

# Executive Committee



**Randall Furrow, Planning Council Chair**

Thursday, September 6, 2012

5:00 pm to 6:30 pm

Public Health

4041 North Central Avenue, Phoenix

14<sup>th</sup> Floor, Training Room

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## Meeting Minutes

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### Attendance

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

LOA Juan Carlos Perez AT Keith Thompson EX Mary Rose Wilcox

AT MiAsia Pasha AT Randall Furrow AT Robert Solis

### Administrative Agent Staff

Rose Conner

### Guests

Edward Tisdale

**Support Staff:** John Sapero

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### Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Extension Act of 2009 and the Maricopa County Department of Public Health. All of the documents distributed during this meeting may be requested from Planning Council Support.

## **MEETING MINUTES *continued***

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### **Determination of quorum**

Randall Furrow determined that quorum was not established, with three of eight members present at 5:13 pm. Quorum was later established with four of six members present at 5:30 pm.

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### **Review of the minutes and action items from the prior committee meeting**

The committee silently reviewed the summary minutes from the June 7, 2012 meeting. No revisions were voiced.

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### **Council Chair Update**

Randall Furrow thanked the committee members for taking part in the 2013 Priority Setting and Resource Allocations sessions in August. Randall related he was pleased at how the Council managed difficult funding decisions.

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### **Administrative Agent update**

Rose Conner discussed:

- The EMA's main Primary Care Provider had a lower billing this month due to some AHCCCS rebates and adjustments returned to RWPA. The Primary Care providers continue to project higher than budgeted numbers of visits for the remaining grant year. Projections by the providers continue to reflect a need of an additional estimated \$650,000 for Primary Medical Services by the end of the grant year. The EMA is awaiting approval of 2011 carryover funds, which would cover a portion of this expected increased need for PMC funding.
- RWPB is continuing to enroll clients into PCIP as quickly as possible, but the turnaround time for transitioning from RWPA to PCIP has increased significantly due to delays in processing at the federal level. RWPA, RWPB and RWPC are meeting bi-weekly to analyze the impact of PCIP enrollment numbers and whether additional reallocations to PMC may be required.
- The Delta Dental enrollment is currently at 1480. There are currently 30 individuals pending enrollment. The AA has instructed the program not to enroll new clients in September. Clients are being referred to the Direct Dental Program at ASDOH, but some clients are choosing to wait until there is capacity in the Delta Dental Program to allow for new enrollments. The program must stay within the budgeted funding for this year, and a review will be done in October to determine if the program can begin enrolling clients that remain on the pending list.

## **MEETING MINUTES *continued***

- The AA is contacting providers that demonstrate expenditures over their budgeted amounts to inform the providers that it is unlikely that there will be any additional funds available at the end of the year to cover expenditures above the current budgeted amount for services.
- The AA is not recommending any reallocations this month. Recommendations will be made for reallocations at the October Planning Council.
- The last RWPA Food Box Services will be provided the last week of Sept. All remaining funds in the Food Box Service Category will be reallocated to Primary Medical Care Services.

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### **Appointment of Committee Chairs/Vice Chairs**

Randall Furrow discussed that Juan Carlos Perez was having personal issues that he needed to address, and wished to step down as Chair of Allocations. Juan Carlos wished to continue to take part in the committee activities as Vice Chair. Randall discussed he would like to be appointed to the role of interim Chair of Allocations. Additionally, since Ron Hill had resigned, Randall requested that the Executive Committee support the appointment of David Aguirre as Chair of the Training, Education And Membership Committee.

**MOTION:** MiAsia Pasha moved to appoint Randall Furrow as interim Chair of Allocations, and Juan Carlos Perez as Vice Chair. Robert Solis seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

**MOTION:** MiAsia Pasha moved to appoint David Aguirre as Chair of the Training, Education And Membership Committee. Robert Solis seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **GY 2012 Assessment of the Administrative Mechanism**

John Saperro reviewed the results of the Assessment document.

**MOTION:** MiAsia Pasha moved to recommend the approval of the document to the full Planning Council. Robert Solis seconded.

**MEETING MINUTES *continued***

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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**Review of Committee Policies & Procedures**

John Sapero provided an overview of the current document, and related that it was compiled from the Council’s Bylaws, HRSA documents, and other resources. The committee reviewed the document and reached a consensus to forward a request to the Rules Committee to develop a revised template for all committees to utilize.

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**Committee Reports**

**Allocations:** No report was provided.

**Community Health Planning & Strategies:** John Sapero discussed the committee will continue to review Oral Health Services, and develop workgroups for Affordable Care Act transition planning.

**Training, Education And Membership:** Randall Furrow related that the committee will partner with Southwest Center for HIV to present a consumer education forum for people living with HIV aged 45 and older.

**Rules:** Keith Thompson discussed that the committee approved Bylaws changes. These will need to go before the full Council for approval.

**Standards:** Randall Furrow discussed that the committee is working on standards of care for Early Intervention Services.

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**Determination of agenda items for the next Planning Council meeting**

**Planning Council Agenda Items (in addition to the recurring agenda items)**

Part B presentation

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Membership approvals

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Approval of the Assessment of the Administrative Mechanism

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Approval of reimbursement policies revisions

**MEETING MINUTES *continued***

PSRA review

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**Action Items to be completed by the next meeting:**

Task	Assigned To

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**Current events summaries**

MiAsia Pasha discussed a community event on September 8<sup>th</sup>.

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**Call to the public**

No comments were voiced.

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**Adjourn**

The meeting adjourned at approximately 6:00 pm.