

Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA

Meeting Minutes

Thursday, January 12, 2017

2:00-4:00p.m.

Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA 19107

Present: Tre Alexander, Juan Baez, Katelyn Baron, Henry Bennett, Bikim Brown, Michael Cappuccilli, Keith Carter, Mark Coleman, Lupe Diaz, Alan Edelstein, Tessa Fox, David Gana, Pamela Gorman, Peter Houle, Gerry Keys, Nicole Miller, Ann Ricksecker, Joseph Roderick, Samuel Romero, Steve Saunders, Adam Thompson, Lorrita Wellington

Excused: Kevin Burns, Karen Coleman, Cheryl Dennis, Sharee Heaven, Andrena Ingram, Christine Quimby

Absent: Ralph Bradley, Edward Campbell, Christina Hoegel, Sayuri Lio, Abraham Mejia, Carlos Sanchez, Nurit Shein, Kyle Tucker, Leroy Way, Melvin White, Deanne Wingate

Guests: James Breinig, Chris Chu, Ricardo Colon, Angella Yap

Staff: Mari Ross-Russell, Nicole Johns, Antonio Boone, Jennifer Hayes

Call to Order: K. Baron called the meeting to order at 2:05p.m.

Welcome/Introductions/Moment of Silence: T. Alexander welcomed RWPC members and guests. Those present then introduced themselves and participated in an icebreaker activity.

Approval of Agenda: K. Baron presented the agenda for approval. **Motion: L. Diaz moved, A. Edelstein seconded to approve the agenda. Motion passed: All in favor.**

Recap of Previous Meeting: K. Baron reported that at their last meeting the Planning Council heard a presentation about Health Insurance Premium/Cost-Sharing Assistance from Akash Desai of AACO. They also heard standard subcommittee reports.

Approval of Minutes (December 8, 2016): K. Baron presented the minutes for approval. T. Alexander noted that he was mistakenly marked absent. **Motion: B. Brown moved, S. Romero seconded to approve the December 8, 2016 minutes with the correction. Motion passed: All in favor.**

Report of Co-Chair: None.

Report of Staff: None.

Public Comment: None.

Discussion Items:

- **Membership Appointment Requirements**

M. Ross-Russell reported that she'd spoken about changes to membership appointment requirements at the Nominations Committee meeting earlier today. She noted that there had been a HRSA site visit in August. At the site visit, consultants had pointed out that the mayor did not currently appoint members to the Planning Council. She explained that the region had previously been appointing members to the

Planning Council through the mayor's designee. She said that the designee was no longer included in the legislative language. Therefore, the mayor was now required to appoint members to the planning body.

M. Ross-Russell explained that all appointees were required to have a certificate of tax compliance from the city. She said the certificate was required for executive boards. She noted that this system was first instituted under Mayor Nutter. She stated that every member of the Planning Council would need to go to phila.gov/revenue and fill out the electronic form. She said D. Law was distributing a sheet with instructions for completing the process. She explained that people who lived in NJ would also fill out the form and get a certificate. She stated that people who rented were not liable for their landlord's tax compliance status.

M. Ross-Russell noted that there were 5 steps to the process of getting the tax clearance. She said that the process only needed to be done once. She stated that the certificate was required for Planning Council appointment and was not optional. A. Edelstein asked if their failing the certification process would disqualify people from Planning Council membership. M. Ross-Russell stated that anyone who did not get the clearance could not be appointed to the Planning Council.

K. Baron asked what the clearance was based on: for instance, name or address. She asked if renters would get the clearance if their landlords were non-compliant. M. Ross-Russell replied that renters would not be held liable for landlords' tax compliance. A. Edelstein asked if the process could be carried out for people who lived in NJ. M. Ross-Russell responded that it worked for NJ addresses as well. A. Thompson noted that the system didn't recognize his address. M. Cappuccilli suggested ensuring he didn't put his city and state in the address field, and putting in his zip code in the designated space. He said he had that problem when he was filling out the form as well.

