

MINUTES: PLANNING COUNCIL

June 16th, 2020 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202



Facilitator (Chair)	J. Keruly/M. Cole	PCSO Lead	Vanessa Graves
Time started:	5:38 p.m.	Quorum:	There was quorum at the start of the meeting
Members present:	Dennis Rivera, Jeanne Keruly, Markton Cole, Evelyn Nicholson, Charles Culver, Brande Ward, Shakima Richardson, Christopher Stuckey, Carlisle Harvey, Sr., Jonathan Wright, Sean Thames, Fernando Mena-Carrasco, Sara Zisow-McClean, Peter DeMartino, Kimberly Whitaker, Abby Plusen, Dr. Victoria Cargill,		
Members absent:	Abby Plusen, Shalyta Campbell, , Kemahn Jones, Pamela Kurowski, , Monique Thomas, Reginald Douglass,		
Visitors:	E. Bullo, B. LaRussa, D. Brewer, A.Huebner, K. Hein, C.Washington-Flood, K. Obryant, M. Snowden, K. Reynolds, E. Leonard, C. Smith, K. Hein, M. Valentin, J. Stenhouse		
Ryan White Part A:	Sonney Pelham, Stephon Effinger, Lauren Wagner, Michelle Muhammad		
Handouts:	Agenda, Part A & B reports, MayMeeting Minutes		

AGENDA

1: Welcome

Presenter: J. Keruly/M.Cole

J. Keruly

- Welcomed all to the meeting.
- Reminded all that the meeting was being recorded.

Motion:	Who made the motion? Second?	Motion passed?
Motion to accept the May 2020 meeting minutes.	Charles Culver/Kimberly Whitaker	Passed

2: Part A

Presenter: S.Pelham

Sonney Pelham/Stephon Effinger

The fiscal office is working on closing out the FY2019 accounts and is expected to provide the data to us very soon.

- We are reviewing the multiple components of the Annual Progress Report; the reports will be submitted no later than June 15, 2020. Some of the reports are dependent upon the FY2019 expenditures report.
- FY2020 start up status

- All final award letters have been distributed to the sub-recipients. ABC has completed the updates to the contracts and is working on getting the emails out to the providers for review and signature. Sub-recipients are using a combination of telehealth, telemedicine and face-to-face visits to provide services. Many providers have requested assistance to purchase person protective equipment for clients and staff.
- We are negotiating ABC's FY2020 award following a conference call last week, and anticipate resolution by end of the week.
- Impact of COVID-19 public health emergency on the Ryan White Part A program.
 - Ryan White Program staff have been affected; Dr. Lauren Wagner continues to head a section of the COVID-19 outbreak investigation and Dr. Cargill continues as the medical guidance and medical review lead under the ICS director.

The CQM team is implementing a Plan-Do-Study-Act (PDSA) Cycle on a CQM Newsletter

- It will include sub-recipient spotlight, consumer voice, CQM updates, ECHO updates, and CAREWare updates.
- Featured sub-recipients are agencies that have strong quality improvement programs and/or have made great progress in their QI journey.
- Featured consumers are individuals who have an interest in quality improvement and consumer engagement work.
- Thank You to New Vision House of Hope and Carlton Smith who participated. The first edition will be sent in the EMA in this Summer. Please be on the lookout for future opportunities to be featured!
- The QI Sub-Committee is continuing to provide quality improvement trainings via Zoom to sub-recipients' QM teams on fishbone diagrams and plan-do- study-act cycles. Sub-recipients are responsible for completing homework assignments on their quality improvement projects and presenting them to BCHD.
 - Since October 2019, 15 trainings and follow up meetings have been conducted among six sub-recipients' teams
 - The BCHD team is in the planning phase for the third phase of the QI sub-committee which will focus on a learning cohort of provider and consumer pairs. A workgroup was formed to ensure the successful implementation of this undertaking. To date, we have developed the work-plan, created a curriculum outline and training timeline. The team is in the process of formulizing our recruitment strategies, application and selecting participants.
- The BCHD CQM team in the process of updating the CQM Narrative for FY2020. The sub-recipients will utilize this narrative to report on their CQM activities on a quarterly basis.
- The Baltimore ECHO team, the Movers and Improvers, has identified consumer engagement as a 2020 priority and is in the process on planning a consumer quality improvement training and cohort with consumer leaders in the EMA. This work is continuing virtually due to COVID-19.
- Drs. Cargill and Farley will present a webinar on the Science of COVID-19and HIV, and the Impact of COVID-19 on the HIV Treatment Cascade on June 15. Flyers have been provided to Vanessa.
- We have held individual conference calls with all EHE sub-recipients and are scheduling a kick-off meeting for this month.

Peter DeMartino

- All of Maryland's Coronavirus updates can be found at Maryland.gov
- The Governor has moved us to stage two of opening with each locality moving at its own pace.
- Our Maryland quality management group meeting is happening on June 22, 2020.
- Their HIV Planning group met on June 4th, 2020.
 - We have begun the planning process to do a deep dive into community voicing in what we should be looking at as we plan for the plan.
- Our deputy position is currently posted.
- Wanted to share The HIV Continuum of Care dashboard. We maintain a pretty robust data system around HIV surveillance and has given the public backdoor access to this data.

