

Planning Council

Date of meeting: May 17, 2016
Time started: 6:40 p.m.
BCHD Staff: Y. Abaineh
 C. Carey
 J. Carey
 A. Ferrari
 N. Hussaini
 M. Muhammad
 S. Pelham
 R. Sumpter
TWG Staff: D. Gorham
 A. Onyeabo
 J. Stenhouse
 C. Sutherland
 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
 C. Harvey, Sr.
 G. Jones-Childs
 * *participated via teleconference*
Absent: L. Abrams
 A. Fowlkes
Visitors: D. Akbar
 M. Berg
 T. Blankenship
 D. Kelly, Jr.
 J. Keruly
 H. Lambert
 V. Lathan
 J. Loken
 T. Luft
 E. Nicholson
 K. Rogers
 M. Scriber
 J. Simmons
 J. Singletary
 C. Smith*
 S. Spriggs*
 B. Ward
 K. Gray
 D. Rivera
 E. Watson, Jr.
 J. Furtado
 T. Sherrer
 S. Zislow-McClean

- Handouts:**
- Planning Council Packet (TWG, May 2016).
 - CQM Viral Load Suppression presentation (BCHD, 2016)
 - Ryan White Client Level Data presentation (BCHD, 2016)
 - Hospice Data presentation (T. Blankenship, 2016)
 - TWG training presentation (TWG, 2016)
 - Provider Survey results (BCHD, 2016)
 - FY15 Final YTD Expenditure (BCHD, 2016)
 - COCC Service Category Priorities (TWG, 2016)
 - Contracting Process for Sub-Recipients (TWG, 2016)

Introductions

Planning Council

- The meeting convened with quorum at 6:40 p.m. and introductions were made.
- D. Brewer called for a moment of silence.
- D. Brewer announced that donations were being accepted in honor of D. Mallisham.

Review of Minutes

Planning Council

- D. Brewer asked the Planning Council to review the minutes of the April meeting.

Motion: To accept the March meeting minutes as	Made by: M. Cole	Second: C. Harvey
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written.		
Action: Passed	Opposed: 0	Abstained: 1

Chair Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer stated that the assessment of the administrative workgroup held its first meeting in May 2016.
- D. Brewer stated that the planning council would accept donations in honor of D. Mallisham, community liaison at the Mayor’s office who recently passed away.
- D. Brewer stated that the Priority Setting and Resource Allocation (PSRA) conference was scheduled for Thursday, June 16 and Friday, June 17 at the University of Maryland School of Dentistry.
- D. Brewer asked all planning council members to update their conflict of interest forms and to RSVP with the planning council support office.
- D. Brewer stated that the prioritization of service categories for priority setting would occur following tonight’s planning council meeting.
- D. Brewer stated that categories would be considered for funding in order of their ranking during the PSRA conference.
- D. Brewer stated that in order to be eligible for PSRA, members must 1) attend PSRA training or review training materials remotely; 2) attend data presentations or review presentations online.
- D. Brewer stated that new member and PSRA training was scheduled for May 26 and May 27 at the TWG office.
- D. Brewer stated that the grantee would share the result of the provider survey at the tonight’s meeting and asked planning council members to carefully consider the results to prepare for ranking services.

Ryan White Part A Update

A. Ferrari, BCHD

- A. Ferrari presented the Part A report to the council.
- A. Ferrari stated that HRSA expected to release the FY2016 NGA (Notice of Grant Award) in May.
- A. Ferrari stated that HRSA expected to release the FY2017 Funding Opportunity announcement in August.
- A. Ferrari stated that HRSA expected to release the 2014 RSR data report this fiscal year.
- A. Ferrari stated that HRSA intends to streamline the Core Medical Service Waiver requirements

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- A. Ferrari stated that site visits would be scheduled from July 2016-January 2017.
- A. Ferrari stated that Ryan White sub-grantees completed a survey regarding categories not currently funded for service.
- A. Ferrari stated that interviews for an additional Program Officer were completed and a candidate was identified.

Part B Report

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report to the planning council.
- R. Buchanan-Gunthrop asked the planning council to read the report and ask any questions they may have.
- R. Buchanan-Gunthrop stated that the 2016 HIV Health Services and HOPWA Statewide Grantees Meeting was scheduled for Tuesday, May 17, 2016 and was very successful.
- R. Buchanan-Gunthrop stated that the Release of Funding Opportunity Announcement (FOA) HRSA 16-185 from Division of Community HIV/AIDS Program (DCHAP) scheduled a technical assistance webinar for June 9, 2016 from 2:00-4:00 pm.

