

Planning Council



Mark Kezios, Chair

Thursday, May 8, 2008
5:00 pm to 6:30 pm
Area Agency on Aging
1366 East Thomas Road, Phoenix
Large Conference Room

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Meeting Minutes

In Attendance

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

EX	Barr Jenkins	AT	Bradley Allen	AT	Carol Williams	EX	Charlton Wilson
AT	Cheri Tomlinson	EX	Cheryl Weiner	AT	Claire Sinay	AT	Colin Sheffield
EX	Corey Boyette	AT	Dan Lindell	AT	Debby Elliott <i>alt: Philip Seeger</i>	EX	Deborah Frusciano <i>alt: Kimberley Bickes</i>
		AT	Fernando Kitcheyan	EX	Jacque Miller	EX	Jay Moman
		AT	Keith Thompson <i>alt: Randy Gearhart</i>			AT	Larry Stähli
AT	Maclovia Morales	AT	Mark Kezios	ALT	Mary Rose Wilcox <i>alt: Terri Leija</i>	EX	MIAsia Pasha
AT	Michelle Barker		Miguel Garruna	AT	Randall Furrow	EX	Regina Lechuga
EX	Ron Hill	AT	Steve O'Dell				

Guests

Eric Moore
Rogello Limon

Tim Haney
Maureen Sharp

Jared Vega
Violeta Arroyo

Raymond Bierner
Erica Ferguson

Administrative Agent Staff

Kevin McNeal
Carlyle Fleming

Dyle Sanderson
Jennifer Hawkins

Otis Evans

Vickie Jaquez

Support Staff: John Sapero

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

Planning Council Chair Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was not established, with 13 of 27 members present at 5:08 pm. Quorum was later established, with 14 of 27 members present at 5:54 pm.

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.

MEETING MINUTES *continued*

Review of the minutes and action items from prior meetings

Participants silently reviewed the minutes of the March 13, 2008 meeting. John Sapero discussed that on page 5 of 6, Keith Thompson had motioned to extend the meeting, but who seconded the motion cannot be determined by the recording. Larry Stähli related that MiAsia Pasha had seconded the motion.

John also noted that the meeting ended at 6:10 pm.

Approval of these meeting minutes was tabled to the next meeting.

Administrative Agent update

Kevin McNeal distributed the end of grant-year 07-08 utilization report and noted the following:

- \$189,949 was unspent for the entire GY
- Only \$14,495 of formula funding was unspent
- 77.68% of all funding was spent on core services
- Primary medical care had 705 clients in the previous grant year; this rose to 857 in GY 07-08

Chair update

Mark Kezios thanked Larry Stähli for taking over during his leave of absence.

Committee reports

Allocations: Stephen O'Dell discussed that the committee finished the first draft of guiding principles for funding. The committee will continue working on strategic planning

Community Planning & Assessment: Larry Stähli discussed that the committee had a conference call with the consultant charged with completing the Comprehensive Plan. The consultant collaborating on the project came to the Many Parts Make A Whole meeting, and will begin facilitating work on the draft shortly.

Education & Empowerment: Larry Stähli discussed that the committee was continuing work on presenting educational forums in English and Spanish.

Rules: Keith Thompson discussed that the committee did not meet in the previous month.

Membership: Larry Stähli discussed that Kelli Houston and John Hasna have both resigned from the Council.

Standards: Claire Sinay discussed that the committee continues to work on standards of care, and will be presenting standards for approval later in the meeting.

Health Care Strategies: See agenda item below.

Overview: Many Parts Make A Whole meeting

Carol Williams discussed that the meeting was attended by a variety of individuals, including representatives of the State Health Department, CDC, County Health Department and community members. Debbie Elliott and Eric Moore role-played the challenges that clients have enrolling for services.

Cheri Tomlinson discussed that there were three sections to the agenda: Growth in clients; eligibility an intake challenges; and unmet need, including he potential to partner to decrease unmet need in the community.

Eric Moore discussed that he learned that there was more work that had to be completed, as a community, to ensure easy access to services.

Claire Sinay and Mark Kezios both discussed that the meeting was very enlightening, and it was exciting to see such a variety of organizations willing to collaborate.

Approval of Standards of Care

Claire Sinay discussed that the committee was seeking approval of the standards of care that have been developed for the following service categories: Food Bank/Home-delivered Meals, Medical Transportation, Medical Nutritional Therapy - Adult and Medical Nutritional Therapy - Pediatric. Claire discussed the development of each standard, and related that the changes to the transportation SOC (previously completed in 2007) were made to comply with new HRSA requirements.

Medical Nutrition Therapy

Bradley Allen discussed that HRSA wanted to ensure clinical outcomes in all services, and when he started taking supplements his health had improved. He suggested that under the system level standards, clients should be encouraged to take supplements in addition to their medication regimen.

Maclovia Morales asked if the assessment of smoking, alcohol use, and drug use was akin to making a medical diagnosis of these issues. Colin Sheffield responded that there were nutritional considerations related to these issues that needed to be evaluated, but the person conducting the assessment would not be making a diagnosis.

Raymond Bierner asked for clarification regarding what the system level measures/evidence for Medical Nutrition Therapy. Carlyle Fleming detailed why the measures and evidence detail what is specifically needed to ensure compliance with the standards.

Maclovia Morales asked if there was a mental health assessment that was going to be completed. Claire Sinay discussed that diagnosing behavioral health issues was outside the scope of work for a Nutritionist. Erica Ferguson related that referrals could be made to make these determinations.

MOTION: Larry Stähli moved to accept the four standards of care as presented. Debby Elliott seconded.

DISCUSSION: Maclovia Morales asked the committee to review the issues she discussed for possible revisions to the Medical Nutrition Therapy standards.

MEETING MINUTES *continued*

OUTCOME: The motion passed.

Bylaws revisions

Keith Thompson discussed that a review of the Bylaws changes had been conducted at the last Council meeting, and the Rules Committee was seeking approval for these changes.

MOTION: Larry Stähli moved to accept the Bylaws as presented. Stephen O'Dell seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Carryover Funding Request

Stephen O'Dell discussed that the Allocations Committee recommends the following allocations for the carryover funding request:

- Oral health: \$600,000
- Early Intervention Services: \$75,000
- Outreach Services: \$150,000
- Registered Dietician: \$60,000
- Primary Medical Care: \$242,793

Total carryover request: \$1,127,793

Maclovia Morales asked if the Outreach Services funding was for the service category or for the HIV CARE social marketing campaign. Stephen replied it was for the campaign.

MOTION: Keith Thompson moved to accept the carryover funding request as presented. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Current events summaries

Larry Stähli discussed that the Central Arizona HIV Prevention Advocates will meet on Tuesday, May 13th.

Call to the public

John Sapero reminded the Council that the annual Retreat will take place on May 30th.

MEETING MINUTES *continued*

Scott Haverstock discussed that Body Positive will be changing the name of the agency. The new name will be announced soon.

Adjourn

The meeting adjourned at approximately 6:04 pm.