

Maricopa County Phoenix EMA Planning Council Executive Committee Minutes

4041 N. Central Avenue, Phoenix, AZ 8501
Planning Council Support Office: (888) 235-1653 Fax: (888) 894.2674



MINUTES Executive Committee Monday, April 26, 2021 ZOOM TELECONFERENCING

Committee Members		Planning Council Members		Recipient Staff		Guests
Randall Furrow	P	Eric Eason	P	Carmen Batista	P	
Taylor Kirkman	P			Chantie Coleman	A	
Eric Moore	P					
Merlin Gross	A					
Chuck Albrecht	P					
Duvia Lozano	A					
Anthony Holscher	P					
P = Present EX = Excused Absence A = Absent = Phone/Zoom						
Support Staff: Thomas Rodriguez-Schucker and Michael Koran						
Call to order		Randall Furrow, called the meeting to order at 12:34 am				
Determination of Quorum		5 of 7 members present at 12: 36 am QUORUM ESTABLISHED				
Welcome and Introductions		The Chair welcomed Planning Council members and guests. The Chair asked everyone to announce their name and for Planning Council members to declare any conflicts of interest for the record.				
Approval of the Minutes from February 23, 2021		A motion to approve the February 23, 2021 minutes as amended was made by E. Moore and 2 nd by C. Albrecht; The agenda was approved by unanimous vote.				

Business Item	Discussion / Motion	Action
Chair Update	<p>We have some vacancies on the Executive Board. Looking at holding a special election tomorrow at the full Planning Council Meeting.</p> <p>The positions that are vacant will be self-nominated positions. We will also be looking for a Vice Chair position. Duvia Lozano has been approached for the position and will be considered tomorrow at the full planning council meeting.</p>	Discussion Only. No Action
RWHAP Part A Recipient's Office Update	<p>Carmen from the recipient's office gave the report.</p> <p>Received the grant award for \$9,751,876.00. This is a slight decrease from last year. Per included report - sending back \$675,575 and requesting a carryover of \$399,351. Estimate returning \$276,224 to HRSA. We are working on the budgets for Part A and Ending the Epidemic year 2 funding. The Recipient's office has requested an Allocations Work Group in May to work through the Scenario planning framework:</p> <ul style="list-style-type: none"> • What are 1-3 ways this year could unfold? • Key implications for each scenario? (budgets/operational/etc.) • How will we know what scenario we are in? • What is the likelihood of each scenario happening? • Requested from CR an agenda for this meeting. <p>There will need to be a special Planning Council meeting in June to approve the report from the Allocations Workgroup and the Planning Council will need to review and vote on Final allocations for the 2021-2022 grant year.</p> <p>The Recipient's office shared the grant score with the Executive Committee. We received a 96 and will share this with the full planning council tomorrow.</p> <p>A special allocations workgroup meeting was scheduled for May 5 from Noon-1pm. A special Planning Council meeting was scheduled for June 1 at Noon.</p>	Discussion Only. No Action

