

## PLANNING COMMISSION (COHAH) GENERAL BODY MEETING MINUTES

**THURSDAY, DECEMBER 12, 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**

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Adkins, Sarcia	X		Gomez, Ana		X
Baker-Holley, Nathaniel	X		Hickson, DeMarc		X
Blocker, Lakisa		X	Hughes, David	X	
Bowman, Joshua		X	Hutton, Kenya		X
Camara, Farima	X		Keita, Ramatoulaye	X	
Carney, Misty	X		Kharfen, Michael (DOH)	X	
Cauthen, Melvin		X	Massie, Jenne'	X	
Clay, Cyndee	X		McBride, Dennis		X
Coker, Sharon	X		McClain, Lenora		X
Cooper-Smith, Marjorie (DBH)		X	Mekonnen, Betelhem		X
Copley, Mackenzie	X		Morse, Kaleef	X	
Corbett, Wallace	X		Padmore, Gerald	X	
Cox, Derrick	X		Rakhmanina, Natella	X	
Dean, Traci	X		Shaw-Richardson, Re'ginald		X
DeMartino, Peter	X		Shazor, Charles		X
Fogal, Doug		X	Simmons, Ron	X	
Fonseca, Julio	X		Torre, Andrew	X	
Ford, Jasmine	X		Uyouko, Haris	X	
Forman, Lynn	X		Wallis, Jane	X	
			Washington, Antonio	X	
			Zoerkler, Jennifer	X	
<b>ADMINISTRATIVE AGENT REPRESENTATIVES</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>ADMINISTRATIVE AGENT REPRESENTATIVES</b>	<b>PRESENT</b>	<b>ABSENT</b>
Agar, Tim	X		Hayes-Cozier, Ravinia	X	
Avellanet, Felix	X		Moore, Tarsha	X	
Barmer, David		X	Simmons, Michelle	X	
<b>HAHSTA STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
Barnes, Clover	X		Bailey, Patrice	X	
Fortune, Ebony		X	Clark, Lamont	X	

## HIGHLIGHTS

- Recipient Report
- Jurisdictional Reports
- Data to Action Presentation

## AGENDA

Item	Discussion
<b>Call to Order</b>	The meeting was called to order by Kaleef M. at 6:12pm. He asked for a moment of silence then asked everyone to introduce themselves for the record.
<b>Review and Approval of the Agenda</b>	A motion was made to approve the December 12, 2018 Meeting Agenda. The motion was seconded and approved.
<b>Review and Approval of the Minutes</b>	A motion was made to approve the Meeting Minutes from November 29, 2018. The motion was seconded and approved.
<b>Ryan White HIV/AIDS Program (RWHAP) – Financial Oversight Reports</b>	<p>❖ <b><u>Suburban Maryland – Ravinia Hayes-Cozier reporting.</u></b>            Ravinia noted the October 2018 financial report submission includes expenses from 9 of their 9 sub recipients.</p> <p>The overall expense at the end of October is 58.0% and should be 66.7%. Part A expenditures are 57.2 % and should be 66.7%. The only category that was underspent by more than 30% was Linguistic Services and that represents about \$15,000. Part A MAI expenditures are 61.7% and should be 66.7%.</p> <p>❖ <b><u>Northern Virginia – Tim Agar reporting.</u></b>            Reporting period is October 01 through October 31, 2018. Overall spending thru October is at 45% for Part A and 73.5% for MAI.</p> <p>Part A spending is at or near target for Early Intervention Services, Health Insurance co-pays, Legal Services, and Outreach. Spending is higher than expected in Linguistic services. Spending is slightly lower than expected in Medical Case Management due to staff vacancies earlier in the grant year. Spending is a lot lower in EFA and Medical Transportation. EFA spending has increased in the month of October as the new EFA provider who started in September has started billing for EFA services. Some of the savings from Medical Case Management and EFA will be reprogrammed to other services of greater need.</p> <p>MAI spending is at or near target for Medical Case Management and Linguistic Services. MAI spending is higher than expected in Ambulatory Outpatient Medical Care.</p> <p>At this time NVRC has reviewed the third response to the corrective action plan (CAP) submitted by the program’s new management on Dec 10<sup>th</sup> and 12<sup>th</sup>. Most items, including invoicing concerns identified in the CAP, have been resolved. They will continue to monitor their progress.</p>

❖ **Washington, DC & West Virginia – Clover Barnes reporting.**

For the month of October, (12) of (12) invoices have been received and processed as of October 1, 2018 the District of Columbia implemented a new system, E-invoicing for the submission, approval and payment of services which has delayed invoice submissions and approvals.

**District of Columbia Part A expenditures** are 55.6% and should be 66.7%. There was reprogramming to some of the services that are reported as underspent. Medical Transportation is seasonal and it is expected to see increased spending as the weather gets colder. **District of Columbia Part A MAI expenditures** are 63.4% and should be 66.7%.

**West Virginia Part A expenditures** are 60.1% and should be 66.7%.

❖ **Recipient Report – Clover Barnes reporting.**

Overall expenditures for Unit Based Costs are at 60.5% through October 2018 and is expected to be 66.7%. Substance abuse is lower than expected due to underutilization and billing. Food Bank/Home Delivered Meals is higher than expected due to high utilization. They have just loaded money into this category based on the approval from last month and this will be reflected starting in the October report.

