

# Planning Council

**Date of meeting:** August 16, 2016

**Time started:** 6:33 p.m.

**BCHD Staff:**  
J. Carey  
A. Ferrari  
S. Pelham  
L. Wagner

**TWG Staff:**  
D. Gorham  
A. Onyeabo  
J. Stenhouse  
C. Wright

**Present:** K. Arbaugh  
L. Bank  
D. Brewer  
R. Buchanan-Gunthrop  
P. Chaulk\*  
M. Cole  
J. Fleming  
A. Fowlkes  
C. Foxx  
J.P. Gomez  
K. Gray  
C. Harvey  
G. Jones-Childs  
D. Kelly Jr.  
J. Keruly  
H. Lambert  
V. Lathan  
J. Loken  
T. Luft  
E. Nash  
E. Nicholson  
D. Rivera  
M. Scriber  
C. Smith  
S. Spriggs\*  
B. Ward

*\* Participated via teleconference*

**Absent:** L. Beane  
A. Brown  
S. Flournoy-Lindsay  
J. Simmons  
J. Singletary  
E. Watson, Jr.

**Visitors:** H. Byers  
S. Cherry  
A. Epps  
S. Zisow-McClean  
S. Webber  
V. Woolums

**Handouts:**

- Planning Council Packet (TWG, August 2016).
- FY16 May YTD Expenditure Summary (BCHD, 2016)
- Bios (TWG 2016).
- Expenditure and Client Data Summary presentation (BCHD, 2016).
- Nominating Committee Ballots (TWG 2016)
- Planning Council recommendations and Integrated Plan strategies (BCHD 2016)
- 2016 Ryan White Part A Provider Survey Final Report (S. Webber, 2016).
- 2016 Ryan White Part A Provider Survey presentation (S. Webber, 2016).

## Introductions

Planning Council

- The meeting convened with quorum at 6:33 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

### Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the July council meeting.

Motion: To accept the July meeting minutes as written.

Made by: K. Gray

Second: C. Smith

Action: Passed

Opposed: 0

Abstained: 1

### Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer thanked the comprehensive planning committee and co-chairs for ensuring the completion of the series of community discussions to inform the integrated plan.
- D. Brewer thanked the stakeholders throughout the state and partners at the Department of Health and Mental Hygiene (DHMH) for participating in the discussions.
- D. Brewer stated that the final strategies from the discussions have been submitted to the health department.
- D. Brewer thanked the fiscal committee for hosting a teleconference call last month to address carryover.
- D. Brewer stated that the carryover document was submitted to BCHD on Friday, July 29<sup>th</sup>.
- D. Brewer stated that at tonight's meeting, Sonney Pelham would present on the Expenditure Service Delivery Report.
- D. Brewer stated that Scott Webber would also present the results of the assessment of the administrative mechanism and Joan Carey would present a brief report on the integrated plan.
- D. Brewer stated that nominations for nominating committee members would be closed and voted on.
- D. Brewer asked that planning council members listen carefully and ask questions regarding the monthly expenditure report and planning council budget summary.
- D. Brewer stated that some planning council members would be terming off in the month of August and thanked them for their service to the PLWH/As in the EMA.

### Ryan White Part A Update

S. Pelham/ A. Ferrari,  
BCHD

#### HRSA Updates

- S. Pelham presented the Part A report to the council.
- S. Pelham stated that Ryan White Part A funds cannot be used to pay for PrEP medications, PrEP related services, or to leverage PrEP activities.
- S. Pelham stated that the HRSA TA report has not been received.
- S. Pelham stated that the State Integrated Plan is due to HRSA on September 30<sup>th</sup>.
- S. Pelham stated that Ryan White Parts A & B must submit the report through the Electronic Handbook (EHB.)

