Allocations Committee

PHOENIX EMA RYAN WHITE PLANNING COUNCIL

Stephen O'Dell, Chair

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Wednesday, February 6, 2008
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

Meeting Minutes

Attendance

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

AT	Bradley Allen	AT	Debby Elliott *alt: Philip Seeger*	AT	Larry Stähli	AT	Maclovia Morales
EX	Mark Kezios	EX	Mary Rose Wilcox *alt: Terri Leija*	AT	Randall Furrow	AT	Stephen O'Dell

Guests

Cheri Tomlinson

Administrative Agent Staff

Kevin McNeal Julie Young Dyle Sanderson

Support Staff: John Sapero

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

Stephen O'Dell called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Stephen O'Dell determined that quorum was established with five of eight members present at 4:09 pm.

Review of minutes and action items

John Sapero discussed that Stephen O'Dell mentioned two corrections: Under the Reallocations section, a sentence was not finished. Also under Cautionary Planning, a sentence was also not finished. These sentences were corrected.

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.

Administrative Agent update

Kevin McNeal discussed:

- The January Utilization report shows a -4.59% variance. It is anticipated that $264,000 will be left over at the end of the grant year. 74% of providers submitted billings on-time (a drop by 20% from previous month). It is anticipated that 95% of the formula funding is spent and we will be within the 2% unobligated balance allowed by HRSA. Kevin related that he anticipates that formula spending will be within Current spending for core services is at 77% of the grant award – HRSA requires at least 75% or greater.
- Based on the AA being approved to rapidly reallocate up to 15% of the funding of each line item, (from core services to core services, or supportive services to core services), the AA plans to increase mental health by $20,000, decreasing substance abuse by $12,000, decreasing Medical Nutritional Therapy by $8,000, decreasing Legal Services by $2,500 and increasing Interpreting Services by $2,500. The AA also recommends the move of $70,000 from Medical Case Management Services to Supportive Case management. There is demonstrated need for Supportive Case Management for this year. This should not affect contracts. As this is a move of core service funding to supportive services, it will need to be approved by the Allocations Committee.
- There are no recommendations regarding Oral Health Services at this time. There may be a need for increased funding later in the grant year, as the elimination of co-pays and increased utilization may warrant the need for additional funds.

Stephen O'Dell asked why the Oral Health service category was seeing an increased need for funding. Kevin replied that co-pays were eliminated, which necessitates a need for additional funding. Julie Young added that there is an increased demand for services as well.

Kevin provided a number of reports for the committee to review, including:

- Case Management clients receiving additional services
- Primary Medical Care clients receiving additional services
- Ryan White Part A Service Breakdown by Federal Poverty Level
- Top 5 services used by gender and ethnicity

Referring the Federal Poverty Breakdown of Ryan White Clients, Kevin related that 53% are in the 0-100% FPL category.

Stephen O'Dell recommended that the reports that Kevin provided should be provided to the full Planning Council. Planning Council Support related that this information would be included in the full Planning Council's meeting packet.

Kevin then discussed that the next report (PMC clients) provided information regarding what other Part A services clients receiving Primary Medical Care accessed. Kevin then compared this report to the report detailing Case Management clients receiving additional services.

Julie Young related that these reports were for Part A services only – clients may receive other services (such as utilizing case management services but having a private doctor for medical care).

Cheri Tomlinson asked if it would be important to capture how many people were in a medical care home? She discussed that Part D captured this information, and HRSA was very pleased that this information was provided in the Part D grant application. Kevin McNeal related that his office could capture this information.

There was discussion about how this information should be analyzed, and what other information should to be added to make an analysis more meaningful. Kevin McNeal discussed that he could try to get whatever data the committee wanted. Julie Young discussed that the documents provided detailed how existing Part A clients interacted with other Part A programs. Kevin McNeal supported this statement.

The committee discussed how to interpret the reports, and whether to share this raw information with the Planning Council. Larry Stähli recommended that the information be shared during the data sessions for the Priority Setting and Resource Allocation determinations.

Kevin McNeal then provided an overview of the top five services utilized by Part A clients, broken down by gender and ethnicity. The committee reviewed the document and compared and contrasted each category. Cheri Tomlinson noted that youth and adults had similar service needs.

The documents described above are available from Planning Council Support.