S. Saunders asked if the certificate of compliance came up immediately after filling out the form. M. Ross-Russell stated that it did. However, she reiterated that the certificate expired in a month. She said that she'd been told the certificate only needed to be filled out once. K. Carter asked if the process needed to be completed yearly. M. Ross-Russell replied that it did not, and it was a one-time requirement. She said that she was going to check if people needed to repeat the process if they were reapplying for membership. K. Carter asked if the process needed to be redone if people moved. M. Ross-Russell replied that it did not. A. Ricksecker said she was interested in seeing how the system handled alternative housing arrangements. M. Ross-Russell stated that people whose property taxes were not in their name should be fine. She noted that water taxes were also checked. However, she stated that the city would check it themselves, as this could not be done online.

K. Baron asked who to send the forms to. M. Ross-Russell responded that the certificates should be sent to an OHP staff member. She stated that the office computer could be used to print the forms. She said it would be available after the meeting.

A. Ricksecker asked what happened if members got rejected during the tax clearance process. She pointed out that it may present confidentiality issues if members suddenly stopped attending meetings because they were not approved. M. Ross-Russell said that members who were not in compliance could not be appointed to the Planning Council. A. Edelstein noted that the deadline for payment of property taxes was February 28th.

M. Ross-Russell pointed out that the Planning Council and HPG were being integrated, with a goal date of March 1st. A. Edelstein asked if members would get appointment letters from Mayor Kenney. M. Ross-Russell replied that they would. T. Alexander asked if the Planning Council could still conduct business before the new appointment process was completed. M. Ross-Russell replied that the Planning Council business could proceed as usual until the process was completed.

T. Alexander asked for more information about the water tax requirements. M. Ross-Russell stated that the mayor's office would confirm that water taxes had been paid when they received the tax certificates. She noted that hard copies of the tax certification forms were available.

L. Diaz asked how individuals who were homeless would fill out the form. M. Ross-Russell said that people who were homeless would fill in an address of a shelter they were staying at or some other alternative address. L. Diaz noted that people who were undocumented may not have social security numbers. She asked if people who didn't have social security numbers had a way to fill out the form. M. Ross-Russell replied that she did not think so.

M. Ross-Russell reiterated that the tax certification process was required by the mayor's office. She said that the appointment by the mayor was required by HRSA. She noted that the tax certification process may present a barrier to participation for community members. A. Thompson stated that other regions had their own procedures for appointment through the mayor's office.

S. Romero noted that the group needed to follow up with members who weren't at the meeting today so they could score applications. He added that recruitment efforts may need to be increased. J. Baez noted that his organization helped with consumer protection and tax preparation. He said that his organization could help Planning Council members to work through any issues with tax compliance.

- **Consumer Survey Update**

N. Johns noted that 2315 surveys had been sent out. She stated that 505 English surveys were mailed, 1500 English surveys were handed out, 130 Spanish surveys were mailed, and 180 Spanish surveys were handed out. She stated that 3 providers in NJ and PA had helped distribute the survey, and 10 had helped in Philadelphia. She asked anyone who was interested in helping to distribute the survey should speak with her. She stated that 10 organizations had helped to get out the online survey. She noted that 125 surveys had been received by the office. She thanked all providers who had helped to distribute the survey. She said that different organizations had distributed the survey in different ways, including by mail, in waiting rooms, etc. She said that all surveys came with self-addressed stamped envelopes so consumers could mail them in themselves.

N. Johns stated that she hoped to receive more online surveys throughout January and February. She said she'd be distributing cards with information about the online survey on them. She stated that flyers were available with different images depicting different target groups. She asked the group to distribute the link through social media and email. She said that the OHP had posted links on their Facebook and Twitter accounts. She added that she'd send social media kits to anyone who wished to use them. She noted that some online surveys had come from people who had received paper surveys and chose to complete the survey online instead.

P. Houle asked if the OHP had contacted Philadelphia Gay News (PGN) to run an ad for the survey. N. Johns replied that she'd reach out to PGN. She asked the group to speak with her if they had any ideas or needed any assistance in getting the word out online. K. Carter asked if the surveys were available at the William Way Center. N. Johns stated that surveys had not been distributed to the William Way Center. She said she could give K. Carter surveys to leave at the William Way Center if he'd like. She stated that she'd provide surveys to anyone who wanted to distribute them, but she'd like to know where they'd be placed.

