



The *Washington, D.C. Regional Planning Commission on Health and HIV (COHAH)* will invigorate planning for HIV prevention and care programs that will demonstrate effectiveness, innovation, accountability, and responsiveness to our community.

## **EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING AGENDA**

**THURSDAY, May 25, 2023 – 5:00PM**

**ELECTRONIC MEETING VIA ZOOM  
ELECTRONIC – ONLINE MEETING**

**Note: all times are approximate**

5:00 pm	<ol style="list-style-type: none"> <li>1. Call To Order and Moment of Silence</li> <li>2. Welcome and Introductions/Roll Call</li> </ol>
5:10 pm	<ol style="list-style-type: none"> <li>3. Review and Adoption of the Meeting Agenda for May 25, 2023</li> <li>4. Review and Approval of the Meeting Minutes from April 27, 2023</li> </ol>
5:15 pm	<ol style="list-style-type: none"> <li>5. Ryan White HIV/AIDS Program (RWHAP) Recipient - Updates/Concerns</li> </ol>
5:20 pm	<ol style="list-style-type: none"> <li>6. Commission Administrative Business               <ul style="list-style-type: none"> <li>• Review and adoption of COHAH Agenda for May 25, 2023</li> </ul> </li> </ol>
5:25 pm	<ol style="list-style-type: none"> <li>7. Standing Committee Updates               <ul style="list-style-type: none"> <li>• Research &amp; Evaluation Committee (REC) <span style="float: right;">{Next mtg.: Tue. Jun 20<sup>th</sup> @ 3pm}</span></li> <li>• Community Engagement &amp; Education Committee (CEEC) <span style="float: right;">{Next mtg.: Thur. Jun 22<sup>nd</sup> @ 5pm}</span></li> <li>• Comprehensive Planning Committee (CPC) <span style="float: right;">{Next mtg.: Wed. Jun 28<sup>th</sup> @ 11am}</span></li> <li>• Integrated Strategies Committee (ISC) <span style="float: right;">{Next mtg.: Wed. Jun 28<sup>th</sup> @ 1pm}</span></li> </ul> </li> </ol>
5:30 pm	<ol style="list-style-type: none"> <li>8. Old Business</li> <li>9. New Business</li> </ol>
5:35 pm	<ol style="list-style-type: none"> <li>10. Announcements and Adjournment</li> </ol>
<p><b><u>NEXT EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING:</u></b></p>	
<p><b>THURSDAY JUNE 29, 2023 5PM-6PM ELECTRONIC MEETING (ONLINE)</b></p>	

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government

at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).

## **EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES**

**THURSDAY, APRIL 27, 2023, @ 5:00PM**

**ZOOM CONFERENCE AND VIDEO CALL**

**ELECTRONIC – ONLINE MEETING**

### **ATTENDEES/ROLL CALL**

<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>			
Cauthen, Melvin	X				
Clark, Lamont ( <i>Gov. Co-Chair</i> )	X				
Hutton, Kenya	X				
Massie, Jenné	X				
Mekonnen, Betelhem	X				
Padmore, Gerald	X				
Wallis, Jane	x				
<b>RYAN WHITE RECIPIENT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>			
Smith, Avemaria ( <i>Recipient</i> )	X				
<b>HAHSTA STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
			Bailey, Patrice	X	
			Johnson, Alan	X	

### **HIGHLIGHTS**

*NOTE: This is a draft version of the April 27, 2023, Executive Operations Committee (EOC) Meeting Minutes which is subject to change. The final version will be approved on May 25, 2023.*

### **AGENDA**

<b>ITEM</b>	<b>DISCUSSION</b>
<b>Call to Order Welcome and Introductions Roll/Call</b>	Lamont C. called the meeting to order at 5:07 pm, followed by a moment of silence and introductions.
<b>Review and Adoption of the Agenda</b>	Lamont assumed the motion to adopt the April 27, 2023, Meeting Agenda as presented.
<b>Review and Approval of the Meeting Minutes</b>	Lamont assumed the motion to approve the EOC March 23, 2023, Meeting Minutes as presented.
<b>Ryan White HIV/AIDS Program (RWHAP) Recipient Updates/Concerns</b>	<b><u>Avemaria S. reported on the Recipient Report.</u></b> There are still delays in using EGMS 2.0. However, there have been no interruptions in services and payments are still being made as staff are working with subrecipients.



