

# Planning Council



**Date of meeting:** August 21, 2018  
**Time started:** 5:39 p.m.  
**BCHD Staff:** A. Ferrari  
 S. Pelham  
 L. Wagner  
**PCSO Staff:** C. Lacanienta  
 V. Graves  
 J. Stenhouse

**Present:** L. Bank T. Luft  
 D. Brewer F. Mena-Carrasco\*  
 P. Chaulk\* W. Merrick\*  
 M. Cole E. Nicholson  
 P. DeMartino O. Njuhigu  
 J. Fleming A. Patterson  
 C. Foxx\* M. Scriber  
 C. Harvey C. Smith  
 G. Jones-Childs M. Thomas\*  
 J. Keruly B. Ward  
 H. Lambert J. Wright-Kimble  
 \* Participated  
 via  
 teleconference

**Absent:** K. Arbaugh J. Furtado

**Visitors:** D. Caldwell M. McVicker-Weaver  
 R. Douglas S. Richardson  
 C. Gross S. Zisow-Mclean  
 K. King-A. Varanasi  
 Reynold V. Woolums

**Handouts:**

- Planning Council Packet (OPCE, August 2018).
- FY18 May YTD Expenditure Summary (BCHD, 2018)
- Letter of Assurance (PCSO, 2018)
- Letter of Endorsement (PCSO, 2018)
- Fiscal Allocation for FY18 (PCSO, 2018)
- Part A & MAI Allocations Report (BCHD, 2018)
- Service Category Plan Tables Part A & MAI (BCHD, 2018)

## Introductions

- M. Cole did roll call.
- C. Smith asked for a moment of reflection.

Committee

## Approval of Minutes

Committee

- C. Smith asked the planning council to review the minutes of the July council meeting.

Motion: To approve the July planning council minutes.

Made by: M. Cole

Second: D. Brewer

Action: Passed

Opposed:

Abstain: 0

## Chair's Report

J. Keruly, Vice-Chair

- J. Keruly welcomed everyone to the August Planning Council meeting.
- J. Keruly thanked everyone for their hard work.
- J. Keruly stated that the PC Leadership, the planning council support office, the HRSA Officer Kristina Barney, and the recipient held a teleconference on Tuesday, August 14<sup>th</sup>.
- J. Keruly stated that the following occurred during the call:
  - The project officer informed that the fiscal year 2018 core medical services waiver has been approved and a letter is forthcoming.
  - The project officer informed that the HRSA HIV/AIDS Bureau is seeking to recruit participants for a boot camp leadership training for people living with HIV/AIDS. Applications are available with the support office
- J. Keruly stated that all of the committee's met in the month of July.
- J. Keruly stated that the nominating committee submitted six new names to the mayor's office for approval.
- J. Keruly stated that the Continuum of Care Committee has continued in its work of advancing standards for Core Medical Support services.
- J. Keruly stated that the committee had begun working with MDH and the recipient's office to revisit standard. The committee has continued to have discussions in the Baltimore EMA related to transitional housing and have begun planning for another community forum.
- J. Keruly stated that the comprehensive planning committee held a community discussion on Re-Conceptualizing Early Intervention Services. During this discussion, the committee discussed successful EIS models and intervention currently being down under outreach services.
- J. Keruly stated that the PLWHA committee is continuing discussions about issues and concerns that impact the PLWHA community and they are looking for opportunities/trainings that are available that will help in their efforts to empower other PLWHA.

## Ryan White Part A Update

S. Pelham / L. Wagner, BCHD

- S. Pelham presented the Part A report.
- S. Pelham stated that the monthly HRSA call was held on August 14<sup>th</sup>
- S. Pelham stated that the following was discussed on the call:
  - The FY19 HRSA Application was due on September 21<sup>st</sup>.
  - The FY18 Core Medical Service waiver had been reviewed and unofficially approved.
  - The FY17 FFR submission is still pending approval.
  - On 8/13 Kristina Barney sent comments on our FY17 Progress Report submission for our review for potential updates.
- S. Pelham stated that the HRSA HIV/AIDS Bureau would be holding a leadership training on Building Leaders of Color.
- S. Pelham stated that the training is an intensive two-and a half day training aimed at increasing the leadership, advocacy, and structures of involvement for community engagement in the Ryan White HIV/AIDS Program.
- S. Pelham stated that the training would be held from September 17<sup>th</sup>-19<sup>th</sup> in Rockville.

