



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>	June 28, 2012	5:00 pm-8:00 pm	
<b>Location/Room</b>	441 4 <sup>th</sup> Street, Rm. 1107 Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Bailey, Steve	x		Hixon, O. Xavier	x	
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		x
Cameron, Martha	x		Purdy, David	x	
Cauthen, Melvin	x		Roberts-Njoku, Cornett	x	
Chinn, Barbara		x	Santirosa, Yolanda	x	
Davis, Reginald		x	Scheraga, Ronald	x	
Deely, Maureen	x		Scruggs, Linda	x	
Dunnington, Geno	x		Solan-Pegler, Nicolette	x	
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	
Khalil, Amelia	x		Simmons, Michelle		x
Puranik, Rashmi		x			
Logistical/Technical Support			Logistical/Technical Support		
Harris, Sharron - TCBA	x		Weatherspoon, Octavia - TCBA	x	
Whitaker, Ashley - TCBA	x		Newman, Sherryl - TCBA	x	
Gantz-Mckay, Emily - Mosaica	x		Berl, Hila	x	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Freehill, Gunther	x		Babb, Donald	x	



Guests			
Laurence Smith	Doug Fogal	Denise Jones	Phillip Bailey
Brandon Nichols	Anthony Avery	David Barmer	Wallace Corbett
Kim Battle	Tuwanda Mahan	Wilhelmina Olley	Marshall Rountree
Christopher Vinson	Toby Austin	Thomas Decker	George Milla
Ben Maramara	Anthony Seymore	Joseph Henson	Lora Morrow
Paulette Johnson	Bobbie Smith	Lonnie Stevenson	Robert Cooke Jr.

HIGHLIGHTS
<ul style="list-style-type: none"> <li>○ Recognition of former Planning Council members</li> <li>○ Update of 2012-2014 Comprehensive Plan</li> <li>○ 2012 EMA-Wide Data Presentation</li> </ul>

AGENDA	
Item	Discussion
<b>Call to Order</b>	The meeting was called to order by Stephen Bailous, Chair, at 5:32pm
<b>Review and Approval of the Agenda</b>	Ralph Black motioned to approve the Agenda and Barbara Chinn seconded.  The Agenda was approved by consensus. Geno Dunnington abstained.
<b>Review and Approval of the Minutes</b>	Keith Callahan motioned to approve the May 2012 Minutes and O. Xavier Hixon seconded.  The May 2012 Minutes were approved by consensus.
<b>Executive Report</b>	Stephen Bailous, Chair, reported that June 27, 2012 was National HIV Testing Day.  Mr. Bailous also reported the Supreme Court upheld the Affordable Healthcare Act on today, June 28, 2012 and provided information on its importance to the HIV/AIDS community.
<b>Grantee Report</b>	<p>Gunther Freehill reported that a lot of documents for GY 21 closeout are being submitted to HRSA on June 29, 2012. He also reported that the Part A/Part A MAI final expenditure table is due in July. At this time, services are in place for the Part A program.</p> <p>Additionally, Mr. Freehill reported that there has been an issue with the procurement process for the Off-The-Top (OTT) Early Interventions Service (EIS) and psychosocial support EMA-Wide service categories. There was an internal procurement matter that needed to be addressed and the process is now on hold. Mr. Freehill reported that he does not have knowledge regarding when the programs will be in place that were supposed to be implemented on June 1, 2012.</p> <p><b><u>DC ADAP Pharmacy Network Transition</u></b> Mr. Freehill reported that the District is revising its ADAP drug delivery program</p>



