

# Allocations Committee



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## Jared Vega, Chair

Wednesday, August 5, 2009  
4:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
14<sup>th</sup> Floor, Training Room

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## Meeting Minutes

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### Attendance

**Committee Members**    *AT: Attended*    *AB: Absent*    *EX: Excused*    *ALT: Alternate Present*

LOA	Bradley Allen	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Larry Stähli	AT	Maclovia Morales
AT	Mark Kezios	EX	Mary Rose Wilcox <i>alt: Terri Leija</i>	AT	Randall Furrow	LOA	Stephen O'Dell
AT	Cheri Tomlinson	AT	Jared Vega				

### Guests

### Administrative Agent Staff

Jen Hawkins

**Support Staff:** John Sapero

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### Welcome, introductions and declarations of any conflicts-of-interest

Jared Vega called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Jared Vega determined that quorum was established with five of eight members present at approximately 4:10 pm.

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Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

## **MEETING MINUTES** *continued*

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### **Review of minutes and action items**

Participants silently reviewed the summary minutes for the July 1, 2009 meeting. Two typographical errors were noted.

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### **Administrative Agent update**

Jen Hawkins provided utilization information and discussed:

- The MAI grant closed on July 31<sup>st</sup>. As approved by the Council, expenditures from Part A Non-Medical Case Management and Outreach will be transferred to the MAI grant.
- MAI carryover funds were approved by the Council to be used to fund an extension of the Outreach Media Campaign. The Administrative Agent is waiting for reporting from the referral provider and should be able to provide a final report at the upcoming Council meeting.
- Two new primary care providers have been contracted.
- If there are any unspent funds at the end of the year, they could be transferred to the Part B ADAP program.
- The Oral Health service category is experiencing an increase in clients.
- Substance Abuse services in experiencing under-utilization.
- Medical Nutrition Services is experiencing an increase in utilization.
- Linguistic Services is experiencing increased utilization and a request for additional funding will be made later in the meeting.
- New Medical Case Management providers have been contracted and are being provided technical assistance.

Mark Kezios discussed his medical office has seen an increase in clients asking for prescriptions for nutritional supplements.

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### **Committee Chair Update**

Jared Vega related he would not be able to attend the August 22, 2009 PSRA decision-making session.

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### **Reallocations**

The committee reviewed utilization information and asked general questions regarding service delivery. Jen Hawkins discussed that the allocations to the Linguistic Services category were almost exhausted, and providers of the service will have to stop services by the end of September unless additional funds are allocated.

## **MEETING MINUTES** *continued*

There was discussion regarding adding \$2000 to the current allocation. Larry Stähli suggested waiting until the September Allocations Committee meeting to address the issue.

**MOTION:** Larry Stähli moved to table any reallocations until the next Allocations Committee meeting. Debby Elliott seconded.

**DISCUSSION:** Mark Kezios related that the Administrative Agent had discussed earlier that funding needed to be reallocated to the Linguistic Services service category. August and September are traditionally busy times for the Administrative Agent, as the annual Part A grant application is due. Mark expressed that waiting to make reallocations could create challenges for the AA.

**OUTCOME:** The motion passed.

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### **Priority Setting and Resource Allocations planning**

John Sapero provided samples of the data that would be presented at the August 13, 2009 PSRA Data Review Session. John and Jen Hawkins then provided an overview of the PSRA process and how the Data Review and Decision-making Sessions would occur.

Cheri Tomlinson expressed concern that Ryan White Parts C and D had not been contacted to provide data. John Sapero related this request had been made directly to Cheri by the committee in a previous meeting, and he was not aware that an additional request had been needed. There was discussion regarding what information Parts C and D could provide by the data session.

Participants reviewed the utilization data and asked general questions.

Alfonso Urquidi then provided a preview of the presentation he would make at the Data Session regarding the utilization of the Ryan White Part B AIDS Drug Assistance Program. Alfonso answered general questions regarding his presentation.

The committee reviewed the PSRA process and discussed activities that would occur at each meeting.

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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**

Reallocations

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ADAP – Part B 101

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New and emerging needs (Transportation)

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**MEETING MINUTES** *continued*

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

Task	Assigned To

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**Current Event Summaries**

Debby Elliott related that the transition of Pinal County-based case managers has gone smoothly. Also, the DES office on Thomas Road is closing. Files are being transferred to the DES office on East McKinley.

Cheri Tomlinson discussed the Ryan White Part D program received its funding renewal. Additionally, the consumer computer/internet training program will graduate its first participants.

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**Call to Public**

No comments were voiced.

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**Adjourn**

The meeting adjourned at 5:20 p.m.