

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

**WEDNESDAY JANUARY 26, 2022 – 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 January 26, 2022</li> <li>4. Approve Minutes for December 15, 2021</li> </ol>
11:15 am	5. Ryan White HIV/AIDS Program (RWHAP) – Reports & Financial Oversight
11:30 am	<ol style="list-style-type: none"> <li>6. Other Business               <ul style="list-style-type: none"> <li>- PSRA update</li> </ul> </li> </ol>
12:15 pm	7. Announcements and Adjournment
<p><b><u>NEXT COMPREHENSIVE PLANNING          COMMITTEE (CPC) MEETING:</u></b></p>	<p><b>WEDNESDAY FEBRUARY 23, 2022          11PM TO 1PM          ELECTRONIC MEETING VIA ZOOM VIDEO          CONFERENCING (ONLINE)</b></p>

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

**WEDNESDAY, DECEMBER 15, 2021 – 11:00AM**

**ZOOM 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	
Clark, Lamont ( <i>Gov. Co-Chair</i> )	X				
Copley, Mackenzie ( <i>Vice Chair</i> )	X				
DeMartino, Peter	X				
Padmore, Gerald ( <i>Chair</i> )	X				
Palmer, Kentrell ( <i>Kenny</i> )		X			
Shaw-Richardson, Re'ginald		X	<b>COMMUNITY PARTNERS/GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
<b>RYAN WHITE RECIPIENT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>			
Ally, Shabeen	X				
Edmonds, Jason	X		<b>CONSULTANTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Fortune, Ebony	X				
Lago, Lena ( <i>Recipient</i> )	X				
<b>VISITING COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
			Bailey, Patrice	X	

## **HIGHLIGHTS**

*NOTE: This is a draft version of the December 15, 2021, Comprehensive Planning Committee (CPC) Meeting Minutes. The final version will be approved at the January 26, 2021, meeting and made available thereafter.*

## **AGENDA**

<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>	Mackenzie C. motioned to adopt the agenda for the December 15, 2021 CPC meeting. Peter D. seconded. The agenda was adopted unanimously.
<b>Review and Approval of the Minutes</b>	Claudia R. motioned to approve the meeting minutes for the November 17, 2021 meeting. Peter seconded. The minutes were approved unanimously.



<p><b>Ryan White HIV/AIDS Program (RWHAP) Reports &amp; Financial Oversight</b></p>	<p>Lena Lago presented the Recipient Report The Part A and Part A MAI Funding Monthly Fiscal and Recipient report is for the period of October 1 – 30, 2021. The GY 31 award has been received in the amount \$31,479,527.</p> <p><u>FISCAL STATUS</u> For Part A and Part A MAI in October 2021, (32) of (39) invoices have been received.</p> <p>There are no service delivery challenges for DC, Maryland or Virginia.</p> <p><u>PART A FISCAL SUMMARY</u> Part A expenditures are at 43% and should be at 67%.</p> <p>Service areas affected by unprocessed invoices are Early Intervention Services (EIS), Regional Early Intervention Services (REIS), Health Insurance Premium and Cost Sharing Assistance (HIPCSA), Medical Case Management (MCM), Linguistic Services (LS), Medical Transportation (MT), Outreach Services (OS), and Psychosocial Support Services (PSS).</p> <p>Services spending 30% below expected are Early Intervention Services (EIS), Regional Early Intervention Services (EIS), Home and Community-Based Health Services (HCBS), and Medical Nutrition Therapy (MNT).</p> <p>There are no services spending 30% above expected.</p> <p><u>PART A MAI FISCAL SUMMARY</u> Part A MAI expenditures are at 46% and should be at 67%.</p> <p>Service areas affected by unprocessed invoices are Outpatient/Ambulatory Health Services (OAHS), Mental Health Services (MH), and Substance Abuse Services –Outpatient (SASO).</p> <p>Services spending 30% below expected are Early Intervention Services (EIS), Substance Abuse Services – Outpatient (SASO), and Psychosocial Support Services (PSS).</p> <p>There are no services spending 30% above expected.</p> <p><u>UBC FISCAL SUMMARY</u> UBC expenditures are at 62% and should be at 67%.</p> <p>There are no service areas affected by unprocessed invoices.</p>
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	<p>Services spending 30% below expected are Oral Health Care (OH), and Substance Abuse Services – Outpatient (SASO).</p> <p>There are no services spending 30% above expected.</p> <p><b>RECIPIENT REPORT</b></p> <p>1. GY 31 Closeout. The Recipient and her team are working diligently to ensure funds are spent down as much as possible and notifications of any reprogrammings will be noted in next month’s report. 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.</p>
<p><b>Other Business</b></p>	<p>Lamont C. informed the committee of various new positions that had been filled at HAHSTA.</p> <ul style="list-style-type: none"> <li>• Clover Barnes (Recipient) is the new Senior Deputy Director of HAHSTA</li> <li>• Lena Lago (Deputy Division Chief) is the Interim Recipient and CARE Bureau Chief</li> <li>• Ave Maria Smith (Program Chief) is the Interim Deputy Division Chief</li> <li>• Lamont Clark (COHAH Coordinator) is the new Government Co-Chair of COHAH and Supervisory Public Health Analyst</li> </ul> <p>PSRA Status – Lamont indicated that the committee should begin to think about how to move forward with Peter’s suggestion on how to conduct PSRA moving forward (there be one major PSRA process meeting and each proceeding year of the grant period will be smaller annual meetings to provide updates, show data and discuss any necessary adjustments).</p>

