

Counties Committee

Date of meeting:	April 17, 2012	Present:	D. Brewer	A. Larrimore*
Time started:	6:40 p.m.		R. Disharoon	S. Johnson*
BCHD Staff:	A. Ferrari	J. Ungard	C. Edmonds	F. Poindexter
IGS Staff:	D. Gorham	C. Lacanienta	B. Fitzsimmons	M. Quander
	K. McGinley		A. Fowlkes	M. Reese
Handouts:	▪ PC Packet (April 2012).		C. Harvey Sr.	D. Rivera
	▪		J. Hailey	M. Richmond-Ward
			T. Hawkins	W. Samuel
			D. Kelson	D. Shamer
			J. Keruly	B. Shird
			H. Lambert	L. Sowah
			C. Massey	T. White
		Absent:	S. Alston	V. Geffard
			E. Anderson	R. Gore-Simmons
			K. Bellesky	R. Haden
			D. Clark	S. Jenkins
			W. Commander	S. Rawls
			V. Graves	
		Visitors:	L. Bank	N. Guest
			P. Church	W. Telp

Chair Report

C. Massey

Discussion:

- C. Massey presented the Chair Report for April 2012.
- W. Samuel asked when the May meeting of the PC had been made a mandatory meeting for all members, as in prior years only the June meeting was mandatory. PCSO stated that it is mandatory for all members wishing to participate in PRSA to receive the data presentations given prior to priority setting, and that all data presentations would be available online for members unable to attend the meetings to view.
- W. Samuel asked why the Continuum of Care Committee was not meeting in the month of May, and asked whether or not, with the reduction of meetings, the deliverables of the committee would be met. B. Shird and T. White, co-chairs of COCC stated that the committee wished to wait until after the Medicaid/Medicare presentation scheduled to be given to the PC in May for the committee to meet. C. Massey stated that funds for the support office had been moderately reduced and that the council was actively looking for ways to streamline PC activities to maximize the time of all volunteers and still ensure that all mandated deliverables of the council were being met.
- W. Samuel asked BCHD which categories absorbed the reduction in the EMA's award for the fiscal year. A. Ferrari stated that BCHD had taken steps to ensure that none of the direct service categories experienced a reduction in funds.
- C. Massey asked that W. Samuel submit further queries in writing to the PCSO and that the council move on with committee business.
- W. Sameul asked that it be put on record that he felt the chair was being unfair to him as a council member.

Motion: To approve the March 2012 PC minutes.

Made by: D. Shamer

Second: W. Samuel

Action: Passed

Opposed: 0

Abstain: 0

Motion: That it be mandatory for all members to receive data presentations either in person or online prior to

Made by: R. Disharoon

Second: W. Samuel

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priority setting.

Action: Passed

Opposed: 0

Abstain: 0

PCSO: Special Report

C. Lacanient

Discussion:

- C. Lacanient informed the council that the FY 2013-2015 Comprehensive Plan was nearing completion, and was going through the final grammatical editing process with the support office.

Motion: To approve the FY 2013-2015 Comprehensive Plan for submission to HRSA with forthcoming edits.

Made by: L. Sowah

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 0

Part A Report

A. Ferrari

Discussion:

April 11th, 2012

A. Part A Administration

Direct Service Vendor Contracts:

Part A

1. Number of direct service contracts for FY 2012: - 39
2. Award letters distributed to providers: - 39
3. Number of fully executed contracts: - 13
4. Number of contracts pending signatures - 26

Minority Aids Initiative (MAI):

1. Number of direct service contracts for FY 2012: - 12
2. Award letters distributed to providers: - 12
3. Number of fully executed contracts: - 5
4. Number of contracts pending signatures - 7

Budgets (Part A and MAI inclusive)

Number of Provider Budgets received for FY2012: - 108 thus far
Number of Provider Budget Revisions pending approval for FY2012: - 92
Number of Provider Budgets approved by ABC for FY2012: - 5

All provider budgets that have been received as per the 4/9/12 deadline are currently being reviewed by ABC Fiscal and the Program Officers at BCHD

Administrative Contracts:

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1. Number of direct service contracts for FY 2012: - 4
2. Award letters distributed to providers: 4
3. Number of fully executed contracts: - None
Of the 4 Contracts awaiting approval - 2 Contracts have been reviewed by Fiscal and is in the process of circulating between departments before submission to Board of Estimates; 2 Contracts pending fiscal review

There were no HRSA updates for this reporting period.

B. Clinical Quality Management Program (CQM)

1. EMA and vendor reports are under development and will be released this summer.
2. On Thursday, April 19, 2012 from 3:00-4:00pm ET, the National Quality Center (NQC) will hold a free Technical Assistance (TA) webconference call entitled, "Getting to the Core of 'Other' Ryan White Services." This call will be facilitated by NQC consultant Julia Hidalgo, ScD, MSW, MPH.

Learning objectives for this call include:

- >Understand the importance of quality management in case management and other non-clinical care areas.
- >Learn practical examples how to apply quality management principles in non-clinical service areas.
- >Learn about existing non-clinical indicators and successful strategies from peer grantees.

