

**Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA
Meeting Minutes
Thursday, February 18, 2010
2 p.m. - 4 p.m.
Office of HIV Planning 340 N. 12th St., Suite 203, Philadelphia, PA 19107**

Present: Dafne Armstrong, Alicia Beatty, Jose Benitez, Henry Bennett, Carmell Bolden, Kevin Burns, Michael Cappuccilli, John Churchville, Karen Coleman, Lupe Diaz, Alan Edelstein, Dawna Edwards, Marcelo Fernandez-Viña, Ronda Goldfein, William Gray, Peter Houle, Kate Kozeniewski, Rich Lampkins, Tom McCoy (Co-Chair), Michael Myers, Eric Paulukonis, Jorge Rivera, Nurit Shein, Ronald Sy, Sandra Thompson, Emery Troy, Wendy Walters, Lorrita Wellington, Jacqueline Whitfield

Excused: Christine Ambrose, William Brawner, Ramona Christian, Christopher Coleman, Raymond Hayward, Gerry Keys, Ann Ricksecker, Melvin White

Absent: Emmanuel Koku, Brian Langley, Waleska Maldonado, Antoinette Mapp, Miguel Matos, Carlos Morales, Tyrone McCray, Joseph Roderick, Alameen Wallace, James Wiggins, Belinda Williams

Guests: Chris Chu (AACO), Jermaine Hairston, Adrena Ingram, Dolores Macrina (AACO), Gene McCarty, Jim McNamara, Jonathan Neel, Michael Wilson

Staff: Nicole Johns, Briana Morgan, Mari Ross-Russell

Call to Order/Moment of Silence/Introductions:

R. Lampkins called the meeting to order at 2:13 p.m. and a moment of silence followed. Those present then introduced themselves.

Approval of Agenda:

R. Lampkins presented the agenda for approval. **Motion:** J. Whitfield moved, J. Churchville seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes:

R. Lampkins presented the January 14, 2010 minutes for approval. P. Houle noted that he ought to have been marked as present. **Motion:** J. Churchville moved, D. Edwards seconded to approve the minutes from the January 2010 meeting as amended. **Motion passed:** All in favor.

Public Comment:

None.

Report of Co-Chair:

T. McCoy stated that he appreciated everyone's support in reelecting him as co-chair of the Planning Council, but that he planned to step down as co-chair and as a member of the Planning Council. He went on to say that he did not feel supported by Office staff,

and that he felt disconnected. He noted that he had spoken with Office staff, and that he had not enjoyed coming into the Office for years. He explained that he thought his anger was hurting both himself and the process, and that he did not see any other options. He then suggested altering the agenda to include a place to elect another co-chair. He added that his resignation would take effect at the end of the meeting.

R. Lampkins stated that he did not have the bylaws in front of him, and asked for Office staff to clarify on the process for this situation. B. Morgan stated that they would need to have a 30-day open nominations process to elect another co-chair. R. Goldfein stated that she was very sad to hear this news, but that she understood that T. McCoy needed to meet his own needs. She went on to say that it would be important to have a small group of Planning Council members meet with the goal of determining what could cause PLWHA to feel this way.

Report of Staff:

N. Johns stated that there would be a consumer empowerment workshop on community planning on March 9 at St. Luke's. She explained that they hoped to have Planning Council members speak about their experiences, and asked those present to hang fliers for the event as well as mention it at support groups.

Discussion Items:

None.

Points of Integration Update:

N. Shein stated that they were still waiting for the Best Practices Guide to be updated. She noted that D. Fenton's talk on service integration would be moving the care service integration dollars. She explained that, at their next meeting, they would have an update on the Health Department integration. She went on to say that data could not be transferred between departments currently, and that would be a long-term project. She stated that they had not yet chosen their next meeting date, but that they would announce the meeting when it was set.

Action Items:

• **Reallocation Request**

A. Edelstein stated that the RWPC reviewed a reallocation request at this time each year. He explained that, throughout the year, the grantee learns when there will be underspending from various providers. He went on to say that they tended to experience late billing, even though the fiscal year would be ending on February 28. He continued on to explain that they would not be able to project the underspending in advance, so the grantee had come to the Finance Committee with a reallocation request (*see – attached handout*).

A. Edelstein reiterated that it would be impossible to know the exact amount of the underspending in advance, so the grantee was asking permission to reallocate underspending to direct service categories, including but not limited to medications, food bank/home-delivered meals, medical transportation, and early intervention

services. He went on to say that the Finance Committee had discussed this with the grantee, and that the committee was coming to the RWPC with their recommendation to approve the reallocation request. He then noted that the committee had previously seen a funding reallocation request from New Jersey in a previous meeting, in which funding was reallocated into DEFA and medical transportation. He explained that they had talked about funding for labs as well, so the grantee had been asked to give consideration to these services should additional funding become available.