#### Meetings/ Conference Calls

- S. Pelham stated that PC leadership and BCHD held two conference calls to finalize the FY16 budget.
- S. Pelham stated that once the budget is approved it would be sent to the contract specialist for processing and submission to the Board of Estimates (BOE.)
- S. Pelham stated that PCSO and BCHD met to discuss - potential planning council presentations, the training received from HRSA, 5-month reprogramming, support office and planning council budget, the PCSO vacancy, and finalizing FY16 carryover request.

#### Program Updates

- S. Pelham stated that TWG was paid on July 25<sup>th</sup>.

## Planning Council

- S. Pelham stated that BCHD received June's summary sub-recipient invoice report from Associated Black Charities (ABC) on August 2<sup>nd</sup>.

### Site Visits

- S. Pelham stated that the start of the FY16 provider visits have been postponed through August.
- S. Pelham stated that BCHD staff received training on July 28<sup>th</sup> based on technical assistance received from HRSA..
- S. Pelham stated that BCHD staff would receive additional training at the next two site visits. The site visits will include a new consumer luncheon.
- S. Pelham stated that BCHD would submit a site visit waiver to HRSA along with a request to conduct desk audits for sub-recipients who did not have to submit a correction action plan.

### 5 Month Reprogramming Exercises

- S. Pelham stated that BCHD is reviewing provider activity in preparation for 5-month reprogramming exercises.
- S. Pelham stated that BCHD staff made inquiries to providers regarding spending. Providers had up until yesterday to submit reprogramming requests.
- S. Pelham stated that BCHD met with Food Bank providers on July 27<sup>th</sup> to gain clarity on waiting lists.
- S. Pelham stated that based on discussions with providers all Food Bank clients are receiving some form of assistance.
- S. Pelham stated that clients are linked to food pantries if their needs are unable to be addressed by providers.
- S. Pelham stated that the service category would be requesting additional funding during reprogramming.

### Program Staff Changes

- S. Pelham stated that Stephon Effinger has joined the grantee staff as CAREWare Administrator.

### Trainings

- S. Pelham stated that BCHD is putting together a webinar training for health care providers in the EMA to provide insight on the policy clarification notice (PCN 16-02) – Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds. The webinar will be conducted in September.
- S. Pelham stated that he would be conducting a presentation on the Expenditure and Client Data Summary report to gain insight on how the report can be improved tonight.

### Carry Over

- S. Pelham stated that the FY16 Carry-Over Request has been finalized and was submitted to HRSA through the electronic handbook (EHB) on July 29<sup>th</sup>.
- S. Pelham stated that the total FY15 unobligated amount is \$ 789,097.
- S. Pelham stated that the total unobligated formula amount is \$169,106.
- S. Pelham stated that the breakdown of the total carryover requests is \$64,106 to MAI Oral Health, \$25,000 to Part A Oral Health, \$40,000 to Part A Housing – Transitional, and \$40,000 to Part A Food Bank – Home Delivered.

### CQM Updates

- S. Pelham stated that CQM has collaborated with providers to incorporate consumer luncheons during FY16 site visits.
- S. Pelham stated that consumer luncheons are conducted to understand consumer need/ barriers to Ryan White services, opportunities to improve services, and to identify opportunities to actively involve consumers in their care.
- S. Pelham stated that CQM developed a discussion group guide for the Ryan White Part A team and a brief participant questionnaire.
- S. Pelham stated that CQM conducted training at the consumer luncheon for the FY16 site visits on July 28<sup>th</sup>.

