

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL**

Executive Committee

64 New York Avenue, NE

Washington, DC 20002

March 17, 2009

Minutes

Council Members	Present	Absent	HAA	Present	Absent
Wallace Corbet - Chair	X		Freehill, Gunther	X	
Bishop, Henry			Panes, Sandra – PC Coordinator	X	
Dunnington, Geno	CC		Stevens, Debbie	X	
Fischer, Mark	X				
Hawkins, Pat (Dr.)	X		Administrative Agents		
Smith, E. Robert	X		Alston, Jonathan	X	
Smith, Laurence	X		Allison, Glenna		
Solan-Pegler, Nicolette			Balderston, Stacie	CC	
			Ramey, Devi	X	
Blanton, Karen	X		Simmons, Michelle		
Cooke, Robert, Jr.	X		Friend, Judith	CC	
Graham, Shirley	CC				
Menear, Wade	X				
Ruiz, Tony	X				

Call To Order

Mr. Corbett called meeting to order at 1:23 pm.

Approval of the Agenda

The agenda was approved with an addition of:

- Update on Planning Council support from March - June
- Annual Priority from FOC to Executive Committee

Approval of the Minutes

There were no minutes to approve.

Executive Committee Report

Grantee Report

Mr. Freehill noted that a final report will be done in May when we have the reward. He also talked about the annual assessment of administrative sufficiency. Presented a set of recommendations. Actual recommendations from Will Smith (consultant) and recommendations how to conduct a needs priority. There is a need to have the Planning Council respond to the data.

Jurisdictional Reports

District of Columbia Report: Overall DC is underspent by 10.4% and awaiting reports from two large sub-grantees.

Northern VA: Noted invoices received. Does not foresee problem.

West Virginia: 94% spending
MD Report: Note MAI adjustments, will be resolved by end of year.

Suburban Maryland Report

Motion approved at FOC and forwarded to Executive committee:

“MD Reprogramming Request #1 for Year 19 Award: The Suburban Maryland Administrative Agency requests approval to conduct the following reprogramming actions to address the Year 19 awards:

Increase	Decrease
➤ Primary Medical - \$42,992	➤ AIDS Pharmaceutical Assistance - \$19,111
➤ Mental Health Services - \$87,526	➤ Substance Abuse Services - \$42,987
➤ EFA Food Vouchers - \$9,277	➤ EFA Housing - \$28,840
➤ Rural outpatient - \$1,252	➤ EFA Utilities - \$6,180
	➤ Medical Transportation - \$12,446
	➤ Respite Care - \$25,234
	➤ Health Insurance & Co-Pay - \$4,997
	➤ Rural Medical Case Management - \$10
	➤ Rural Oral Health - \$1,242

Motion 2nd by: Mark Fischer
Motion Passed with one abstention.

Old Business

A- Priority Setting & Allocation Report – M. Fischer & L. Smith

Document is a draft. Explained the required steps in process. Data presentation is mandatory. There will be a community forum to hear concerns. The caucus will review what happened at the meeting. There were other questions and comments about the process. Comments were to be sent to Mark Fisher by COB 3/20/09.

B- Update on Planning Council support from March – June:

If reimbursements have been submitted from December back contact **WHO**. Sandra is currently the contact for short term support. On 3/19/09 a subcommittee will meet to discuss the needs of the support contract.

C- Annual Priority from FOC to Executive Committee

Committee Reports and Action Items

A- Bylaws, Policies, and Procedures

Functioning well working with FOAC on PSRA document and membership application and reappointment. Documents will available March 26.

B- Care Strategy Coordination & Standards

Working on portability and eligibility requirements and documentation. Distributed service provider survey on the requirement differences among vendors within and across jurisdictions. Recommends the need to have a standardized criteria for eligibility and documentation as well as training for providers how to implement to overcome barriers for care. Approximately 20% of Ryan White service recipients are HIV-negative. Expect the process to be a 2-month timeline. Mr. Corbett suggested there be a systematic presentation of standards and policies in writing for the administrative agents to be completed by May Planning Council meeting. There was plenty discussion on how the Council would go about planning a more thoughtful review of service needs and calculate numbers less. Pat will set a new meeting time.

C- Consumer Access

There were no motions. Mr. Smith reported that there was a lot of discussion about Beale, Inc. Ms. Graham reported that all clients were accounted for. Discussion on food banks closing in Maryland and people not being able to go to Carl Vogel.

D- Fiscal Oversight and Allocations

The vote for reprogramming was already presented.

E- Membership

Mark Fisher reported for Nicolette Solan-Pegler who was out sick.

F- Needs Assessment and Comprehensive Planning

Working on client survey and looking to contract and move forward with it. Mr. Freehill hoped to have an answer by 3/20/09. Workplan on the assessment of administrative mechanism tool is almost developed and is contingent on funds being available.

Motions

New Business

A- Organizing the Satisfaction Clients Survey.

Planning council meeting

A- Approval of Agenda for Planning Council
Ms. Panes and Mr. Corbett will meet 3/23/09 to coordinate packet.

B- Documents for Planning Council Packet
Ms. Panes and Mr. Corbett will meet 3/23/09 to coordinate packet.

Adjournment

Mr. Corbett adjourned the meeting.