

## **Planning Council**

### **Minutes of the Meeting of August 21, 2007**

Vol. IV, No. 6

Final • August 22, 2007

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#### **Meeting Attendance**

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<b>Present<sup>1</sup></b>	S. Ashley D. Baker D. Brewer H. Carter D. Cooper N. Drew A. Foyles B. Grant L. Green R. Green R. Haden D. Hunter J. Hurtt	J. Keller F. Lowman, Jr. C. Massey R. Matens W. Merrick A. Middleton W. Miller G. Nelson H. Roberts, Jr. W. Samuel L. Smith B. Thomas-El B. Tucker
<b>Absent</b>	K. Allston M. Cole L. Creditt R. Gore-Simmons M. Graves P. Hall D. Henson	R. Johnson J. Keruly G. Manigo M. Obiefune N. Robinson J. Winslow
<b>Proxies</b>	C. Thomas	
<b>ABC</b>	S. Pelham	D. Scruggs
<b>BCHD</b>	R. Brisueno	A. Ferrari
<b>Visitors</b>	V. Bernell G. Cannady C. Culmer U. Febres M. Flint C. Gibson	C. Harvey A. Leverette K. Matthews R. Parrish D. Shamer
<b>Staff</b>	K. Hale N. Lewis	D. Munro M. Komosinski

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

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**Handouts**     August 21, 2007 planning council packet  
Amended August 21, 2007 planning council agenda  
Amended September Meeting Schedule  
Priority Setting questions and HRSA responses  
Monthly Grantee Report for August 2007  
CQM Newsletter  
Administrative Agency Report to the Planning Council, August 2007  
Priority Setting FY2008 Allocation Spreadsheet Explanation  
Counties Priority Setting FY 2008 Allocation Spreadsheet  
EMA Priority Setting FY 2008 Allocation Spreadsheet  
Faith Communities Working to Advance HIV Prevention handout

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### Introduction/Chair's Report

D. Brewer convened the meeting at 6:35 p.m. with introductions and FY 2008 Priority Setting summary:

- Thank you council members, STSC Committee members and proxies for participating in the priority setting process.
- This year, the STSC priority setting event was especially enjoyable and productive, with excellent discussion.
- Copies of the directives submitted at the priority settings will be distributed at the Comprehensive Planning Committee meeting on August 23, 2007 at 3:00 p.m. Anyone interested in contributing to the discussion of these directives is welcome to attend. The committee will determine the directives to be brought to the council for final approval.
- The Comprehensive Planning Committee will convene a small group to review priority setting and construct recommendations on how to improve the process.

The council reviewed the July meeting minutes and no corrections were found.

<b>Motion</b>	To approve the July 17, 2007 meeting minutes as written
<b>Proposed by</b>	D. Cooper
<b>Seconded by</b>	H. Carter
<b>Action</b>	Passes, 0 abstentions, 0 objections

### Administrative Agent Report

S Pelham reported:

- The AA received 21 applications for MAI funds on August 13, 2007. Reviews will be completed by August 24, 2007 and those applicants granted funding would be notified by August 31, 2007.

- \$49,452 must be reallocated because no applications were received in STSC categories of Food and Nutrition, Medical Nutrition Therapy and Emergency Financial Assistance.
- The Planning Council support staff, Grantee, and AA will be meeting to discuss questions raised during Priority Settings and make revisions to the ESD Report.

The council asked for explanations as to why there were no applications for funding in these categories and where this remaining money will go.

R. Brisueno clarified that there were no applications received by counties for these categories and that the money will be returned to the counties for reprogramming. He also assured that providers were contacted through the RFP and made aware of the grant.

### **FY 2008 Priority Setting Percentage Allocations**

D. Munro presented the FY 2008 percentage allocations derived from the EMA and STSC priority setting events. He explained his method for reconciling the EMA-derived allocations with the STSC priority setting and clarified that the final allocations might be slightly different than those that were voted on during the EMA priority setting because the Excel computer software does not round the numbers.