K. Carter asked if surveys were being distributed to the Latinx community. N. Johns stated that 310 Spanish surveys had been sent out. She noted that 10-20 completed Spanish surveys had been received by the office. She stated that there were at least 100 total completed surveys waiting at the post office. P.

Gorman asked if she could get some Spanish surveys, and N. Johns replied that she'd give her some. N. Johns thanked L. Diaz, S. Romero, and J. Baez for helping look over and edit the Spanish survey.

Integrated Executive Committee

No report.

Finance Committee – A. Edelstein, Co-Chair

No report.

Needs Assessment – G. Keys, Co-Chair

G. Keys noted that Needs Assessment had met together with the Comprehensive Planning Committee for their last meeting.

Comprehensive Planning Committee – A. Thompson, Co-Chair

A. Thompson stated that the Comprehensive Planning Committee had discussed health insurance premium/cost-sharing assistance at their last meeting. He said the group had determined that there would be insufficient funds to support a health insurance premium/cost-sharing assistance plan given the allocation of \$160,000. He noted that the group was exploring alternatives. He stated that many states supported health insurance premium/cost-sharing assistance programs at a state level. He noted that they were tentatively planning to engage the state/ADAP program about state funding for the program in the future.

M. Ross-Russell stated that the Finance Committee would need to discuss future funding for health insurance premium/cost-sharing assistance. She noted that B. Morgan was attending a state HPG meeting currently. She stated that the membership terms of most HPG members had expired. She said that applications were being accepted for the newly-proposed group. A. Thompson stated that there may be inequities in health outcomes in PA compared to NJ, given their health insurance premium/cost-sharing assistance program.

T. Alexander stated that B. Morgan would give a report on the current state HPG meeting in the future.

Positive Committee – K. Carter, Co-Chair

K. Carter stated that the Parkway Health and Wellness Center had attended the Positive Committee meeting to speak about creative arts therapies program. He noted that the Positive Committee met the second Monday of every month from 12-2pm. He asked that anyone who wanted to attend to RSVP to A. Boone in advance.

Nominations Committee – M. Cappuccilli, Co-Chair

M. Cappuccilli stated that the Nominations Committee had met before today's RWPC meeting. He said that they'd heard about the new membership appointment requirements from M. Ross-Russell. He noted that the group had reviewed applications for the RWPC from HPG members, but they had not been able to reach quorum to approve the applications. He encouraged RWPC members to join the Nominations Committee. He said that 6 HPG members had applied and 1 non-HPG member had applied. He added that the group would look to ways to making the tax certification process easier for new members by revising the application and conducting recruitment. He said consumers were needed from Philadelphia and PA, as well as African-American males. He asked everyone to help distribute applications.

Old Business: None.

New Business: None.

Announcements:

T. Alexander asked the RWPC to hand in their certificates for membership appointment completed by January 31st. He stated that all Planning Council members were required to sit on at least one subcommittee. D. Law noted that members could serve on more than one subcommittee as well.

M. Ross-Russell stated that Kathleen Brady would present her annual Epidemiological Report in February. She said that AACO's Client Services Unit (CSU) would present in March. She noted that, in April, Jose Bauermeister would be presenting on digital technologies for outreach. She added that there would be a treatment update in May.

D. Gana stated that the LGBT Elder Initiative (LGBTEI) would be coming to the Positive Committee in March. He said they would speak about preparing wills. He said the talk was a precursor to the LGBTEI's annual legal clinic. He stated that the meeting would help instruct attendees about the documents they'd need for estate preparation.

Adjournment: Motion: K. Carter moved, L. Diaz seconded to adjourn the meeting at 3:12p.m. Motion passed: All in favor.

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- December 8, 2016 Meeting Minutes
- Tax Compliance Process Instructions
- OHP Calendar

MEETING AGENDA

Thursday, January 12, 2017

2:00 p.m. – 4:00 p.m.

Call to Order

Welcome/Introductions

Approval of Agenda

Recap of Previous Meeting

- The Planning Council heard a presentation about Health Insurance Premium/Cost-Sharing Assistance from Akash Desai of AACO. They also heard standard subcommittee reports.

