

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of May 17, 2005

Vol. II, No. 3

Final • June 21, 2005

Meeting Attendance

| | | | |
|-----------------------------|-----------------|----------------|-----------|
| Present ¹ | R. Shattuck | K. Allston | |
| | D. Brewer | H. Carter | |
| | L. Chapman | T. Chunn | |
| | M. Cole | L. Credit | |
| | S. Dashiell | I. Davis | |
| | B. Flint | A. Foyles | |
| | B. Grant | M. Graves | |
| | P. Hall | D. Henson | |
| | S. Jones | W. Jones | |
| | W. Miller | W. Samuel | |
| | A. Santiago | C. Thomas | |
| | B. Tucker | P. Vigilance | |
| | Absent | D. Rock | S. Ashley |
| | | W. Belle | T. Gray |
| L. House | | N. Guest | |
| D. Lane | | J. Keller | |
| M. Obiefune | | D. Maynor | |
| W. Merrick | | A. Price | |
| M. Reese | | J. Rice | |
| Proxy | D. McKelvin | G. Daniels | |
| | N. Drew | M. Flint | |
| ABC | B. McKeithen | C. Edmonds | |
| | B. Simpson-Epps | M. Patterson | |
| | A. Poole-Davis | A. Gbadamusi | |
| BCHD | R. Brisueno | J. Ungard | |
| Visitors | P. Thomas | B. Thomas | |
| | R. Jones | N. Jackson | |
| | G. Nelson | G. Manigo | |
| | P.J. Gouldmann | T. Brown-Davis | |
| | B. Fitzsimmons | A. Hampton | |
| | K. Matthews | J. Gresham | |
| | R. Johnson | M. Vaidya | |

¹ Attendance is based on sign-in sheet

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| Staff | C. Lacanienta E. Bradley D. Gorham | K. Hale N. Curtis L. Koontz |
| Handouts | May packet Support Services Committee May minutes PLWHA Position Paper Table 8: Data/Information used for Priority Setting and Allocation of Funds List of Data Types recommended by HRSA for Priority Setting and Allocation IGS Technical Assistance to PC: Strategies Informational flyers | |

Introduction

R. Shattuck convened the meeting at 6:40 p.m. He explained that Debbie Rock was unable to attend this evening's meeting. He would be chairing the meeting in her place. Roll call and introductions followed this announcement.

Review of Minutes

The council reviewed the April minutes. There were no corrections and a motion was put forward.

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| Motion | To approve the April meeting minutes as presented. |
| Proposed by | D. Brewer |
| Seconded by | L. Chapman |
| Action | Motion passed with no abstentions or objections. |

Chair's Report

R. Shattuck reported:

- I want to remind planning council members and guests that our EMA priority setting will take place on July 29 and August 1, 2005. The Services to Surrounding Counties' priority setting will happen on August 8 and August 9, 2005.
- In preparation for priority setting, IGS will be asking planning council (PC) and Counties Committee members to review their conflict of interest statements.
- I have invited Dr. Naomi Tomoyasu, the Acting Director of the AIDS Administration, to do a brief presentation at our June meeting. There have been several changes within the AIDS Administration and she will be discussing these as well as some future planning ideas for collaboration.
- We have received suggestions from Piper Rudnick for changes to our by-laws. You will receive copies as soon as possible. There were very few suggestions for changes, which should make us proud of our work. The third largest law firm in the

world reviewed our by-laws and complaint and grievance policies and found very little to make them stronger. I want to thank our By-laws Committee members and Nominating Committee members who in the past helped us to create this document. To those current PC members who have made contributions to improving the language, the PC offers congratulations on producing such a fine document.

- I am asking the planning council, in keeping with our by-laws requirement, to declare a vacancy in the position of vice-chair and to initiate an election process. May I have a motion that announces that the office is vacant, that nominations will be held at the May PC meeting, and that the election will be held at the June meeting.

