

Planning Council

Minutes of the Meeting of October 16, 2007

Vol. IV, No. 8

Final • November 20, 2007

Meeting Attendance

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| Present¹ | S. Ashley D. Baker K. Bellesky R. Bradley D. Brewer H. Carter D. Cooper A. Foyles B. Grant M. Graves L. Green ² P. Hall R. Haden D. Hunter | J. Keller J. Keruly F. Lowman, Jr. C. Massey R. Matens W. Merrick A. Middleton W. Miller G. Nelson N. Robinson W. Samuel L. Smith B. Thomas-El J. Winslow |
| Absent | M. Cole R. Gore-Simmons R. Green D. Henson J. Hurtt | G. Manigo M. Obiefune H. Roberts, Jr. B. Tucker |
| Proxies | C. Thomas, Jr. | V. Burrell |
| ABC | S. Pelham | |
| BCHD | R. Brisueno | J. Ungard |
| Visitors | C. Brown A. Burke G. Cannady G. Clark L. Clark M. Cole S. Cosgrove | R. Disharoon M. Flint C. Gibson C. Harvey R. Parrish D. Shamer |
| Staff | K. Hale N. Lewis | M. Komosinski |

¹ Attendance is based on sign-in sheet.

² Present, but did not sign in.

Handouts October 16, 2007 planning council packet
Final October Action Items
Addendum to Chair's Report
Results from the assessment of the administrative mechanism
Monthly Grantee Report for October 2007
Statements regarding upcoming changes in the administrative mechanism
Administrative Agency Report to the Planning Council, October 2007
Part B and Part D October 2007 Administrative Report
Biographical sketches for pool list candidates
POZ September and October 2007 magazines
BCHD Quit Smoking flier

Introductions/Review of Minutes

L. Green opened the meeting at 6:35 p.m. D. Brewer proceeded with introductions.

The committee reviewed the minutes and found no errors.

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| Motion | To approve the September 16, 2007 minutes as written. |
| Proposed by | H. Carter |
| Seconded by | K. Bellesky |
| Action | Passes, 0 abstentions, 0 objections |

Chair's Report

L. Green discussed:

- The council will be approving directives for FY 2008 that were prepared by the Comprehensive Planning Committee.
- The Evaluation Committee will be presenting the results of the assessment of the administrative mechanism and their recommendations to be included in the Letter of Assurance, a component of the grant application. The assessment grades the administrative mechanism on its ability to provide the planning council with the information it needs to perform its responsibilities.
- Nominations for planning council leadership and Nominating Committee will be closing during this meeting. As a reminder:
 - Elections will be held at the November planning council meeting.
 - Planning council members cannot chair or co-chair more than one committee at a time because then there would not be representation or a vote for each committee on the Executive Committee.
 - F. Lowman asked if Executive Committee was only open to committee and council chairs. He wanted to know the PLWH/A representation.

- L. Green responded that each committee must have one voting representative at the Executive Committee, with the exception of PLWH/A Committee, which has three.
- Planning council chair and vice-chair will be running for re-election this November, but the council will be facing many challenges over the next year and will need everyone to evaluate his or her level of participation.
 - Advanced Leadership Training began October 11, 2007.

D. Brewer announced:

- Congratulations to our esteemed chair, L. Green, recently received the ICON award at the Black Pride Festival.
- The council needs to make a conscious effort to pay attention to confidentiality.
 - Regardless of whether or not a person is open about their status, one should never announce another person's status, identify them as LEAP graduate or disclose a provider-consumer relationship.

L. Green announced a change in the agenda and approved BCHD to make a statement before proceeding with the meeting as scheduled.

BCHD Announcement

R. Matens announced that there would be changes occurring within the administrative mechanism.

R. Matens read ABC's statement:

- ABC will now serve as a catalytic intermediary grant-making organization with no direct services responsibility.
- Efforts will focus on providing fiscal support, technical assistance, public policy, research, strategic collaboration and grant making.
- ABC will be working more closely with BCHD as the fiscal agent, managing contracts and payments, while BCHD will assume the responsibility for program monitoring and data management.