## Planning Council

- S. Pelham stated that the next Quality Management Committee meeting would be postponed until after the Part A application is finished in October.
- S. Pelham stated that Kristin Arbaugh from the Baltimore County Department of Health would conduct a presentation on a quality improvement project and Rodrique Sumpter from the Part A program would conduct a data presentation on youth ages 13-24 at the Quality Management Committee meeting.
- S. Pelham stated that the goal of the Quality Management Committee meeting is to use quantitative data to begin discussions on ways to improve health outcomes for this population.
- S. Pelham stated that the next Maryland Regional Group meeting would be held on August 22<sup>nd</sup>.
- S. Pelham stated that BCHD has participated in the Maryland Regional Group for two years.
- S. Pelham stated that the Maryland Regional Group is composed of Part B, three Part C providers and a Part D provider, as well as part A.
- S. Pelham stated that the Maryland Regional Group offers an effective forum for sharing data and for discussing methods to further enhance access to care and improve patient outcomes.
- S. Pelham stated that BCHD and DHMH met on Thursday, August 4, 2016 to discuss streamlining the Standards of Care. District of Columbia's (DC) HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) has also been working with DHMH on this task.

### CAREWare Updates

- S. Pelham stated that BCHD Ryan White Part A/MAI & DHMH Ryan White Part B began the deployment process of creating a centralized CAREWare database for collecting core medical, supportive, and clinical data on clients living with HIV/AIDS in the Baltimore EMA.
- S. Pelham stated that CAREWare is free scalable software made available to Ryan White grantees by HRSA and is specifically used for managing and monitoring HIV clinical and supportive care.
- S. Pelham stated that the application will allow both Baltimore Part A and Maryland Part B grantees and stakeholders to efficiently assess, track, and report utilization across all service categories and analyze health outcomes as established by the HRSA HIV/AIDS Bureau (HAB).
- S. Pelham stated that with the successful migration of sub-recipient's historical data and onboarding of current Ryan White sub-recipients for calendar year 2016, the Ryan White Service Report (RSR) will be a seamless reporting system originating from a centralized database across all sub-recipients.
- S. Pelham stated that performance measures will aid sub-recipients, stakeholders, and the grantee in continuous quality improvement (CQI) including but not limited to; medical visits retention, gaps in HIV medical care, linkage to care, viral load suppression, and clinical screening markers (lipid panel, STIs, and hepatitis serology.)
- S. Pelham stated that the target completion date for all sub-recipients is October 2016.

### Conferences and Webinars

- S. Pelham stated that the Ryan White Conference on HIV Care and Treatment would be held on August 23-26.
- S. Pelham stated that the United States Conference on AIDS would be held on September 15-18.
- S. Pelham stated that the Supporting Health Coverage Enrollment for RWHAP was held on August 10 at 3pm.
- S. Pelham stated that the Strategies for Engaging Minority Young Adults in Healthcare would be held on August 24 at 12pm.

### Planning Council Budget

- A. Ferrari stated that the budget has an additional \$83,456.
- A. Ferrari stated that \$75,000 of the budget is for training.

## Planning Council

- A. Ferrari stated that \$2,166 was allocated for the HRSA TA conducted in July.
- A. Ferrari stated that \$6,290 was allocated for planning council members to attend the Ryan White conference.
- A. Ferrari stated that the budget totaled \$483,456.

Motion: To accept the planning council budget.

