



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	April 25, 2013	5:15 pm-8:00 pm	
Location/Room	441 4 th Street, NW Rm. 1107 Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Austin, Toby	x		Hixon, O. Xavier	x	
Bailey, Steve	x		Hoover, David	x	
Bailous, Stephen	x		Jackson, Herbert	x	
Bishop, Henry	x		Kelly, Renee	x	
Black, Ralph	Resigned		Marachelian, Alis	x	
Brown, James	x		Moore, Tarsha	x	
Callahan, Keith	x		Morrow, Lora		
Cameron, Martha	x		Pilskaya, Anna	Resigned	
Cauthen, Melvin	x		Purdy, David		x
Chinn, Barbara	x		Roberts-Njoku, Cornett		x
Davis, Reginald	x		Santirosa, Yolanda		x
Deely, Maureen	x		Scheraga, Ronald	x	
Dunnington, Geno	x		Schlosberg, Claudia		x
Fischer, Mark	x		Scruggs, Linda	Resigned	
Fon, Shella	x		Smith, E. Robert	x	
Franks-Dunbar, Sharon	x		Smith, Tyranny		x
Frazier, Debra	x		Solan-Pegler, Nicolette		x
Goforth, Justin	x		Spears-Johnson, Dedra	x	
Hawkins, Patricia	x		Swanda, Ron	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	
Hargrove, Javonnia - BCA	x				
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Freehill, Gunther	x		Babb, Donald	x	
Pappas, Gregory	x				



Guest			
Anthony Avery	Pavli Semeport	Rudolph DeMeritte	Brandon Nichols
Bobbie Smith	Ben Maramara	Juan DeCosta	Phillip Bailey
Donna Marshall	Marshall Rountree	Kermit Turner	

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Chair Report ○ Grantee Report ○ Dr. Pappas Presentation: Diagnosis Age and Mode of Transmission of Persons Living with HIV in Washington DC, 2010 ○ Ending the Epidemic: The District of Columbia HIV/AIDS Implementation Plan

AGENDA	
Item	Discussion
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:30 pm.
Review and Approval of the Agenda	It was moved by Geno Dunnington and 2 nd by Robert Smith to approve the agenda. The agenda was approved by consensus.
Review and Approval of the Minutes	Sharron Harris, Logistical Support staff noted that the February 2013 minutes were updated and it is included in the binder. It was moved by Keith Callahan and 2 nd by James Brown to approve the March 2013 Minutes. The minutes were approved by consensus with 1 abstention.
Chair Report	<p>Update on the PC Communications with HBX Mr. Bailous stated that concerns were raised about the health exchange, including who will be insured. Mr. Bailous stated that special presentations over the course of the summer will be made to update the council on that subject.</p> <p>Invitation to Participate in PPG Community Engagement Meeting Mr. Bailous stated that the PPG Community Engagement Meeting will bring together members of the community to share information between the two planning groups. This may be a way to look at some information and share some common data in connection to testing and linkage to care which is a common ground that prevention and care share. A date for this meeting has not been set.</p> <p>Youth Advisory Group Mr. Bailous stated that there have been discussions about a youth group. Barbara Chinn has been leading the charge and working on forming a youth advisory group which will be a separate group, paralleled to the planning council. Young people will come together to state their needs, as well as identify service models. In addition, they will discuss what keeps them in care and what causes them to fall out of care. This will be a training ground for young people and also act as a liaison for young people so that as the planning council members age out, there will be young</p>



people prepared to step into the process of running the Planning Council. A question was asked by Patricia Hawkins if this committee could be a standing committee and whether or not they could be reimbursed for participating in the meeting. Mr. Bailous replied that the Planning Council is struggling with finances in its budget and that this step does require funds. However there may be some additional money outside of the Planning Council's resource. Mr. Bailous asked members to think about other resources to support this cause.

Furthermore, Mr. Bailous stated that the Needs Assessment Committee will be updated when these discussions are put into action as this program is only in the discussion stages. He added that youth representations will be expected from a number of different places when this advisory group is formed, including Children's Hospital, SMILE and other youth serving organizations. Sharron Franks -Dunbar asked what age bracket should be targeted. Mr. Bailous replied that the target age group will be ages 16 to 24 because they are a mature enough group that could function and yet young enough to give the Planning Council what they need.

Committee Assignments

Mr. Bailous asked the Planning Council members to review the proposed committee assignments and if there are any challenges, it would be solved off line. He explained that the restructure was done to balance out the participation in committees as best as possible.