Business Item	Action	Discussion / Motion																						
Review Policies and Procedures for Committees	There was a planning meeting to discuss the beginning of the updates Policies and Procedures. There was discussion on the order of updating both the Bylaws and Policies and Procedures.	Discussion Only. No Action																						
TEAM Committee Update	<p>Welcome 4 new members who have been appointed by the BOS</p> <table border="1" data-bbox="548 459 1381 623"> <tr> <td>Meghan Kramer</td> <td>Community Member</td> </tr> <tr> <td>Casey Johnson</td> <td>Community Member</td> </tr> <tr> <td>Rodney Lofton</td> <td>Terros Health -Provider</td> </tr> <tr> <td>Chuck Peterson</td> <td>Southwest Center - Provider</td> </tr> </table> <p>Members Recommended By TEAM</p> <table border="1" data-bbox="548 699 1415 824"> <tr> <td>Carmen Terrell</td> <td>Community Member</td> </tr> <tr> <td>Isabel Ortega</td> <td>Native Health - Provider</td> </tr> <tr> <td>Cynthia Quinn</td> <td>Recently Incarcerated Population</td> </tr> </table> <ul style="list-style-type: none"> Recommendations for Change in Roster <table border="1" data-bbox="548 894 1180 979"> <tr> <td>Chuck Peterson - from SWC Alternate to Primary</td> </tr> <tr> <td>Rocko Cook - To Community Member</td> </tr> </table> <ul style="list-style-type: none"> Resignations for Approval <table border="1" data-bbox="548 1049 1331 1174"> <tr> <td>Maclovia Little Rabbit Morales</td> <td>Native Health - Provider</td> </tr> <tr> <td>Cynthia Trottier</td> <td>Community Member</td> </tr> <tr> <td>Storm Salazar</td> <td>Community Member</td> </tr> </table> <p>With all the new members Randall brought up the need to provide Mentors to the new members. Chuck agreed and said he would follow up with members who said they were willing to become mentors during the PC survey.</p>	Meghan Kramer	Community Member	Casey Johnson	Community Member	Rodney Lofton	Terros Health -Provider	Chuck Peterson	Southwest Center - Provider	Carmen Terrell	Community Member	Isabel Ortega	Native Health - Provider	Cynthia Quinn	Recently Incarcerated Population	Chuck Peterson - from SWC Alternate to Primary	Rocko Cook - To Community Member	Maclovia Little Rabbit Morales	Native Health - Provider	Cynthia Trottier	Community Member	Storm Salazar	Community Member	Discussion Only. No Action
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	<p>Utilizing the epi profile, Part A service ad suppression data, and the current demographics of Planning Council members the TEAM Committee identified 4 priority target populations for membership recruitment:</p> <ul style="list-style-type: none">Black, MSM, 18-30 year oldsLatinx, MSM, 18-30 year oldsTransgenderPinal (rural) County <p>We also began the process of identifying Obstacles and Benefits that our priority populations may have to joining the Planning Council and mechanism on how to conduct outreach to enhance recruitment.</p> <p>Rocko Cook and Rodney Lofton have joined Thomas, Michael, Randall and Chuck in the PCHAT Recruitment and Retention Learning Collaborative.</p>	
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Business Item	Discussion / Motion	Action
CHPS Committee Update	The Housing workgroup will be speaking at the Planning Council Meeting tomorrow.	Discussion Only. No Action
STaR Committee Update	<p>Eric Moore gave the report. The STaR Committee have completed two more standards of care and will be presenting them for approval at the Planning Council Meeting. The Standards up for approval are Substance Abuse Outpatient Care, Outpatient Ambulatory Health Services, Non-Medical Case Management, Psychosocial Support Services and Mental Health.</p> <p>The committee has pivoted to working on the Policies and Procedures and will be reviewing them for submission to the Executive Committee.</p>	Discussion Only. No Action
Design the Assessment of the Efficiency of the Administrative Mechanism	Thomas reviewed the Assessment of the Efficiency of the Administrative Mechanism from the past and noted that we would like to expand on the information from past years. This will be brought to the Executive Committee in June.	Discussion Only. No Action
Review and Sign the Annual Program Terms Report.	The Program Terms Report will be due at the end of May. Once completed this will be sent to the Chair for approval.	Discussion Only. No Action

Business Item	Discussion / Motion	Action
Parking Lot Items	None at this time.	Discussion Only. No Action
Current Event Summaries	<p>HRSA’s Monthly HAB You Heard Webinar Tomorrow Tomorrow join the Health Resources and Services Administration’s (HRSA) HIV/AIDS Bureau (HAB) for the April HAB You Heard webinar from 2:00–3:00 PM (ET). The HAB You Heard webinar series, a monthly update from HAB, is hosted on Zoom. All attendees need to register to participate in the webinar.</p> <p>HHS Launches ‘We Can Do This: Live’ Initiative to Increase COVID-19 Vaccine Confidence As part of the Biden-Harris Administration’s “We Can Do This” public education campaign to increase confidence in the COVID-19 vaccines and encourage vaccination, the Department of Health and Human Services (HHS) is launching a new initiative today [April 22, 2021] to connect Americans with facts and information on vaccines from doctors, scientists, and health professionals through high-impact digital platforms.</p>	Discussion Only. No Action
Call to the Public	None	Discussion Only. No Action

