilitator for the Planning Council Retreat.

The Planning Council Annual meeting is also mandatory for all four jurisdictions in the EMA and Planning Council Members and it will be held on January 23, 2009 from 10:30 am to 4:30 pm.

Planning Council Meeting Agenda Discussion: by Wallace Corbett

The committee discussed and approved the agenda and documents to be included in the Planning Council packet at the Planning Council meeting on Thursday, December 18, 2008 from 5:30 pm to 8:00 pm.

ADJOURNMENT

Mr. Corbett adjourned the meeting.