Question:

Is there anything going on regarding documents and billings regarding copayments?

Peter stated we never shut down and not everyone is working from home. We still have staff in the office who is still processing. There has not been any interruption in services.

If there are specific concerns and you have a case manager this is the best route for clients go. He would share with the PCSO the most appropriate contact information.

Planning Council Budget

- The PC budget has been approved.

PSRA Level Funding

- There has been a committee set up for PSRA.
- There was a recommendation to consider level funding for this year, using last years allocations.
- The PC has responsibility for;
 - Allocation of resources
 - Accessing the efficiency of the administrative mechanism
 - Setting priorities
- This would allow us to retain the stability of funding for existing services within the EMA.
- The EMA has demonstrated good outcomes for most of the population.
- We continue to do a good job with meeting viral load suppression clinical outcomes.
 - If things continue to go well, we will meet the 90% viral load suppression rate.
- Another reason for considering level funding is that our needs assessment survey was delayed due to COVID.
- We are still refining the process of our virtual meetings.
- Staffing shortages and the ability to follow some of the processes confirming allocation maybe more challenging in this environment.

If we level fund, what would this mean?

- It means we would accept all of the distributions in the service categories that we voted for last year.

- It would also be a block voting.
- There would be no changes to the allocations.
- I submitted this question to the Project Officer/Planning Chatt and we received a detailed response from Emily Gantz.
- I also contacted Darrell Wheeler who has been our facilitator for PSRA for at least four years.

Reasons against Level Funding

- We would have to clearly articulate reasons for this decision.
- We would be deviating from our existing procedures.
- There could be a perception that if did not follow our established process it could elicit a grievance.
- We need to be very clear in articulating our reason for this process.
- We have to also demonstrate that we have a functional PC, that we can meet our legislative mandates. We need to describe this in the Part A application.

Thus far;

- We have completed data presentations.
- These have been uploaded to the PC website.
- We have our training materials for PSRA will be done on 6/22/20.
- We are updating our conflict of interest and this will go out before PSRA.
- The service category rankings that will be done.
- We have the data workbook which is on scheduled for distribution.
- Level funding was proposed at last week’s Executive committee meeting and was voted to move forward to the PC.

Synopsis of expert review:

- Block vote, a majority vote is needed.
- D. Wheeler stated we need to minimize any perception of a conflict of interest.
- The body could vote to amend this rule with a super majority rule.
- At Executive committee meeting another recommendation was made to schedule another PSRA for later in the year. The reason for this is there would be potentially an opening up of COVID restrictions, meeting in person etc.
- We are also moving forward with posting open positions in the PCSO.
- We have also put into the budget for procuring hardware to help PC members who are challenged with connectivity.
- This would also enhance our ability to make decisions on funding.
- If we agree, the two day event would not be a two day event but rather a more abbreviated one day.

Discussion:

Motion:	Who made the motion? Second?	Motion passed?
Motion to have two PSRA this year.	C.Harvey/P.J. Gouldman	Passed

Motion:	Who made the motion? Second?	Motion passed?
Motion to amend our existing practices for PSRA this year.	J. Wright/C. Stuckey	Passed

Motion:	Who made the motion? Second?	Motion passed?
Motion to level fund for the first round of PSRA.	C. Stuckey/B. Ward	Passed

5: Committee Updates

Presenter: Committee

CPC

- We met to make changes to the survey due to COVID.
- We presented these to our stakeholders last week.
- We partnered with Baltimore City Prevention and surrounding counties for this initiative.
- There were a few minor changes that were recommended.
- We have a new target date to start the survey which will be on line for late July/August.
- The committee will continue to keep everyone posted.
- They will also be presenting at the RW conference this year.

COCC

- We have been working with task force on PSRA.
- Through this process we will be looking for some more input into our prioritization after PSRA.
- We are also looking to have one or more virtual town halls to discuss prioritization in our EMA.

Nominating Committee

- Jeanne stated we had a Meet and Greet session and two individuals were identified as being interested in joining the PC.
- The committee did meet with some community advisory board members.
- Also reached out to C. Lacanienta regarding clarity regarding information that went to the Mayor's office who gave her information about who to reach out to at the Mayor's office.
- This is a matter of high priority.

Question raised about reelections and where we are with this process.

- Elections and nominations take place toward the end of the year.
- The PC office will send this information out regarding who's eligible.

PC Support

- We are in the process of obtaining staffing for the support office.
- Goal is to have people on board at least by mid-July.

New Business

Adam Huebner

- We put out a request for proposals for the EHE.
- We are looking for a few external reviewers for when these applications come in.
 - Someone to help for approximately ten days.
 - To score applications
 - Come back to the table to discuss chosen applicants.

- If you are affiliated with an agency that is applying you would not be able to volunteer.
- Adam will draft a summary for this ask and will send to the PCSO to be sent out.

For planning purposes

- PSRA will be held on Thursday, June 25th, 2020 and it will be one day.

6: Adjournment

Presenter: Chair

Motion:	Who made the motion? Second?	Motion passed?
Motion to Adjourn	P. DeMartino/C.Culver	Passed

Meeting Adjourned at 7:28 p.m.