SCHEDULE OF NEXT MEETINGS

Wednesday	May 5, 2021	12:00 p.m.	Reallocations Workgroup	VIA ZOOM
Tuesday	May 18, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
Tuesday	May 18, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
Tuesday	May 18, 2021	2:30 p.m.	STaR Committee	VIA ZOOM
Tuesday	June 1, 2021	12:00 p.m.	SPECIAL MEETING: Planning Council	VIA ZOOM
Monday	June 28, 2021	12:30 p.m.	Executive Committee	VIA ZOOM
Tuesday	June 29, 2021	2:30 p.m.	Planning Council	VIA ZOOM
Tuesday	July 27, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
Tuesday	July 27, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
Tuesday	July 27, 2021	2:30 p.m.	STaR Committee	VIA ZOOM

Adjournment

1:37 pm

Signature: 
Randall Furrow (Jul 16, 2021 12:47 PDT)

Email: randallfurrow@aol.com

Jul 16, 2021

**Phoenix EMA Ryan White Part A
Grant Year 2020 Planning Council Allocations and Expenditures Report**

April 2021

This report is provided in response to a PSRA directive to share monthly expenditures. Originally sent on April 20, 2021.

Summary:

- In process of closing out the 2020 Grant Year. It is normal to see higher than average bills in the final month for Primary Medical Care and Health Insurance Premiums.
- **Returning \$675,575 of supplemental funds. Will request ~\$399,351 as carryover** (Source: Funding Category Snapshot Chart).
- Spending Analysis as of February billing:
 - Overspent in Primary Medical Care by \$170,134
 - Underspent in all other service categories, ranging from \$2,495 underspent for psychosocial services to \$263,579 in housing)
- Reporting delays/notes: This report has about a two-month lag time due to processing time at the Administrative and Provider level. Housing was billed to the Part B Rebates for March and April and there were no Part A related housing expenses in these months. Allocation recommendations from the previous meeting have been included in this update. Expenses are still being added to Admin and QM.

