

Planning Council

Date of meeting: February 21, 2017
Time started: 5:34 p.m.
BCHD Staff: A. Ferrari
 S. Pelham*
 L. Wagner
TWG Staff: M. Bhatia
 D. Gorham
 A. Onyeabo
 J. Stenhouse
 C. White

Present: K. Arbaugh* G. Jones-Childs
 D. Brewer J. Keruly
 R. Buchanan- V. Lathan
 Gunthrop E. Nicholson
 P. Chaulk O. Njuhigu
 M. Cole M. Poku*
 J. Fleming* D. Rivera
 C. Foxx M. Scriber
 J.P. Gomez C. Smith
 C. Harvey B. Ward

** Participated
 via
 teleconference*

Absent: L. Bank H. Lambert
 S. Flournoy- J. Loken
 Lindsay T. Luft
 J. Furtado E. Nash
 K. Gray J. Simmons
 D. Kelly Jr.

Visitors: L. Ford T. Sherrer
 A. Patterson C. Stewart
 S. Saxena V. Woolums
 D. Lohan S. Zisow-McClean

Handouts:

- Planning Council Packet (TWG, February 2017).
- FY16 Year-End Reprogramming/ Expenditure Summary Report (BCHD, 2017)
- PCSO Transition Plan
- Planning Council Staff Positions (Administrative Assistant, Administrative Coordinator, Senior Program Coordinator)
- RWPC Organizational Chart
- Standards of Care (Early Intervention Services, Health Education and Risk Reduction, & Home Health Care)
- Workplan (CPC)

Introductions

Planning Council

- The meeting convened with quorum at 5:34 p.m. and introductions were made.
- D. Brewer asked for a moment of reflection.

Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the January council meeting.

Motion: To accept the January meeting minutes as written.

Made by: E.

Second: B.

Action: Passed

Nicholson
Opposed: 0

Ward
Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer stated that the standards of care have been updated for three categories and approved by the Continuum of Care Committee.
- D. Brewer stated that tonight the council will review and approve the updated Standards of Care for the categories of Health Education and Risk Reduction (HERR), Early Intervention Services (EIS), and Home Health Care,
- D. Brewer asked the council to review the documents carefully and to ask any questions they may have.
- D. Brewer stated that former planning council member Marcia Richmond-Ward passed away and services have been held.
- D. Brewer stated that nominations for the position of nominating committee chair are currently open and will close and be voted on at tonight's meeting. The nominees are David Kelly and Markton Cole.
- D. Brewer stated that at tonight's meeting, the council would be receiving a presentation from Dr. Chaulk on the support office transition to BCHD.
- D. Brewer stated that the council would be reviewing the November ESD report and conducting year-end reprogramming.
- D. Brewer asked that the council review the documents carefully and ask questions if they have them.
- D. Brewer reminded the council members that per planning council bylaws they are required to declare a primary committee.
- D. Brewer asked those who have not declared a primary committee to contact the support office to do so.
- D. Brewer stated that she would pick a primary committee for those who haven't chosen one by March 1st.
- D. Brewer stated that she and C. Smith worked hard with the health department to work out any kinks in the transition process.
- D. Brewer thanked A. Ferrari, S. Pelham, P. Chaulk, D. O'Neill, and Dr. Wen for their work.
- D. Brewer stated that the results would be in Dr. Chaulk's presentation.

Special Report

P. Chaulk, BCHD

- P. Chaulk stated that the planning council leadership is not on the Organizational Chart handout that the council has.
- P. Chaulk stated that the updated chart would be sent to the council.
- P. Chaulk stated that the planning council meetings would be held in Living Classrooms on 1101 E. Fayette St.
- P. Chaulk stated that it has access to the bus, metro, and has parking in the back.
- D. Brewer asked if the planning council meeting time would change.
- P. Chaulk stated that the meeting would still be held at 5:30pm.
- D. Brewer asked if all meetings would be held at Living Classrooms.
- P. Chaulk stated that only the planning council meetings would be held at the building.
- P. Chaulk stated that the building offers easy parking and a phone for teleconference calls.
- P. Chaulk stated that Cassandra Stewart would be working with the planning council and noted that she is separate from the Ryan White Bureau.
- C. Stewart stated that she is excited to be at the planning council meeting.

