

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of October 18, 2005

Vol. II, No. 8

Final • November 15, 2005

Meeting Attendance

Present¹	D. Rock K. Allston W. Belle H. Carter M. Cole B. Flint B. Grant T. Gray N. Guest R. Hamlett S. Jones G. Manigo W. Miller M. Reese C. Thomas, Jr. A. Santiago	R. Shattuck D. Baker D. Brewer L. Chapman I. Davis A. Foyles M. Graves L. Green P. Hall D. Henson J. Keller W. Merrick M. Obiefune W. Samuel B. Tucker
Absent	S. Ashley L. Franklin D. Maynor A. Price P. Vigilance	L. Creditt L. House D. McKelvin J. Rice
Proxy	B. Cheek-Jones N. Drew	T. Brown-Davis R. Matens
ABC	B. McKeithen G. Williams-Glasser	C. Edmonds
BCHD	R. Brisueno	
Visitors	D. Adams S. Atland A. Williams S. Kopins B. Thomas-EL R. Jones	S. Matsko C. Massey M. Cole R. Johnson R. Bradley

¹ Attendance is based on sign-in sheet

Staff	N. Curtis L. Koontz C. Lacanienta	E. Bradley K. Hale
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Handouts	October PC packet Draft Capacity Building / Community Education Directives Nominating Committee October minutes Support Services Committee October minutes Draft planning council yearly calendar Draft Comprehensive Plan: Chapters 7, 8, 9 (PC members only) Moveable Feast Flyer Alert! Congress proposed cuts to Medicaid and Food Assistance programs Campaign to End AIDS Flyers and posters PLWHA Committee Emergency Action Alert Flyers Immediate Press Release: New York Caravan to D.C. Email handout: "How to talk to reporters" Training Call
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Introductions

D. Rock convened the meeting with introductions at 6:30 p.m.

Review of Minutes

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

Motion	To accept the September minutes as written.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

Chair's Report

D. Rock reported:

- We are going to hold nominations for council leadership tonight.
- Since I will be turning over the gavel of planning council chair next month following the elections, I want to use this report to speak about leadership.
- I have been privileged to work with many of you for the past several years, as a council member and as the vice-chair. I have been your chair for the past three years.

- I could not have done this job without many of you stepping up to leadership positions as nominating committee members and committee co-chairs.
- It is time for all council members to look within themselves and at their colleagues and make decisions about who should lead the council into the future.
- Have you asked yourselves the questions that may help you decide to seek a leadership post or decide whom to support for council leadership positions? Some of the questions that I have asked myself in the past before voting for someone or thinking that I could take on a leadership position include:
 1. Who does their homework before meetings?
 2. Who shows you that they understand the issues before the council or the committee?
 3. Who do you see as able to represent the planning council, serve as the mayor's ambassador or speak to the media on sensitive issues concerning HIV/AIDS?
 4. Who do you know that has the time or flexibility to take on a leadership role when it means attendance at more committees?
 5. Who has shown the ability to work with diverse groups and bring them together?
 6. Who is a team player?
 7. Who has shown an understanding of the roles of the grantee, the AA and the planning council support in helping the council move forward?
 8. Who has shown an understanding of the CARE Act requirements?

These are some of the questions that I have used to help me decide who to support or whether I could or should seek a leadership position.

- We are living in very uncertain times; our country at the federal level is trying to cope with hurricane disasters, a war and appointments to the Supreme Court.
- Many of you may wonder what this has to do with our council elections for leadership. The planning council must operate within the larger community and the issues that affect that community.
- Congress is going through the reauthorization process for the Ryan White CARE Act. The social issues that impact the war, disaster relief or the nomination to the court also drive what happens with the CARE Act.

- This coming year is elections for governor and the CEO who oversees the CARE Act and appoints council members, is running for governor.
- The decisions we make during this time could either move us forward or take us back to the time of friction, division and marginalizing either consumers or providers. You have the power of the vote to decide which direction the council takes.

At this time, R. Shattuck brought to the council floor the following motion to clean-up the process from priority setting in which a decision was made by the PC body that those who made motions on directives and because the directives were not completed at priority setting, individuals were allowed to attend the particular committee meetings because one was a proxy at priority setting and participated in the directives piece of the agenda.

