

## **COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING AGENDA**

**WEDNESDAY AUGUST 25, 2021 – 11:00PM TO 1:00PM**

**ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING**

*ELECTRONIC – ONLINE MEETING*

**Note: all times are approximate**

11:05 am	<ol style="list-style-type: none"> <li>1. Call to Order and Moment of Silence</li> <li>2. Welcome and Introductions</li> <li>3. Adopt Agenda for August 25, 2021</li> <li>4. Approve Minutes for July 28, 2021</li> </ol>
11:15 am	5. Ryan White HIV/AIDS Program (RWHAP) – Reports & Financial Oversight
11:35 am	6. Other Business
12:00 pm	7. Announcements and Adjournment
<p><b><u>NEXT COMPREHENSIVE PLANNING          COMMITTEE (CPC) MEETING:</u></b></p>	<p><b>WEDNESDAY SEPTEMBER 29, 2021          11PM TO 1PM          ELECTRONIC MEETING VIA ZOOM VIDEO          CONFERENCING (ONLINE)</b></p>

# COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING MINUTES

**WEDNESDAY, JULY 28, 2021 – 11:00AM**

**WEBEX CONFERENCE AND VIDEO CALL**

**ELECTRONIC – ONLINE MEETING**

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMITTEE MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Carney, Misty	X		Ramos, Claudia	X	
Copley, Mackenzie ( <i>Vice Chair</i> )	X				
DeMartino, Peter	X				
Padmore, Gerald ( <i>Chair</i> )	X				
Palmer, Kentrell (Kenny)	X				
Pettigrew, Ken (Gov. Co-Chair)	X		<b>COMMUNITY PARTNERS/GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Shaw-Richardson, Re'ginald	X				
<b>RYAN WHITE RECIPIENT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>			
Barnes, Clover	X				
Edmonds, Jason	X		<b>CONSULTANTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Fortune, Ebony	X				
<b>VISITING COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
Adkins, Sarcia	X		Bailey, Patrice	X	
Palmer, Kentrell	X		Clark, Lamont	X	

<b>HIGHLIGHTS</b>	
<p><i>NOTE: This is a draft version of the July 28, 2021, Comprehensive Planning Committee (CPC) Meeting Minutes. The final version will be approved at the August 25, 2021, meeting and made available thereafter.</i></p>	
<b>AGENDA</b>	
<b>ITEM</b>	<b>DISCUSSION</b>
<b>Call to Order</b>	Gerald P. called the meeting to order at 11:05 am, followed by a moment of silence and introductions.
<b>Review and Adoption of the Agenda</b>	Peter D. motioned to adopt the Comprehensive Planning Committee Agenda for July 28, 2021. Misty C. seconded. The agenda was adopted unanimously.



<p><b>Review and Approval of the Minutes</b></p>	<p>Claudia R. motioned to approve the Comprehensive Planning Committee Minutes from June 23, 2021. Misty seconded. The minutes were approved unanimously.</p>
<p><b>Ryan White        HIV/AIDS Program        (RWHAP) Reports &amp;        Financial Oversight</b></p>	<p>Clover Barnes reported for the Recipient.        The fiscal report for May includes the expenditures from the previous month that weren't reported because of the internal reporting system issues.</p> <p><u>FISCAL STATUS</u>        For Part A and Part A MAI in May 2021, (25) of (41) invoices have been received and processed.</p> <p><u>PART A FISCAL SUMMARY</u>        Part A expenditures are 14% and should be 25%.</p> <p>Service areas affected by unprocessed invoices are Early Intervention Services (EIS), Regional Early Intervention Services (REIS), Home and Community-Based Health Services (HCBS), Medical Nutrition Therapy (MNT), Medical Case Management (MCM), Emergency Financial Assistance (EFA), and Psychosocial Support Services (PSS).</p> <p>Services spending 30% below expected are Early Intervention Services (EIS), Regional Early Intervention Services (REIS), Health Insurance Premium and Cost Sharing Assistance (HIPCSA), Home and Community-Based Health Services (HCBS), Medical Nutrition Therapy (MNT), Medical Case Management (MCM)        Medical Transportation (MT), and Outreach Services (OS).</p> <p>Other Professional Services (OPS) is the service spending 30% above expected and probably because there was a small amount of money allotted.</p> <p><u>PART A MAI FISCAL SUMMARY</u>        Part A MAI expenditures are 20% and should be 25%.</p> <p>Service areas affected by unprocessed invoices are Outpatient/Ambulatory Health Services (OAHS), Early Intervention Services (EIS), Mental Health Services (MH), Medical Case Management (MCM), Substance Abuse Services - Outpatient (SASO), and Psychosocial Support Services (PSS).</p> <p>The service spending 30% below expected is Substance Abuse Services – Outpatient (SASO).</p> <p>There are no services spending 30% above expected.</p> <p><u>UBC FISCAL SUMMARY</u>        UBC expenditures are 21% and should be 25%.</p> <p>Services spending 30% below expected are Substance Abuse Services- Outpatient (which is underutilized in every category due to the amount of</p>