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| Motion | To announce a vacancy for vice-chair, and to hold nominations at the May PC meeting and the election at the June meeting. |
| Proposed by | C. Thomas |
| Seconded by | D. Brewer |
| Action | Motion passed with 1 abstention and no objections. |

- Last month one of our council members asked for the Executive Committee to explain how it determined its top priorities for changing the planning council. I have asked Cyd Lacanienta to assist us in preparing a brief response to the inquiry.

Administrative Agency (AA) Report

B. Simpson-Epps reported:

- For the Ryan White fiscal staff, Bertram McKeithen has been made Senior Accountant and Ada Gbadamosi has been hired as Fiscal Assistant.
- Carl Hackerman has moved on and is now employed by the National Aquarium. This was a great opportunity for Carl. We will miss his dedication and commitment to the work of HIV/AIDS in the Baltimore EMA.
- The AA participated in the Statewide Title II provider meeting.
- The AA facilitated a meeting with administrators and staff of city and state representatives who are administering Ryan White funding. In attendance were representatives from the following: BCHD (the grantee), planning council support (IGS), Title II, Title IV, MADAP and HOPWA. This was an initial meeting to begin discussion about the impact of reduced funding and the ongoing provision of services to people living with HIV/AIDS in the Baltimore EMA. The meeting was felt to be extremely beneficial and subsequent meetings will be held.
- There have been continued meetings with IGS, BCHD and the AA to discuss carryover dollars, ESD and reprogramming reporting, and ways to provide information to the planning body.

- BCHD and the AA have continued to meet monthly. This is an opportunity for the grantee and the administrative agency to discuss upcoming reports, ask questions and dialogue.
- The program staff has received a number of requests for CAB training. Training is not something that the program staff has the time to do. We are providing TA to CABs either when they request it or where we see a need for it. As requests come forward, we are discussing this with the grantee.
- April was the month to get all contracts out to providers and to receive them back signed by the appropriate representative. This process is massive and requires that all program and fiscal staff work additional hours. Hats off to the staff for doing an outstanding job.
- The staff data entry person Bi Wee has successfully gotten all the CADR Reports in from providers. In addition, she is leading the effort on on-line submission of the Form 8 by providers. We are excited about this, as it will give the AA program staff accurate timely data. This will allow for the execution of analysis as well as immediately responding to providers about how the data is being reported. We hope to expand on-line reporting for fiscal reports as well.
- HRSA is offering training on CARE Ware 4. Members of the AA program staff will be receiving the training in addition to providers. This will be the first year that providers will be directly reporting to HRSA.
- The program and fiscal staff are closing out FY 04 and gathering data for FY 05. Multiple reports are due to the grantee, planning council and HRSA.
- The AA was invited and plans to attend the Central Regional HIV Consortia. This meeting will focus on resource and allocation planning.
- B. Simpson-Epps announced that she has resigned from her position as program director for the AA. She has accepted a new position with the Maryland AIDS Administration.

Baltimore City Health Department Report

P. Vigilance reported:

Title I Administration

- The first Conditions of Award for FY 2005 are due to HRSA on June 1. The grantee, administrative agency and planning council support budgets will be submitted on time. The grantee has requested a 30-day extension for the FSR; it will be submitted by July 1.
- In order to focus resources in this time of reduced funding, BCHD, ABC, IGS and the Maryland AIDS Administration have begun working together to coordinate

services across titles in the Baltimore EMA. The meetings will produce several recommendations that will be brought for the planning council's consideration.

- Roberto Nolte, the new HRSA Project Officer for Baltimore's Title I program and the state's Title II programs, has begun the regularly scheduled conference call with representatives for the local Title I partners.

Quality Improvement Program

- Jesse Ungard, LCADC, began work on May 2. Please welcome him, as he is attending several meetings in the coming weeks.
- The individual vendor reports from FY 03 will be released by the end of May 2005.
- QIP will be reviewing the categories of Primary Medical Care, Case Management, Nutritional Counseling and Food & Nutrition beginning in September.

