

# Executive Committee



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## Mark Kezios, Planning Council Chair

Thursday, February 5, 2009  
4:00 pm to 6:00 pm  
Public Health  
4041 N. Central Ave, Phoenix  
15<sup>th</sup> Floor, Conference Room

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## Meeting Minutes

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

AT	Keith Thompson	AT	Larry Stähli	AT	Mark Kezios	EX	Mary Rose Wilcox <i>alt: Terri Leija</i>
AT	MiAsia Pasha	AT	Randall Furrow	AT	Ron Hill	EX	Stephen O'Dell

## Committee Representatives

Bradley Allen - Vice Chair, Allocations Committee

## Administrative Agent Staff

Rose Conner

## Guests

Support Staff: John Sapero

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

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

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## Determination of quorum

Mark Kezios determined that quorum was established with five of eight members present at 4:05 pm.

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## Review of the minutes and action items from the prior committee meeting

Keith Thompson discussed that the format of the minutes did not provide a way to distinguish when a Vice Chair attended as a committee representative when the committee Chair could not be present. John Sapero related that these individuals are currently listed as guests, but a structure could be created to identify these individuals when they attend. After discussion, it was determined to add a section to the minutes named "Committee Representatives" and list the individuals in attendance and their titles.

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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.

### **Administrative Agent update**

Rose Conner provided the current service utilization report, a Rapid Reallocations report, and a MAI utilization report, and discussed:

- For this month, Psychosocial Support has been decreased by \$12,000
- Food has been increased by \$12,000
- Recommendation to move \$225,000 from Core Services to Part B Pharmaceuticals
- Recommendation to move \$30, 500 from Supportive Services to Part B Pharmaceuticals
- Additional monies have been requested by financial assistance providers
- It is anticipated that there will be supplemental funds that will be unspent this grant year and will be returned to HRSA. We will still meet the 75%/25% allocations requirement
- The final GY 2007 MAI report has been submitted to HRSA on time
- The new grant for MAI funding is due March 6, 2009
- An MAI report has been provided by is for general review only
- The RFP for Outpatient Ambulatory Medical Care is being finalized and should be out on the street next week
- A Food Box/Home-delivered Meals provider has declined to provide service in the next grant year. The AA's office will meet with other providers in this service category to begin a transition plan
- HRSA has notified grantees that there will most likely a partial grant award in the next grant year. The AA's office will work to ensure that the contracting process is easy on providers

There was discussion that financial assistance programs are realizing increased utilization, and this trend is expected to continue.

Keith Thompson discussed that he was concerned about Food Boxes/Home-delivered meals having enough funding allocated in the next grant year. The Allocations Committee has reviewed this issue and will evaluate the planned allocations for adjustment considerations.

Ron Hill asked if the decrease in Psychosocial Support funding was due to under-utilization. Rose Conner related that there have been changes in HRSA policies related to how this service can be provided.

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### **Council Chair update**

Mark Kezios related that:

- All of the committees will need to review their policies and procedures.
- The next MAI grant application is due in March in two parts, each with separate due dates.

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### **Discussion: End of grant year**

Rose Conner discussed that she met with the finance office to prepare for the implementation of contracts for the next year.

Rose also related that the AA has changed the grant management system to make it easier for providers and the AA's office to use. Utilization reports will be simplified for better clarity, as the amount of information currently provided is time consuming to compile and difficult to understand. The new report will provide the Council with more relevant information in an easier-to-read format.

MEETING MINUTES continued

Mark Kezios asked if there will be an interruption in service at the beginning of the next grant year. Rose Conner replied that she expected a smooth transition into the new grant year and is working with the County finance office and the Board of Supervisors to ensure this.

Rose further discussed that the final closeout of this year's grant will occur in May, 2009.

Bradley asked if an IGA with Part B should be prepared in advance. Rose Conner replied that the AA recommends that this be reviewed in July, as Part B is anticipating a supplemental award and may not need the additional funding from Part A.

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**Committee/Workgroup reports**

**Allocations Committee:** Bradley Allen related that the committee supports the AA's recommendations for reallocations that were presented earlier.

**Community Planning & Assessment Committee:** Larry Stähli related that the committee has been working to develop the 2009-2012 Comprehensive Plan and will be reviewing the first draft of the Plan at their February meeting.

**Education & Empowerment Committee:** The committee is hosting an HIV consumer education forum on February 7, 2009. There are currently 125 reservations for the event.

**Membership Committee:** Randall Furrow discussed that the committee will not meet in February and will review new applications in March.

**Rules:** The committee will meet this month on Wednesday, February 25, 2009.

**Standards Committee:** Mark Kezios discussed that the committee has developed a 3-year action plan and will be discussing the document at their February meeting.

**Health Care Strategies Work Group:** Larry Stähli committee has been working with the CPA committee to develop the 2009-2012 Comprehensive Plan.

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**Determination of the Planning Council meeting agenda and review of action items**

In addition to the recurring agenda items, the committee determined the following:

**Agenda Items**

Presentation of HRSA HIV quality Standards

Nominations for Executive Committee officers

Council members will sign forms to update member files

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

Task	Assigned To

MEETING MINUTES *continued*

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**Current events summaries**

No current events were voiced.

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**Call to the public**

John Sapero related that the Executive Committee will need to review the Planning Council Support budget after the grant award is announced.

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**Adjourn**

The meeting adjourned at approximately 4:50 pm.