Motion	The planning council will offer official approval that the AD Hoc Committee process recommending that at the STSC and EMA priority settings, the AD Hoc process allow individuals to participate in the formal development of directives when such individuals have proxy at priority setting, CPC or STSC.
Proposed by	R. Shattuck
Seconded by	C. Thomas, Jr.
Action	Motion passed with one abstention and no objections

Administrative Agency Report

G. Williams-Glasser reported:

- The FY 2006 application was sent to HRSA for the September 30, 2005 deadline. The EMA requested a 5% increase in funding over FY 2005.
- The AA is finalizing the six-month ESD report and reprogramming needs. This should be completed by Friday, October 14, 2005.
- We are eagerly waiting to hear about the status of the grantee's request for TA concerning the MOU and its finalization.
- The AA will be holding its second service category meeting. Client Advocacy on October 19, 2005 at the Life Resource Center. This is an opportunity for providers funded under this service category to discuss successes, barriers and other issues. The AA also uses this opportunity to share service category performance and service directives.
- The AA and staff attended all planning council meetings for this time period.

- For this time period, one site visit was conducted and one special joint Title I technical assistance meeting was held.
- The FY 2006 RFP will be released on October 26, 2005. This will be a collaborative effort with Title II. Title I applications will be due on December 12, 2005. A Joint Titles Bidder's Conference is scheduled for November 2, 2005. The draft document has been completed. The AA has been working closely with the planning council so the RFP document reflects the latest in the standards of care.
- The AA is sorry to announce that Jonathan Truesdale has left as a Program Officer to pursue a job as a lawyer. We wish him the best.

Baltimore City Health Department

R. Brisueno reported:

Title I Administration

- The Title I Administration was submitted on September 29th.
- The Title I Office received a three-year award from the Office of Minority Health at HRSA. The project is collaboration among BCHD, Johns Hopkins, STAR and BPHIVP that will focus on Technical Assistance and Capacity Development for minority service providers who are engaged in HIV-related activities.
- The Office of Performance Review is scheduling a site review for BCHD for the Title I program as well as four other programs funded through HRSA.

Quality Improvement Program

- The QIP team continues its reviews for the categories of primary care, case management, food & nutrition and nutritional counseling. Site visits are scheduled through November.
- Page Gray, Public Health Analyst, has resigned effective October 28, 2005. We wish Page the very best as she moves on to new professional endeavors.
- HRSA has requested to utilize the Baltimore EMA Quality Management Review Tools as models during their upcoming reverse site visits for EMA this December. HRSA has also requested that representatives from the Phoenix EMA participate in a QIP site review in Baltimore as part of a training exercise.

State AIDS Administration

Title II Report

N. Drew reported:

- The 2005 Statewide Coordinated Statement of Need (SCSN) is intended to guide planning efforts and funding decisions within the state and will be developed through a participatory process that will involve collecting needs assessment data from various sources around the state. A review of epidemiological data, input from participants in the Consortia Open Forum and a statewide meeting of invited agencies, Ryan White Titles, community and providers. The SCSN is due to HRSA on January 1, 2006 and is in the process of being developed.
- The Bidder's Conference for the FY 2007 Title II RFP will be held on November 2, 2005 from 9 a.m. to 12 p.m. at the Waxter Center in conjunction with the Title I RFP. The three categories up for bid for Title II services are Minority AIDS Initiative, Transitional Case Management and Ambulatory Outpatient Medical (for suburban residents only).

Title IV Report

N. Drew reported:

- The Title IV Youth Consumer Advisory Board meeting will be held on Wednesday, October 26 from 5 to 7 p.m. at the University of Maryland. For further information, please contact Bryna Grant at 410-767-5992.

Committee Reports

Comprehensive Planning Committee

M. Reese reported:

- Program Support Directives: The committee has completed its review of the directives for capacity building and community education categories. During the executive meeting on October 12, it was determined that the initiatives for community education are not ready to be moved forward. The grantee assured the committee that we have an additional month to work out the necessary details. Therefore, the committee will only be presenting the outline for capacity building. The directives for the following motions are located in your packet.