- S. Pelham stated that he would be meeting with housing sub-recipients individually.
- S. Pelham stated that the agenda items for the meetings include:
  - Program Overview- understanding each housing sub-recipients housing model.
  - Program Expectations
    - Adherence to PCN 16-02
    - Housing case managers – for temporarily and unstably housed clients.
  - Grievance Policy
    - Importance of documented consumer complaints to planning council committees rather than verbal complaints passed on to the recipient.
    - Posting policies, creating positive culture, and improved grievance follow-through.
    - Consumer complaints.
  - Program Reporting and Tracking
    - CAREWare
    - Transitioning from one housing provider to another
    - Documenting clients who transition to permanent housing
  - Housing next steps
    - We are collaborating with the Mayor’s Office of Housing to address the waiting list.
      - A CAREWare generated list of clients will be shared with MOHS.
      - MOHS will crosswalk the Ryan White list to identify clients they have been unable to locate.
      - MDH will transmit a letter and a list of unstably housed clients to case management programs for follow up.
  - In the event that the Part A Program receives the core medical waiver, steps will be taken to ensure that housing consumers are assigned to a case manager primarily for housing related activities.
  - Evaluation of client outcomes and duration of stay- QI project.
- S. Pelham stated that in preparation for the five month reprogramming exercise, requests went out to sub-recipients on August 2<sup>nd</sup> asking them to submit reprogramming request forms by COB Monday, August 20<sup>th</sup>.
- S. Pelham stated that Part A staff is exploring the effectiveness of combining site visits with Part A.
- S. Pelham stated that they will pilot the effort on a site visit scheduled for August 21-24<sup>th</sup>.
- S. Pelham stated that five site visits had been completed so far in FY18. Six site visits are scheduled for August.
- S. Pelham stated that RW staff continues final preparations for the FY19 application and is on target for a timely submission.
- S. Pelham stated that the program terms report had been completed including the Part A & MAI Planned Allocations Table and the Consolidated List of Contractors.
- S. Pelham stated that the recipient had given the Planning Council feedback on questions for the 2017 Assessment of the Administrative Mechanism. The feedback would be reviewed for the 2018 Assessment in upcoming meeting and the pc request for additional information would be addressed.
- S. Pelham stated that the recipient is working to submit the FY19 75/25 Waiver before the applications submission, but if unable to will submit immediately after.
- L. Wagner stated that the standards of care workgroup met on August 6, 2018 to review the standards for mental health, substance abuse services residential, substance abuse outpatient care, psychosocial support services, hospice services, outreach services, medical case management, and outpatient ambulatory health services.
- L. Wagner stated that the group had a discussion with oral health providers during the meeting on the

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requirement of an annual TB testing among dental care staff. The workgroup is currently identifying the next meeting date to discuss oral health and review housing and emergency financial assistance.

- L. Wagner stated that the three sub-recipients are participating in the needs assessment on barriers to retention to care. Thirty eight surveys have been completed among Ryan White consumers who have missed a scheduled appointment in the last six months. The target is to reach seventy-five by fall.
- L. Wagner stated that they have been providing technical assistance to several core medical and support service sub-recipients in the development of quality improvement projects.
- L. Wagner stated that the Maryland Regional Group is participating in the end+disparities ECHO collaborative, an 18 month collaborative that aims to increase viral suppression in four key subpopulations (youth ages 13-24, MSM of color, African American and Latina Women, and Transgender people) and increase local quality improvement capacities.
- L. Wagner stated that the initiative is managed by the HRSA Ryan White HIV/AIDS Program Center for Quality Improvement and Innovation (CQII).
- L. Wagner stated that each agency that is part of the regional group is required to select one population as an area of focus from the Quality Management committee.
- L. Wagner stated that Part A staff are creating sub-service definitions for Maryland CAREWare under each RW Service Category.
- L. Wagner stated that the subservices definitions will be formalized over the next several weeks and shared with Part A sub-recipients in Fall 2018.
- L. Wagner stated that staff are working to revise the data collection method for sub-recipients receiving outreach under MAI.
- L. Wagner stated that purpose is to provide a standardized data collection method in Maryland CAREWare and end local data collection on excel spreadsheets.
- L. Wagner stated that the city HPG led U=U coalition meets bi-weekly basis to further define the Undetectable=Untransmittable campaign in Baltimore City. The main goal of the coalition is to change the narrative and eradicate the stigma about people living with HIV and HIV prevention by creating a campaign that educates, empowers and engages all stakeholders.
- L. Wagner stated that plans are being developed for a U=U website to provide resources on HIV prevention and care to the public and develop materials to promote the campaign.
- L. Wagner stated that state provided funds are supporting the initiative.
- L. Wagner stated that the city HPG is reviewing its membership.
- L. Wagner stated that the group is exploring strategies for member recruitment and engagement.
- L. Wagner stated that the next city JPG meeting would be held on Thursday, August 16<sup>th</sup> at the Helping Up Mission from 9:00 am to 12:30pm.
- L. Wagner stated that the HIV prevention program is planning to provide continued support to organizations funded through the PS15-1506 CDC grant focused on PrEP.
- The grant ends in September 2018.
- A. Patterson asked if HOPWA and the Baltimore City Health department have a process similar to priority setting to work together to ensure housing.
- A. Ferrari stated that they are providing assistance to the mayor's office for their process.

