



| Metropolitan Washington Regional Ryan White Planning Council |   |                 | Meeting Minutes |
|--|---|-----------------|-----------------|
| <b>Standing Committee</b>                                    | <b>Planning Council</b>                               |                 |                 |
| <b>Meeting Title - Type</b>                                  | Monthly Meeting                                       |                 |                 |
| <b>Date / Time</b>   | November 15, 2012                                     | 5:00 pm-8:00 pm |                 |
| <b>Location/Room</b>   | 441 4 <sup>th</sup> Street, NW Rm. 1107 Washington DC |                 |                 |

| ATTENDEES/ROLL CALL                  |                 |                |                                      |                 |        |
|--------------------------------------|-----------------|----------------|--------------------------------------|-----------------|--------|
| Planning Council Members             | Present         | Absent         | Planning Council Members             | Present         | Absent |
| Bailey, Steve                        | x               |                | Hixon, O. Xavier                     |                 | EA     |
| Bailous, Stephen                     | x               |                | Hoover, David                        | x               |        |
| Bishop, Henry                        | x               |                | Jackson, Herbert                     | x               |        |
| Black, Ralph                         |                 | x              | Kelly, Renee                         | x               |        |
| Blackmon, Alexis                     |                 | x              | Marachelian, Alis                    | x               |        |
| Brown, James                         | x               |                | Moore, Tarsha                        |                 | x      |
| Callahan, Keith                      | x               |                | Pilskaya, Anna                       | <b>Resigned</b> |        |
| Cameron, Martha                      | x               |                | Purdy, David                         |                 | x      |
| Cauthen, Melvin                      | x               |                | Roberts-Njoku, Cornett               |                 | EA     |
| Chinn, Barbara                       | x               |                | Santirosa, Yolanda                   | x               |        |
| Davis, Reginald                      | x               |                | Scheraga, Ronald                     | x               |        |
| Deely, Maureen                       | <b>Leave</b>    |                | Scruggs, Linda                       |                 | x      |
| Dunnington, Geno                     | x               |                | Solan-Pegler, Nicolette              |                 | EA     |
| Fischer, Mark                        | x               |                | Smith, E. Robert                     | x               |        |
| Fon, Shella                          |                 | x              | Smith, Tyranny                       | x               |        |
| Franks-Dunbar, Sharon                | x               |                | Spears-Johnson, Dedra                |                 | x      |
| Frazier, Debra                       | x               |                | Swanda, Ron                          |                 | x      |
| Hawkins, Patricia                    | x               |                |                                      |                 |        |
| Administrative Agent Representatives | Present         | Absent         | Administrative Agent Representatives | Present         | Absent |
| Agar, Tim                            | x               |                | Ramey, Devi                          | x               |        |
| Puranik, Rashmi                      |                 | x              | Simmons, Michelle                    |                 | x      |
| Logistical/Technical Support         |                 |                | Logistical/Technical Support         |                 |        |
| Harris, Sharron - BCA                |                 | x              | Newman, Sherryl                      | x               |        |
| Hargrove, Javonnica - BCA            | x               |                | Weatherspoon, Octavia - BCA          | x               |        |
| HAHSTA Staff                         | Present         | Absent         | PC Staff                             | Present         | Absent |
| Freehill, Gunther                    |                 | x              | Babb, Donald                         | x               |        |
| Guests                               |                 |                |                                      |                 |        |
| Marshall Rountree                    | Wallace Corbett | Phillip Bailey | Brandon Nichols                      |                 |        |



|                    |               |               |             |
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| Bobbie Smith       | Ronald Morgan | Thomas Decker | Lora Morrow |
| Claudia Schlosberg |               |               |             |

| HIGHLIGHTS  |
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| <ul style="list-style-type: none"> <li>○ PC Chair Report</li> <li>○ Motion #1: Expense Reimbursement Policy for Planning Council Members</li> <li>○ Motion#2: Policy and Procedures for Application, Selection and Participation of Non-Planning Council Members on Standing Committees and PWA Committees</li> <li>○ Motion #3:Reimbursement Policy for Non-Member PLWHAs</li> <li>○ Motion #4 Standing Committee Protocols</li> </ul> |

