

Planning Council

Minutes of the Meeting of February 20, 2007

Vol. III, No. 11

Final • February 23, 2007

Meeting Attendance

Present¹	L. Green K. Allston D. Baker D. Cooper N. Drew B. Flint B. Grant R. Haden R. Hamlett J. Keller G. Manigo W. Merrick G. Nelson H. Roberts, Jr. L. Smith S. Woods	D. Brewer S. Ashley H. Carter L. Creditt B. Thomas-EL A. Foyles T. Gray P. Hall R. Johnson F. Lowman, Jr. C. Massey W. Miller M. Reese W. Samuel J. Winslow
Absent	M. Cole D. Henson J. Keruly D. Payton B. Tucker	M. Graves B. C. Jones M. Obiefune K. J. Taylor
Proxy	C. Thomas, Jr.	M. Becketts
ABC	C. Edmonds	G. Weston
BCHD	J. Ungard	A. Ferrari
Visitors	J. Hurtt, Jr. P. Henry N. Guest C. Orwenyo M. Jews	M. Flint K. Matthews B. Fitzsimmons C. Nganga-Good D. Hunter
Staff	N. Curtis J. Miller	K. Hale D. Gorham

¹ Attendance is based on sign-in sheet

C. Lacanienta

Handouts	February PC Packet Needs Assessment Minutes Nominating Committee Minutes Agency Flyers Committee Meeting Schedules PC New Meeting Location Flyer “Save the Date” Flyer PLWHA Committee Summary of Transportation Guidelines
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Introduction

L. Green convened the meeting with introductions at 6:32 p.m.

Review of Minutes

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

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

Chair’s Report

L. Green reported:

- Thank you to all who attended the Emergency FY 2007 Priority Setting Conference on January 24, 2007. As you know the council did plan for this conference from the original priority setting conference in July 2006 in preparation for what was to come about with reauthorization and the language of the new legislation.
- At the January priority setting conference, the council did not have sufficient time for a full discussion of the Administrative Agent’s recommendations that went beyond funding allocations. The planning council made a motion to address the earmarks presented by the Administrative Agent, in future executive committee and other committee meetings and address any other recommendations the Administrative Agent made within specific service categories.

There were earmarks that spoke to setting aside portions of the allocation within certain service categories to possibly fund additional activities such as lab testing. When the executive committee begins its review of these earmarks; they will develop

actual recommendations and assign these earmarks to the appropriate committees to review and evaluate along with the ESD fiscal reports. Once the appropriate committees discuss these earmarks, these committees will then forward their recommendations to the planning council.

- The executive committee will also address the parking lot issues from the January priority setting conference and where appropriate, the committee will assign these issues to the appropriate committees if in fact it is an issue that falls under the guidelines of the CARE Act or the planning council.
- The FY 2007 Planning Council Allocations and Percentages will be in the February planning council packet.
- As you are aware, 2007 will be a transition year for the planning council with respect to the new legislation and its requirements. Planning council members will be depending more on the information and data presented priority-setting events. To ensure that all council members receive this information and data from January 24th priority setting, the information is enclosed in the planning council packet and as well as the January priority setting minutes and a crosswalk of the 2006 service categories transitioning into 2007 categories. If members need additional information or materials, they are to contact the planning council support office.
- The Baltimore City Health Department will be informing the planning council about the status of the grant awards and supply any updates on the MAI issues. The Minority AIDS Initiatives (MAI) is now a separate program from the Ryan White grant award and has a separate application process. Information on the MAI process may be given to EMA by July 2007.
- The planning council has some factors to consider for the future. The council still has four percent of the grant for its functions but four percent from a smaller federal grant, which translates into a reduction. Therefore, the council needs to consider:
 - 1) Realigning of committees and streamlining planning council activities.
 - 2) Providing more effective and efficient planning council trainings on understanding and utilizing fiscal reports developed by the Administrative Agent.
 - 3) Revising committee work plans.