<p><b>Commission          Administrative          Business</b></p>	<p><b>Review and adoption of the COHAH Agenda for April 27, 2023.</b>          Lamont asked for a motion to adopt the COHAH General Body Meeting Agenda for April 27, 2023. Jenne M. motioned to approve the agenda. Melvin C. seconded. The agenda was approved unanimously.</p>
<p><b>Standing Committee          Updates/Concerns</b></p>	<p><b><u>Research and Evaluation Committee (REC) reported by Lamont C.</u></b>          Three of four graduate student interns were onboarded to assist with the needs assessment which we currently hope to conclude by the end of June. The interns will be placed at a few locations across the EMA.</p> <p><b><u>Community Education and Engagement Committee (CEEC) reported by Jenne M.</u></b>          A venue for the proposed PrEP Protocol Summit in May has not been secured. The agenda also needs to be established and finalized. The summit may be postponed to a later date.</p> <p>The D-Seeing Project’s photovoice is almost complete. A women’s prevention group will probably not move forward due to a lack of interest in HIV prevention and taking photos. Information the co-researchers have submitted will be assessed for institutional ethnography and community observation what the co-researchers have submitted. An extension from the CFAR has been approved as well, giving more time to plan the exhibit and complete all the groups.</p> <p>The CEEC is awaiting updates about HAHSTA activities before being able to coordinate any youth events. Alan J. noted that he has not received any instruction/notice, or funding from HAHSTA in regard to youth activities.</p> <p><b><u>Comprehensive Planning Committee (CPC) reported by Gerald P.</u></b>          The Recipient gave the financial reports for January and February 2023.</p> <p>The data request for PSRA will be submitted before the next meeting. If there are any additions/changes, please let Lamont or Mackenzie know by Friday. This year is another PSRA Lite year because it is not a full application year. PSRA is scheduled for August.</p> <p><b><u>Integrated Strategies Committee (ISC) reported by Jane W.</u></b>          The committee has officially completed the Health Equity Position Paper. It will be presented tonight at the General Body meeting. Melvin C. gave Jane kudos for leading such a mammoth project.</p> <p>Dr. Christie is still having the Child Care Standard pilot conversation. A survey has been sent out to the community. HAHSTA will have a</p>

	community engagement session with providers to discuss how to provide meaningful childcare services for our constituents on May 10, 2023.
<b>Old Business</b>	<p>Lamont has been working with the Recipient on the COHAH budget. He removed a small portion of money from the Travel line and put it into a line item for USCHA to fully or partially sponsor COHAH members for the conference. He is also encouraging people to apply for scholarships and asking their organizations.</p> <p>Also, Lamont has been working with OCP on the food contract. A major error was made with the contract where the option year only reflected \$2,800. OCP will be able to amend the contract and put \$9,000 for the option year, which would be a sufficient amount for the fraction of attendees expected to attend the meetings in person.</p>
<b>New Business</b>	<p>Lamont noted that Patrice B. sent an email regarding commission terms ending in June. Everyone needs to respond so the information can be sent to MOTA.</p> <p>Lamont further noted that COHAH support staff have conducted four interviews for membership. Two of which are HIV+ and unaffiliated, which fulfills the 33% requirement from HRSA. The other two may be “Recommend with reservation” because neither have been seen at any of the meetings.</p>
<b>Announcements</b>	Gerald announced that he will not renew his term on the commission. Regrettably, he no longer works in the field of HIV and the workload in his new career is increasing and won’t allow time to attend meetings regularly enough. He appreciates the time he has had to serve.

