

# Standards Committee



Claire Sinay, Vice Chair

Tuesday, August 12, 2008  
9:00 am to 11:00 am  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> Floor, Joshua Room

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## Meeting Minutes

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

AT	Bradley Allen	AT	Claire Sinay	AT	Dr. Colin Sheffield	EX	Debby Elliott <i>alt: Phillip Seeger</i>
EX	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Larry Stähli	AT	Randall Furrow		

### Guests

Eric Moore                      Maureen Sharp                      Jennifer Lewis

### Administrative Agent Staff

Carlyle Fleming

Support Staff: John Sapero

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

Claire Sinay 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

Quorum was established with five of seven members in attendance at 9:04 am.

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

The committee silently reviewed summary minutes for the August 8, 2008 meeting. Claire Sinay noted that the first bullet on page 2 needed to be corrected. Randall Furrow noted that Jaime Ewald's name was misspelled.

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### Administrative Agent update

No update was provided.

MEETING MINUTES *continued*

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**Committee Chair update**

Claire Sinay discussed that the committee would continue drafting standards for Psychosocial Support Services, and if time permitted, move on to review issues related to Emergency Financial Assistance.

Claire also discussed that she would need to leave the meeting 30 minutes early over the next few meetings, and asked if anyone would like to be appointed as Vice Chair of the committee. No one voiced their desire to assume this position. John Sapero related that once Claire left the meeting, the committee could continue as a workgroup but not make any motions or act on any other issues.

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**Standards of Care**

*Psychosocial Support Services*

Claire Sinay reviewed the work completed on the document to date. Carlyle Fleming provided the policies and procedures for this service category, and facilitated a review of the policies.

There was discussion regarding the need for the policies and procedures to be consistent with the standards of care for the service category. Claire Sinay related that the standards needed to be drafted to define the service category, rather than how the current provider offers this service.

The committee compared the two documents to ensure consistency between them.

During the drafting of the document, issues discussed by the committee included:

- The need to include referrals, as appropriate, to medical nutrition therapy
- What documentation was appropriate to require in client charts
- How nutrition counseling services can be provided by licensed and non-licensed providers
- The differences in providing nutritional therapy and nutritional counseling
- HRSA guidelines and requirements related to nutrition services
- How psychosocial services are facilitated by peers and professionals
- How psychosocial services are provided in other Ryan White Parts (C, D)
- How HRSA has guided that psychosocial support services must support clinical outcomes

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**Discussion of agenda items for the next meeting**

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

**Agenda Items**

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Finish drafting Psychosocial standards of care

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Begin drafting Supportive Case Management

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

Task	Assigned To
Provide documentation to ensure that nutritional counseling meets HRSA and/or AA requirements	Administrative agent
Provide initial draft for supportive case management	Carlyle Fleming

MEETING MINUTES *continued*

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**Current events summaries**

No current events were voiced.

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**Call to the public**

No calls were voiced.

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**Adjourn**

The meeting adjourned at approximately 10:25 am.