

# MINUTES: PLANNING COUNCIL

February 18<sup>th</sup>, 2020 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202



<b>Facilitator (Chair)</b>	Avery A. – Ethics Trainer	<b>PCSO Lead</b>	Vanessa Graves
<b>Time started:</b>	5:45 p.m.	<b>Quorum:</b>	There was quorum at the start of the meeting
<b>Members present:</b>	Markton Cole, Carlisle Harvey, Kemahn Jones, Jeanne Keruly, Fernando Mena-Carrasco, Evelyn Nicholson, Akil Patterson, Dennis Rivera, Christopher Stuckey, Sean Thames, Brande Ward, Jonathan Wright, Sara Zisow-McClean, *Charles Culver, *Kimberly Whitaker		
<b>Members absent:</b>	Monique Thomas		
<b>Visitors:</b>	Michael Snowden, Howard Lambert, Phillip Elliott, Charles Williams, Emily Leonard, Krista Hein		
<b>Ryan White Part A:</b>	Sonney Pelham		
<b>Handouts:</b>	Agenda, PC Packet, YTD ESD summary		

## AGENDA

### 1: Introductions

**Presenter:** M. Cole, Vice-Chair

- Introductions were made.
- A moment of silence was observed.

### 2: Approval of Minutes

**Presenter:** Committee

- Minutes from the January 2020 meeting were reviewed.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to approve January 2020 minutes	A. Patterson/ C. Harvey, Sr.	Passed

### 3: Chair Report

**Presenter:** M. Cole

- Welcomed all to the February PC Meeting.
- Thanked all for taking time out of their busy schedules to attend the meeting.
- Council leadership is continuing its monthly conference calls with HRSA.
  - These continue to be an opportunity to encourage open dialogue and receive feedback and technical assistance directly related to the needs of the council.

- Fiscal committee will meet in March to do a final reprogramming of its FY19 unspent funds.
- Executive and Fiscal met in December to approve carryover funding.
  - Results of which were included by the RW team for submission to HRSA on December 31<sup>st</sup>.
- Needs assessment activity continues in the development of the consumer needs assessment survey.
  - It will be the first time that the region will be surveying using the status neutral approach.
  - We are excited about the multi-agency collaboration of this effort and thank our partners, BCHD, MDH, JHU, UMD, local health departments and stakeholders for dedicating resources and manpower to this ambitious effort.
  - The launch goal for the survey is March 2020 so that it can inform;
    - PSRA for FY21 (Part A planning)
    - Part B planning and Maryland's integrated plan
    - EHE planning for Baltimore City
    - Future prevention intervention in the region.
- The Executive committee completed its draft of the MOU with BCHD during its January meeting.
- Membership training at committee level is being conducted this month.
- Nominating and PLWHA committees continue their grassroots recruitment for community engagement.
  - Held its open house event in January and resulted in three membership applications.
  - PLWHA visits to Consumer Advisory Boards resulted in one new application for membership.
    - Will be presenting to another CAB this month.

#### 4: Ryan White Part A Report

Presenter: S. Pelham

Sonney Pelham

- The monthly HRSA call was held on Tuesday, February 11<sup>th</sup>.
- A partial award has been received for FY20.
  - This is only 20%.
  - Our Project Officer sated she is very hopeful that we will have our full award by the end of March.
- The Notice of Awards for Ending the Epidemic funds will arrive over the next several weeks.
- The Health Resources and Services Administration's HIV/AIDS Bureau (HRSA HAB) will host a series of two ***HRSA Ending the HIV Epidemic Initiative Community Engagement Highlight*** webcasts on Thursday, February 13<sup>th</sup>, from 2:00-3:00 PM and Tuesday, February 18, from 2:00-3:00 PM.
  - **February 13<sup>th</sup> Webcast:** Presentations from RWHAP Part B Recipients South Carolina and Kentucky and RWHAP Part C Recipients University of Louisville 550 Clinic and Eau Claire Cooperative Health Center. To participate: <https://services.choruscall.com/links/hrsa200213>
  - **February 18<sup>th</sup> Webcast:** Presentations from RWHAP Part A Recipients in Phoenix, AZ, Boston, MA, and Tampa-St. Petersburg, FL. To participate: <https://services.choruscall.com/links/hrsa200218>

Grant/Program Administration Updates

- During the 9 month reprogramming exercise in January, the Recipient was granted the opportunity to allocate any unspent funds that we may have been aware of to ADAP.
- There were a couple of things that came up and we did take advantage of that in Part A as well as MAI.
  - A list of categories that were adjusted was provided.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to reduce Medical Case Management by \$14,000.00	J. Wright/S. Zisow-McClearn	Passed
	Opposed	Abstain 4

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Increase Health Insurance by \$16,621.	/J. Wright	Passed
	Opposed	Abstain 3

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Increase housing services by \$5,779	J. Wright/B.Ward	Passed
	Opposed	Abstain 1

A.Patterson

- When we talked about moving funds over last year, what’s the difference in moving those funds over then and now?

