

Executive Committee



Mark Kezios, Planning Council Chair

Thursday, November 06, 2008
4:00 pm to 6:00 pm
Public Health
4041 N. Central Ave, Phoenix
15th Floor, Conference 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	EX	Ron Hill	EX	Stephen O'Dell

Guests

Bradley Allen

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 October 2, 2008 meeting. No corrections were voiced.

Administrative Agent update

Mark Kezios discussed that Rose Conner has been officially named the Administrative Agent; Kevin McNeal will transition to a new role as the Part A Finance Manager. Additionally, Carlyle Fleming has resigned; this position will be posted to the public shortly.

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*

Rose Conner provided a utilization report and discussed:

Most service categories are at slightly less than expected utilization; this will be closely monitored and reported on again in December.

All reallocations made by the Council have been completed

Bradley Allen asked Rose when the Resource Inventory will be completed. Rose replied that this was a project that was begun before she was in her position. The individual who had been assigned to the project is out on medical leave, and no further work has been completed. As there are a variety of provider guides available, this project has been tabled.

John Saperro related that the Resource Inventory was not to be a resource for consumers; rather, it was to be an evaluation of the available organizations that had the capability and capacity to become Ryan White providers.

Rose Conner added that the AAs office has been networking Community Information & Referral and the community to recruit new providers. If this was a project the Planning Council wanted completed, they would go forward with it. Mark Kezios discussed that this was a matter for the Community Planning & Assessment Committee to decide.

Larry Stähli asked if an Inter-Governmental Agreement had been established with the state to facilitate the transfer of funds to the ADAP program quickly. Rose replied that this agreement was in place. Mark Kezios related that the ADAP program may Ryan White Part A to supplement their funding in the next grant year.

Rose Conner then related that, as directed by the Planning Council, the AAs office has been working on the expansion of services in Pinal County. A provider is interested. County Procurement will have post an RFP and have providers bid for the service. The county's procurement process typically takes 60 - 90 days. As such, not all of the \$200,000 that was allocated by the Council to fund provider recruitment may be used by the end of the grant year. HRSA has approved the hiring of a consultant to help Pinal providers set up services and funds can be used to provide equipment or any supplies they my need.

Keith Thompson related that Mental Health and Substance Abuse services were under-utilized; would these categories have increased utilization in the near future? Rose Conner discussed this is an issue with one provider and will hopefully be resolved quickly.

MiAsia Pasha asked why there was a new Administrative Agent. Mark Kezios replied that this is an employee-employer issue and the Planning Council has no ability to have input into the issue. Rose Conner discussed that her position is funded by the County, not the Ryan White grant. Rose delineated the current positions in the Administrative Agent that are currently staffed.

Bradley Allen asked if the Oral Health program guidelines approved by the Council had been implemented. Rose replied she will provide an answer at the next meeting.

Council Chair update

Mark Kezios discussed that the EMAs Project Officer had some concerns about Outreach Services service model previously developed for the EMA had been implemented. Mark provided examples of how the model is supposed to work. The Project Officer related that the San Bernadino EMA had a good Outreach Services model, and she has offered to facilitate collaboration to help the Phoenix EMA revise Outreach programs.

MEETING MINUTES *continued*

Mark then discussed that collaboration between the AA and the Planning Council will be strengthened to:

- Create a formal method of communication regarding Council decisions
- Formalize the process to complete the assessment of administrative mechanism
- Determine methods to use MAI funds to enhance existing programs

Allocation issues: Minority AIDS Initiative (MAI) carryover funding and Outreach Services discussion

Mark Kezios related that there was \$68,102 of carryover MAI funding that could be requested from HRSA. These funds would have to be used by the end of the MAI grant year (July 31, 2009). The Allocations Committee recommends that these funds be requested to supplement existing funds in the Outreach Services service category. The recommendation is being put before the full Planning Council for approval at the next meeting.

Keith Thompson asked for some clarification as to why the Allocations Committee chose the Outreach Services category to receive additional funding (if approved by HRSA). Rose Conner explained that if the EMA's grant award is either level funding or a decreased award, the Council had determined to severely limit funding for Outreach Services. Utilizing the MAI carryover funding would increase the funding for this service and target communities of color.

Mark related with the committee that is allocation will be placed on the agenda for the next planning council committee meeting.

Planning Council education session development

Mark Kezios discussed that Keith Thompson would provide a presentation regarding the services his agency (Phoenix Shanti Group) provides. Mark explained that he would like to have a series of education sessions at each Planning Council so everyone is informed of the services offered by Ryan White providers. Keith Thompson provided a trial run of the presentation and asked for feedback.

Committee/Workgroup reports

Allocations Committee: Bradley Allen discussed that the committee collaborated with the HCS/CPA committee to change to the service category definition for Health Insurance Premium/Cost Sharing Assistance so that it matched the current HRSA definition.

Community Planning & Assessment Committee: Larry Stähli related that the committee will meet with Health Care strategies on November 19, 2008 to discuss the next needs assessment project. John Saperro added that the committee will also meet with the contractor for the 2009-2012 Comprehensive Plan.

Education & Empowerment Committee: MiAsia Pasha discussed that the committee is currently working on the February 7, 2009 Learn+Link+Live event. The committee has also changed their meeting time to 5:00 pm to 6:30p.m.

MEETING MINUTES *continued*

Membership Committee: Randall Furrow discussed that the committee will be conducting interviews for new members at their next meeting on October 8, 2008. The Board of Supervisors has the approval of Juan Carlos Perez & Abdul Hasan on their next agenda. Additionally, Jared Vega has been asked to become Vice Chair for the committee.

Rules: Keith Thompson related the Rules committee did not meet in October and will not meet until 2009 unless something should arise.

Standards Committee: Larry Stähli discussed that the committee has completed the Non-Medical Case Management and Emergency Financial Assistance standards of care. These will be forwarded to the full Planning Council for approval. The committee will start reviewing the Universal standards of care in January.

Health Care Strategies Work Group: John Saperro discussed that the committee formed a smaller specialized work group to define guidelines for Emergency Financial Assistance services. These guidelines were approved by the work group and will be forwarded to the Planning Council for consideration.

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

Presentation of Phoenix Ashanti Group Services

Reallocations

Health Insurance Premium and Cost Sharing Assistance definition

Standards of Care

Possible Membership Vote

MAI Carryover

MEETING MINUTES *continued*

Action Items to be completed by the next meeting:

Task	Assigned To
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Current events summaries

MiAsia Pasha will host a Holiday/Kwanza Christmas Bazaar on December 13th. This is a fundraiser for AAHHERC & Harmony House.

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 5:10 pm.