## HANDOUTS

- April 27, 2023, Executive Operations Committee Agenda
- March 23, 2023, Executive Operations Committee Meeting Minutes
- April 27, 2023, Planning Commission (COHAH) General Body Meeting Agenda

<b>MEETING ADJOURNED</b>	<b>5:29 PM</b>	<b>NEXT MEETING</b>	<b>THURSDAY, MAY 25, 2023 5:00pm to 6:00pm ZOOM CONFERENCE AND VIDEO CALL</b>
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**Date: May 24, 2023**

**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 33 - Reporting Period: March 1 – 31, 2023**

**Part A and Part A MAI.** The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 32 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. **For GY 33 the recipient received the full award in the amount \$32,652,189.00.**

**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 **March 2023**, of the twenty-six (26) providers, twenty-one (21) submitted payment requests that were processed, and five (5) providers have not yet submitted March 2023 invoices.

## SERVICE DELIVERY CHALLENGES

**DC:** No challenges.

**MD:** No challenges.

**VA:** No challenges.

## PART A FISCAL SUMMARY

**Part A expenditures are 7% and should be 8%.** (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)

Oral Health Care (OH)
Home and Community-Based Health Services (HCBS)
Medical Nutrition Therapy (MNT)
Medical Case Management (MCM)
Non-Medical Case Management Services (NMCM)
Substance Abuse Services _Outpatient (SASO)
Medical Transportation (MT)
Outreach Services (OS)
Medical Transportation (MT)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Early Intervention Services (EIS)
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
Home and Community-Based Health Services (HCBS)
Medical Transportation (MT)

**Services 30% above expected:**

Mental Health Services (MHS)
Other Professional Services (OPS)

**PART A MAI FISCAL SUMMARY**

**Part A MAI expenditures are 5% and should be 8%.** (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 (MHS)
Medical Case Management (MCM)
Substance Abuse Services – Outpatient (SASO)
Psychosocial Support Services (PSS)

**Services 30% below expected:**

Early Intervention Services (EIS)
Medical Case Management (MCM)
Psychosocial Support Services (PSS)

**Services 30% above expected:**

N/A
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**RECIPIENT REPORT**

1. **Part A Continuations:** All Part A GY33 continuations have been fully executed.
2. **Invoicing:** There continue to be some challenges with processing invoices in the Electronic Grants Management System 2.0 (EGMS 2.0), though only a few subrecipients remain impacted. A workaround has been implemented for those unable to invoice through the system. Service delivery remains unaffected.
3. **Part A Closeout:** Recipient staff are preparing all required programmatic and fiscal documentation to closeout GY32 with HRSA by May 26, 2023.

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

**THURSDAY, MAY 25, 2023 – 6:00PM TO 8:00PM**

**ZOOM CONFERENCE AND VIDEO CALL**

**Note: all times are approximate**

6:05 pm	1. Call To Order and Moment of Silence
6:10 pm	2. Review and Adoption of the Meeting Agenda for May 25, 2023 3. Review and Approval of the Meeting Minutes for April 27, 2023
6:15 pm	4. Ryan White HIV/AIDS Program (RWHAP) Recipient Report/ Updates
6:25 pm	5. Standing Committee Updates <ul style="list-style-type: none"> <li>• Research &amp; Evaluation Committee (REC) <span style="float: right;">{Next mtg.: Tue. Jun 20<sup>th</sup> @ 3pm}</span></li> <li>• Community Engagement &amp; Education Committee (CEEC) <span style="float: right;">{Next mtg.: Thur. Jun 22<sup>nd</sup> @ 5pm}</span></li> <li>• Comprehensive Planning Committee (CPC) <span style="float: right;">{Next mtg.: Wed. Jun 28<sup>th</sup> @ 11am}</span></li> <li>• Integrated Strategies Committee (ISC) <span style="float: right;">{Next mtg.: Wed. Jun 28<sup>th</sup> @ 1pm}</span></li> </ul>
6:45 pm	6. Other Business <ul style="list-style-type: none"> <li>• Virginia Updates</li> <li>• Maryland Updates</li> </ul>
7:00 pm	7. Announcements/Adjournment
<b><u>NEXT PLANNING COMMISSION (COHAH)          MEETING:</u></b>	
<b>THURSDAY JUNE 29, 2023          6PM-8PM          ZOOM</b>	

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