



Metropolitan Washington Regional Ryan White Planning Council		Meeting Minutes
<b>Standing Committee</b>	<b>Executive Committee Meeting</b>	
<b>Meeting Title - Type</b>	Monthly Meeting	
<b>Date / Time</b>	July 23, 2013	11:30pm - 1:30pm
<b>Location/Room</b>	441 4 <sup>th</sup> Street, NW Washington, DC 11 <sup>th</sup> floor	

ATTENDEES/ROLL CALL					
Committee Members	Present	Absent	Administrative Agent Representatives	Present	Absent
Bailous, Stephen - Chair	x		Agar, Tim	cc	
Chinn, Barbara	x		Puranik, Rashmi	cc	
Dunnington, Geno	x		Ramey, Devi	cc	
Fischer, Mark	Resigned		Simmons, Michelle	cc	
Hawkins, Pat	x				
Hixon, O. Xavier	x				
Solan-Pegler, Nicolette	cc		HAHSTA Staff	Present	Absent
<b>Additional PC Members in Attendance</b>					
Baily, Steve	cc				
Callahan, Keith	x		Logistical/Technical Team	Present	Absent
Frazier, Debra			Harris, Sharron	x	
Morrow, Lora	x		Newman, Sherryl	x	
Smith, Robert	x				
Scheraga, Ron	cc				
Swanda, Ron	x				
<b>Planning Council Staff</b>	<b>Present</b>	<b>Absent</b>			
Donald, Babb		x			



<b>Guests</b>
<b>Bobbie Smith, Ralph Black, Lawrence Smith</b>

\*\*/cc- denotes participation by conference call

<b>HIGHLIGHTS</b>
<ul style="list-style-type: none"> <li>○ PC Chair Report</li> <li>○ Committee GY 22 Carry-Over Fund Final Recommendations</li> <li>○ Update on Northern Virginia Supplemental Request</li> <li>○ Motion Form – CSCS Off-The-Top Recommendation to Expand Medical Case Management</li> <li>○ Agenda for Planning Council Meeting on July 25, 2013</li> </ul>