Approval of Minutes (*December 8, 2016*)

Report of Co-Chairs

Report of Staff

Public Comment

Discussion Items

- Membership Appointment Requirements
- Consumer Survey Update

Report of Committees:

- Integrated Executive Committee
- Finance Committee—Alan Edelstein, Co-Chair
- Needs Assessment Committee— Gerry Keys, Co-Chair
- Comprehensive Planning Committee—Adam Thompson, Co-Chair
- Positive Committee—Keith Carter, Co-Chair
- Nominations Committee—Michael Cappuccilli and Kevin Burns, Co-Chairs

Old Business

New Business

Announcements

Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next Ryan White Planning Council (RWPC) meeting is scheduled for
Thursday, February 9, 2017 from 2:00 – 4:00 p.m. at the
Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107
(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA
Meeting Minutes
Thursday, December 8, 2016
2:00-4:00p.m.

Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA 19107

Present: Juan Baez, Katelyn Baron, Henry Bennett, Bikim Brown, Michael Cappuccilli, Mark Coleman, Lupe Diaz, Alan Edelstein, Tessa Fox, David Gana, Gerry Keys, Joseph Roderick, Samuel Romero, Steven Saunders, Nurit Shein, Leroy Way, Melvin White

Excused: Tre Alexander, Karen Coleman, Pamela Gorman, Sharee Heaven, Peter Houle, Andrena Ingram, Sayuri Lio, Nicole Miller, Christine Quimby, Ann Ricksecker, Adam Thompson, Lorrita Wellington

Absent: Ralph Bradley, Kevin Burns, Edward Campbell, Keith Carter, Cheryl Dennis, Christina Hoegel, Abraham Mejia, Carlos Sanchez, Kyle Tucker, Deanne Wingate

Guests: James Breinig, Akash Desai (AACO), Evelyn Torres (AACO), Ricardo Colon (AACO), Chris Chu (AACO), Robert Woodhouse, Gus Grannan (HPG)

Staff: Mari Ross-Russell, Briana Morgan, Antonio Boone, Jennifer Hayes

Call to Order: K. Baron called the meeting to order at 2:06p.m.

Welcome/Introductions/Moment of Silence K. Baron welcomed RWPC members and guests. Those present then introduced themselves.

Approval of Agenda: K. Baron presented the agenda for approval. **Motion:** G. Keys moved, L. Diaz seconded to approve the agenda. **Motion passed: All in favor.**

Recap of Previous Meeting: K. Baron reported that at their last meeting the Planning Council heard a presentation about Medicaid, Medicare, and ACA insurance plans from Jacob Eden of the AIDS Law Project. The Finance Committee presented a reallocation request on behalf of the recipient. The Planning Council reviewed the bylaws. They also heard standard subcommittee reports.

Approval of Minutes (November 10, 2016): K. Baron presented the minutes for approval. **Motion:** T. Fox moved, S. Romero seconded to approve the November 10, 2016 minutes. **Motion passed: All in favor.**

Report of Co-Chair: None.

Report of Staff: M. Ross-Russell stated that the OHP announced the Consumer Survey at the annual Executive Directors' meeting. She said that AACO Director C. Terrell had sent out a letter to area providers asking them to participate in distributing the survey. She said the online version of the survey had been released on World AIDS Day¹. She added that 1700 paper surveys had been distributed so far. She thanked Planning Council members Sam Romero, Lupe Diaz, and Juan Baez for reviewing the Spanish version of the survey. She also thanked providers who had assisted in distributing the survey thus far: Action Wellness, AIDS Care Group, KeystoneCare, Philadelphia FIGHT, Penn Dental, Jefferson Infectious Disease Clinic, UPenn's McGregor Clinic, the Dorothy Mann Center, Mike Cappuccilli with

¹ www.research.net/r/HIVTalkBack

UMDNJ, and Adam Thompson with Garden State Infectious Disease Associates, who also brought some friends to help stuff envelopes at the OHP. She additionally thanked the Mazzone Center and Temple University, who would be helping to distribute the survey as well.

M. Ross-Russell said B. Morgan had a sign-up sheet for any other providers who were interested in helping to distribute the survey. B. Morgan stated that providers could help to distribute both the paper and online survey, and they could designate two points of contact, one for each.

Public Comment: None.

