

# Planning Council Meeting

## Meeting Minutes of August 17, 2004

Vol. I, No. 6

Final • September 21, 2004

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### Meeting Attendance

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<b>Present</b> <sup>1</sup>	D. Rock	L. Franklin
	W. Belle	D. Brewer
	T. Chunn	L. Creditt
	G. Daniels	S. Dashiell
	I. Davis	B. Flint
	T. Gray	B. Greene
	N. Guest	P. Hall
	L. House	S. Jones
	W. Jones	J. Keller
	W. Merrick	M. Obiefune
	J. Powell	A. Price
	M. Reese	W. Samuel
	R. Shattuck	K. Smolen
	C. Thomas, Jr.	B. Tucker
	P. Vigilance	D. Maynor
<b>Absent</b>	S. Ashley	L. Chapman
	B. Grant	M. Holloway
	D. Lane	B. Ross
	J. Morris	G. Upton
	S. Smith	
D. Waller		
<b>ABC</b>	J. Boyd	C. Edmonds
	B. Epps	M. Patterson
	W. Pigatt-Canty	C. Hackerman
B. Armstrong		
<b>BCHD</b>	R. Matens	R. Brisueno
<b>Visitors</b>	D. Henson	M. Cole
	B. Jones	P.J. Gouldmann
	J. Keruly	A. Santiago
	K. Swinder	N. Jackson
	J. Singer	L. Chatts
	J. Gresham	W. Miller
	S. Kopins	M. Flint
	P. Balducci	

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<sup>1</sup> Attendance is based on sign-in sheet

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<b>Staff</b>	K. Hale C. Lacanienta L. Koontz D. Gorham	D. Munro N. Curtis C. Rhodes C. Jones
<b>Handouts</b>	July Planning Council packet Biographical Sketches and confidential memorandum Handout: RW FY 2005 percentage allocations Handout: Carryover dollars project for FY 2004	

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### Introductions

D. Rock convened the meeting at 6:28 p.m. with introductions

### Review of minutes

The council reviewed the June minutes and there were no corrections. A motion was put forward:

<b>Motion</b>	To accept the June minutes as written
<b>Proposed by</b>	G. Daniels
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no abstentions or objections

### Chair's Report

-Lena and I want to commend everyone who had a part in making July 30, August 2 and August 10th priority setting conferences successful. I want to thank Associated Black Charities Ryan White staff for their presentations and for their hard work in helping to address questions or make clarifications on issues. I also want to thank Baltimore City Health Department Ryan White office staff and QIP staff for their assistance and participation. Without our partner's participation and hard work, we would not have been able to accomplish our required tasks.

-Most of all I want to thank each planning council member and proxy for their participation and the members of the services to surrounding counties committee. You are the people who make this process work. Your dedication, personal time commitment, willingness to balance your own point of view with those views from others makes you special people doing very important work.

-Finally, thanks to the planning council support staff and IGS staff for helping us with the logistics to hold a large conference. They also provided us with a binder that contains all the information that we used to make our planning decisions for FY 2005. We will use this binder throughout the coming year as a resource for all of our committees.

### Ryan White FY 2005 Percentage Allocations

D. Munro presented to the council the final percentage allocations for FY 2005. These allocations were based on the three levels of funding exercises at the EMA and counties priority settings.

Upon request of the council, D. Munro was asked to explain the percentage calculations for each service category using the 0.01 percentage number. He was asked to explain how the breakdown of DEFA and program support capacity building for the EMA and counties was done.

A motion was put forward to accept the final allocations:

<b>Motion</b>	To accept the final percentage allocations for FY 2005
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	M. Obiefune
<b>Action</b>	Motion passed with no abstentions or objections

### **Administrative Agency Report**

-Barbara Simpson Epps has been hired as the new Senior Project Manager for the Ryan White Program, replacing Duane Taylor. She brings a wealth of experience working with planning councils, providers and health departments both as a manager and independent consultant.

-Priority Setting meetings were held on July 30, August 2 and August 10th and went extremely well. ABC presented Service Utilization and CADR data from CY 2003 and responded to all comments and questions raised at the sessions.

-ABC is gearing up for the Ryan White application. We have been in conversation with Michael Case. Mr. Case will provide consulting services throughout the application process.

-ABC is preparing for the BCHD site visit of program files and systems. BCHD will give us 30 days notice of when this will occur. Fiscal has had their review conducted.

