

MINUTES: PLANNING COUNCIL MEETING (Virtual)
July 19th, 2022 / 5:30 p.m. – 7:30 pm

Facilitator (Co-chair)	Sam Zisow-McClean	PCSO Lead	Dwayne Smith
Time started:	Time: 5:33 p.m.	Quorum:	The committee did have quorum.

*Left meeting Early

Members present:	Brandee Ward, Brittany Kelly, Bruno Benavidas, Charles Culver Sr, PJ Gouldman, Charmaine Stern-Meggins*, Carlton Smith*, , Fernando Mena-Carrasco, Kelsey Markie, Sam Zisow-McClean, Wendy Merrick, Ken O Bryant, Meredith Lawler, Markton Cole, Adam Huebner, Jonathan Wright*
Members absent:	Lance Nicholas, Christine Joy Cooper, Dennis Rivera, Dale Brewer, Gennifer L Robinson, Michael Snowden, Montrell Vass, Shalyta Campbell, Jerry Fleming, Howie Newton
Visitors:	Genevieve Beninati, , Hope Cassidy-Stewart, Lauren Rodriguez, Marva Gooden, Walker Stump Coale, Root Woldu, Michael Mcvicker, Peter DeMartino
Ryan White Part A:	Lauren Wagner, Ricky Moyd Jr, Alberta Ferrari, Sonney Pelham, Joan Carey,
Handouts:	Meeting agenda, July 2022 PC minutes, Chair report, Part A and B reports, , Fiscal Chair report

AGENDA

1: Moment of Silence/ Introductions/ Welcome

Presenter: Sam Zisow-McClean

Discussion:

- Welcomed all to the July 2022 PC meeting.
- A moment of silence was observed.
- Introductions were made.

2: Chair Report

Presenter: Sam Zisow-McClean

HRSA Updates

- Next HAB U Heard webinar will be August 17th from 2-3 PM, this is the week before the national RW conference

- This meeting will include a presentation and discussion on the virtual platform that will be used during the conference, all people who are attending are encouraged to attend the call.

Membership

- The Planning Council still needs to fill the following legislatively mandated seats:
 - Community-based organization;
 - Grantee under other federal HIV programs.
- Michael Snowden has submitted his resignation from the Planning Council, effective the end of July. We wish him well and thank him for serving the Planning Council.
- As always, please continue to refer people to the Nominating committee, with a focus on unaligned consumers, to fill further seats

Dates to Remember

- PSRA will be conducted on July 21st, 2022, with July 28th, 2022 reserved in case a second day is needed.
 - The Planning Council Support Office needs updated Conflict of Interest forms, and signed waivers from members who did not attend the PSRA Training (held on June 30th). If we don't have those documents, you will not be able to participate in the PSRA activity.

Adam Huebner

- Asked if more detail could be provided about what an all day PSRA meeting would look like and if a Zoom meeting link would be sent out.

Sam Zisow-McClean

- PSRA typically starts at 9am and ends at 4:30pm.
- The link to the PSRA meeting will be sent out soon
- Hard copies of the PSRA book are now available.
- The National RW Conference on HIV Care and Treatment will take place August 23rd-26th, 2022.
 - Registration is open. All are encouraged to register.

4: Approval of June PC Minutes **Presenter:** Committee

Motion:	Who made the motion? Second?	Motion passed?
Motion to approve the June 2022 PC meeting minutes with corrections.	Carlton Smith/PJ Gouldman	Passed

5: Part A **Presenter:** Alberta Ferrari MD

Administration

- We are closing out FY21 and preparing the financial reports.
- The contract for Connections Thru Life (CTL) has been approved by the BOE. Signed executed documents were received by BCHD Fiscal from the Mayor's Office on Thursday, July 7th. BCHD can now receive and reimburse invoices

from CTL, who can in turn now begin the reimbursement process for FY2022 Ryan White Part A & MAI Sub-recipients.

- Desk Audit / Site Visit Updates:
 - All final reports for the FY21 fiscal cycle were received from ABC. The RW Site Visit Coordinator is currently sending all final reports out to the sub- recipients.
 - Awaiting feedback on the monitoring waiver sent to HRSA in regard to comprehensive site visits for FY22. The current plan is still to conduct site visits for the FY22 cycle virtually using Zoom or Teams.
 - The current draft of the FY22 monitoring cycle is complete. Adjustments were made for a later start date so that all sub-recipients have at least a 60-day window to prepare.
 - Notifications for comprehensive site visits are drafted. After meeting with the Site Visit Coordinator and CTL, the notifications will be sent to all programs.
 - There will be a site visit / desk audit training for CTL and BCHD Ryan White to help with the onboarding process for fiscal. Technical assistance and training facilitated by HRSA is being planned.