S. Pelham

- We weren’t aware of these needs at that time.

A.Patterson

- Is there a potential for us to see other increases in housing?

S. Pelham

- Not in this fiscal year.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Reduce Psycho social support by \$17,408	/J. Wright	Passed
	Opposed	Abstain 3

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Increase ADAP part A by \$9,008.	B.Ward/C. Harvey, Sr.	Passed
	Opposed	Abstain 3

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Reduce MAI Outreach by \$34,000	J. Wright/S. Thames	Passed
	Opposed	Abstain 6

A.Patterson

- Was this in salaries?

S. Pelham

- Yes. The hiring process can sometimes be very difficult.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Increase MAI ADAP by \$34,000	A.Patterson/C, Harvey, Sr,	Passed
	Opposed	Abstain 5

**S. Pelham**

- We have the MOU for ADAP going to the Board of Estimates for review and signing.
- BCHD and ABC staff are currently reviewing FY20 Sub Recipient applications.
- We are finalizing our partial awards.
  - These will be allocated based on 85% of FY19 award.
  - Continuation applications requesting expansion into new service categories will be reviewed.
    - Initial awards for successful expansion application will be held until after final FY20 awards are received.
- The next Sub Recipient meeting for April 16<sup>th</sup>, is being rescheduled.

**Clinical Quality Management Updates**

- The QI Sub-Committee is continuing to provide quality improvement trainings to sub-recipients’ QM teams on fishbone diagrams and plan-do-study-act cycles. Sub-recipients are responsible for completing homework assignments and presenting them to BCHD
- Several agencies continue to receive technical assistance on their current QM plans and QI projects

**CareWare Updates**

- The CAREWare Administrator has begun preparation for the 2019 Ryan White Service Report (RSR) with all sub recipients. All sub recipients will have to comply with submission through CAREWare version 6.

**5: Ryan White Part B**

**Presenter: F. Mena Carrasco**

**Staffing Changes at MDH:**

- With the close of 2019, The Bureau of Infectious Disease Prevention and Health Services saw multiple retirements including leadership in our information technology, procurement, and the Maryland AIDS Drug Assistance Program. While we work to mitigate the impact to our internal procurement and IT needs, Onyeka Anaedozie, Deputy Director of the Bureau has stepped in as the Acting Chief for MADAP. We are working closely with our partners to ensure the fidelity of MADAP activities. The Center Chief position for MADAP is currently listed at <https://jobapscloud.com/MD/>.

**HHS PrEP Donation Program Launches**

- The Department of Health and Human Services (HHS) launched its Ready, Set, PrEP program providing PrEP to 200,000 uninsured persons donated by Gilead Sciences. The deal for the donation of Truvada was announced in October and will continue annually through 2030.
- Updates on NASTAD have been provided.

**6: Committee Reports****Presenter: Committee Chairs****Continuum of Care**

- The committee is moving forward with hosting the first mega committee meeting.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to approve Charrette small group activity in June's PC meeting.	S.Zisow-McClean/ C. Stuckey	Passed
	Opposed	Abstain

**Comprehensive Planning Committee**

- We have submitted the approved assessment tool.
- It looks like we will be able to start collecting data in early March.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to approve the data presentation schedule from March to May.	F. Mena Carrasco/J. Wright	Passed
	Opposed	Abstain

**Executive Committee**

- Is releasing the draft of the MOU for review.
- This will be emailed to everyone this week.

**Fiscal Committee**

- Will be meeting in March to review initial allocations for FY20

**Nominating Committee**

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to send one month warning letters to six members of the Planning Council based on attendance.	C.Harvey, Sr./A.Patterson	Passed
	Opposed	Abstain

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to send a one month warning letters to two members of Continuum of Care committee based on attendance.	C.Harvey,Sr./A.Patterson	Passed
	Opposed 1	Abstain

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to send two month warning letters to three members based on attendance.	C.Harvey,Sr./J.Wright	Passed
	Opposed	Abstain

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to send one month warning letters to seven members of the CPC committee based on attendance	C.Harvey,Sr./J. Keruly	Passed
	Opposed	Abstain

V.Cargill

- Requested to have her name removed from the list of persons receiving warning letters as she is not a member of this committee.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to amend motion from seven to six members to receive one month warning letters based on attendance.	A.Patterson/J.Wright	Passed

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to send one month warning letters to six CPC members based on attendance.	C.Harvey,Sr./A.Patterson	Passed

**PLWHA Committee**

- The committee is continuing its outreach effort to consumer groups and will visit another CAB this month.

**Planning Council Support Office**

- Within the handouts is a RW planning cycle.
- This document was reviewed with the committee.

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to approve the planning council process	E,Nicholson/B.Ward	Passed

- Members will receive electronically polling for the PSRA conference, please respond so that we can bring closure to plan.

**7: New Business**

**Presenter: Chair**

None

**8: Adjournment**

**Presenter: Chair**

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
Motion to Adjourn	A.Patterson/C.Harvey,Sr.	Passed

Meeting Adjourned at 6:34 p.m.

