

# Executive Committee



**Randall Furrow, Planning Council Chair**

Thursday, January 3, 2013

5:00 pm to 6:30 pm

Public Health

4041 North Central Avenue, Phoenix

14<sup>th</sup> Floor, Training Room

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## Meeting Minutes

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### Attendance

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

AT David Aguirre                      AT Keith Thompson                      EX Mary Rose Wilcox

AT Randall Furrow                      EX Robert Solis

### Administrative Agent Staff

Rose Conner

### Guests

Jennifer Bullock

**Support Staff:** John Sapero

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

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Extension Act of 2009 and the Maricopa County Department of Public Health. All of the documents distributed during this meeting may be requested from Planning Council Support.

## **MEETING MINUTES *continued***

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### **Determination of quorum**

Randall Furrow determined that quorum was established with three of six members present at 5:03 pm.

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

The committee silently reviewed the summary minutes from the September 6, 2012 meeting. Randall Furrow noted that Edward Tisdale should be listed as a guest, and that a period was missing from a sentence on page two.

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### **Council Chair Update**

Randall Furrow discussed the Planning Council meeting would be postponed until January 24, 2013, in order to provide the Administrative Agent with more time to prepare final end-of-year reallocations recommendations.

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### **Administrative Agent update**

Rose Conner discussed:

- The AA is requesting Rapid Reallocation Authority for up to 10% of any service category's funds to cover funding needs for the remainder of the grant year. The AA will only reallocate core funds to core services under this Rapid Reallocation Authority, and will bring any requests for core to support fund reallocations to the Planning Council.
- The Part A Program is working closely with Part B, C and D to monitor the transition of Part A clients to PCIP. There are currently approximately 85 clients who are awaiting final approval and ID numbers from PCIP, with many more in the processing stages. If all of these clients successfully transition to PCIP before the end of the grant year, there may be a significant decrease in Primary Medical Care costs, which may provide some funds for carryover into 2013. In anticipation of possible carryover funds, a preliminary carryover request for 5% of the EMA's formula funds (\$283,000) and \$71,000 of MAI funds was submitted to HRSA by the December 31, 2012 deadline. The final carryover amount will be identified after the close of the grant year in May, 2013.

## **MEETING MINUTES *continued***

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### **Rapid Reallocations Authority**

Randall Furrow discussed that the Planning Council typically approved Rapid Reallocation Authority at the end of each grant year, in order to allow the Administrative Agent to spend down grant funds as fully as possible. The committee reviewed a document detailing the Authority.

**MOTION:** Keith Thompson moved to recommend the approval of Rapid Reallocation Authority to the full Planning Council. David Aguirre seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **Vacant Executive Committee positions**

Randall Furrow discussed that the positions of Planning Council Vice Chair and Positive Community Representative were vacated when MiAsia Pasha resigned. The committee reviewed the position descriptions, and who on the Council was eligible to be nominated.

Randall Furrow related that a member had expressed an intention to nominate David Aguirre as Vice Chair.

John Sapero related that Cynthia Trottier had expressed her intention to nominate herself for Vice Chair.

Jennifer Bullock expressed her intention to nominate herself for Positive Community Representative.

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### **Review of online Planning Council training resources**

John Sapero provided an overview of online training resources recently implemented by the Denver and New York EMAs. John related that the Training, Education And Membership Committee had requested that Planning Council Support contact the two EMAs to discuss costs and logistics associated with the online training.

**MEETING MINUTES *continued***

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**Committee Reports**

**Allocations:** No report was provided.

**Community Health Planning & Strategies:** John Sapero discussed the committee will attend a series of community coalition meetings before Affordable Care Act transition planning is continued.

**Training, Education And Membership:** David Aguirre discussed that the committee had approved one new membership candidate for Planning Council approval. Additionally, the committee had postponed a planned February consumer education event.

**Rules:** Keith Thompson discussed that the committee will meet on January 23 to develop a template for committee policies and procedures.

**Standards:** Randall Furrow discussed the committee will begin revisions to standards of care for Mental Health and Substance Abuse services.

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**Determination of agenda items for the next Planning Council meeting**

**Planning Council Agenda Items (in addition to the recurring agenda items)**

Reallocations/Rapid Reallocation Authority approval

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Membership approvals

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Bylaws Changes

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New Dental Contract Presentation

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

Task	Assigned To

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**Current events summaries**

Jennifer Bullock discussed an upcoming speaking engagement.

**MEETING MINUTES *continued***

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**Call to the public**

No comments were voiced.

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**Adjourn**

The meeting adjourned at approximately 5:50 pm.