

Executive Committee



Mark Kezios, Chair

Thursday, February 7, 2008
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua 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	ALT	Mary rose Wilcox <i>alt: Terri Leija</i>
AT	MiAsia Pasha	AT	Randall Furrow	AT	Ron Hill	AT	Stephen O'Dell

Guests

Bradley Allen

Administrative Agent Staff

Kevin McNeal Julie Young Dyle Sanderson

Support Staff: John Sapero

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.

Determination of quorum

Mark Kezios determined that quorum was established, with six of eight members present at 4:04 pm.

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

Attendees silently read summary minutes from the January 3, 2007 meeting. No corrections were voiced.

Administrative Agent update

Kevin McNeal provided a utilization report and detailed the various service categories with spending variances.

Kevin also discussed:

- Menu of Services: A document that describes the services offered, the eligibility guidelines for the service, and any service restrictions that are in effect
- A packet of the reports that the Administrative Agent has provided various committees, at their request. These include Primary Medical Clients receiving other Ryan White services, Case Management clients receiving other Ryan White services, a Ryan White Part A Federal Poverty Level comparison (what FPLs Ryan White clients fall into), and other reports.

Mark Kezios asked if the Planning Council will need to reallocate any funds. Kevin replied that the Council would need to approve a move of \$70,000 from Medical Case Management to Supportive Case Management. Also, the Allocations Committee approved some reallocations that will be discussed during the committee report.

Mark Kezios asked Planning Council Support to provide a presentation of the reallocations at the Council meeting.

Council Chair update

Mark Kezios thanked the Executive Committee for working so well why he was in the hospital.

Mark Kezios discussed that he would like to appoint Bradley Allen as Vice Chair of Allocations Committee.

MOTION: Larry Stähli motioned to appoint Bradley Allen as Vice Chair of the Allocations Committee. Keith Thompson seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Mark then discussed that the Council is moving forward, and he asked the Committee to change the structure of the committee reports agenda item to discuss future action steps rather than simply providing a historical report of what happened at the last meeting.

Larry Stähli discussed that the Community Planning and Assessment Committee needed a Vice Chair, and Fernando Kitcheyan had expressed interest in the position.

MOTION: Larry Stähli moved to appoint Fernando Kitcheyan as Vice Chair of the Community Planning and Assessment committee. MiAsia Pasha seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Committee/Workgroup reports

Allocations Committee: Stephen O'Dell discussed that committee has recommended that funding for Food Box Services be increased by \$25,000. These funds would come from unspent balances from other supportive service categories. He related that anecdotal evidence provided at the meeting suggested that non-Ryan White food boxes were of less quality than RW provides, and were only provided six times per client per year. Stephen also related that the committee continues to work on cautionary planning, and will try to collect sample guidelines from other EMAs. Also, the committee recommends that the entire Council take part in a cautionary planning exercise at the annual Retreat.

Community Planning & Assessment Committee: Larry Stähli discussed that the committee will meet next month to review the MSM needs assessment, review their policies & procedures, and prepare for a presentation of the MSM needs assessment at the March Planning Council meeting.

Education & Empowerment Committee: MiAsia Pasha discussed that the committee continues to work on researching health fairs that the committee can participate in.

Ron Hill related that he has contacted Bianca Rodriguez, a liaison with the Maricopa County community college system, to participate in health fairs they have scheduled.

Membership Committee: Randall Furrow discussed that the committee will interview potential new members at its next meeting. Currently, there are 30 members on the Planning Council. The committee will also review their policies & procedures.

Health Care Strategies Work Group: No report provided.

Rules Committee: Keith Thompson discussed that the committee reviewed a number of issues. The Executive Committee policies & procedures were reviewed, and the committee recommends that the section regarding the primary committee assignment process be eliminated. Also, the length of a time a workgroup could meet was reviewed, and it was determined that no action needed to be taken at this time. The committee also reviewed the participation requirement of the BOS Designee, and recommended that the Designee be considered a member of all committees, with voting privileges whenever they attend any committee. This individual would only count to quorum when they attend a meeting. The bylaws were also reviewed, and it was decided to change the qualifications for eligibility for Executive Committee positions, in order to be less restrictive.

Terri Leija discussed that the BOS reviewed the proposed changes to the BOS Designee responsibilities, and would like a change in Section 1 to ensure the Designee is always a BOS member. Terri also asked if the changes regarding quorum determination were needed. Larry Stähli related that this was positive change to eliminate challenges that some committees faced if the Designee did not attend.

Standards Committee: John Sapero related that the Standards Committee will present Standards of Care for the Emergency Financial Assistance and Health Insurance Continuation/Cost Sharing Assistance service categories at the full Planning Council meeting. They continue to work on standards of care for the Pediatric Nutritional Therapy and Food Boxes/Home-delivered meals service categories.

MEETING MINUTES *continued*

Planning Council Retreat planning

John Sapero provided estimates from Franklin Covey regarding a teambuilding Retreat, and discussed that the Allocations Committee has asked that the Retreat be focused on future planning. He related that this could be incorporated into the teambuilding exercises over the course of the day.

Mark Kezios related that the Retreat was to be uplifting, enlightening, and educational, and that the Executive Committee had already decided on the format for the event.

Terri Leija discussed that the planning activity should still be presented, but offered as a separate activity that was inclusive of the community.

There was discussion regarding what the Franklin Covey sessions entailed. John Sapero provided a summary of each training proposal. The committee discussed the benefits/challenges of these sessions and determined to look at other alternatives.

Julie Young discussed that she might have contacts that could facilitate the Retreat, and would pass these on the Planning Council Support.

Executive Committee Policies and Procedures review

Mark Kezios provided an overview of the proposed revisions to the Executive Committee Policies & Procedures.

MOTION: Keith Thompson moved to accept the revisions to the Policies and Procedures as presented by the Rules Committee. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

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

Reallocations

Executive Policies and Procedures

Membership Presentation

Approval of Standards of Care

Action Items to be completed by the next meeting:

Task

Assigned To

MEETING MINUTES *continued*

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Current events summaries

MiAsia Pasha discussed that Harmony House had an Open House event.

Ron Hill related that he has been asked to participate in the Black Church Week of Prayer, on March 6th. He will be giving the closing prayer. He related that it was a good opportunity to provide awareness in the community.

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 5:05 pm.