

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of November 15, 2005

Vol. II, No. 9

Final • January 17, 2006

Meeting Attendance

Present ¹	D. Rock	R. Shattuck
	K. Allston	D. Brewer
	H. Carter	L. Chapman
	M. Cole	L. Creditt
	I. Davis	B. Flint
	A. Foyles	B. Grant
	M. Graves	T. Gray
	L. Green	P. Hall
	R. Hamlett	D. Henson
	S. Jones	G. Manigo
	W. Merrick	W. Miller
	M. Obiefune	A. Price
	M. Reese	W. Samuel
	A. Santiago	C. Thomas, Jr.
B. Tucker		
Absent	D. Baker	W. Belle
	N. Guest	L. House
	J. Keller	D. McKelvin
	J. Rice	P. Vigilance
Proxy	J. Keruly	R. Brisueno
ABC	B. Armstrong	B. McKeithen
	G. Williams-Glasser	
BCHD	R. Brisueno	
Visitors	H. Roberts, Jr.	L. Hogue
	B. Jones	G. Nelson
	S. Woods	R. Bradley
	L. Walton	S. Kopins
	M. Cole	K. Matthews
	C. Massey	R. Johnson
	R. Jones	B. Thomas-El
Staff	N. Curtis	L. Koontz
	E. Bradley	C. Lacanienta
	K. Hale	D. Gorham

¹ Attendance is based on sign-in sheet

Handouts	November PC packet Committee reports PC Election ballots Biographies of PC appointees Letter sent to the Honorable Michael O. Leavitt CARE Act Reauthorization Summary Sheet Flyer: HIV Study Executive Summary: Ryan White 2005 Reauthorization Principles Draft PC and committee calendar for 2006
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Before the council began its business, all participants were thanked for their efforts, time and sacrifice for making both the Campaign to End AIDS and Reauthorization Campaign a great success. It was stated by the “Pave the Way” New York Caravan that they received the best media coverage from Baltimore, Maryland than any other state they walked through on their way to D.C. Updates from both campaigns in written form were available for the public.

Introductions

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

Review of Minutes

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

Motion	To accept the October minutes as written.
Proposed by	D. Brewer
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

Chair’s Report

D. Rock reported:

- This is my last meeting as your chair, so please forgive me if I become sentimental. I look back over the six years that I have been on the planning council and am proud of the work we have done. It is our work, not just mine that has been successful. We have built a planning council that has diversity, strong voices expressing different views, yet working toward common goals.
- We have achieved great things. We have opened our activities to anyone who wants to join our committees; we have met our CARE Act mandated requirements for

membership, for reflectiveness and PLWH/A representation. During my terms as chair, we have planned for over \$57,000,000, excluding carry-over funds. Because of our planning, we have served over 31,000 clients, from the Unduplicated Client Reports.

- I am proud of what we have accomplished.
- As you think about the election of your next chair and vice chair and the nominating chair and nominating members, I ask you to look at the past performance of each candidate. These individuals will be your leaders as the council moves forward into a very unclear future with the reauthorization of the CARE Act still on the horizon. More than any other time, the council needs leaders who have the vision and experience to lead it during these uncertain times. The planning council needs individuals who have stepped up to leadership and demonstrated their commitment to the planning council process.
- I want to end by thanking each of you for your support, your constructive criticisms and your efforts on behalf of everyone who is HIV infected and affected. You are an awesome group who, I am confident, will continue to do great things.