M. Ross-Russell stated that the grantee had spoken with the HRSA project officer, who had said that ADAP would be able to pay for labs. She then explained that the project officer did not think it wise to allocate funding to this category at the end of the year. A. Edelstein explained that any underspending could be spent on labs, but that it was not highlighted in the request for the aforementioned reason. He noted that he did want the RWPC to know that they had considered the need for labs as previously discussed.

Motion: The Finance Committee moved to accept the request to reallocate the underspending to direct service categories.

Discussion on the motion:

M. Myers asked if any additional funding could still go to labs. M. Ross-Russell explained that the grantee had said that requests were usually approved, but that they preferred to consider them on a case-by-case basis rather than grant blanket approval for this category. P. Houle clarified that the funding would not be limited to the service categories listed on the reallocation request. A. Edelstein agreed, adding that the grantee always reported their actual spending to the full Planning Council.

Motion passed: 21 in favor, 0 opposed, 4 abstentions.

A. Edelstein stated that T. McCoy had been an excellent co-chair, and that he found him easy to work with. He went on to say that he did not realize the extent of the aforementioned problems, and that he was upset the situation had led to this outcome. He then said that they should consider this situation as a Planning Council, and that he would like to find out more about why this happened and what the Planning Council could do to resolve these problems in the future.

Report of Committees:

- ***Finance Committee – Alan Edelstein, Chair***

A. Edelstein stated that the joint meetings between the Needs Assessment, Finance, and Comprehensive Planning Committees would begin in March. He noted that they would be discussing Priority Setting in these meetings.

- ***Needs Assessment Committee – Ron Sy, Committee Member***

R. Sy stated that the committee was currently planning for its town hall meetings. D. Law added that the committee was also working on its consumer web-based survey. She noted that they had completed the focus groups on food bank/home-delivered meals in New Jersey as well.

- ***Comprehensive Planning Committee – Karen Coleman, Co-Chair***

K. Coleman stated that the committee had discussed the upcoming joint meetings, and that they would begin with the Comprehensive Planning Committee meeting on Wednesday, March 3 at 10 a.m. She went on to say that they had revisited the priority setting tool, and that they had decided to keep the same factors from the previous year. She explained that they changed the way that they weighted the factors, and that they had chosen to follow a percentage system instead. She noted that they had developed a final percentage system, and that they would begin scoring the categories at the first joint meeting. She added that they had discussed having a separate meeting for just the co-chairs of the committees.

J. Churchville then added that they were inviting everyone to be involved with the process this year. He explained that they wanted this to be an absolutely transparent process, and that they wanted everyone to be a part of it. M. Cappuccilli asked if this would be applied to the current Allocations. A. Edelstein explained that the priorities and allocations developed this year would be applied to the year beginning in March 2011.

- ***Positive Committee – Nicole Johns, Office Staff***

N. Johns stated that the committee had watched a video on stigma for PLWHA at their last meeting, and that they had had an excellent discussion on barriers to prevention for intravenous drug users. She noted that they would be talking about prevention with positives and any barriers related to those conversations at their next meeting on March 8. She added that they would be having their Consumer Empowerment Workshop the day after the meeting on March 9.

- ***Nominations Committee – Michael Cappuccilli, Committee Member***

K. Burns stated that a part of the committee's responsibility was to look at recruiting consumers, and that part of this involved supporting the consumers as well. He went on to say that it would be important for the group to understand what the process would be for addressing the concerns that were raised earlier in the meeting. He stated that the issue was very important, and that he thought that the entire Planning Council should be involved in this discussion. He suggested that they see this as an opportunity to step back and look at what they are doing. He stated that he enjoyed working with T. McCoy, and that he was concerned that someone like him felt like he could not continue. R. Goldfein suggested that the Nominations Committee invite T. McCoy and a member of staff to a meeting in order to discuss some of the central issues. T. McCoy stated that, while he appreciated this, he would prefer to discuss this issue later. R. Lampkins agreed, adding that he would prefer to better understand the situation itself before bringing it to the RWPC.