BCHD: Division of Health Promotion and Disease Prevention News

- Completed CDC Prevention Service interviews and await work on selection to final stage of this process.
- Dr. Vigilance represented BCHD/HPDP and opened the Youth HIV Summit with Dr. Tomoyasu of the AIDS Administration and City Council President Sheila Dixon on May 7, 2005.
- Dr. Vigilance represented "Youth as Active Partners in HIV/AIDS Prevention" with Rebkha Atnafou and Justin Brown of the After School Institute at the Eastern Regional Conference on After School.
- CDC TB Epi-Aid activity completed with full recommendations to follow.

Other Baltimore City Government HIV/AIDS Initiatives

- The HIV Commission's next meeting is scheduled for March 26, at 5:30 p.m. at the Institute for Human Virology.
- The city is finalizing work on funds earmarked for HIV activities.

Maryland AIDS Administration Report

B. Grant reported for both programs:

Title II

- The Title II Consortia meeting for the Central region will be held on Thursday, June 9 from 11:30 AM to 2 PM at the Life Resource Center. Lunch is included. Agenda topics include Special Populations in the central region of Maryland (Baltimore City and the five surrounding counties). All are welcome to attend. For more information, please call Nathalia Drew at 410-767-5063.

Title IV Report

- On May 7, Title IV participated in the 2005 Maryland HIV Youth Summit for HIV peer educators. Others will be attending the AIDS Alliance VOICES 2005 conference for Title IV Providers and Consumers on May 13-17 in Arlington, VA. Ann Price and Bryna Grant from the AIDS Administration will also be attending this conference.
- The Title IV Network meeting will be held on Friday, June 17 from 12 to 2 at the AIDS Administration.
- The Title IV Network is sponsoring a free consumer workshop for women and youth on Thursday, June 16 at the Radisson Cross Keys hotel from 8 AM to 4 PM. Speakers include Maria Broom and Jackie Coleman. Breakout sessions will include sessions for youth, disclosure to children of HIV status, women's mental health, and the impact of sickness and death on children and others. Childcare and transportation can be reimbursed. The workshop is limited to the first 100 people to register. If you are interested, Bryna and Ann have some flyers, registration forms and agendas.

Committee Reports

Comprehensive Planning Committee

W. Jones reported:

- Since MAI dollars are on the same funding schedule as Title I, the committee would like to move that the planning for MAI be folded into priority setting. This would alleviate the need for an MAI task group to make planning recommendations. There will still be a task group to address carryover.

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| Motion | To fold MAI planning into priority setting. |
| Proposed by | W. Jones |
| Seconded by | W. Samuel |
| Action | Motion passed with 1 abstention and no objections. |

During discussion, S. Dashiell asked if this would make priority setting longer, and if that was the reason it had been separate. K. Hale explained that the original reason that MAI was planned separately was because it was on a different funding and planning cycle. This is no longer the case. In addition, there are only four categories under MAI so it would not significantly impact the time allotted for priority setting. The question was called and a vote was taken.

- The committee reviewed the draft brochure for the co-morbidity seminar to be held in September 2005. Recommendations were made and forwarded to capacity

building. The committee also received the 2005 work plans for capacity building and community education.

- The committee is in the process of reviewing the draft comprehensive plan for 2006-2008. An additional meeting was held on May 5, 2005 to continue this work. Review will continue at our May 23 meeting.
- The committee has reviewed and concluded that the HRSA document Table 8 is the information and data to be used for priority setting. We have asked IGS to move forward with the invitations for our July data presentations.

Evaluation Committee

R. Johnson reported:

- The committee was presented with a streamlined work plan that focuses on the core functions of the committee. We have approved this work plan, which will include a new schedule for the ESD report. These reports will be reviewed in joint reprogramming meetings in September and November with the Counties Committee. A third joint meeting will be held to review the end of the year report. An addendum to the MOU will be developed that will outline the new schedule for ESD reports.
- The committee was given a presentation of the service category scorecard and gave recommendations for minor changes.
- In order for the PC chair to send the letter of endorsement, this committee verifies that the grant award is being spent as planned by the council. The necessary documents were not ready at our May meeting, and in order to meet the June 1 HRSA deadline, we forwarded this charge to the Executive Committee. The Executive Committee approved the interim vice chair to send a letter of endorsement, due to a conflict.

