

# Executive Committee



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## Mark Kezios, Planning Council Chair

Thursday, June 4, 2008  
4:00 pm to 6:00 pm  
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	Keith Thompson	AT	Larry Stähli	AT	Mark Kezios	EX	Mary rose Wilcox <i>alt: Terri Leija</i>
EX	MiAsia Pasha	AT	Randall Furrow	EX	Ron Hill	EX	Stephen O'Dell

### Guests

Bradley Allen

### Administrative Agent Staff

Kevin McNeal

Support Staff: John Sapero

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### 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.

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### Determination of quorum

Mark Kezios determined that quorum was established with five of eight members present at 4:07 pm.

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

Attendees silently read summary minutes from the May 1, 2008 meeting. Two typographical errors were identified.

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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.

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**Council Chair update**

Mark Kezios discussed that the next Executive Committee meeting was scheduled to take place on July 3, 2008 and asked if the meeting needed to be rescheduled due to the July 4 holiday. The committee discussed the issue and determined not to reschedule the meeting.

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**Committee/Workgroup reports**

**Allocations Committee:** Bradley Allen discussed that the committee reviewed the current utilization report, and discussed the potential need to reallocate MAI funds. As it was unclear whether it was possible to have MAI funds carry over to the next grant year. Previously, a motion had been approved to allow the AA to rapidly reallocate MAI funds to ensure they are spent down.

**Community Planning & Assessment Committee:** Larry Stähli discussed that the CPA Committee and Health Care Strategies Workgroup continue to hold joint meetings. However, due to poor attendance, the meeting was not conducted.

**Education & Empowerment Committee:** Mark Kezios discussed that MiAsia Pasha and Ron Hill are at the Positive Self Management Program session being held at Ebony House. Bradley Allen added that the committee has been planning English and Spanish consumer education forums.

**Membership Committee:** Randall Furrow discussed that the committee will conduct four interviews at their next meeting. They will also continue discussion regarding the current Exit Interview, and will also be developing a training-needs survey. Two applicants should be on the BOS agenda for appointment to the Planning Council this month.

**Rules:** Keith Thompson discussed that the committee reviewed the revised policies and procedures documents developed by the CPA and Allocations Committees. The committee discussed developing guidelines for providing Planning Council members with travel services to attend Council meetings.

**Standards Committee:** Bradley Allen discussed that the committee is working on the Psychosocial Support Services standards of care. Standards for Legal Services will be presented for approval at the next full Planning Council meeting.

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

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**Recognition Dinner planning**

John Saperio related that the Membership Committee was working on this event, and sought input from the Executive Committee regarding any awards that should be presented, or any activities that should be accomplished. John also related that Supervisor Wilcox had not confirmed her attendance yet.

No recommendations for awards or activities were provided.

### **Administrative Agent update**

Kevin McNeal provided a utilization summary and discussed that the EMA is two months into the grant year, so it is too soon to identify utilization patterns or the need to reallocate. The AAs office is working to finalize new contracts.

Mark Kezios discussed that there were individuals who were approaching the Planning Council regarding contracting issues or questions. Mark stressed that these questions should be directed to the Administrative Agent's office. Kevin McNeal provided the committee with a brief overview of the contracting process and issues that might present themselves during the process.

Keith Thompson discussed that the Council had approved the carryover request, and asked how HRSA approval was coming. Kevin discussed that HRSA had forwarded some concerns regarding the ability to expend the funds, and his office was working to provide the requested information. Kevin related that once the request was approved, these funds could be put into contract very quickly.

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### **PSRA timeline and logistics planning**

Mark Kezios discussed that the Allocations Committee will present a strategic planning activity at the next Planning Council meeting. Mark provided an overview of the activity and its purpose.

Mark asked the Administrative Agent to provide staff members to answer questions and assist with the process. Additionally, there will be data needed that Planning Council Support will request. Kevin McNeal related that he and his staff would assist as needed.

Keith Thompson discussed that he was concerned that, after receiving funding increases over the last few years, completing this activity (which was related to drastic funding or unanticipated need scenarios) might not be needed and may mislead and confuse people. Consumers may misinterpret the exercise and believe the EMA has received funding cuts.

Mark Kezios asked Kevin McNeal for his opinion regarding the EMAs future funding. Kevin replied that the state of the economy may affect grant funding, but overall HRSA is happy with the EMA and he did not believe that a drastic funding decrease would occur.

Bradley Allen related that he agreed with Keith regarding postponing the event.

Kevin McNeal discussed that a scenario that examines serving a greatly increased number of clients might make more sense. Randall Furrow agreed.

The committee continued discussion regarding the need and timing to present the strategic planning activity. The committee reached a consensus to return the activity to the Allocations Committee for further discussion.

### **PSRA data sessions**

Mark Kezios and Bradley Allen discussed that the Allocations Committee desired to have the Administrative Agent poll service providers regarding barriers to service delivery, potential service increases, trends in client numbers/care needs, etc. This survey could be sent to the AA, and then the AA could present this information to the Council. In addition, a single-page fact sheet of service delivery per service category was requested.

The following schedule was determined to discuss at the June Planning Council meeting:

MEETING MINUTES *continued*

- Health Care Strategies to determine directives in June for the July 10, 2008 Council meeting
- AA survey results/data session: Thursday, August 14<sup>th</sup>
- Study Session/Q&A: Thursday, September 4 after Executive Committee meeting
- PSRA session: Either Saturday, September 6<sup>th</sup> or Saturday September 13<sup>th</sup>

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**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**

MAI Rapid Reallocations

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Standards of Care approval

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Membership approvals

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Policies and Procedures

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Guiding Principles

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Administrative Agent update of 12% increase in clients/other potential increases in service delivery

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

Task	Assigned To

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**Current events summaries**

No current events were voiced.

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**Call to the public**

John Sapero discussed that AIDS Walk 2008 would take place on Sunday, October 5, and encouraged everyone to take part.

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**Adjourn**

The meeting adjourned at approximately 5:25 pm.