

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

**THURSDAY, OCTOBER 25, 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	Pannell, Altmann	X	
Cruz, Peter		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		Wallis, Jane	X	
Forman, Lynn		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				
<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	

Rocha, Nestor	X			
<b>HIGHLIGHTS</b>				
<ul style="list-style-type: none"> <li>○ Chair Report</li> <li>○ Recipient Report</li> <li>○ Jurisdictional Reports</li> </ul>				
<b>AGENDA</b>				
<b>Item</b>	<b>Discussion</b>			
<b>Call to Order</b>	The meeting was called to order by Cyndee C. at 6:36pm. She 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 by Gerald P. to approve the October 25, 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 June 28, July 26, August 23, and September 27, 2018. The motion was seconded and approved.			
<b>Ryan White HIV/AIDS Program (RWHAP) – Financial Oversight Reports</b>	<p>❖ <b><u>Suburban Maryland</u> – Ravinia Hayes-Cozier reporting.</b>          Ravinia noted in August 2018, financial report submission includes expenses from 9 of 9 sub recipients. Overall expense at the end of August is 39.4% and should be 50%.</p> <p><b>Part A expenditures</b> are 37.6 % and should be 50%. She noted Suburban Maryland received an additional \$1,094,819 for Medical Case Management during the month of August. They anticipate the underspent expenditure percentage rate to level off during the course of the next couple of months as the MCM dollars have now been placed into the agencies budget. <b>Part A MAI expenditures</b> are 47.9% and should be 50%.</p> <p>❖ <b><u>Northern Virginia</u> – Felix Avellanet reporting.</b>          Overall spending thru August is at 35.8% for Part A and 36% (thru May) for MAI of the full 12-month award.</p> <p>A corrective action process is underway on MAI. MAI June through August expenses have not been billed to HAHSTA and are <u>not</u> part of this MAI report. In August, a corrective action plan delineating actions to resolve the MAI issues was issued to the provider.</p> <p>❖ <b><u>Washington, DC &amp; West Virginia</u> – Clover Barnes reporting.</b>          The District of Columbia and West Virginia will report expenses for the month of August 2018. For the month of August (10) of (12) invoices were received, (2) of (12) invoices is pending and awaiting processing. During the grant period there were some technical difficulties and challenges that one agency did experience with the Enterprise Grants Management System (EGMS).</p>			

	<p><b>Washington, DC Part A expenditures</b> are 31.3% and should be 50%, <b>Part A MAI expenditures</b> are 38.9% and should be 50%. All but one of the service categories noted as underspent by 30 or more percent overlap with the service areas noted as affected by unprocessed invoices.</p> <p><b>West Virginia Part A expenditures</b> are 53.2% and should be 50%.</p> <p>❖ <b>Recipient Report – Clover Barnes reporting.</b>      Overall expenditures for UBC are at 74.2% through August 2018 and is expected to be 50%. Substance abuse is lower than expected due to underutilization and billing. Food Bank/Home Delivered Meals is higher than expected due to high utilization. An increase for this service category is in process, awaiting approval through the DC Office of Contracts and Procurement.</p> <p>The DC EMA is currently scheduled for a comprehensive site visit May 21-24, 2019.</p> <p>The 75/25 Waiver has been approved. The new allocation will be 60/40.</p>
<p><b>Standing Committee Updates</b></p>	<p><b>Research &amp; Evaluation Committee (REC) – DeMarc Hickson reporting</b>      The REC has drafted the surveys as part of the AEAM. They will finalize the drafts and create a timeline for getting the surveys out.</p> <p>The committee is looking into questions that they would like to add to the Molecular Surveillance survey.</p> <p>They are in the beginning stages of creating the Unmet Needs Survey. They have been in contact with the DC Cohort and are trying to identify data that they would like to get from them. Dr. Amanda Castel from the DC Cohort will attend the December 18<sup>th</sup> meeting.</p> <p><b>Integrated Strategies Committee (ISC) – Jane Wallis reporting</b>      Focused on service standards for EIS and how to bring Prevention into that standard.</p> <p><b>Community Engagement &amp; Education Committee (CEEC) – Jenne’ Massie reporting</b>      CEEC will be working on their work plan for the next year. They are also seeking to be engaged in activities during Worlds AIDS Day.</p> <p><b>Comprehensive Planning Committee (CPC) – Gerald Padmore reporting</b>      The committee is focused on creating a new form or method for providing information in a different manner than in the past to the COHAH General Body.</p>
<p><b>Commission Administrative Business</b></p>	<p><b>Mandatory Prevention Orientation</b>      Members must attend either November 7<sup>th</sup> or the 27<sup>th</sup>. Lamont will send out another reminder.</p>

**Needs of the Executive Operations Committee (EOC)**

Need two Nominees for two (2) voting members of the Commission to join EOC. Jennifer Z. nominated Doug Fogal. Jasmine Ford self-nominated for the position. If anyone else is interested in the position they can email Lamont or Kaleef.

COHAH Vacancies - Unaligned Consumer Members – 7 slots available (1 DC, 3 MD, and 3 VA).

**Action Items**

***Motion: Review and Vote on Public Comment Policy***

There were suggested changes to the Policy. 1) A person would only have two (2) minutes to speak instead of five minutes. 2) The twenty-minute period would be at the discretion of the Chair.

A motion was made to accept the amendments. The motion was seconded. VOTE: 21 Yes, 1 No, 1 Abstain.

***Motion: Review and Vote on Bylaws***

The members agreed to table all Bylaws discussion until the next General Body meeting. Cyndee stressed that everyone should read the Bylaws prior to the next meeting and expect to vote on them next month.

***Discussion around extending the COHAH Meetings (5pm to 8pm)***

Cyndee expressed that if they want to have the level of discussion on the various items that the body is tasked to accomplish, then they should consider extending the meetings to 5pm to 8pm. Peter D. suggested that they should not have Executive Meetings immediately before the General Body meeting. Cyndee suggested keeping firm at a “true” 5pm start and 8pm end time. The body should be prepared to discuss this at the next General Body meeting.

**ANNOUNCEMENTS/OTHER DISCUSSION**

**HANDOUTS**

- Agenda dated 10/25/2018
- Minutes from June, July, August, and September 2018
- Recipient Report
- Recipient Narrative Report
- Jurisdictional District of Columbia and West Virginia Report
- NOVA Regular and MAI Report
- NOVA Reprogramming Request Motion
- Suburban Maryland Regular Part A and MAI FOAC Report
- Draft COHAH Bylaws
- Draft Public Policy Comment Form

*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.*

<b>MEETING ADJOURNED</b>	8:15 PM
<b>NEXT MEETING</b>	November 29, 2018

<b>I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:</b>	
<hr/> <b>Signature of:</b> <span style="float: right;"><b>Date:</b></span> <b>Kaleef Stanton Morse, MHS</b> <b>Government Co-Chair</b>	
<b>Date the Minutes were approved by the Planning Commission:</b>	