-ABC is preparing for the evaluation committee administrative assessment that has been initiated by Mary Williams, consultant. She will present at the evaluation committee on Monday, August 16.

-MOU status: Douglas Munro is making language changes to the body of the document that was discussed with Barbara Blount Armstrong and Duane Taylor. Once the changes are made the document will be forwarded to ABC for final review.

### **Baltimore City Health Department**

#### **Title I Administration:**

-The FY 2005 Application Guidance has not been received yet. As soon as BCHD receives the document, staff will distribute it accordingly.

-The National All Titles meeting will be held in Washington, D.C. August 23-26; Kelley Stewart from BCHD will be presenting at the conference. The session is entitled "Consumers and Quality Improvement: A synergistic combination."

-The contract for the programmatic assessment of the Administrative Agency s being forwarded for approval this week. The contract for the programmatic assessment of the planning council support office is still in negotiation.

#### **Quality Improvement Program:**

-We are pleased to announce that Evonne Nwankwo, M.Ed. has been named QIP coordinator. Please welcome her in her new position.

- Letters will be sent out this month to the providers of DEFA and Transportation regarding their upcoming QIP site reviews.
- The QIP team has begun work on the individual vendor reports for Outreach, Oral Health, Housing and Psychosocial Counseling. Since this category will be released for bid this year, information for the Outreach providers will be ready in time for these providers to address relevant findings in their applications.

**BCHD, Division of Health Promotion and Disease Prevention News:**

- Beat HIV Block Party with DHMH, BELIEVE Mobile and 92Q on 7/30 as a result Ujima and WAR tested 42 people for HIV and STD's.
- Next Beat HIV Block Party-8/27 in Piggstown-800 block of Washington Blvd. between Scott & Cross Streets from 6-10 p.m.
- RARE Final Report presentation scheduled for 8/19 at BCBD. Special thanks goes to William Miller, Synthia Smith and David Waller for their hard work on this project.
- Media planning focus groups began on 8/11 and there will be more to follow.

**Other Baltimore City Government HIV/AIDS Initiatives:**

- Commission on HIV continues to meet and has arranged for each city agency to do a brief presentation on their HIV/AIDS-related activities.

**State AIDS Administration**

**Title II:** The central Maryland HIV Care Consortium will hold their annual Open Forum on Thursday, September 2, 2004 from 11:30 a.m. to 2:00 p.m. at the Life Resource Center, 2990 S. Hanover Street; lunch will be provided.

This is an opportunity for consumers to discuss important issues about services and to provide input on planning services in the future. Transportation is available. For further information and to register, please call Sheila Briggs at 410-767-5311.

**Title IV:** The AIDS Administration has received the Maryland Title IV award. The award is in the amount of \$1,029,962, which is level funding from last year's award.

- The Title IV Youth Initiative Youth CAB meeting took place on July 28, 2004 at Johns Hopkins Hospital.

**Committee Reports**

**Health Services Committee:**

L. Franklin reported for the committee:

- The committee reviewed the directives for FY 2005 and made several recommendations to be forwarded to the AA. These directives were created not only by the committee but also from council discussion at priority setting.
- The health service categories that directives are being executed are:

- Primary Medical Care: a directive to look at the new incidences of syphilis cases in 2004.
- Enhanced lab testing: two committee members will develop a survey to capture information about the cost issues surrounding lab testing.
- Hospice: a representative from Medicaid and/or Medicare will be invited to make presentation to the committee on billing issues surrounding Hospice.
- Mental Health/Psychosocial Support: a consumer survey presentation is recommended by the committee to get a better understanding on the respondent's perception of mental health/psychosocial support.

-The committee was given a homework assignment to review the psychosocial support QIP findings and bring their concerns or recommendations to the next meeting.

**Needs Assessment Committee:**

I. Davis reported for the committee:

-The committee met twice in the month of July to prepare data presentations and analysis reports for priority setting.

-The committee reviewed and heard presentations from Colin Flynn on the current EPI data and reviewed requested additional data searches from the needs assessment consumer survey.

-The committee will be reviewing the MSM study that was conducted in 2003

**Nominating Committee:**

R. Shattuck reported for the committee:

-The executive committee at its August meeting acted on behalf of the full council to assist the nominating committee in making the decisions to move several applicants forward to the mayor's office for membership to the planning council. This was done based on the urgency of meeting the deadline of September 1, 2004 to fill vacant slots on the council, the executive committee approved the following names two of which were on the pool list.