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- C. Stewart stated that she has worked with the HIV Commission and on the World AIDS Day event held by BCHD each year.
- C. Stewart stated that she promises to give the council her best.
- P. Chaulk stated that some equipment would be shipped from TWG's office during the transition period and some would be sent after.
- P. Chaulk stated that BCHD is required to keep the most recent five year of documentation, the rest would be shredded.
- P. Chaulk stated that all of the documents were saved as an electronic copy.
- P. Chaulk stated that the support office positions had been posted.
- P. Chaulk stated that the two positions that would be hired through Johns Hopkins are the Sr. Coordinator and the Administrative Coordinator.
- P. Chaulk stated that the third position of Administrative Assistant would be a temporary position.
- P. Chaulk stated that the Administrative Assistant would work closely with the Chair and Vice Chair of the council.
- C. Smith asked if the position would be filled temporarily and if it would be a part time position.
- P. Chaulk stated that the Temp would not get benefits from BCHD and it has not been decided if it would be a full time or part time position yet.
- P. Chaulk stated that the interview process would be started shortly after the positions are posted.
- P. Chaulk stated that the interview panel has been selected and that C. Smith and D. Brewer would be on the panel as well as Dawn O' Neill and Cassandra Stewart.
- P. Chaulk stated that there is a list of items that would be moved from the support office in the transitional plan.
- J. Fleming asked if Living Classrooms is wheelchair accessible.
- P. Chaulk stated that it is.
- C. Stewart stated that the planning council meetings would be held in the former Carmelo Anthony Center that is now called the Under Armour House.
- C. Stewart stated that council members should use the entrance beside the post office.
- C. Smith asked if the room is wifi equipped.
- P. Chaulk stated yes and that the planning council website would be continued.
- P. Chaulk stated that the caterers are - Au Bon Pain, Panera Bread, and Terra Café.
- P. Chaulk stated that hot meals would be provided at the planning council meetings and sandwiches would be provided for committee meetings.
- M. Cole stated that the target is to have a contractor on board by March 1st and asked who would be shadowing TWG.
- A. Ferrari stated that V. Graves and R. Sumpter would be shadowing TWG.
- A. Ferrari stated that TWG would still be subcontracted until May 31st.
- C. Harvey asked how transportation would be arranged under the new fiscal year.
- P. Chaulk stated that ABC would subcontract transportation with Higher Ground and Uber.
- P. Chaulk stated that they would have everything mapped out when the new staff is hired.
- P. Chaulk stated that they have started to map out where people live so they can come up with the best plan.
- C. Smith stated that members are all adults and will have to be accountable for their transportation.
- P. Chaulk stated that BCHD is in the process of planning for PSRA.
- C. Smith asked if Dr. Valli Meeks had been contacted for the meeting space for PSRA.
- P. Chaulk stated that they are looking into it as well as asking Dr. Darrell Wheeler to facilitate.
- P. Chaulk thanked the Chair and Vice Chair for their help.
- D. Brewer asked for the budget for the support office.
- A. Ferrari stated that they could outline a budget when the final budget is received.
- C. Smith stated the importance of having a projected budget.

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- A. Ferrari stated that the primary line items for the budget are salaries, fringe, food and meeting costs, transportation, and training.
- A. Ferrari stated that there is also some money for consultants.
- A. Ferrari stated that the expenditures for the last two years have been reviewed to come up with an effective budget.
- D. Brewer stated that she would like to see an organizational chart that maps out how the budget is handled.
- C. Smith asked if BCHD controlling the support office is a conflict.
- P. Chaulk stated that the HRSA site visit recommended bringing the support office in house to save money.
- P. Chaulk stated that the office would not report to the Ryan White Bureau it would report to Cassandra who is the community liaison for the health department.
- P. Chaulk stated that the office would be associated with the Commissioner's office.

Ryan White Part A Update

A. Ferrari/ S. Pelham/
L. Wagner, BCHD

HRSA Updates

- S. Pelham presented the Part A report to the council.
- S. Pelham stated that the Notice of Grant award was released on January 23rd as a partial award.
- S. Pelham stated that Part A received \$7,001,757 in the formula award and \$655,745 in the MAI award.
- S. Pelham stated that they received 70% of the formula award, 0% of the supplemental award, and 40% of the MAI award.
- S. Pelham stated that the monthly HRSA call with Lt. Worrell, BCHD staff, ABC staff, Planning Council Leadership, and the PC Support Office was conducted on Thursday, February 2nd.
- S. Pelham stated that Lt. Worrell requested a conference call on February 8th to discuss FY16 Administrative Budget revisions and the FY17 prospective budget as it relates to the CQM program model and the projected planning council support.
- S. Pelham stated that Lt. Worrell requested a resubmission of the program terms report and related documents by February 5th.
- S. Pelham stated that the revised FY16 Estimated Unobligated Balance was submitted to HRSA through the EHB on January 31st.

