



New Member Orientation

Phoenix EMA

Ryan White Planning Council

www.maricopa.gov/rwpc

Introductions

Please tell us:

- **Your name**
- **Why you desired to become a Council member**
- **One other thing you'd like to share**

Objectives

- **Describe the roles and responsibilities of Part A Planning Councils**
- **Provide an overview of the Phoenix EMA Planning Council**
- **Detail the expectations of our Planning Council members**

Phoenix EMA
RYAN WHITE
PLANNING COUNCIL



Roles and Responsibilities

of Ryan White Part A
Planning Councils

About Planning Councils

- **Ryan White legislation was the first federal Act to require community participation**
- **Each area had specific needs the local community needed to identify and address**
- **Consumer input was important**
- **Good stewardship of funds**

Planning Council Responsibilities

- **Planning Council operations**
- **Needs assessment**
- **Comprehensive planning**
- **Priority setting**
- **Resource allocation**
- **Service coordination**
- **Assessment of Administrative Mechanism**
- **Evaluation of the effectiveness of strategies**
- **Quality Management (shared with AA)**

Planning Council Operations

Each Council must have:

- **Bylaws, policies and procedures**
- **Written grievance process**
- **Conflict of interest policies**
- **Open nominations**
- **Orientation, training and member development plan**
- **Planning Council support staff**

Needs Assessment

- **The collection and analysis of information about the needs of PLWHA**
- **Epidemiological data:** Number and characteristics of HIV community, local HIV trends
- **Unmet need estimate:** Number, barriers and needs of people who know their HIV status but not in medical care
- **PLWHA info:** Surveys of needs, barriers, gaps, and services used
- **Provider inventory and profile:** Who provides care, and how are they funded?

Comprehensive Planning

- **Required by HRSA every three years**
- **Based on community-identified needs**
- **Provides “roadmap” of the HIV service system**
- **Describes Council goals and strategies to realize our vision of care system**
- **Details timelines to complete tasks and which committee is responsible to do so**

Priority Setting

- Deciding which services are most needed by PLWHA in the area
- Based on needs assessment, utilization data, 3rd party sources, anecdotal input
- May include directives to guide service delivery
- HRSA has established Core and Supportive services, and what services can be funded
- Highest priority services may not receive the most funding

Resource Allocation

- **Deciding how much money to allocate to each service category (not to providers!)**
- **Other funding sources must be considered**
- **Council will develop funding based on anticipated client counts and cost per client**
- **Increase and decrease funding scenarios are determined**
- **Over the grant year (Mar. – Feb.) the Council can reallocate funds**

Service Coordination

- **Collaborating with other Ryan White programs, and other HIV service providers**
- **Streamline processes among multiple programs to improve client care**
- **Goal is to maximize funding by limiting service duplication, barriers for clients to access care**

Assessment of the Administrative Mechanism

Evaluates:

- **Is there a fair and open procurement process?**
- **How quickly are contractors determined?**
- **How long does it take to process billing?**
- **Are Council directives and guidelines implemented?**
- **NOT a performance evaluation of AA staff members!**

Evaluation of the Effectiveness of Care Strategies

Key questions:

- **Have we achieved desired health outcomes (are clients in better health)?**
- **Are supportive services assisting people to get in care, and remain in care?**
- **How well are Ryan White-funded services meeting our client's needs?**
- **Information is evaluated by service category - providers are not evaluated**

Quality Management

- QM is the generally the responsibility of the Administrative Agency – but...
- Planning Council develops standards of care, and revised desired health outcomes based on QM reports
- Reports are by service category, not provider-specific



About Our Council

Phoenix EMA
Ryan White Planning Council

Mission Statement

The Phoenix EMA Ryan White Planning Council is a working consortium of affected and infected community members, service providers and health officials whose mission is to provide a client-centered, culturally competent continuum of care, meeting the needs of those living with HIV/AIDS.