<p><b>ANNOUNCEMENTS/OTHER DISCUSSION</b></p>	
<p>Peter announced that the Maryland Department of Health is experiencing an outage. All of their systems are down. When the system will. Resume proper operation in unknown at this time.</p>	
<p><b>HANDOUTS</b></p>	
<ul style="list-style-type: none"> <li>• December 15, 2021, Comprehensive Planning Committee (CPC) Meeting Agenda</li> <li>• November 17, 2021, Comprehensive Planning Committee (CPC) Meeting Minutes</li> <li>• Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding) Year 31 – Reporting Period: October 2021</li> </ul>	

<p><b>MEETING    ADJOURNED</b></p>	<p><b>11:22 AM</b></p>	<p><b>NEXT    MEETING</b></p>	<p><b>WEDNESDAY, JANUARY 26, 2022    11:00am to 1:00pm    ZOOM CONFERENCE AND VIDEO CALL</b></p>
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**Date: January 27, 2022**

**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: November 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 partial GY 32 award has been received in the amount \$10,168,601 (Formula \$9,237,003 and MAI \$931,598).**

**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 November 2021, (26) of (39) invoices have been received.

### **SERVICE DELIVERY CHALLENGES**

**DC:** N/A

**MD:** N/A

**VA:** N/A

### **PART A FISCAL SUMMARY**

**Part A expenditures are 49% and should be 75%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Early Intervention Services (EIS)
Regional Early Intervention Services (REIS)

Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
Medical Case Management (MCM)
Linguistic Services (LS)
Medical Transportation (MT)
Outreach Services (OS)
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)
Psychosocial Support Services (PSS)

**Services 30% above expected:**

N/A
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**PART A MAI FISCAL SUMMARY**

Part A MAI expenditures are 51% and should be 75%. (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Outpatient/Ambulatory Health Services (OAHS)
Mental Health Services (MH)
Substance Abuse Services –Outpatient (SASO)

**Services 30% below expected:**

Early Intervention Services (EIS)
Medical Case Management (MCM)
Substance Abuse Services – Outpatient (SASO)
Psychosocial Support Services (PSS)

**Services 30% above expected:**

N/A

## UBC FISCAL SUMMARY

**UBC expenditures are 69% and should be 75%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

N/A

**Services 30% below expected:**

Oral Health Care (OH)

Substance Abuse Services –Outpatient (SASO)

**Services 30% above expected:**

N/A

## RECIPIENT REPORT

1. **GY 31 Closeout.** The Recipient and her team are still working diligently to ensure funds are spent down as much as possible and notifications of any reprogramming's will be noted in next month's report. 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.

