

Planning Council

Minutes of the Meeting of November 20, 2007

Vol. IV, No. 9

Final • January 15, 2008

Meeting Attendance

Present¹	S. Ashley D. Baker K. Bellesky R. Bradley D. Brewer H. Carter D. Cooper A. Foyles B. Grant M. Graves L. Green R. Haden J. Hurtt	J. Keruly C. Massey W. Merrick ² A. Middleton W. Miller G. Nelson N. Robinson W. Samuel L. Smith B. Thomas-El B. Tucker J. Winslow
Absent	G. Clark M. Cole R. Gore-Simmons P. Hall D. Henson D. Hunter R. Johnson	W. Jones J. Keller F. Lowman, Jr. G. Manigo R. Matens M. Obiefune H. Roberts, Jr.
Proxies	C. Harvey	J. Ungard
ABC	S. Pelham	
BCHD	R. Brisueno	
Visitors	S. Alston C. Brown V. Burrell A. Courtney	N. Guest K. Kocherhans R. Rubino D. Shamer
Staff	K. Hale M. Komosinski	N. Lewis R. McCall
Handouts	November 21, 2007 planning council packet	

¹ Attendance is based on sign-in sheet.

² Present, but did not sign in.

Final November Action Items
Chair's Report
Monthly Grantee Report for November 2007
Administrative Agency Report to the Planning Council, November 2007
Part B and Part D November 2007 Administrative Report
Memorandum from the AIDS Administration
Amended December Planning Council meeting schedule
POZ November and December 2007 magazines
Part A Application
Planning Council election ballot
Medicaid HIV/AIDS Drug Payment fact sheet

Introductions/Review of Minutes

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

L Green announced that speeches and elections were to be held before he gave the chair's report, but asked that the council review the minutes first.

The council reviewed the minutes and found no errors.

Motion	To approve the November 20, 2007 minutes as written.
Proposed by	R. Haden
Seconded by	D. Cooper
Action	Passes, 0 abstentions, 0 objections

Elections

L. Green explained the election process:

- Those nominated will present a two-minute speech.
- Mark your ballot to vote for each position (one planning council chair, one planning council vice-chair, one Nominating Committee chair and six Nominating Committee members).
- The number of ballots collected must equal the number of people at the table; otherwise, the process must be redone until everyone has voted.
- Note that those nominated members that are not here with us tonight may have experienced extenuating circumstances that kept them from attending this meeting. Please consider their overall planning council record before dismissing them from the race.

The nominees for the Nominating Committee Chair position, S. Ashley and W. Miller, gave their speeches. Both stressed their leadership capability and recruitment experience.

The nominees for Nominating Committee membership positions, H. Carter, D. Cooper, M. Graves, C. Massey, A. Middleton and J. Winslow presented their nomination speeches. D. Hunter, J. Keller and F. Lowman, Jr. were also nominated to be committee members, but were not present to make their speeches.

L. Green and D. Brewer ran unopposed for the planning council chair and co-chair positions, respectively. Both presented nomination speeches, emphasizing their planning council experience and their goals for 2008.

The council members completed their ballots. (The ballots were taken outside the room to be counted.) The election was certified as official and votes tallied by R. Brisueno, observed by K. Hale.

Chair's Report

L. Green announced:

- The planning council thanks W. Merrick for stepping forward as the interim Nominating Committee chair.
- The Year-End meeting will be held in lieu of the regular planning council meeting. This annual meeting is usually not required for attendance tracking, although I really recommend everyone who can attend, please do come! There will be numerous dignitaries in attendance and it is always a very nice event.
- The priority setting task group completed its work. It will be sending the report to the Comprehensive Planning Committee that will report to the council at the January meeting.
 - This report will make recommendations to improve the priority-setting process.
- We are entering a new phase in the planning council and we have to write a new comprehensive plan because our current plan expires at the end of 2008.
 - This plan is virtually a “blueprint” of the Baltimore EMA. It is done not only to meet HRSA requirements, but is also beneficial for the council.
 - We indicate what we will do with the funding we receive from the Ryan White grant. We must use this plan as a guide during priority settings and reallocations.
 - The stakeholder meeting that will be held in January will launch the beginning of the process of writing the plan. The guest list, formed by the Comprehensive Planning Committee, includes stakeholders in the HIV/AIDS epidemic in this EMA, people with a wide vision of the epidemic. All council members are encouraged to attend.
- The Executive Committee, as described by the planning council by-laws, has two major functions:

- To act on behalf of the planning council, when necessary, as long as it reports back to council and documents why it was an urgent matter.
- To review all committee work. Action items from committees are reviewed and if there is not enough information, the executive committee can send it back to the committee to continue working and clarifying the details of the product.
 - Therefore, the committee is responsible for explaining any motions brought forward (all committees' work), because they have determined that there was enough information available/it made sense/ etc. to complete a task or complete a product.
 - The planning council is still the last gate. Every member has the right to ask additional questions and the council can still send the item back to the committee, just as the executive has.
 - If you do not understand something, please ask questions. What matters is your vote and that you understand exactly what you are voting for.

Motion	By tradition, to not require mandatory attendance at the Year-End Planning Council meeting.
Proposed by	S. Ashley
Seconded by	K. Bellesky
Action	Passes, 0 abstentions, 0 objections

Administrative Agent Report

S. Pelham announced:

- Carryover awards were approved on November 5, 2007. The AA is issuing award letters to the 17 providers who are designated to receive these funds.
- FY 2008 request for proposals (RFP) will be issued November 21, 2007 for Early Intervention Services, Non-Traditional Outreach and Outpatient Substance Abuse. A bidders conference will be held on November 29, 2007 and applications will be due January 11, 2008.
- Guidance for the continuation application will be issued on January 2, 2007 and due back to ABC on January 30, 2007.
- MAI funding will be reported after the fifth and seventh month, just as the Part A grant is. The first MAI-ESD report will report data through December and present to the Evaluation Committee in February. The second ESD report will be reporting data through February and presented in April.

Baltimore City Health Department

R. Brisueno reported:

- R. Matens is recovering and doing well at this stage. He should be back early December.
- The grantee received the award notice for the FY 2007 carryover request and is working with the AA and providers to get the approved projects started.
- The grantee conducted a fiscal site review of the AA in late October and found they were in compliance with all policies and requirements.
- A technical workshop will be held on December 7, 2007, following the quarterly provider meeting, to address specific requirements of all programs related to client eligibility.
- Technical assistance was provided to mental health programs by the Clinical Quality Management team (CQM). CQM will be working to assist psychosocial and hospice programs next.

Part B and D Reports

G. Clark read the Part B report:

- The Regional Advisory Committee (RAC) for the Central Region was held on October 29, 2007. This was the last meeting for the year. The AIDS Administration has planned a client advocacy training session, scheduled for January.
- The Part B Statewide Meeting was held on November 6, 2007.
 - Allocation and monitoring processes for Part B funds were discussed.
 - Richard Popper, director of MHIP, presented an update of the MHIP program.
- The Ryan White Part B bidder's conference was held on November 15, 2007. Service categories for bid included:
 - Substance Abuse
 - Mental Health
 - MAI
 - Psychosocial Support Services
- Two new drugs (Isentress and Selzentry) were added to the MADAP formulary.

B. Grant read Part D report:

- The Youth Initiative CAB, Voices of Youth, met on October 24, 2007. The next meeting is scheduled for Friday, December 14, 2007.

Committee reports

Comprehensive Planning Committee

R. Haden reported:

- The committee opened the discussion of how changes to the administrative mechanism will potentially affect the committee and council.

- The committee convened a priority setting work group on November 13, 2007.
- Began finalizing the work plan for the Comprehensive Plan and began generating a list of potential invitees for the stakeholder meeting to be held in January 2008.

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 met with the STSC Committee for Joint Reprogramming on November 6, 2007.