	<p>which includes three major parts to the transition that includes the drug purchase, the network of pharmacies and the pharmaceutical benefits management. There have been challenges making the procurement process work. The transition will be effective on July 1, 2012 and there may be permanent or temporary changes in pharmacies or points of sale for clients. The District government has taken steps to create contingences to ensure that clients will not lose access to drugs. ADAP clients have been authorized receive a 60 day supply of medications in June. Additionally, the District has been and will continue to work diligently to notify clients of the transition through mail and social media outlets with the help of some providers.</p> <p>Mr. Freehill reported that there is a closed procurement process for the pharmaceutical benefits manager whose contract should be activated soon. Additionally, there has been an ongoing procurement solicitation for pharmacy points of sale to be a part of the new network. There will also be a second procurement offered with rolling submissions for application review to be considered for addition to the pharmacy network.</p> <p>Geno Dunnington and Dr. Pat Hawkins expressed concern regarding the late notification to clients of the DC ADAP drug transition and are worried that on Monday, July 2<sup>nd</sup>, clients will not know where to get their medications especially the newly diagnosed. Mr. Dunnington also expressed that it is unfortunate that there is no DC Delegation that can discuss Part B and therefore there was no mechanism for the community to be involved in this process.</p> <p>Steve Bailey stated that the Planning Council should consider ways to support ADAP in the Part A program.</p> <p>Henry Bishop asked if local AIDS pharmaceutical funds can pay for medications if everything does not run smoothly come Monday. Mr. Freehill stated that DC does not fund local AIDS pharmaceutical assistance.</p> <p>The immediate short term goal is to notify as many clients as possible of the transition through</p> <p><b>Motion #1:</b> So moved by Dr. Pat Hawkins and Geno Dunnington to continue DC ADAP discussion at the end of the meeting.  <b>The Motion passes by consensus.</b></p> <p>After discussion, Mr. Bailous reported that we will attempt to get as much information as he can regarding the DC ADAP transition and convene a conference call on Friday, June 29 or Monday, July 2 to report the findings and keep the community informed.</p>
<p><b>Jurisdictional Reports</b></p>	<p><b>Suburban Maryland</b>  Devi Ramey reported that she had nothing to add to the fiscal narrative presented in the Planning Council documents and opened the floor for questions. No questions were asked.</p>



	<p><b>Northern VA</b>          Amelia Khalil reported that she had nothing to add to the fiscal narrative presented in the Planning Council documents and opened the floor for questions. No questions were asked.</p>
<p><b>Motions</b></p>	<p><b>Compliance with HRSA Regulations of Open Nominations Process</b>  <b>Motion #2:</b> It was moved by Dr. Patricia Hawkins and seconded by Xavier Hixon to suspend the voting privileges of the two members who were appointed by the Mayor without completing the Planning Council’s open nomination process until they have completed the new open nominations process that will be conducted to fill the four vacancies on the Council; to expedite that process using a schedule that advertises vacancies and recruits applicants for 15 days after which acceptance of applications will be closed for this cycle, reconvenes the 2011 interview panel to review all applications and interview candidates, and complete the process by July 20, 2012. The Executive Committee specifically stipulates that the deviation from established process was not the fault of the applicants/appointees involved and expressed a desire that they would be patient during the process and maintain their willingness to contribute to the work of the Planning Council. In the interim period (approximately June 28 to July 23, 2012) the individuals will be able to attend and participate in meetings but will not be able to vote.</p> <p>During discussion, Mr. Dunnington expressed concerns stating that he felt that by approving this motion, the Planning Council is acting outside of its bylaws.</p> <p>David Hoover called the question. There was consensus to call the question.</p> <p><b>VOTE:</b>          Approve – 23, Oppose – 0, Abstain -3  <b>The Motion passes.</b></p> <p><b>Letter to the District of Columbia’s Office of Boards and Commissions</b>  <b>Motion #3:</b> It was moved by the Membership Committee and seconded by Xavier Hixon that the Planning Council chair be authorized and directed to send a letter to the Office of Boards and Commissions (OBC) to outline the Planning Council’s Open Nomination Process to that was created to comply with HRSA guidelines; to point out the legal necessity for OBC consider only candidates who have been through the Planning Council open nominations process when submitting names to the Mayor; and to express appreciation for the extraordinary effort made by the OBC staff in finalizing the most recent appointment of members to the Ryan White Planning Council in an the absence of the Director who retired unexpectedly for health reasons.</p> <p><b>VOTE:</b>          Approve – 26, Oppose – 1, Abstain -0  <b>The Motion passes.</b></p>