<b>Motion</b>	To accept the percentage allocations from FY 2008 EMA-wide Priority Setting
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	H. Carter
<b>Action</b>	Passes, 1 abstention, 0 objections
<b>Motion</b>	To accept the percentage allocations from FY 2008 STSC Priority Setting.
<b>Proposed by</b>	S. Ashley
<b>Seconded by</b>	W. Miller
<b>Action</b>	Passes, 1 abstention, 0 objections

### **Baltimore City Health Department**

R. Brisueno invited C. Culmer to begin the report with the LEAP graduation announcement. C. Culmer congratulated the graduation of nineteen participants from this year's LEAP program. He thanked the council, BCHD and IGS for their participation and support.

R. Brisueno reported:

- BCHD welcomes recommendations for the 2008 LEAP program

- The Baltimore EMA received \$2,100,038 in MAI funding, which was more money than was requested and was the fourth largest award in the nation. The application received the second highest score.
- Technical assistance for Mental Health programs will be conducted within 90 days. A technical assistance workshop on Prevention Practices will be held at the end of August and will provide a discussion of effective prevention techniques, including an introduction to Distributed Evidence Based Interventions (DEBI), a CDC prevention initiative.
- The HOPWA program is opening their waiting list from September 1, 2007 through September 30, 2007 and encourages applications.

### **Part B Report**

N. Drew reported:

- Ryan White Part B MAI was level funded for \$304,833.
- The Joint Titles Client Satisfaction Survey was mailed to providers last week.
- The Regional Advisory Committee (RAC) meeting for the Central Region will be held on September 24, 2007 at the Pennsylvania AME Church.

### **Part D Report**

B. Grant reported:

- The Ryan White Part D was level funded.
- The Part D Network meeting is scheduled for September 14, 2007 at 12:30 p.m. at the AIDS Administration.

### **Committee reports**

#### *Comprehensive Planning Committee*

J. Keller reported:

- The committee did not meet in July.
- The committee will meet on August 23, 2007 to review directives proposed at the FY 2008 priority setting conference and will be convening a priority setting review group. Visitors are encouraged to attend.

#### *Continuum of Care Committee*

A. Foyles reported:

- The committee began its review of the Health Insurance Premiums standard.
- The committee will hold a special meeting on September 5, 2007 to continue this review and to finalize the Early Intervention Standard.

### ***Evaluation Committee***

H. Carter reported:

- The committee will be meeting on September 6, 2007 and September 10, 2007 to receive the report on the administrative mechanism and conduct the administrative assessments for FY 2007.
- The committee will also be meeting on September 4, 2007 with the STSC Committee for the Joint Reprogramming meeting.

### ***Nominating Committee***

L. Green announced that M. Reese took a position within BCHD and had to resign from the planning council and step down as chair of the Nominating Committee. Elections will be held in November to choose a new chair. He appointed W. Merrick to act as interim chair.

W. Merrick reported:

- The committee held a conference call on August 16, 2007 to finalize reappointments and replacements to the council.
- Letters have been sent to the mayor's office recommending that nine members be reappointed and that three members of the pool list be appointed to the council. Their terms will be from September 1, 2007 to August 31, 2010.

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

W. Miller reported:

- The committee did not meet this month.
- The committee has created a group that will attend CAB and support group meetings throughout the EMA to inform consumers of the council and recruit volunteers.

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

In the absence of committee chairs, D. Cooper reported:

- The committee held its FY 2008 priority setting on August 13 and 14, 2007.
- The committee will meet with the Evaluation Committee on September 4, 2007 for the first Joint Reprogramming meeting of FY 2007.

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

N. Lewis reported that the support office has:

- Created training manual and held two training sessions for FY 2008 EMA and STSC priority setting.
- Produced the information binder, carried out logistical support and coordinated with BCHD and ABC in the preparation for the priority setting conferences.
- Presented findings from the 2007 Consumer Needs Assessment Survey.

- Coordinated five committee and planning council meetings, as well as a conference call for the Nominating Committee
- Hired a new Program Specialist: Michelle Komosinski

<b>Motion</b>	To adjourn
<b>Proposed by</b>	S. Ashley
<b>Seconded by</b>	B. Tucker
<b>Action</b>	Passes, 0 abstentions, 0 objections

**Meeting adjourned at 7:24 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*

September 19, 2007

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Lennwood Green

September 19, 2007