



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>	March 28, 2013	5:15 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
Austin, Toby	x		Hoover, David	x	
Bailey, Steve	x		Jackson, Herbert	x	
Bailous, Stephen	x		Kelly, Renee	x	
Bishop, Henry	x		Marachelian, Alis		x
Black, Ralph	Resigned		Moore, Tarsha		x
Brown, James	x		Morrow, Lora	x	
Callahan, Keith	x		Pilskaya, Anna	Resigned	
Cameron, Martha	EA		Purdy, David	x	
Cauthen, Melvin	EA		Roberts-Njoku, Cornett	x	
Chinn, Barbara	x		Santirosa, Yolanda	x	
Davis, Reginald	x		Scheraga, Ronald	x	
Deely, Maureen	x		Schlosberg, Claudia	x	
Dunnington, Geno	x		Scruggs, Linda	Resigned	
Fischer, Mark	x		Smith, E. Robert	x	
Fon, Shella	x		Smith, Tyranny		x
Franks-Dunbar, Sharon	x		Solan-Pegler, Nicolette	x	
Frazier, Debra	x		Spears-Johnson, Dedra	x	
Goforth, Justin	x		Swanda, Ron	x	
Hawkins, Patricia	x				
Hixon, O. Xavier	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	x		Newman, Sherryl - BCA	x	
Whitaker, Ashley - BCA	x		Weatherspoon, Octavia - BCA		x
Hargrove, Javonnia - BCA	x				



HAHSTA Staff		Present	Absent	PC Staff		Present	Absent
Freehill, Gunther		x		Babb, Donald			x
Pappas, Gregory			x				
Guest							
Leonard Recuperero		Anthony Avery		Rudolph DeMeritte		Bobbie Smith	
Ronald Morgan		Brandon Nichols		Sharron Coker		Donna Marshall	
						Marshall Rountree	

HIGHLIGHTS
<ul style="list-style-type: none"> <li>○ Chair Report</li> <li>○ Grantee Report</li> <li>○ 2013 PSRA Process EMA-Wide Orientation</li> </ul>

AGENDA	
Item	Discussion
<b>Public Comment</b>	There were no Public Comments.
<b>Call to Order</b>	The meeting was called to order by Stephen Bailous, Chair at 5:40 pm.
<b>Review and Approval of the Agenda</b>	It was moved by Geno Dunnington and 2 <sup>nd</sup> by Robert Smith to approve the agenda.  The agenda was approved by consensus.
<b>Review and Approval of the Minutes</b>	Reginald Davis stated that he was not present at the February meeting and should be documented on the minutes as absent. Also, Ron Swanda offered a friendly amendment to request that the answers to the questions asked after Ms. Schlosberg's presentation be included in the minutes.  It was moved by Keith Callahan and 2 <sup>nd</sup> by Justin Goforth to approve the February 2013 Minutes as amended.  The minutes were approved as amended by consensus with 1 abstention.
<b>Chair Report</b>	<p><b>Status of the Memorandum of Understanding (MOU) Updates for GY23</b> In reference to the MOU, Mr. Bailous stated that feedback was received. He will work with the Logistical Support staff to arrange a meeting with the grantee to discuss the feedback and try to incorporate it into the MOU.</p> <p><b>Recertification Update and Signing of Compliance Documents</b> Mr. Bailous asked all Planning Council members to sign the compliance documents handed to them and return them to a Logistical Support staff member before they leave the meeting. In addition, he also reminded members to submit any reimbursement recertification documents to a Logistical Support staff member, as well.</p> <p><b>Update on the PC Communications with HBX</b> Mr. Bailous reported that he tried to contact the HBX by calling and emailing and he</p>