<b>AGENDA</b>											
<b>Item</b>	<b>Discussion</b>										
<b>Call to Order</b>	The meeting was called to order at 11:39 am by Stephen Bailous, Chair.										
<b>Review and Approval of the Agenda</b>	<p>The date on the agenda was corrected to reflect July 23, 2013.</p> <p>It was moved by Geno Dunnington and 2nd by Xavier Hixon to approve the Agenda as corrected.</p> <p>The Agenda was approved as corrected by consensus.</p>										
<b>Review and Approval of Meeting Minutes</b>	<p>It was moved by Xavier Hixon and 2<sup>nd</sup> by Geno Dunnington to approve the June 2013 Minutes.</p> <p>The June 2013 Minutes were approved by consensus.</p>										
<b>Review Action Items</b>	<p>3 opened action items were reviewed and closed. In addition, 1 on-going action item was reviewed.</p> <table border="1"> <thead> <tr> <th><b>Action Item</b></th> <th><b>Comments</b></th> </tr> </thead> <tbody> <tr> <td>Item #2 - Closed</td> <td><i>Ref. Engagement Meeting Report</i>, Mr. Bailous and Justin Goforth attended and participated in the meeting. He reported that there was discussion about minority participation in prevention activities and the group solicited recommendations for outreach strategies. The Planning Council will review the written report from the meeting to determine if they can use anything.</td> </tr> <tr> <td>Item #3 - On-Going</td> <td><i>Ref. Updated Representation Table to HAHSTA</i>, Mr. Bailous stated that the report for this period was submitted to the Grantee. However, as membership changes occur that affect the makeup of the Council, the membership committee should prepare and submit a report to the Grantee.</td> </tr> <tr> <td>Item #4 - Closed</td> <td><i>Ref. Total # of people in care</i>, Information was received at the data presentation meeting.</td> </tr> <tr> <td>Item #7 - Closed</td> <td><i>Ref. directive mandating provider cooperation</i>, Mr. Bailous sent the directives to the HRSA Project Officer and is expecting to receive feedback in time for the Directives Work Group meeting today at 1:00 pm.</td> </tr> </tbody> </table>	<b>Action Item</b>	<b>Comments</b>	Item #2 - Closed	<i>Ref. Engagement Meeting Report</i> , Mr. Bailous and Justin Goforth attended and participated in the meeting. He reported that there was discussion about minority participation in prevention activities and the group solicited recommendations for outreach strategies. The Planning Council will review the written report from the meeting to determine if they can use anything.	Item #3 - On-Going	<i>Ref. Updated Representation Table to HAHSTA</i> , Mr. Bailous stated that the report for this period was submitted to the Grantee. However, as membership changes occur that affect the makeup of the Council, the membership committee should prepare and submit a report to the Grantee.	Item #4 - Closed	<i>Ref. Total # of people in care</i> , Information was received at the data presentation meeting.	Item #7 - Closed	<i>Ref. directive mandating provider cooperation</i> , Mr. Bailous sent the directives to the HRSA Project Officer and is expecting to receive feedback in time for the Directives Work Group meeting today at 1:00 pm.
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<p style="text-align: center;"><b>PC Chair Report</b></p>	<p><b>Directives Workgroup Meeting</b> Mr. Bailous reported that the group will meet today following the Executive Committee meeting. The group has prepared and forwarded a draft set of directives to the Administrative Agents and the HRSA Project Officer. It is anticipated that feedback will be received today, and it will be incorporated into the final directives. One more check-in meeting is scheduled before presenting the directives to the full Council. In addition, Mr. Bailous thanked everyone that participated in preparing the directives.</p> <p><b>Draft Meeting Cancellation Policy</b> Mr. Bailous proposed a Cancellation Policy that allows the cancellation of non-essential meetings, which will allow the Council to use resources more efficiently, in particular BCA support staff. Sharron Harris, BCA Logistical Support staff, explained how BCA's contact is funded which is based on the government's fiscal year instead of the grant cycle and the impact it has on providing meeting support. She added that BCA hopes to be able to support the Planning Council meeting and the merged FOAC and Executive meeting, if resources are available.</p> <p>The committee discussed the proposal to cancel meetings. Several members disagreed with canceling meetings, while Dr. Pat Hawkins suggested that committees continue to meet if they have items on their agendas, take their own minutes at a high level, record the meetings, and perhaps have BCA prepare the full minutes in October. Bobbie Smith suggested consolidating jurisdictional meetings and hold only the Consumer Access Committee meeting to bring all PLWHAs together. Also, members raised a concern about HAHSTA's loss of Mr. Freehill in providing meeting support and data that the Council needs.</p> <p><b>Motion #1:</b> So moved by Dr. Patricia Hawkins and seconded by Barbara Chinn that committee chairs will prioritize meetings needed for next two months and if meetings are needed and resources are not available, the committee will move forward with holding &amp; recording meetings and a committee member will take minutes.</p> <p><b>VOTE:</b> Approved by consensus while 1 opposed. <b>THE MOTION IS PASSED.</b></p> <p>Geno Dunnington requested that in the event of meeting cancellations or rescheduling that members be given sufficient time as stated in the bylaws, which he believes is one week.</p> <p><b>Planning Council Brochure</b> Mr. Bailous noted that copies of the Planning Brochure are available and asked members to pick them up. Sharron Harris stated that copies of the Brochure will be available at every meeting going forward.</p> <p><b>Other Discussion</b> There was further discussion and concerns expressed about the lack of Grantee support for the Planning Council, in particular the handling of NVRC's \$2 million supplemental request and the impact on the preparation of the Part A Application. The committee debated about the next steps. Bobbie Smith suggested that the Council request HRSA technical assistance about the lack of Administrative Agents,</p>
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	<p>Grantee and Dr. Pappas participation. Nicolette Solan-Pegler suggested informing HAHSTA of the Council’s needs.</p> <p><b>Motion #2:</b> So moved by Nicolette Solan-Pegler and seconded by Geno Dunnington that the Planning Council send a letter to the mayor to inform him about the Council’s crisis situation. Include in the letter a request for a meeting with the Council’s Executive Committee and the mayors’ leadership and ask them to work with the Council until the Part A Application is submitted. Sherryl Newman, BCA Logistical Support staff, recommended that the Planning Council write a letter to the Director of the Health Department and Dr. Pappas to express the committee’s concerns rather than writing a waiting for a response from the mayor. As a former DC Government official, Ms. Newman said in her experience, the response time for getting feedback from the Mayor would be too long (<i>at least 30 days or more</i>). Ms. Solan-Pegler and the group agreed with the recommendations.</p> <p><b>VOTE:</b> Approved by consensus. <b>THE MOTION IS PASSED.</b></p> <p><b>Committee Recommendations for Use of Carry-Over Funds</b> The committee reviewed and discussed the Committee Carry-Over Funds Recommendations. Item #4 was revised as stated in the motion. Debra Frazier asked about the final carry-over amount. Sharron Harris stated that Gunther Freehill reported last month that it was estimated that approximately \$300,000 in Part A funds and \$745,000 in Minority AIDS Initiative (MAI) are the potential carry-over funds amounts.</p> <p><b>Motion #3:</b> So moved by Dr. Hawkins and seconded by Barbara Chinn that the Planning Council’s first priority is to use carry-over dollars is to assist as much as possible Northern Virginia in covering the gaps from the loss of insurance coverage and to accept the recommendations from Consumer Access with one amendment, which is item #4 [<i>on the Committee Carry-Over Funds Recommendations document</i>] be changed to \$75,000 for Emergency Financial Assistance and \$30,000 for Oral (Dental) Health for prophylaxis.</p> <p><b>VOTE:</b> Approved by consensus. <b>THE MOTION IS PASSED</b></p>
<p><b>Update on Northern Virginia Supplemental Request</b></p>	<p><b>UPDATE ON Northern Virginia Supplemental Request</b> Mr. Bailous asked Michelle Simmons to provide an update on Northern Virginia’s proposed motion requesting a supplemental allocation of \$2 million. Ms. Simmons stated that in preparing for the Part A Flat funding allocations discussion it became apparent that due to the lack of Medicaid expansion in the State of Virginia, it will become increasingly difficult to provide HIV/AIDS services. Two scenarios were debated but were unacceptable: (1) Strip support services and most core services and only pay for Outpatient Ambulatory Medical Care, and (2) Keep some wrap around support and core services such as Mental Health and Substance Abuse, insure fewer people and reduce case loads. This means that no new clients could be seen. This information was presented at the allocations meeting and a determination was made to form a subgroup to prepare materials for consideration at the Fiscal Oversight</p>



