

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of February 19, 2008

Vol. IV, No. 11

Draft • February 19, 2008

Meeting Attendance

Present ¹	S. Ashley*	C. Harvey, Sr.
	D. Baker	D. Hunter
	M. Becketts	R. Johnson
	R. Bradley	F. Lowman, Jr.
	D. Brewer	C. Massey
	G. Clark	R. Matens
	D. Cooper	A. Middleton
	A. Foyles	W. Miller
	R. Gore-Simmons	G. Nelson
	M. Graves	W. Samuel
	L. Green*	J. Winslow
	P. Hall	
	Absent	K. Bellesky
M. Cole		G. Manigo
R. Green		M. Obiefune
R. Haden		N. Robinson
D. Henson		L. Smith
W. Jones		B. Thomas-El
J. Keller	B. Tucker	
Proxies		
	ABC D. Scruggs	
BCHD	R. Brisueno	J. Ungard
	A. Ferrari	
Visitors	W. Beverly	C. Martin
	C. Brown	R. Rubino
	V. Burrell	D. Shamer
	C. Gibson	R. Saunders
	N. Guest	C. Thomas
	J. Hunter	K. Woolford
	A. Leverette	
Staff	T. Cooke	M. Komosinski
	D. Gorham	N. Lewis
	K. Hale	

¹ Attendance is based on sign-in sheet.

* Present, but did not sign in.

Handouts Planning council packet (February 2008)
 Grantee monthly report (February 2008)
 Administrative agent monthly report (February 2008)
 POZ magazine (January/February 2008)
 Amended monthly meeting schedule (March 2008)
 Final action items (February 19, 2008)
 Final IGS report (February 2008)
 “Graying of HIV” conference flyer

Executive Summary

The planning council meeting convened with quorum at 6:34 p.m.

The chair, L. Green, discussed the following: the effect of cuts in surveillance funds; issues related to the start of the Health Resources and Services Administration’s (HRSA) new fiscal year on March 1, including the transitioning of administrative responsibilities to the grantee; ongoing efforts to attain Part D representation on the planning council; numerous issues regarding the Minority AIDS Initiative (MAI); and the highlights of the past month’s committee activity.

The administrative agent (AA),² Associated Black Charities (ABC), updated the council on their competitive and continuation application process and on provider payment requests.

The grantee, the Baltimore City Health Department (BCHD),³ briefly explained changes expected to occur with the upcoming transition of the fiscal and programmatic responsibilities of the grantee and AA. The grantee also discussed the following: an increase in MAI dollars for the upcoming year and recent and upcoming work by the Clinical Quality Management (CQM) program.

The Part B representative discussed the AIDS Administration’s Regional Advisory Committee (RAC), grant applications to the AIDS Administration, the pending Part B applications to HRSA, and the addition of a new drug, NNRTI entravirine, to the Maryland AIDS Drug Assistance Program (MADAP).

The Part D representative announced upcoming HRSA site visits and discussed issues related to the resignation of a health services administrator.

² The agency responsible for administering and monitoring Part A and MAI funds for subcontracting to appropriate vendors.

³ The mayor of Baltimore City, acting through the Baltimore City Health Department to oversee the distribution of Part A and Minority AIDS Initiative (MAI) grant funds, monitor service contracts and oversee the expenditure of such funds.

The Comprehensive Planning, Continuum of Care, Evaluation, Nominating, PLWH/A and Services to Surrounding Counties committees all discussed the business undertaken at their meetings over the past month. The Comprehensive Planning Committee announced a change in the committee's regular meeting time and location. The Evaluation Committee and the Service to Surrounding Counties Committee both received Expenditure of Service Delivery (ESD) reports: neither recommended reprogramming.

Representatives from the planning council support office, InterGroup Services, Inc. (IGS), discussed its activities over the past month, including the hiring of new staff, and announced an upcoming training session for new members.

There were several announcements made before the planning council adjourned at 7:30 p.m.

Proceedings

Introductions/Review of Minutes

L. Green convened the planning council's meeting while D. Brewer proceeded with roll call and the introduction of guests.

Motion	To accept the January 15, 2008 planning council minutes as written.
Proposed by	A. Foyles
Seconded by	R. Johnson
Action	Passes, 0 abstentions, 0 objections

Chair's Report

The chair, L. Green, announced a recent cut in surveillance funds.⁴ Legislation, prohibiting certain political activities, limits the planning council's ability to protest or lobby against this cut. However, individual council members, acting completely independent of the planning council, can voice his or her opposition.⁵

The chair noted that March 1, 2008 marks the beginning of fiscal year 2008 for the Ryan White Part A grant, at which time the Health Resources and Services Administration

⁴ Surveillance data guide the planning council in determining the services to be funded and the amount of people in need of services. The data also helps the planning council measure whether it is on target by reviewing the data to see whether targets are being met.

⁵ Anyone acting on behalf of the planning council on any business must have prior approval by the planning council administration.