Nominating Committee

W. Merrick announced the results of the planning council elections:

- Planning Council Chair:
 - L. Green
- Planning Council Vice-Chair:
 - D. Brewer
- Nominating Committee Chair:
 - W. Miller
- Nominating Committee Members:
 - H. Carter
 - D. Cooper
 - M. Graves
 - C. Massey
 - J. Keller
 - J. Winslow

W. Merrick reported:

- The committee reviewed and approved the final ballot for planning council elections.
- New strategies for planning council recruitment were discussed.
- The committee reviewed recent vacancies and planning council slots that would need to be filled.
 - The committee recommended that M. Beckett's application be moved to the mayor's office for appointment to the council.
 - A newly screened applicant was recommended for planning council appointment.

C. Harvey, Sr. was asked to leave the room while J. Keller presented his biographical sketch.

Motion	To move C. Harvey Sr.'s application to the mayor's office for planning council appointment.
Proposed by	W. Merrick
Seconded by	H. Carter
Action	Passes, 1 abstentions, 0 objections

PLWH/A Committee

W. Miller reported:

- The committee discussed elections for committee co-chair positions and the nomination period was opened.
- Plans for recruitment presentations were reviewed. Two members volunteered to present at the Howard County CAB on November 15, 2007.
- The committee continued working on their position paper on the topic of essential support services.

Services to Surrounding Counties Committee

D. Cooper reported:

- The committee reviewed and approved their work plan for 2008.
- The role of committee co-chairs and meeting logistics were discussed. Alternative ways to hold meetings, such as by teleconference, were proposed.
- The committee opened nominations for the election of co-chairs that will be held at the January meeting.

Joint Reprogramming Committee (STSC and Evaluation Committees)

H. Carter announced:

- The Evaluation Committee met with the STSC Committee for joint reprogramming in November.
- You have the right to ask anything that you would like to ask. But I would like to tell you that I am proud of our committee and its work.
- I will call on the AA to supply any necessary clarifications regarding their reprogramming recommendations that were accepted by the committee.

Motion	To accept the AA's recommendation to reallocate \$(46,804) out of OAHS – (STSC).
Proposed by	H. Carter
Seconded by	A. Foyles
Action	Passes, 3 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$4,300 into Health Insurance Premiums and Cost Sharing – (STSC).
Proposed by	H. Carter
Seconded by	W. Samuel
Action	Passes, 1 abstentions, 0 objections

W. Miller asked what the rationale was for this recommendation (to reallocate \$4,300 into Health Insurance Premiums and Cost Sharing - STSC)?

- S. Pelham responded that they spoke with providers and worked with them to see how much they were spending and if they had the capacity to take more money. One provider was fully expended and the other one was very close to spending.

Motion	To accept the AA's recommendation to reallocate \$(20,072) out of OAHS – EFA.
Proposed by	H. Carter
Seconded by	D. Cooper
Action	Passes, 4 abstentions, 0 objections

W. Samuel asked where OAHS-EFA dollars are eligible to be spent.

- S. Pelham responded that money in this category cannot be spent on co-payments, but is used to fund emergency services.

Motion	To accept the AA's recommendation to reallocate \$(33,393) out of OAHS – PMC.
Proposed by	H. Carter
Seconded by	S. Ashley
Action	Passes, 4 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$18,213 into EIS – Outreach.
Proposed by	H. Carter
Seconded by	S. Ashley
Action	Passes, 6 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$62,225 into Health Insurance Premiums and Cost Sharing.
Proposed by	H. Carter
Seconded by	D. Cooper
Action	Passes, 3 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$10,608 into Housing Assistance.
Proposed by	H. Carter
Seconded by	B. Tucker
Action	Passes, 2 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$10,451 into Medical Transportation.
Proposed by	H. Carter
Seconded by	D. Cooper
Action	Passes, 5 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$(64,335) out of Substance Abuse Treatment – Residential.
Proposed by	H. Carter
Seconded by	D. Cooper
Action	Passes, 2 abstentions, 0 objections

W. Samuel asked why it was recommended to take so much money (\$64,335) out of Substance Abuse Treatment - Residential.

- S. Pelham responded that one provider no longer is providing this service and the other provider cannot spend the extra dollars.