	<p><b>Reallocation of Planning Council Operating Budget Funds</b></p> <p><b>Motion #4:</b> It was moved by Geno Dunnington and seconded by Mark Fischer that the Executive Committee recommends that the Planning Council authorize the reallocation of up to \$52,000 from the GY 22 Planning Council staff budget line item c/o HAHSTA to the overall operating budget for use by the support contractor to operate PC and standing committee meetings as well as special projects.</p> <p><b>VOTE:</b> Approve – 23, Oppose – 0, Abstain -2</p> <p><b>The Motion passes.</b></p>
<p><b>Open Nominations Process to fill Planning Council Vacancies</b></p>	<p>Barbara Chinn, Membership Chair, reported that the Planning Council is opening the nominations process to fill four vacant Planning Council seats. She stated that the deadline to submit applications is July 13, 2012. It was also reported that anyone who submitted an application between October 1, 2011 and April 30, 2012 needs to resubmit their application as a result of losing Planning Council staff. Also, one of the vacant Planning Council seats is reserved for someone from West VA.</p> <p>Mr. Freehill stated that he does not believe all of the federally mandated Planning Council requirements have been filled.</p>
<p><b>Community Co-Chair Election</b></p>	<p>Mr. Bailous reviewed the Community Co-Chair open nominations process as outlined in the Planning Council bylaws.</p> <p><b>Motion #5:</b> It was moved by Steve Bailey and seconded by David Hoover to nominate Martha Cameron to serve as the Community Co-Chair.</p> <p><b>Motion #6:</b> It was moved by Shella Fon and seconded by Debra Frazer to nominate Maureen Deely to serve as the Community Co-Chair.</p> <p>Mr. Dunnington reported that the consumer Access Committee nominated Mark Fischer and Keith Callahan to serve as the Community Co-Chair.</p>
<p><b>Directives Ad Hoc Working Group Report</b></p>	<p>Mr. Fischer reported that the Ad Hoc Directives working group met on May 22, 2012 and June 13, 2012 and provided tasks for several Committees to research.</p> <p>The next meeting of the Ad Hoc Directives working group will be on July 11, 2012 from 10am – 1pm.</p> <p>Mr. Fischer stated that many of the suggested directives were not actually directives and some of the committees can incorporate them into their work plans.</p> <p>Dr. Hawkins stated that the Care Strategy Committee is looking into incorporating some of the suggested directives into the standards of care and make further recommendations.</p>
<p><b>EMA-Wide Off-The-Top Allocations</b></p>	<p>Emily Gantz McKay provided a presentation on the Off-The-Top (OTT) Allocations with the background and factors for the Planning Council to consider as they make their OTT allocations.</p>



	<p>Ms. McKay discussed the following recommendations for the Planning Council to consider:</p> <ol style="list-style-type: none"> <li>1. <b>Continue GY22 regular Part A OTT allocations at current level of \$515,000</b> since it is too soon to change the programs</li> <li>2. <b>Continue current MAI funding</b>, including funds allowing some Limited-English-Proficient (LEP) clients to cross jurisdictional lines for care as well as flexible funding, at the current level of \$394,548</li> <li>3. <b>Add “placeholder” funds</b> for Medical Care Management Assistants and Benefits Specialists models from comprehensive plan – to be moved or adjusted as more information becomes available about health care reform</li> <li>4. <b>Consider use of possible carryover funds</b> (not assured, but likely to be about \$400,000 for regular Part A) to replace OOT funds in the jurisdictions</li> </ol> <p><b>Motion #7:</b> Ron Swanda moved and Maureen Deely seconded to table the Off-The-Top discussion until the July Planning Council meeting.</p> <p><b>VOTE:</b> Approve – 1, Oppose – 25, Abstain – 0 <b>The Motion does not pass.</b></p> <p><b>Motion #8:</b> So moved by David Hoover and seconded by Renee Kelly to accept recommendations #1 and #2 for the Off-The-Top allocations.</p> <p><b>VOTE:</b> Approve – 24, Oppose – 1, Abstain -1 <b>The Motion passes.</b></p>
<p><b>Committee Updates</b></p>	<p><b>Bylaws</b> The Bylaws meeting will be cancelled in July</p> <p><b>Care Strategy</b> Dr. Hawkins reported that the Food Bank Roundtable was well attended and that the Care Strategy Committee will bring forward recommendations from the roundtable in the coming months. Additionally, she reported that the Care Strategy Committee will be working on the standards for Case Manager Assistants.</p> <p><b>Consumer Access</b> Mr. Dunnington reported that the CAC Committee has recommended that the Planning Council should complete the priorities in the jurisdictions first and then complete the EMA-Wide priorities process.</p> <p>Additionally, he reported that the jurisdictional PLWH and the CAC Committee will be voting on co-chairs soon.</p>



	<p>Finally, he reported that the community is requesting information on the peer navigator program.</p> <p><b>Membership</b> The Membership meeting will be cancelled in July.</p> <p><b>Needs Assessment</b> Mr. Bishop reported that the Needs Assessment Committee will be working on the Assessment of the Efficiency of the Administrative Mechanism (AEAM) in the coming months.</p>
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**ANNOUNCEMENTS**

- The Care Strategy, Coordination & Standards meeting has been rescheduled to June 19, 2012 from 1pm-3pm.
- The Consumer Access Committee will be meeting on June 14, 2012 from 4:30-6:30pm
- The Ad Hoc Directives Meeting #2 has been moved to June 13, 2012 from 10am -1pm
- The Membership Committee is soliciting additional applications to fill 4 vacancies on the Planning Council.

