

Planning Council

Date of meeting: July 17, 2018
Time started: 5:42 p.m.
BCHD Staff: S. Pelham
 L. Wagner
PCSO Staff: C. Lacanienta
 V. Graves
 J. Stenhouse
 C. Stewart

Present: L. Bank* H. Lambert
 D. Brewer T. Luft
 P. Chaulk* F. Mena-Carrasco
 M. Cole W. Merrick*
 P. DeMartino E. Nicholson
 J. Fleming A. Patterson
 C. Foxx M. Scriber
 J. Furtado C. Smith
 C. Harvey M. Thomas*
 G. Jones-Childs B. Ward*
 J. Keruly J. Wright-Kimble

** Participated
 via
 teleconference*

Absent: K. Arbaugh V. Millhouse
 M. Cole O. Njuhigu

Visitors: R. Douglas V. Lathan
 P. Gouldmann S. Toure'-Thames
 C. Gross S. Zisow-Mclean
 K. King-Reynolds

Handouts:

- Planning Council Packet (OPCE, May 2018).
- FY17 February YTD Expenditure Summary (BCHD, 2018)
- 75-25 Waiver Request (BCHD, 2018)
- Data Presentations

Introductions

- J. Keruly did roll call.

Committee

Approval of Minutes

- C. Smith asked the planning council to review the minutes of the June council meeting.

Committee

Motion: To approve the June planning council minutes.

Made by: H. Lambert

Second: D. Brewer

Action: Passed

Opposed:

Abstain: 0

Chair's Report

C. Smith, Chair

- C. Smith welcomed and thanked everyone for attending the July planning council meeting.
- C. Smith thanked the staff of the University of Maryland and Dr. Valli Meeks for allowing us to use their facilities for Priority Setting Resource Allocation.
- C. Smith thanked the Ryan White Office, the support office, Dr. Darrell Wheeler, and all of the attendees of the conference for their hard work.
- C. Smith reminded the council that they are responsible for contributing segments to the Part A application that the recipient will submit in September.
- C. Smith stated that over the next month, the committees will be busy finalizing activities and planning that will inform the application.
- C. Smith stated that some of the deliverables are include the following:
 - Documenting the community input process, specifically:
 - How PLWH were involved in the planning and allocation processes;
 - How the input of the community was considered;
 - How MAI funding was considered;
 - How data were used in the priority setting and allocation processes to increase access to core medical services, ensure access to services for women, infants, children, and youth (WICY) and to reduce disparities in access to HIV care in the EMA;
 - Any significant changes in the prioritization and allocation process from 2018 to 2019 project periods.
 - Assessment of grant recipient activities to ensure timely allocation/contracting of funds and payments to contractors;
 - Letter of Assurance from Planning Council Chair on:
 - How all 2018 project period Conditions of Award relative to the PC have been addressed;
 - How the 2018 project period formula, supplemental, and MAI funds awarded to the EMA are being expended according to the priorities established by the PC;
 - How the PC determined the 2019 project period priorities, and how the PC used the approved process for establishing those priorities;
 - That ongoing, annual membership training occurred.
 - Resource inventory.
 - PC Budget for FY2019.
- C. Smith thanked the assessment workgroup for all of their hard work.
- C. Smith reminded the council that the bylaws have a code of conduct that the council must uphold.
- C. Smith asked that all members sign the copy of the code of conduct that the support office distributed.

Ryan White Part A Update

S. Pelham / L.
Wagner, BCHD

- S. Pelham presented the Part B report.
- S. Pelham stated that the next monthly HRSA call would be held on Tuesday, July 31st.
- S. Pelham stated that priority setting was held on June 28th and 29th.
- S. Pelham stated that the FY18 Core Medical Waiver had been submitted.
- S. Pelham stated that preparations are underway for the completion of the FY19 waiver.
- S. Pelham stated that Ryan White staff had begun working on the FY19 application due in September.
- S. Pelham stated that the final housing sub-recipients meeting to discuss policies and procedures related to consumer issues would be held on Tuesday, July 31st.