Planning Council Structure

- **HRSA has specific membership categories that must be maintained**
- **Planning Council recommends members for the Board of Supervisors to appoint**
- **Membership must be reflective of the local HIV community (ethnicity/gender)**
- **At least 33% of the membership must be PLWHA receiving Part A-funded services**
- **All members have equal voting status**

Executive Committee

- **John Saperro**, Chair
- **Randall Furrow**, Vice Chair
- **Jennifer Bullock**, Positive Community Representative
- **Abdul Hassan**, Positive Community Representative
- **Ken Bethel**, Community Representative
- **Cynthia Trottier**, Community Representative
- **All of the Sub-Committee Chairs**

Planning Council Committees

- **Executive**
Oversees the administration of the Council
- **Allocations**
Determines service priorities and allocates/reallocates funding based on need
- **CHPS (Community Health Planning & Strategies)**
Oversees needs assessment, guides service delivery and develops Comprehensive Plan
- **TEAM (Training, Education And Membership)**
Presents educational events for PLWHA

Planning Council Committees

- **Rules**
Develops the guidelines for how the Council functions, presides over grievances/issues
- **Standards**
Develops standards of care for Part A service categories and monitors health outcomes and service quality

Link Between Committees and the Full Council

- **Committees take action on items under their purview**
- **Decision is forwarded to Executive Committee for review and approval**
- **If approved, forwarded to full Council for final action**
- **If not, sent back to committee for revision**
- **Some items may be acted on by multiple committees**
- **If needed, the full Council can address any issue without going to committee first**

Yearly Committee Tasks

- **Develop and implement work plan/timeline**
- **Monitor progress**
- **Report to Planning Council each month**
- **Determine training needs and implement**
- **Identify resource needs (consultants, etc.)**
- **Yearly review policies and procedures**
- **Recruit community members to take part**



What Every Member Should Know

Phoenix EMA
Ryan White Planning Council

Planning Council Meetings

- **Monthly meeting of the full Council:**
2nd Thursday of each month
5:00 pm to 6:30 pm
Area Agency on Aging/Care Directions
1366 East Thomas Road, Phoenix
- **Majority of members establishes quorum**
- **Decisions made by majority vote**
- **Meetings are held in accordance with
Arizona Open Meeting Law**

Attendance Requirements

- **Four-hour time commitment each month**
- **Must attend full Council meeting each month (about two hours)**
- **Required to join one sub-committee and attend all meetings (two hours)**
- **You can have 3 excused absences each rolling 12 months**
- **Cannot have more than three (3) unexcused absences each 12 rolling months**
- **To be excused, call or email before meeting**
- **Separate accounting for committee and full Council meetings**

Council Member Responsibilities

- **Attend PC and committee meetings**
- **Review materials in advance of meetings**
- **Speak up! Offer opinions and ask questions**
- **Participate in training opportunities**
- **Attend other PC events (retreat, recognition dinner, etc.)**
- **Build relationships with other members**
- **Remember you represent our community and act in their best interests – not your own**
- **Welcome members of the public to meetings**

You are a link between the Council and the Community

- **Remember you are an appointed public official – maintain good conduct in (and out) of Council activities**
- **Share information about PC events**
- **Invite others to Council meetings, especially PLWHA**
- **Help recruit new members**
- **Encourage PLWHA to enter and stay in care**

Please Do Not...

- **Speak to the media as a representative of the Council (speak on your own behalf)**
- **Disrespect other Council members during meetings (dialog vs. debate)**
- **Disclose the HIV status of yourself or others – even if they do so publicly – you are on tape!**
- **Disclose personal information of others (email addresses, phone numbers, etc.)**
- **Get involved in client/provider issues – you have no authority to act on behalf of a client**

Conflict of Interest

Defined by the Council as:

“An actual or perceived interest by a Council member in an action that results, or has the appearance of resulting in personal, professional or organizational gain.”

Conflict of Interest

As defined by Maricopa County:

“A Council member shall be deemed to have a conflict of interest if the member, and/or the member’s relative, spouse, partner, parent or child is a director, trustee, member, or salaried paid employee of, or has a financial interest in any public or private organization or entity seeking funding or providing services funded under Part A of the Ryan White Treatment Modernization Act as amended.”

Conflict of Interest

A relative is defined as:

“...the spouse, child, child’s child, parent, grandparent, brother or sister of the whole or half blood and their spouses, and the parent, brother, sister or child of a spouse of a Council member. Unmarried domestic partners of Council members are regarded in the same manner as a spouse.”

Conflict of Interest

You will have a conflict of interest if you:

- **Work for a Ryan White-funded provider**
- **Volunteer for 30+ hours for a Ryan White-funded provider**
- **Serve as a board member or other officer for an agency that receives Ryan White funds**
- **Are related to an individual who meets any of these criteria, or those that are defined by Maricopa County**

If You Have a Conflict of Interest

- **Complete and sign a disclosure form (all Council members do this twice each year)**
- **Update the form if affiliations change**
- **Declare your COI before talking in Council meetings**
- **Abstain on voting when your conflict of interest creates a challenge (for service category specific action items)**



Questions?