**Report through October 2021**

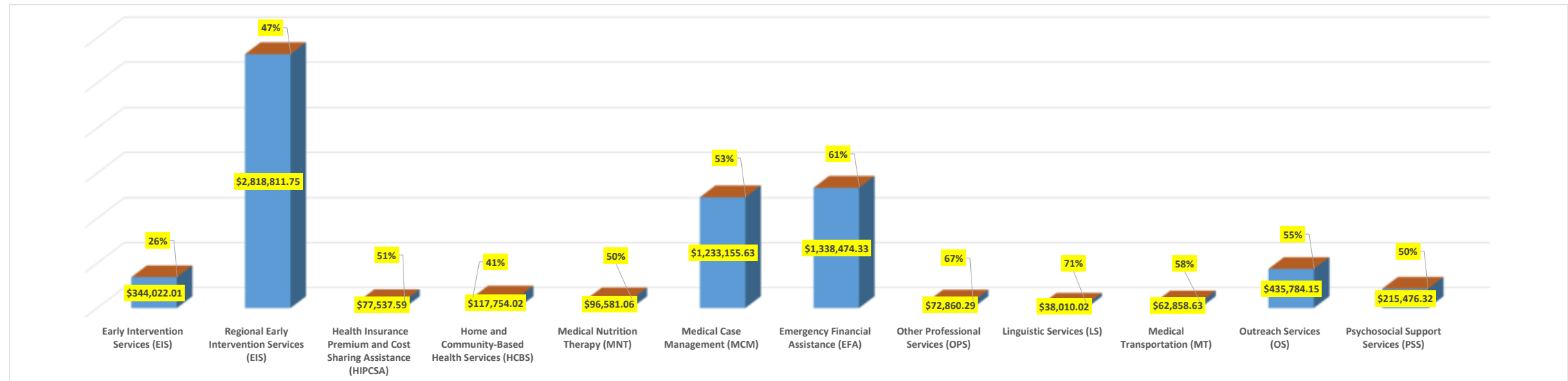
<b>Jurisdiction</b>	<b>Current Award - Finalized</b>	<b>Expenditures</b>	<b>Remaining Balance</b>	<b>Percent Spent</b>	<b>Comments</b>
District of Columbia - Part A	9,699,222	5,172,436	4,526,786	53.3%	
District of Columbia - MAI	1,380,000	735,063	644,937	53.3%	
District of Columbia - UBC	10,212,671	7,076,505	3,136,166	69.3%	
<b>District of Columbia Subtotal</b>	<b>21,291,893</b>	<b>12,984,003</b>	<b>8,307,890</b>	<b>61.0%</b>	
Northern Virginia -- Part A	1,249,364	457,907	791,457	37%	
Northern Virginia -- MAI	402,895	200,098	202,797	50%	
<b>Northern Virginia Subtotal</b>	<b>1,652,259</b>	<b>658,005</b>	<b>994,254</b>	<b>40%</b>	
Suburban Maryland - Part A	2,508,092	931,744	1,576,348	37.1%	
Suburban Maryland -- MAI	822,287	390,219	432,068	47.5%	
<b>Suburban Maryland Subtotal</b>	<b>3,330,379</b>	<b>1,321,963</b>	<b>2,008,416</b>	<b>39.7%</b>	
West Virginia - Part A	483,067	289,239	193,828	59.9%	
<b>West Virginia Subtotal</b>	<b>483,067</b>	<b>289,239</b>	<b>193,828</b>	<b>59.9%</b>	
<b>TOTAL -- Part A</b>	<b>13,939,745</b>	<b>6,851,326</b>	<b>7,088,419</b>	<b>49.1%</b>	
<b>TOTAL -- MAI</b>	<b>2,605,182</b>	<b>1,325,380</b>	<b>1,279,802</b>	<b>50.9%</b>	
<b>TOTAL -- UBC</b>	<b>10,212,671</b>	<b>7,076,505</b>	<b>3,136,166</b>	<b>69.3%</b>	
<b>TOTAL Subtotal</b>	<b>26,757,598</b>	<b>15,253,211</b>	<b>11,504,387</b>	<b>57.0%</b>	