M. Cappuccilli stated that the committee had reviewed attendance at their meeting, and that 9 of the 49 sitting members were currently in violation of the policy. He explained that the members of the committee had split up names and contact information to encourage those in violation of the attendance policy to participate in

the process. He went on to say that they were looking for increased participation in the Philadelphia and PA Counties, particularly African-American males, and that they were always looking for more consumers. He noted that they had reviewed seven applications, and that they would be reviewing more at their next meeting. He then thanked T. McCoy for his participation and input on the committee.

- ***Policy and Procedures Committee – Tyrone McCray, Chair***

None.

Old Business:

T. McCoy stated that no one knew in advance that he was going to make the previous announcement, and that he had talked to a handful of people on the RWPC to attempt to resolve these issues. He went on to say that it had been a difficult decision, but it had been a long time coming.

New Business:

None.

Announcements:

W. Walters stated that Delaware County had a group called New Voices, and that they had confirmed an outreach program on March 23 at the Delaware County Welfare Office on prevention and how to get into care. She noted that ACDC would also be having an event at the DCI building in Morton.

J. Churchville stated that Liberation Fellowship Community Development Corporation had office hours for counseling and testing on Mondays from 6 p.m. – 9 p.m., on Wednesdays from 10 a.m. – 2 p.m., and on Saturdays from 10 a.m. – 1 p.m.

R. Goldfein stated that the AIDS Law Project was the convener for the HIV Collaborative and that they would be discussing cuts to the state budget during a conference call on the following Monday. She went on to say that they were particularly interested in hearing from suburban members, and those interested could give contact information to herself or K. Kozeniewski.

D. Edwards stated that there would be an open forum regarding the Governor's primary that night at United Methodist Church.

D. Edwards stated that the city council would recognize International Women's Day on March 4, and that there would be a rally and a march on March 7.

K. Kozeniewski stated that AIDS Watch would be occurring at the end of April, and would include one day of training and two days of lobbying. T. McCoy added that PLWHA come together once a year for this event, and that it was a great experience.

Adjournment:

Motion: D. Edwards moved, M. Myers seconded to adjourn the meeting at 3:15 p.m.
Motion passed: All in favor.

Respectfully Submitted,

Briana L. Morgan, Staff

Handouts Distributed at the Meeting:

- Meeting Agenda
- Meeting Minutes from January 14, 2010
- OHP Calendar

Philadelphia EMA Ryan White Part A Planning Council

Thursday, February 18, 2010 2:00-4:00 pm

Call to Order/ Moment of Silence

Introductions

Approval of Agenda

Approval of Minutes (*from January 14, 2010*):

Public Comment

Report of Co-Chairs

Report of Staff

Action Items:

- **Reallocation Request - AACO**

Discussion Items: *None*

Points of Integration Update

Report of Committees

- Finance Committee – Alan Edelstein, Co-Chair
- Needs Assessment Committee—Christine Ambrose, Co-Chair
- Comprehensive Planning Committee—Karen Coleman, Co-Chair
- Positive Committee—Melvin White, Co-Chair
- Nominations Committee—Kevin Burns, Co-Chair
- Policy and Procedures Committee—Tyrone McCray, Chair

Old Business

New Business

Announcements

Adjournment

PLEASE TURN ALL CELLPHONES AND PAGERS TO SILENT OR VIBRATE.

The next meeting of the Planning Council will be Thursday, March 11, 2010 from 2-4pm at 340 N. 12th Street, Suite 203, Philadelphia, PA 19107. Please refer to the Office of HIV Planning calendar of events for committee meetings & updates (www.hivphilly.org/calendar.html). If you require any special assistance, please contact the office at least 5 days in advance.

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Meeting Minutes
Thursday, January 14, 2010
2 p.m. - 4 p.m.
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Present: Dafne Armstrong, Alicia Beatty, Jose Benitez, Carmell Bolden, Michael Cappuccilli, John Churchville, Christopher Coleman, Karen Coleman, Lupe Diaz, Alan Edelstein, Dawna Edwards, Marcelo Fernandez-Viña, Ronda Goldfein, William Gray, Emmanuel Koku, Kate Kozeniewski, Miguel Matos, Tom McCoy (Co-Chair), Tyrone McCray, Michael Myers, Nurit Shein, Ronald Sy, Sandra Thompson, Lorrita Wellington, Melvin White, Jacqueline Whitfield, Belinda Williams

Excused: Christine Ambrose, William Brawner, Kevin Burns, Ramona Christian, Gerry Keys, Richard Lampkins (Co-Chair), Eric Paulukonis, Ann Ricksecker, Wendy Walters