Farwell Recognition for Mark Fischer

Mark Fischer in his farewell remarks stated that it has been a pleasure and an honor to work in this environment. He hopes that the council and members appreciate the responsibility, opportunity and trust placed on them. Also, he urged the members to continue their work. Mr. Bailous presented a plaque to Mr. Fischer on behalf of the Planning Council in recognition of his outstanding leadership, unwavering commitment and tireless dedication to improve the lives of people living with HIV/AIDS.

Executive Committee Updates

Care Strategies and Coordination of Standards (CSCS)

Dr. Patricia Hawkins stated that the committee will be readjusting their standards. One of the things they discussed was to implement short-term case management for people who don't really need anything but a one-time intervention of some kind which will make a big difference and cut down on the paper work. She stated that streamlining the process will make it much easier on clinical outcomes.

Membership

Ms. Chinn stressed the importance and significance of signing in when members attend these meetings. In the event that members cannot attend or need excused absence, paperwork needs to be completed.

Bylaws, Policies & Procedures

Mark Fischer stated that in an effort to make sure that everything is preserved, available and accessible, the committee with the assistance of Donald Babb and the



	<p>BCA Logistical Support staff, put together a composite document that contains the bylaws supplemented by the policies and procedures which are referenced within the bylaws as being an appendix. The document is almost complete but there were a couple of format flaws that need to be corrected before submission. The document will be on the website and electronically distributed to all the members. If a member does not have internet access or printing access, they may request a printed copy.</p> <p>Mr. Fischer added that he and Steve met with Sharron Harris and they are in the process of pulling together comments contributed by members in order to update the MOU which will be forwarded to the grantee for review and comment. In addition the committee is on schedule with its work plan</p> <p>Consumer Access Geno Dunnington stated that the orientation and town hall meetings in all the jurisdictions have been completed. The committee is working on the priority resource allocations. Also, the committee is working on outreach and brochures to recruit people to ensure strong community input.</p> <p>Needs Assessment & Comprehensive Planning (NACP) Ron Swanda, Co-chair of Needs assessment Committee stated that the committee has been working on obtaining data for all jurisdictions. Also, he noted the frustrating in obtaining some data to support the Needs Assessment Report. The committee will continue to work with the grantee to obtain data and hopefully it will be available by the deadline.</p> <p>The Logistical Support staff is developing the client survey and it will be available online by the end of April and distributed in the fall.</p> <p>Fiscal Oversight & Allocations (FOAC) Mr. Bailous reported that FOAC in collaboration with the Needs Assessment Committees is working creating uniform reporting. The committees are trying to create a format for utilization data that will be the same across the jurisdiction. The uniform reports will make it easier for the Planning Council to combine documents. Also, the committee is embarking on training to help members understand the FOAC reports because a lot of people find them very difficult to understand. In addition, the committee has been working with Sharron Harris on the operating budget for this grant year which is nearing completion and will be monitored monthly as has been done in the past.</p>
<p>Grantee Report</p>	<p>Part A GY 22 Gunther Freehill stated that that with reference to the grantee report, they are still getting their final invoices together and the reports are not fully done yet and they are not expected to be done for another couple of months until the end of July. Also, the second half the funds, for the AIDS drugs in Virginia have been released.</p> <p>FOAC Report In reference to the FOAC Report, Mr. Freehill asked the committee to pay close attention to Tab 5. He noted fact that the report only covers about 85 percent of</p>