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| Motion | To direct the vice chair to send a letter of endorsement that assures that Table 9 reflects the council's planned allocations for FY 2005. |
| Proposed by | R. Johnson |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections |

Health Services Committee

M. Cole reported:

- The committee was introduced to their revised work plan, which showed the restructuring of the committee's yearly activities. Based on discussion, the committee approved the new work plan.

- The committee reviewed comments and recommendations from QIP, professionals in the field and the council. The committee approved the edited language in the standard based on the comments and recommendations submitted to the committee. The edited standards will be available for the council to review in June.

Needs Assessment Committee

W. Samuel reported:

- The Needs Assessment Committee met on May 12, 2005 and heard a presentation on streamlining their core tasks and functions. The committee was introduced to their revised work plan and made several changes that were feasible for the committee. The committee approved their revised work plan to be implemented.
- The committee heard updates on three carryover projects from IGS.
- The committee discussed preparations for July's data presentations and priority setting.

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| Motion | To move the list of data types for presentation at the July PC meeting. |
| Proposed by | W. Samuel |
| Seconded by | M. Cole |
| Action | Motion passed with 1 abstention and no objections. |

Nominating Committee

C. Thomas, Jr. reported:

- The committee heard a presentation on the next steps in streamlining the committee's yearly activities. Based on the information presented, the committee approved the streamlining and will revise its work plan to address its core functions.
- The committee reviewed two screened applications and would like to make the following recommendations. Please see attached memo and biographies:

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| Motion | To place Lennwood Green on the pool list. |
| Proposed by | C. Thomas, Jr. |
| Seconded by | D. Brewer |
| Action | Motion passed with 2 abstentions and 4 objections. |

During discussion, W. Samuel asked if Lennwood Green left the planning council on good terms. The response was yes. The question was called and a vote was taken.

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| Motion | To move Gregory Manigo forward to the mayor's office for PC appointment. |
| Proposed by | C. Thomas, Jr. |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections |

- Following the chair's report, nominations were opened for the position of vice chair. The following names were put forward:
 - Markton Cole
 - Raymond Shattuck
 - Melanie Reese

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| Motion | To close the nominations for vice chair |
| Proposed by | C. Thomas, Jr. |
| Seconded by | D. Henson |
| Action | Motion passed with no abstentions or objections |

- The Nominating Committee completed review of its written procedure for filling vacancies and voted to approve this committee process document. In response to a question raised at the March PC meeting, this document is presented for the council's information.

PLWH/A Committee

D. Brewer reported:

- The committee had a group discussion with Kate Briddell on housing concerns in the Baltimore EMA.
- The committee heard a presentation on planning based on level or decreased funding in the EMA.
- The committee finalized its discussion on its mental health/co-morbidity position paper and approved it for publishing. The paper was distributed at this evening's meeting and we ask that any comments be sent to Nicole at IGS.
- Our next meeting will be May 18, 2005 at 6 p.m. at Bons Secours Community Center.

Services to Surrounding Counties (STSC)

D. Brewer reported:

- The committee was presented with a streamlined work plan that focuses on our core functions. We have approved this work plan, which included the new schedule for ESD reports and joint meetings with the Evaluation Committee for reprogramming.

- The committee is reviewing the Table 10 goals and objectives for STSC. We have provided input for changes.
- The committee discussed directives for FY 2006. One issue that was brought up was that the category for housing assistance does not include assistance for utilities. Utilities are currently paid for under vouchers. The committee felt that being able to pay for utilities is a critical piece of stable housing. We would like to request that the PC send a letter to the grantee questioning why utilities are not included in the housing category. Our understanding is that this a question for HRSA. The grantee will forward the issue to HRSA for their consideration.

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| Motion | For the PC to send a letter to the grantee to be forwarded to HRSA regarding utilities and housing assistance. |
| Proposed by | D. Brewer |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections. |

- In other business, the committee discussed carry over and heard updates from capacity building and community education.