Administrative Agency Report

G. Weston reported:

- The Administrative Agent is currently reviewing the continuation applications and will be making funding recommendations to the Grantee by next week (the week of February 22nd). We hope to have an actual notice of grant award from HRSA about a week later.
- The First Quarter Provider meeting for FY 2007 will be held at the “Du” Burns Arena on March 9th. The primary focus of the meeting will be FY 2007 contract start up

issues and changes related to reauthorization. In addition we will focus on some technical assistance issues as requested by specific providers.

Baltimore City Health Department Report

R. Brisueno reported:

A. Title I Administration

- The Ryan White Title I office has gone through a new staffing transition. L. Ferrari and J. Ungard were promoted into new positions.
- As applicable, a summary of the February 13th HRSA conference call on the reauthorization of the Ryan White CARE Act **will be submitted to the council as an addendum to this report.**

Highlights from HRSA Conference Call:

- HRSA is operating under a continuing resolution; they are planning to award the formula portion by March 1, 2007; the supplemental award will hopefully be made by April 30th. MAI has been codified; therefore, a separate guidance is being developed; no MAI awards will be available before August 1, 2007 and not necessarily tied to the Title fiscal year.
- Treatment Adherence is not recognized as a standalone category; however, it can be part of another category, i.e., case management.
- New planning council requirements: members of a Native American population and a member who represents the Hepatitis B or C community.

Question posed, “Does this EMA have to incorporate two additional planning council slots based on the new requirement?” The response was that only one of three apply to these membership requirements for this EMA; meaning that the requirements (Hepatitis B or C) applies to this EMA.

Question posed, “With this new requirement, would it affect the size of the planning council?” The response was that the Grantee and the council would have to assess this information.

Question posed, “Does this EMA stand to lose a good sum of the supplemental award? The response is that HRSA is holding off on the supplemental award until they receive the grant applications from the five new TGA.

Question posed, “Are we going to lose providers based on the uncertainty of the grant award?” The response is that on March 1st this EMA will receive the formula award and based on those dollars, the Administrative Agent will award six-month contracts. Once

the supplemental award is announced, those contracts that are to receive supplemental funding will be awarded. Then the Grantee will assess what the entire award is and the impact of the total award on the service continuum.

- The Grantee's Office extends a "Job Well Done" to the staff of the Planning Council Support Office and the Administrative Agent for developing and conducting successful special priority-setting event in January.
- The Counties Outreach Initiative program funded as a carry over project continues to receive positive responses from areas around the EMA. The campaign includes posters located in several of the county malls, and public service announcements airing on several Comcast Cable station programs.

Over a dozen beauty and barbershops located in the Liberty and Woodlawn areas of **Baltimore County** are supporting this campaign by placing posters at there establishments and distributing flyers. Five churches and another seven beauty and barbershops in Harford County are participating. Additional supporters are being canvassed in the other EMA county areas.

B. Quality Improvement Program

- Staff continues to work on developing the data for EMA category reports due in June, while subsequently planning the tools and revisions to protocols for the upcoming category reviews in 2007.
- Capacity building event, "Critical Linkage, The Role of Case Management in HIV Comprehensive Care" is required for all Title I case management programs, Thursday February 22nd. Contact Steven Dashiell at (410) 396-1408 for details.
- The QIP office is developing a provider workshop to provide information on best practices and identify barriers to services that affect access and retention to care of HIV+ youth and persons over age 50.
- Several staff members are developing abstracts for submission to upcoming conferences.

C. Baltimore City Health Department

- Dr. Kima Taylor has been promoted to the position of Deputy Health Commissioner; Richard Matens has been promoted to the newly created position of Assistant Commissioner for the Division of Chronic Disease Prevention. The Ryan White Title I Office will be under this division, and Ralph Brisueno has been

appointed the Program Director. These changes are effective as of February 1st. See attached organizational chart for Baltimore City Health Department.