| AGENDA                                    |  |
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| Item                                      | Discussion   |
| <b>Public Comment</b>                     | Mr. Wallace Corbett announced that the Annual Toy Drive will be held on December 8, 2012 at the Metropolitan Community Church. Donations and gifts are needed for children between the ages of 3 and 17 and people as well as agencies are encouraged to donate. Donations will be accepted through December 7, 2012. Please inform Mr. Corbett as soon as possible of your participation in this event.   |
| <b>Call to Order</b>                      | The meeting was called to order by Stephen Bailous, Chair, at 5:30pm.  |
| <b>Review and Approval of the Agenda</b>  | It was moved by Geno Dunnington and 2 <sup>nd</sup> by James Brown to approve the agenda.<br>The agenda was approved by consensus.   |
| <b>Review and Approval of the Minutes</b> | It was moved by Keith Callahan and 2 <sup>nd</sup> by Geno Dunnington to approve the October 2012 Minutes.<br>The minutes were approved by consensus.  |
| <b>Chair Report</b>                       | <p><b>Executive Committee Retreat</b></p> <p>Stephen Bailous, mentioned that plans are still underway for the Executive Committee Retreat. Due to HAHSTA's staff availability the retreat may have to be held in February 2013. In order not to delay the process, Mr. Bailous would like to have an internal meeting with members that are on the Executive Committee to begin discussions about planning processes and collaboration.</p> <p><b>Affordable Care Act</b></p> <p>Mr. Bailous noted that it is important for the Planning Council to obtain information as to where we are on the implementation of the Affordable Care Act (ACA). Therefore, he asked for the Planning Council's permission to invite Jeffery Crowley to provide a presentation on the implementation of the ACA. In addition, Mr. Bailous mentioned that there may need to be a presentation on Ryan White as well because of uncertainty with re-authorization next year. Steve Baily noted that Mr. Crowley's presentation should focus on all jurisdictions in the EMA and not just the District since the implementation process for jurisdictions will be different. Reginald Davis noted that the Grantee and Administrative Agents should be</p> |



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|                               | <p>engaged in a conversation with the Planning Council as well as to what implementation looks like in their areas. Permission to invite Mr. Crowley was granted.</p> <p>In addition, Pat Hawkins, Care Strategies, Coordination &amp; Standards (CSCS) chair announced that Emily Gantz-McKay, will provide a presentation on the Affordable Care Act at the CSCS meeting in January or February 2013. Afterwards, CSCS will provide a presentation to Consumer Access Committee.</p> <p><b>Other Questions/Discussion</b></p> <p>Reginald Davis asked if there was an update on the Food Bank Voucher. Mr. Bailous stated that HAHSTA sent a survey to providers; however, there are no results from the survey yet. Mark Fischer added that money has not been committed yet but it is still an option. Geno Dunnington asked why money has not been committed. Mr. Fischer stated that the Planning Council agreed to assess the problem first. Dr. Hawkins stated that there will be an update on Food Bank at the next CSCS meeting.</p>                    |
| <b>Grantee Report</b>         | Mr. Bailous referred the Committee to Tab 2 in the binder for a review of the Grantee's Report.   |
| <b>FOAC Reports</b>           | Mr. Bailous referred the Committee to Tab 3 in the binder for a review of the FOAC Report. In addition, Mr. Fischer mentioned that the Planning Council's Spending Plan is in Tab 3 as well.  |
| <b>Jurisdictional Reports</b> | <p><b>Northern VA</b></p> <p>Mr. Bailous referred the Committee to Tab 4 in the binder for a review of the Northern Virginia's Report.</p> <p><b>Suburban Maryland</b></p> <p>Mr. Bailous referred the Committee to Tab 5 in the binder for a review of the Suburban Maryland's Report.</p>   |
| <b>Motions</b>                | <p><b>Revision of Expense Reimbursement Policy</b></p> <p><b>Motion #1:</b> Mr. Fischer brought forth the Revision of the "Expense Reimbursement Policy for Planning Council Members" as moved by the Executive Committee. As stated on the motion form, the purpose of the motion is to:</p> <ul style="list-style-type: none"> <li>• Added annual "recertification" requirement for member reimbursement to comply with auditor expectations</li> <li>• Updated mileage reimbursement rate to \$0.55 per mile</li> <li>• Updated and clarified Child Care reimbursement with needed specifics, forms and process</li> <li>• Specified percentages for internet reimbursement based on Planning Council responsibility</li> <li>• Updated maximum allowable reimbursement amount for meals</li> <li>• Stipulated "60 day window" for requesting reimbursement; reimbursement requests received more than two months after the meeting date will not be paid.</li> </ul> <p>The Planning Council members engaged in a lengthy discussion about the revisions.</p> |



