

## **PLANNING COMMISSION (COHAH) GENERAL BODY MEETING AGENDA**

**THURSDAY, JULY 26, 2018 – 6:00PM TO 8:00PM**

**JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER**

**441 4<sup>TH</sup> STREET, NW; 11<sup>TH</sup> FLOOR; WASHINGTON, DC 20001**

**Note: all times are approximate**

|  |   |
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| <b>6:00 pm</b>   | <ol style="list-style-type: none"> <li>1. Call To Order and Moment of Silence</li> <li>2. Welcome and Introductions</li> </ol>  |
| <b>6:10 pm</b>   | <ol style="list-style-type: none"> <li>3. Commission Administrative Business – “Things to Do”               <ul style="list-style-type: none"> <li>• COHAH Vacancies - Unaligned Consumer Members – 7 slots available (1 DC, 3 MD, and 3 VA)</li> <li>• Review Bylaws – Discussion and vote in August!!!</li> <li>• Review Public Comment Policy – Discussion and vote in August!!!</li> </ul> </li> </ol>          |
| <b>6:20 pm</b>   | <ol style="list-style-type: none"> <li>4. Ryan White HIV/AIDS Program (RWHAP) – Jurisdictional Reports &amp; Financial Oversight               <ul style="list-style-type: none"> <li>• Suburban Maryland Administrative Agent Report</li> <li>• Northern Virginia Administrative Agent Report</li> <li>• DC and West Virginia Administrative Agent Report</li> <li>• RWHAP Recipient Report</li> </ul> </li> </ol> |
| <b>6:40pm</b>  | <ol style="list-style-type: none"> <li>5. Nominations for COHAH Leadership Positions               <ul style="list-style-type: none"> <li>• Community Co-Chair</li> <li>• Community Vice-Chair</li> </ul> </li> </ol>   |
| <b>7:00 pm</b>   | <ol style="list-style-type: none"> <li>6. Ryan White PSRA Orientation – Part 1</li> </ol>   |
| <b>7:50 pm</b>   | <ol style="list-style-type: none"> <li>7. New Business</li> </ol>   |
| <b>7:55 pm</b>   | <ol style="list-style-type: none"> <li>8. Announcements               <ul style="list-style-type: none"> <li>• <b>IMPORTANT DATES FOR JULY-AUGUST-SEPTEMBER (On the back of this agenda)</b></li> </ul> </li> </ol>   |
| <b>8:00 pm</b>   | <ol style="list-style-type: none"> <li>9. Adjournment</li> </ol>  |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p><b><u>NEXT PLANNING COMMISSION (COHAH)<br/>           MEETING:</u></b></p> </div> <div style="width: 50%; background-color: yellow; text-align: center;"> <p><b>THURSDAY AUGUST 23, 2018</b><br/> <b>6PM-8PM</b><br/> <b>JUDICIARY SQUARE – CITYWIDE<br/>           CONFERENCE CENTER</b><br/> <b>441 4<sup>TH</sup> ST. NW; 11<sup>TH</sup> FLOOR</b><br/> <b>WASHINGTON, DC 20001</b></p> </div> </div> |   |