The following names are:

Herman Carter

William Miller

Katie Allston

Michael D. Graves

Jerry Rice

Alfredo Santiago

-The nominating committee approved an applicant for the pool list. The biography was distributed for your review. Upon your approval the nominating committee would like to move forward this applicant to the pool list. A motion was put forward:

<b>Motion</b>	To place an applicant to the pool list
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	K. Smolen
<b>Action</b>	Motion passed with no abstentions or objections

-The nominating committee would like the council to please review the confidential recommendation before you to remove a PC member so a motion can be moved forward. Upon review of the document, the council decided to discuss the removal in closed session at the end of the council meeting. A motion was put forward:

<b>Motion</b>	To discuss the removal in closed session at the end of the council meeting
<b>Proposed by</b>	S. Dashiell
<b>Seconded by</b>	G. Daniels
<b>Action</b>	Motion passed with no abstentions or objections

**PLWHA Committee:**

C. Thomas, Jr. reported for the committee:

- The committee heard a presentation from S. Smith, member of PC and CPG about the prevention program through the State AIDS Administration and the MD community-planning group (CPG).
- The committee reviewed final edits to the position paper on transportation and approved for publishing. The paper was included in the packet.
- The committee heard and received an update on the needs assessment consumer survey, which was given by W. Samuels.
- The committee was briefed on the issue of the counties request that was presented at the last executive committee meeting.

**Services to Surrounding Counties (STSC) Committee:**

S. Kopins reported for the committee:

- The counties committee had their priority setting on August 10, 2004 and it was very successful. Thank you was extended to all who were involved in making the process a success.
- The committee reviewed the third quarter ESD report for the counties to help them be aware of how the categories performed. The committee developed questions to the AA based on this report.
- The committee heard updates on: capacity building/community education, needs assessment consumer survey, housing health study, HRSA training conference, substance abuse task group and MAI/Carryover work group.

**Substance Abuse Task Group:**

-The task group met with a BSAS representative on July 26, 2004. After a discussion on the available continuum of care and services, the task group identified the barrier to the counties residents.

-BSAS will open services to all residents in the EMA and eliminate the previous separation of city and county. A directive will be sent to the AA to work with the health departments to identify specific providers that will accept Ryan White dollars within BSAS guidelines to open access to care.

**Support Services Committee:**

A. Price reported for the committee:

-The committee continues to review the past directives and have made the following recommendations.

I. Davis asked if the motions truly say who is fully responsible for making sure the directives are being met. I. Davis made a friendly amendment to the motion and A. Price accepted it.

<b>Motion</b>	To suspend the 2003 directive for food and nutrition
<b>Proposed by</b>	A. Price
<b>Seconded by</b>	J. Keller
<b>Action</b>	Motion passed with no abstentions or objections
<b>Amendment</b>	The AA has completed that task
<b>Proposed by</b>	I. Davis
<b>Status</b>	Seconded by D.Brewer
<b>Action</b>	Amendment passed

D. Brewer stated that information actually comes from the AA quarterly reports specifically the ESD reports. J. Boyd clarified that the AA has been reporting on the number bag of groceries and home delivered meals for the last two years. The AA is monitoring this service category. R. Matens suggested that the grantee sit down with the AA and review each directive to see if it has been completed.

The next motion was put forward:

<b>Motion</b>	To suspend the 2003 directives under legal services and to follow-up with the appropriate agency.
<b>Proposed by</b>	A. Price
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with no abstentions or objections

D. Brewer asked for clarification from the AA on what are Day & Respite services.

D. Rock volunteered to explain as a provider of this service. Day & Respite is a service that is provided through childcare for children of moms who might need to go to their clinical appointments or support group meetings. A licensed childcare provider provides this service and

consumers are requesting this service in the counties. After much discussion a motion was put forward:

<b>Motion</b>	To provide capacity building to identify new pediatric day & respite providers particularly in the counties.
<b>Proposed by</b>	A. Price
<b>Seconded by</b>	C. Thomas, Jr.
<b>Action</b>	Motion failed with 13 objections and no abstentions

A. Price asked permission from the council to allow the support services committee to bring forward their FY 2005 directives. A motion was put forward:

<b>Motion</b>	To allow the support services committee to bring forward to the council their FY 2005 directives due to the committee time frame in which the support services committee meet after the executive committee.
<b>Proposed by</b>	A. Price
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no abstentions or objections

<b>Motion</b>	To move the last two directives to the comprehensive planning committee
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	B. Greene
<b>Action</b>	Motion passed with no abstentions or objections

The committee reviewed the Table 10.1.1 and made recommendations to be sent to the comprehensive planning committee.