	<p>money made available for the opioid response), and Housing Case Management and Referral.</p> <p>The service spending 30% above expected is Mental Health Services (MH).</p> <p><b>RECIPIENT REPORT</b></p> <p><b>GY 30 Closeout.</b> The Final Financial Report, (FFR) is due Friday and a full accounting for GY 30 will be presented at next month’s meeting.</p> <p>HRSA has waived the underspending penalties for Parts A and B for FY 20 and FY 21. The Recipient is waiting to see how the new processes and procedures from the waivers will affect how much can be requested in a carry-over request.</p> <p>Mackenzie asked if money should be moved to mental health services. Clover indicated that a lot of services ebb and flow according to the weather. Typically in September there is a soft close that reveals what money is still available and what’s not and gives an opportunity to think about how money can be moved around</p> <p>Ebony indicated that the mental health service may look overspent because the money was reduced in the recent reprogramming.</p> <p>Clover indicated that tomorrow there will be 2 presentations. One for the new model and the other is about MAI. in order for them to publish the RFA before we finish the PSRA they need to know if they are going to continue the MAI directly. They hope to receive permission to compete that bundle of services in the same way COHAH created it.</p> <p>Mackenzie asked about the prevention spending in the District. Clover explained that under previous leadership, a decision was made to combine the prevention and CARE programs into one division and put out a prevention and CARE Request For Applications (RFA). When leadership changed that transition was put on hold and is currently in limbo while things are being reorganized and realigned in a different way.</p> <p>Mackenzie asked when the new Ryan White RFA is coming out. Clover indicated that the Part A will be out in late August early September, no later than the second week of September. Applicants will have six ( 6) weeks to respond for services to begin March 1 2022. Part B will come out a little later in September and have an April 1<sup>st</sup> start date.</p>
<p><b>Data Request Updates</b></p>	<p>Clover indicated that she received the data request and sent it out to the jurisdictions. She received a data worksheet from Maryland and instructed them to talk to Peter or Colin about what is needed for the August 11<sup>th</sup> PSRA Meeting. Clover hasn’t heard from Virginia but everyone has acknowledged receipt of the data request and the dates for the PRSA which are August 10<sup>th</sup></p>

	<p>in Virginia, August 11<sup>th</sup> in Maryland, August 12<sup>th</sup> in Washington DC and August 26<sup>th</sup> for the EMA-wide meeting.</p> <p>Peter asked if the Maryland PSRA Agenda had been created yet. Lamont will email the draft and indicated that the meetings will be conducted between 10am -2pm.</p>
<b>Other Business</b>	<p>Mackenzie asked about in-person meetings. Lamont reported that the survey that was sent out indicated that most people would prefer to do some type of hybrid or combination of meetings (i.e. one in person meeting per quarter). There was concern about vaccinations, parking and travel time. Other boards in the District have not made any plans to meet in person anytime soon and CDC hasn't presented any guidance around it. However, the COHAH will make every attempt to honor everyone's opinions, thoughts, feelings and concerns. We would like to have some kind of end of the year in person event around the holidays and in January kick off the new way of how we move forward.</p>

**ANNOUNCEMENTS/OTHER DISCUSSION**

**HANDOUTS**

- July 28, 2021, Comprehensive Planning Committee (CPC) Meeting Agenda
- June 23, 2021, Comprehensive Planning Committee (CPC) Meeting Minutes
- Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding) Year 30 – Reporting Period: May 2021