	<p>Committee meeting. The group concluded that NVRC needs a \$2 million supplemental award to provide insurance coverage for Virginia clients. A presentation was provided to the Fiscal Oversight Committee last Thursday. The Fiscal Oversight Committee requested additional information. A workgroup has been formed in order to properly address Northern Virginia’s motion and they will meet as soon as possible. Mr. Bailous suggested that all questions about the motion be submitted in writing to Sharron Harris as soon as possible.</p>
<p style="text-align: center;"><b>Motion</b></p>	<p>Geno Dunnington withdrew the motion by Consumer Access to send a letter to HAHSTA, HRSA, Mayor and City Council to express concerns for lack of Grantee representation as moved by the Consumer Access Committee. He expressed that the language of the motion did not accurately identify the statements made by the members at the meeting. Mr. Dunnington asked BCA for a copy of the July 16, 2013 recording of the Consumer Access Committee meeting and stated he would prepare and resubmit the motion to the FOAC for approval.</p> <p><b>Motion: Off-The –Top Allocation Recommendation GY24</b></p> <p>Dr. Hawkins brought the motion to expand case management capabilities using case manager extenders which includes Assistant Medical Case Managers, Assistant Case Manager Specialist and Short-Term Medical Case Managers using 3% of the primary medical budget which we anticipate saving thru the full implementation of the Affordable Care Act forth as moved by the Care Strategies and Coordination of Standards Committee (CSCS) She explained the need for action is due to the following three issues: (1) major problems of client retention, (2) insufficient number of medical case managers to screen all primary medical clients for case management, mental health, and/or substance abuse treatment services, and (3) case management caseloads often exceed standards and are too high to provide the most effective services, especially for high risk clients.</p> <p>Mr. Bailous raised a concern that there is a directive that covers this motion and funding should be done through the allocation process. The committee debated the best approach to accomplish increasing medical case management funding. Ron Swanda noted that each jurisdiction allocated funds for case management. After the discussion, the committee was not clear, so Mr. Bailous suggested forwarding the motion to HAHSTA and the Administrative Agents for guidance about the feasibility of the motion.</p> <p><b>Motion #4:</b> So moved by Dr. Hawkins for the Planning Council to expand case management capabilities using case manager extenders which includes Assistant Medical Case Managers, Assistant Case Manager Specialist and Short-Term Medical Case Managers using 3% of the primary medical budget which we anticipate saving thru the full implementation of the Affordable Care Act.</p> <p><b>Vote</b></p> <p><b>The MOTION IS POSTPONED UNTIL GUIDANCE IS PROVIDED</b></p> <p><b>Action Item #1:</b> Sharron Harris, BCA Logistical Support Staff will forward the motion to expand case management capabilities using case manager extenders which includes Assistant Medical Case Managers, Assistant Case Manager Specialist and Short-Term Medical Case Managers using 3% of the primary medical budget and all Off-the-Top recommendations, including item #4 to HAHSTA and the Administrative Agents.</p>