**Outcomes Task Group:**

J. Powell reported for the task group:

- Next meeting will be Friday, August 20, 2004
- The task group is working on the next service category, which are emergency vouchers and the benefits to consumers.
- An invitation was extended to anyone who was interested in being apart of the discussion.

**Comprehensive Planning Committee:**

J. Keruly reported for the committee:

- The committee reviewed the Table 10 implementation plan to ensure that the service goals and objectives listed are the most appropriate. The committee made recommendations and inquiries were sent to both the Health Services and Support Services committees for additional information as needed from the AA.
- The committee also established a set of guidelines to use a format when creating directives.



M. Obiefune asked what would be the process for the committee to present these directives to the council. K. Hale explained that the process is to ensure that the directives are tied much closer to the comprehensive plan and to the comprehensive planning committee's oversight of the Table 10 service continuum.

M. Obiefune suggested having one person from the committee or even the person who created the directive: make report to the council and the committees.

**MAI/Carryover Work Group:**

W. Merrick reported for the work group:

-The work group convenes annually to review carryover reports to reduce carryover dollars. Carryover funding is specifically for one-time projects that would come from committees or agencies as a request.

-It was explained that the work group had to be realistic in its recommendations because the goal was for the proposal to be accepted by HRSA during the first submission.

-The work group reviewed the request for direct services project first with the recommendations from Associated Black Charities. The work group is bringing forward 16 items that total in dollars \$844,127.00 of which \$36,000 is being proposed for administrative process, \$10,000 is being proposed for community education activities and \$144,000 is being proposed for capacity building initiatives. Motions were put forward:

**Community Education Proposal:**

<b>Motion</b>	Funds will be used to oversee the development, design and printing of brochures to be distributed to newly released prisoners. For FY 2005, a community education program will begin with the jail, parole/probation and court diversion systems. The brochures produced under this carry-over request will be used in FY'05 activities under community education. The cost is projected based on an assumption of a four-page information brochure at \$2.00 a piece for 5,000 copies which adds up to be \$10,000 dollars.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	J. Powell
<b>Action</b>	Motion passed with no abstentions or objections

**Substance Abuse Treatment: Residential under STSC:**

<b>Motion</b>	Funding will be used for Intermediate Care Facility (ICF), Extended Care Facility (ECF) and In-patient Detox slots. The project cost is \$185,000 dollars.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	K. Smolen
<b>Action</b>	Motion passed with no abstentions or objections

Substance Abuse Treatment: Residential under Baltimore City

<b>Motion</b>	Funding will be used for Intermediate Care Facility (ICF), Extended Care Facility (ECF) and In-patient Detox slots. The projected cost is \$100,000 dollars.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	M. Reese
<b>Action</b>	Motion passed with 6 abstentions and no objections

MAI Non-Traditional Outreach for counties residents

<b>Motion</b>	Funding will support MAI Outreach for culturally appropriate outreach billboards in the surrounding counties. The projected cost is \$80,000, which is an estimate of producing culturally appropriate billboards for each of the counties.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	M. Reese
<b>Action</b>	Motion passed with no abstentions or objections

MAI Non-Traditional Outreach for Baltimore City

<b>Motion</b>	Funding to support MAI initiatives for outreach activities in Baltimore City. The recommendation is to utilize billboards to target minority communities about HIV services. The projected cost is \$169,127.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with 8 abstentions and no objections

Housing (Temporary)

<b>Motion</b>	Funding for additional bed nights (in the form of rental vouchers). The projected cost is \$100,000.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no abstentions or objections

Food and Nutrition

<b>Motion</b>	Funding will be used to supply additional nutritional supplements to EMA residents with approval from a registered dietician. Cost is estimated to cover 5000 units, which adds up to be \$50,000 dollars.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 4 abstentions and no objections

Drug Reimbursement

<b>Motion</b>	Funding to support an additional 200 clients with 200 prescriptions / vouchers. The projected cost is \$100,000. ABC will provide the estimated unit cost of service.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	K. Smolen
<b>Action</b>	Motion passed with 9 abstentions and no objections