## Part B Update

P. DeMartino, MDH

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- P. DeMartino stated on Thursday September 20<sup>th</sup>, the state would hold the Statewide Integrated meeting at the Doubletree in Annapolis.
- P. DeMartino stated to see K. King-Reynolds for additional details.
- P. DeMartino stated that a couple of months ago he discussed the Center for HIV Prevention and Health Services model moving forward with integrating prevention and health services.
- P. DeMartino stated that it no longer made sense for the two to be separate.
- P. DeMartino stated that as of August 1<sup>st</sup> they started implementing the integration.
- P. DeMartino stated that the new Deputy Director of Program Improvement, Dr. Bruno Benavides and that Dr. Linda Knapp would manage clinical quality Improvement.
- P. DeMartino stated that he is looking forward to the new activities and will see the new accountability that this will provide.
- P. DeMartino stated that the fiscal year ends on June 30<sup>th</sup>.
- P. DeMartino stated that at the end of the month is the CDC Cooperative agreement is due, they are also working on the Program Term report for Part B that is due September 13<sup>th</sup>.
- P. DeMartino stated that the state had a phone call with the Mid Atlantic AIDS Education Center bosses who are at the University of Pittsburgh.
- P. DeMartino stated that that they had a conversation about the Integrated Plan.
- P. DeMartino reminded the council that when they received feedback from HRSA and the CDC on the Integrated plan that they were not doing enough for workplace development.
- P. DeMartino stated that they said that the AETC is starting internal meetings that will allow opportunities for input for when they develop a workforce development plan.
- P. DeMartino thanked the PLWHA committee for their feedback on the client satisfaction survey draft.
- M. Scriber asked for more information around the workforce.
- P. DeMartino stated that they are trying to address in the state who they have working in the field.
- P. DeMartino stated that they talked about people like social workers and nutritionist, community health outreach workers and talking about what is missing right now. It is also about identifying the models of care the state wants to have in place.
- P. DeMartino stated that they want to think about the priorities in the community and building workplace to support them.
- M. Scriber asked what kind of feedback was provided for the client satisfaction survey.
- C. Smith stated that the committee gave the state feedback on how to make the survey clearer for the clients.

## Special Report

### C. Lacanienta, PCSO

- C. Lacanienta presented the results of the assessment of the administrative mechanism.
- C. Lacanienta stated that the mechanism assess how expeditiously the funds are given to the providers.
- C. Lacanienta stated that the tool is broken up into seven sections.
- C. Lacanienta stated sub-recipients are the vendors of Ryan White services.
- C. Lacanienta stated that the finding were stellar.
- C. Lacanienta stated that on all of the sections the planning council and executive committee have found out the mechanism is working how it is supposed to.
- C. Lacanienta stated that there are few recommendations that are highlighted in their packets.
- C. Lacanienta stated that the section one recommendation was to explore providing a 45 to 60 day response period.
- C. Lacanienta stated that the process for timely notice of opportunity met the mark.
- C. Lacanienta stated that existing sub-recipients received policies in a timely matter.
- C. Lacanienta stated that the planning council would like to explore opportunities of the recipient

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- shortening the time frame for the official notice of award in the future.
- C. Lacanienta stated that additional recommendations include:
  - The council recommends an aging report submission very quarter starting September 2018.
  - To include updates of site visit reviews and site visit actions. The committee would like a once a year review of any results or corrective actions arising from site visits.

Motion: To approve the administrative mechanism document. Made by: D. Brewer

Friendly amendment: To allow the grantee to make some modifications for page count for the application. Made by: J. Keruly      Second: H. Lambert

Action: Passed Opposed: 0      Abstain: 0

## Planning Council Updates

### Executive Committee:

- C. Smith presented the Executive Committee report.
- The committee met on August 15, 2018.
- The committee reviewed the minutes.
- The committee’s subcommittee’s and their workgroups: completed the client satisfaction survey, reviewed directives from PSRA, revisited standards of care, and are working on the assessment of the administrative mechanism.