PART A

Report through October 2021

SERVICE CATEGORY	ALLOCATED	EXPENDITURES TO DATE								Comments
		Reported \$					Reported %	Expected \$	Expected %	
Current AWARDS	DC	MD	VA	WVA	Total					
Early Intervention Services (EIS)	\$1,308,863.00	\$285,004.40	\$59,017.61			\$344,022.01	26%	\$981,647.25	75%	Unprocessed Invoices
Regional Early Intervention Services (EIS)	\$6,003,586.00	\$2,083,568.97	\$277,335.94	\$457,906.84		\$2,818,811.75	47%	\$4,502,689.50	75%	Unprocessed Invoices and Modified service delivery due to COVID-19
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)	\$153,021.00	\$0.00	\$27,028.98		\$50,508.61	\$77,537.59	51%	\$114,765.75	75%	
Home and Community-Based Health Services (HCBS)	\$285,000.00	\$117,754.02				\$117,754.02	41%	\$213,750.00	75%	staff vacancies
Medical Nutrition Therapy (MNT)	\$193,504.00	\$71,007.19	\$22,963.37		\$2,610.50	\$96,581.06	50%	\$145,128.00	75%	cyclical spending
Medical Case Management (MCM)	\$2,321,445.00	\$820,426.43	\$332,372.43		\$80,356.77	\$1,233,155.63	53%	\$1,741,083.75	75%	
Emergency Financial Assistance (EFA)	\$2,179,400.00	\$1,207,554.77	\$6,854.20		\$124,065.36	\$1,338,474.33	61%	\$1,634,550.00	75%	
Other Professional Services (OPS)	\$109,368.00	\$72,860.29				\$72,860.29	67%	\$82,026.00	75%	
Linguistic Services (LS)	\$53,177.00	\$27,629.10	\$10,380.92			\$38,010.02	71%	\$39,882.75	75%	
Medical Transportation (MT)	\$108,500.00	\$19,088.56	\$18,570.07		\$25,200.00	\$62,858.63	58%	\$81,375.00	75%	Unprocessed Invoices
Outreach Services (OS)	\$788,881.00	\$360,692.90	\$68,593.35		\$6,497.90	\$435,784.15	55%	\$591,660.75	75%	
Psychosocial Support Services (PSS)	\$435,000.00	\$106,849.18	\$108,627.14			\$215,476.32	50%	\$326,250.00	75%	
<b>TOTAL</b>	<b>\$13,939,745.00</b>	<b>\$5,172,435.81</b>	<b>\$931,744.01</b>	<b>\$457,906.84</b>	<b>\$289,239.14</b>	<b>\$ 6,851,325.80</b>	<b>49%</b>	<b>\$10,454,808.75</b>	<b>75%</b>	