	<p>also visited the office, but was unable to meet with officials. Mr. Bailous will try to make a connection again with the HBX to voice the Planning Council’s concerns including the issue with one drug per class. Dr. Patricia Hawkins suggested that Dr. Pappas be copied on all correspondence to the HBX.</p> <p><b>Co-Chair Resignation</b>  Mark Fischer, Community Co-Chair announced that he will be leaving the Planning Council at the end of April. He stated that this was not an easy decision to make, and he will be available to assist as needed. In addition, he thanked the Council for their support during his tenure. The Council applauded Mr. Fischer and thanked him for his hard work and dedication.</p>
<p><b>Grantee Report</b></p>	<p><b>GY22 Close Out</b>  Gunther Freehill noted that the new grant year, GY23 started March 1, 2013. However, the grantee is between grant years as they are closing out GY22. The deadline for submission of costs is due Friday, March 29, 2013. At that point, there will be a better understanding of funds that are spent and unspent. However, thus far projections look good. Also, approximately \$1.6 million dollars were allocated to VA ADAP in which about \$800,000 has been identified and paid. The grantee is very close to identifying and paying the additional \$800,000. In addition, he noted that fiscal reports are in the binder under tab #2 and a completed report will be provided next month. A final report including adjustments to liquidate the funds will be provided later. The 12 month report is the best report to use for analysis of GY22.</p> <p><b>GY23 Part A Partial Funding</b>  Mr. Freehill noted that there are no adjustments since his last report.</p> <p><b>GY23 Part B</b>  Mr. Freehill stated that the Part B grant year starts on Monday, April 1, 2013 in which legislative requirement changes will impact the distribution of funds; namely the transition from code base cases to name base cases. There was a change in the formula, and as result, HRSA informed HAHSTA to expect a reduction in the award. The reduction is expected to be no more than <b>7 and a half percent</b> since this is the percentage stated in the stop-loss provision, in the CARE Act. In addition, there is no reason to be alarmed about ADAP in the District as there are plans to keep it in place.</p> <p><b>Part B and Insurance portfolio</b>  Mr. Freehill stated that during a visit from HRSA, a meeting was held and Part B and the insurance portfolio, as well as HRSA’s insurance policy was discussed. As insurance is rapidly changing, the District has been reviewing insurance issues on a case by case basis to identify emerging trends, as well as anomalies. It has come to the attention of HAHSTA that oral health is an issue. In order to resolve this issue, it may be possible to offer oral health services by buying clients oral health insurance. However, the Planning Council should address the following concerns or questions:</p> <ol style="list-style-type: none"> <li>1. What oral health benefits does Medicaid cover?</li> <li>2. What is provider capacity?</li> <li>3. What is the cost of the premiums?</li> </ol>



	<p>4. What is the amount of co-pay and deductibles? 5. How will the issue of cosmetic oral health be managed?</p> <p><b>HRSA Letter</b> Mr. Freehill noted that there is a letter from HRSA that is not included in the binder. The letter reemphasizes the eligibility of clients CARE Act funded services. His interruption of the letter is that it is making sure that local jurisdictions have properly coordinated HIV prevention and care of services.</p> <p><b>Action Item #1:</b> Sharron Harris, Logistical Support staff will contact Donald Babb to obtain a copy of the HRSA letter to distribute to the Planning Council members.</p> <p>Some questions asked after Mr. Freehill’s report is as follows. In reference to the grantee’s written report in the binder under Tab 2, Key Issues, bullet #1, Ron Swanda asked if the alternate source of funding mentioned is federal or local. Mr. Freehill stated that it is federal, and it appears on the FOAC report in the amount of about \$832,000.</p> <p>Debra Frazier asked if there is a danger in losing clients as they are transferred from a code base to a name base. Mr. Freehill stated that since there is less information about the code base cases than the named base cases there is a danger in losing the code base clients. HAHSTA converted to name base the year before last.</p> <p>Yolanda Santirosa asked for clarification about how the code base worked. Mr. Freehill explained that code base refers to case surveillance and not care of services. So, an individual could visit a doctor and simply ask that their name not be reported. However, the doctor has the individual’s name. If the individual visits another doctor, it is difficult to know whether this is the same individual or another individual. In other words, the individual cannot be identified. Now with name base reporting there is identifying information.</p>
<b>HRSA Release Paper</b>	Mr. Bailous directed the Committee to review the HRSA Release Paper, in Tab 3, in the binder. He added that the paper discusses the ACA and Ryan White.
<b>FOAC Reports</b>	Mr. Bailous directed the committee to review the FOAC Report in Tab 4, in the binder.
<b>Jurisdictional Reports</b>	<p><b>District of Columbia &amp; West Virginia</b> Mr. Bailous directed the Committee to review the DC &amp; West Virginia’s reports in Tab 2, in the binder. Mr. Freehill noted that he did not have any additions to the reports.</p> <p><b>Northern VA</b> Mr. Bailous directed the Committee to review Northern Virginia’s Report in Tab 5, in the binder. Steve Bailey noted that he did not have any additions to the report.</p> <p><b>Suburban Maryland</b> Mr. Bailous directed the Committee to review Suburban Maryland’s Report in Tab 6, in the binder. Devi Ramey noted that she did not have any additions to the reports.</p>