<b>MEETING ADJOURNED</b>	<b>11:39PM</b>	<b>NEXT MEETING</b>	<b>WEDNESDAY, AUGUST 25, 2021 11:00am to 1:00pm ZOOM CONFERENCE AND VIDEO CALL</b>
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**Date: August 25, 2021**

**To: Comprehensive Planning Committee (CPC)**

**From: Ryan White HIV/AIDS Program (RWHAP) Recipient Staff**

**Re: Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding)  
Year 31 - Reporting Period: June 1 – 30, 2021**

**Part A and Part A MAI.** The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 31 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. **The GY 31 award has been received in the amount \$31,479,527.**

**Notes on Overview.** The fiscal spreadsheets list the service categories by Part and jurisdiction and identifies the reported expenditure as a proportion of expected-to-date. The COHAH has requested an explanation of those service categories with a 30% variance from the target percentage.

## **FISCAL STATUS**

For Part A and Part A MAI in June 2021, (27) of (40) invoices have been received.

## **SERVICE DELIVERY CHALLENGES**

**DC:** N/A

**MD:** N/A

**VA:** N/A

## **PART A FISCAL SUMMARY**

**Part A expenditures are 19% and should be 33%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Early Intervention Services (EIS)
Regional Early Intervention Services (EIS)
Home and Community-Based Health Services (HCBS)
Medical Nutrition Therapy (MNT)
Medical Case Management (MCM)
Emergency Financial Assistance (EFA)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Early Intervention Services (EIS)
Regional Early Intervention Services (EIS)
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
Home and Community-Based Health Services (HCBS)
Medical Nutrition Therapy (MNT)
Medical Case Management (MCM)
Outreach Services (OS)

**Services 30% above expected:**

Other Professional Services (OPS)
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**PART A MAI FISCAL SUMMARY**

**Part A MAI expenditures are 23% and should be 33%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Outpatient/Ambulatory Health Services (OAHS)
Early Intervention Services (EIS)
Mental Health Services (MH)
Medical Case Management (MCM)
Substance Abuse Services - Outpatient (SASO)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Outpatient/Ambulatory Health Services (OAHS)
Early Intervention Services (EIS)

Substance Abuse Services – Outpatient (SASO)

Services 30% above expected:

N/A

## UBC FISCAL SUMMARY

UBC expenditures are 28% and should be 33%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

N/A

Services 30% below expected:

Outpatient/Ambulatory Health Services (OAHS)

Oral Health Care (OH)

Substance Abuse Services –Outpatient (SASO)

Services 30% above expected:

Mental Health Services (MH)

## RECIPIENT REPORT

- GY 30 Closeout.** The Recipient and her team are working diligently to ensure funds are spent down as much as possible. HRSA anticipates significant underspending from Ryan White grants due to the COVID-19 pandemic. HRSA has waived the underspending penalties for Parts A and B for FY 20 and FY 21. Carryover will be requested.
- GY32 Application.** The Recipient and her team are creating the application package for the GY32 Non-Competing Continuation Application for RW Part A Services. The application is due 10/6/21.
- Request for Applications (RFA).** The RW Part A RFA will be released in the coming weeks (mid-September). There will be a separate RFA for DC RW Part B funds, which will have a status neutral approach.

