

# Planning Council

**Date of meeting:** July 19, 2016  
**Time started:** 6:30 p.m.  
**BCHD Staff:** A. Ferrari  
 S. Pelham  
 L. Wagner  
**TWG Staff:** D. Gorham  
 A. Onyeabo  
 J. Stenhouse  
 D. Taylor  
 C. Wright

**Present:** K. Arbaugh  
 L. Bank  
 L. Beane  
 D. Brewer  
 A. Brown\*  
 R. Buchanan-Gunthrop  
 P. Chaulk\*  
 M. Cole  
 J. Fleming  
 C. Foxx  
 J.P. Gomez  
 K. Gray  
 C. Harvey  
 G. Jones-Childs\*  
 H. Lambert  
 V. Lathan  
 J. Loken  
 T. Luft  
 E. Nash  
 E. Nicholson  
 D. Rivera  
 M. Scriber  
 J. Simmons  
 C. Smith  
 S. Spriggs\*  
 B. Ward

*\* Participated via teleconference*

**Absent:** L. Abrams  
 A. Fowlkes  
 D. Kelly Jr.  
 J. Keruly  
 S. Lindsay  
 J. Singletary  
 E. Watson, Jr.

**Visitors:** G. Augustus  
 D. Akbar  
 R. Bradley  
 H. Byers  
 J. Furtado  
 S. Zisow-McClean  
 K. King-Reynold  
 V. Woolums

**Handouts:**

- Planning Council Packet (TWG, July 2016).
- FY16 April YTD Expenditure Summary (BCHD, 2016)
- Final FY15 UOB and FY16 Carryover Request (BCHD 2016).
- Planning Council FY16 Budget (BCHD, 2016)
- Bios (TWG 2016).
- Eligible Nominating members list (TWG 2016).
- Ryan White Yearly Calendar (TWG 2016).
- Strategic Plan Dashboard (TWG 2016)
- Workplan (TWG 2016)

## Introductions

**Planning Council**

- The meeting convened with quorum at 6:30 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

## Review of Minutes

**Planning Council**

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

Motion: To accept the June meeting minutes with      Made by: C. Smith      Second: C. Harvey

# Planning Council

the addition of J. Simmons' name.		
Action: Passed	Opposed: 0	Abstained: 0

## Chair Report

**D. Brewer/ A. Ferrari, Chair**

- D. Brewer presented the chair report to the planning council.
- D. Brewer thanked the executive committee and planning council members for a successful HRSA Technical Assistance session.
- D. Brewer thanked the assessment workgroup for their work in moving the administrative mechanism forward.
- D. Brewer stated that the planning council would be presenting a plaque in honor of the late Demetrius Mallisham to his former supervisor, Mr. Gussener Augustus.
- D. Brewer stated that nominations for nominating committee member would be opened at this meeting.
- D. Brewer asked the planning council to contact J. Stenhouse at the support office to make nominations.
- D. Brewer asked that planning council members to listen carefully and ask questions regarding the final carryover document.
- D. Brewer stated that the planning council must approve the carryover form and submit it to the grantee.

## Ryan White Part A Update

**S. Pelham, BCHD**

- S. Pelham presented the Part A report to the council.
- S. Pelham stated that HRSA conducted a TA session on July 6-8<sup>th</sup>.
- S. Pelham stated that there was no monthly HRSA conference call.
- S. Pelham stated that HRSA would conduct a Fiscal / Contracting TA for the grantee's office in September.
- S. Pelham stated that the State Integrated Plan is due to HRSA on September 30<sup>th</sup>.
- S. Pelham stated that TWG was paid on June 15 and sub-recipients were paid on June 30<sup>th</sup> and July 1<sup>st</sup>.
- S. Pelham stated that the FY16 provider site visits have been postponed and will start in August.
- S. Pelham stated that the new program officer, Natalie Flath, completed the on-boarding process on June 30<sup>th</sup>.
- S. Pelham stated that Yohannes Abaineh left the Epidemiologist position on June 24<sup>th</sup>.
- S. Pelham stated that Lauren Wagner, the Deputy Director of Clinical Quality Management, joined the team on June 16<sup>th</sup>.
- S. Pelham stated that members of BCHD met with Valerie Berkeley, the Quality Manager with the Part B program, to discuss the QM program, opportunities for collaboration, and potentially streamlining activities.
- S. Pelham stated that the next Quality Management Committee meeting is August 15<sup>th</sup>.
- S. Pelham stated that the committee would be reviewing FY15 EMA viral suppression data and exploring trends and disparities among youth between the ages of 13-24. Rodrique Sumpter will be making a presentation on data for this age group.
- S. Pelham stated that the next Maryland Regional Group meeting is August 22<sup>nd</sup>.
- S. Pelham stated that BCHD has requested technical assistance for the QM program from HRSA.
- S. Pelham stated that the implementation of CAREWare for FY17 is on target.
- S. Pelham stated that in the 2015 calendar year, the four RWG sub-recipients were assigned 344 clients.
- S. Pelham stated that the RWG sub-recipients saw 166 clients and the remaining 178 clients were re-incarcerated, discharged prior to contact with a sub-recipient, or refused services.
- S. Pelham stated that of the 166 clients, 54% were linked to care and 45% successfully completed two HIV medical visits. The remaining clients who had not completed two medical visits were rolled over to the current