Made by: A. Fowlkes

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

## Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report to the council.
- R. Buchanan-Gunthrop stated that the Ryan White Part B 2017 Allocations process included opportunities for input from existing Part B/State Special funded providers.
- R. Buchanan-Gunthrop thanked providers and PLWH/As who contributed to identifying needs and service gaps across the state. The process resulted in an expansion in services for PLWH/As across the state.
- R. Buchanan-Gunthrop stated that in the current fiscal year, Ryan White Part B funds would support PLWH/As with increased access to dental care, psychiatric care, and support to assist with obtaining housing stability.
- R. Buchanan-Gunthrop stated that funding will also be targeted at identifying people who are living in Maryland that are not aware of their positive status and linking and /retaining them in care.
- R. Buchanan-Gunthrop stated that the Maryland Regional group meeting is scheduled for Monday, August 22<sup>nd</sup>. The meeting will be held at the Maryland Department of Health and Mental Hygiene, 500 N. Calvert St., 5th Floor Large Conference Room.
- R. Buchanan-Gunthrop stated that Ryan White Parts A-D are invited to collaborate on how to work towards achieving best outcomes when it comes to viral load suppression and linkage and retention in care.
- R. Buchanan-Gunthrop announced that Hollie Malamud-Price would be leaving DHMH and Susan Thorner would be taking on her position as Maryland's National Quality Committee Coach.
- R. Buchanan-Gunthrop stated that the next HIV Planning Group (HPG) meeting would be held on Thursday, September 8, 2016 at the Doubletree by Hilton in Annapolis. This will be the last meeting for the year.
- R. Buchanan-Gunthrop stated that the 2016 National Ryan White Conference on HIV Care and Treatment is scheduled for August 23<sup>rd</sup> – 26<sup>th</sup>, 2016 at the Marriott Marquis Hotel in Washington, DC.
- R. Buchanan-Gunthrop stated that Addressing HIV, Addiction and Mental Illness Within the Faith Community was held today from 9:00am to 12:30pm.
- R. Buchanan-Gunthrop stated that on Friday, August 19<sup>th</sup>, Jeff Hitt, Director for IDPHSB; Dr. Patrick Chaulk, Assistant Commissioner BCHD; Dr. Lorece Edwards from Morgan State University; and Rebekha Atnafou, Director of the Afterschool Institute would be on WOLB 1010 AM for the Christina Flowers Show.
- R. Buchanan-Gunthrop stated that they would highlight issues for students returning to school and discuss the upcoming Youth Sexual Health and Leadership Conference.
- R. Buchanan-Gunthrop stated that the 1<sup>st</sup> Homeless Summit would be held on Saturday, August 20<sup>th</sup> from 10am to 3 pm. The summit is \$10 a person and would be held at Perkins Square Baptist Church and Citizens Policy Liaison Council.
- R. Buchanan-Gunthrop stated that on Saturday, August 27<sup>th</sup> from 10 am to 3 pm the 2<sup>nd</sup> International Caucus and Youth Summit would be held at Saint Peter Claver Catholic Church.

## Special Report

S. Pelham, BCHD

- S. Pelham presented the Expenditure and Client Data Summary Presentation.
- S. Pelham stated that column A is the initial award for the category.
- S. Pelham stated that overall, Part A core medical services received \$9,163,730.
- S. Pelham stated that core medical services consist of 69.1% of Part A allocations and support services make up 30.9%.
- S. Pelham stated that after reprogramming there would be movement in column B (the adjustment column).
- S. Pelham stated that column C is the original allocation combined with additional funds due to reprogramming.
- C. Smith asked for a record of unspent funds.
- S. Pelham stated that on the second page, the unobligated funds panel shows money that has not been spent.
- J. Keruly stated that the first page is an allocation summary.
- R. Buchanan- Gunthrop stated that there is a difference between expenditures and carryovers and allocations.
- R. Buchanan-Gunthrop suggested the addition of a page with definitions.
- S. Pelham stated that column E reflects the provider's invoices.
- C. Smith asked for the length of time it takes the grantee to provide feedback to the concerns of the providers.
- S. Pelham stated that program officers reach out to providers on a monthly basis.
- S. Pelham stated that the grantee asks questions when a providers spending is off.
- S. Pelham stated that it typically the grantee would provide feedback to providers within the same month.
- C. Harvey asked when carryover would be received.
- S. Pelham stated that carryover would be received in October.
- M. Cole asked if the expenditure reports had more graphs and information displayed in the past.
- S. Pelham stated that in the past there was more information in the reports however, HRSA felt it was excessive.
- A. Onyeabo stated that the information from the expenditure reports is reflected in the scorecards.
- C. Smith suggested a comparison of the previous year's spending to be added into the expenditure reports.
- S. Pelham stated that he would consider the request.
- D. Brewer suggested cutting down the carryover exercise at Priority Setting Resource Allocation (PSRA) to a realistic goal.
- J. Keruly stated that the categories with the slowest uptake of money are categories that have salary support.
- J. Keruly stated that partial awards are conducive to an inefficient spending of monies.
- S. Pelham stated that the award came sooner this year than the previous year.
- S. Pelham stated that the first column of the client service summary is the goal amount of clients served and service units provided.
- S. Pelham stated that the projection column is a quick calculation of the amount that should be spent.
- S. Pelham stated that the projection column could give a false estimate since it is done monthly.
- S. Pelham stated that the projection is an even number for each month and may not be realistic.
- S. Pelham stated that expenditure report has a summary of waitlists and vacancies along with an explanation.
- S. Pelham stated that a common term found under the vacancies list in the expenditure report is full time equivalency (FTE).
- S. Pelham stated that FTE is used to describe full time staff vacancies.
- S. Pelham stated that the last page of the expenditure report is the variance summary.
- S. Pelham stated that the variance summary displays the expenditure variance within each category