Motion	To continue LEAP training through capacity building, funded at \$20, 000 for direct program costs. The PLWHA committee will review the LEAP curriculum with input from IGS and interested participants.
Proposed by	M. Reese
Seconded by	D. Brewer
Action	Motion passed with no abstentions and no objections

Motion	To include an evaluation of the LEAP program by adding outcome measures that reflect LEAP graduate participation in HIV planning (specifically committees of the council, CAB or other related activities) six-months after completion of the program.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections

Motion	To provide a Cultural Competency Workshop through capacity building, funded at \$5, 000.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections

Motion	To provide a women's health conference through capacity building, funded at \$5, 000.
Proposed by	M. Reese
Seconded by	D. Brewer
Action	Motion passed with no abstentions and no objections

Motion	To provide a co-morbidity conference through capacity building, funded at \$5, 000.
Proposed by	M. Reese
Seconded by	T. Gray
Action	Motion passed with no abstentions and no objections

Motion	To provide consumer advisory board training through capacity building, funded at \$3, 000.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections

Motion	To provide a resource sharing workshop / seminar through capacity building, funded at 4, 000.
Proposed by	M. Reese
Seconded by	W. Miller
Action	Motion passed with no abstentions and no objections

Motion	To allocate \$80, 000 from capacity building towards two full-time positions. One a master's degree level and the other an events coordinator with three years experience.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections

- The committee is distributing the first draft of the core chapters of the 2006-2008 comprehensive plan to planning council members and agency representatives. The committee asks that you review the draft plan and provide feedback to IGS by November 2, 2005.

Evaluation Committee

R. Johnson reported:

- The committee has completed its review and revision to the assessment tools. We anticipate presenting the revised tools to the council by February 2006.
- The committee has received and reviewed the ESD reports from BCHD, which monitors the administrative and program support categories.
- At the October 3, 2005 meeting, the evaluation committee was notified of the need to reprogram funds awarded through carry-over. Drug Reimbursement was slated to receive \$66, 921 in the carry-over request submitted in August. However, this category cannot absorb any additional funds this program year and the funds need to be allocated to another category. The grantee is recommending allocating the \$66, 921 to Specialty Lab Testing exclusively for genotypic testing. The committee has the following motions:

Motion	To reduce Drug Reimbursement by \$66, 921.
Proposed by	R. Johnson
Seconded by	M. Reese
Action	Motion passed with 5 abstention and no objections

Motion	To allocate \$66, 921 to Specialty Lab Testing, exclusively for genotypic testing.
Proposed by	R. Johnson
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections

Health Services Committee

M. Cole reported:

- The committee did not meet in September due to participating in the joint reprogramming meeting.
- The committee has two sets of standards to bring forward to the council for final approval and they are the PMC Pediatric and the PMC Co-Morbidity Standards.
- PMC Pediatric Standard final edits were submitted and approved by the council in April 2005 but the council did not ratify the approval of the official standard.

Motion	To move the PMC Pediatric Standard forward to the council for final approval.
Proposed by	M. Cole
Seconded by	W. Samuel
Action	Motion passed with no abstentions and no objections

- PMC Co-Morbidity Standard with approved edits was circulated to the council for a 30-day period. The committee did not receive any comments back and approved the final standard to be moved forward to the council.

Motion	To move the PMC Co-Morbidity Standard with approved edits to the council for final approval.
Proposed by	M. Cole
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections

- The committee is working on clarifying directives that were deferred back to the committee and will submit final directives to the comprehensive planning committee in December.
- The committee will not be meeting in November due to the joint reprogramming meeting. The committee will have co-chair elections at its next scheduled meeting.

Needs Assessment Committee

W. Samuel reported:

- The committee met on Thursday, October 13th and the following agenda items were discussed:
 - **Estimated Unmet Need:** In addressing unmet need for the comprehensive plan, the committee reviewed the unmet need estimate in the 2006 application. This

estimate is considered to be low and committee members are looking into various inputs to the estimate.

- **FY 2005 Carryover Projects:** The committee has begun looking at its carryover projects, which are the resource online inventory database and looking at the impact on that Medicaid / Medicare Part D changes would have on this EMA.
- **Committee Elections:** The committee will hold its elections at our next meeting. W. Samuel and I. Davis were nominated to be the co-chairs.