<p><b>2013 Priority Setting &amp; Resource Allocation (PSRA)</b></p>	<p><b>2013 PSRA EMA – Wide Orientation</b></p> <p>Sharron Harris provided a presentation on the EMA-Wide PSRA process. First, Ms. Harris emphasized the importance of the PSRA function. Some topics covered included:</p> <ul style="list-style-type: none"> <li>• PSRA responsibilities</li> <li>• PSRA activities and work sessions</li> <li>• Forms that will aid in decision making</li> <li>• Legislative background and HRSA expectation</li> <li>• Core medical services</li> <li>• Support services</li> <li>• Components of PSRA             <ul style="list-style-type: none"> <li>○ Priority setting - means ranking services according to what is most important.</li> <li>○ Resource allocation - process of deciding how much funding to allocate to each priority service category</li> <li>○ Directives - Guidance to the grantee on how best to meet the priorities and other factors to consider in procurement – a legislative role of the PC</li> </ul> </li> <li>• PSRA principles, guidelines &amp; procedures</li> <li>• Highlighted events on the timeline</li> </ul> <p>Some questions asked after the presentation is as follows. Steve Bailey asked if the Health Department needs to prepare epidemiological (epi) data and give a presentation. Nicolette Solan-Pegler confirmed that the jurisdictions need to prepare epidemiological data in a format that will be provided to them and give a presentation. Mr. Baily requested that the format be sent at least one month prior to the date of the presentation. Geno Dunnington asked about the guidelines for voting for priorities and resource allocation process. Mr. Fischer stated that according to the PSRA guidelines a Planning Council member must attend either the EMA-Wide data presentation or the data presentations in their jurisdiction. There was further discussion and Mr. Bailous stated that the guidelines will be followed, and they will be distributed to all members. Debra Frazier asked about the timeline to approve directives. Mr. Bailous stated that the Directives Working Group will present the directives to the Planning Council at the July 25, 2013 meeting for approval.</p> <p><b>2013 PSRA Process Timeline</b></p> <p>Mr. Bailous stated that starting in April thru August the Planning Council meetings will begin at 5:00 pm.</p>
<p><b>GY22 Operating Budget</b></p>	<p>Mr. Bailous reviewed the Operating Budget with the Council. The report reflects a surplus of \$22,102.73 which is reverted back to the grantee to assist with the delivery of services. Geno Dunnington asked for further details as it relates to labor costs. Ms. Harris stated that labor cost were the cost associate with meeting preparation and she cannot provide further details. Mr. Freehill stated that the Council may want to review the MOU to see if there are any modifications that they</p>