Special Presentation

- **Health Insurance Premium/Cost-Sharing Assistance – Akash Desai, AACO**

E. Torres stated that A. Desai was an Urban Health Policy Fellow who was working with the PDPH to help respond to two recent grants that Philadelphia had received. She said he'd be working with the PDPH for 8 months. She noted that a final analysis would be prepared after the program was completed. She thanked Peter Houle and Brad Shannon for providing information on Health Insurance Premium/Cost-Sharing Assistance. She invited members to email herself or A. Desai² if they had any questions following the presentation.

A. Desai said that the purpose of the presentation was to define health insurance terms, health insurance premium and cost-sharing assistance, and costs. He said the information was taken from the Affordable Care Act and 2017 insurance plans. He noted that this information may change during the upcoming transition to a new presidential administration.

A. Desai stated that people with insurance were typically expected to pay for premiums and deductibles by themselves. He noted that premiums were the fixed price of health care coverage per month, and the deductible was the amount paid for covered health care services before the insurance plan started to pay. He said that copays were fixed amounts paid for health care services after the deductible was reached. He noted that coinsurance was a percentage of cost of a covered health care services paid after the deductible was met. He added that the out-of-pocket maximum was the limit that an individual paid for deductibles, copays, and coinsurance in an entire year. He stated that, after the out-of-pocket maximum was reached, the health plan paid 100% of costs for covered benefits.

A. Desai began reviewing slides on the Affordable Care Act (ACA). He said the ACA was enacted in 2010. He noted that, under the ACA, insurance companies could not deny applicants based on pre-existing conditions. He noted that preventative services were covered without any charge to the client. He stated that there was a tax penalty for not having insurance under the ACA. He said the federal government offered subsidies for ACA plans according to eligibility criteria.

A. Desai explained that subsidies were available as a premium tax credit and/or cost-sharing reduction. He stated that tax credits were not available for catastrophic plans. He noted that people with incomes from 100% to 400% of the Federal Poverty Level (FPL) were eligible for subsidies. He explained that the subsidies could be taken in advance, reducing the cost of premiums, or the whole premium cost could be paid up front and reimbursed through a credit on taxes. He noted that cost-sharing could also be reduced through subsidies, which lowered the out-of-pocket maximum for the plans. He said people making 100-250% of the FPL were eligible for cost-sharing reduction, but participants had to have a silver plan through the ACA marketplace. He said the cost reduction would be automatically applied to silver plans when enrolling, and the amount would vary based on income.

² akash.desai@phila.gov or evelyn.torres@phila.gov

A. Desai reviewed HRSA's definition of health insurance premium/cost-sharing assistance. He said that, according to HRSA HAB PCN (Health Resources and Services Administration HIV/AIDS Bureau Policy Clarification Notice) #16-02 dictated that health insurance premium/cost-sharing assistance could be used to help clients pay for an insurance plan or pay for costs of a plan they already had. He said insurance plans must cover anti-retroviral therapy (ART) in order to be eligible for Ryan White health insurance premium/cost-sharing assistance. He noted that paying for the insurance plans could be more efficient than paying the full costs of medications. He said these programs could cover medical cost-sharing, dental cost-sharing, or premiums.

A. Desai also discussed HRSA HAB PCNs #13-05 and #14-01. He stated that #13-05 dictated that Ryan White funds could be "used to cover the cost of private health insurance premiums, deductibles, and copayments." Further, in states with ACA marketplaces, the program would work directly with insurers to pay premiums for Ryan White clients. He continued that #14-01 stated that people who were getting premium tax credits needed to file taxes. He stated that the PCN also laid out how the program would reimburse clients or the IRS if clients under- or overpaid due to changes in circumstances or discrepancies in their expected and actual annual income.

A. Desai said the Ryan White program defined a cap on charges, or a maximum amount a client could be charged for any Ryan White services. He said that the cap included health insurance costs, such as out-of-pocket expenses and premiums. He noted that the cap was a certain percentage of the client's annual gross income. He reviewed a client scenario for an individual with an income of \$29,000 (*see slides*).