Report through June 2021

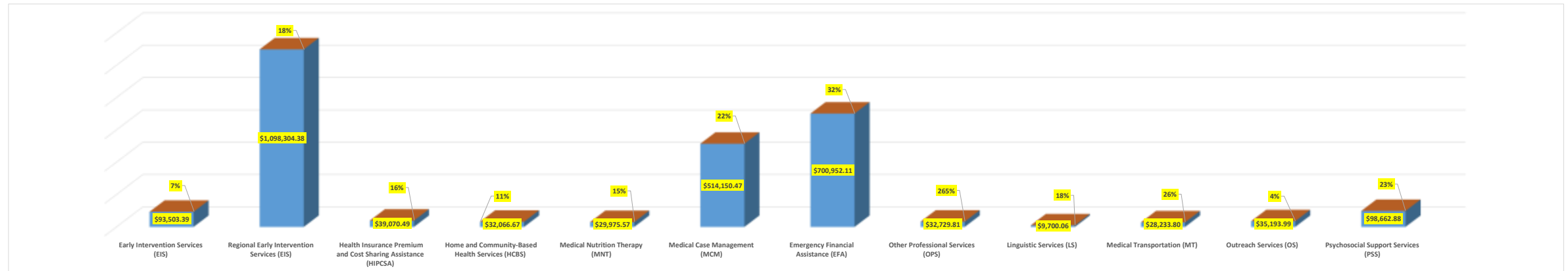
Jurisdiction	Current Award - Finalized	Expenditures	Remaining Balance	Percent Spent	Comments
District of Columbia - Part A	9,602,201	2,024,088	7,578,113	21.1%	
District of Columbia - MAI	1,380,000	344,086	1,035,914	24.9%	
District of Columbia - UBC	10,212,671	2,834,205	7,378,466	27.8%	
<b>District of Columbia Subtotal</b>	<b>21,194,872</b>	<b>5,202,380</b>	<b>15,992,492</b>	<b>24.5%</b>	
Northern Virginia -- Part A	1,355,027	157,845	1,197,182	12%	
Northern Virginia -- MAI	402,895	102,993	299,902	26%	
<b>Northern Virginia Subtotal</b>	<b>1,757,922</b>	<b>260,838</b>	<b>1,497,084</b>	<b>15%</b>	
Suburban Maryland - Part A	2,490,630	361,617	2,129,013	14.5%	
Suburban Maryland -- MAI	822,287	161,225	661,062	19.6%	
<b>Suburban Maryland Subtotal</b>	<b>3,312,917</b>	<b>522,842</b>	<b>2,790,075</b>	<b>15.8%</b>	
West Virginia - Part A	491,887	168,993	322,894	34.4%	
<b>West Virginia Subtotal</b>	<b>491,887</b>	<b>168,993</b>	<b>322,894</b>	<b>34.4%</b>	
<b>TOTAL -- Part A</b>	<b>13,939,745</b>	<b>2,712,544</b>	<b>11,227,201</b>	<b>19.5%</b>	
<b>TOTAL -- MAI</b>	<b>2,605,182</b>	<b>608,304</b>	<b>1,996,878</b>	<b>23.3%</b>	
<b>TOTAL -- UBC</b>	<b>10,212,671</b>	<b>2,834,205</b>	<b>7,378,466</b>	<b>27.8%</b>	
<b>TOTAL Subtotal</b>	<b>26,757,598</b>	<b>6,155,053</b>	<b>20,602,545</b>	<b>23.0%</b>	