Some concerns raised were whether or not the bylaws are consistent with Federal and DC laws, documentation for identify and proof of address for extenuating circumstances. Also, questions were asked as to why the policy is based on child care per household as opposed to per child and how the internet access fares were determined as well as how reimbursement for meals were determined. As a result of the discussion, the chair offered a friendly amendment to change the following items presented in the copy of the policy:

- Page 3, Item #5 Child Care Assistance
  - Letter e, add the words “per child, up to two children” after the word “hour”
  - Letter e, bullet #1 delete “\$40” and insert “\$80”
  - Letter e, bullet #2 delete “\$64” and insert “\$128”
  - Letter g, delete the entire sentence
  - Letter h, add the words “a maximum of two children per household” after the word “on” and delete the words “household per child”.
- Page 4, Item #10, Meals
  - Letter b, delete the following bullets:
    1. Breakfast \$10.00
    2. Lunch \$15.00
    3. Dinner \$20.00 and insert DC GSA rates.
- Page 6, Criteria for Annual Reimbursement Re-certification
  - Identity: (1) of the following
    - Insert a fourth bullet to read “letter of verification from a social services agency”.
  - Proof of address (1) form from the following
    - Insert a ninth bullet to read “letter of verification from a social services agency”.

Mr. Bailous call the question.

**VOTE:**

In Favor – 12; Oppose-4; Abstain -4

**THE MOTION IS PASSED.**

**Motion #2:** Mr. Fischer brought forth the Revision of “Policy and Procedure for Application, Selection and Participation of Non-Planning Council Members on Standing Committees and PWA Committees”. The purpose of the motion is to:

- Clarify the process for becoming a “Named Member” of a Standing Committee
- Add the requirement for annual re-approval of Named Members

David Hoover made the call for question and 2<sup>nd</sup> by Pat Hawkins.

**VOTE:**

In Favor – 18; Oppose-1; Abstain -3



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|  | <p><b>VOTE:</b><br/>In Favor – 18; Oppose-1; Abstain -3<br/><b>THE MOTION IS PASSED.</b></p> <p><b>Motion #3:</b> Mr. Fischer brought forth the Revision of “Reimbursement Policy for Non-Member PLWH/A’s and Caregivers Who Participate in Planning Council Committees”. The purpose of the motion is to:</p> <ul style="list-style-type: none"> <li>• Updated mileage reimbursement rate to \$0.55 per mile</li> <li>• Stipulated “60 day window” for requesting reimbursement; reimbursement requests received more than two months after the meeting date will not be paid.</li> </ul> <p>Yolanda Santirosa asked what meetings PWAs are eligible for reimbursement. Mr. Fischer stated that PWAs are eligible for reimbursement for attendance at jurisdictional meetings and committee meetings in which the individual has been approved as a named member.</p> <p>Steve Bailey call the question.</p> <p><b>VOTE:</b><br/>In Favor – 20; Oppose-0; Abstain -2<br/><b>THE MOTION IS PASSED.</b></p> <p><b>Motion #4:</b> Mr. Fischer brought forth the Revision of “Standing Committee Protocols”. The purpose of the motion is to :</p> <ul style="list-style-type: none"> <li>• Update and clarify process for members to join a committee other than their “committee of record”</li> <li>• Update and clarify process for requesting a change in “committee of record”</li> <li>• Update and clarify process for making non-members of the Planning Council “Named Members” of Standing Committees</li> </ul> <p>The committee engaged in a discussion about whether the revisions presented are consistent with the Bylaws, the three meeting rule and other criteria for membership on standing committees as well as the Chair of each Standing Committee’s responsibility for seeking membership. Dr. Hawkins noted that she disagreed with the statement in the Standing Committee Protocols on page 2, bullet #3, second sentence that states that “ The Co-Chair each Standing Committee....must be a Planning Council member” because some committees need a lot of technical assistance and Planning Council members are not available. Mr. Fischer agreed that this statement is not consistent with the Bylaws and there are other changes that need to be made in the document. Therefore, Mr. Fischer withdrew the motion.</p> |
| <p><b>Standing Committee Minutes &amp; Updates</b></p> | <p>Mr. Bailous noted that committee minutes are under Tab 10 in the binders. In addition, Mr. Fischer announced that Sharron Harris is on extended medical leave and Sherryl Newman is the Acting Project Manager. Also, Anna Pilskaya resigned</p>  |