A. Desai said he'd completed an analysis of costs for a health insurance premium/cost-sharing assistance program in Philadelphia. He said that he'd started by determining how many clients would be eligible for health insurance premium assistance. He noted that his criteria for inclusion in the program was income between 138% and 500% of the FPL. He noted that people with an income below 138% should be eligible for Medicaid. He said clients for the program had to be on individual, private coverage or uninsured. He explained that, based on 2015 RWHAP data for HIV+ clients in Philadelphia, 209 clients with incomes between 138-500% of the FPL were on individual, private insurance and 421 clients with incomes in that range had no insurance.

A. Desai stated that, if the health-insurance premium assistance program covered all of these 630 people, it would cost a maximum of \$1,227,847, not including administration costs. He said that this figure included the Ryan White HIV/AIDS Program (RWHAP) cap, as previously discussed. He stated that he'd added the capped amounts together to arrive at this figure. He stated that the calculation assumed that clients were only charged for medical care, not any other RWHAP service. He noted that the Planning Council had allocated \$160,000 to the service category at level funding. He said that, for \$160,000, the program could cover 173 clients if it was paying up to the cap for lowest-income clients. He stated that, if the program paid up to the cap for highest income clients, it could cover 30 clients. He stated that this assumed none of the \$160,000 was used for administration or staffing costs.

A. Desai began a discussion of the NJ health insurance premium assistance program. He noted that the NJ program was funded partially through prescription drug rebates. He said it had taken 2 years for full implementation of the program. He noted that it was anticipated that \$11 million would be allocated for the program in the future, and currently there was \$3 million allocated to support it. He noted that there were 450 clients, with an average cost of \$350 per client per month. He noted that the program was administered by the state, and it employed 2 full time employees and 3 contract workers. E. Torres noted that administration for the program in NJ cost about \$200,000. She said the administrative costs were paid by the state. She noted the program paid for clients who did not receive ACA marketplace subsidies.

M. Cappuccilli asked how administrative costs per client could be calculated. E. Torres stated that it would depend on the number of full-time employees of the particular health insurance premium/cost-sharing assistance program. A. Edelstein asked if the program could be administered through another already-existing program, for instance, Direct Emergency Financial Assistance (DEFA). E. Torres said the program could possibly be administered through the current fiscal agent that administered DEFA. A. Edelstein said that combining administration of the health insurance premium/cost-sharing assistance program with DEFA may be a more cost-effective way of administering it. S. Saunders noted that the 5 workers in the NJ program all worked full-time, but three of them worked on a contract basis. E. Torres noted that the NJ program paid insurers monthly and reconciled costs to prevent people from getting dropped from their coverage. She stated that a database was used to track clients.

A. Edelstein asked if the technology for the NJ program had to be set up or if it already existed. E. Torres said it had to be set up, which was another cost. She stated that a unique database had been developed for the program, which automatically submitted payment and was linked to the state AIDS Drug Assistance Program (ADAP). A. Desai said that the database made the program more efficient. M. Ross-Russell emphasized that the NJ program provided health insurance premium, but not cost-sharing, assistance. E. Torres said that cost-sharing was being funded in NJ through Ryan White Part B. M. Ross-Russell noted that the Planning Council had voted to fund health insurance cost-sharing rather than premiums, and this is what the \$160,000 was allocated for at level funding. E. Torres said that it was important to consider and track the RWHAP cap when implementing such a program.

A. Desai stated that, for clients that made 138-250% of the FPL, it made the most sense to be on an ACA marketplace silver plan. He said that clients who made between 138-400% of the FPL should take the premium tax credit in advance, which decreased the odds that they would have to return money to the IRS at tax time. He said that, before clients were enrolled in the marketplace, they should check their eligibility for MAWD (Medical Assistance for Workers with Disabilities). He noted that MAWD required that clients have some kind of disability, income of less than 250% FPL, \$10,000 or less in countable resources, and some kind of paid employment. He added that there would need to be a mechanism in place to track charges clients incurred from providers and insurers. He added that the system would also require an alerting system to ensure clients didn't get charged more than their RWHAP cap. He noted that, if clients received too much or too little tax credit, there needed to be a procedure to collect money or pay money back to the client.