(HRSA)⁶ is expected to announce the Part A formula and supplemental grant awards for the Baltimore eligible metropolitan area (EMA). March 1, 2008 also signals the transition of the fiscal and programmatic responsibilities between the grantee and AA. The planning council will continue to work with the grantee to ensure a smooth process for planners as well as Part A providers.

The chair informed the members that the planning council is awaiting a response from the Maryland AIDS Administration director, Heather Hauck, on a recommendation for a Part D replacement for the planning council, formerly held by B. Grant.

L. Green reported that the committees reviewed their 2008 work plans and will send them to the Executive Committee for review. The Executive Committee will use these work plans to draft the planning council's 2008 work plan that will be discussed further in March.

The chair reported that the Evaluation and STSC committees held a joint reprogramming meeting to receive the four-month MAI ESD report from the grantee and make recommendations for reallocation. He also reminded members that in January, the planning council voted to maintain the MAI service category priorities for the 2008 MAI grant year with the understanding that the council would be receiving the reports throughout the 2008 grant year and reallocating funds as necessary. L. Green announced that effective August 2008, the Baltimore EMA will receive a \$100,000 funding increase to their MAI grant.

Finally, the chair reported that the Comprehensive Planning Committee has begun the process of conducting a series of interviews with key stakeholders to aid in the development of the comprehensive plan.

Administrative Agency's Report

The AA, ABC, reported that the FY 2008 competitive applications were received on January 11, 2008. The external review for these applications was held January 29 through January 31, 2008. The FY 2008 continuation applications were received by February 8, 2008 and requests are currently being reviewed.

The AA also reported that they have begun provider payment requests for expenses through January 31, 2008, and continue to monitor provider expenses in an effort to reach

⁶ HRSA is an agency of the U.S. Department of Health and Human Services responsible for providing financial support for, and improving access to health care services for people who are uninsured, isolated, or medically vulnerable.

the effective 98 percent spending level of the Part A formula award as mandated by HRSA.

Grantee's Report

The grantee, BCHD, reported that effective March 1, 2008, their Ryan White office will assume all of the programmatic monitoring functions of the Ryan White Part A and MAI contracts. ABC would be subcontracted by BCHD as the fiscal agent, and be responsible for the execution of direct service contracts as approved by BCHD. ABC would also be responsible for processing periodic contract changes as requested by the grantee to supplement or reduce provider allocations, disbursing monthly payments to providers and submitting fiscal expenditure data and related reports to BCHD. BCHD would be solely responsible for the actual selection of providers and the determination of funds allocated to the contracts.

BCHD announced that they hired additional staff in the Ryan White office to support the administrative monitoring and the clinical quality management program.

The grantee reported that, in preparation to meet the FY 2009 requirement to collect and submit client-level data to HRSA, they responded to a request for proposals issued by HRSA. This is a competitive, one-time grant to Part A and B grantees ranging from \$50,000 to \$200,000. The client-level data system would be implemented in FY 2009 to capture the client-level information necessary to demonstrate, on both the local and federal levels, the performance of Ryan White programs and to provide fiscal accountability.

The grantee's announced they have started work on the MAI continuation application due March 7. In a related matter, the grantee also noted that HRSA announced that the Baltimore EMA received an overall increase of five percent for the MAI FY 2008 award.

The grantee reported that their Clinical Quality Management (CQM) program began analyzing data extracted from site visits to develop findings, recommendations and corrective actions. Category reports are scheduled for release in June for primary medical care, oral health, residential substance abuse, psychosocial counseling and hospice care.

HRSA released the first five tier-one indicators to be tracked annually, all under primary medical care, and the grantee reported that the Baltimore EMA is on target for these indicators.

The grantee announced that the CQM team is scheduled to review outpatient/ambulatory health services, childcare, medical transportation, housing and health insurance service categories this year.

Part B Report

The Part B representative announced that the AIDS Administration's Regional Advisory Committee (RAC) meeting cycle is scheduled to begin in March: the first RAC meeting for the Central Region is March 19, 2008 at Mondawmin Mall in Baltimore, MD, and it will include an HIV and AIDS epidemiology presentation and updates on federal and state policy.

The representative announced that Baltimore City FY 2009 grant applications for substance abuse, mental health, MAI and psychosocial support services are currently being reviewed: grant decisions are anticipated by March 31, 2008.

The representative announced that the AIDS Administration submitted the Part B FY 2008 application to HRSA on January 30, 2008 and is awaiting its FY 2008 award, scheduled to be released by March 31, 2008.

The Part B representative reported that the new FDA-approved HIV medication, NNRTI *etravirine* (Intelence), was added to the MADAP formulary on February 1.

Part D Report

The Part D representative announced that HRSA is scheduled to conduct a diagnostic site visit of Part D and Part D Youth programs on March 27 and 28, 2008.