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|  | <p>due to job responsibilities and Maureen Deely is on leave for two months due to job responsibilities. In addition, Nicolette Solan-Pegler, Chair of Needs Assessment visited the emergency room last night and due to her illness she could not attend the meeting and asked Mr. Fischer to read an email that she sent about the needs assessment process. Mr. Fischer stated that he would forward the email to the committee as it just arrived before the meeting tonight.</p> <p>Mr. Baily stated that Gunther Freehill announced at the FOAC meeting that the carryover request was not granted. Also, Mr. Bailous stated as a reminder that the RFA was delayed until the Spring. The service contracts currently in place will be extended for about six months. Dr. Hawkins raised concerns about the RFA delay because there are services that they wanted expanded and she suggested that the Executive Committee take a closer look at this.</p> <p>Debra Frazier raised concerns about Planning Council members' attendance and asked for a status report at the next meeting. Some members have not been seen since they were sworn in. In addition, Ms. Frazier asked for clarification in reference to the Excused Absence Form. Ms. Chinn, Chair of Membership Committee, stated members should complete and submit this form to the committee chair in the event that they know that they will be absent from a meeting. Ms. Chinn added that she would like for committee chairs to identify training needs.</p> <p>Mr. Dunnington noted the committee still has not received the Off the Top report from the Grantee that was requested over six months ago and he requested to have the report at the next meeting.</p> |
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**ANNOUNCEMENTS**

- Mr. Fischer announced that the Office of Boards and Commissions is on the verge of submitting a Mayor's order to fill the four vacant seats on the Planning Council.
- Ronald Scheraga announced that Xavier Hixon was in route to the hospital. The Committee held a moment of silence for all members with health concerns.
- Mr. Hoover announced that the 3<sup>rd</sup> International Conference on Stigma will be held on November 30, 2012 at Howard University. Please register online at [www.whocanyoutell.org](http://www.whocanyoutell.org).
- Mr. Bailous announced that the Grantee received approval for two staff positions and the positions are about to be posted.

**HANDOUTS**

Agenda dated 11/15/2012  
 Minutes dated 10/25/2012  
 Grantee/DC Fiscal Report  
 EMA-Wide and Jurisdictional FOAC Reports through September 2012  
 NOVA FOAC MAI Report through September 30, 2012  
 NOVA FOAC Part A Report through September 30, 2012  
 Suburban Maryland Regular and MAI FOAC Report through September 30, 2012  
 Suburban Maryland Actual Expenses Incurred through September 30, 2012  
 Motion #1: Expense Reimbursement Policy for Planning Council Members



Motion#2: Policy and Procedures for Application, Selection and Participation of Non-Planning Council Members on Standing Committees and PWA Committees  
 Motion #3: Reimbursement Policy for Non-Member PLWHAs  
 Motion #4 Standing Committee Protocols  
 Standing Committee Minutes  
 December 2012 Planning Council Calendar

**ACTION ITEMS – Open**

| # | Item  | Assigned To | Date Assigned | Due Date | Status |
|---|---|-------------|---------------|----------|--------|
| 1 | Request a copy of Dr. Pappas Presentation on medical homes for distribution to Planning Council members as well as Community members. | BCA         | 10/25/2012    | ASAP     | Open   |

**MOTIONS**

| #  | Motion   | Motioned By         | 2 <sup>nd</sup> By | Approved By   |
|----|--|---------------------|--------------------|---|
| 1. | Moved the adoption of the Revision of Expense Reimbursement Policy for Planning Council Members  | Executive Committee |                    | In Favor – 12; Oppose-4; Abstain -4<br><b>THE MOTION IS PASSED.</b>                 |
| 2. | Moved the adoption of the Revision of Policy and Procedure for Application, Selection and Participation of Non-Planning Council Members on Standing Committees and PWA Committees. | Executive Committee |                    | <b>VOTE:</b><br>In Favor – 18; Oppose-1; Abstain -3<br><b>THE MOTION IS PASSED.</b> |
| 3. | Moved the adoption of the Revision of Reimbursement Policy for Non-Member PLWH/A's and Caregivers Who Participate in Planning Council Committees.                                  | Executive Committee |                    | <b>VOTE:</b><br>In Favor – 20; Oppose-0; Abstain -2<br><b>THE MOTION IS PASSED.</b> |
| 4. | Moved the adoption of the Revision of Standing Committee Protocols.  | Executive Committee |                    | Motion Withdrawn  |

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| <b>MEETING ADJOURNED</b> | 7:49 pm   |
| <b>NEXT MEETING</b>      | December 20 at 5:30 pm<br><b>Location:</b><br>441 4 <sup>th</sup> Street, NW<br>Rm. 1107<br>Washington, DC. 20001 |