	would like to make, and this is not the venue to discuss this issue.
<b>Standing Committee GY23 Work Plans</b>	Mr. Bailous stated that all committees have completed their work plans. Ms. Harris has met with most chairs. The work plans have been combined and will be presented at the next month's meeting.
<b>Standing Committee Minutes &amp; Updates</b>	<p><b>Bylaws, Policies &amp; Procedures</b> A report was not given.</p> <p><b>Membership</b> Ms. Chinn stated that the committee did not meet in March. However, the committee is looking at a new initiative in order to engage youth on the Council. She hopes to provide an update on this initiative at the next Council meeting. Mr. Bailous added that the committee composition will be changing. He noted that in order to give members an opportunity to select committees that they are interested in working on, a form was included in the Compliance Document packets. Hopefully at next month's meeting the new structure will be announced.</p> <p><b>Consumer Access</b> Geno Dunnington stated that currently his committee is working on outreach strategies and training. He added that training is a component of all consumer meetings. Reginald Davis asked whether the committee has reviewed outreach strategies used by other Planning Councils. Mr. Dunnington noted that the Executive Committee held a meeting prior to the Council's meeting and an ad hoc committee was established in order to create outreach strategies.</p> <p><b>Needs Assessment &amp; Comprehensive Planning (NACP)</b> Nicolette Solan-Pegler reported that the committee has been working on several projects. The committee has met and collected data from all jurisdictions and Emily Gantz McKay is working on drafting the Needs Assessment Report for this year's PSRA. The committee presented a template to FOAC for use in collecting data that the committee needs. Also, the template will be useful for CSCS. Also, the committee has been working on the Needs Assessment survey and a sub-committee has been established. The goal of the survey is to identify individuals who are in care and new to care and gaps. At the next meeting, the committee will review the surveys distribution plan and incentives. Reginald Davis asked if the Council is conducting an assessment to obtain information from consumers about the performance and effectiveness of the committee. In response, Mr. Bailous volunteered Mr. Davis to work on implementing a committee assessment with the Membership Committee.</p> <p><b>Care Strategies and Coordination of Standards (CSCS)</b> First, Dr. Patricia Hawkins thanked Mr. Freehill for transferring funds to VA ADAP. Next, she thanked Mr. Fischer for his work on her committee. Then, she announced that the Medical/Non-Medical Case Management Roundtable will be held on April 23, 2013 and that the NACP committee will join in on the roundtable. Immediately following the roundtable, the CSCS committee meeting will be held.</p> <p><b>Fiscal Oversight &amp; Allocations (FOAC)</b> Mr. Bailous noted that Mr. Hixon is working on the committee work plan with</p>



	logistical support staff.
<b>2013 Planning Council Meeting Calendar</b>	Mr. Bailous reminded the committee that calendars are located in the back of the binder. He urged the committee to review them for any updates.

**ANNOUNCEMENTS**

- Dr. Hawkins announced that Medical Marijuana will be available in May.

**HANDOUTS**

Agenda dated 3/28/2013  
 Minutes dated 2/28/2013  
 Grantee/DC Fiscal Report  
 EMA-Wide and Jurisdictional FOAC Reports through January 2013  
 NOVA FOAC MAI Report through January 31, 2013  
 NOVA FOAC Part A Report through January 31, 2013  
 Suburban Maryland Regular and MAI FOAC Report through January 31, 2013  
 Suburban Maryland Actual Expenses Incurred through January 31, 2013  
 Presentation: 2013 Priority Setting & Resource Allocation (PSRA)  
 2013 PSRA for GY24 Action Steps & Timeline  
 GY22 Spending YTD  
 March 2013 Committee Minutes  
 April - December 2013 Planning Council Calendars

**ACTION ITEMS – Open**

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Contact Donald Babb to obtain a copy of the HRSA letter to distribute to the Planning Council members	Logistical Support	3/28/2013		Open

**MOTIONS**

#	Motion	Motioned By	2 <sup>nd</sup> By	Approved By

<b>MEETING ADJOURNED</b>	8:11 pm
<b>NEXT MEETING</b>	May 23, 2013 at 5:00 pm <b>Location:</b> 441 4 <sup>th</sup> Street, NW Rm. 1107 Washington, DC. 20001