- The Baltimore City Health Department has launched a new and exciting website, please Check it out - www.baltimorehealth.org

D. Program Support Services

- The 3rd quarter report of program support capacity building and community education activities were submitted to the council.

State AIDS Administration Report

Title II Report:

N. Drew reported:

- The Center of HIV Health Services and the Center for Client Services are now a combined center within the AIDS Administration. The new Center – The Center for HIV Care Services welcomed its new Chief, Glenn Clark on February 13, 2007.
- The Outside review panels were held during this month in response to the Title II Request for Proposals (RFP) for State Fiscal Year 2008 for the following service categories: Ambulatory/Outpatient –Medical, Case Management, Client Advocacy, Treatment Adherence, and Oral Health. Recommendations were made and funding decisions will be made soon.
- The new 2007 Federal Poverty Guidelines have been published are available and applicable for Title II, MADAP, MPAP, MAIAP and MADAP-Plus. See attached document. This document was also sent out via Ryan White List Serve. If you are not a part of the “RYANWHITEMARYLAND” list-serve, you can join by sending an email to listproc@listproc.umbc.edu. Make sure to leave the subject line blank and in the body of the message write: Subscribe RYANWHITEMARYLAND.

Title IV Report

B. Grant reported:

- The Title IV Youth CAB meeting took place on January 31st at Johns Hopkins.
- The next Title IV Network Meeting is scheduled for Friday, March 9th from 12:30-2:30pm at the AIDS Administration. For more information, please contact Bryna Grant at 410-767-5992.

Committee Reports

Comprehensive Planning Committee

J. Keller reported:

- The comprehensive planning committee met on January 22, 2007 at 5:30 p.m. to review the contingency matrix, the comprehensive plan and the committee's agenda for 2007. The following are motions to be brought forward for approval:

Motion	To approve the addendum to the comprehensive plan, chapter 8.
Proposed by	J. Keller
Seconded by	R. Haden
Action	Motion passed with no abstentions and no objections.

Motion	To revise the contingency planning matrix by removing categories 1, 2 and 4 and making the completion of all categories the responsibility of the Administrative Agent.
Proposed by	J. Keller
Seconded by	C. Massey
Action	Motion passed with no abstentions and no objections.

Motion	To remove Directive 4 from the FY 2007 Directives.
Proposed by	J. Keller
Seconded by	M. Reese
Action	Motion passed with no abstentions and no objections.

Evaluation Committee

H. Carter reported:

- The committee met on February 5, 2007 to review final allocations from the January 2007 priority setting, launch the consultant for assessment and to review the earmarks that were recommended by the Administrative Agent and Grantee at priority setting.
- The committee will meet next in April or May, depending on carryover activities.

Health Services Committee

G. Manigo reported:

- The health services committee met on February 7th and discussed the possibility of a merger between the health services and support services committee.
- On February 19, 2007, the health services committee members took part in a conference call with the chair of the support services committee. On this call, the

health services committee members decided to dissolve the health services committee and to take part in the creation of a new committee with interested members of support services and any others who are interested in joining.

- The health services committee will complete its review of the PMC Adult and Pediatric Standards at its March meeting, then hand over all future work to the new committee for completion.
- I would now like to join with the chair of the support services committee to present the report of the planning group for the new services committee.

Support Services Committee

A. Foyles reported:

- The health services and support services committee members held a teleconference call on Monday, February 19th. All health services committee members were invited to participate on this call.
- G. Manigo, co-chair of the health services committee and the following members of the health services committee: D. Cooper, R. Hamlett and W. Merrick were present on the conference call, along with myself, chair of the support services committee and IGS staff.
- After a lengthy discussion, we have decided to dissolve the support services and health services committees and to move forward with planning for a new committee.
- The health services committee is in the middle of a task that it will complete at its next meeting. Therefore, the committees will be dissolved after the March 7th health services meeting.

Motion	To dissolve the support services and health services committees on March 8, 2007.
Proposed by	A. Foyles
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections.