Planning Council Updates

Planning Council

Continuum of Care Committee

- J. Simmons presented the Continuum of Care Committee report for May 2016.
- The committee met on May 12, 2016.
- The committee reviewed the minutes of the April 6, 2016 meeting.
- The committee heard feedback from S. Pelham regarding the results of the provider survey.
- The committee reviewed updates to service category definitions per HRSA clarification notice (PCN) #16-02.
- The committee prioritized all service categories as high, medium, or low based on Medicaid funding, exchange coverage, historical funding use, and policy clarification notice (PCN) #16-02.

Nominating Committee

- J. Simmons presented the Nominating Committee report.
- The committee met on May 3, 2016.
- The committee reviewed the minutes of the April 5, 2016 meeting.
- The committee reviewed the existing vacancies on the council, re-appointments for council members, and membership tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee reviewed two (2) screened applicants and distributed two (2) applications for screening.

Motion: To recommend that a reappointment letter be sent to the mayor's office for V. Lathan to serve a first term.	Made by: J. Simmons	Second: K. Arbaugh
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that a reappointment letter be sent to the mayor's office for A. Brown to serve a second term.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that a reappointment letter be sent to the mayor's office for K. Gray to serve a second term.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0

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Motion: To recommend that a reappointment letter be sent to the mayor's office for K. Rogers to serve a first term.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one planning council member receive a three-month warning letter based on attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one planning council member receive a two-month warning letter based on attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that two planning council members receive a three-month warning letter based on attendance.	Made by: J. Simmons	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one planning council member receive a four-month warning letter based on attendance.	Made by: J. Simmons	Second: J. Singletary
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one planning council members receive a five-month warning letter based on attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one planning council member receive a five-month warning letter based on attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 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: 1	Abstained: 0
Motion: To recommend that a removal letter be sent to one Nominating Committee member based on lack of attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that a four-month warning letter be sent to one Nominating Committee member based on lack of attendance.	Made by: J. Simmons	Second: C. Harvey
Action: Passed	Opposed: 1	Abstained: 0
Motion: To recommend that a four-month warning letter be sent to one Continuum of Care Committee member based on lack of attendance.	Made by: J. Simmons	Second: E. Nicholson
Action: Passed	Opposed: 1	Abstained: 0

**T. Blankenship.
Joseph Richey
House**

Hospice Data Presentation

- T. Blankenship presented “Gilchrist Center Baltimore- Joseph Richey House” to the planning council.
- T. Blankenship stated that the Joseph Richey House first opened in 1987.
- T. Blankenship stated that the Joseph Richey House joined together with Gilchrist Hospice Care in November 2014.
- T. Blankenship stated that the Joseph Richey House provides care for terminally ill adults and children without regard to race, creed, diagnosis, or ability to pay.
- T. Blankenship stated that the current capacity of the Joseph Richey House is 19 beds.
- T. Blankenship stated that the Joseph Richey House has served 8,000 patient and families since opening and served 137 patients in 2015.
- T. Blankenship stated that many clients do not have insurance and do not have the ability to pay for room and board.
- T. Blankenship stated that Joseph Richey is the only residential hospice in Maryland that provides a routine level of care.
- T. Blankenship stated that 19 Ryan White clients were served with 570 days in care.
- T. Blankenship stated that Ryan White funding for Hospice covers staffing and food costs.
- T. Blankenship stated that the Joseph Richey House had difficulty expending Ryan White funding due to low referrals from providers.

Discussion:

- L. Beane asked if the Joseph Richey House accepts patients that are not Ryan White eligible.
- T. Blankenship replied yes.
- M. Scriber asked what could be done about leftover funding.
- T. Blankenship stated that the Joseph Richey House recently hired business developers to promote the business in an attempt to gain more clients.
- L. Beane asked if any Ryan White eligible patients get turned away.
- T. Blankenship replied no.

Client Level Data presentation

Y. Abaineh, BCHD

- Y. Abaineh presented the Ryan White Part A Client-Level Data Report –FY 2015 to the Planning Council.
- Y. Abaineh stated that Ryan White Part A grantee office collected basic demographic, eligibility, and Ryan White funded services since 2001.
- Y. Abaineh stated that the grantee implemented the first RSR report in 2009 and collected client level data from providers serving Ryan White funded Outpatient Ambulatory Health Services (OAHS), Medical Case Management (MCM), or Case Management (CM) services.
- Y. Abaineh stated that Ryan White Part A grantee collected quarterly client-level data from 38 funded sub-recipients in fiscal year 2015 that produced 9, 379 unduplicated clients.
- Y. Abaineh presented data to the planning council depicting client information and service trends in the Baltimore EMA.
- Y. Abaineh listed the following information as the most important takeaways:
 - A third of consumers are between ages 40-54.

