



### Administrative Agent update

Rose Conner discussed the Part A document that was provided by the administrative agent's office. The AA's office agreed to review and provide a summary of expenditures to date for the 3<sup>rd</sup> quarter with unexpended funds. She began by reviewing the Part A documents. The recommendations were based on year to date as of November 30, 2008.

Rose discussed the reasoning to the different allocations. She explained a request will need to be sent to HRSA to approve the reprogramming. Based on the projections after reallocations after the end of January, changes that providers anticipate. The AA's office anticipates at least another \$240,000 that could potentially need to be reallocated in February.

Bradley Allen asked will reallocating only \$40,000 be enough for Food services. Rose explained earlier that there was a theft with one of the providers in November; this is the reason for the increase. She added how this provider has submitted claims to the insurance company and that is why the AA's office decided to only reallocate that amount. Once these payments are reimbursed to the provider they should be afloat.

Mark Kezios discussed some rules and regulations as well as commenting on some of the providers. He mentioned how providers should communicate with the grantee with regard to theft, fire, etc. and visa versa. He explained that earlier if there was a 10% increase or decrease in expenditures that would be an automatic audit. He also mentioned that the providers have a 12 month contract with Ryan White.

Mark Kezios asked Rose if Medical Co-payments were being used. Rose explained that when the definition was revised it was taken out. He also asked if Oral health bills from previous years can be paid with this year's grant. Rose is not sure that can be paid but they will be reviewed. He also mentioned that in the past providers have requested capital equipment, it was rejected. What will happen this time? Rose said that this is something that might be brought to the Planning Council. But Mark asked would this even be looked at by the grantee. Mark asked for discussion.

The committee began to discuss psychosocial services, groups starting but effective February 28; it will no longer be funded. Rose spoke with the provider as well as HRSA this morning identifying populations of the greatest need. The AA's office asked the provider for a proposal as to why this is a great need. Based on the allocation of the new grant, this would be brought to the planning council. If there is a very limited amount of funding what would be the highest priority to be put out into contract. Larry also mentioned that there was discussion before requesting more funding for mental health in one of the agencies. Rose explained how that request has already been reallocated in services.

Mark Kezios mentioned how the allocation documents that were presented were easier to read and asked the committee their thoughts. Mark also asked about the capital equipment being requested, Rose said this will be brought to the planning council first if agreed to fund then Rose will take the request to HRSA. Cheri Tomlinson asked if the request was denied where these funds will go, Rose responded that they would be reallocated to Part B and Part B can use all the funds as long as the funds are reallocated by the early part of February.

Larry Stähli asked Rose last month about the AGI. She's hopeful it will be completed by Friday; it needs to be signed by the BOS and on the agenda by Monday. The committee discussed these reallocations, such as capital equipment purchases, can these funds be given to Part B and used by the end of the grant year. Phillip asked if a reprogramming approval is needed from HRSA and is

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written for January can February also be included. Rose will ask HRSA for permission for the entire amount. Cheri asked if the AA's office spoke with HRSA about these issues will they be approved, Rose said yes they have and have informed HRSA large amount of funding that the planning council expected all left over funds to go Part B. Rose added that there has been discussion with the providers and at this time with the exceptions of food none of them have outstanding needs to be able to spend this amount of funds. HRSA said reprogramming needs to be done and what is unspent it will be returned to HRSA.

The committee asked if HRSA would have a problem with Part A reallocating to Part B, they do not see a problem at this time. Cheri asked if we will have the option to spend funds at the end of the year to Part B because of the 2% rule. There is a possible increase in supplemental funding in Part B. Part B might not need it next year but when allocations are being done the committee might want to look at making sure the funds being put into contracts are being used. The committee continued to discuss 2% rule, carryover and reprogramming. Cheri related how she wouldn't want to see the community penalized if HRSA decided to change in the middle of the contract year. Mark asked if on February 27 the discussion about \$200,000 in admin services to these contractors is not eligible will the EMA be penalized, will it be possible in one day. The AA's office is working on getting a discussion as soon as possible. Mark mentioned that in the past certified letters were sent to providers who could possibly be liable for funds being lost. Rose said yes a notice can't be sent informing them that January's billing must be as accurate as possible, because of reallocating anything unidentified as being spender for February.

**MOTION:** Cheri Tomlinson motioned to provide the AA with authority for January and February to be able to reallocate funds with HRSA and AGI, the contract with ADHS. Larry Stähli seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

Rose discussed the notice received from HRSA; the notice explains that now the EMA must request the carryover before the end of the grant year. This request is due January 9, 2009. The AA's office has drafted a letter and would like approval from the planning council expect \$100,000 carryover from Primary Medical Care. The intent is for Outreach Services based on allocations at level funding only \$60,000. This would be an extra \$100,000 plus the \$68,000 requested in MAI. That is a total of \$268,000 for next year. The \$100,000 is just under the 2% window.

**MOTION:** Larry Stähli motioned forward the carryover request not to exceed 1.9% of the total grant. Phillip Seeger seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

Rose began to discuss the following to snapshots. MAI has a total of \$189,023. She mentioned that one provider might come out of MAI believe based on their population it would be better to just function out of Part A. Larry asked if the MAI carryover has been requested, Rose says yes it has been submitted and in the process.

Rose began to explain the carryover snapshot. The AA's office anticipates at least \$180,000 of Primary Medical will be available to Part B. She also mentioned the RFP should be released by the

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middle of January. A good majority of Oral health allocations will be spent. She also related as soon as the AGI report is sign it will be forwarded to Part B Pharmaceuticals.

Rose also introduced the Kevin Leighton-Boster the new Quality Management Supervisor.

*The documents described above are available from Planning Council Support.*

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**Reallocations**

Rose discussed the reallocations of the following:

Decrease FAP Medical Co-pay (core)	\$28,000
Increase food service	\$28,000
Unobligated Part A Core Services to Part B Pharmaceuticals *	\$202,000
Unobligated Part A Support Services to Part B Pharmaceuticals *	\$38,500
Primary Care carryover funds to Part B Pharmaceuticals *	\$180,000

\* Requires HRSA approval for reprogramming

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**Determination of agenda items for the next meeting**

In addition to recurring agenda items, the following agenda items were added:

**Agenda Items**

Grant

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**Action Items to be completed by the next meeting:**

Task	Assigned To

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**Current Event Summaries**

Cheri Tomlinson Part C was awarded 50% of the award on January 1<sup>st</sup>. RW Part D is applying for a Spins Grant, if awarded the funds help to transport the information of Health Delivery System into CAREWare.

Bradley Allen mentioned a webinar tomorrow from 10:00 am-11:00 am with regard to the increase in Public Transit System.

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**Call to Public**

Nothing was voiced at this time.

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**Adjourn**

The meeting adjourned at 6:30 p.m.