Motion	To accept the AA's recommendation to reallocate \$38,807 into Oral Health Care.
Proposed by	H. Carter
Seconded by	D. Cooper
Action	Passes, 3 abstentions, 0 objections

Motion	To accept the AA's recommendation to reallocate \$20,000 into Psychosocial Services.
Proposed by	H. Carter
Seconded by	D. Cooper
Action	Passes, 1 abstentions, 0 objections

L. Green reminded the council that the EMA is expected to expend 98 percent of its formula dollars.

- You can return as much supplemental funds as you have to; however, this is money that was allocated to the EMA for severe need.
- Unless you, as a planning body, consider the goals of the comprehensive plan and analyze why the EMA did not spend as much money as requested, you must be able to explain why it went unspent. The planning council needs to understand whether or not service categories are spending. These factors are determinant in how much money the EMA will receive in the future.

R. Green asked what the difference was between allocated and reallocated funds.

- S. Pelham explained that allocation is the first decision, the percentage amounts designated at priority setting. Reallocation decisions are made during reprogramming sessions at the seventh and tenth month of the fiscal year.

Carryover dollars are dealt with separately. These funds cannot be used to fund a service category because there is no assurance that the amount given in the current year from carryover will be available in the next grant year to support the service or program. For use of these funds, the council must devise a plan that is approved by HRSA and next year, EMAs can only receive two percent of their formula as carryover.

R. Green asked if the reallocation recommendations zero-out?

- S. Pelham replied that the reallocation recommendations do zero-out.
- R. Brisueno provided further clarification:
 - Fiscal and performance monitoring alerts the grantee or AA whether or not there are expenditure shortcomings in one category, move funds out and move dollars into another category that could absorb the funds because it has greater demand, has spent faster than planned or similar need for funds.
 - The grantee or AA must ask the council to approve movement of funds between categories (reallocation) because this changes the allocation decisions that were made at priority setting.
 - In regards to carryover for FY 2008, we have yet to receive any recommendations from the planning council on how it should be spent. The grantee or AA can offer recommendations, but cannot develop projects. We are going to fully expend our formula. We could spend 98 percent and ask for 2 percent carry over, or we could report spending 100 percent.

K. Hale reminded the council that the only meeting between now and Jan 1, 2007 is the Executive Committee meeting in December. The AA and grantee need to have all their data prepared for this meeting in December to make the necessary decisions on carryover proposals.

The IGS Planning Council Support report

K. Hale referred the council to the IGS report in the packet, as time was running short.

Medicaid Presentation

Medicaid HIV/AIDS Drug Payments Presentation

A. Middleton summarized:

- The current payment plans for Primary Adult Care (PAC) enrollees, fee-for-service enrollees, HealthChoice enrollees and MCOs.
- The major changes that have been made as a component of a Medicaid budget reduction initiative.

- HIV/AIDS drugs will be funded through the MCO formulary and the department will pay fee-for-service.
- The co-payment for HIV medications, both brand name and generic, will be \$1.
- There will be no changes to the fee-for-service or PAC HIV/AIDS drug payments.

Question and answer session:

W. Merrick asked what was meant by a “fee for service enrollee”.

- A. Middleton replied that all of these people are in Medicaid, but these people do not fit into managed care.

W. Miller asked what is meant by “carve out”.

- A. Middleton explained that this means that the department directly pays for the medications.

J. Keruly asked where these patients would get these drugs?

- A. Middleton responded that patients should be able to use their regular pharmacies. The changes are all happening “behind the scenes” or it’s only those who are paying that change, therefore, should not affect where patients pick up their medications.

W. Merrick asked if this was only for HIV/AIDS medications?

- A. Middleton clarified that it is only for antiretrovirals.

New Business

D. Cooper congratulated the new co-chairs of RAC, planning council members: K. Bellesky and C. Massey.

L. Green announced that he had met with the transgender/MSM task force.

- Work with these special populations will be prioritized and standards specific to these populations will be considered.
- Data will be provided to the Comprehensive Planning Committee and the planning council.

K. Hale reminded the council members to RSVP for the Annual Meeting.

L. Green congratulated those who completed the Advanced Leadership Training.

Motion	To adjourn.
Proposed by	A. Foyles
Seconded by	S. Ashley
Action	Passes, 0 abstentions, 0 objections

Meeting adjourned at 8:35 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

January 15, 2008

Lennwood Green

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