

# Planning Council



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## Randall Furrow, Chair

Thursday, August 14, 2014  
5:00 pm to 8:00 pm  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
3<sup>rd</sup> Floor, Room 304

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## Meeting Minutes

### In Attendance

#### Committee Members

##### Attended:

Andrea Kamenca	Carla Chee	Cheri Tomlinson	Cynthia Trottier
Bruce Weiss	Jonathan Harris	Debby Elliott	Penny Ellis
Abdul Hasan	Edward Tisdale	Ken Bethel	Jennifer Bullock
Rebecca Barnett	Randall Furrow	Keith Thompson	Michael Slim
Eric Moore	Maclovia Morales	Marie Lopez Rogers	

##### Excused:

Dan Lindell	David Aguirre	Lucio Amado	Deborah Frusciano
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##### Absent:

Robert Solis

##### Guests

John Lick	Jimmy Borders	Cindy Quenneville	Christopher Bradley
Julie Young	Darwin Gunderson	John Sapero	Cierra Wingo
Lisa Fuentes			

##### Administrative Agent Staff

AT	Rose Conner	AT	Kenneth Leighton-Boster	AT	Carmen Batista	AT	Chantie Wingo
AT	Edd Welsh	AT	Georgina Lowe	AT	Victoria Jaquez	AB	Jane Wixted
AT	Chavon Boston	AT	Julie Rudnick				

**Support Staff:** Claire Tyrpak

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

Planning Council Chair Randall Furrow called the meeting to order and welcomed the attendees. All meeting participants introduced themselves and declared any conflicts-of-interest.

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**Determination of quorum**

Randall Furrow determined that quorum was established with 18 of 24 members at 5:12 p.m.

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**Review of the minutes and action items from the previous meeting**

The committee silently reviewed the minutes from the previous Planning Council meeting. No comments were voiced.

**MOTION:** Cheri Tomlinson moved to approve the minutes. Jonathan Harris seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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**Renewal of Conflict of Interest and Code of Conflict**

Randall Furrow discussed the rules for tonight's meeting. Only Planning Council members can talk, members should raise their hands to speak, be concise and there should be no side conversations. Claire Tyrpak passed out the Conflict of Interest and Code of Conduct forms for Planning Council members to sign.

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**Administrative Agent update**

Rose Conner stated that Andrea Kamenca completed the poster for Randall to present at the National AIDS conference in October. This year's grant submission is in process.

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**Membership approvals**

Randall Furrow stated that there are four candidates for membership and reappointment needed to be voted on and Jennifer Bullock passed out the ballots. Later in the meeting, Randall Furrow announced that David Garcia, Guillermo Velez and Lisa Fuentes and the reappointment of Cynthia Trottier had been approved.

**MOTION:** Eric Moore moved to vote by secret ballot for the appointments. Rebecca Barnett seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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**Reallocations**

Rose Conner discussed that there are extra funds that need to be spent. The AA recommends that the Planning Council:

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- Decrease the Health Insurance Premiums and Cost Sharing allocation by \$659,175
- Increase Oral Health Services by \$450,300, and reallocate all carryover funds to Oral Health Services. Carryover request is for \$443,934. Additional funds will serve approximately 1500 clients at 9,000 units. Increase the maximum annual cap on services to \$2500 for grant year 2014. Allow treatment plans in excess of \$2500 on a case by case basis. The provider would be required to submit the treatment plan to the AA for review and approval prior to beginning services that would exceed the \$2500 cap.

- Increase EIS services by \$49,606 to provide a Health Literacy Program that will be available for all RWPA clients between September 2014-February, 2015. Additional funds will serve approximately 400 clients at 2,880 units.
- Increase Non-Medical Case Management by \$71,541 to improve retention in care for RWPA clients. Additional funds will serve approximately 1000 clients at 2,880 units.
- Increase Medical Case Management by \$30,656 to provide additional case management services for homeless individuals. Additional funds will serve approximately 93 clients at 1,920 units.
- Add Housing Services to the Phoenix EMA Menu of Services and provide funding for Housing FAP in the amount of \$12,000 to provide 1<sup>st</sup> month's rent for homeless clients transitioning to stable housing. The Housing FAP funds can be administered by the same provider that is currently contracted to provide FAP assistance for Health Insurance and Cost Sharing Assistance. Estimated 18 clients would receive assistance with first month's rent at an average of \$667 each.
- Increase Medical Nutrition Services by \$121,554 to fund additional Registered Dietician to complete nutritional assessments and determine if clients need food assistance based on nutritional need. The additional funds will serve an estimated 400 clients with 1600 encounters.
- Decrease Outpatient Ambulatory Medical Care Services by \$76,482 due to the transition of RWPA clients to other medical coverage such as Medicaid and Federal Marketplace Insurance.
- The Administrative Agent recommends that the Planning Council vote to provide Treatment Adherence Services and allocate \$31,500 to this service category to provide treatment Adherence Services to the EMA's clients beginning as soon as a contract can be executed and to provide these services until Feb. 28, 2015. The AA recommends that the Planning Council decrease Outpatient Ambulatory Medical Care Services by \$31,500 in order to fund Treatment Adherence for the remainder of the grant year.
- The Administrative Agent recommends that the Planning Council approve Maricopa County to release a RFP for Early Intervention Services to obtain additional providers and EIS services. This RFP would be released in Sept.; the earliest contracts could be awarded would be Jan.1, 2015
- The Administrative Agent recommends that the Planning Council direct the Community Strategies and Planning Committee to convene a workgroup to determine if food should be funded for clients in the EMA. The workgroup would recommend to the Planning Council the guidelines for food services, including whether food would be a core services attached to Medical Nutrition (requires a prescription from a Registered Dietician and order from MD), or a support service to be available to clients within a certain level of the Federal Poverty Limit. If the Planning Council agrees to fund food services in either of these categories, the AA will develop a plan to award contracts or sub-contracts for food distribution. It is expected that the earliest food could be provided in either category will be November, 2014.
- The Administrative Agent recommends that the Planning Council decide during the PSRA session Aug. 16 if any other service categories will be added to the EMA's Menu of Services for

2015. The AA will then begin the process of developing RFPs for any approved services, with the intent of funding these services in grant year 2015.

**MOTION:** Andrea Kamenca moved to accept the 12 proposed recommendations. Rebecca Barnett seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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**Data Presentation**

- John Sapero presented on the state's prevention program activities.
- Carla Chee of Part B presented on the ADAP program.
- Eric Moore of Part C and D presented on their programs.
- Rose Conner discussed the most recent allocations report and other data for use in the PSRA.

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**Review of GY 2015 Priority Setting and Resource Allocation (PSRA) dates and procedures**

Claire Tyrpak reviewed the procedures for Saturday's annual PSRA meeting.

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**Update: Other Ryan White programs**

This item was tabled.

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**Current events summaries**

This item was tabled.

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**Call to the public**

This item was tabled.

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**Adjourn**

The meeting adjourned at approximately at 7:40 pm.