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and provides an explanation if the variance is over 5%.

- S. Pelham stated that if there were a recommendation for reprogramming in a category, there would be an additional line in the variance summary with a suggested amount.

### Special Report

S. Webber, Consultant

- S. Webber presented the Ryan White Part A provider questionnaire.
- S. Webber stated that the assessment of the administrative mechanism had 100% participation.
- S. Webber stated that two surveys were sent to 36 participants.
- S. Webber stated that according to the data, the provider-grantee relationship is overall a positive experience.
- S. Webber stated that the grantee is responsive to providers' expressed needs but could be more proactive with information.
- S. Webber stated that the timeliness of payment is still a prominent issue.
- S. Webber stated that a component in delayed payment is that providers are not turning invoices in on time.
- S. Webber stated that 14% of providers do not believe that they received sufficient advance notice of the initial RFA process.
- S. Webber stated that this is an improvement from the previous year with 40% of providers not feeling like they had advanced notice.
- S. Webber stated that the initial contract was executed by March 1<sup>st</sup>.
- S. Webber stated that 92% of providers believe that partial funding impacted their organization's ability to budget.
- S. Webber stated that answers provided to the providers are sometimes inconsistent.
- S. Webber stated that 30% of providers do not believe that their initial budget is clear.
- S. Webber stated that only 50% of providers reported submitting their invoices on time.
- S. Webber stated that 39% of providers reported experiencing delayed payments.
- S. Webber stated that the assessment workgroup would hold a debriefing in September.
- S. Webber asked that any questions or recommendations be provided to Carlton.

### Special Report

J. Carey, BCHD

- J. Carey presented the planning council recommendations and integrated plan strategies document.
- J. Carey stated that the document demonstrates how the planning council's recommendations fit into the integrated plan.
- J. Carey stated that underlined phrases in the document are not specifically covered in the integrated plan.
- J. Carey stated that words/phrases in bold are from the first draft of integrated plan.
- J. Carey stated that the HIV infected column of the document lists the strategies gained from the last community discussion.
- J. Carey stated that some planning council recommendations were not listed because they were too specific for the plan.

### Planning Council Updates

Fiscal Committee:

- L. Bank presented the Fiscal Committee report.
- The committee met via teleconference on July 21, 2016.
- The committee considered carryover needs and the waitlist.
- The committee allocated carryover funds as follows:
  - \$25,000 of Part A carryover funding to Oral Health.
  - \$40,000 of Part A carryover funding to Food Bank.
  - \$40,000 of Part A carryover funding to Housing Transitional.
  - \$64,108 of MAI carryover funding to Oral Health.

Comprehensive Planning Committee:

- D. Kelly presented the Comprehensive Planning Committee report.
- The committee met on July 28, 2016.
- The committee approved minutes of the April meeting.
- The committee held a community discussion on Network Adequacy and Alternate Funding Streams.
- The committee reviewed and made edits to the recommended state plan strategies.
- The committee received a presentation from Joan Carey on target populations.
- The committee recommended target populations for the application.