Nominating Committee

C. Thomas, Jr. reported:

- The nominating committee met on Monday, October 10, 2005 and the following was discussed:
 - Based on two PC members attritioning off the council in November, the nominating committee is moving forward two pool list candidates to the mayor's office for December appointment. Those candidates are Bettye Cheek Jones and Regina Johnson.
 - The committee received resignations from two PC members. Per committee's approval in September, to replace one of the resignations, one pool list member was moved forward to the mayor's office. As of October 1st, Robin Hamlett became a new member of the council; she will be welcomed at the PC meeting.
 - The pool list recommendation for the second resignation is Carolyn Massey. Based on discussion, the committee approved for Ms. Massey to be moved directly to the mayor's office for appointment.
 - The committee has begun reviewing the PC membership application, our interview questionnaire tool and the new member orientation packet. The committee will finalize its review of these documents at the November meeting.
 - Planning council elections will be held next month. Nominations have been open for a month and will close at this evening. The offices open for nominations are PC chair, vice-chair, nominating committee chair and nominating committee. Next month the planning council will vote for six nominating committee members. Planning council members may nominate other members for an office or self-nominate. The office has received nominations for the following individuals from planning council members and the individuals have agreed to have their names put on the ballot.

Ballot Nominations:
 PC Chair: Lennwood Green
 Vice-Chair: Dale Brewer and Markton Cole
 Nominating Committee Chair: Raymond Shattuck
 Nominating Committee: Wendy Merrick, Lynn Creditt, Tyrone Gray,
 Herman Carter, Phyllis Hall, Melanie Reese,
 Gregory Manigo (not eligible), Walter Samuel (declined),
 Dwight Henson (declined)

Discussion on Eligibility for PC Leadership

A PC member was nominated for the nominating committee but his membership term was in question as to the length of time he has been on the council. Upon checking his membership term, it was discovered that he was not eligible to be nominated for a leadership position. The council was asked to make a decision on the planning council member in question based on the motion passed in April PC meeting. The following motion in question is below:

Motion	4.2.2 An appointed council member shall be eligible to seek the office of nominating committee member when he / she has completed one year of appointed council membership, that is, passed his / her first year anniversary and participated in priority setting.
Proposed by	W. Belle
Seconded by	R. Shattuck
Amendment	To change the one-year anniversary to six months of appointed council membership.
Proposed by	L. Chapman
Status	The amendment was accepted
Action	Motion passed with 18 for the motion, 5 opposed and 2 abstentions

M. Obiefune requested an amendment be included in the above motion to state that a planning council member is eligible for the nominating committee if at the time of the elections, the member has been on the council six months instead of being eligible at the time of nominations. The amendment was put into a motion:

Motion	PC member be eligible for a nominating committee seat at the time of the elections if member has been on the council six months instead of being eligible at the time of nominations.
Proposed by	M. Obiefune
Seconded by	H. Carter
Action	Motion was withdrawn

The motion made M. Obiefune was withdrawn based on discussion on the April motion. It was recommended that planning council members who had concerns about the April motion should submit them to IGS. The council was asked for anymore nominations and there were none. Nominations were officially closed. Elections will be held in November.

PLWH/A Committee

D. Brewer reported:

- The committee met on September 21, 2005 and discussed the following:
 - The committee finalized its review and discussion of our Mental Health/ Co-morbidity position paper and was satisfied with the final product. The committee approved the position paper for publishing. The position paper will be placed in the October PC packet.
 - The committee continued its discussion on our new paper, which is on the Transgender Community. Based on current activities related to the Campaign to End AIDS and the reauthorization of the CARE Act, the committee decided to defer this paper to its November meeting.
 - Campaign to End AIDS and reauthorization activities were deferred to after the council meeting was officially over.

Services to Surrounding Counties Committee

M. Reese reported:

- The counties committee did not meet in the month of October. The next meeting will be a joint meeting with the evaluation committee to review category performance and address any reprogramming recommendations. This meeting is scheduled for November 1, 2005.
- There are no action items.

Support Services Committee

T. Gray reported:

- The committee met on October 11, 2005 to complete its review of the service categories Buddy/Companion and Child Care Services (formerly called Day and Respite-Children). We approved the edits to the standards of care for both categories and have the following motions:

Motion	To approve the revised Buddy / Companion Standards.
Proposed by	T. Gray
Seconded by	D. Brewer
Action	Motion passed with no abstentions and no objections

Motion	To approve the revised Child Care Standards.
Proposed by	T. Gray
Seconded by	M. Reese
Action	Motion passed with no abstentions and no objections

- Support Services will not meet in November due to the joint meeting. Representatives from the committee plan to attend. Our next committee meeting will be in January.