CAREWare

- CAREWare Administrator is currently working across all sub-receipts to audit and update contracts in CAREWare across new or upcoming grant cycles; State Special, Part C, and Part D.
- The CAREWare Administrator continues to work with the Program Coordinator for the SOAR Program for returning citizens. The next action item includes delivering CAREWare reports to program sub-recipients that identify gaps in reporting across new implemented variables.
- The CAREWare Administrator is working with Health Department partners of HIV STD Prevention as their new grant cycle for Early Intervention Services (PrEP) begins. Reports are being delivered to administration as they begin to evaluate the prior fiscal year's activities and reporting
- The CAREWare Administrator is onboarding a new program sub-recipient for the Ending the Epidemic Initiative.

Carlton Smith

- When will providers receive their payments?

Alberta Lin Ferrari

- We have received invoices from three programs and they will be processed this week.
- The new fiscal agent is prepared to submit the payments electronically to the sub-recipients.

Sam Zisow-McClean

- For FY22, is the expectation for invoices to be paid even though sub recipient contracts have not been finalized?

Alberta Lin Ferrari

- The contracts will be executed prior to the payments being issued.
- Only three programs have submitted invoices.

Sam Zisow-McClean

- Is there a sense of why a small a minority of sub recipients have submitted invoices?

Sonney Pelham

- Some sub-recipients have to wait until everything is completed for them to go through their process to submit their invoices.

6: Part B

Presenter: Bruno Benavidas

HIV Integrated Program

- SFY23 funds allocations were distributed. Sub-recipients are preparing budgets
- We have a due date for the end of this month to submit the budgets.

Quality Management:

- Is currently working with the Maryland HIV Planning Group to update service standards.
- Open invitation to join the Maryland Quality Management Group, with emphasis on the participation of clients and community members. Please contact Linda Knapp (linda.knapp@maryland.gov).

Data Systems:

- Shared client eligibility documentation continues under testing & development.

MADAP:

- Is currently completing the development of MADAP service standards.
- Asked all to visit the MADAP website where you will find very important announcements about MADAP operations.

Update on Human Monkeypox

- The Maryland Department of Health (MDH) is working with partners to monitor the global Human Monkeypox outbreak and provide information to residents.
- There is more information about monkeypox on MDH website

Maryland HIV Planning Group

- HPG Community Engagement Live Listening Sessions (CELLS)
 - MDH staff presented on monkeypox basics and led community members in a dialogue on the appropriate community messaging.

Alive! Maryland

- Training and Capacity Building
 - The Maryland Department of Health has launched Alive! Maryland, the first-ever comprehensive capacity building initiative for the infectious disease and primary care workforce in the State of Maryland.

Carlton Smith

- Has there been a resolution in moving forward with client services for MADAP?

Bruno Benavidas

- The dialogue with clients has resulted in the MADAP service standards.

7: Committee Reports

Presenter:

COCC/CPC

- The committee met on July 6th, 2022.
- The committee approved June 2022 meeting minutes.

- The committee made updates to the following service categories:
 - Outpatient Ambulatory Health Services
 - Referral for Health care and Support services;
 - Rehabilitation Services;
 - Respite Care;
 - Psychosocial Support;
 - Substance Abuse Residential.
- The committee reviewed and made updates to the following appendices that go along with universal standards
 - Appendix A-Medical Eligibility
 - Appendix B-Income Eligibility
 - Appendix C-Residency Eligibility
 - Appendix D- Additional Resources

Action Items

- None

Nominating

- The committee met on July 7th, 2022.
- The committee reviewed the June 2022 meeting minutes.
- The committee discussed current recruitment opportunities.
- The committee discussed council and committee attendance.
- The committee reviewed council and committee membership and existing vacancies on the planning council. Currently there are (2) vacancies which are listed below.
 - Grantee under other federal HIV programs
 - Community Based Organization

Action Items

Motion:	Who made the motion? Second?	Motion passed?
Recommend Marva Gooden be sent to the mayor's office for appointment to the planning council	Jonathan Wright/PJ Gouldman	Passed

Motion:	Who made the motion? Second?	Motion passed?
Recommend Evelyn Nicholson be sent to the mayor's office for appointment to the planning council	Jonathan Wright /Carlton Smith	Passed

People's Empowerment Committee

The committee met on June 22nd, 2022.

- The committee approved April, 2022 meeting minutes.
- Results from the most recent Planning Council prioritization activity were reviewed.
 - Committee members provided feedback, along with their own rankings, for the remaining service categories.

- The committee provided feedback on the May and June data presentations in preparation of July's PSRA activity.
- The committee held discussions regarding the following service categories in preparation of July's PSRA activity:
 - Housing Services;
 - Outpatient/Ambulatory Health Services.
- The committee provided their input on terminology and suggestions for the PSRA booklet.

8: New Business

Presenter: Committee

Sonney Pelham

- Provided a presentation on carryover process.

Discussion:

Carlton Smith

- With a new fiscal agent, what is the impact of holding us back in projecting carryover for the following year?

Sonny Pelham

- The program officer from the site visit mentioned that.
- We need to look at special projects with our regular dollars to get that spent but it will add to it.
- We also have more dollars this year than we did last year.