R. Matens read the BCHD statement:

- BCHD's Ryan White Office will provide programmatic and data-related oversight of the Part A and MAI grants as of March 1, 2008.
- The grantee will be developing a transition plan and working with the planning council to help ensure that the council is able to continue to successfully fulfill its responsibilities for planning, prioritizing and allocating Part A and MAI funds.
- During the transition, BCHD and ABC will collaborate with the council to address any questions regarding:
 - The type and quality of data presented for the priority setting exercises.

- The monthly and periodic reporting content and format.
- The timeliness of reporting.
- Implementation of planning council directives.
- Staffing of planning council committees.
- All other responsibilities the administration has in supporting the planning council's duties.
- Please submit any comments or suggestions to planning council leadership by November 1, 2007.

J. Sharfstein, BCHD Health Commissioner emphasized that the administrative bodies are very interested in planning council input throughout the transition.

L. Green summarized the planning council's response:

- Each committee should begin looking at how this change will affect their committee activities.
- Executive committee will evaluate each committee's plan and form a report for the November planning council meeting.
- Staff will be providing information as it becomes available.

Administrative Agent Report

S. Pelham reported:

- The AA is working at contacting the low and high performing providers to establish reallocation recommendations for the seven-month ESD report and reprogramming.
- The AA is preparing for the fiscal audit from the grantee and the upcoming November site visit from HRSA/HAB.
- FY 2007 contracts are in process, 25 percent are completed and in the mail.

Baltimore City Health Department

R. Brisueno reported:

- Formal approval of the FY 2007 Carryover Request (for \$908,888) is still pending. Implementation of projects should begin November 1, 2007.
- Fiscal site reviews of the planning council support office and the program support contractor were conducted and both entities were found to be in compliance with all applicable policies and federal regulations. The AA will undergo their review later in October and a copy of the report will be forwarded to planning council leadership.
- The grantee is confident that Baltimore will meet the requirement to expend 98 percent of its formula award because:
 - EMA-wide expenditures at six months are at 45.05 percent.
 - STSC expenditures at six months are 44.70 percent.

- The request for use of the EMA's FY 2008 carry over funds must be submitted by January 1, 2008. The maximum amount available will be 2 percent of the formula award received in FY2007 or \$262,025. HRSA will be issuing guidance this month.
- The grantee is developing a technical assistance workshop to be held the first Friday in December that will address client eligibility and the provider requirements for documentation of eligibility and referrals.
- CQM is conducting individual technical assistance to mental health programs.
- The Baltimore CQM staff hosted staff from the Phoenix EMA this period and will be welcoming personnel from the Chicago EMA next month.
- The Baltimore City Needle Exchange Program is currently running 17 sites and plans to offer an early morning program to target commercial sex workers. More details will be provided as this program gets finalized.
- BCHD welcomes Shannon Cosgrove, a CDC Public Health Prevention Specialist who will be working on the program targeting health disparities in Baltimore City. Joy Johnson, the project coordinator for the Office of Minority AIDS grant, will be leaving BCHD October 19, 2007.

Part B and D Reports

G. Clark read Part B report:

- The Regional Advisory Committee (RAC) meeting for the central region was held on Monday, September 24, 2007 at the Pennsylvania AME Church.
- The October RAC meeting will be held on Monday, October 29, 2007 at the Pennsylvania AME Church.
 - The committee will conduct the priority setting for Part B.
 - Elections will be held for leadership positions within the committee.
 - D. Brewer stressed the importance for consumers to attend these meetings.
- The Request for Proposal (RFP) will be issued in November 2007 for contracts starting July 1, 2008. Service categories up for bid include:
 - Substance Abuse
 - Mental Health
 - Minority AIDS Initiative (MAI)
 - Psychosocial support Services

B. Grant read Part D report:

- The Youth Initiative CAB, Voices of Youth, is meeting on Wednesday, October 24, 2007 at 5:00 p.m. The meeting will be held at Johns Hopkins youth site.