The representative also reported that B. Grant resigned from her position as health services administrator at the AIDS Administration and will be joining the staff at HRSA. G. Clark and the remaining health services administrators will cover her duties until a replacement is hired.

Committee Reports

Comprehensive Planning Committee:

The Comprehensive Planning Committee reported that it had reviewed and approved its 2008 work plan.

The committee announced that it received presentations on HIV risk and barriers to care for two special populations in the Baltimore EMA: a representative from "Power Inside" presented on women involved in the sex trade and a representative from the University of Maryland's "STAR TRACK" and "Connect to Protect: Baltimore" programs presented research findings on young men who have sex with men.

To continue the data gathering for the development of the comprehensive plan, the committee reviewed the ideas generated at January's stakeholder meeting and will formulate questions for stakeholder interviews this month.

The committee announced a change in meeting time and location: beginning in March, the committee will meet from 5:30-7:30 p.m. at the Baltimore City Health Department on the fourth Thursday of the month. The committee will not meet in February.

Continuum of Care Committee:

The Continuum of Care Committee reported that it had reviewed and finalized its 2008 work plan.

The committee announced that elections for committee co-chairs have been postponed until two nominations for these slots are received.

The committee began its first draft of the standards of care for medical nutritional therapy and will be sending the psychosocial support services standards of care to stakeholders and planning council members for recommendations this month.

Evaluation Committee:

The Evaluation Committee reported that it had reviewed and finalized its 2008 work plan.

The committee announced that nominations were opened for committee co-chairs and that elections will be held in March.

The committee noted that revisions of the assessment tool to be used in the evaluation of the administrative mechanism were currently underway.

The committee informed the council about the joint reprogramming meeting⁷ held with the Services to Surrounding Counties (STSC) Committee to receive the four-month MAI ESD report and to consider reprogramming. The STSC committee reviewed the ESD report for STSC-specific MAI categories and did not recommend that any reprogramming be made. The Evaluation Committee reviewed the ESD reports for EMA-wide MAI categories and did not recommend that any reprogramming be made.

⁷ Joint Reprogramming meetings are convened twice yearly for both Part A and MAI funding by the Evaluation Committee, in conjunction with the Services to Surrounding Counties Committee to receive ESD reports from the grantee. The meetings are used to determine whether funds need to be reallocated among the currently funded categories.

Nominating Committee:

The Nominating Committee reported holding its meeting at a new time (5:00 p.m. to 7:00 p.m.).

The committee announced that letters have been sent to pool list members to ensure that they are still interested in the planning council and encourage participation in committee meetings. The committee also discussed planning council recruitment strategies and encourages all planning council members to aid in the recruitment effort.

The committee reported that they have sent a letter to the Maryland AIDS Administration requesting a recommendation for a Part D representative to sit on the planning council.

Finally, the committee announced that they will begin collaborating with committee co-chairs to increase attendance in their respective committees.

PLWH/A Committee:

The PLWH/A Committee announced that its elections have been finalized and the new co-chairs are Sheila Ashley and Joy Winslow. The new members-at-large are Philip Church and Gail Nelson.

The committee reported that it had reviewed and finalized its 2008 work plan and is continuing to work on its position paper on essential services.

This year, the committee will be analyzing service categories from the consumer perspective: the committee appointed two representatives to report the analysis to the Continuum of Care Committee.

Services to Surrounding Counties Committee:

The Services to Surrounding Counties Committee reported that it had begun its analysis of the delivery of medical nutrition therapy services in the EMA counties and drafting its recommendations to the Continuum of Care Committee. The committee also met with Evaluation Committee for joint reprogramming of the MAI grant and did not recommend that any reprogramming be made.

IGS Report

IGS reported that, in February, they prepared and distributed notices, agendas and minutes; and arranged logistics for the planning council meeting as well as nine committee meetings. IGS also reported providing technical assistance, including guidance in the development of monthly deliverables as directed by the committee work plans, to each committee that has met since the last Executive Committee meeting.

IGS announced the hiring of a new Editor and Senior Analyst, Chinyelu Lee.

IGS announced that new member orientation is scheduled for Tuesday, March 11 and Thursday, March 13, 2008 from 5:30 p.m. to 8:30 p.m. at IGS. Tuesday's orientation will be for members who were appointed in September 2007 or later and will cover planning council related procedures and processes in great detail. Thursday's orientation will be for planning council members appointed before September 2007 who have already participated in a number of planning council related activities.

New Business

HRSA is scheduled to conduct a site visit in April. The date has yet to be announced.

The "Graying of HIV" conference will take place on March 12, 2008. There are only a few open slots left so those interested must register as soon as possible. There are also a few scholarships available for consumers.

Anyone interested in participating in local community advocacy activities is to contact Carolyn Massey.

Motion	To adjourn
Proposed by	A. Foyles
Seconded by	J. Winslow
Action	Passed, 0 objections, 0 abstentions

Meeting adjourned at 7:30 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

March 18, 2008

Lennwood Green

March 18, 2008