# Planning Council

calendar year.

### Expenditure report

- S. Pelham stated that some of the figures on the ESD report are skewed due to partial funding.
- S. Pelham stated that within two months, 16.67% of funds have been spent.
- S. Pelham stated that BCHD would be asking providers for their funding needs.
- S. Pelham stated that MAI Oral Health services have been over-expending.
- S. Pelham stated that Oral Health is being reviewed for reprogramming.
- S. Pelham stated that the category of Medical Case Management has a vacancy that will need to be addressed.
- S. Pelham stated that at the time the ESD report was completed, the waiting list for Part A Oral Health was 98. The waiting list is now 10.
- S. Pelham stated that the waiting list for Housing Transitional was 12 but now it is down to 6.
- S. Pelham stated that currently the service category of Food Bank and Home Delivered Meals has a waiting list of 17.
- S. Pelham stated that 172 people in need of Food Bank and Home Delivered Meals services are currently covered by another funding stream until September.
- S. Pelham stated that he would get clarity on the other funding source.
- L. Beane asked for more information on the 17 people on the waiting list for Food Bank and Home Delivered Meals.
- S. Pelham stated that clarity on the waiting list would be provided in the next week.

### Final UOB and Carryover

- A. Ferrari stated that the fiscal committee would review the carryover documents and make a decision on carryover.
- A. Ferrari stated that the total amount of unspent funds is \$790,709.
- A. Ferrari stated that the amount of \$105,000 was left unspent from CQM.
- A. Ferrari stated that the final carryover document would have an explanation for unspent funds.

### FY16 Budget

- A. Ferrari asked for questions on the Budget Analysis.
- C. Smith stated that the funding for Project LEAP seems inadequate.
- A. Ferrari stated that Project LEAP is funded as additional funds through capacity building dollars.
- A. Ferrari stated that capacity building is added with the receipt of the final award.

## Part B Report

**R,Buchanan-Gunthrop**

- R. Buchanan-Gunthrop presented the Part B report to the council.
- R. Buchanan-Gunthrop stated that the Ryan White Part B 2017 Allocations process included opportunities for input from existing Part B/State Special funded providers.
- R. Buchanan-Gunthrop stated that the process allowed requests from providers that considered all Ryan White defined service categories, with a particular interest in services not currently funded: Early Intervention Services (EIS); Outreach; and Health Education and Risk Reduction (HERR).
- R. Buchanan-Gunthrop stated that when bundled the above three service categories represent the concept of “up- streaming”
- R. Buchanan-Gunthrop stated that these targeted services will support activities that help to identify people who are living in Maryland that are not aware of their positive status and link/retain them in care.
- R. Buchanan-Gunthrop stated that the Maryland Regional group meeting is scheduled for Monday, August 22<sup>nd</sup>.
- R. Buchanan-Gunthrop stated that the HIV Planning Group (HPG) meeting was held on Thursday, July 14, 2016 from 11:00 a.m. to 3:00 p.m. at the Doubletree by Hilton in Annapolis.
- R. Buchanan-Gunthrop stated that the 2016 National Ryan White Conference on HIV Care and Treatment is scheduled for August 23<sup>rd</sup> – 26<sup>th</sup>, 2016 at the Marriott Marquis Hotel in Washington, DC.

