

## **Planning Council**

### **Minutes of the Meeting of June 19, 2007**

Vol. IV, No. 4

Final • July 17, 2007

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#### **Meeting Attendance**

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<b>Present<sup>1</sup></b>	S. Ashley D. Brewer H. Carter D. Cooper L. Creditt N. Drew A. Foyles R. Gore-Simmons B. Grant L. Green M. Graves R. Haden P. Hall D. Henson D. Hunter	R. Johnson J. Keruly F. Lowman, Jr. C. Massey W. Merrick A. Middleton W. Miller G. Nelson M. Reese H. Roberts, Jr. W. Samuel L. Smith B. Tucker J. Winslow
<b>Absent</b>	A. Allston D. Baker M. Cole J. Keller	G. Manigo R. Matens M. Obiefune B. Thomas-El
<b>Proxies</b>	R. Brisueno C. Gibson	P. Henry
<b>ABC</b>	S. Pelham	G. Weston
<b>BCHD</b>	A. Ferrari	J. Ungard
<b>Visitors</b>	M. Becketts K. Bellesky G. Clark	J. Hurtt N. Robinson
<b>Staff</b>	D. Gorham K. Hale	N. Lewis J. Miller

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<sup>1</sup> Attendance is based on sign-in sheet.

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**Handouts**     June 19, 2007 planning council packet  
                    Chair's report  
                    June 19, 2007 Action Items and Updates  
                    Administrative Agency report  
                    June 19, 2007 memo from grantee  
                    BCHD Recommendation for Distribution of STSC MAI Funding  
                    May 10, 2007 Needs Assessment Committee minutes  
                    May 7, 2007 Evaluation Committee minutes  
                    June 11, 2007 Nominating Committee minutes  
                    Draft interim PC membership application  
                    Biographical sketches of applicants for the pool list  
                    CQM PowerPoint  
                    Ryan White Part A Services for FY 2007 PowerPoint  
                    Maryland Medicaid Program PowerPoint  
                    Maryland HealthChoice Program handout  
                    Priority Setting Refresher PowerPoint

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## Introduction

D. Brewer convened the meeting with introductions at 6:35 p.m. The May meeting minutes were reviewed and no corrections were made.

<b>Motion</b>	To approve the May 15, 2007 meeting minutes.
<b>Proposed by</b>	D. Cooper
<b>Seconded by</b>	A. Foyles
<b>Action</b>	Passes, 0 abstentions, 0 objections

L. Green asked that the tradition of having a moment of silence each month be restarted and that Tyrone Gray, Bettye Cheek Jones and all those who have made an impact on the council be honored.

## Administrative Agent Report

G. Weston reported:

- The MAI application was submitted by the grantee on May 31, 2007.
- The RFP for MAI funding should be released to providers by July 1, 2007.

## Baltimore City Health Department

R. Brisueno reported:

- The PC packet contains a draft recommendation from the grantee for distribution of STSC MAI Funding. This chart has been updated and the handout should be used instead.
- At their June meeting, the Executive Committee recommended that instead of going through a separate STSC MAI priority setting, the STSC Committee adopt the percent

allocations set at the August 2006 STSC FY 2007 priority setting for the allocation of FY 2007 STSC MAI dollars.

<b>Motion</b>	To accept the Executive Committee's recommendation to adopt the STSC percent allocations set at the August 2006 STSC FY 2007 priority setting for the allocation of FY 2007 STSC MAI dollars.
<b>Proposed by</b>	D. Cooper
<b>Seconded by</b>	A. Foyles
<b>Action</b>	Passes, 1 abstention, 0 objections

- EFA has not been removed as an allowable service category in FY 2007.
- HRSA has announced that SA Residential will be an allowable service. The grantee is working to recruit providers.
- The Substance Abuse Treatment Services TA workshop was held on June 13, 1007.

### **Part B Report**

N. Drew reported:

- The MAI application was submitted to HRSA on May 29, 2007.
- The Regional Advisory Committee for the Central Region will be held on June 18, 2007.

### **Part D Report**

B. Grant reported:

- The Part D Network and Youth Initiative meetings were held on June 8, 2007 at the AIDS Administration.

### **New Business**

#### *Data Presentations*

G. Clark reported on MADAP, other ADAP programs, Part B and Part D:

- The AIDS Administration receives funds from the federal Health Resources and Services Administration (HRSA) under Part B and Part D of the Ryan White Treatment Modernization Act.
- The purpose of Part B is to enable states to develop and/or enhance access to a comprehensive continuum of high quality, community-based health and support services for eligible people living with HIV and their families.
- Part D focuses on youth.

A. Middleton gave an overview of the Maryland Medicaid and primary adult care programs:

- Medicaid is a joint federal-state program that provides health and long term care coverage to low-income children and parents, pregnant women, the elderly and people with disabilities.
- Additional programs include seven Home and Community Based Services (HCBS) Waivers, Rare and Expensive Case Management Program (REM), coverage of cost-sharing for low-income Medicare beneficiaries, Primary Adult Care (PAC) and Employed Individuals with Disabilities (EID).