Absent: Henry Bennett, Raymond Hayward, Brian Langley, Waleska Maldonado, Antoinette Mapp, Carlos Morales, Patrice Patterson, Jorge Rivera, Joseph Roderick, Emery Troy, Alameen Wallace, James Wiggins

Guests: Leonardo Amaro, Anthony Ameen, Wesley Anderson Jr., Chris Chu (AACO), Wayne Coleman, Rick Colon (AACO), Jermaine Hairston, Jenna Harris, Charles Gilliam, Dolores Macrina (AACO), Joseph Malloy III, Marianne Maneggio, Matthew McClain, Loretta Matus, Tye Underdue

Staff: Nicole Johns, Debbie Law, Michael Milsop, Briana Morgan, Mari Ross-Russell

Call to Order/Moment of Silence/Introductions:

T. McCoy called the meeting to order at 2:12 p.m. and a moment of silence followed. Those present then introduced themselves.

Approval of Agenda:

T. McCoy presented the agenda for approval. Motion: A. Edelstein moved, J. Churchville seconded to approve the agenda. Motion passed: All in favor.

Approval of Minutes:

T. McCoy presented the December 10, 2009 minutes for approval. Motion: J. Churchville moved, J. Whitfield seconded to approve the minutes from the December 2009 meeting. Motion passed: All in favor.

Public Comment:

None.

Report of Co-Chair:

None.

Report of Staff:

None.

Training:

- **Introduction to the Ryan White HIV/AIDS Treatment Extension Act of 2009 – Matthew McClain**

M. McClain stated that the group would be watching a video of President Obama signing the Ryan White legislation. After the video, he reviewed handouts explaining the legislation (*see – attached slides and booklet*). He also pointed out that the legislation itself was included in the meeting packets (*see – attached handout*).

M. McClain began his presentation, noting that he had been chair of the CAEAR Coalition from 1998-2000. He started off with a review of highlights of the legislation, noting that this act had been authorized for four years, rather than three as in the past, in order to allow more time to assess the impact of health care reform. He then pointed out that the bill would not sunset, and that it included authorizations for increases for each Part. He explained that the “hold harmless” policy minimizing the extent of funding cuts would continue, and that there were new provisions regarding early identification of HIV cases.

M. McClain then discussed authorizations and appropriations. M. Cappuccilli asked if authorizations were more like a recommendation for a level of funding. M. McClain agreed, noting that advocates use the authorization amount as a minimum suggestion to appropriators. He noted that the entire appropriation for the original act was \$220 million; and the original award for Philadelphia was about \$1.6 million. Next, he moved on to review the Minority AIDS Initiative (MAI), pointing out that the MAI year would line up with the other awards. He noted that the GAO would report to Congress on MAI in October 2010.

M. McClain continued on to review TGA statuses, pointing out that there was a risk that two TGAs in the area could lose their status. He explained that a loss of TGA status in these areas could cause an influx of consumers into the Philadelphia EMA. A. Edelstein asked why these two areas might lose their TGA status. M. McClain replied that they might not meet the needed numbers to qualify as a TGA. N. Shein stated that they would need to advocate for additional funding in the Philadelphia EMA to help with the impact. M. McClain replied that HRSA would try to lessen the impact by allocating any money that would go to the TGA to the state instead.

M. McClain moved on to review the hold harmless policy, as well as the early identification provision. He explained that this provision asked them to find PLWHA that were not aware of their status, and subsequently link them to care. T. McCray asked about the provisions for names-based reporting and code-based reporting. M. McClain replied that code-based reporting would be cause for penalization, and that they had a maturing names-based reporting system in the Philadelphia EMA. He went on to say that 1/3 of the awards would be based on demonstrated success in identifying those unaware of their status and linking them to care. He noted that the Philadelphia EMA was able to provide impressive hard numbers, which would help them in their application. He then pointed out that the penalty for underspending had increased.

M. McClain next stated that there had been a new provision requiring HHS to establish a goal of testing five million people, and requiring them to report to Congress annually on

that goal. He pointed out that this did not include any kind of provision for case-finding. N. Shein asked if this included the CDC's goal of one million tests. M. McClain replied that he was not sure.

M. White stated that they would need to consider the worried well, noting that some other people would need to keep returning for tests because they were engaging in risky behaviors. M. McClain clarified that the worried well were people that did not exhibit risk behaviors, but still got tested repeatedly. R. Sy asked if Congress had the ability to veto programs targeting specific populations. M. McClain replied that they could do this through appropriations.

