

# Standards Committee



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## Eric Moore, Chair

Tuesday, November 13, 2012  
9:00 am to 11:00 am  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
Ground Floor, Conference Room

4041 N Central Ave, 14<sup>th</sup> Floor  
Phoenix, AZ 85012-3329  
(602) 506-6321 phone  
(602) 372-8499 fax  
PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

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

AT Debby Elliott                      AT Deborah                      AT Eric Moore                      AT Rebecca Barnett  
*alt: Philip Seeger*                      Frusciano  
*alt: Kimberley Bickes*

AT Randall Furrow

## Guests

Nicole Leiter

## Administrative Agent Staff

Edd Welsh                                      Carmen Batista

**Support Staff:** John Sapero

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

Eric Moore called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Quorum was established with three of five members in attendance at approximately 9:07 am.

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## Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the August 14, 2012 meeting. Deborah Frusciano corrected the summary of her statements regarding the availability of car seats from taxi companies that serve AHCCCS clients.

### **Administrative Agent update**

Carmen Batista discussed:

- The Part A Program had moved to new offices at 301 West Jefferson Street, 3<sup>rd</sup> Floor, Phoenix, AZ, 85003

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### **Committee Chair update**

Eric Moore discussed that HRSA had mandated specific quality indicators for Part C grantees. He suggested that the committee align the Part A standards with these mandated standards for consistency between Ryan White Programs.

Additionally, Eric discussed that the committee should consider implementing revised/new standards of care at the beginning of each grant year, as possible. Currently, the standards were implemented as soon as they were approved by the full Planning Council.

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### **Revisions to Standards of Care**

#### ***Early Intervention Services***

The committee finalized the current draft of the standards for this service category.

**MOTION:** Randall Furrow moved to forward the draft EIS standards of care to the full Planning Council for final approval. Rebecca Barnett seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **Review of Committee Policies and Procedures**

The committee reviewed this document. John Sapero discussed that many sections of the document were copied from the HRSA Part A Manual, as well as the Council's Bylaws.

The committee reached a consensus to forward a request to the Rules Committee to develop a document template for all committees to follow when reviewing/revising Policies and Procedures documents in GY 2013.

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### **Discussion of agenda items for the next meeting**

In addition to the recurring agenda items, the committee determined the following:

#### **Agenda Items**

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Review committee timeline

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MEETING MINUTES *continued*

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

Task	Assigned To

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**Current events summaries**

Debby Elliott discussed that effective November 1, 2012 bus passes are restricted to clients with incomes of 100% FPL or below. These clients will receive 10 one-day passes.

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**Call to the public**

No comments were voiced.

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**Adjourn**

The meeting adjourned at approximately 10:19 am.