By-Laws Committee

W. Belle reported:

- The chair, vice chair of the council and IGS staff has held two teleconferences regarding developing the processes and procedures governing joint committee meetings. Suggestions for procedures have been circulated to the By-Laws committee and nominating committee members for input. Draft recommendations from the By-Laws committee will be sent to the council for its review and comment. A final set of procedures and guidelines will be sent to the PC for approval as early as November but no later than January.

IGS Report

K. Hale reported:

- IGS provided support for six committee meetings and three teleconferences. As you are aware, IGS has restructured the committee work plans in an effort to use everyone's time efficiently and effectively. IGS has been convening more teleconferences rather than convene actual meetings.
- The success of the teleconference meetings is depended on planning council and committee members doing their homework. Committee materials are sent out to members to review for discussion and decision-making. IGS is grateful to the chairs for conducting their committee business according to their agendas and moving their business forward in a timely fashion.
- IGS is still continuing its preparation of committee chairs in advance of their committee meetings.

- IGS continues to prepare draft standards as the planning council committees make changes and edits. IGS includes these draft standards in the PC packet for review and approval.
- Planning council members received a draft copy of the core chapters (7,8,9) of the comprehensive plan the will go into affect in March 2006. It is due to HRSA by January 6, 2006. Input from council members is needed before it is mailed out to HRSA. In the meantime, the other chapters (1-6) will be mailed out to council members so that the entire plan can be fully reviewed. The deadline to submit comments to IGS is November 2, 2005.
- The planning council November meeting schedule is in your packet.

November Elections

L. Chapman requested that candidates running for planning council leadership and nominating committee seats make a 1-2 minute speech. An official motion was made:

Motion	To have candidates running for planning council leadership and nominating committee seats, make a 1-2 minute speech.
Proposed by	L. Chapman
Seconded by	A. Santiago
Amendment	For the council to ask questions to the candidates after speeches.
Proposed by	M. Cole
Status	The amendment was accepted.
Amendment	For the council to write down questions to ask the candidate.
Proposed by	M. Obiefune
Status	The amendment was accepted
Amendment	To limit the questions to three.
Proposed by	C. Thomas, Jr.
Status	The amendment was accepted.
Action	Motion was put on hold for discussion.

A suggestion was given to place the questions in a box and have candidates choose a question from the box and address it to the council.

R. Shattuck explained to the council that for the last two years of elections, candidates were allowed to have a 2-3 minute speech. If there were questions they were asked after the speeches were done. If there were no questions for the candidates, the elections moved on to the next candidate.

L. Chapman was asked which amendments he was accepting to his motion. He accepted the explanation given by R. Shattuck described above. The official motion is:

Motion	Candidates are allowed to have 2-3 minutes to make a speech. If there are any questions after the speeches, they can be asked at that time.
Proposed by	L. Chapman
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections

New Business

- Women Accepting Responsibility (WAR) and Health Education Resource Organization (H.E.R.O) Women's Wrap are having a seminar on legal services for those affected or infected by HIV/AIDS. The seminar will be on October 28, 2005 at W.A.R location.
- Women Accepting Responsibility is also having a "Quiet Storm Masquerade" Party on October 28, 2005. Testing and counseling will be done on site.
- The needs assessment committee is soliciting the planning council suggestions on unmet need in Baltimore. The needs assessment committee is doing a special assessment of unmet need and needs the council's perspective on this issue. Comments or suggestions can be submitted to IGS.
- Moveable Feast will have an Open House on November 17 at there new location from 8:30 a.m. to 12:30 p.m.
- John Hopkins Women Services is sponsoring a health fair / seminar at Memorial Baptist Church. There will be a conference at John Hopkins for seasoned seniors who are HIV positive on October 26, 2005.
- It was announced that L. Creditt is ill. The sunshine fund is no longer active. Donations were solicited to get a get-well sentiment to be sent to L. Creditt.

Meeting ended at 7:37 p.m.

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

November 16, 2005

November 16, 2005