M. McClain continued on to review effectiveness measures that were a part of the comprehensive review of the CDC. He next stated that the provision for emergency responders that had been reviewed in 2006 had returned. A. Edelstein asked who would be mandated to report this information. M. McClain replied that the responding authorities would be required to report this. R. Goldfein stated that this was not a mandated reporting, but rather a way for an employee that had been exposed to begin the process. M. McClain agreed that this protected employees and emergency responders.

M. McClain then discussed the provisions that were not included in the Act. He pointed out that advocates had asked for medical nutrition therapy and medical transportation to become core services, but they had not.

A. Edelstein stated that there were people that would be interested in having this information and asked if RWPC members could have electronic versions and the booklets sent to them. M. McClain agreed.

Action Items:

None.

Discussion Items:

None.

Points of Integration Update:

N. Shein stated that they had not met, but that they would notify the group when they scheduled their next meeting.

Report of Committees:

- *Finance Committee – Alan Edelstein, Chair*

A. Edelstein stated that they had not met in January, but that they expected to review a reallocation request at their February meeting.

- *Needs Assessment Committee – John Churchville, Committee Member*

J. Churchville stated that the food bank focus groups in New Jersey had been completed, and that they had learned that there was currently a waiting list for Ryan White-funded food in New Jersey. He explained that they expected to see an impact, since they would not have funding in this category the next year. He went on to say that the committee was also working on a web-based consumer survey. He then added that they were

looking forward to the joint meetings between the Needs Assessment, Comprehensive Planning, and Finance Committees to prepare for Priority Setting.

- **Comprehensive Planning Committee – John Churchville, Committee Member**
J. Churchville stated that the committee had had an epidemiological update from Dr. Brady, and that they would be sharing three points. He noted that there had been a decrease in concurrent diagnosis from 2006-2008, that those diagnosed in hospitals were less likely to be linked to care, and that prevalence in the EMA was equal between MSM and heterosexuals, although incidence was higher among heterosexuals.

- **Positive Committee – Melvin White, Co-Chair**
M. White stated that there would be a brainstorming session for the activities for the committee at the end of the month. He added that they met on the second Monday of the month at noon.

- **Nominations Committee – Tom McCoy, Committee Member**
None.

- **Policy and Procedures Committee – Tyrone McCray, Chair**
T. McCray stated that he planned to attend the next Nominations Committee meeting to discuss attendance issues, and that he had copies of the bylaws available.

Old Business:

None.

New Business:

None.

Announcements:

B. Morgan announced that the Office of HIV Planning now had Twitter, MySpace, and Facebook pages and provided the group with the URLs.

Adjournment:

Motion: T. McCray moved, J. Churchville seconded to adjourn the meeting at 3:17 p.m.

Motion passed: All in favor.

Respectfully Submitted,

Briana L. Morgan, Staff

Handouts Distributed at the Meeting:

- Meeting Agenda
- Meeting Minutes from December 10, 2009
- Introduction to the Ryan White Treatment Extension Act Slides
- Introduction to the Ryan White Treatment Extension Act Booklet
- Public Law 111-87 – October 30, 2009
- OHP Calendar

**Office of HIV Planning
Finance Committee Meeting
Ryan White Part A
Grantee's Report
February 4, 2010**

Exercising sound fiscal management this year proved to be a complex challenge for the Grantee and its providers due to the State's budget impasse and the City's own budget crisis. Many providers were forced to leverage across various funding streams and or tap into their lines of credit. Therefore, during the last quarter of the Ryan White Part A contract year many providers are reconciling final expenditures which will reduce the overall amount of final underspending.

Historically, there is always late billing and processing of invoices through the two fiduciaries PHMC and GPUAC. Our larger contract's with hospitals and universities continue to experience difficulty in getting invoices and payments through their accounts receivable/payable departments, which usually holds up the processing of budgets and getting contracts conformed, and therefore no payments can be invoiced. In general, these institutions seldom have any under spending noted, it is usually just the opposite, and they request additional funding.

Therefore, the overall underspending being reported by the grantee is somewhat premature as several invoices are still outstanding at the time of this report.

Currently, overall underspending across all categories is approximately at 5.56% percent of our total award amount or \$1,005,635. These figures are projected after reconciliation of all awards have been completed for the tenth-month invoices submitted to AACO for processing for expenses incurred up through December 2009.

Due to the fact that the next finance committee meeting will be held after the end of the Part A contract, the grantee is requesting permission to reallocate any remaining underspending, but not limited to, the following direct service categories such as Medications, Food, Transportation, and Early Intervention services. Because the Finance Committee will not meet again until after the contract has ended, it is essential that the grantee receive approval at this meeting.