G. Weston reported on Part A service categories:

- The administrative agent tracks HIV/AIDS services delivered by contractual providers throughout the fiscal year.
- Several changes were made to service categories between FY 2006 and FY 2007. These include morphed categories, partial shifts by splitting categories between support and core medical service categories and name changes.

J. Ungrad reported on the Clinical Quality Management (CQM) program:

- CQM assesses the extent to which providers are meeting the minimum local standards of care as established by the Baltimore EMA planning council and provides recommendations for crafting quantifiable and measurable standards of care based on public health service guidelines.
- Quality indicators are used and qualitative findings are generated for each category.

## **Committee reports**

### ***Comprehensive Planning Committee***

R. Haden reported:

- The committee discussed logistics of the integration of the NAC into the CPC. Any former NAC member will have grandfathered CPC membership if they were in attendance at the June CPC meeting or if they attend the next two meetings.
- The committee reviewed progress of the comprehensive plan.
- The committee will meet on June 25, 2007 to make carry-over recommendations.

### ***Continuum of Care Committee***

A. Foyles reported:

- The committee began its review of the Early Intervention standard. The review will be completed at a special meeting on June 27, 2007.
- Committee members created a new procedure for reviewing standards to ensure efficiency: the committee will solicit input from council/committee members and providers who use the standard; a small group will be created to edit the standard using their knowledge and the submitted input; the COCC will be emailed or mailed the draft standard for review and comment.

- The COCC, at their meeting, will review only sections of the standard that have comments and will make final approval with edits. The committee will focus instead on improving the continuum of care in the Baltimore EMA.

***Evaluation Committee***

H. Carter reported:

- The committee received the Procurement and Allocations Report and discussed strategies to reduce the amount of carry over in future.
- Committee members finalized their edits to the administrative assessment tools.

<b>Motion</b>	To accept the administrative assessment tool for FY 2007 for ABC.
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	A. Foyles
<b>Action</b>	Passes, 0 abstentions, 0 objections
<b>Motion</b>	To accept the administrative assessment tool for FY 2007 for BCHD.
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	C. Massey
<b>Action</b>	Passes, 0 abstentions, 0 objections

***Nominating Committee***

M. Reese reported:

- The committee reviewed one screened application.

<b>Motion</b>	To to add an applicant to the pool list.
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	H. Carter
<b>Action</b>	Passes, 0 abstentions, 0 objections

- To comply with the HRSA’s reflectiveness mandate, the committee recommends moving an applicant to the mayor’s office for immediate planning council appointment.

<b>Motion</b>	To move an applicant to the mayor’s office for immediate planning council appointment.
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	D. Hunter
<b>Action</b>	Passes, 1 abstention, 0 objections

- The committee worked to fill three vacant planning council slots by reviewing the pool list and is moving two individuals to the mayor's office for immediate planning council appointment.
- HRSA now requires that a person with Hepatitis B or C be represented on the council. The committee asks that anyone who could fill that slot privately let the support office know. This information will be kept confidential.
- There is an open slot on the Nominating Committee, which Wendy Merrick is temporarily filling.

<b>Motion</b>	To open nominations for the open slot on the Nominating Committee and to close nominations at the July planning council meeting.
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	H. Carter
<b>Action</b>	Passes, 0 abstentions, 0 objections

- The committee encourages council members to actively recruit new planning council applicants, as keeping the pool list full is vital to the process.

#### ***PLWH/A Committee***

W. Miller reported:

- The committee continued efforts on their position paper, which focuses on changing the mindset of consumers and providers to be congruent with progress in HIV/AIDS treatment.
- The PLWH/A Committee will issue a formal complaint to the Evaluation Committee about the process by which the administrative mechanism drops information on the planning council at the start of meetings. This is not acceptable as it gives members no time for review.

#### ***Services to Surrounding Counties Committee***

D. Brewer reported:

- The committee discussed its roll in other committee and council activities, developed strategies to ensure consumer participation and to put forward FY 2006 carry over recommendations.
- The committee will meet next on July 10, 2007 to prepare for priority setting.

#### **The IGS Planning Council Support report**

N. Lewis reported that the support office has:

- Completed the first draft 2007 Consumer Needs Survey.
- Began work on a database for use by the Nominating Committee.

- Aided the COCC by drafting standards and developing a more efficient process for editing standards in future.
- Mandatory priority setting training will be held on July 19 and 31, 2007. Members can attend either training and should RSVP to the support office.

N. Lewis gave a priority setting refresher to ground members on the priority setting process and to remind members of the nuances that occurred in FY 2007 due to Ryan White reauthorization. Reprogramming dollars effectively in FY 2007 is vital, as HRSA will revoke any supplemental funds that are not spent and any remaining formula dollars greater than 2 percent of the grant.

**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.

Lenwood Green

July 17, 2007

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July 17, 2007