Charles Culver

- Why was this information not presented to the Fiscal committee so the committee can help make suggestions to allocate these dollars?

Sonny Pelham

- It didn't go to the fiscal committee because the fiscal team closed at end of last month and there were some delay's that cause us not have the information needed to present to the fiscal committee.

Adam Hueber

- In terms of the special projects does that mean the carryover doesn't get allocated to a sub grantee?
- Does the money still have to flow through a sub grantee to be used for a special project?

Sonny Pelham

- Those are questions that we can bring up to our project officers but typically it would be redirected to sub recipients.

Sam Zisow-McClean

- We as a planning council have to decide what to do with \$67,961 available to us in carryover funds from FY21?
- We also have to decide what categories to apply those funds to.
- The guidance that we have now have been given is that when it comes to categories that you are conflicted in you can no longer comment on those categories along with not voting on them.

PJ Gouldman

- We should create a special project under OAHS to include geriatric screening and assessment.

Sam Zisow-McClean

- This would fall under the category of a directive to discuss with the recipient prioritizing a project with aging population.

PJ Gouldman

- Yes, that is correct

Markton Cole

- How long do we have to spend the funds?

Alberta Lin Ferrari

- We have from late September until late February to spend the funds.

Adam Hueber

- Perhaps we can use these funds for marketing and awareness of the planning council to recruit potential new members.

Sam Zisow-McClean

- At the August meeting we can discuss our PC budget and talk about what we may have in the budget for marketing and recruitment.

Michael Mcvicker

- Can the funds be open to organizations that weren't originally funded under those categories?

Alberta Lin Ferrari

- If the sub recipient is a Ryan white program than the answer would be yes, they can receive carryover funding.
- If you are not funded by a Ryan White program you are not eligible.

Sam Zisow-McClean

- Can the planning council dictate within the category what the use of the funds is?

Alberta Lin Ferrari

- Stated yes.

Markton Cole

- Even if we were move forward with PJ's proposal, would this be something that's implemented under outreach?

Alberta Lin Ferrari

- This would require us to revise the model for outreach to include the assessment.

Fernando Mena-Carrasco

- I think we can accept the motion to see if it's possible because if it's not it doesn't mean that we exclude any other ideas that we may have.
- We can simultaneously explore if a provider or several providers have the capacity to take these funds to implement a special project

Sam Zisow-McClean

- There is no flexibility to change this action once it's been submitted.
- The motion will allocate the entirety of the \$67,961 to OAHS.

Alberta Lin Ferrari

- That is correct but we can share ideas with our program officer to see if they are acceptable

Wendy Merrick

- What is the purpose of the assessment and how will the information be used?

PJ Gouldman

- It can encompass a number of assessment tools
- The first being the comprehensive geriatric assessment which might include basic activities and instrumental activities
- It also can be an assessment of
 - Depression
 - Anxiety
 - Loneliness
 - Disability
 - Quality of life
 - Nutrition

Fernando Mena-Carrasco

- What are the other possible categories under MAI?

Joan Carey

- The categories that are currently being funded are Medical case management, Mental health, outreach, and HERR. All are salary driven categories.

Fernando Mena-Carrasco

- Are there some that have higher demands than others?

Joan Carey

- No, salaries stay fairly steady.

Motion:	Who made the motion? Second?	Motion passed?
To fund geriatric screening and assessment under OAHS MAI for \$67,961	PJ Gouldman/ Jonathan Wright	Not Passed

Charles Culver

- Asked if its possible to hold off on spending these funds until the fiscal committee could look at some areas where they can be used.
- There is a need for peer support specialist/community worker and we should consider this as a special project.

Sam Zisow-McClean

- The report is due to HRSA by July 30,2022, so the timeline is really tight.

Ken O Bryant

- Stated peer recovery specialist can fall under many different categories.

Charles Culver

- I understand that word recovery does expand differently but it should be peer support specialist/community worker

Brande Ward

- Asked if substance abuse outpatient MAI is currently funded?

Sonney Pelham

- Yes, under part A, but it doesn't exclude you from putting it in MAI.

Kelsey Markie

- Reiterated that the general recommendation is that we don't reallocate to salary driven funding.

Wendy Merrick

- Where do we see the reengagement needed for this position?

Charles Culver

- When a client comes in need of certain things like SSI, a peer support specialist can guide them because they have experienced it themselves. They can also become an advocate for them in Mental Health, substance abuse, etc.

Wendy Merrick

- What happens to the funding beyond the fiscal year?

Sam Zisow-McClean

- We cannot use any of the funding past the fiscal year.

Bruno Benavidas

- Can we split the funds for the same purpose under non-medical case management and Outreach?

Charles Culver

- Stated Yes, two categories will create more availability.

Sam Zisow-McClean

- We have lost quorum so we will have to close this at PSRA.

10: Adjournment

Presenter:

Meeting Adjourned