Service	March	April	May	June	July	August	September	October	November	December	January	February	YTD Total	BUDGET	BUDGET - ACTUALS
Primary Medical Care	115,153	90,796	74,342	113,417	65,425	120,011	88,237	96,498	93,160	95,819	198,300	186,396	1,337,554	1,242,420	(95,134)
Medical Case Management	172,073	121,873	143,472	129,499	126,447	126,571	153,947	137,083	126,945	161,344	129,068	152,455	1,680,777	1,820,647	139,870
Early Intervention Services	38,730	28,733	40,292	40,235	36,413	26,099	38,985	27,687	43,360	42,728	35,042	45,811	455,616	480,290	24,674
Mental Health Services	6,918	5,646	8,351	7,989	5,621	5,118	5,762	8,811	6,467	7,825	9,504	10,583	88,595	96,535	7,940
Health Insurance Premiums	13,994	106,438	148,784	148,195	18,138	99,303	109,192	133,065	115,690	106,682	183,995	493,055	1,699,291	1,727,360	28,069
Medical Nutrition Services	27,424	25,014	24,268	26,876	33,939	24,792	29,111	24,716	25,722	43,180	32,366	32,573	349,981	415,566	65,585
Substance Abuse Services	1,480	1,236	1,781	1,399	1,369	1,531	1,298	2,395	1,463	1,207	1,045	1,546	17,750	20,708	2,958
Non-Medical Case Management	99,302	76,456	82,930	92,458	82,387	86,156	112,340	89,828	87,924	102,842	84,598	94,436	1,091,657	1,231,289	139,632
Medical Transportation Services	17,108	7,917	8,906	10,841	7,752	7,873	11,001	10,474	8,282	9,929	9,424	9,744	119,251	182,133	62,882
Food Bank Meals	8,965	9,020	9,405	9,020	-	-	-	36,410	39,820	53,240	53,020	58,580	277,480	281,505	4,025
Housing	-	-	38,395	66,387	68,068	70,937	61,473	74,802	59,227	60,000	39,132	55,000	593,421	857,000	263,579
Psychosocial	3,984	3,994	6,294	3,710	4,124	3,948	4,514	5,788	3,879	6,593	4,091	6,819	57,738	60,233	2,495
ADAP												500,000	500,000	500,000	-
Total Direct Services	505,131	477,123	587,220	650,026	449,683	572,339	615,860	647,557	611,939	691,389	779,585	1,646,998	8,269,111	8,915,686	646,575
<i>Admin Agent</i>	<i>36,974</i>	<i>43,140</i>	<i>72,305</i>	<i>74,154</i>	<i>39,084</i>	<i>61,883</i>	<i>63,176</i>	<i>55,696</i>	<i>67,946</i>	<i>87,477</i>	<i>80,248</i>	<i>147,883</i>	<i>829,966</i>	<i>823,619</i>	<i>(6,347)</i>
<i>Quality Management</i>	<i>15,886</i>	<i>15,744</i>	<i>20,498</i>	<i>14,432</i>	<i>12,851</i>	<i>15,269</i>	<i>15,034</i>	<i>14,923</i>	<i>23,031</i>	<i>16,446</i>	<i>15,618</i>	<i>17,323</i>	<i>197,055</i>	<i>215,000</i>	<i>17,945</i>
<i>Planning Council</i>	<i>-</i>	<i>201</i>	<i>17,039</i>	<i>26,184</i>	<i>-</i>	<i>13,068</i>	<i>12,612</i>	<i>10,382</i>	<i>7,979</i>	<i>7,603</i>	<i>5,803</i>	<i>37,380</i>	<i>138,251</i>	<i>155,652</i>	<i>17,401</i>
Total Admin Expenditures	52,860	59,086	109,842	114,770	51,935	90,220	90,821	81,001	98,956	111,526	101,669	202,586	1,165,271	1,194,271	29,000
Total Monthly Expenditure	557,991	536,209	697,062	764,796	501,618	662,559	706,681	728,558	710,895	802,915	881,254	1,849,584	9,434,382	10,109,957	675,575

Phoenix EMA Ryan White Part A
 Grant Year 2020 Planning Council Allocations and Expenditures Report
 Funding Category Snapshot

April 2021

				Year End Costs		
				<i>(Based on 12 months of billed items, as of 4/12/21.)</i>		
Funding Category	Award Amount	Expenditure Categories	Expenses (through February 2021)	#1 Projection	Total Estimated Unobligated	Allowable Carryover
Part A Carryover	300,170.00					
Part A Formula	6,133,013.00	Admin Exp	1,165,271.00	1,165,271.00		
Part A Supplemental	3,040,543.00	Direct Exp	7,725,581.00	7,725,581.00		306,650.00
Part A Total	9,473,726.00		8,890,852.00	8,890,852.00	582,874.00	306,650.00
		<i>Must Spend</i>	<i>6,126,496.00</i>			
MAI Carryover	17,070.00					
MAI	619,161.00	Direct	543,530.00	543,530.00		
MAI Total	636,231.00		543,530.00	543,530.00	92,701.00	92,701.00
Grant Total	10,109,957.00		9,434,382.00	9,434,382.00	675,575.00	399,351.00

Phoenix EMA Ryan White Part A
Grant Year 2020 Planning Council Allocations and Expenditures Report