Health Services Committee

G. Manigo reported:

- During the conference call, we discussed the logistics of a new committee. The committee will have several functions, including assessing service capacity, identifying deficiencies and ensuring cost-outcome effectiveness. Please see the planning group report handout for details. Committee membership will be open to everyone.
- A planning group will meet on Friday, March 16th at 4:00 p.m. at IGS to discuss the logistics of the new committee.

Motion	To move forward with planning for the new committee and put forward a final recommendation at the March planning council meeting.
Proposed by	G. Manigo
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections.

Question posed, “Will vested health services committee members have to start their committee membership all over again?” The response is that this question can be asked at the planning meeting.

Needs Assessment Committee

W. Samuel reported:

- The committee met on February 8, 2007. The committee did not have quorum to move committee business forward. IGS staff convened the meeting with those members present.
- Members with the assistance of IGS staff reviewed the written updates on the 2007 Consumer Survey and 2006 Carryover Project.

Update: Consumer Survey

- Approximately 490 surveys were completed. Every reason to hope we will complete at least 609 surveys (2004's total) by end of fiscal year, if not more.
- Incentive stock to complete about 250 more (including a generous gift of 100 cards from BCHD).
- Hope to have data entry up and running soon.

Update: Needs Assessment Carryover Project

- First round of edits has begun; one late addition to the report's research digest is a recently released (January 2007) study on linking the recently incarcerated to care.
- Still on schedule for projected completion date of end of February, with presentation to the PC at the March meeting.
- Members present had discussion on a recommendation to think about its yearly tasks and the possible movement of the committee back to a work group. Historically, the needs assessment committee functioned as a work group under the comprehensive planning committee. The needs assessment committee work group would only convene when necessary to work on carryover projects and surveys.

The committee is asked to begin thinking about the streamlining of the following:

- Consumer Survey
- If the committee agenda consists of updates, have teleconference calls instead of face-to-face meetings.
- Efficiency and effectiveness of needs assessment data presentations.
- Volunteer and support staff time.

The committee will continue its discussion on this matter at its next scheduled meeting.

- As an FYI, the client satisfaction survey conducted by the State AIDS Administration and BCHD has been pushed back to the summer. Data from this survey will not be available for the July Data Presentations.

Nominating Committee

M. Reese reported:

- The committee met on Monday, February 12, 2007.
- Committee members were assigned to screen new membership applications. Based on review, the committee is bringing forward the following motion:

Motion	To place Joseph Hurtt, Jr. to the pool list.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

- The committee is also bringing forward a recommendation for removal from the planning council. This member has never attended a planning council or committee meeting; never attended any planning council related activities including priority setting and has never attended new member orientation. Numerous correspondences have been sent to this member with no responses sent back to the committee and now the members' correspondences are being returned back to the PC support office. The committee reviewed and discussed this information and recommends to the planning council to remove this member.

Motion	To remove a PC member from the planning council.
Proposed by	M. Reese
Seconded by	R. Haden
Action	Motion passed with no abstentions or objections.

- As an update, pool list member Rowena Gore-Simmons will be forwarded to the mayor's office for planning council appointment.
- The committee has begun its full review of the council and committee attendance. In June 2006, the planning council approved the following motion.
“The committee recommends to the planning council to change the By-Laws to state that planning council and committee members must attend sixty-six percent of scheduled committee meetings.”
- The nominating committee is charged to track committee and council attendance on a monthly basis that starts every September 1st thru August 30th. If the committee were to follow the current tracking schedule it would cause a tremendous impact on membership on the council and committee levels. The committee is notifying the council that the sixty-six percent is in effect. The committee was given two recommendations as to when to actually implement this new requirement.
 - 1) To keep the start date for attendance tracking at September 1st.
 - 2) To begin attendance tracking March 1st to August 30th which is one time only.
- The purpose of this recommendation is to work on attendance concerns such as quorum and to ensure that all committees and the council have a stable membership on a monthly basis.