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- S. Pelham stated that topics for the next meeting include- Housing Definition (PCN 16-02), Expectations for Client Care, Increasing Case Management Support for Sub-Recipients, Tracking Client Activity, and Grievance Procedures.
- S. Pelham stated that sub-recipients have received final FY18 award notifications.
- S. Pelham stated that revised budgets and work plans are being reviewed and finalized, vacancies and waitlist are being summarized, and that inquiries would go out to sub-recipients on August 1st regarding funding needs in preparation for 5-month reprogramming.
- L. Wagner stated that the Maryland Regional Group which is comprised of direct recipients of Ryan White funds, will be participating in the end+disparities ECHO collaborative.
- L. Wagner stated that the collaborative is for 18 months and aims to increase viral suppression in four key subpopulations: youth ages 13-24, MSMS of color, African American and Latina Women, and transgender people.
- L. Wagner stated that the initiative is managed by the HRSA Ryan White HIV/AIDS Program Center for Quality Improvement and Innovation (CQII).
- L. Wagner stated that each agency is a part of the regional group is required to select once population as an area of focus.
- L. Wagner stated that BCHD will be focusing on youth based on the Baltimore EMA data, resources, and area of focus from the Quality Management Committee.
- L. Wagner stated that BCHD Part A will begin committee meetings to establish sub service definitions for each service category in Maryland CAREWare.
- L. Wagner stated that the Care Continuums are being created for the Part A Core Medical and Support Service sub-recipients for fiscal year 2017.
- L. Wagner stated that the CW administrator is working with the CQM on the data sets.
- L. Wagner stated that the Part A CW Administrator co-facilitated an Early Intervention Services (EIS) discussion with the MDH Part B CAREWare team for EIS sub-recipients.
- L. Wagner stated that the Baltimore City HIV Planning Group and Commission would continue to meet every other month on the 3rd Thursday of each meeting month in 2018.
- L. Wagner stated that the HPG would be meeting on the following Thursday's in 2018: August 16th, October 18th, and December 13th.
- L. Wagner stated that the meetings are located at the Helping Up Mission- 1029 E. Baltimore St.
- L. Wagner stated that on-street parking (2-hr max) and the Fayette Street parking garage is available for \$5 per day.

Part B Update

P. DeMartino, MDH

- P. DeMartino stated that the next State HPG meeting would be held on Thursday, July 26th at the Doubletree Hilton.
- P. DeMartino stated that the state received the second portion of their CDC cooperative agreement.
- P. DeMartino stated that the program works with the University of Maryland and is working to develop an intervention for treatment adherence.
- P. DeMartino stated that the program works with individuals who have been prescribed anti-retroviral therapies (ARV) for either PrEP, PEP, or as therapy for HIV.
- P. DeMartino stated that over the next 4.5 years the treatment adherence demonstration project will bring together data from state surveillance, AIDS Drug Assistance Program, Ryan White health services, Center for STI Prevention, Medicaid, and the clinical pharmacists in practice at the University of Maryland Medical Center, Chase Brexton Health Care, and several local pharmacies to identify individuals who have not picked up their prescriptions.
- P. DeMartino stated that Governor Hogan signed the Maryland All- Payer contract.

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- P. DeMartino stated that it is a contract between CMS and the state that is expected to save millions of dollars by control the growth of healthcare costs.
- P. DeMartino stated that Maryland Model provides a significant incentive across the health system to provide greater coordinated care, expanded patient-care delivery, and collaboration of chronic disease management, while improving the quality of care at lower costs to the consumer.
- C. Smith asked how long the cooperative agreement award is for.
- P. DeMartino stated that it is a five year award.

Planning Council Updates

Executive Committee:

- C. Smith presented the Executive Committee report.
- The committee met on July 11, 2018.
- The committee reviewed the minutes of the May meeting.
- C. Smith stated that the sub-committee's will be busy finalizing activities and planning that will inform the FY19 application such as:
 - The assessment of grant recipient activities to ensure timely allocation/ contracting of funds and payments to contractors.
 - Letter of assurance from the planning council chair.
 - That the ongoing annual membership training occurred, the resource inventory, and the budget for FY19.
- The committee reviewed and signed the bylaws' code of conduct.

Continuum of Care Committee:

- J. Keruly read the Continuum of Care Committee report.
- The committee would meet on July 25, 2018.
- The committee will be discussing directives from PSRA.
- J. Keruly stated that all interested parties are welcome to join.

Comprehensive Planning Committee:

- F. Mena-Carrasco read the comprehensive planning committee report.
- The co-chairs held a teleconference call on July 2nd to discuss next steps for the committee to address the following:
 - The impact of the allocation decisions from PSRA. As a result, the comprehensive planning committee will begin discussion at the July 26th meeting on how to plan a coordinated response to the potential defunding of outreach services.
 - Potentially holding town halls on outreach and special populations.
 - The topic of the first town hall will be: Re-conceptualizing early intervention services to improve the access to care for PLWH,
 - Other town halls: reaching the Latino community, reaching youth, reaching the transgender community.
 - How to incorporate the HIV dashboard on to the planning council website.
 - To begin requesting data earlier to inform next year's priority setting conference.
- F. Mena-Carrasco stated that the committee would discuss the feedback from the PSRA conference at their next meeting.

Fiscal Committee:

- J. Stenhouse stated that the committee would meet in August but the date is to be determined.
- J. Stenhouse asked that committee members pay close attention to their emails for the announcement of the date.

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Nominating Committee:

- J. Keruly read the Continuum of the Nominating Committee report.
- The committee would meet on July 3, 2018.
- The committee approved the May meeting minutes.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.