## IMPORTANT DATES – JULY, AUGUST, & SEPTEMBER

| DATE                       | TOPIC  | TIME      |
|----------------------------|--|-----------|
| July 30 <sup>th</sup>      | COHAH Orientation – Part 1 (Ryan White)  | 2p to 5p  |
| July 30 <sup>th</sup>      | COHAH Orientation – Part 1 (Ryan White)  | 5p to 8p  |
| July 31 <sup>st</sup>      | COHAH Orientation – Part 2 (Ryan White)  | 2p to 5p  |
| July 31 <sup>st</sup>      | COHAH Orientation – Part 2 (Ryan White)  | 5p to 8p  |
|                            |  |           |
| August 1 <sup>st</sup>     | PSRA Orientation – Part 2  | 4p to 8p  |
| August 2 <sup>nd</sup>     | PSRA Orientation – Part 2  | 4p to 8p  |
| August 7 <sup>th</sup>     | Northern VA PSRA Session @ NVRC  | 10a to 3p |
| August 8 <sup>th</sup>     | Washington, DC PSRA Session @ DOH/HAHSTA   | 3p to 8p  |
| August 9 <sup>th</sup>     | Suburban MD PSRA Session @ Doubletree Hotel Largo  | 10a to 3p |
| August 15 <sup>th</sup>    | Integrated Strategies Committee (ISC) Meeting  | 4p to 6p  |
| August 16 <sup>th</sup>    | Community Engagement & Education Committee (CEEC) Meeting  | 5p to 7p  |
| August 21 <sup>st</sup>    | Research and Evaluation Committee (REC) Meeting  | 3p to 5p  |
| August 22 <sup>nd</sup>    | Comprehensive Planning Committee (CPC) Meeting   | 3p to 5p  |
| August 23 <sup>rd</sup>    | Executive Operations Committee (EOC) Meeting @ 441 4 <sup>th</sup> St. NW  | 5p to 6p  |
| August 23 <sup>rd</sup>    | COHAH General Body Meeting @ 441 4 <sup>th</sup> Street, NW on the 11 <sup>th</sup> Floor<br>*** PSRA PROCESS WILL BE COMPLETED AT THIS MEETING*** | 6p to 8p  |
|                            |  |           |
| September 11 <sup>th</sup> | COHAH Orientation – Part 3 (Prevention)  | 2p to 5p  |
| September 13 <sup>th</sup> | COHAH Orientation – Part 3 (Prevention)  | 5p to 8p  |
| September 18 <sup>th</sup> | Research and Evaluation Committee (REC) Meeting  | 3p to 5p  |
| September 19 <sup>th</sup> | Integrated Strategies Committee (ISC) Meeting  | 4p to 6p  |
| September 20 <sup>th</sup> | Community Engagement & Education Committee (CEEC) Meeting  | 5p to 7p  |
| September 26 <sup>th</sup> | Comprehensive Planning Committee (CPC) Meeting   | 3p to 5p  |
| September 27 <sup>th</sup> | Executive Operations Committee (EOC) Meeting @ 441 4 <sup>th</sup> St. NW  | 5p to 6p  |
| September 27 <sup>th</sup> | COHAH General Body Meeting @ 441 4 <sup>th</sup> Street, NW on the 11 <sup>th</sup> Floor  | 6p to 8p  |
|                            |  |           |

