

Executive Committee



Mark Kezios, Planning Council Chair

Thursday, October 02, 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	EX	Mary rose Wilcox <i>alt: Terri Leija</i>
AT	MiAsia Pasha	AT	Randall Furrow	AT	Ron Hill	AT	Stephen O'Dell

Guests

Administrative Agent Staff

Kevin McNeal Rose Conner

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 seven of eight members present at 4:05 pm.

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

Committee members silently read summary minutes from the September 4, 2008 meeting. No corrections were voiced.

Administrative Agent update

Kevin McNeal provided the current service utilization report and discussed the following:

- Utilization reports are being revised to include detail about MAI funding
- The MAI grant year is being closed out and a final report will be ready shortly

Mark Kezios discussed that recent changes in how bus passes can be provided challenged case management providers and those who have been asked to provide clients with justification documentation. Care Directions did an excellent job in managing the situation. Ron Hill disagreed and related that there were some barriers for the consumers; the main two were communication between providers and language used by staff. Mark related he would relay Ron's issues to the appropriate agency. Keith Thompson asked that this issue be discussed at another time due to the nature of the topic.

Update on Oral Health Services

Rose Conner discussed that carryover funds had been allocated to both the Direct Dental Program and the Dental Insurance Program. After these funds were disbursed, the insurance program enrolled 280 clients. Rose discussed that there are still funds available to serve new clients, as well as clients who need to be recertified. The Direct Dental Program has approximately 80 clients and will need about 250 more clients in service to use all of the allocated funds. She also discussed that they would like to get the clients enrolled and utilizing the services by November 30, 2008.

Council Chair update

No chair update was provided.

Committee/Workgroup reports

Allocations Committee: Mark Kezios discussed that the committee reviewed and approved directives that were forwarded from the Health Care Strategies Workgroup and also from PSRA participants.

The directives are:

- Beginning, March 1, 2009 decrease the eligibility for Food Boxes/Home delivered meals from 300% of Federal Poverty Level to 200%.
- Written justification by a medical case manager that defines a client's specific emergency shall be acceptable to approve the provision of Emergency Financial Assistance.

The committee also approved the following reallocations to present to the full Planning Council:

- Medical Case Management - Increase \$70,000
- Non-Medical Case Management - Decrease \$70,000
- Mental Health services - Increase \$20,000
- Substance Abuse Services - Decrease \$20,000

MEETING MINUTES *continued*

Finally, the committee revised the Emergency Financial Assistance definition to restrict assistance to emergency expenses related to essential utilities and housing only.

Community Planning & Assessment Committee: Larry Stähli discussed that the CPA 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 2009-2012 plan currently being drafted. Larry also discussed that Health Care Strategies had forwarded directives to Allocations for consideration and approval.

Education & Empowerment Committee: MiAsia Pasha discussed that the Spanish-language Aprende, Integrete y Vive event took place on September 27, 2008. MiAsia thanked her fellow committee members as well as other Council members for all their hard work.

Membership Committee: Randall Furrow discussed that the committee will be conducting interviews for new members at their next meeting on October 8, 2008. The primary discussion of this meeting will be the upcoming membership reappointments that are due in February, 2009. John Sapero discussed that he will be meeting with Terri Leija next week to establish a timeline for the Board of Supervisors to get membership approvals and bylaws on the BOS agenda expedited.

Rules: The committee did not meet in September and unless something should come up will not meet in October.

Standards Committee: The committee continues to work on Standards of Care for service categories according to their timeline.

Health Care Strategies Work Group: John Sapero discussed that the committee met last month. They formed a small work group to develop guidance policies for the Emergency Financial Assistance service category. The work had been completed and approved by the Health Care Strategies Committee, and will be forwarded to the full Planning Council for approval.

Presentation: Assessment of the Administrative Mechanism

Mark Kezios discussed that the 2009 Part A grant had been submitted to HRSA by the AAs office on time. As part of this grant, an evaluation was conducted to assess how effectively the Council's decisions were implemented in the EMA. This evaluation is normally completed by the grant writer, but as this individual was contracted by the AA, our project officer suggested that an outside source be hired to avoid conflict of interest. Johnston, Villegas-Grubbs & Abraham, LLC was hired to do the evaluation.

John Villegas-Grubbs provided background information regarding of JVGA and reviewed the findings of the assessment with the committee. He discussed that the evaluation was generated through onsite visits, documents, multiple systems review, and some survey input. He was very impressed with the Administrative Agent office's documentation, systems and reports.

The committee asked general questions about the findings of the report.

Medical Education Curriculum Development

Mark Kezios discussed his desire to have a medical education component as part of each Planning Council meeting. He related that as HRSA and the Ryan White Care Act become focused on core medical services, Council members would need to be better informed on HIV issues.

MEETING MINUTES *continued*

Keith Thompson related that there were sufficient HIV education opportunities in the community, and that Council meeting time might be better spent providing information about service delivery. Several committee members agreed. There was discussion regarding the logistics of providing these presentations (time limits, topics, who to invite, etc.). Keith Thompson agreed to provide a pilot presentation on the services provided by Phoenix Shanti Group at the November Council meeting.

Review: Vive, Aprende Y Unete

Mark Kezios discussed that the event had a great turn out (over 70 participants throughout the day). The participants were very grateful and all agreed it was very informative, there were great speakers, and the event met to the needs of the participants. A compilation of the participant evaluations was provided.

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

Directives

Reallocations

Assessment of the Administrative Mechanism

Service Category Definition Change

Possible Membership Vote

Action Items to be completed by the next meeting:

Task	Assigned To
Presentation of Phoenix Shanti Group Services	Keith Thompson

Current events summaries

No current events were voiced.

Call to the public

John Sapero discussed that AIDS Walk 2008 took place on Sunday, October 5, 2008 and had over 5,000 participants.

Adjourn

The meeting adjourned at approximately 5:05 pm.