**HANDOUTS**

Agenda dated 6/28/2012  
 Minutes dated 5/24/2012  
 EMA-Wide and Jurisdictional FOAC Reports through April 2012  
 Grantee/DC Fiscal Report  
 Suburban Maryland Regular and MAI FOAC Report through April 30, 2012  
 NOVA FOAC MAI Report through April 30, 2012  
 NOVA FOAC Part A Report through April 30, 2012  
 VA ADAP Data Dashboard  
 2012-2014 Committee Assignments  
 Motion #1: Compliance with HRSA Guidance  
 Motion #2: Letter to DC Office of Boards and Commissions  
 Motion #3: Reallocation of Planning Council operating budget  
 GY 22 Planning Council spending plan  
 Open Nomination Process flyer  
 Community Co-Chair: Notice of Election and Call for Nominations  
 Community Co-Chair Bylaws Excerpt  
 Suggestions for Directives worksheet  
 Ad Hoc Work Group feedback as of June 8, 2012  
 CNMC Transition Protocols  
 EMA-Wide OTT Allocations for GY 22  
 June Standing Committee Minutes  
 Jurisdictional GY 23 Priorities Worksheet  
 Copy of Allocation for GY 22

**ACTION ITEMS – Open**

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Provide federal poverty guidelines	TCBA	6/28/2012	7/26/2012	Open



2	Provide the PSRA guidance and schedule/timeline to the Planning Council	Logistical/Technical Support	5/24/2012	ASAP	Open
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MOTIONS				
#	Motion	Motioned By	2 <sup>nd</sup> By	Approved By
1	Continue DC ADAP discussion at the end of the meeting. <b>The Motion passes by consensus.</b>	Dr. Pat Hawkins	Geno Dunnington	<b>The Motion passes by consensus.</b>
2	Suspend the voting privileges of the two members who were appointed by the Mayor without completing the Planning Council's open nomination process until they have completed the new open nominations process that will be conducted to fill the four vacancies on the Council; to expedite that process using a schedule that advertises vacancies and recruits applicants for 15 days after which acceptance of applications will be closed for this cycle, reconvenes the 2011 interview panel to review all applications and interview candidates, and complete the process by July 20, 2012. The Executive Committee specifically stipulates that the deviation from established process was not the fault of the applicants/appointees involved and expressed a desire that they would be patient during the process and maintain their willingness to contribute to the work of the Planning Council. In the interim period (approximately June 28 to July 23, 2012) the individuals will be able to attend and participate in meetings but will not be able to vote.	Dr. Pat Hawkins	O. Xavier Hixon	<b>VOTE:</b> Approve – 23, Oppose – 0, Abstain -3 <b>The Motion passes.</b>



3	The Planning Council chair be authorized and directed to send a letter to the Office of Boards and Commissions (OBC) to outline the Planning Council's Open Nomination Process to that was created to comply with HRSA guidelines; to point out the legal necessity for OBC consider only candidates who have been through the Planning Council open nominations process when submitting names to the Mayor; and to express appreciation for the extraordinary effort made by the OBC staff in finalizing the most recent appointment of members to the Ryan White Planning Council in an the absence of the Director who retired unexpectedly for health reasons.	Membership Committee	O. Xavier Hixon	<p><b>VOTE:</b> Approve – 26, Oppose – 1, Abstain -0 <b>The Motion passes.</b></p>
4	The Executive Committee recommends that the Planning Council authorize the reallocation of up to \$52,000 from the GY 22 Planning Council staff budget line item c/o HAHSTA to the overall operating budget for use by the support contractor to operate PC and standing committee meetings as well as special projects.	Geno Dunnington	Mark Fischer	<p><b>VOTE:</b> Approve – 23, Oppose – 0, Abstain -2 <b>The Motion passes.</b></p>
5	Nominate Martha Cameron to serve as the Community Co-Chair.	Steve Bailey	David Hoover	
6	Nominate Maureen Deely to serve as the Community Co-Chair.	Shella Fon	Debra Frazer	
7	Table the Off-The-Top discussion until the July Planning Council meeting.	Ron Swanda	Maureen Deely	<p><b>VOTE:</b> Approve – 1, Oppose – 25, Abstain – 0 <b>The Motion does not pass.</b></p>
8	Accept recommendations #1 and #2 for the Off-The-Top allocations.	Davis Hoover	Renee Kelly	<p><b>VOTE:</b> Approve – 24, Oppose – 1, Abstain -1 <b>The Motion passes.</b></p>



<b>MEETING ADJOURNED</b>	9:20 pm
<b>NEXT MEETING</b>	July 26, 2011 at 5:30 pm <b>Location:</b> 441 4 <sup>th</sup> Street, N.W., Room 1107 Washington, DC.