Committee reports

Comprehensive Planning Committee

J. Keller reported:

- The committee received a presentation on buprenorphine and the Baltimore Buprenorphine Initiative (BBI).
- The committee will begin forming the Priority Setting Review Group at their October 25, 2007 meeting.
- The committee reviewed the drafted directives collected from the STSC Priority Setting and the EMA directives that were sent to the grantee for clarification. The committee has approved several directives.
 - W. Miller asked who would be responsible for ensuring that these directives were being carried out.
 - L. Green responded that these are FY 2008 directives; therefore, BCHD should be responsible for this task at that time.

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| Motion | To approve the directive stating that the AA is to report the number of clients enrolling and the number of clients who complete treatment under the category of Substance Abuse Treatment – Residential and include these figures in the ESD reports. |
| Proposed by | J. Keller |
| Seconded by | R. Haden |
| Action | Passes, 0 abstentions, 0 objections |

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| Motion | To approve the directive that for service categories comprised of several subcategories (EFA, EIS, OAHS, Food bank/home delivered meals/nutritional supplements, Legal and Medical Case Management) the AA is to divide the allocation of funding within the subcategories according to the services utilization percentage of the subset category activities. The AA is to report out by total category performance and expenditure, as well as by each subcategory performance and expenditure. |
| Proposed by | J. Keller |
| Seconded by | D. Cooper |
| Action | Passes, 1 abstentions, 0 objections |

- W. Miller asked what was meant by “bonus points” on applications.
- J. Keller and L. Green responded that programs would indicate on their RFP that their program targets the MSM population and then must produce a program that adequately demonstrates this.

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| Motion | To approve the directive to add bonus points for programs that serve the MSM and trans-gender population when bidding for EIS or other outreach contracts. |
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| Proposed by | J. Keller |
| Seconded by | D. Cooper |
| Action | Passes, 0 abstentions, 0 objections |
| Motion | To approve the directive that the AA continues the use of vouchers to expand the capacity for oral health services both in the city and in the counties. |
| Proposed by | J. Keller |
| Seconded by | D. Cooper |
| Action | Passes, 0 abstentions, 0 objections |

Continuum of Care Committee

A. Foyles reported:

- The committee did not meet in October and there is nothing to report.

Evaluation Committee

H. Carter reported:

- The committee reviewed the results of their assessment of the administrative mechanism.
- The committee discussed the assessment for the Letter of Assurance.
 - The numerical scores for both the AA and the grantee fell into the category “Needs Improvement”, however, no corrective action was suggested because the committee could not gauge the degree to which the reauthorization affected the administrative bodies’ ability to effectively perform its responsibilities.
 - The committee expects that in the absence of these extenuating circumstances, the performance of the grantee and AA will improve in the upcoming year.

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| Motion | To approve the planning council chair to send a Letter of Assurance. |
| Proposed by | H. Carter |
| Seconded by | S. Ashley |
| Action | Passes, 1 abstentions, 0 objections |

Nominating Committee

W. Merrick reported:

- The committee discussed the AIDS Administration’s recommendation for the appointment of Glenn Clark to fill the recent vacancy of the Part B planning council slot. To expedite the process, the committee asked that the Executive

Committee approve the recommendation to the mayor to appoint him to the council.

- The committee discussed council vacancies and the nominations for November elections. The council must announce all of the nominations at this meeting and elections will be held at the November planning council meeting.

The council listed their nominations for council positions:

1. Chair:

- L. Green
- No other nominations were made.

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| Motion | To close nominations for the chair. |
| Proposed by | W. Merrick |
| Seconded by | H. Carter |
| Action | Passes, 0 abstentions, 0 objections |

2. Vice chair:

- D. Brewer
- No other nominations were made.

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| Motion | To close nominations for vice chair. |
| Proposed by | W. Merrick |
| Seconded by | D. Cooper |
| Action | Passes, 0 abstentions, 0 objections |

3. Nominating chair:

- S. Ashley
- W. Miller
- No other nominations were made.

