

Standards Committee



Claire Sinay, Vice Chair

Tuesday, March 18, 2008
9:00 am to 11:00 am
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 Bradley Allen	AT Claire Sinay	AT Dr. Colin Sheffield	EX Debby Elliott <i>alt: Philip Seeger</i>
AT Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT Larry Stähli	EX Randall Furrow	

Guests

Peggy Williamson Maureen Sharp Christine Hicks

Administrative Agent Staff

Lezli Stone Carlyle Fleming

Support Staff: John Sapero

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

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Quorum was established with four of seven members in attendance at 9:15 am.

Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the February 19, 2008 meeting. Claire Sinay and Deborah Frusciano noted that they had attended the February meeting and their attendance was incorrectly identified in the document.

Administrative Agent update

Lezli Stone of Quality Management reported the following:

- The EMA has received a 7% increase in the grant award for GY 2008. The award is over \$7 million dollars
- The AA has hired Otis Evans as an Administrative Assistant
- Lezli announced she has resigned from the Administrative Agent's office. Carlyle Fleming will take on her responsibilities until a replacement has been hired

Claire Sinay thanked Lezli Stone for her dedication to the Standards Committee and the Planning Council.

Committee Chair update

Claire Sinay discussed that the committee would complete drafting standards of care for the Medical Nutritional Therapy- Pediatric and Adult service categories, and if time permitted, continue drafting the Food Boxes/Home-delivered meals standards.

Policies and Procedures review

Claire Sinay discussed that each committee of the Planning Council was tasked to complete an annual review of their policies and procedures. This did not mean the committee was required to make any revisions to the document. Claire noted that Planning Council Support will correct any verbiage related to changes in the Ryan White Treatment Modernization Act.

The committee reviewed the document. Lezli Stone noted that the committee had changed its calendar of activities, and this might need to be included in the document. Larry Stähli related that some committees were removing the Calendar section entirely, as most were not following it closely. The committee reached a consensus to change text in this section to reflect that the committee would develop a schedule of activities for each grant year.

MOTION: Larry Stähli moved to forward the revised Standards Committee Policies and Procedures document to the Rules Committee for review. Colin Sheffield seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Standards of Care

Claire Sinay discussed that the committee needed to review the final draft of the standards of care for Medical Nutritional Therapy- Pediatric, and then complete the drafting of standards for the Medical Nutritional Therapy- Adult service category.

The committee reviewed the Medical Nutritional Therapy- Pediatric document, and made several minor grammatical corrections.

Claire Sinay then guided discussion regarding the Medical Nutritional Therapy- Adult standards of care.

MOTION: Larry Stähli motioned to forward the Medical Nutritional Therapy- Pediatric and the Medical Nutritional Therapy- Adult standards of care to the full Planning Council for approval. Deborah Frusciano seconded.

DISCUSSION: None.

MEETING MINUTES *continued*

OUTCOME: the motion passed.

The committee then continued drafting the Food boxes/Home-delivered meals standards of care document.

Discussion of agenda items for the next meeting

MOTION: Larry Stähli motioned to extend the meeting by 15 minutes to conclude remaining business. Bradley Allen seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

The committee discussed their timeline of activities, and decided to schedule an additional meeting on April 22, 2008, from 9:00 am to 11:00 am. John Sapero related that the County meeting rooms were booked at this time, and an alternative meeting location would need to be determined.

Bradley Allen discussed that the committee would need to address a directive for service delivery that would need to be approved before the GY 2009 Priority Setting and Resource Allocation process took place. Claire Sinay requested that discussion of this issue be added to the agenda for the May, 2008 meeting.

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

Agenda Items

Continue Food Boxes/Home-delivered meals standards of care

Action Items to be completed by the next meeting

Task	Assigned To
Research County/State Food Licensing organizations	Carlyle Fleming

Current events summaries

No current events were voiced.

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 11:15 am.