<b>Standing Committee Reports</b>	Due to time constraints reports were not provided.
<b>Review of Agenda for Planning Council Meeting on July 25, 2013</b>	The Executive Committee reviewed the Draft Planning Council Agenda for the July 25, 2013 meeting. The following amendments were noted: <ul style="list-style-type: none"> <li>• Item #4, Chair Report <ul style="list-style-type: none"> <li>○ 2<sup>nd</sup> bullet – Add the words “and Transition Plan” after the word “Staffing</li> <li>○ 3rd bullet – Strike the words “Placeholder for any motions “ and insert the words, “Update on Virginia Motion”</li> </ul> </li> </ul>

**ANNOUNCEMENTS**

None

**HANDOUTS**

Agenda dated 7/18/2013  
Minutes dated 6/20/2013  
Committee GY 22 Carry-Over Fund Final Recommendations  
Section 3 – Comprehensive Plan Work Plan  
NVRC Supplemental Request Questions  
VA Allocations  
Planning Council Supplemental Request Briefing memo  
Motion Form – FOAC Insurance Supplement to Northern Virginia  
Motion Form – CSCS Off-The-Top Recommendation to Expand Medical Case Management  
Motion Form - CAC to send a letter to HAHSTA, HRSA, Mayor and City Council  
Agenda for Planning Council Meeting on July 25, 2013  
2013 Planning Council Calendar

**ACTION ITEMS – Open**

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Forward the motion to expand case management capabilities and all Off-the-Top recommendations, including item #4 to HAHSTA and the Administrative Agents	Sharron Harris,	7/23/2013	ASAP	Open
2.	Provide a copy of the July 16, 2013 recording of the Consumer Access Committee meeting to the CAC Chair, Geno Dunnington	BCA	7/23/2013	ASAP	Open
3.	Provide engagement meeting report to the Executive Committee	Mr. Bailous	6/20/2013	7/18/2013	Closed
4.	Update the Representation Table and submit it to HAHSTA.	PC Chair	4/18/2013	As Membership Changes	On-Going



5.	Report the total number of people in care (regardless of how long it took them to get into care).	Gunther Freehill	12/12/12	6/20/2013	Closed
6.	Develop a clear and consistent definition of units for purposes of determining the cost per client for services and follow-up to determine the difference between Routine Labs and Specialty Labs	CSCS Committee	4/19/2012	TBD	On-Going
7.	Establish policies and procedures for the Assessment of the Administrative Mechanism	FOAC Bylaws Committee	9/20/2012	TBD	On-Going
8.	Collaborate with Dr. Pat Hawkins and Nicolette Solan-Pegler to contact HRSA in reference to guidance for Directive #7, regarding mandating provider cooperation with needs assessment and planning through RFA's and grant agreements.	Steve Bailous	9/20/2012	7/9/2013	Closed

**MOTIONS**

#	Motion	Motioned By	2 <sup>nd</sup> By	Approved By
1.	So moved by Dr. Patricia Hawkins and seconded by Barbara Chinn that committee chairs will prioritize meetings needed for next two months and if meetings are needed and resources are not available, the committee will move forward with holding & recording meetings and a committee member will take minutes.	Dr. Patricia Hawkins	Barbara Chinn	<b>VOTE:</b> Approved by consensus while 1 opposed. <b>THE MOTION IS PASSED.</b>
2.	So moved that the Planning Council send a letter to the New Director of the Health Department and Dr. Pappas to express the committee's concerns. Include in the letter a request for a meeting and ask them to work with the Council until the Part A Application is	Nicolette Solan-Pegler	Geno Dunnington	<b>VOTE:</b> Approved by consensus. <b>THE MOTION IS PASSED.</b>



	submitted.			
3.	So moved that the Planning Council's first priority is to use carry-over dollars to assist as much as possible Northern Virginia in covering the gaps from the loss of insurance coverage and to accept the recommendations from Consumer Access with one amendment, which is item #4 [on the Committee Carry-Over Funds Recommendations document] be changed to \$75,000 for Emergency Financial Assistance and \$30,000 for Oral (Dental) Health for prophylaxis.	Dr. Patricia Hawkins	Barbara Chinn	<b>VOTE:</b> Approved by consensus. <b>THE MOTION IS PASSED</b>
4.	So moved for the Planning Council to expand case management capabilities using case manager extenders which includes Assistant Medical Case Managers, Assistant Case Manager Specialist and Short-Term Medical Case Managers using 3% of the primary medical budget which we anticipate saving thru the full implementation of the Affordable Care Act.	Dr. Patricia Hawkins		<b>VOTE:</b> <b>The MOTION IS POSTPONED UNTIL GUIDANCE IS PROVIDED</b>
<b>MEETING ADJOURNED</b>	2:15 pm			
<b>NEXT MEETING</b>	August 22, 2013 11:30 am – 1:30 pm One Judiciary Square 441 4 <sup>th</sup> Street, NW - 11 <sup>th</sup> Floor Washington, DC			