# Planning Council

## Presentation of the Plaque

Planning Council

- D. Brewer presented a plaque in honor of late Demetrius Mallisham to Mr. Augustus.
- D. Brewer asked that new Planning Council members stand.
- D. Brewer stated that Mr. Demetrius Mallisham was instrumental in speeding up the process in which the planning council received new members.
- C. Smith stated that Demetrius Mallisham was a representative of the LGBT community.
- G. Augustus stated that Demetrius Mallisham felt it was important to be a direct link between the planning council and the mayor.
- G. Augustus stated that Demetrius Mallisham is missed and that he loved the planning council.

## Special Report

Planning Council

- D. Taylor presented the special report to the council.
- D. Taylor stated that dashboard report is a quick analysis of the work plan that provides the status of documents.
- D. Taylor stated that the work plan is a detail-oriented document that shows key deliverables and goals.
- D. Taylor stated that the planning council has two major tasks - to meet every month and to allocate funds at priority setting.
- D. Taylor stated that the TWG/PC calendar provides an overview of tasks to come.
- D. Taylor asked for questions.
- D. Taylor stated that every three years the planning council does a needs assessment.
- D. Taylor stated that this year, the needs assessment will be a collaboration with Jeffrey Hitt at DHMH.
- L. Beane stated that she is interested in having input in the needs assessment.
- D. Taylor stated that she would be a good participant for the needs assessment committee.
- L. Beane stated that she is concerned that not enough people are being surveyed for the needs assessment.
- D. Taylor stated that Jeff Hitt and DHMH would provide the funds for the assessment.
- D. Taylor stated that all decisions regarding the assessment have to be in consideration of available funds.
- D. Taylor asked the planning council who would like to participate in the needs assessment workgroup.
- The following people signified that they wanted to participate: M. Scriber, T. Luft, E. Nash, C. Harvey, L. Beane, and V. Lathan.

## Planning Council Updates

Planning Council

### Nominating Committee

- J. Simmons presented the Nominating Committee report.
- The committee met on July 5, 2016.
- The committee reviewed the minutes of the May 3, 2016 meeting.
- The committee reviewed the existing vacancies on the council, re-appointments for council members and reviewed the membership tables.
- The committee reviewed and discussed the pool list.
- The committee also reviewed one (1) screened applicant and distributed five (5) new applications for screening.

Motion: To open nominations for the vacant nominating committee member position.

Made by: J. Simmons

Second: M. Cole

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that J. Furtado be moved to the mayor's office for appointment to the planning council.

Made by: J. Simmons

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that a reappointment letter be sent to the mayor's office for C. Foxx to serve a first term.

Made by: J. Simmons

Second: C. Harvey

## Planning Council

Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that a reappointment letter be sent to the mayor's office for D. Kelly to serve a second term.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that a reappointment letter be sent to the mayor's office for J. Loken to serve a first term.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that a reappointment letter be sent to the mayor's office for M. Scriber to serve a second term.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that two planning council members receive two-month warning letters based on attendance.	Made by: J. Simmons	Second: C. Smith
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that two planning council members receive three-month warning letters based on attendance.	Made by: J. Simmons	Second: C. Smith
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that two planning council members receive four-month warning letters based on attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one planning council member receive a removal letter based on lack of attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that one continuum of care committee member receive a three-month warning letter based on attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0

- PCSO Report**
- A. Onyeabo presented the Planning Council Support Office Report.
  - A. Onyeabo stated that the support office has facilitated committee meetings and held weekly meetings with planning council leadership over the past month.
  - A. Onyeabo thanked the Assessment Workgroup committee for their hard work on the Assessment of the Administrative Mechanism.
  - A. Onyeabo stated that the support office worked with the grantee to assist in the completion of the programs terms report.
  - A. Onyeabo stated that any planning council members receiving transportation services from TWG must provide ample notice before the meeting date in order for the support office to coordinate the ride.

**New Business**

**Planning  
Council**

- C. Foxx stated that her trip to Durban, South Africa for the International AIDS Conference was insightful and enabled her to see different perspectives of women living with HIV.

Motion: To adjourn the meeting	Made by: C. Smith	Second: J. Simmons
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 8:28 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	