Program Updates

- S. Pelham stated that BCHD would utilize the FY16 \$57,969 unobligated balance for ADAP expenses.
- S. Pelham stated that BCHD is currently working with Associated Black Charities to set up DHMH as a vendor to cover medications for HIV+ residents of Baltimore City.
- S. Pelham stated that FY17 Part A and MAI applications have been received.
- S. Pelham stated that all service categories are up for bid to enable sub-recipients to develop a one-stop care model.
- S. Pelham stated that a training session for external reviewers was conducted on January 31st.
- S. Pelham stated that BCHD staff, ABC staff and external reviewers would review applications from January 31st through February 14th including category specific conference calls.
- S. Pelham stated that external reviewers were identified to independently score FY17 Part A and MAI applications.
- S. Pelham stated that the reviewers are made up of paid reviewers and graduate public health students from universities in the Baltimore area.
- S. Pelham stated that the initial FY17 decision document would be sent to ABC on February 22nd.
- S. Pelham stated that FY17 Provider contracts would be executed by March 1st.

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- S. Pelham stated that ABC has begun preparing for the contracting process.

Site Visits

- S. Pelham stated that seven Comprehensive Site Visits are scheduled for the month of January.
- S. Pelham stated that four Comprehensive Site Visits are scheduled for the month of February.
- S. Pelham stated that Ryan White will not be able to conduct site visits at all locations by the end of the fiscal year due to additional staff training and changes to the site visit process that delayed the beginning of site visits.
- S. Pelham stated that ten desk audits would be conducted in February 2017.
- S. Pelham stated that providers not receiving a comprehensive site visit will receive desk audits in February and will be the first to receive comprehensive site visits in FY17.

FY 2016 Year End Reprogramming

- S. Pelham stated that BCHD staff has worked diligently with providers to identify potential FY16 year-end unobligated balance.
- S. Pelham stated that the BCHD is requesting emergency reprogramming in the categories of AIDS Drug Assistance (ADAP) and Mental Health.
- S. Pelham stated that any changes in a category over 5% needs planning council approval.

CQM Updates

- L. Wagner stated that the Standards of Care workgroup is continuing to develop and revise the Standards of Care.
- L. Wagner stated that the categories of Early Intervention Services (EIS), Health Education Risk Reduction (HERR), and Home Health Care were finalized and approved by the Continuum of Care Committee and the Executive Committee.
- L. Wagner stated that the category of Oral Health, Health Insurance Premiums and Cost Sharing, and Outreach were reviewed by the Workgroup and were sent to relevant providers for feedback.
- L. Wagner stated that the workgroup would review the standards at the meeting on February 22nd.
- L. Wagner stated that the projected timeline for completion of the Standards of Care to be uploaded on the Planning Council website is June 2017.
- L. Wagner stated that the timeline includes provider feedback, approval from the COCC, approval from the Executive Committee, and approval from the Planning Council.

Performance Measures

- L. Wagner stated that the performance measures are under development for the new services categories.
- L. Wagner stated that existing performance measures for each service category are being reviewed and revised to align with the Continuum of Care cascade and HHS/HAB recommendations.

Maryland Regional Group

- L. Wagner stated that on December 5, 2016, Part A participated in the Maryland Regional Group quarterly meeting.
- L. Wagner stated that Part C members of the Maryland Regional Group presented on data in their clinic.
- L. Wagner stated that Maryland National Quality Center (NQC) Coach, Hollie Malamud, gave a presentation on the NQC's new End+Disparities Learning Exchange.
- L. Wagner stated that the goal of the End+Disparities learning exchange is to promote the application of quality improvement interventions with the ultimate goal of increasing viral suppression rates for disproportionately affected HIV subpopulations.
- L. Wagner stated that the next Maryland Regional Group meeting would be held on Friday, March 10th.
- L. Wagner stated that the meeting will focus on disparities among the Ryan White population.
- L. Wagner stated that all participants would be using the End+Disparities calculator to identify subpopulations of interest including youth ages 13-24, MSM of color, Black and Latina women, and transgender people.

