

Planning Council

Date of meeting: January 17, 2017
Time started: 5:37 p.m.
BCHD Staff: A. Ferrari
 S. Pelham*
 L. Wagner
TWG Staff: M. Bhatia
 D. Gorham
 A. Onyeabo
 J. Stenhouse

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 V. Woolums
 S. Saxena S. Zisow-McClean
 D. Lohan

Handouts:

- Planning Council Packet (TWG, January 2017).
- FY16 Reprogramming/ Expenditure Summary Report (BCHD, 2017)
- Corrective Action Plan (BCHD, 2017)
- Formula Award Estimate Letter (HRSA, 2016)
- Nominating Chair Eligibility Roster (TWG, 2017)
- PSMP Flyer (TWG, 2017)
- PCN 16-02 Letter (HRSA, 2016)
- PCSO Structure (January 2017)
- UOB (BCHD, 2017)
- Updated PCN 16-02 (HRSA, 2016)
- Workplans (Executive, COCC)

Introductions

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- The meeting convened with quorum at 5:37 p.m. and introductions were made.

Approval of Minutes

Committee

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

Motion: To accept the November meeting minutes as written. Made by: C. Smith Second: J.

Action: Passed

Opposed: 0

Keruly

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 workgroup met to discuss provider feedback for three service categories. The next meeting will be held on Wednesday, January 25th.
- D. Brewer stated that due to conflicts with her job, Nominating Chair Shawnte' Spriggs had resigned.
- D. Brewer stated that the council had a copy of the nominating eligibility list in their handouts and that elections for nominating chair would be held next month.
- D. Brewer stated that council members should ask the support office if they have any questions about the list of eligible nominees.
- D. Brewer reminded council members that per the bylaws they are required to declare a primary committee.
- D. Brewer stated that if a primary committee is not chosen by March it would be chosen for them.
- D. Brewer asked that council members contact the support office if they have not chosen a primary committee.
- D. Brewer stated that a secondary committee could be chosen as well.
- D. Brewer stated that all committees would be hosting co-chair elections during the months of January and February.
- D. Brewer stated to contact the support office to nominate co-chairs for their committees.
- D. Brewer stated that in December planning council leadership was notified that BCHD would not be renewing the contract with TWG due to budget constraints. BCHD recommended that the PC support office function be taken "in-house" by the health department.
- D. Brewer stated that leadership requested recommendations from BCHD on the transition.
- D. Brewer stated that leadership is working with the mayor's office and Dr. Wen's team to ensure that the transition does not impact community planning or Ryan White services.
- D. Brewer stated that BCHD is seeking to minimize disruption by extending TWG's contract for an additional 3 months into the new fiscal year.
- D. Brewer stated that BCHD has been asked to consider using unobligated administration money from FY16 for moving costs associating with transitioning.
- D. Brewer stated that former council member and Fiscal Committee Chair - Thomas White passed away.
- D. Brewer stated that the funeral service was held the previous Friday.
- D. Brewer stated that a few planning council members and BCHD staff were present at the service.
- D. Brewer stated that on behalf of leadership, she would like to wish everyone a happy and prosperous New Year.

Ryan White Part A Update

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

HRSA Updates

- A. Ferrari presented the Part A report to the council.
- A. Ferrari stated that on December 19th HRSA issued the statement formula award for \$9,817,279.
- A. Ferrari stated that the award was \$185,231 less than the FY16 Formula award not including MAI funding.
- A. Ferrari stated that the award letter would be used to initiate the BOE acceptance and begin the contracting process.
- A. Ferrari stated that Lt. Commander Worrell facilitated a call on Monday, January 9th between BCHD and another EMA to discuss fiduciary responsibilities and relationship.

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Program Updates

- A. Ferrari stated that the Bidder's conference was held on December 29th to review the FY17 Request for Proposal (RFP.)
- A. Ferrari stated that letters of intent were received at the conference and that applications are due on January 23rd.
- A. Ferrari stated that letters of intent have been collected from four new programs.

Site Visits

- A. Ferrari stated that site visits began in September 2016 and that BCHD would be unable to complete all of the visits.
- A. Ferrari stated that desk audits have been arranged for the agencies that have not received site visits.

7 Month Reprogramming

- A. Ferrari stated that at the executive committee meeting BCHD requested to move funds from nine service categories.
- S. Pelham read the service category funding recommendations to the council and provided the rationales.