Reallocations

The committee reviewed the current service utilization report provided by the Administrative Agent.

Larry Stähli asked if the additional funding for dental and food services was within the 15% rapid reallocations amount approved by the Planning Council. Kevin discussed that it would be within the 15%. There was additional general discussion regarding food service utilization and whether additional funding would be needed in this service category.

Kevin McNeal discussed that he was concerned about spending in the Food Boxes/Home-delivered meals service category, and questioned whether additional food box services could be provided by other non-Ryan White providers. Maclovia Morales discussed that St. Mary's Food Bank was now monitoring food box provision very closely, and the organization was limiting the amount of food boxes each client could receive to six boxes per calendar year. Also, anecdotal feedback was that food boxers that St. Mary's had provided was past its expiration date, or did not have great nutritional value.

Bradley Allen discussed that clients might have to vary the organizations where they access services. Maclovia Morales responded that many food box organizations were associated with St. Mary's, and held clients to the St. Mary's limitations – they all utilized the same computer tracking system.

Cheri Tomlinson related that food box donations are down by 50%, but need has increased by 10%. Debby Elliott provided additional input regarding challenges clients have had accessing quality food boxes.

MOTION: Larry motioned to decrease medical case management by $70,000, and increase supportive case management by $70,000.

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Larry Stähli motioned to recommend to the full Planning Council that food services increase by $25,000. Debby Elliott seconded. These funds would come from under-utilized allocations from other supportive service categories.

DISCUSSION: None.

OUTCOME: The motion passed.

Cautionary planning for GY 2008

Stephen O'Dell discussed that he had not attended the last meeting, and asked John Sapero to provide a synopsis of the activity regarding this agenda item. John Sapero related that Bernard Warren had facilitated one discussion was well attended, but the second session only had two participants. Debby Elliott related that Bernard was to forward a sample matrix for the committee to review. John Sapero replied that he did not have this document yet.

Debby continued that the committee was attempting to determine whether this was a philosophical discussion, or an actual determination of what guiding principles should be developed for decision-making. These principles would then be forwarded to the full Council for adoption.

The committee reviewed the discussion regarding this issue as documented in the previous meeting's minutes.

Debby Elliott requested that Planning Council Support contact Bernard Warren and obtain the materials that he was to forward.

Cheri Thomlinson discussed the decision-making process used at the GY 2008 priority setting and resource allocations (PSRA), and how challenging it was to determine policy in one meeting. Developing guiding principles would help establish an agreed-upon decision-making policy in advance of the PSRA discussions. Debby Elliott added that it was important to have an established procedure to follow. It takes the anxiety of how to provide services or approach decision-making.

There was general discussion on how funding decisions could affect services. Planning Council Support was asked if there were examples of guiding principles from other EMAs that could be used as models. John Sapero and Kevin McNeal discussed that they had not seen any examples in their research, and this was relatively forward thinking for Planning Councils.

Stephen O'Dell asked if this discussion could occur among the full Council during the annual Planning Council Retreat. John Sapero replied that the Executive Committee had determined that no business other than teambuilding would occur at the Retreat.

John Sapero discussed that this issue was being discussed in various committees, and that many Planning Council members were supportive of creating these principles.

There was more discussion supporting establishing guiding principles, and it was determined to continue this discussion at the next meeting.

Cheri Thomlinson volunteered to research guiding principles from other entities and report back to the committee at the next meeting.

Determination of agenda items for the next meeting

In addition to recurring agenda items, the following agenda items were added:

Agenda Items

Reallocations discussion
Cautionary planning/guiding principles development

Action Items to be completed by the next meeting:

Task	Assigned To
John to talk to Bernard regarding developing guiding principles and further cautionary planning/, and find materials Bernard was going to forward	John Sapero
Research guiding principles	Cheri Thomlinson

Current Event Summaries

No current events were voiced.

Call to Public

Cheri Tomlinson discussed that Monday, March 10 is National Women and Girls HIV/AIDS Awareness Day. MIHS is partnering with other local organizations to provide free HIV testing and informative services. Also, the Part D application is out, and all Part D programs will most likely receive a funding cut and have to meet additional requirements. Finally, the redesigned MIHS website has seen an increase in visitors - from 1,600 visitors each month to over 39,000 each month.

Adjourn

The meeting adjourned at 5:32 pm.