Viral Load Testing

<b>Motion</b>	Funding to support additional testing to a maximum of 700 clients (ABC to verify projected number of clients). The projected cost is \$60,000 and ABC will provide the unit cost of service.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	G. Daniels
<b>Action</b>	Motion passed with no abstentions or objections

Planning Council Support

<b>Motion</b>	Funding for one study for the Needs Assessment committee to provide an analysis of successful methods or models for reaching those who know their status but are not in primary medical care. The result will be a report for use by the committee to assist the planning council in funding the most effective outreach program. The projected cost is \$25, 000 dollars.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with no abstentions or objections

Administrative Agency

<b>Motion</b>	Develop a demonstration project that will allow CAREWARE to capture performance measure data directly from providers via the web. The projected cost is \$20, 000.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	C. Thomas, Jr.
<b>Action</b>	Motion passed with 1 abstention and no objections

The AA clarified that they are trying to alleviate paper usage from submitted provider reports.

Planning Council Support

<b>Motion</b>	Funding for two projects for the needs assessment committee: 1) an analysis of utilization data using several database sources including ABC's CADR and 2) an analysis of needs trends over time (9-year period) using various raw data from previous studies and surveys. The results will be two reports for use by the committee. The projected cost is \$40,000, which includes an analysis of utilization data estimated at \$20,000 and an analysis of needs trends estimated at \$20,000.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with no abstentions or objections

Planning Council Support

<b>Motion</b>	Funding for one study for the needs assessment committee to study the oral health services with specific attention to provider and consumer perception on what is available under RW, what is needed and what is not being received. The results of this study will be compiled in one report. The projected cost is \$30,000.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with 1 abstention and no objections

Planning Council Support

<b>Motion</b>	Funding for one study for the needs assessment committee to provide a report of consumer knowledge of available services. The projected cost is \$25,000.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with 2 abstentions and 1 opposed

Planning Council Support

<b>Motion</b>	Funding to increase the meeting costs to sustain the increased need for services to council activities and meetings particularly meeting related costs such as catering, venue rent printing etc. The projected cost is \$16,000.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	C. Thomas, Jr.
<b>Action</b>	Motion passed with 1 abstention and no objections

### Planning Council Support

<b>Motion</b>	Funding to develop a resource inventory for the Comprehensive Planning Committee so that a more comprehensive resource inventory based on new HRSA guidance on planning can be implemented into the plan. The new style of resource inventory will require a survey of Title I and non-Title I AIDS service providers, an analysis of capacity and funding streams.
<b>Proposed by</b>	W. Merrick
<b>Seconded by</b>	M. Reese
<b>Action</b>	Motion passed with 2 abstentions and no objections

-The next meeting is scheduled for September 10, 2004 at 10:00 a.m.

A motion was put forward to extend the meeting:

<b>Motion</b>	To extend the meeting another 15 minutes
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with no abstentions or objections

### Evaluation Committee:

M. Obiefune reported for the committee:

-Assessment Tool: The committee will further develop the qualitative portion of the assessment tool in October 2004.

-FY 2003 Close Out report: The committee reviewed the final ESD report for FY 2003 and the fourth quarter narrative. Service categories that did not spend within five percent of the allocations were examined in depth. Recommendations were made to the AA for clarification and edits.

-FY 2004 first quarter ESD report: The committee will review the first quarter ESD report for FY 2004 at the next meeting scheduled for August 16, 2004.

### Closed session: Discussion on nominating committee's request:

D. Rock made a special announcement to the guests and visitors that the planning council was going into a closed session to discuss an internal issue. So guest, visitors and non-PC members were asked to leave the room.

The council reviewed confidential information and assisted the nominating committee in making a decision on the removal of a council member. A motion was put forward:

<b>Motion</b>	To remove a council member off the council due to the individual's overall record
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	W.Samuels
<b>Action</b>	Motion passed with no abstentions or objections

**New Business**

- There will be additional listening and hearing sessions on transportation at Morgan State University.
- Women of Strength conference at the New Christian Ministries
- D. Rock will be hosting guests from Uganda on October 18 and 19

**J. Keller made a motion to adjourn. Seconded by B. Flint. Meeting ended at 8:41 p.m.**

I certify these minutes to be accurate and an inclusive record of the planning council meeting as amended and approved by the Greater Baltimore HIV Health Services Planning Council.

Debbie Rock  
Debbie Rock

September 22, 2004  
September 22, 2004