CQM Updates

- L. Wagner stated that the Standards of Care workgroup met on Wednesday, January 4th to continue developing and revising the Standards of Care.
- L. Wagner stated that the workgroup reviewed provider feedback for the new service categories of Early Intervention Services (EIS), Health Education Risk Reduction (HERR), and Home Health Care.
- L. Wagner stated that the workgroup is in the process of finalizing these categories to send to the Continuum of Care Committee.
- L. Wagner stated that the service category of Oral Health was also reviewed and would be sent to providers for feedback.
- L. Wagner stated that the next meeting would be held on Wednesday, January 25th.

Quality Management Training

- L. Wagner stated that the CQM Deputy conducted quality management training for administrative program officers on Monday, November 7th.
- L. Wagner stated that the program officers reviewed quality management concepts and the process for how to review quarterly narratives from providers.
- L. Wagner stated that previous CQM officers would act as quality management "mentors" for administrative program officers as they learn and work on quality management activities.
- L. Wagner stated that CQM is awaiting the formal scored organizational assessment (OA) from Hollie Malamud, the EMA's National Quality Center Coach.
- L. Wagner stated that the OA would be used to develop the workplan for the CQM program.
- L. Wagner stated that the next Quality Management Committee meeting will occur on February 6th and will further explore service utilization among 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, Healthcare for the Homeless, and Total Health Care.
- 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 JHU-Moore Clinic.
- 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, JHU Comprehensive Care, Queen Anne's County Health Department, Baltimore County Health Department, and JHU OB/GYN/Peds.

Motion: To recommend that the category OAHS-EFA be increased by \$23,180. Made by: C. Harvey Second: R. Buchanan-Gunthrop

Discussion:

- S. Pelham stated that the category requests additional funds for co-payments and durable medical equipment.

Action: Passed Opposed: 0 Abstain: 6

Motion: To recommend that the category of the category of OAHS-viral load be decreased by \$10,507. Made by: C. Harvey Second: C. Foxx

Discussion:

- S. Pelham stated that the category is not expending as anticipated.

Action: Passed Opposed: 0 Abstain: 0

Motion: To recommend that the category of OAHS-Specialty Laboratory be decreased by \$42,437. Made by: P. Chaulk Second: M. Cole

Discussion:

- S. Pelham stated that the category is unable to fully expend their funds.

Action: Passed Opposed: 0 Abstain: 0

Motion: To recommend that the category of Health Insurance Premiums and Cost Sharing be increased by \$6,050. Made by: M. Cole Second: C. Harvey

Discussion:

- S. Pelham stated that additional funding was needed in this category to assist clients with co-payments.

Action: Passed Opposed: 0 Abstain: 6

Motion: To recommend that the category of Hospice Services be increased by \$15,000. Made by: C. Harvey Second: D. Rivera

Discussion:

- S. Pelham stated that the category's invoices were delayed creating a variance.
- S. Pelham stated that the category is actually over-expending and had their largest roster year to date in

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December.

- S. Pelham stated that funding requests would cover an additional 200 bed nights.

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Food Bank- EFA be decreased by \$6,395.

Made by: C. Foxx

Second: C. Harvey

Discussion:

- S. Pelham stated that that category had lower than anticipated activity.

Action: Passed

Opposed: 0

Abstain: 2

Motion: To recommend that the category of Non-Medical Case Management be decreased by \$11,409.

Made by: C. Harvey

Second: C. Foxx

Discussion:

- S. Pelham stated that there are vacancies that will not be filled that created a salary savings.

Action: Passed

Opposed: 0

Abstain: 1

Motion: To recommend that the category of MAI Substance Abuse Treatment Outpatient be decreased by \$5,336.

Made by: C. Harvey

Second: M. Scriber

Discussion:

- S. Pelham stated that there are vacancies that will not be filled that created a salary savings.

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of MAI Psychosocial Support Services be increased by \$4,836.

Made by: C. Foxx

Second: D. Rivera

Discussion:

- S. Pelham stated that the category originally did not have the correct full time equivalency (FTE.)
- S. Pelham stated that budget modifications were made to support an additional .1 FTE.