Underspent over 30%  
Overspent over 30%

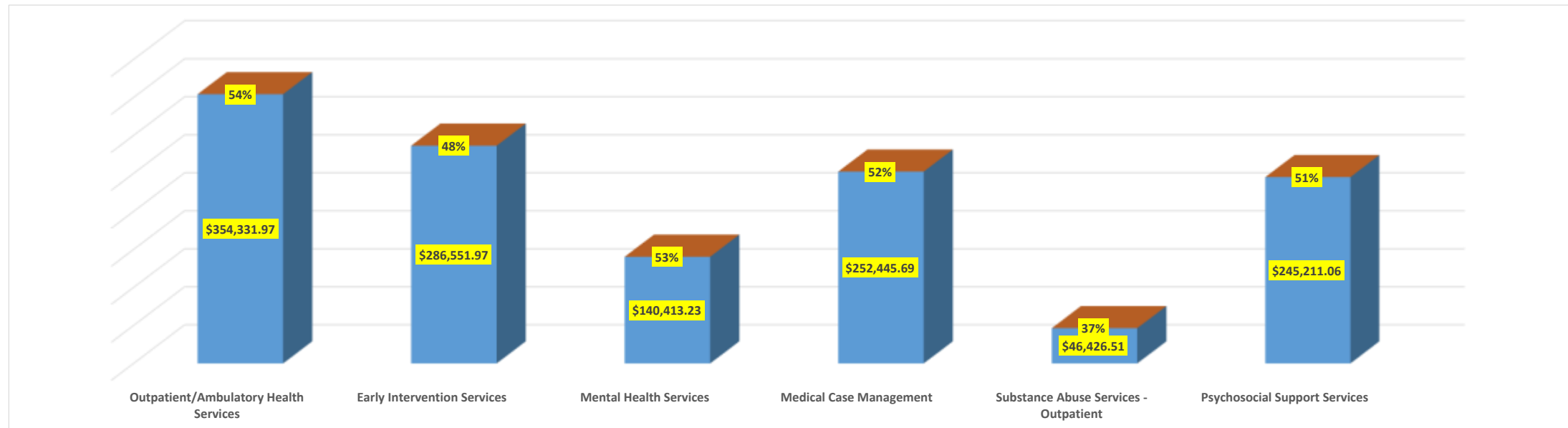


MAI

Report through October 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	\$207,391.75	\$86,410.88	\$60,529.34	\$354,331.97	54%	\$491,840.24	75%	
Early Intervention Services	\$591,189.00	\$167,175.13	\$62,975.65	\$56,401.19	\$286,551.97	48%	\$443,391.75	75%	Modified service delivery due to COVID-19
Mental Health Services	\$265,131.00	\$54,663.20	\$83,266.18	\$2,483.85	\$140,413.23	53%	\$198,848.25	75%	
Medical Case Management	\$488,029.00	\$137,103.31	\$107,600.93	\$7,741.45	\$252,445.69	52%	\$366,021.75	75%	
Substance Abuse Services - Outpatient	\$124,228.00	\$46,426.51			\$46,426.51	37%	\$93,171.00	75%	Unprocessed Invoices
Psychosocial Support Services	\$480,818.00	\$122,302.84	\$49,965.56	\$72,942.66	\$245,211.06	51%	\$360,613.50	75%	Modified service delivery due to COVID-19
<b>TOTAL</b>	<b>\$2,605,181.99</b>	<b>\$735,062.74</b>	<b>\$390,219.20</b>	<b>\$200,098.49</b>	<b>\$1,325,380.43</b>	<b>51%</b>	<b>\$1,953,886.49</b>	<b>75%</b>	

Underspent over 30%  
Overspent over 30%



UBC

Report through October 2021

SERVICE CATEGORY	ALLOCATED	EXPENDITURES TO DATE				Comments
	Current	Reported \$	Reported %	Expected \$	Expected %	
Outpatient/Ambulatory Health Services	\$ 2,020,857.00	\$ 1,742,248.88	86%	\$1,515,642.75	75%	
Oral Health Care	\$ 870,000.00	\$ 330,599.03	38%	\$652,500.00	75%	Modified service delivery due to COVID-19
Mental Health Services	\$ 178,029.00	\$ 150,825.00	85%	\$133,521.75	75%	
Substance Abuse Services - Outpatient	\$ 87,686.00	\$ 7,845.00	9%	\$65,764.50	75%	Modified service delivery due to COVID-19
Non-Medical Case Management Services	\$ 3,733,813.00	\$ 2,613,990.00	70%	\$2,800,359.75	75%	
Food Bank/Home Delivered Meals	\$ 3,262,286.00	\$ 2,196,802.00	67%	\$2,446,714.50	75%	
Housing Case Management and Referral	\$ 60,000.00	\$ 34,195.00	57%	\$45,000.00	75%	
<b>TOTAL</b>	<b>\$ 10,212,671.00</b>	<b>\$ 7,076,504.91</b>	<b>69%</b>	<b>\$7,659,503.25</b>	<b>75%</b>	

Underspent over 30%

Overspent over 30%