April 2021

Final Allocations Recommendations for Grant Year 2020-2021:

GY20 Recommendations:

Since the February 2021 Planning Council meeting, there has been an increased demand for Primary Medical Care and Health Insurance Premium services. These categories billed at a higher rate than expected. The Part A Office recommends the following, which may be submitted with a prior approval request:

Increase Primary Medical Care by \$95,133.76

Decrease of \$95,133.76 split among:

- Medical Case Management by \$3,048.93
- Mental Health Services by \$4,095.43
- Health Insurance Premiums by \$21,780.56
- Medical Nutrition Services by 65,584.79
- Substance Abuse Services by 624.05

Grant Year 2020 Table of All Reallocation Recommendations

Part A Service	BUDGET	Reallocation December	Reallocation February	Reallocation Year End	Revised Budget
Primary Medical Care	1,492,420	(132,000.00)	(118,000.00)	95,133.76	1,337,553.76
Medical Case Management	1,661,696	(289,000.00)	124,000.00	(3,048.93)	1,493,647.07
Early Intervention Services	534,290	(80,000.00)	26,000.00		480,290.00
Mental Health Services	96,535			(4,095.43)	92,439.57
Health Insurance Premiums	1,527,360		200,000.00	(21,780.56)	1,705,579.44
Medical Nutrition Services	415,566			(65,584.79)	349,981.21
Substance Abuse Services	16,708	4,000.00		(624.05)	20,083.95
Non-Medical Case Management	1,007,742	(153,000.00)	118,000.00		972,742.00
Medical Transportation Services	182,133				182,133.00
Food Bank Meals	131,505	150,000.00			281,505.00
Housing	1,207,000		(350,000.00)		857,000.00
Psychosocial	6,500				6,500.00
ADAP		500,000.00			500,000.00
Total Part A Direct Services	8,279,455	-	-		8,279,455
MAI Service					
Medical Case Management	323,951				323,951.00
Non-Medical Case Management	258,547				258,547.00
Psychosocial	53,733				53,733.00
Total MAI Direct Services	636,231	-	-		636,231
Total Direct Services	8,915,686	-	-		8,915,686
Admin Agent	823,619				823,619.00
Quality Management	215,000				215,000.00
Planning Council	155,652				155,652.00
Total Monthly Expenditure	10,109,957	-	-		10,109,957

Supplemental Allocations Information:

Penalties:

Must spend at least \$5,826,362 (\$6,133,013 Formula Award * 95%) of the formula funds to ensure that there is no penalty to the EMA. If there is a penalty the program will not be eligible for supplemental funds in the following year. Funding grant year is March 2020 to February 2021.

Grant Award Funding Categories	Amount Awarded	Comment
Carryover	\$ 300,170 \$ 17,070	Formulary Funds MAI (Minority AIDS Initiative) Funds
MAI (Minority AIDS Initiative)	\$ 619,161	Up to 100% of unused funding can be requested for carryover.
Formula	\$6,133,013	Based on number of people diagnosed and living with HIV in jurisdiction. This is on the only category counted towards the penalty. The formula includes administrative, quality, planning council and direct service costs. Up to 5% of the formula funds can be requested in carryover. The key amount to spend is \$5,826,362 (95%).
Supplemental	\$3,040,543	Based on grant scores and supplemental information. Return unused funding at the end of the current grant year. **Not eligible to apply for carryover if formula funding is underspent.
Total	\$10,109,957	

**Phoenix EMA Ryan White Part A
Grant Year 2020 Planning Council Allocations and Expenditures Report**

Supplemental Allocations Information:

Part A Additional Spending and Attempts:

- **Primary Medical Care and Health Insurance Premiums and Cost sharing:** The last two months of the grant year had higher than average billings.
- **Housing:**
 - Client and Planning Council identified need: 1 of 3 top client concerns identified in the May 2020 CARES. Emergency and housing assistance needs identified as need at the November 17th Planning Council housing work group.
 - Procured a new housing and emergency financial assistance contract to support CARES work with the option that additional costs could be billed to Part A. Due to payer of last resort requirements, costs are coming in lower than anticipated. Procurement took 1.5 months longer to than originally planned.
 - Rolled out an emergency housing voucher program in February. This is on pause while policies are being revised. Intend to re-open in May.
 - Rolled out a streamlined rental assistance program in late December.
 - **Need:**
 - HOPWA presented a wait lists of 700+ people for TBRA (tenant based rental assistance) with no increased city support planned for 2020. Almost 300 of these clients are currently Ryan White eligible.
 - The CDC COVID related eviction moratorium ends on December 31, 2020.
 - **Program Summary**
 - Identified list of eligible clients that previously applied for housing assistance. Staff called clients to let them know about the program and encouraged clients to connect with their case manager to apply.
 - Case Managers helped ensure clients are eligible, help collect documents and make referral to SAAF for payment assistance.
 - Case Managers may also refer clients for food voucher services.
 - Once approved SAAF to make payments on client's behalf.
 - Up to 5 months of back pay may be approved. More months will require a special request.
 - **Eligible clients:**
 - Are currently Ryan White eligible.
 - Must submit a 1-page application plus policy notice signatures.
 - Copy of lease, W-9, notice of payment due and ROI for landlord are required.
 - **Next Steps:**
 - Currently have up to \$300,000 that can be spent on this service category in this grant year. Working on an amendment which would increase available funding.
- **Foodbank:**
 - Client identified need: 1 of 3 top client concerns identified in the May 2020 CARES survey.
 - Increased voucher amounts from \$50 to \$100 a month. Increased enrollment from 300 clients earlier in the pandemic, to almost 500 clients a month.
 - Planning Council request for additional funds for single parent families. Estimated approximately 15-20 single parent families that would benefit from this increase.
- **Emergency Financial Assistance**

**Phoenix EMA Ryan White Part A
Grant Year 2020 Planning Council Allocations and Expenditures Report**

- Client identified need: 1 of 3 top client concerns identified in the May 2020 CARES survey.
- Established new contract with CARES funding. May become a Part A need, though currently has low expenditures due to payer of last resort requirements and previously existing CARES funding in the community.
- In December 2020, developed and implemented a streamlined emergency financial assistance to identify and refer clients for utility assistance.
- **Dental Services:**
 - Planning Council recommended increase.
 - Reduced the limit to \$1,500 at the beginning of the grant year. Have been allowing and encouraging dental exception requests (up to \$5,000) throughout the grant year. Increased limit to \$5,000 in November 2020.
 - Currently, \$118,500 of services have been provided above the \$1,500 cap. At least \$53,500 was provided for services between March and October. Additional \$65,000 has been billed in November and December.
- **Medical Case Management and Non-Medical Case Management:**
 - Planning Council recommended increase.
 - Funded 3 additional case management positions this year.
- **ADAP:**
 - Planning Council recommended increase.
 - Completed an IGA with ADHS to pay for ~\$500,000 in ADAP medications.







2021.4.26 Executive Committee

Final Audit Report

2021-07-16

Created:	2021-07-16
By:	Michael Koran (michael@collaborativeresearch.us)
Status:	Signed
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"2021.4.26 Executive Committee" History

-  Document created by Michael Koran (michael@collaborativeresearch.us)
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-  Document emailed to Randall Furrow (randallfurrow@aol.com) for signature
2021-07-16 - 7:28:00 PM GMT
-  Email sent to mary.garay@maricopa.gov bounced and could not be delivered
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-  Email viewed by Randall Furrow (randallfurrow@aol.com)
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-  Document e-signed by Randall Furrow (randallfurrow@aol.com)
Signature Date: 2021-07-16 - 7:47:44 PM GMT - Time Source: server- IP address: 70.185.60.163
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