

HIV Health Services Planning Council  
**EXECUTIVE COMMITTEE**  
 Meeting Notes – April 10<sup>th</sup>, 2008

Members Present: Dave Casey, Peter Feeley, Gary Parent  
 Members Absent: Craig Spatola  
 Members Absent, Notified Staff: Michael Ungeheuer  
 Members Excused: Bill Puryear  
 Staff & Advisory: Jon Benorden, Sara Fung, Adrienne Rogers

AGENDA ITEM	DOCUMENT	DISCUSSION	ACTION/TASK
1. Introductions/ Announcements/ Public Comment			
2. Adopt Agenda	Agenda		M/S (Gary P. / Dave) to approve agenda; approved.
3. Approve Minutes	Minutes 03.13.08		M/S (Dave / Gary P.) to approve minutes; approved.
4. Comprehensive Plan Update: Strengths and Weaknesses / Goals and Objectives	Overall Proposed Revisions to Comprehensive Plan Work Plan for 2009-20011	<p>Lili Joy discussed her work with Comprehensive Plan Update. She focused on the Goals and Objectives. The System-Wide Goals and Objectives that will be worked on are:</p> <ol style="list-style-type: none"> <li>1. Improve Planning, Program Administration, Data Collection, and Information Sharing Procedures within the Ryan White Continuum of Care</li> <li>2. Improve Service Outreach, Service Capacity and Increase Access to the Ryan White Continuum of Care for Emerging Populations with Unmet Need</li> <li>3. Improve Coordination of Client Services within the Ryan White Continuum of Care</li> <li>4. Improve Evaluation of Clinical Quality of Care and Cost Effectiveness of Services within the Ryan White Continuum of Care</li> <li>5. Improve Integration of the Ryan White Continuum of Care with Broader Community Services for PLWHA across the TGA</li> <li>6. Improve Service Delivery System for each service category prioritized by the Ryan White Care Program to better meet the needs of PLWHA</li> </ol> <p>Lili asked that the Exec Committee look through strengths and weaknesses and make any suggestions to Lili.</p>	Lili will move forward with the work she has been doing with the Goals and Objectives. She will then have a final rough draft to give to the Exec Committee in two weeks, which will give the Exec Committee two weeks to look it over. This will be an action item at the next Exec Committee meeting.
5. FA Report		<p>Due to some discrepancies in the database and claims figures regarding the carryover amount for FY07, the Fiscal Agent did not present a monthly report or year end report for review at the meeting. All Quality Management, Administration, and Planning Council funds have been spent, but some invoices from the rural counties have yet to be received. It appears that Sacramento County overspent by more than \$6,000, but it is anticipated that El Dorado and Placer Counties may have underspent. The TGA did submit a waiver request for carryover to HRSA at the end of last year; once the carryover amount has been finalized, HRSA can determine whether or not the TGA will be able to use this funding in FY08. Adrienne also anticipates finding out about the Part B award by the end of April.</p>	

6. Committee Reports	Service Standards (Medical Case Management, Dental, Eligibility & Fees, and Child Care Services)	<p><u>Administrative Assessment Committee:</u> 4<sup>th</sup> Quarter Monitoring Site Visit with the FA has been rescheduled from April 11<sup>th</sup> to May 9<sup>th</sup>.</p> <p><u>Affected Communities Committee:</u> No report.</p> <p><u>Governance Committee:</u> No report.</p> <p><u>Needs Assessment Committee:</u> No report.</p> <p><u>Priorities and Allocations Committee:</u> Final allocations were made. Gave a priority # to PCRS (#13). There was an error in a formula for the rural counties %. It will be corrected and addressed at the next PAC meeting.</p> <p><u>Quality Advisory Committee:</u> Committee and Service Providers are reviewed the Service Standards for Medical Case Management, Dental, Eligibility &amp; Fees, and Child Care Services. FA needs to review them, especially the Medical Case Management. QAC needs to have a standard line in each Standard that is in reference to Quality Management and regarding Parent/Legal Guardian for clients under 18. Client Satisfaction Survey Postcards were distributed to the providers.</p>	QAC needs to have a standard line in each Standard that is in reference to Quality Management and regarding Parent/Legal Guardian for clients under 18
7. Setting Planning Council 04.23.08 Meeting Agenda	Proposed 04.23.08 Meeting Agenda	The agenda was discussed. HRSA will have two representatives there as observers. It was decided not to talk about the Member Removal Policy or the vacant Co-Chair position at the upcoming meeting. Both will be discussed at the next two meetings. CARES will be doing a presentation on the EMR system as part of our ongoing member training.	
8. Adjourn			Next meeting: May 8 <sup>th</sup> , 2008.