Organizational Assessment

- L. Wagner stated that NQC coach Hollie Malamud conducted the annual organizational assessment (OA) with BCHD's CQM program on December 6, 2016 during her visit with Maryland Ryan White grantees.
- L. Wagner stated that CQM recently received the formal scored OA from Hollie.
- L. Wagner stated that the OA is currently being used to develop the work plan for the CQM program.
- L. Wagner stated that there was a call scheduled for Thursday, February 9th to discuss the OA with Hollie.

Quality Management Committee

- L. Wagner stated that the quality management committee met for its quarterly meeting on Monday, February 6th.
- L. Wagner stated that Nargis Hussaini of BCHD gave a presentation on barriers to care among youth and youth quality improvement activities occurring nationally and in other jurisdictions.
- L. Wagner stated that Catherine Carey of BCHD gave a data presentation on youth in the EMA.
- L. Wagner stated that two youth service providers attended as guests.
- L. Wagner stated that the committee brainstormed quality improvement projects for the EMA.
- L. Wagner stated that committee and providers prioritized working on a baseline assessment identifying barriers of care for youth clients being seen for medical case management.
- L. Wagner stated that the CQM program would be working with the Baltimore HIV Planning Group as they also have a focus on youth.

CAREWare Update

- L. Wagner stated that CAREWare training has been completed for the following providers who are now live: Moore & Moore, LIGHT Health, AIRS, Independent Living, Sinai Greenspring, STAR, and Family Health Centers of Baltimore.
- L. Wagner stated that the next round of onboarding for front-end data entry sub-recipients would be for - BCHD Oral Health, Legal Services, and Joseph Richey.
- L. Wagner stated that the first round of data imports are complete for recipients who are submitting data electronically.
- L. Wagner stated that first round data tables to discuss importing errors and exceptions are complete.
- L. Wagner stated that sub-recipients are expected to refresh their data submission for the full calendar year of 2016 including the resolutions of errors and exceptions from first import by January 30th.
- L. Wager stated that the first round of recipients to complete this are Chase Brexton Health Services, Project PLASE, Park West, Health Care for the Homeless, and Anne Arundel County Health Department.
- L. Wagner stated that the following sub-recipients are still working on their first electronic submission with a deadline of January 31st - BCHD Clinical, BCHD Prevention, University of Maryland, UMD Dental Plus, and Total Health Care.
- L. Wagner stated that sub-recipient's CAREWare to CAREWare data translation imports that are currently in progress and scheduled to be completed by January 31st include the following: Carroll County Health Department, UMD PACE/ STAR Track, and JHU Comprehensive Care.

Discussion:

- E. Nicholson asked S. Pelham how a decrease in mental health funding would affect consumers.
- S. Pelham stated that the \$80,000 was supposed to increase capacity of a program but it never got off the ground.
- S. Pelham stated that the program asked BCHD to take the funds back because they were unable to expend.

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- C. Smith asked what were some of the issues the youth population were experiencing.
- L. Wagner stated BCHD would be presenting at the HIV Planning Group next week with more in depth information.
- L. Wagner stated that youth experienced issues with linkage and retention to care.
- L. Wagner stated that they are interested in looking into doing quality insurance projects around retention for this population.
- C. Smith asked if the issues youth experienced were due to not communicating with their providers or if they need a peer support network to encourage them to be retained in care.
- L. Wagner stated that those were some of the issues they experienced.
- L. Wagner stated that one of her staff members did a great presentation on barriers to care but the data does not show such specific barriers.
- L. Wagner stated that it was suggested in the QM committee to do a focus group in the future.
- L. Wagner stated that there were some socio-economic and interpersonal barriers that affect retention.
- D. Brewer stated that there are comprehension barriers but not everyone will admit.
- L. Wagner stated that comprehension came up in the QM meeting as well as stigma.

Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report.
- R. Buchanan-Gunthrop stated that everyone is working toward the same purpose and mission.
- R. Buchanan-Gunthrop stated that discomfort is part of this process and that she encourages everyone to respect each other.
- R. Buchanan-Gunthrop stated that the goal of the Ryan White Program (RWHAP) is to reduce community viral load by ensuring individual with HIV reach and maintain an undetectable viral load.
- Maryland Department of Health and Mental Hygiene (DHMH), Infectious Disease Prevention and Health Services Bureau, Center for HIV Prevention and Health Services (CHPHS) initiated the Upstream Program in the state fiscal year 2017.
- R. Buchanan-Gunthrop stated that Upstream combines RWHAP funding categories to address the undiagnosed Marylanders living with HIV or AIDS.
- R. Buchanan-Gunthrop stated that the target outcome is to reduce the number of individuals unaware of their HIV status and increase linkage to health services with the ultimate outcome of viral load suppression for these individuals.
- R. Buchanan-Gunthrop stated that providers would receive an invitation for the upcoming Housing Providers Meeting on March 14th from 1:00 pm- 4:00 pm.
- R. Buchanan-Gunthrop stated that the meeting would be held at the Owen Brown Community Association located on 6800 Cradlerock Way in Columbia.
- R. Buchanan-Gunthrop stated that on May 10th, 2016, Governor Hogan signed Senate Bill 97 Opioid Associated Disease Prevention and Outreach Programs as a response to the Opioid epidemic.
- R. Buchanan-Gunthrop stated that the law came into effect on October 1st, 2016.
- R. Buchanan-Gunthrop stated that the statute called for the establishment of a Standing Advisory Committee (SAC) to provide technical assistance to syringe services programs.
- R. Buchanan-Gunthrop stated that the SAC met for the first time on October 26, 2016.
- R. Buchanan-Gunthrop stated that the Syringe Services Program Standing Advisory Committee would hold its second meeting on Monday, February 27th from 3:00 pm to 5:00 pm.
- R. Buchanan-Gunthrop stated that the meeting would be held at the Office of the Chief Medical Examiner at 900 West Baltimore St.
- R. Buchanan-Gunthrop stated that the meeting would include the following:
 - Updates on efforts to develop Syringe Services Program applications.
 - Review, discussion, and approval of the standing advisory committee bylaws.
 - A presentation from the Maryland Behavioral Health Administration on substance use and

- disorder treatment programs.
- A presentation from the Overdose Response Program of the Behavioral Health Administration about efforts to disseminate Naloxone.
- Updates on grant proposals recently submitted to augment Maryland's response to the Opioid epidemic.
- An opportunity for public comment.
- R. Buchanan-Gunthrop stated that the meeting is open to the public.
- R. Buchanan-Gunthrop asked members to contact Kip Castner for more information.
- R. Buchanan-Gunthrop stated that the last meeting of the HPG was on Thursday, February 16 at the Doubletree by Hilton from 11:00 am to 2:30 pm.
- R. Buchanan-Gunthrop thanked those who attended.
- R. Buchanan-Gunthrop stated that the next Maryland Regional Quality committee meeting is scheduled for Friday, March 10.
- R. Buchanan-Gunthrop stated that Hollie Price-Malamud would continue as coach for the group.
- R. Buchanan-Gunthrop stated that the committee is encouraged to consider identifying at least two individuals who can serve as convener and/ or recorder.
- R. Buchanan-Gunthrop stated that a recruitment announcement and description is being revised for the Quality Manager.
- R. Buchanan-Gunthrop stated that as of February 13th, 6,127 eligible Marylanders were enrolled in MADAP.
- R. Buchanan-Gunthrop stated that as a result of open enrollment in 2017, the program is assisting 1,409 clients by making premium payments on 2017 plans.
- R. Buchanan-Gunthrop stated that 65% of the plans are "on-exchange" plans and 35% are "off-exchange."
- R. Buchanan-Gunthrop stated that the program thanks all case managers and other professionals who work closely with the clients to turn in invoices in a timely manner.
- R. Buchanan-Gunthrop stated that they are currently processing the last invoices for plans effective 3-1-17.
- R. Buchanan-Gunthrop asked that case managers continue to fax monthly invoices to MADAP throughout the year.
- R. Buchanan-Gunthrop stated that MADAP is happy to announce that Nancy Etheridge-Guest has joined MADAP's staff as the new Deputy Chief for Programs and Training.
- R. Buchanan-Gunthrop stated that prior to MADAP, Nancy held the position of Health Services Administrator for Minority AIDS initiative with the Center for Prevention and Health Services within the Infectious Disease Prevention and Health Bureau.
- R. Buchanan-Gunthrop stated that Ms. Guest is also a former member of the planning council and former staff member of Moveable Feast.
- R. Buchanan-Gunthrop asked members contact Mary Bahr about any MADAP related questions.
- R. Buchanan-Gunthrop stated that PHPA is accepting Survivor Quilt Squares until March 10th.
- R. Buchanan-Gunthrop asked that individuals give their completed squares to case managers, outreach staff, testing staff or anyone working in the HIV/ AIDS field.
- R. Buchanan-Gunthrop stated that any agency could send the squares to PHPA.
- R. Buchanan-Gunthrop stated that Carmi could be contacted for pick up of a large amount of squares.
- R. Buchanan-Gunthrop stated that the statewide meeting would be held on Tuesday, May 23rd from 8:30 am-3:30 pm at Martin's West. This year's focus would center on the Maryland Integrated HIV Plan.
- R. Buchanan-Gunthrop stated that PHPA would be closed on Monday, February 20th in observance of President's Day.