Support Services Committee

S. Jones reported:

- The final revisions for the housing standards of care have been completed. This draft has been sent to the PC for comments. Any questions are to be sent to the office by June 6, 2005. The final standards will be in the June mailing packet for approval by the council.

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| Motion | To approve circulating the draft housing standards until June 6, 2005. |
| Proposed by | S. Jones |
| Seconded by | M. Cole |
| Amendment | To terminate the circulation of the housing standards on June 6, 2005. |
| Proposed by | S. Dashiell |
| Status | S. Jones accepted the amendment. |
| Action | Motion passed with no abstentions or objections. |

IGS Report

The monthly report was included in the mailing packet. This time was given over to C. Lacanienta to address a member’s question regarding the ranking of the council’s planning strategies. She explained that the rankings distributed last month were based on Executive Committee members’ votes for the five best strategies. The strategies are based on discussion over the past three months on how to fund services based on

decreased dollars. In order for the PC to begin planning strategically, the office has solicited this input on PC and committee levels. One point raised last month was why is there concentration on planning for decreased dollars. Over the past two years, the Baltimore EMA has received decreased dollars. There will still be planning for increases based on the severity of need, but the PC needs to determine what is the most realistic strategy. The purpose of this is that Maryland AIDS Administration, BCHD and ABC are ready to gather data for presentation to the council. The Comprehensive Planning Committee and Needs Assessment Committee have moved forward with the standard data presentations for July. This is the council's opportunity to ask for additional data. C. Lacanienta explained that one recommendation was that the time frame for the strategy to decrease overlapping categories that have similar functions was moved from immediate to mid to long-range. She stated that it was brought up that this would have contractual ramifications.

S. Dashiell stated that the major problem with the ranking is that strategies, such as streamlining the system, that have been talked about for years are near the bottom. Those strategies that are ranked high are issues the council has been fighting about. He stated that enforcing third party payment is a mandate from HRSA, and therefore why would it even be a strategy. C. Lacanienta explained that if this strategy is taken to BCHD and the AIDS Administration, information on how many providers do this would be available. M. Patterson stated that all providers are contractually obligated to abide by the federal mandates for third party reimbursement. This is non-negotiable for providers.

M. Cole suggested that the list of strategies needed more dialogue, with feasibility, ranking and historical performance taken in consideration. C. Lacanienta clarified that if the PC tables this discussion, all that will move forward will be requests for the traditional data presentations. The window for data to further enlighten utilization is closing. H. Carter asked if the council could develop their rankings through consensus. A motion was put forward.

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| Motion | To submit the strategies for data without rankings. |
| Proposed by | M. Cole |
| Seconded by | D. Brewer |
| Action | Motion passed with no abstentions or objections. |

New Business

- R. Shattuck stated that each nominee for vice chair would give a three-minute presentation at the June PC meeting.
- S. Dashiell asked when the council would discuss the Mosaica report. It was explained that the council was asked to send comments to IGS at last month's meeting. No comments were received. K. Hale cautioned that the discussion on these lengthy reports needs structure. The council could potentially lose two meetings leading into priority setting. A motion was put forward.

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| Motion | To discuss the Mosaica report at the June PC meeting |
| Proposed by | M. Cole |
| Seconded by | W. Samuel |
| Amendment | To limit the discussion to 13 minutes |
| Proposed by | S. Dashiell |
| Status | M. Cole accepted the amendment |
| Action | Motion passed with 2 abstentions and no objections |

- P. J. Gouldmann suggested that the PC further consider strategies associated with self-management practices. In a time of decreasing dollars, PLWHAs need the skills to manage their lives more than ever. In addition, the need for this assistance has been consistently expressed by consumers.

The meeting ended at 7:50 p.m. with the following motion:

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| Motion | To adjourn the meeting |
| Proposed by | M. Cole |
| Seconded by | W. Samuel |
| Action | Motion passed with no abstentions or objections |

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

Debbie Rock
Debbie Rock

June 21, 2005
June 21, 2005