A new solicitation for entrance into the RW Provider Network for Regional Services closed in September. All of the providers who applied will be awarded new contracts, notification is going out to the providers from OCP.

The DC EMA is currently scheduled for a comprehensive site visit from HRSA during May 21-24, 2019.

Effective March 1, 2019, the DC EMA will not use Administrative Agents. The Recipient will partner with the Virginia Department of Health and the Maryland Department of Health to administer the Ryan White Part A program in coordination with the other Ryan White Part B programs.

Jennifer Z. expressed her concern about a lack of a transition plan, and has heard that in other areas these type of transitions take 2 years. Clover B. acknowledged her concerns and, in response to a question from Ron S., stated that she doesn't believe service will be affected. Ron S. also asked is she could provide breakdown of how many people were served before UBC and how many people are served after the implementation of UBC at the next meeting.

Jennifer Z. stated that the Commissioners from Northern Virginia and 13 jurisdictions from Northern Virginia have sent a letter to Mayor Bowser in regard to their concern about the transition. Wallace C. asked to have a report on how the transition process is going.

	<p>Kimberly Scott from the Virginia Department of Health expressed that they are committed to being a full partner in making sure that clients do not miss any services. She also noted that this process is also happening with the Norfolk TGA. She noted that they have partnered with the District of Columbia and the State of Maryland in a cross regional collaboration to be innovative in ways to use resources to meet unmet needs, expand services, and help diagnose people who do not yet know their status.</p>
<p><b>Standing          Committee          Updates</b></p>	<p><b><u>Research and Evaluation Committee (REC)</u></b> – Kaleef Morse reported. Research and Evaluation Committee did not meet this month. They will meet January 15, 2019. Their current focus is completing the AEAM surveys.</p> <p><b><u>Integrated Strategies Committee (ISC)</u></b> – Kaleef Morse reported. Kaleef noted that the new meeting time for ISC will be 1pm to 3pm, the next meeting will be January 16, 2019. The committee will talk about a host of issues including Early Intervention Strategies, Trauma Informed Approaches, and how to integrated policies and standards in to existing and new Standards of Care.</p> <p><b><u>Community Engagement and Education Committee (CEEC)</u></b> – Jenne Massie reported. CEEC did not meet in November, but at their last meeting in October, they were developing their work-plan for 2019. One of the first things they want to accomplish is an affinity session during AIDS Watch in April 2019. They also want to make themselves available to help other committees. She will send a poll to the Commissioners to see what areas of interest or education so they can make arrangements to have those sessions during General Body meetings.</p> <p><b><u>Comprehensive Planning Committee (CPC)</u></b> – Gerald Padmore reporting. Gerald noted that they met and discussed the financial reports as well as the transition from using Administrative Agents. The new meeting time will be at 11am – 1pm.</p>
<p><b>Commission          Administrative          Business</b></p>	<p>Kaleef thanked all of the Commissioners who voted via Doodle Poll to approve the Psychosocial Support Services Standard and the COHAH Bylaws.</p> <p><b><i>Election of two (2) Commisioners to the Executive Operations Committee (EOC)</i></b>          Kaleef noted that he received two nominations, Kenya Hutton and Doug Fogal. He opened the floor for other nominees. Nathaniel Baker-Holley nominated himself. As per rules each nominee were afforded two minutes to talk about why they should be elected. Kenya and Doug were not present and there statements were read by Kaleef and Jennifer respectively. After a secret ballot Nathaniel and Kenya were elected.</p> <p><b><i>Discussion around extending the COHAH Meetings (5pm to 8pm)</i></b>          Cyndee C. led a discussion around possibly extending the meeting time of the General Body. Jennifer commented that starting on time has been an issue, and she</p>

believes that starting on time may be a possible solution instead of starting earlier. Ron stated perhaps doing three hour meetings on an as needed basis. Antonio and Nathaniel noted that having to leave work at an early time may be an issue. Sharon stated that being more efficient with meeting time may help. Derrick C. noted that even when a meeting is scheduled for three hours it doesn't mean that it will last for three hours. Ramatoulaye asked if speakers can be scheduled immediately after financial reports. Cyndee noted that she would prefer to have 'deeper' conversations than just talking mostly about finances. Ravinia noted that once the change occurs with Administrative Agents there may not be a need to extend meetings. Nathaniel suggested scheduling presentations for separate times.

A motion was made to have meetings from 5pm to 8pm. The motion was not seconded. The motion did not carry.

Kaleef noted that he is willing to start meetings at 6pm, however members should make an effort to arrive on time (or early). He noted that arriving early will provide members an opportunity to network with each other.

#### **ANNOUNCEMENTS/OTHER DISCUSSION**

Cyndee announced that HIPS has several positions open.

#### **HANDOUTS**

Agenda dated 12/20/2018  
 Minutes dated November 29, 2018  
 Recipient Report  
 Recipient Narrative Report  
 Jurisdictional District of Columbia and West Virginia Report  
 NOVA Regular and MAI Report  
 Suburban Maryland Regular Part A and MAI FOAC Report  
 2019 COHAH Meeting Calendar

<b>MEETING ADJOURNED</b>	7:27 PM
<b>NEXT MEETING</b>	December 20, 2018

**I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:**

**Signature of:**  
**Kaleef Stanton Morse, MHS**  
**Government Co-Chair**

**Date:**

**Date the Minutes were  
 approved by the  
 Planning Commission:**