PART A

Report through June 2021

SERVICE CATEGORY	ALLOCATED							EXPENDITURES TO DATE							Comments		
	Initial				Adjustments			Current AWARDS	Reported \$				Reported %	Expected \$		Expected %	
	DC	MD	VA	WVA	DC	MD	WVA		DC	MD	VA	WVA					Total
Early Intervention Services (EIS)	\$496,617.00	\$249,063.00			\$563,183.00			\$1,308,863.00	\$68,375.52	\$25,127.87			\$93,503.39	7%	\$436,287.67	33%	Unprocessed invoices
Regional Early Intervention Services (EIS)	\$7,303,901.00				-\$1,300,315.00			\$6,003,586.00	\$859,573.49	\$80,886.26	\$157,844.63		\$1,098,304.38	18%	\$2,001,195.33	33%	Unprocessed invoices
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)		\$62,266.00	\$105,663.00	\$97,021.00	-\$14,908.00			\$250,042.00	\$0.00	\$10,364.01		\$28,706.48	\$39,070.49	16%	\$83,347.33	33%	Unprocessed DC expenses
Home and Community-Based Health Services (HCBS)	\$248,308.00				\$36,692.00			\$285,000.00	\$32,066.67				\$32,066.67	11%	\$95,000.00	33%	Unprocessed invoices
Medical Nutrition Therapy (MNT)	\$133,672.00	\$136,985.00		\$8,218.00	-\$85,371.00			\$193,504.00	\$22,472.18	\$6,413.91		\$1,089.48	\$29,975.57	15%	\$64,501.33	33%	Unprocessed invoices
Medical Case Management (MCM)	\$390,199.00	\$1,170,596.00	\$630,480.00	\$154,446.00	-\$24,276.00			\$2,321,445.00	\$331,226.26	\$138,790.66		\$44,133.55	\$514,150.47	22%	\$773,815.00	33%	Unprocessed invoices
Emergency Financial Assistance (EFA)	\$465,706.00	\$199,250.00	\$90,568.00	\$172,801.00	\$1,251,075.00			\$2,179,400.00	\$617,739.22	\$6,000.00		\$77,212.89	\$700,952.11	32%	\$726,466.67	33%	
Other Professional Services (OPS)	\$399,596.00		\$166,042.00		-\$553,291.00			\$12,347.00	\$32,729.81				\$32,729.81	265%	\$4,115.67	33%	
Linguistic Services (LS)	\$177,363.00		\$120,758.00		-\$244,944.00			\$53,177.00	\$9,700.06				\$9,700.06	18%	\$17,725.67	33%	
Medical Transportation (MT)	\$58,898.00	\$74,719.00	\$105,663.00	\$47,520.00	-\$178,300.00			\$108,500.00	\$6,379.93	\$7,453.87		\$14,400.00	\$28,233.80	26%	\$36,166.67	33%	
Outreach Services (OS)	\$342,845.00	\$249,063.00	\$135,853.00	\$11,881.00	\$49,239.00			\$788,881.00	\$0.00	\$31,743.00		\$3,450.99	\$35,193.99	4%	\$262,960.33	33%	Unprocessed DC expenses
Psychosocial Support Services (PSS)	\$496,617.00	\$348,688.00			-\$410,305.00			\$435,000.00	\$43,825.04	\$54,837.84			\$98,662.88	23%	\$145,000.00	33%	Unprocessed invoices
<b>TOTAL</b>	<b>\$ 10,513,722.00</b>	<b>\$ 2,490,630.00</b>	<b>\$ 1,355,027.00</b>	<b>\$ 491,887.00</b>	<b>\$ (911,521.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,939,745.00</b>	<b>\$ 2,024,088.18</b>	<b>\$ 361,617.42</b>	<b>\$ 157,844.63</b>	<b>\$ 168,993.39</b>	<b>\$ 2,712,543.62</b>	<b>19%</b>	<b>\$ 4,646,581.67</b>	<b>33%</b>	