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| Motion | To close nominations for nominating chair. |
| Proposed by | W. Merrick |
| Seconded by | S. Ashley |
| Action | Passes, 0 abstentions, 0 objections |

4. Nomination committee (6 slots):

- C. Massey
- H. Carter
- D. Hunter
- J. Winslow
- F. Lowman
- J. Keller

- R. Bradley
- A. Middleton
- D. Cooper
- M. Graves

IGS mentioned that there was a six-month service time and other conditions required to be eligible to run for Nominating Committee. IGS will research eligibility and report to any candidate and the Nominating Committee if there was an eligibility question.

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| Motion | To close nominations for the nomination committee slots. |
| Proposed by | H. Carter |
| Seconded by | R. Haden |
| Action | Passes, 0 abstentions, 0 objections |

L. Green reminded council members that nominees are to give a two-minute speech at the November meeting.

W. Merrick reported that the committee reviewed three applicants and approved them for the pool list.

- The committee reviewed the biographical sketches of the pool list candidates.

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| Motion | To move D. Shamer to the pool list for planning council appointment. |
| Proposed by | W. Merrick |
| Seconded by | H. Carter |
| Action | Passes, 0 abstentions, 0 objections |

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| Motion | To move Stephanie Alston to the pool list for planning council appointment. |
| Proposed by | W. Merrick |
| Seconded by | D. Cooper |
| Action | Passes, 0 abstentions, 0 objections |

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| Motion | To move Vernetta Burrell to the pool list for planning council appointment. |
| Proposed by | W. Merrick |
| Seconded by | A. Foyles |
| Action | Passes, 0 abstentions, 0 objections |

W. Merrick announced that the committee decided that planning council members need to be reminded that they must all choose a primary committee. Anyone who has not chosen a primary committee by the November planning council meeting will have one chosen for them by the PC chair.

- J. Winslow asked if LEAP graduates are expected to choose a committee.

- L. Green responded that LEAP graduates are urged, but not required, to join a committee; however, the by-laws state the planning council members must choose at least one.

PLWH/A Committee

W. Miller reported:

- The committee attended the Maryland AIDS Administration's Town Hall meeting in place of their regularly scheduled meeting.
- The committee presented their group position on HIV testing consent and counseling:
 - HIV tests should be offered to everyone seeking medical care.
 - A person refusing an HIV test should sign a statement documenting their refusal.
 - Eliminate pre-test counseling, except the brief explanation of what an HIV test is.
 - Provide post-test counseling and referral for treatment to everyone who tests positive.
 - Give post-test risk reduction information to everyone.

Services to Surrounding Counties Committee

A. Burke reported:

- The committee did not meet this month.

The IGS Planning Council Support report

N. Lewis reported that the support office has:

- Prepared and distributed notices, agendas and minutes for five committee and planning council meetings, as well as distributed notices, collected applications, arranged logistics and prepared the curriculum and binder for Advanced Leadership Training.
- Begun preparing for the site visit from HRSA.
- Worked with the PLWH/A Committee to draft an outline of their position on HIV testing and consent for the Town Hall Meeting.
- Provided assistance to the Comprehensive Planning Committee in their review of directives and the Evaluation Committee with their review of the assessment of the Administrative Mechanism.
- Assisted the Nominating Committee with the review of new applications and in their preparation for upcoming council elections.
- Attended the Maryland AIDS Administration's Town Hall meeting and Regional Advisory Committee meeting with the PLWH/A Committee.

- Attended “The Evolving HIV/AIDS Epidemic: Past, Present and Future” dinner program and the Baltimore ACT! Against AIDS Leadership Mobilization press conference.

New Business

- R. Parrish distributed tickets for Thanksgiving dinner sponsored by Goodwill Industries.
- C. Thomas, Jr. announced the new initiative to spread prevention messages through local businesses, which was launched at the Baltimore ACT! Against AIDS Leadership Mobilization press conference.
- D. Baker alerted interested council members that registration is nearly at capacity for the Legends and Youngins Ball, scheduled for October 31, 2007.

Meeting adjourned at 8:31 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.

Lenwood Green

November 20, 2007

Lenwood Green

November 20, 2007