Motion: To approve the letter of assurance. Made by: D. Brewer      Second: M. Cole

Action: Passed Opposed: 0      Abstain: 0

### Continuum of Care Committee:

- C. Smith read the Continuum of Care Committee report.
- The committee met on July 25, 2018.
- The committee reviewed the minutes of the May meeting.
- The committee discussed directives from PSRA.

### Comprehensive Planning Committee:

- D. Brewer read the comprehensive planning committee report.
- The committee approved the minutes of May meeting.
- The committee held a community discussion on outreach and early intervention services.
- The committee reviewed BCHD Part A’s recommendations for special populations.

Motion: To identify transgender persons as a special population for the application. Made by: D. Brewer      Second: J. Wright-Kimble

Action: Passed Opposed: 0      Abstain: 0

Motion: To identify youth ages 13-24 as a special population for the application. Made by: D. Brewer      Second: J. Wright-Kimble

Action: Passed Opposed: 0      Abstain: 0

Motion: To identify minority women as a special population for the application. Made by: D. Brewer      Second: M. Cole

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Action: Passed

Opposed: 0

Abstain: 0

Motion: To identify minority MSM as a special population for the application.

Made by: D. Brewer

Second: M. Scriber

Action: Passed

Opposed: 0

Abstain: 0

## Fiscal Committee:

- L. Bank read the Fiscal Committee report.
- The committee met on August 2<sup>nd</sup>.
- The committee reviewed the minutes of the March meeting.
- The committee reviewed the service category plan tables and allocations reports from BCHD.
- The committee discussed the Letter of endorsement for submission to HRSA.

Motion: To recommend the approval of the letter of endorsement for submission to HRSA.

Made by: L. Bank

Second: D. Brewer

Discussion:

- L. Bank stated that he has had the pleasure of working with the council for six years for no other reason for making the world a better place. He stated that this is his last planning council meeting for a year but he will be back.

Action: Passed

Opposed: 0

Abstain: 0

## Nominating Committee:

- M. Cole read the Nominating Committee report.
- The committee met on August 7, 2018.
- The committee approved the May meeting minutes.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.

Motion: To send S. Richardson's application to the mayor's office for appointment to the council.

Made by: J. Keruly

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 0

Motion: To send M. Peterson's application to the pool list.

Made by: J. Keruly.  
Cole

Second: E. Nicholson

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that one member receive a removal letter from the planning council based on attendance.

Made by: J. Keruly

Second: M. Scriber

Action: Passed

Opposed: 1

Abstain: 0

Motion: To recommend that one member receive a removal letter from the continuum of care committee based on attendance.

Made by: J. Keruly

Second: D. Brewer

Discussion:

- A. Patterson stated that he was uncomfortable voting on a person that he did not know who it is.

Action: Passed

Opposed: 0

Abstain: 0

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Motion: To recommend that warning letters be sent after the nominating committee without needing executive committee or planning council approval.

Made by: J. Keruly

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 0

## PLWHA Committee:

- E. Nicholson read the PLWHA Committee report.
- The committee met on July 24, 2018.
- The committee reviewed the minutes of the March meeting.
- The committee invited Linda Knapp to present the Client satisfaction survey and the committee provided their feedback.
- The committee formed a sub-committee to review the client satisfaction survey in more detail.
- The sub-committee met on August 13<sup>th</sup>, 2018 to complete the client satisfaction survey.
- The committee invited Paulette Nicholas to present on the NMAC Building Leaders of Color Training opportunity.

## PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse stated that over the past month the support office held weekly meetings with planning council leadership.
- J. Stenhouse stated that the support office has facilitated five committee meetings over the past month.
- J. Stenhouse thanked all who attended this year’s conference.
- J. Stenhouse stated that over the past month, the support office has been working with the recipient’s office to assist in writing the FY19 Part A grant application. The program term report was submitted with the signature of the letter of endorsement from the chair.
- J. Stenhouse stated that Dr. Bank, Dale Brewer, and Howard Lambert would be completing their final term on the planning council this month.
- J. Stenhouse thanked them on behalf the support office for their service and dedication.
- J. Stenhouse stated that the nominating committee is working diligently to fill vacancies on the planning council.
- J. Stenhouse asked that any potential applicants be directed to a nominating committee member.
- J. Stenhouse reminded members with new affiliations to see any member of the support office to complete a new conflict of interest form.
- J. Stenhouse reminded all who receive transportation services to provide ample notice to the support office to coordinate your ride.

## New Business

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- Diana Caldwell from NIH spoke to the council about her HIV research project.

Motion: To adjourn the meeting	Made by: A. Patterson	Second: D. Brewer
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:54 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	