**PLANNING COMMISSION (COHAH)**

**MEETING MINUTES**

**THURSDAY – JUNE 28, 2018 – 6:00PM TO 8:00PM**

**441 4<sup>TH</sup> ST NW; ONE JUDICIARY SQ. ROOM 1117; WASHINGTON, D.C. 20002**

| <b>ATTENDEES/ROLL CALL</b>                      |                |               |   |                |               |
|---|----------------|---------------|---|----------------|---------------|
| <b>Planning Council Members</b>                 | <b>Present</b> | <b>Absent</b> | <b>Planning Council Members</b>                 | <b>Present</b> | <b>Absent</b> |
| Adkins, Sarcia                                  | X              |               | Ford, Jasmine                                   |                | X             |
| Baker-Holley, Nathaniel                         |                | X             | Forman, Lynn                                    | X              |               |
| Berko, Sally                                    |                | X             | Gomez, Ana                                      | X              |               |
| Blocker, Lakisa                                 | X              |               | Hickson, DeMarc                                 |                | X             |
| Bowman, Joshua                                  |                | X             | Hughes, David                                   | X              |               |
| Carama, Farima                                  | X              |               | Hutton, Kenya                                   |                | X             |
| Carney, Misty                                   | X              |               | Massie, Jenne                                   | X              |               |
| Cauthen, Melvin                                 | X              |               | McClain, Lenora                                 | X              |               |
| Clay, Cyndee                                    | X              |               | Mekonnen, Betelhem                              | X              |               |
| Coker, Sharon                                   |                | X             | Morse, Ka'leef                                  | X              |               |
| Copley, Mackenzie                               | X              |               | Padmore, Gerald                                 | X              |               |
| Corbett, Wallace                                | X              |               | Pannell, Altmann                                | X              |               |
| Cox, Derrick                                    | X              |               | Rakhmanina, Natella                             |                | X             |
| Cruz, Peter                                     | X              |               | Shaw-Richardson, Reginald                       |                | X             |
| Dean, Traci                                     | X              |               | Shazor, Charles                                 | X              |               |
| DiMartino, Peter                                | X              |               | Simmons, Ron                                    | X              |               |
| Fogal, Doug                                     | X              |               | Torre, Andrew                                   | X              |               |
| Fonseca, Julio                                  | X              |               | Washington, Antonio                             | X              |               |
|   |                |               | Zoerkler, Jennifer                              | X              |               |
| <b>Administrative Agent<br/>Representatives</b> | <b>Present</b> | <b>Absent</b> | <b>Administrative Agent<br/>Representatives</b> | <b>Present</b> | <b>Absent</b> |
| Agar, Tim                                       | X              |               | Moore, Tarsha                                   |                | X             |
| Barmer, David                                   | X              |               |   |                |               |
| Hayes-Cozier, Ravinia                           |                | X             |   |                |               |
| <b>HAHSTA Staff</b>                             | <b>Present</b> | <b>Absent</b> | <b>PC/HPPG Staff</b>                            | <b>Present</b> | <b>Absent</b> |
| Barnes, Clover                                  |                | X             | Bailey, Patrice                                 | X              |               |
| Varga, Leah                                     | X              |               | Clark, Lamont                                   | X              |               |
| Rochad, Nestor                                  | X              |               |   |                |               |
| <b>HIGHLIGHTS</b>                               |                |               |   |                |               |

| <ul style="list-style-type: none"> <li>○ Chair Report</li> <li>○ Recipient Report</li> <li>○ Jurisdictional Reports</li> </ul> |   |
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| <b>AGENDA</b>  |   |
| Item   | Discussion  |
| <b>Call to Order</b>   | The meeting was called to order by Ka’leef M at 6:30pm. He asked for a moment of silence then asked everyone to introduce themselves for the record.  |
| <b>Review and Approval of the Agenda</b>   | N/A   |
| <b>Review and Approval of the Minutes</b>  | N/A   |
| <b>Commission Administrative Business – “Things to Do”</b>   | <p>Ka’leef M. led the discussion on COHAH Administrative Business</p> <p><b>COHAH Vacancies</b><br/>         Ka’leef noted that there were seven (7) seats available for Unaligned Consumers (1 DC, 3 MD, and 3 VA)</p> <p><b>Community Co-Chair and a Community Vice-Chair Nominations</b><br/>         Ka’leef M noted that the COHAH needed leadership.</p> <ul style="list-style-type: none"> <li>- Jennifer Z. was nominated for Vice Chair</li> <li>- Cyndee C. was nominated for Community Co-Chair</li> <li>- Jenne M. was nominated for Community Co-Chair</li> <li>- Sharon C. was nominated for Community Co-Chair</li> </ul> <p>The voting would take place at the July 2018 Meeting. Lamont C. noted that each nominee would have a few minutes to present themselves before the COHAH before voting takes place.</p> <p><b>Need for four (4) Committee Chairs</b><br/>         Ka’leef noted that each committee would need leadership. He stated the leadership structure in each committee was flexible, but leadership was a must. The Chairs of each committee would become part of the Executive Operations Committee.</p> <p><b>Schedule your ORIENTATION SESSIONS ASAP!!!</b><br/>         Ka’leef M noted that everyone was required to attend orientation sessions. The membership should contact Lamont and Patrice for scheduling.</p> <p><b>Sign-up for the Basecamp app</b><br/>         Ka’leef M asked members to signed up for the Basecamp app. Ka’leef and Charles S. explained how the app could work.</p> |