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- Nearly 75% of the EMA's consumers live in Baltimore City.
- MCM, OAHS, and Medical Transportation are the top three most utilized services.
- Proportion of black consumers decreased by about 15% while white consumers increased by the same proportion.
- Notable increase in the percentage of people with stable housing.
- 85% of the EMA's clients are virally suppressed.
- Viral suppression in the continuum of care cascade continued to increase on an average of 3-5% annually while linkage to care and retention increased by 5-7% since 2010.
- Youth, specifically black Men who sleep with men (MSM) ages 13-24 continued to have the lowest viral suppression and retention rate among all groups and sub-groups even though youth accounts for less than 5% of the number of PLWH/A in the EMA.
- Slight disparity in retention and viral suppression continued to exist across several group and sub-groups.

Discussion

- J. Keruly stated that it is critical to target youth with low viral suppression when discussing who should be provided services.
- L. Beane asked how many clients are below the federal poverty line but are in stable housing.
- J.P. Gomez stated that the discrepancy could be due to clients receiving housing assistance.
- D. Taylor suggested hosting a webinar to further analyze and understand data.

Baltimore Viral Load Suppression Data Presentation

**N. Hussaini,
BCHD**

- N. Hussaini presented Baltimore Viral Load Suppression CY15 data.
- N. Hussaini stated that the Viral Load Suppression (VLS) HRSA/HAB definition is the percentage of patients, regardless of age, with an HIV viral load less than 200 copies/mL at last viral load test during the measurement year.
- N. Hussaini stated that the analysis of the presented data included viral load data from nine primary medical care providers between January and December 2015.
- N. Hussaini stated that the numerator for the presented data was the number of patients in the denominator with a HIV viral load less than 200 copies/mL at last HIV viral load test during the measurement year.
- N. Hussaini stated that the denominator for the presented data was number of patients, regardless of age, with a documented viral load and with at least one medical visit in the measurement year.
- N. Hussaini listed the National HIV/AIDS Strategy goals for viral suppression and the Baltimore EMA's target for viral suppression.
- N. Hussaini stated that viral load suppression in the Baltimore EMA is 83%.
- N. Hussaini stated that there was a slight gender disparity in viral load suppression in the Baltimore EMA.
- N. Hussaini stated that those ages 2-12 were the least likely to be virally suppressed.

Provider Survey Results

S. Pelham, BCHD

- S. Pelham presented the provider survey results to the planning council.
- S. Pelham stated that the survey asked providers if there were any categories they would consider accepting funds for, if there was a need for any currently zero funded categories, and if there was a start up or

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- continuation project they would be willing to use carryover funds for.
- S. Pelham asked planning council members to review the results of the survey.
- S. Pelham stated that providers would be followed up for more details based on their responses.
- S. Pelham stated that grantee hoped to use the provider responses when creating funding recommendations for PSRA.

TWG Leadership Training

D. Taylor, TWG

- D. Taylor presented leadership training to the planning council regarding emotional intelligence.
- D. Taylor stated that proper emotional intelligence could be used to influence a person.
- D. Taylor stated that job titles are not as important as making a person feel respected.
- D. Taylor stated that the ability to manage one’s own emotions was very important.
- D. Taylor explained the physiological process of emotion.

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, as well as the grantee to discuss the upcoming PSRA conference and assessment workgroup.
- A. Onyeabo stated that the annual two-day FY17 Priority Setting and Resource Allocation (PSRA) conference is scheduled for June 16-17, 2016 at the University of Maryland School of Dentistry.
- A. Onyeabo stated that all planning council members must RSVP and complete all requirements in order to participate in PSRA.
- A. Onyeabo stated that the March and April data presentations were on the planning council support office website (www.baltimorepc.org) for viewing.
- A. Onyeabo stated that the support office scheduled new member and PSRA training for May 26, 2016 from 5:00-7:00 p.m. and May 27, 2016, from 2:00-4:00 p.m. Planning Council members must complete one of the trainings, or complete training remotely.
- A. Onyeabo stated that priority setting ranking would occur following the planning council meeting tonight and that each planning council member received a unique identifier to complete the ranking.
- A. Onyeabo stated that HRSA is scheduled for a site visit from July 6-8, 2016.
- A. Onyeabo stated that planning council members whose affiliations recently changed must update their conflict of interest form.
- 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

- T. Sherrer announced a new initiative called the Black Women’s Health Imperative, which aimed to educate black women about PrEP.
- D. Akbar stated that Bristol-Myers Squibb was a line sponsor at the AIDS Walk on May 1, 2016 and the event had an excellent turnout despite bad weather.

Motion: To adjourn the meeting	Made by: P. Chaulk	Second: D. Kelly, Jr.
Action: Passed	Opposed: 0	Abstained: 0

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Minutes

Final

Time adjourned: 8:30 p.m.

Date of approval:

Signature:

Electronic signature of chair (PC Minutes only):