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Discussion:

- C. Smith stated that insurance companies are dropping people if they do not cover their co-payments.
- C. Smith asked if MADAP could cover co-payments.
- R. Buchanan-Gunthrop stated that at PHPA they have a newly titled position that is designed to help with co-payments for PLWH/A using MADAP/ ADAP money.
- R. Buchanan-Gunthrop stated that the funds allocated to MADAP from Part A would be used to address this issue.
- C. Smith stated that not all consumers are aware that they have this option and are not able to advocate for themselves.
- R. Buchanan-Gunthrop stated that interruption of care is covered under behavioral health services.
- R. Buchanan-Gunthrop stated that the planning council helped identify this gap in coverage.
- D. Brewer stated that when people move around it could hinder their coverage because they are unable to get their mail, which informs them of what they need to do.
- R. Buchanan-Gunthrop stated that these barriers are included in site visit reports.

Planning Council Updates

Executive Committee:

- C. Smith presented the executive committee report.
- The committee met on February 15th, 2017.
- The committee conducted year-end reprogramming exercises along with the Fiscal committee and recommended the following:

Motion: To recommend that the category of AIDS Drug Assistance Program (ADAP) be increased by \$118,965. Made by: C. Smith Second: M. Cole

Discussion:

- S. Pelham stated that some other categories were unable to fully expend and that this category would serve clients who do not have insurance coverage.

Action: Passed Opposed: 0 Abstain: 1

Motion: To recommend that the category of Mental Health be decreased by \$80,000 Made by: C. Smith Second: C. Harvey

Discussion:

- S. Pelham stated that the category was given \$80,000 at 7-month reprogramming to expand services, but the services were never provided.

Action: Passed Opposed: 0 Abstain: 3

Motion: To recommend that the Standards of Care for the category of Early Intervention Services be approved. Made by: C. Smith Second: C. Foxx

Action: Passed Opposed: 0 Abstain: 0

Motion: To recommend that the Standards of Care for the category of Health Education and Risk Reduction be approved. Made by: C. Smith Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 0

Motion: To recommend that the Standards of Care for the category of Home Health Care be approved. Made by: C. Smith Second: C.

Action: Passed Opposed: 0 Harvey
Abstain: 0

Comprehensive Planning Committee:

- D. Kelly presented the Comprehensive Planning Committee report.
- The committee met without quorum on February 2, 2017.
- The committee reviewed the minutes.
- The committee received training on their roles and responsibilities.
- The committee approved their 2017 workplan, voted to change their meeting time, and re-elected co-chairs via survey monkey.
- The committee voted to change their meeting time to 5:30 pm.
- The committee re-elected Vanessa Lathan and David Kelly as their co-chairs.

Motion: To approve the 2017 Comprehensive Planning Committee work plan. Made by: D. Kelly Second: C. Smith

Action: Passed Opposed: 0 Abstain: 0

PLWH/A Committee:

- C. Harvey presented the PLWH/A report.
- The committee met on January 24, 2017.
- The committee reviewed the minutes of the November 22, 2016 meeting.
- The committee reviewed the Unobligated Balance (UOB) for FY2016.
- The committee received training on its roles and responsibilities.
- The committee received a presentation on the Planning Council’s Meeting Costs and Expenditures through December 2016.