Motion: To recommend as target population one MSM of color ages 20-34.      Made by: C. Smith      Second: D. Rivera

Action: Passed      Opposed: 0      Abstain: 0

Motion: To recommend as target population two youth ages 13-24.      Made by: C. Smith      Second: K. Arbaugh

Action: Passed      Opposed: 0      Abstain: 0

Motion: To recommend as target population three high-risk heterosexuals.      Made by: C. Smith      Second: D. Rivera

Action: Passed      Opposed: 0      Abstain: 0

Motion: To recommend as target populations four and five - the transgender population and residents of the highest-incidence geographic areas.      Made by: C. Smith      Second: D. Rivera

Action: Passed      Opposed: 0      Abstain: 0

PLWH/A Committee:

- H. Lambert presented the PLWH/A Committee report.
- The committee met on July 26, 2016.
- The committee reviewed the minutes of the May 24, 2016 meeting.
- The committee reviewed the FY17 Allocations table and Carryover documents.
- The committee reviewed emerging trends data in the EMA.
- The committee discussed emergent needs in the EMA.

Nominating Committee

- C. Smith presented the Nominating Committee report.
- The committee met on August 11, 2016.
- The committee reviewed the minutes of the July 5, 2016 meeting.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed and discussed the pool list.
- The committee also reviewed five (5) screened applicants and distributed one (1) new application for screening.

Motion: To recommend that M. Poku be moved to the mayor's office for appointment to the planning council.      Made by: C. Smith      Second: C. Harvey

Action: Passed      Opposed: 0      Abstain: 0



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Motion: To recommend that S. Jones be moved to the pool list until a vacancy becomes available.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that F. Gamble be moved to the pool list until a vacancy becomes available.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one planning council member receive a two-month warning letter based on attendance.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one planning council member receive a three-month warning letter based on attendance.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one planning council member receive a four-month warning letter based on attendance.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one planning council member receive a five-month warning letter based on attendance.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one planning council member receive a removal letter based on lack of attendance.	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0

## PCSO Report

A. Onyeabo, PCSO

- A. Onyeabo presented the support office report.
- A. Onyeabo stated that the support office has facilitated committee meetings and held weekly meetings with planning council leadership over the past month.
- A. Onyeabo stated that the support office worked with the Comprehensive Planning Committee to complete its community discussions to inform the integrated plan.
- A. Onyeabo thanked the comprehensive planning committee members for all of their hard work.
- A. Onyeabo stated that the support office met with the grantee to discuss the HRSA technical assistance recommendations, reprogramming, finalizing carryover, and updating the Standards of Care.
- A. Onyeabo stated that the support office is in the process of interviewing to fill the vacant research analyst position. We anticipate that the position will be filled by the end of the month.
- A. Onyeabo stated that Anna Fowlkes would be completing her final term as planning council member this month.
- A. Onyeabo thanked A. Fowlkes for her service and dedication to the PLWH/As in our EMA.
- A. Onyeabo encouraged A. Fowlkes to remain involved in the community.
- A. Onyeabo asked that members whose affiliations have recently changed should see any member of the TWG team to update and complete a new conflict of interest and disclosure form.
- A. Onyeabo stated that council members may also download and complete a form on the planning council website and submit it to the support office.

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- A. Onyeabo asked that any questions about the council or its committees or accessing meeting documents be directed to Jocelyn or herself.

## New Business

Planning Council

- D. Rivera requested the time of the planning council meeting be changed to 5:30pm.
- A. Onyeabo stated that the support office would see if the time change is feasible.
- C. Smith welcomed Anna Fowlkes back from South Africa.
- A. Onyeabo stated that elections are to be held for two nominating committee members.
- A. Onyeabo and S. Pelham tallied the nominating committee ballots.
- A. Onyeabo announced S. Spriggs and J. Fleming as the new nominating committee members.

Motion: To adjourn the meeting	Made by: A. Fowlkes	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 8:28 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	