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|   | <p><b><i>Review Bylaws – Discussion and vote in July!!!</i></b><br/>Members were asked to review the Bylaws for a vote at the next COHAH meeting.</p> <p><b><i>Review Public Comment Policy – Discussion and vote in July!!!</i></b><br/>The Public Comment Policy was distributed to members. They were asked to review it so that they could discuss it and vote on it at the July meeting.</p>   |
| <p><b>Recipient/<br/>Jurisdictional<br/>Reports</b></p> | <p><b><i>Overview of the RWHAP Financial Oversight process – roll up, narratives and directives</i></b><br/>Ka’leef M. walked members and guest through the various documents that they would receive during CPC, General Body, and PSRA meetings.</p> <p><b>David Barmer provided the report for Suburban Maryland</b><br/>March and April 2018 financial report submission includes expenses from 9 of 9 sub recipients, and 9 of 9 invoices have been received and are being processed. The close-out for FY27 has been completed at 95.4% .</p> <p>The overall expense at the end of March and April is 21% and should be 16.7%.</p> <p><i>Part A expenditures are 16.0% and should be 16.7%. The only service that was 15% below expected is HIPCSA. The services that were 15% above expected were Medical Nutritional Therapy &amp; Outreach</i></p> <p><i>Part A MAI expenditures are 36.9% and should be 16.7%.</i></p> <p><b>Tim Agar provided the report for Northern Virginia</b><br/>Overall spending for March/April should be at 16.6%. Spending is at 27.4% for Part A and 74.9% for MAI.</p> <p>In April, NVRC was operating with a partial award. Because the award was not yet complete, it looks like they spending at too rapid a rate. Any assessment of spending across the grant is going to be off until the award is complete.</p> <p>MAI spending is much higher than expected in all the MAI service areas and relates to new types of staff brought on to address an expanded MAI program under YouthReach.</p> <p><b>Ebony Fortune provided the report for the District of Columbia, West Virginia, and the Recipient</b></p> <p><b><u>District of Columbia and W. Virginia</u></b></p> <p>For the month of March (8) of (11) invoices were received and processed and for the month of April (10) of (11) invoices were received and processed. Ebony noted that</p> |



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|   | <p>many of the unprocessed invoices are from larger providers which skews the spending data. She noted that by the May reports many of those invoices should have been submitted and this will be reflected in what appears to be increased spending.</p> <p>Washington, DC Part A expenditures are 13.6% and should be 16.7%, Part A MAI expenditures are 13.8% and should be 16.7%.</p> <p>In West Virginia, Part A expenditures are 17.2% and should be 16.7%.</p> <p><b><u>Recipient Report</u></b><br/>The final CARE Act Part A Grant award for Year 28 was received on May 22, 2018. The total Part A award for Grant Year 28 is <b>\$32,068,315</b>.</p> <p><b>Part A Application.</b> The Ryan White Part A Application guidance has been released. Recipient staff are preparing for the application submission. A kick-off meeting is scheduled for July 11, 2018 with internal HAHSTA staff and the administrative agents.</p> |
| <b>ANNOUNCEMENTS/OTHER DISCUSSION</b>   |  |
| <p>Ka'leef asked any organization using Uber Health to contact him. He pointed out that on the back of the agenda there were a list of Important Dates that commissioners should be aware of.</p> <p>UCHAPS will have a General Body meeting on the 16<sup>th</sup> and 17<sup>th</sup> of July.</p>  |  |
| <b>HANDOUTS</b>   |  |
| <p>Agenda dated 6/28/2018<br/> Recipient Report<br/> Recipient Narrative Report<br/> EMA-Wide Roll Up FOAC Allocations and Awards<br/> Jurisdictional District of Columbia and West Virginia Report<br/> DC and West Virginia Utilization Report<br/> NOVA Regular and MAI Report<br/> NOVA Reprogramming Request Motion<br/> Suburban Maryland Regular Part A and MAI FOAC Report<br/> Public Comment Policy</p> |  |

|                              |         |
|------------------------------|---------|
| <b>MEETING<br/>ADJOURNED</b> | 8:08 PM |
| <b>NEXT<br/>MEETING</b>      | N/A     |

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|--|--------------|--|
| <b>I, as Planning Council Government Co-Chair, hereby certify the accuracy of the above minutes:</b> |              |  |
|  |              | <b>Date the Minutes were approved by the Planning Council:</b> |
| <b>Signature of:</b><br><b>Ka'leef S. Morse, MHS</b><br><b>Government Co-Chair</b>                   | <b>Date:</b> |  |