Action: Passed

Opposed: 0

Abstain: 1

Discussion:

- C. Smith asked about BCHD’s progress in spending down the funds.
- S. Pelham stated that about \$57,000 is unobligated.
- S. Pelham stated that BCHD is trying to address the balance by exploring the feasibility of using the funds to support ADAP.
- S. Pelham stated that BCHD is looking into other EMA’s to see how they are spending down funds.
- M. Poku asked if there is a priority list to address service category needs.
- S. Pelham stated that BCHD checks the progress of spending on a monthly basis.
- D. Brewer stated that at priority setting the service categories are prioritized.
- C. Smith asked for clarity on the job descriptions for the planning council support office.
- A. Ferrari stated that BCHD received a document from C. Smith on the duties of the support office which BCHD edited with additional tasks.
- C. Smith asked when the contract with TWG would end.
- A. Ferrari stated that the contract with TWG would be extended to May 31st.
- A. Ferrari stated that an email was sent to TWG to request a budget for the additional months.

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- D. Brewer stated that she was unable to see the attachment in the email.
- A. Ferrari stated that she would resend the document.
- A. Ferrari stated that she doesn't anticipate a delay in services being provided due to the transition.

Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report.
- R. Buchanan-Gunthrop stated that the upstream strategy is comprised of agencies located throughout the state and has implemented three categories of funding that are new to Part B.
- R. Buchanan-Gunthrop stated that the categories are Early Intervention Services, Outreach, and Health Education and Risk Reduction.
- R. Buchanan-Gunthrop stated that the collaborated strategy is intended to help identify and engage in care the 7,000 or more individuals living in this state who do not know their status.
- R. Buchanan-Gunthrop stated that the strategy represents a collaborative effort between the Center's HIV Prevention Programs and Health Services Programs.
- R. Buchanan-Gunthrop stated that the collaborative would continue to target the hardest to reach and those in vulnerable communities by providing outreach, testing linkages and linkages to care, and the subsequent care management and engagement resources to support treatment adherence and maintain viral suppression.
- R. Buchanan-Gunthrop stated that viral suppression is one of the key objectives of the state's five-year plan.
- R. Buchanan-Gunthrop stated that more information would be shared with members of the planning council upon availability.
- R. Buchanan-Gunthrop stated that PHPA's center for the HIV Prevention and Health Services Part B Housing Service Category is funded to expand the availability of housing services to people living with HIV in the state of Maryland.
- R. Buchanan-Gunthrop stated that the purpose is to expand efforts to address the housing needs of people living with HIV in the EMA and in rural and suburban communities throughout the state.
- R. Buchanan-Gunthrop stated that the upcoming meeting dates would be announced and shared with members of the council.
- R. Buchanan-Gunthrop stated that anyone interested in learning about the work of the HPG or membership on the HPG should contact the program manager, Kyle King Reynold.
- R. Buchanan-Gunthrop stated that an HPG meeting was held on the 16th of this month.
- R. Buchanan-Gunthrop stated that the next Maryland Regional Quality Committee meeting is scheduled for Friday, March 10th.
- R. Buchanan-Gunthrop stated that Hollie Price would continue as a coach for the group.
- R. Buchanan-Gunthrop stated that the committee is encouraged to consider identifying at least two individuals who can serve as a convener/recorder.
- R. Buchanan-Gunthrop stated that a recruitment announcement and position description is being revised for the new quality manager.
- R. Buchanan-Gunthrop stated that 5,926 eligible Marylanders were enrolled in MADAP as of December 13th.
- R. Buchanan-Gunthrop stated that MADAP staff continues to work closely with clients and case managers during this current open enrollment period, which ends January 31st.
- R. Buchanan-Gunthrop stated that MADAP plus anticipates that 1,500 clients will receive premium assistance to cover the year of 2017 on and off exchange health plans.
- R. Buchanan-Gunthrop asked that clients and case managers be reminded to fax the clients 2017 plan invoice to MADAP Plus.
- R. Buchanan-Gunthrop stated that PHPA is accepting survivor squares for the 2017 quilt until March 10th.
- R. Buchanan-Gunthrop stated that individuals can give their completed squares to anyone working in

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- the HIV field.
- R. Buchanan-Gunthrop stated that staff at any HIV agency can mail the squares to Carmi Washington-Flood at PHPA.
- R. Buchanan-Gunthrop stated that if there is a large collection of squares, agency staff can call Carmi Washington Flood and she will arrange pick up.
- R. Buchanan-Gunthrop stated that the statewide meeting is Tuesday, May 23rd from 8:30am- 3:30pm at Martin's West.
- R. Buchanan-Gunthrop stated that this year's meeting will focus on the Maryland Integrated HIV plan.
- R. Buchanan-Gunthrop stated that more information is to come.
- R. Buchanan-Gunthrop stated that PHPA was closed on Monday, January 16th in observance of the birthday of Dr. Martin Luther King Jr.