M. Cappuccilli asked if the final report on the program would be released in the next several months. E. Torres said it would be available very soon. She asked participants to send her any questions in the next week, and she could reply with the full report. She suggested that the Planning Council consider administrative costs if they wished to start the program, because these costs might be high. M. Cappuccilli asked what the biggest challenges were to administering the program in NJ. E. Torres noted that the administrator of the NJ program had emphasized the importance of tracking clients using a database. She reiterated that the program took around 2 years to get started, so they should leave plenty of time for full implementation. A. Desai said that every provider would need to have a system in place to track charges in order to participate in a cost-sharing assistance program. E. Torres stated, though Part B in NJ funded cost-sharing assistance, it had been difficult to get providers to participate in the program.

N. Shein asked how copays were tracked. She noted that medication and visit copays were tracked on electronic medical records, but there were many costs beyond those. E. Torres replied that this was one of the difficulties that the NJ program encountered. She noted that, if there were future changes to funding of the ACA, health insurance premium/cost-sharing programs may become more important.

Integrated Executive Committee – K. Baron, Planning Council Co-Chair

K. Baron noted that the Integrated Executive Committee had not met in the past month.

Finance Committee – A. Edelstein, Co-Chair

No report.

Needs Assessment & Comprehensive Planning Committees– K. Baron, Planning Council Co-Chair

K. Baron said that the Needs Assessment and Comprehensive Planning Committees continued to meet jointly. She noted that they were currently discussing health insurance premium/cost-sharing assistance. She stated that the committees would meet jointly again on Thursday, December 15th. She stated that the conversation of health insurance premium/cost-sharing assistance would continue over the next months.

Positive Committee – K. Carter, Co-Chair

D. Gana said that the Positive Committee would meet Monday, December 12th.

Nominations Committee – M. Cappuccilli, Co-Chair

M. Cappuccilli stated that the Nominations Committee had met before today's meeting. He stated that they had reviewed Planning Council membership and attendance, and they would be considering applications for membership from the HPG at their next meeting. He said that orientation and membership procedures may change following the coming care/prevention integration. He stated that the Nominations Committee may develop some icebreakers or activities for the Planning Council in the future.

Old Business: None.

New Business: None.

Announcements: M. Ross-Russell stated that flyers for the online survey were available on the side table. B. Morgan said that copies could be made of additional flyers if anyone would like some.

Adjournment: Motion: L. Diaz moved, M. Cappuccilli seconded to adjourn the meeting at 2:48p.m.

Motion passed: All in favor.

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- November 10, 2016 Meeting Minutes
- OHP Calendar

Dear Ryan White Planning Council Member,

Congratulations on being a candidate to be appointed to the Ryan White Advisory Board,

In order to get the appointment process started, I have included most of the various steps for you to complete.

Please let me know if you have any questions or thoughts.

Tax & Water Clearance Process

To qualify for board membership, Mayoral appointees are required to be deemed tax and water compliant.

Search for whether you are tax compliant by following just 5 easy steps:

Step 1 - Go to www.phila.gov/revenue

Step 2 - Click on to a link titled 'Get Tax Clearance' on following screen click 'City of Philadelphia tax clearance system.'

Step 3 - click 'Accept.'

Step 4 - click on the drop down menu titled 'Select Compliance Type,' please choose 'Executive Board.'

Step 5 - Leave the BRT/OPA# entry box empty. Enter your address and Zip Code. For Entity Ownership drop down menu, select if you are an owner or tenant.

For Entity Name, please enter your full Name and for Entity ID you need to enter your Social Security Number (ignore Entity Type). Click on 'Search.'

You can screen shot your certificate or print– please forward either to me at the e mail address below. If you need assistance, please contact me.

If you prefer filling out a hard copy, I have attached the 'Tax Clearance Application.'

For Water Compliance:

If you choose the above path for your tax clearance, I will work with Revenue to make certain that you are deemed water compliant (once I receive your Tax Clearance Certificate).

If you choose to use the attached hard copy 'Tax Clearance Application,' this information will suffice for both tax and water clearance to be done internally.

Thank you,

Michael A. Marsico, Director of Boards and Appointments
Office of the Mayor of Philadelphia
James F Kenney
City Hall, Room 225
Philadelphia, PA 19107
(215) 686-2385
Michael.Marsico@phila.gov