

Executive Committee



Mark Kezios, Planning Council Chair

Thursday, August 7, 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	EX	Stephen O'Dell

Guests

Bradley Allen

Administrative Agent Staff

Rose Conner

Support Staff: John Sapero

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 4:04 pm.

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

Attendees silently read summary minutes from the June 4, 2008 meeting. No corrections were voiced.

Council Chair update

Mark Kezios related that he, John Sapero, Randall Furrow, and several other individuals from various Ryan White programs in Arizona will be attending the Ryan White Grantee Conference from August 24th to August 28th in Washington, DC.

Mark discussed that he had a conversation with Karen Ingvoldstad, the EMA's HRSA Project Officer regarding what she thought might be a good Planning Council role for him to segue to once his term as Planning Council Chair has ended. She suggested that a work group or committee be formed to identify emerging needs related to emergency financial assistance issues. Mark discussed that this group could analyze the needs of the clients based on direct consumer input. The work group, if formed, would need to define its focus, goals and processes. The development of this group would take three months or so.

Mark also related that the dialog between the Administrative Agent and the Planning Council has diminished somewhat in recent months, and both entities have recognized the need to strengthen their working relationship. Mark and the AA staff have met regarding this and have pledged to become more collaborative in the future.

Committee/Workgroup reports

Allocations Committee: Mark Kezios discussed that the committee has recommended the reallocation of \$60,000 from underperforming categories to those with increased demand. The committee also finished revising the guiding principles for allocations decisions.

Keith Thompson asked what restrictions had been placed on Psychosocial Support Services. Rose Conner related that there were changes from HRSA as to how nutritional supplements can be provided, and this has changed the way the service can be delivered.

MiAsia Pasha asked how MAI funds were being utilized. Mark Kezios responded that there was a \$60,000 MAI carryover request, and the committee will review the MAI three-year plan to determine if there are better ways to use the funding and expand services to communities of color.

Community Planning & Assessment Committee: Larry Stähli discussed that the CPA Committee met jointly with the Health Care Strategies Work Group to review the goals of the current Comprehensive Plan, in preparation to develop goals for the new three-year plan being developed.

Education & Empowerment Committee: MiAsia Pasha discussed that the committee has been planning English and Spanish consumer educational forums. In addition, there are upcoming health fairs the committee may have a presence at.

Membership Committee: Randall Furrow discussed that the committee will be conducting interviews for new members at their next meeting and has two individuals awaiting approval from the BOS.

Rules: Keith Thompson discussed that the committee had reviewed the Reimbursement Policies drafted by Planning Council Support and would present this document for discussion later in the agenda.

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.

MEETING MINUTES *continued*

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

Reinstatement of the ex-Officio position on the Executive Committee

Mark Kezios discussed that this position (formerly known as Most Recent Past Chair) used to be a part of the Executive Committee, but had been eliminated in the Bylaws revisions completed in 2006. The individual in this position served to ensure continuity of leadership from one Council Chair to the next by providing historical guidance on issues. Mark expressed interest in reinstating this position on the Executive Committee and asked for input from Committee members.

John Sapero discussed that the position was eliminated due to the fact that most former Chairs did not remain on the Council once their term was over. There was general discussion regarding the issue.

MOTION: Larry moved to forward this request to the Rules Committee for consideration. Ron Hill seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Administrative Agent update

Rose Conner provided the current service utilization report and discussed:

- There are some challenges with providers ramping up services and new reporting requirements
- The AA's office just received notice of the MAI award, and will have \$60,000 of carryover funds that will need to be allocated. The AAs office is meeting with MAI providers to ensure they will meet the Year 2 goals
- The EMA's regular carryover has not been approved yet
- The Council directed that the AA conduct a review of the ability to offer telemedicine services to RW clients. Staff have met with the Community Health Center Association, and will be meeting with other entities to expand the availability of services. They have also met with representatives of the University of Arizona Telemedicine program to get an understanding of basic costs and infrastructure needs.
- The grant guidance for the annual Ryan White Part A application has been made available and work on the application has begun.

Mark Kezios asked Rose Conner to clarify the utilization of Oral Health services, as the report showed a larger unobligated balance. Rose discussed that the dollar value listed included funds from the carryover request.

Bradley asked about the compliance rates that the utilization report shows for some service categories. Rose Connor discussed that some providers have been challenged to use the new reporting process, and in some service categories the percentages may be artificially skewed due to the small number of providers offering the service. The AA's office is providing technical assistance to providers to help them ramp up to new processes, and she anticipates there will be a big change in the compliance rate shortly.

MEETING MINUTES *continued*

Keith Thompson asked why the food services category appeared to be underperforming on the report, yet more funding was being reallocated to the service. Rose Conner replied that the reallocation was requested based on a forecast of the utilization of the service.

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.

Standards of care review

John Saperro 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.

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, the document was not approved and was returned to the Allocations Committee for revisions. The Allocations Committee has made the suggested changes and would like to present the new version 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.

MEETING MINUTES *continued*

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

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.