Discussion:

- C. Smith thanked R. Buchanan-Gunthrop for sending him the MADAP formulary.
- R. Buchanan-Gunthrop stated that she would send J. Stenhouse a link to the formulary to send out to the council.

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Executive Committee:

- C. Smith presented the Executive Committee report.
- The committee met on January 11, 2017.
- The committee conducted emergency reprogramming exercises along with the fiscal committee.

Motion: To open nominations for Nominating committee chair. Made by: M. Cole Second: M. Scriber

Action: Passed Opposed: 0 Abstain: 0

Motion: To approve the 2017 Executive Committee workplan. Made by: D. Rivera Second: R. Buchanan-Gunthrop

Action: Passed Opposed: 0 Abstain: 0

Continuum of Care Committee:

- D. Rivera presented the Continuum of Care Committee report.
- The committee met on January 4, 2017.
- The committee reviewed the minutes of the September meeting.
- The committee received training on its duties, responsibilities, attendance requirements, and the code of conduct.
- The committee reviewed and approved its 2017 workplan.
- The committee opened nominations for co-chairs.

Motion: To approve the 2017 Continuum of Care Committee workplan. Made by: D. Rivera Second: M. Cole

Action: Passed Opposed: 0 Abstain: 0

PCSO Report

J. Stenhouse, PCSO

- 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 the Annual meeting was held successfully in December and thanked those

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- who made it a special evening.
- J. Stenhouse stated that it was a wonderful way to reflect on the previous year while preparing for the next year of planning.
- J. Stenhouse thanked Moveable Feast, Sarah Zisow-McClean, and Matt Berg for hosting the event.
- J. Stenhouse thanked Mayor Catherine Pugh, Peter DiMartino from DHMH, and Dawn O'Neill for providing remarks and sharing their passion for the future of Baltimore and PLWH/A living in the EMA.
- 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 that committee with additional time spent on the code of conduct and HRSA legislation important to that committee's activities.
- J. Stenhouse stated that training had already been completed for the Continuum of Care Committee.
- J. Stenhouse stated that the remaining committees will receive their trainings during the first committee meeting of 2017.
- J. Stenhouse stated that the support office is working with the Mayor's office to develop a process between the planning council and the new administration for the approval of new council members.
- J. Stenhouse stated that Mayor Pugh and her team have kept TWG updated in their transition process and the support office looks forward to working together to create a seamless process.
- J. Stenhouse stated that recruitment for the PSMP training has begun.
- J. Stenhouse stated that the first session would begin on January 19th.
- J. Stenhouse stated that anyone interested in participating in the program should contact D. Gorham in the support office.
- J. Stenhouse stated that due to budget constraints, BCHD has decided to not renew the support office contract with TWG.
- J. Stenhouse stated that in May, the support office would be transitioned to BCHD.
- J. Stenhouse stated that the support office would work with BCHD and leadership to ensure an easy transition.

Discussion:

- C. Harvey asked if the council had ample time to recruit participants for the PSMP training.
- J. Stenhouse stated that it is short notice and that TWG had to work with a short time frame.
- C. Harvey asked what would happen if TWG were unable to recruit enough people.
- A. Ferrari stated that BCHD would check on recruitment and would devise alternate plans if needed.
- A. Onyeabo asked the council to pass out the fliers and to ask Daurice in the support office any questions they may have.
- D. Brewer stated that there have been adjustments to the program that have made recruiting difficult.

New Business

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- C. Smith thanked those who attended the Annual meeting.
- C. Smith stated that the mayor awarded the planning council with a certificate of recognition.
- C. Smith stated that the certificate thanked the council members for the services they provide for PLWH/A in the Baltimore EMA.

Motion: To adjourn the meeting	Made by: P. Chaulk	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:42 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	