	<p>the total grant. The grant is not overspent; although more services have been rendered than the minimum required. Some of the details that were not included in the report according to Gunther were the \$1.6 million dollars grant allocated for drugs in Virginia, the carryover funds, just to name a few items. All information will be included in the final report.</p> <p>Next, Mr. Freehill referred to page 5 of the document which gives a review of how the grant has been liquidated over the course of the year. He emphasized that this document has also not been fully completed. He stated that there is a good possibility that there will be carry-over amounts at the end of the reporting period in July and the committee will need to decide on how the carryover funds should be spent and he encouraged the committee to give it some thought. Mr. Freehill noted that the committee as of now does have some cash at hand to get them through sometime in May and the second half of the funds will be made available to get the committee through late June or early July.</p> <p>HAB Policies Mr. Freehill noted that there are two HAB policies under Tab 3; Policy 13-02 Eligibility Determination and Recertification, and Policy 13-01 Medicaid Eligible Clients. He stated that the document places increased emphasis on enrolling people in Medicaid, documentations required and certification for eligible enrollment. The documents list the procedures and requirements that are needed.</p> <p>HRSA and CDC Letter Mr. Freehill noted that a letter is included in the packet that discusses the improved coordination of care and CDC funding.</p> <p>Other Discussion Mr. Freehill briefed the council on how the insurance policies are changing and how it affects out of pocket costs for clients, cost of drugs, and etc. They are working on taking more and more insurance options that gives the client options of going to the pharmacy for a short period of time; 2 to 3 refills and after that they will go to mail order option. He mentioned that for the question regarding ways of paying for the copayments, he stated that there is probably a way of incorporating those cost into their budget.</p> <p>Notice of Funding Availability (NOFA) Mr. Freehill mentioned that the Part A, Part B, RFA was released for DC and it could be accessed through the website. It is a formal RFA process to make sure that each provider has equal representation. A request was made of the grantee that after the 23rd of May, when the applications are due, that the grantee discusses with the Planning Council the service delivery system reflected in the RFA.</p> <p>Quality Management Contract Mr. Freehill mentioned that the Quality Management contract has been awarded to Clinical Pharmacy Associates.</p>
<p>Presentation</p>	<p>Dr. Pappas provided a presentation concerning Diagnosis Age and Mode of Transmission of Persons Living with HIV in Washington DC. In summary, Dr. Pappas</p>



	<p>mentioned the ADAP Pharmacy Network Transition process started last year; transitioning from the old network to the new network. He stated that the outcome of that effort was to improve services, preserve choice and to lower cost. As a result of this effort, the choices of pharmacy has increased and has improved accountability by using real time data at the pharmacy and accountability has improved with the use of using real time data at the pharmacies. Dr. Pappas emphasized that the whole point of the project is to work together to figure out ways to meet the needs of the people, give them care and help them to stay in care. This effort is part of a broad national movement as part of the AIDs Strategy and the Affordable Care Act. Dr. Pappas asked the Planning Council to review the Implementation Plan and provide recommendations. Mr. Bailous thanked Dr. Pappas for his presentation as the Planning Council members along with community members and guests applauded him.</p>
FOAC Reports	Mr. Bailous directed the committee to review the FOAC Report in Tab 5, in the binder.
Jurisdictional Reports	<p>District of Columbia & West Virginia Mr. Bailous directed the Committee to review the DC & West Virginia’s Reports in Tab 6, in the binder. Mr. Freehill noted that he did not have any additions to the reports</p> <p>Northern VA Mr. Bailous directed the Committee to review Northern Virginia’s Report in Tab 7, in the binder. Michelle Simmons added that allocations from the grantee have been received.</p> <p>Suburban Maryland Mr. Bailous directed the Committee to review Suburban Maryland’s Report in Tab 8, in the binder.</p>
GY23 Combined Work Plans	Mr. Bailous stated that every committee has developed a work plan in order to reach their goals. Work Plans are combined into one document which enables the various committees to share their planning objectives and updates. Also, it creates an easier work transition.
2013 Priority Setting & Resource Allocation Process: Directives	Mr. Bailous informed the committee that the goal of the Priority Setting & Resource Allocation Process (PSRA) is to develop directives. The Directives Workgroup will review potential directives, conduct any research vet, clear and organized them into a condensed version. The end results will be presented to the Planning Council for approval.
2013 Planning Council Meeting Calendar	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	
<ul style="list-style-type: none"> • None 	
HANDOUTS	
<p>Agenda dated 4/25/2013 Minutes dated 3/28/2013</p>	



Grantee/DC Fiscal Report
 EMA-Wide and Jurisdictional FOAC Reports through February 2013
 NOVA FOAC MAI Report through February 28, 2013
 NOVA FOAC Part A Report through February 28, 2013
 Suburban Maryland Regular and MAI FOAC Report through February 28, 2013
 Suburban Maryland Actual Expenses Incurred through February 28, 2013
 Presentation: Ending the Epidemic: The District of Columbia HIV/AIDS Implementation Plan
 GY 23 Combined Work Plan
 April 2013 Committee Minutes
 May - 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 nd By	Approved By

MEETING ADJOURNED	7:42 pm
NEXT MEETING	June 27, 2013 at 5:00 pm Location: 441 4 th Street, NW Rm. 1107 Washington, DC. 20001