Planning Council Elections

The planning council conducted their elections for planning council chair, vice-chair, nominating committee chair and the nominating committee. The order of the elections began with the vice-chair candidates speaking first and then entertaining any questions that was asked. The candidates for the vice-chair position were Dale Brewer and Markton Cole. One question was asked to both candidates. The PC chair, nominating committee chair and the nominating committee candidates were given an opportunity to speak as a formality and answer any questions that were asked. These candidates in question was running unopposed. After the speeches and question / answer portion of the elections, the ballots were distributed out to the council for voting purposes. The completed ballots were collected and tallied by IGS staff, G. Williams-Glasser and R. Brisueno of BCHD. The results are: Lennwood Green (PC chair), Dale Brewer (Vice-chair), Raymond Shattuck (Nominating Committee chair), Nominating Committee: Lynn Credit, Herman Carter, Melanie Reese, Phyllis Hall, Wendy Merrick, Tyrone Gray. Congratulations everybody!

Administrative Agency Report

B. McKeithen reported:

- On November 2, 2005, the AA conducted the FY 2006 Bidder's conference for service categories up for bid in 2006. For FY 2006 estimated \$4,244,480 is up for

funding in the following categories: child care services, emergency financial vouchers, home health care, housing assistance, legal services, mental health, psychosocial counseling, substance abuse residential, substance abuse outpatient and transportation.

- The Bidder's meeting was coordinated with Title II bid solicitation for FY 2007. Over 110 persons attended this meeting. Responses have been prepared for over 53 questions that were asked and will be posted for review by potential applicants.
- The AA prepared its responses to the proposed Comprehensive Plan for 2006 for the Comprehensive Planning Committee.
- The AA conducted the second of its service category meetings. This second one focused on Client Advocacy. Funded providers were able to have a dialogue about reporting requirements and new directives. Also, providers provided feedback about the impact of Medicare Part D and the level of preparedness of providers. Preliminary indications from providers reflect a need for training.
- The AA developed a special protocol for the carryover funds awarded to the Baltimore City Health Department for dental services from private dentists. Thirty dentists have expressed interest in this project for county residents. Harford County is serving as the central fiscal agent. The intent of the project is to increase dental service availability for residents of the surrounding counties.
- On November 9, 2005, the AA will hold a follow up meeting for the MAI Non-Traditional and Traditional Outreach funded providers. This meeting is a continuation to the meeting held in August. Reporting and outreach venues are topics.
- The AA is working with members of the Needs Assessment committee to determine the impact of the Medicare Part D prescription benefit that goes into effect on January 1, 2006. Enrollment begins November 15, 2005 at which time beneficiaries will have a choice of drug plans. Clients will have to figure out how they receive low income subsidies for deductions, coinsurance and co-pays. Since many of the persons we serve under Ryan White rely on Medicaid and Medicare, the Needs Assessment committee was interested in the preparedness of providers. A survey was developed and recently administered to providers funded under Client Advocacy. Preliminary findings indicate providers need training. Case Management funded programs will also be surveyed.
- The AA staff attended all planning council meetings.

- The AA has been working closely with the QIP efforts of the Grantee. The QIP is designed to ensure that clients are receiving high quality services from all funded providers. Analysis of quality is done at the service category level; however, during this process if a specific provider has practices that warrant attention from the Administrative Agent, then special monitoring interventions are required. To date, the AA has written three compliance letters. Two of the cases warrant corrective action plans and possible sanctions.
- In conjunction with the Baltimore County Health Department and the Maryland AIDS Administration assisted in conducting a community forum for residents of Baltimore County. This was a well-attended community meeting to familiar Baltimore County residents with the services of the Baltimore County Health Department and Ryan White services.
- One joint Title II site and I visit was conducted during this time period. Best practices were identified and technical assistance was provided.
- The six-month ESD report was presented to the Joint Evaluation / Counties Committees. The Reprogramming report was pulled to adjust the service category of drug reimbursement at the request of the Grantee. We are seeking approval of \$42,000 to be allocated outside of this service category.

Baltimore City Health Department

R. Brisueno reported:

Title I Administration

- The Ryan White Title I Office will be releasing a Request for Proposals for Program Support Capacity Building and Community Education on December 1st.
- The Grantee's Office continues to provide technical assistance as requested or deemed necessary with the Administrative Agent.
- The Grantee's Office, Administrative Agency and State AIDS Administration have met to discuss unduplicated client level data. A joint Title I & II TA request will be submitted to HRSA regarding CareWare implementation.