Motion: To send D. Rivera’s application to the mayor’s office for appointment to the council.	Made by: J. Keruly	Second: D. Brewer
Action: Passed	Opposed: 0	Abstain: 0
Motion: To send S. Campbell’s application to the mayor’s office for appointment to the council.	Made by: J. Keruly	Second: J. Wright-Kimble
Action: Passed	Opposed: 0	Abstain: 0
Motion: To send J. Johnson’s application to the pool list.	Made by: J. Keruly.	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstain: 0
Motion: To send R. Douglas’ application to the mayor’s office for appointment to the council.	Made by: J. Keruly	Second: F. Mena-Carrasco
Action: Passed	Opposed: 0	Abstain: 0
Motion: To send K. Whittaker’s application to the mayor’s office for appointment to the council.	Made by: J. Keruly	Second: J. Wright-Kimble
Action: Passed	Opposed: 0	Abstain: 0
Motion: To send R. Boston’s application to the mayor’s office for appointment to the council.	Made by: J. Keruly	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstain: 0
Motion: To send S. Zisow-McClean’s application to the mayor’s office for appointment to the council.	Made by: J. Keruly	Second: P. DeMartino
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that a committee member receive a removal letter from the planning council based on attendance.	Made by: J. Keruly	Second: D. Brewer
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that a committee member receive a one-month warning letter from the planning council based on attendance.	Made by: J. Keruly	Second: P. DeMartino
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that a committee member receive a two-month warning letter from the planning council based on	Made by: J. Keruly	Second: C. Foxx

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attendance.

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the affiliation time period for planning council members who have left a part A organization be reduced to six months post-employment.

Made by: J. Keruly

Second: G. Jones-Childs

Action: Passed

Opposed: 0

Abstain: 0

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse stated that over the past month the support office held weekly meetings with planning council leadership.
- J. Stenhouse stated that the support office has facilitated three committee meetings and the FY19 Priority Setting Conference.
- J. Stenhouse thanked all who attended this year’s conference.
- J. Stenhouse stated that the support office is working with PC leadership to develop the FY19 PC budget to be included in the EMA application submission.
- J. Stenhouse stated that over the past month, the support office has been working with the recipients office to assist in writing the FY19 Part A grant application.
- J. Stenhouse stated that this year’s conference produced many directives.
- J. Stenhouse stated that the support office is also working with the grantee to prepare the directives for this month’s Continuum of Care Committee meeting.
- J. Stenhouse stated that the nominating committee is working diligently to fill vacancies on the planning council.
- J. Stenhouse asked that any potential applicants be directed to a nominating committee member.
- J. Stenhouse reminded members with new affiliations to see any member of the support office to complete a new conflict of interest form.
- J. Stenhouse stated that the PC code of conduct was distributed to PC members to be signed.
- J. Stenhouse reminded the council to submit their signed forms to the support office.
- J. Stenhouse reminded all who receive transportation services to provide ample notice to the support office to coordinate your ride.

New Business

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- C. Smith asked Sgt. Bailey to speak about his relationship with the police department and the community.
- Sgt. Bailey stated that he works for the Baltimore City Department as the LGBTQ liaison for his department.
- Sgt. Bailey stated that they have an advisory board that advises the police commissioner about things that happen within the LGBTQ community.
- Sgt. Bailey stated that he has been in the position since 2015.
- Sgt. Bailey stated that they have changed some policies within the department to make them more LGBTQ friendly.
- Sgt. Bailey stated that they had a “history of Baltimore” training to advise police officers of what goes on with the LGBTQ community.
- Sgt. Bailey stated that in June a program called safe places was launched for any member of the community, there are 30 businesses on board (12 of which are Starbucks).
- Sgt. Bailey stated that soon all of the 7 elevens in Baltimore will be a part of the initiative.

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- Sgt. Bailey stated that the initiative was launched to provide a safe place for victims of crime to sit and wait for the police to come to them.
- Sgt. Bailey stated that the program launched June 13th and it is not completely across the city as of yet.
- Sgt. Bailey stated that the sign says “Safe Place” and all participating business will have a sign in the window.
- Sgt. Bailey stated that he has pamphlets on how to make a formal complaint against an officer and on how to interact with a police officer.
- D. Brewer suggested the council taking pamphlets for the safe place initiative and pass it around the city to different business to help spread awareness of the initiative.
- J. Keruly suggested sending fliers to a large listserv in Maryland.
- Sgt. Bailey stated that Chase Brexton is a member of the initiative and has shared the fliers with their listserv.
- P. Chaulk stated that the National Association of County and City Health Officials named the Baltimore City Health Department as the best health department for 2018.

Motion: To adjourn the meeting	Made by: D. Brewer	Second: M. Scriber
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:34 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	