Based on discussion, the committee recommends the following motion:

Motion	To implement the sixty-six percent requirement and begin attendance tracking on the council and committee level starting March 1 st to August 30 th due to excessive absences experienced. Then on September 1 st tracking will resume as scheduled.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions and one objection.

Discussion on Attendance Requirement

The council was informed that the sixty-six percent requirement speaks to the level of commitment on the part of each member on the council and its committees. Part of what the nominating committee is proposing is setting aside the normal attendance requirement indicated in the PC By-laws. If the committee enforces the normal attendance tracking procedure, the impact would be devastating such that the impact could place the council out of compliance. This matter is very serious and should not be taken lightly.

A concern of the council was that with the removal of a planning council member, this requirement being recommended was enforced and now the council is asked to approve setting aside the normal attendance tracking requirement to begin the special tracking knowing that the by-laws has not been fully amended.

The response to this concern was that the request of the nominating committee and the removal of the planning council member are two different issues. The removal deals with non-attendance and being in violation of the by-laws and the other deals with implementing the requirement on the council and committee levels for the next six months to ensure that membership is solid and quorum is assured. The planning council by-laws is very clear as to the attendance tracking on the council and committee level. The by-laws were amended in which the council approved the addendum that speaks to the attendance requirement in June 2006 but the actual implementation of this requirement was never done.

Chairs Report Continued:

- It is understood that to become a voting member, a person must attend a certain number of meetings on a consistent basis but what is not clear is when attendance is tracked for that person. It was explained that attendance is tracked once the person becomes a voting member but this not clarified in the PC By-Laws. The committee recommends the following motion:

Motion	To incorporate into the PC By-Laws that on the committee level, once a person has become a voting member attendance is tracked.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

- As an FYI, I will be sending out two separate letters: one to the council and the other to committee members about this new attendance requirement. I will also be sending a letter to all committee chairs about the status of their committee member's attendance and to request that they assist the nominating committee by taking more responsibility in tracking attendance.

PLWHA Committee

W. Miller reported:

- The committee met on Wednesday, January 17, 2007.

- The committee held its elections for co-chairs and members-at-large. The following are the new leadership: W. Miller and D. Brewer, co-chairs and J. Winslow and H. Roberts, Jr., members-at-large.
- The committee completed its discussion on transportation guidelines that would be in compliance with the new legislation. The committee is bringing forward the guidelines in the form of motions.

Motion	Any PLWH/A planning council member missing two consecutive transportation trips without notifying the IGS office at least 24 hours in advance to cancel the trip, will be responsible for his/her own transportation to and from his/her next scheduled meeting. For the third meeting, the person must supply his or her own transportation and the cost incurred is non-reimbursable. After attending that meeting he/she will be re-eligible for IGS arranged transportation.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with three abstentions and three objections.

- The committee resumed its discussion on its position paper. The committee decided to focus the paper on empowering people off of Ryan White Caseloads. The committee will continue its work on this paper at its next scheduled meeting, which is Wednesday, February 21, 2007.

Services to Surrounding Counties Committee

F. Lowman, Jr. reported:

- The services to surrounding counties committee did not meet in February. The committee will meet in March to make necessary reallocations of funds, in light of the January 24, 2007 EMA priority setting.

IGS Report

- The IGS report deferred to allow the committee to move forward with its agenda. Formal report is in the PC packet.

New Business

- A concern was brought to the council floor about the process which was followed at the January priority setting in which issues and/ or concerns with respect to the earmarks and recommendations given on each contingency was not addressed but set aside to be addressed at a later date. The council was asked to be mindful and not forget to go back and address those concerns and questions.

- The March PC meeting schedule that was in the packet has been revised. The new schedule is available for pick up.
- Life Linc will be having a face-to-face meeting at 6 p.m. at IGS offices on Thursday, February 22, 2007.

Meeting adjourned at 7:57 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

March 20, 2007

Lennwood Green

March 20, 2007