Underspent over 30%  
Overspent over 30%



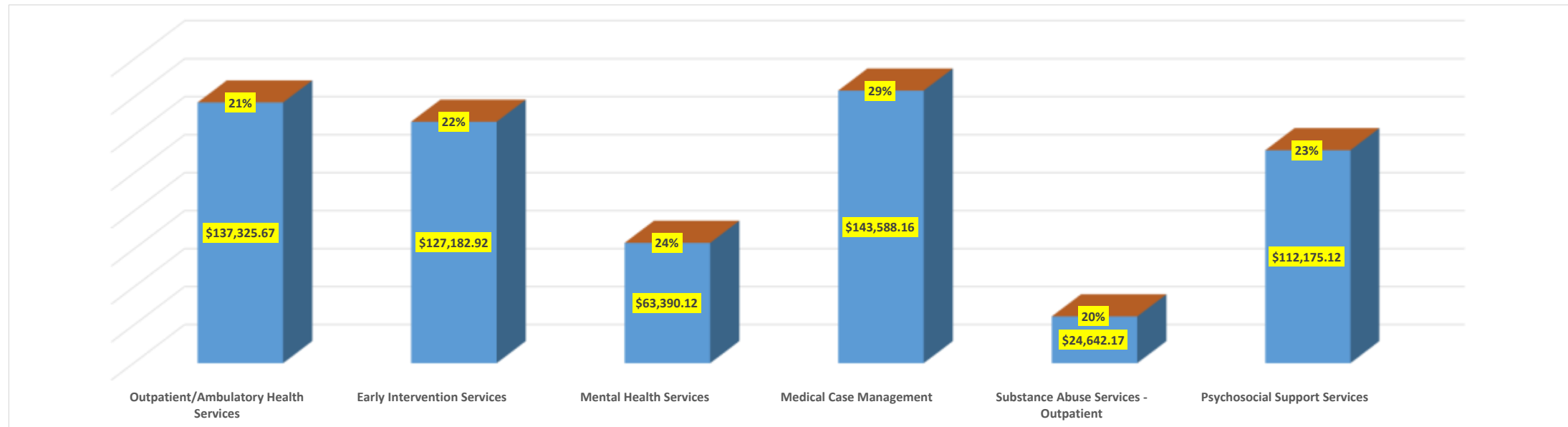
MAI

Report through June 2021

SERVICE CATEGORY	AWARDS Current Budget	EXPENDITURES TO DATE							Comments
		Reported \$				Reported %	Expected \$	Expected %	
	DC	MD	VA	Total					
Outpatient/Ambulatory Health Services	\$655,786.99	\$67,530.92	\$37,912.23	\$31,882.52	\$137,325.67	21%	\$218,595.66	33%	Unprocessed Invoices
Early Intervention Services	\$591,189.00	\$77,024.66	\$21,605.36	\$28,552.90	\$127,182.92	22%	\$197,063.00	33%	Unprocessed Invoices
Mental Health Services	\$265,131.00	\$26,077.86	\$35,987.33	\$1,324.93	\$63,390.12	24%	\$88,377.00	33%	Unprocessed Invoices
Medical Case Management	\$488,029.00	\$91,615.72	\$46,968.41	\$5,004.03	\$143,588.16	29%	\$162,676.33	33%	Unprocessed Invoices
Substance Abuse Services - Outpatient	\$124,228.00	\$24,642.17			\$24,642.17	20%	\$41,409.33	33%	Unprocessed Invoices
Psychosocial Support Services	\$480,818.00	\$57,195.14	\$18,751.39	\$36,228.59	\$112,175.12	23%	\$160,272.67	33%	Unprocessed Invoices
<b>TOTAL</b>	<b>\$2,605,181.99</b>	<b>\$344,086.47</b>	<b>\$161,224.72</b>	<b>\$102,992.97</b>	<b>\$608,304.16</b>	<b>23%</b>	<b>\$868,394.00</b>	<b>33%</b>	

Underspent over 30%

Overspent over 30%



UBC

Report through June 2021

SERVICE CATEGORY	ALLOCATED			EXPENDITURES TO DATE				Comments
	Initial	Adjustments	Current	Reported \$	Reported %	Expected \$	Expected %	
Outpatient/Ambulatory Health Services	\$ 1,460,780.00	\$ 560,077.00	\$ 2,020,857.00	\$ 368,155.83	18%	\$673,619.00	33%	Modified service delivery due to COVID-19
Oral Health Care	\$ 973,854.00	\$ (103,854.00)	\$ 870,000.00	\$ 156,144.09	18%	\$290,000.00	33%	Modified service delivery due to COVID-19
Mental Health Services	\$ 486,927.00	\$ (308,898.00)	\$ 178,029.00	\$ 82,325.00	46%	\$59,343.00	33%	
Substance Abuse Services - Outpatient	\$ 243,463.00	\$ (155,777.00)	\$ 87,686.00	\$ 3,970.00	5%	\$29,228.67	33%	Modified service delivery due to COVID-19
Non-Medical Case Management Services	\$ 2,434,634.00	\$ 1,299,179.00	\$ 3,733,813.00	\$ 1,204,205.00	32%	\$1,244,604.33	33%	
Food Bank/Home Delivered Meals	\$ 2,678,097.00	\$ 584,189.00	\$ 3,262,286.00	\$ 998,970.00	31%	\$1,087,428.67	33%	
Housing Case Management and Referral	\$ 1,217,317.00	\$ (1,157,317.00)	\$ 60,000.00	\$ 20,435.00	34%	\$20,000.00	33%	
<b>TOTAL</b>	<b>\$ 9,495,072.00</b>	<b>\$ 717,599.00</b>	<b>\$ 10,212,671.00</b>	<b>\$ 2,834,204.92</b>	<b>28%</b>	<b>\$3,404,223.67</b>	<b>33%</b>	

Underspent over 30%

Overspent over 30%