Quality Improvement Program

- The QIP team will finish its reviews for the categories of Primary Care, Case Management, Food & Nutrition and Nutritional Counseling on November 10th.
- BCHD is actively recruiting to fill all vacancies within the Quality Improvement Program.
- In terms of Technical Assistance, in January there will be a Housing TA to help providers identify permanent housing funding. Based on QIP findings, in February, there will be a *mandatory* a 2-day conference for providers on Housing, EFA and Transportation TA.
- As an FYI to the council, QIP has had a number of findings in 2005 that were significant enough to warrant notifying the council. Steps are being taken to correct the issues related to the findings.

Other BCHD News

- The Baltimore City Commission on HIV/AIDS will be publishing the report sometime in December.
- The Mayor's Office continues a national search for a new Commissioner of Health. Interviews have taken place.

State AIDS Administration

Title II Report

A. Price reported:

- The Title II Request for Proposals (RFP) for State Fiscal Year 2007 was released this month for the following service categories: Minority AIDS Initiative and Transitional Case Management.
- The Title II Guidance for HRSA FY 2006 grant year was received on November 8, 2005. The application is due to HRSA on February 1, 2006.
- A meeting to gather input in the development of the Statewide Coordinated Statement of Need (SCSN) was held on November 1, 2005. Over 100 providers, grantees and consumers discussed issues and trends related to the care of persons living with HIV/AIDS and provided strategies for planning. The SCSN is due to HRSA on January 1, 2006.
- The AIDS Administration is co-sponsoring a training: "Become an HIV/AIDS Community Educator". The event will be held on November 19 from 8:30 a.m. to

4:30 p.m. at the John Wesley United Methodist Church. Other co-sponsors include the Baltimore Washington Conference HIV/AIDS committee, the Strengthening the Black Church for the 21st Century Committee and the Black Methodist for Church Renewal. Registration forms are available.

Title IV Report

B. Grant reported that the Title IV Youth CAB met on October 26th at UMB.

Committee Reports

Comprehensive Planning Committee

J. Keruly reported:

- Program Support: The committee further reviewed the Community Education directives referred back during the October executive meeting. In response to the committee’s concerns, we have modified the self-management training to include additional measures for feedback and follow-up. Two zip codes from Baltimore County and one zip code from Anne Arundel County have been added for the community health fairs. Please refer to the handout in your packet for details on the following community education motions.

Motion	To fund participation in community health fairs in the ten zip codes targeted by the council through community education at no more than \$1,000 per event.
Proposed by	J. Keruly
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections.

Motion	To fund a self-management training program through community education at \$30, 000.
Proposed by	J. Keruly
Seconded by	A. Santiago
Action	Motion passed with one abstention and no objections.

Motion	To allocate \$80,000 from community education towards two full-time positions. One a bachelor’s degree level with experience and the other a peer educator with three years experience.
Proposed by	J. Keruly
Seconded by	H. Carter
Action	Motion passed with three abstentions and no objections.

- 2006-2008 Comprehensive Plan: A draft of the 2006-2008 Comprehensive Plan was distributed to members of the planning council on November 3, 2005. We are

requesting that comments be sent to IGS by November 16, 2005. The committee will be hosting a meeting on November 21, 2005 from 5:30 p.m. to 7:30 p.m. at the Baltimore City Health Department. The purpose of the meeting is to address comments concerning the plan and we invite all planning council members to attend.

- The Comprehensive Plan is due January 2006. The committee would like to make a motion to this effect.

Motion	The executive committee is authorized to approve the Comprehensive Plan at their December meeting.
Proposed by	J. Keruly
Seconded by	S. Ashley
Action	Motion passed with two abstentions and no objections.

