

Executive Committee



Mark Kezios, Planning Council Chair

Thursday, September 4, 2008
4:00 pm to 6:00 pm
Area Agency of Aging
1366 East Thomas Road, Phoenix
Ground Floor, Conference Room

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Meeting Minutes

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

EX	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	EX	Stephen O'Dell

Guests

Administrative Agent Staff

Kevin McNeal

Support Staff: John Sapero, Shranda Ceballos

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 4:14 pm.

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

The committee silently read summary minutes from the August 7, 2008 meeting. No corrections were voiced.

Administrative Agent update

Kevin McNeal provided a utilization report and discussed:

- The AA is working with providers who are not submitting bills in compliance
- He has received notification that the carryover request has been officially approved
- The AAs office continues to explore the feasibility of telemedicine
- Oral Health services utilization has been affected by contracting issues. Additionally, this line item does not include funds from the carryover request

Larry Stähli asked if the MAI carryover has been approved yet. Kevin replied that this request has not been approved yet. Mark related that there may be stipulations attached to the MAI funds to ensure that core medical services are expanded throughout the EMA.

Council Chair update

Mark Kezios related that he, John Sapero, Randall Furrow, and several other individuals from various Ryan White programs in Arizona attended the All Parts Conference from August 24th to August 28th in Washington, DC. The conference was very educational and he was able to network with other people from other EMAs. Of note, he learned that there would be new, additional EMAs for the 2009-2010 grant year, which could possibly have a financial affect on the Phoenix EMA.

Additionally, he learned that some EMAs have HIV updates or medical education presentations at their Council meetings. He would like to start this in the Phoenix EMA.

Terry Leija asked how Kevin McNeal's workshops at the conference went. Rose Conner answered that Kevin presented on two topics; utilizing CAREWare for eligibility, and monitoring performance. In addition, another presenter provided Kevin's snapshot report as a model, and Jennifer Hawkins also presented at the conference regarding changing to a medical case management model.

Committee/Workgroup reports

Allocations Committee: Did not meet.

Community Planning & Assessment Committee: Larry Stähli discussed that the committee met jointly with the Health Care Strategies Work Group to review goals of the current Comprehensive Plan, in preparation to develop goals for the new three-year plan. John Sapero added that there was discussion on emergency financial assistance issues, specifically financial assistance for other than oral health and pharmaceutical co-pays and COBRA assistance. The AA's office discussed they are revising their Policy & Procedures manual to make sure it is aligned with the Planning Council's directives.

Education & Empowerment Committee: MiAsia Pasha related that the committee did not meet last month. The committee is working on presenting Learn+Link+Live events in English and Spanish.

Membership Committee: Randall Furrow discussed that the committee will be conducting interviews for new members at their next meeting in October. They will not meet in September.

Rules: Did not meet.

MEETING MINUTES *continued*

Standards Committee: John Sapero related that the committee continues to work on Psychosocial Support Services standards of care, and is currently staying on schedule for the completion of all standards of care. They will be meeting as scheduled.

Health Care Strategies Work Group: See CPA Committee discussion above.

Reallocation of Planning Council Support Budget

John Sapero has asked that reallocations in the Planning Council Support budget be made due to increased expenditures in some Council activities, as follows:

- Increase Travel & Education by \$5000.00 to accommodate travel expenses of Council members
More consumers on the Council are requesting mileage reimbursement or bus passes/taxi rides
- Decrease publishing and advertising by \$6500. Ads have proven to be ineffective for recruitment of new members
- Increase funding for the Comprehensive Plan by \$1500 to enable a consumer survey to be added to the development process

MOTION: Larry Stähli motioned to reallocate \$6500 from Publishing and Advertising, to increase the Needs Assessment/Comprehensive Plan line item by \$1500 and to increase the Mileage allowance line item by \$5000. MiAsia Pasha seconded that motion

DISCUSSION: None.

OUTCOME: The motion passed.

Assessment of the Administrative Mechanism

Mark Kezios discussed that the Executive Committee needed to complete an assessment of the administrative mechanism as part of the grant application, and would be working on this over the next month. Since the consultant who normally completes this project is currently working for the Administrative Agent, a new consultant must be tasked with the project.

Mark reviewed the typical components of the assessment. John Sapero provided an overview of HRSA expectations. The committee discussed what the assessment should evaluate.

A consensus was reached to find another consultant to complete the project, and to have the assessment measure the timeliness of the billing/payment process.

Standards of care review

John Sapero related that the Standards Committee had anticipated having standards of care for Psychosocial Support Services to forward to the Executive Committee for review, but is still drafting the document.

MEETING MINUTES *continued*

Reimbursement Policies review

Keith Thompson provided an overview of the draft document developed by the Rules Committee and discussed that the policies had been developed to provide Council members and consumers with greater clarity up-front, in writing.

The Committee reviewed the document. MiAsia Pasha asked for clarity regarding meal reimbursement; John Saperro provided an overview of the policy.

MOTION: Larry moved to forward the Reimbursement Policies document to the full Planning Council for approval. MiAsia Pasha seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

PSRA timeline and logistics review

Mark Kezios discussed that the Allocations Committee had developed Guiding Principles for allocations decisions and this document had been presented to the full Council for approval. However, it was not approved and the document was returned to the Allocations Committee for revisions. The Allocations Committee has made the suggested changes and will forward the document back to the full Council for reconsideration and approval.

The committee reviewed the document and discussed the revisions.

MOTION: Larry moved to forward the Guiding Principles document to the full Planning Council for approval. MiAsia Pasha seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

The committee then reviewed the dates and logistics for the annual Priority Setting and Resource Allocations decision-making process. No changes were made to either the timeline or planned activities.

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

Approval of Guiding Principles

Approval of Reimbursement Policies

Reallocations

MEETING MINUTES *continued*

Membership Approvals

Action Items to be completed by the next meeting:

Task	Assigned To

Current events summaries

No current events were voiced.

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 5:05 pm.