Motion: To close nominations for the position of Nominating Committee Chair. Made by: C. Smith Second: E. Nicholson

Action: Passed Opposed: 0 Abstain: 0

Discussion:

- C. Harvey asked the nominees to introduce themselves.
- D. Kelly introduced himself and stated that he works for a Part A provider as a Non-Medical Case Manager and Peer Facilitator.
- M. Cole introduced himself and stated that he is on his second or third rotation on the planning council and that he is a PLWH/A.
- E. Nicholson asked if the support office would continue to send a reminder a week prior to meetings.
- A. Onyeabo stated that the support office would continue to do so.
- C. Smith stated that it would be helpful to identify a point person for contact.
- A. Onyeabo stated that the analyst for the planning council is J. Stenhouse.
- A. Onyeabo stated that M. Bhatia would send reminders for the Executive Committee, the Fiscal Committee, and the Continuum of Care Committee.
- A. Onyeabo stated that J. Stenhouse is also the analyst for the Comprehensive Planning Committee and the Nominating Committee
- A. Onyeabo stated that D. Gorham is the analyst for the PLWH/A committee.
- M. Cole asked who the contact person for transportation is.
- A. Onyeabo stated that D. Gorham is still the contact person.
- D. Brewer stated that the support office would remain as is until the end of May.
- C. Smith asked if the TWG office number would remain the same.
- A. Ferrari stated that the number and contact would remain the same until new staff is hired.

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- J. Stenhouse presented the support office report.
- J. Stenhouse stated that the support office has facilitated committee meetings and held weekly meetings with planning council leadership over the past month.
- J. Stenhouse stated that during the month, the support office and leadership discussed continuing to work with the mayor's office and BCHD to move candidates forward.
- J. Stenhouse stated that each year, the support office provides individual trainings to each of the council's committees regarding roles and responsibilities and deliverables pertinent to the committee.
- J. Stenhouse stated that additional time is spent on the code of conduct and HRSA legislation important to the committee's activities.
- J. Stenhouse stated that trainings had been completed for the Continuum of Care Committee, the Comprehensive Planning Committee, and the People Living With HIV/AIDS Committee.
- J. Stenhouse stated that the remaining committees will receive their trainings during the first committee meeting of 2017.
- J. Stenhouse stated that over the last month, TWG held a ceremony for the participants that completed the PSMP consumer training.
- J. Stenhouse stated that the participants were awarded certificates of completion and are currently participating in the leadership training.
- J. Stenhouse stated that the graduation for the PSMP consumer/leadership training would be held at the end of the month.
- J. Stenhouse asked members to contact D. Gorham in the support office if there are any questions about PSMP.
- J. Stenhouse stated that the support office attended the CFAR Town Hall on Bending the Curve for HIV Prevention in Baltimore on Monday, February 6th.
- J. Stenhouse stated that the panelists at the town hall discussed the implementation of grants 1506 and 1509.
- J. Stenhouse stated that the discussion centered around PrEP implementation, STIs and the relation to PrEP, the effectiveness of Truvada and revealed the continued need for testing and stigma related campaigns.
- J. Stenhouse stated that the support office has continued to work with the standards of care workgroup to develop standards.
- J. Stenhouse stated that the next Standards meeting would be held on February 22nd at 2pm.
- J. Stenhouse reminded all council members to disclose affiliations or conflicts with any and all Ryan White funded programs.
- J. Stenhouse stated that council members should complete a new form any time their affiliations change.
- J. Stenhouse stated that conflict of interest and disclosure forms can be obtained from the support office or on the PC website.
- J. Stenhouse stated that at the request of the council, the support office tried out a new time for planning council meetings.
- J. Stenhouse stated that over the last four months, the time change has been under a trial period to monitor planning council meeting attendance and quorum.
- J. Stenhouse stated that despite the time change, the council has been able to maintain quorum and as such the council will continue to meet at the current time of 5:30 pm.
- J. Stenhouse stated that after tonight's meeting, the location of all planning council and committee meetings will change.
- J. Stenhouse stated that the planning council meetings will now be held at the UA House at Living Classrooms and all committee meetings will be held at the BCHD building.
- J. Stenhouse asked the council members to refer to the Upcoming Meetings page of their packet for additional meeting details.

Discussion:

Greater Baltimore HIV Health Services Planning Council
Planning Council



- C. Smith asked where the PSMP graduation would be held.
- D. Gorham stated that it would be held at Terra Café.

New Business

Planning Council

- After tallying the votes, A. Onyeabo stated that D. Kelly is the new Nominating Committee Chair.
- C. Smith stated that AIDSWatch by AIDS United would be held in March.
- C. Smith encouraged planning council members and guests to sign up online at www.aidsunited.org.

Motion: To adjourn the meeting	Made by: C. Harvey	Second: D. Kelly
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:06 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	