To register for this call, please visit:

http://www.nqcqualityacademy.org/e6zo9jrcmqd/event/event_info.html

3. Dates for upcoming CQM collaborative meetings at Sheppard Pratt:

April 19th: Primary care and Oral health programs.

May 17th: Non-medical case management and Psychosocial programs

These collaboratives will prioritize data findings, plan improvement projects, and report back to peers outcomes of their improvement activities initiated on-site.

Part B and Part D Report

T. Hawkins

Discussion:

PART B

- The May meeting of the HIV Community Planning Group is scheduled for May 3, at the Hilton Inn, White Marsh.
- The May meeting of the Central Regional Advisory Committee (RAC) is scheduled for May 7, at NEBO Christian Ministries.
- The Annual Statewide Providers Meeting is scheduled for Tuesday, June 14, 2012. Details will follow.
- IDEHA has received notice of plans for a HRSA/HAB reorganization the details of which are listed in the Federal Register (FR-2012-04-10).

PART D

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- Dr. Vicki Tepper, Director of the Pediatric AIDS Program at the University of Maryland has been invited to present an oral presentation at the International AIDS Conference in Washington, DC, in July. The title of Dr. Tepper's presentation is *Youth and HIV: Risks and Interventions in the 21st Century*.
- The next meeting of the Ryan White Part D Network is scheduled for June 1 and will be held at IDEHA.

Comprehensive Planning Committee

L. Sowah

Discussion:

The committee did not meet in March. The committee will meet again on April 19, 2012.

Continuum of Care Committee

B. Shird

Discussion:

- The committee met on April 4, 2012.
- The committee discussed transitioning committee work to strategic discussions on Part A services starting in June 2012.
- The committee discussed their 2012 workplan and made changes.
- The next meeting will be held on June 6, 2012.

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D. Kelson

Discussion:

- The committee met on April 3, 2012 and received jurisdiction specific presentations from Anne Arundel County and Carroll County.
- The committee will receive jurisdiction presentations from Baltimore, Harford, Howard, and Queen Anne's county at their May meeting.

Evaluation Committee

T. White

Discussion:

- The committee met on April 2, 2012.
- The committee discussed and approved the following assessment documents and forwarded them to the planning council for approval:
 - Phase One Tool to Assess the 5- and 7- Month ESD Reports.
 - Phase Two Tool to Assess the Grantee and Provider Questionnaire: Competitive Request for Proposal (RFP) Process, Continuation Application Process, and Contract Development.
 - Phase Three Tool to Assess Grantee and Provider Questionnaires: Program and Fiscal Monitoring, Site Visits, and Communications.
 - Phase Three Grantee Questionnaire: Program & Fiscal Monitoring, Site Visits and Communications.
 - Phase Three Provider Questionnaire: Program & Fiscal Monitoring, Site Visits and Communications.

Motion: To approve the Phase One Tool to Assess the 5- and 7- Month ESD Reports

Made by: T. White

Second: D. Shamer

Action: Passed

Opposed: 0

Abstain: 0

Motion: To approve the Phase Two Tool to Assess the Grantee and Provider Questionnaire: Competitive Request for Proposal (RFP) Process, Continuation Application Process, and Contract Development.

Made by: T. White

Second: D. Kelson

Action: Passed

Opposed: 0

Abstain: 0

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Motion: To approve:

The Phase Three Tool to Assess Grantee and Provider
Questionnaires: Program and Fiscal Monitoring, Site
Visits, and Communications

The Phase Three Grantee Questionnaire: Program &
Fiscal Monitoring, Site Visits and Communications.

The Phase Three Provider Questionnaire: Program &
Fiscal Monitoring, Site Visits and Communications.

Made by: T. White

Second: R. Disharoon

Action: Passed

Opposed: 0

Abstain: 0

Nominating Committee

M. Reese

Discussion:

- The committee met on April 9, 2012.
- The committee finalized their recommendations regarding revisions to the planning council bylaws.
- The committee screened one application for membership. The committee tracked attendance for planning council members and moved to notify the chair that two members are eligible for removal from the council. The committee moved to notify the chair and the chairs of the PLWH/A committee that two additional members are also eligible for removal.
- The committee motioned to extend the terms of C. Massey and J. Keruly until November 2012 when general elections for leadership positions are held.

Motion: To move W. Telp to the pool list.

Made by: M. Reese

Second: D. Kelson

Action: Passed

Opposed: 0

Abstain: 0

Motion: To ask the PCSO to enact the bylaws and ask the
CEO of the EMA to extend the terms of C. Massey and J.
Keruly

Made by: M. Reese

Second: C. Harvey Sr.

Action: Passed

Opposed: 1

Abstain: 1

PLWH/A Committee

D. Brewer

Discussion:

- The committee met on March 21, 2012.
- The committee discussed their 2012 workplan and the need to use meeting time effectively and proactively.
- The committee discussed health care reform and generated questions for the May 2012 planning council data presentations.
- The committee will meet again on May 16, 2012.

Time adjourned: 8:30 p.m.

Date of approval:

Signature:

Electronic signature of chair (PC Minutes only):