Evaluation Committee

R. Johnson reported:

- The committee hosted the Joint Reprogramming Meeting on November 1, 2005. On November 4, we received the revised recommendations based on discussion during the meeting. We have the following motions regarding reprogramming. Please refer to the report located in your packet.

Motion	To reduce PMC-Ambulatory by \$52,545.
Proposed by	R. Johnson
Seconded by	R. Shattuck
Action	Motion passed with six abstentions and one objection.

Motion	To decrease Substance Abuse Outpatient by \$13, 000.
Proposed by	R. Johnson
Seconded by	A. Santiago
Action	Motion passed with seven abstentions and one objection.

Motion	To decrease Drug Reimbursement by \$42, 000.
Proposed by	R. Johnson
Seconded by	T. Gray
Action	Motion passed with five abstentions and two objections.

Motion	To increase PMC-Laboratory by \$35, 545.
Proposed by	R. Johnson
Seconded by	M. Reese
Action	Motion passed with two abstentions one objection.

Motion	To increase Substance Abuse Residential by \$10, 000.
Proposed by	R. Johnson
Seconded by	W. Samuel
Action	Motion passed with no abstentions two objections.

Motion	To increase Case Management by \$1, 000.
Proposed by	R. Johnson
Seconded by	T. Gray
Action	Motion passed with seven abstentions two objections.

Motion	To increase Viral Load by \$61, 000.
Proposed by	R. Johnson
Seconded by	W. Miller
Action	Motion passed with two abstentions one objection.

- The following reprogramming recommendations were approved with the Counties Committee at the joint meeting.

Motion	To reduce STSC Substance Abuse Outpatient by \$10, 000.
Proposed by	R. Johnson
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections.

Motion	To increase STSC Substance Abuse Residential by \$10, 000.
Proposed by	R. Johnson
Seconded by	S. Ashley
Action	Motion passed with one abstention and no objections.

Health Services Committee

M. Cole reported:

- The committee did not meet this month due to the Joint Reprogramming Meeting. The committee will not be meeting in December due to the revised committee-meeting schedule. The committee will resume in January 2006

- In this rest period, the committee will be reviewing its standards. If the committee deems it necessary, the committee will send out its standards for review and comment by professionals in the field and the planning council. There were no action items.

Needs Assessment Committee

W. Samuel reported:

- The committee was scheduled to meet on Thursday, November 10, 2005. In review of the committee's work plan of activities, leadership and IGS staff agreed that the committee did not need to meet this month. The committee will resume in January 2006.
- In this period of rest, committee members will continue working on their homework assignment on unmet need in this EMA. The committee is soliciting comments from the council's perspective on its view of how unmet need in this EMA should be researched and reported. If you have any comments, please submit them to IGS via email.
- There were no action items.

Nominating Committee

C. Thomas, Jr. reported:

- The committee met on Monday, November 14, 2005. Through tremendous recruiting efforts in the month of October and November, the committee received numerous requests of interest in the council. Eleven membership packets were mailed out during the week of October 31-November 4. Special thanks to Herman and Melanie for doing a fantastic job on the radio scripts and talk shows.
- At this time, the committee has three applicants to bring forward for mayoral appointment. These applicants are not on the pool list but are recommended replacements for two resignations and a death.

Motion	To move Richard Matens forward to the mayor's office for PC appointment.
Proposed by	C. Thomas, Jr.
Seconded by	D. Brewer
Action	Motion passed with one abstention and no objections.

Motion	To move Nathalia Drew forward to the mayor's office for PC appointment.
Proposed by	C. Thomas, Jr.
Seconded by	A. Foyles
Action	Motion passed with no abstentions and no objections.

- On November 9, 2005, the executive committee received information on the passing of a PC member. The nominating committee met the following week on Monday, November 14, 2005. On review of the pool list, there were no approved applicants available to replace the member and who meet the council's reflectiveness and representation requirements.
- To meet the HRSA mandated 30-day reporting requirement, the committee requests an expedited process for moving an applicant directly to the mayor's office for PC appointment. The nominating committee would like at this time to ask the indulgence of the chair and vice-chair to allow the committee to present this applicant to the council and approve the applicant to be forwarded to the mayor's office for appointment.

Motion	To move Reginald Haden forward to the mayor's office for PC appointment.
Proposed by	C. Thomas, Jr.
Seconded by	W. Miller
Action	Motion passed with no abstentions and no objections.

- The committee will have new member orientation for its new committee members in December.

PLWH/A Committee

C. Thomas, Jr. reported:

- The committee met on October 19, 2005.
- **Reauthorization / PLWHA Action Alert Campaign:** Since it's October meeting, the committee participated in two trips to Washington, D.C. The first was on October 24, 2005 and the other was November 8, 2005. Both trips were very successful. The goal of this trip was to go to Washington and speak to elected officials about the reauthorization of the CARE Act, President Bush's principles for the CARE Act and how it would impact the HIV/AIDS community. Participants on this campaign were responsible for scheduling appointments with their Maryland elected officials for October 24, 2005 and November 8, 2005. The participants involved were Carnell, Melanie, Tyrone, Walter, Dale, Albert, Dwight, Herman, Bettye, Phillip, David, William, two LEAP students, Debbie and IGS staff.
- **Campaign to End AIDS:** The "Pave the Way" Caravan from New York did make it to Baltimore safely. They were in Baltimore from October 31-November 2. While the walkers were here there were three rallies: October 28, October 31 and November 1st. The walkers did make it to Washington, D.C. and made a tremendous impact on Maryland and D.C. Special thanks to Bettye, Herman, Melanie, Carnell, Debbie and IGS staff for going above and beyond to make the campaign a success.
- Both campaigns took many teleconference calls, late nights, sacrifices and negotiating to see both campaigns come into existence successfully.
- **Recruitment Campaign:** The committee would also like to thank Herman and Melanie for volunteering to be the voices for the radio scripts and the talk shows. Through this effort a lot of interest in the council and committees was generated.
- There were no action items.

Services to Surrounding Counties Committee

M. Reese reported:

- The counties committee participated in the Joint Reprogramming meeting on November 1 to review STSC category performance and reprogramming. The evaluation committee included our reprogramming recommendations in their report.

- After reviewing STSC categories, the committee split from the evaluation committee to hold co-chair nominations. We will be closing nominations and electing co-chairs at our January meeting.
- The committee has requested an emergency meeting in December. This request is due to general consensus that members need to discuss various issues concerning the position and role of the counties committee, along with committee and council processes. This meeting is tentatively scheduled for December 6, 2005.

Support Services Committee

T. Gray reported:

- The committee did not meet in November due to the Joint Reprogramming meeting. Our next committee meeting will be in January. At this meeting, we will begin addressing the EFA service category and hold co-chair elections.

IGS Report

K. Hale reported:

- IGS formal report is in the November PC packet.
- Highlights: IGS is sad to report that L. Koontz, Project Specialist, is leaving to pursue a new career with the Baltimore City Health Department's QIP Department. The planning council wished her well in her new position.
- It was announced that the planning council has lost a member due to death. A moment of silence was given in remembrance.

New Business

- The planning council was given an opportunity to express their sentiments sadness, gratitude and appreciation to Carnell and Debbie. In the spirit of those sentiments, cards and flowers were given to Carnell and Debbie.
- The planning council will have their annual Year End Meeting on Tuesday, December 20, 2005 from 6:30 to 8:30 p.m. A motion was put forward:

Motion	The Year End Meeting will be on the third Tuesday in December.
Proposed by	D. Rock
Seconded by	S. Ashley
Action	Motion passed with no abstentions and no objections.

- Moveable Feast is having an “Open House” on November 17, 2005.

Meeting ended at 8:45 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.

Lennwood Green

Lennwood Green

January 18, 2006

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