

# Planning Council

**Date of meeting:** March 18, 2014  
**Time started:** 7:19 p.m.  
**BCHD Staff:** A. Ferrari N. Hussaini  
 C. Carey C. Skipper  
**IGS Staff:** D. Gorham L. Laird  
 C. Lacanienta A. Onyeabo

**Present:** R. Alexander G. Jones-Child  
 L. Bank D. Kelly, Jr  
 A. Bradford P. Kurowski  
 D. Brewer H. Lambert  
 A. Brown V. Lathan  
 W. Commander L. Lucas  
 C. Edmonds M. Moiforay  
 B. Fitzsimmons M. Reese  
 A. Fowlkes D. Rivera  
 K. Gray D. Shamer  
 N. Guest\* J. Simmons  
 J. Hailey C. Smith  
 R. Hall L. Sowah  
 C. Harvey, Sr L. Tatum  
 W. Honablew, Jr T. White  
 S. Johnson  
**Absent:** T. Brown F. Poindexter\*  
 D. Haley K. Rogers  
 T. Hawkins M. Scriber  
 S. Jackson W. Telp  
**Visitors:** S. Cherry D. McNair  
 G. Daniels P. Melema  
 P. Henry C. Nicholson  
 K. Holt J. Schneider  
 V. Mackel J. Thomas  
 F. McCray S. Walker

- Handouts:**
- Planning Council Packet (IGS & PC, March 2014).
  - 75-25 Spreadsheet (IGS&PC, March 2014).
  - Proposed Allocation Table Handout (IGS&PC, March 2014).

## Introductions and Approval of Minutes

**Committee**

- The meeting convened with quorum at 7:19 p.m.
- The council reviewed the minutes of the February 2014 Planning Council meeting.

**Motion:** To approve the February 2014 meeting minutes.

**Proposed by:** C. Smith    **Seconded:** D. Brewer

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

## Chair Report

**M. Reese, Chair**

- M. Reese presented the chair report to the council.
  - Thank you to everyone who participated in the community forum tonight.
  - Thank you to all who participated in the meeting and workshop session with HRSA.
  - The support office hosted two new member training sessions last month and provided remote training.
  - In the coming months, the Executive committee and the planning council will be reviewing the bylaws. Please review the bylaws in preparation for the next meeting.

- Leadership has been working with the support staff and the grantee’s office to develop the MOU.

**Discussion:**

- T. White asked if the MOU would be distributed to council members.
- M. Reese stated that the council would receive the MOU once it has been completed.

**A. Ferrari,**  
**Baltimore City Health Department**

**Ryan White Part A Report**

- A. Ferrari presented the Part A Report to the council (see attachment 1).

**Discussion:**

- M. Reese asked if the provider meeting is still scheduled. C. Skipper stated that the meeting would be held on March 22<sup>nd</sup> at Sheppard Pratt.
- D. Rivera asked if there are any Technical Assistance Sessions scheduled for the year. C. Skipper stated that there are no sessions scheduled presently.

**Planning Council Updates**

**Nominating Committee**

**C. Harvey, Sr., Chair**

- C. Harvey presented the Nominating Committee action item from the previous month.

**Motion:** To move D. Smith to the pool list.

**Made by:** C. Harvey

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**PLWH/A Committee**

**H. Lambert, Co-chair**

- H. Lambert presented the PLWH/A Committee report.
- The committee discussed planning for a community forum during the May committee meeting.
- The committee also discussed planning for a reduction in funds and setting priorities based on PLWH/A needs in the EMA.

**Motion:** To approve the PLWH/A Committee workplan for 2014 as a living document.

**Made by:** D. Brewer

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Planning Council Support Office**

**L. Laird, PCSO**

- L. Laird presented the planning council support office report.
  - The consumer needs assessment was submitted to the grantee before the end of the fiscal year.
  - The Comprehensive Planning Committee will be discussing the findings of the needs assessment at its meeting this month.
  - The Comprehensive Planning Committee is in the process of reviewing the comprehensive plan goals based on feedback from HRSA. The support office will be assisting the committee in its review.
  - The Executive Committee will be reviewing the council bylaws within the next few months. Council members will be given notification of any suggested changes and there will be an open comment period to allow for feedback.

**New Business**

- L. Sowah announced that he will be participating in Moveable Feast’s “Ride for the Feast” and asked members to donate to the cause.
- N. Guest announced that Moveable Feast now serves clients with all life threatening diseases.
- C. Smith announced that AIDS Watch would be taking place from April 28<sup>th</sup> - 29<sup>th</sup>, 2014.

**Adjournment**

**Presenter**

- The meeting adjourned at 8:30 p.m.

Greater Baltimore HIV Health Services Planning Council  
Planning Council



**Motion:** To adjourn the meeting.  
**Action:** Passed

**Made by:** C. Smith  
**Opposed:** 0

**Second:** C. Harvey  
**Abstain:** 0

Time adjourned:	Date of approval:
Signature:	Electronic signature of chair (PC Minutes only):

Attachment 1: Grantee Report

Baltimore City Health Department  
Bureau of HIV/STD Services  
Ryan White Office



MONTHLY GRANTEE REPORT FOR MARCH 2014

A. Part A Administration

1. BIG thank you to our Project Officer, Lt. Commander Keisha Johnson for coordinating technical assistance (TA) for the Baltimore EMA, to the HRSA consultants Hila Berl and Lolita Cervera for conducting the TA and to the Planning Council members for your input and participation.
2. BCHD staff, the Planning Council chair and some members of the Council are drafting a Memorandum of Understanding (MOU). The MOU will be implemented upon completion.
3. Partial award letters will be issued to all sub-grantees this week.
4. Renewals of the administrative sub-contracts for PCSO and TWG are in process. The fiscal agent's FY 2014 contract was approved by the BOE on Thursday 3/6/14.
5. BCHD and the waiver task group met March 12, 2014. The deadline for submission of the waiver is TBD.
6. Reimbursement of providers for January is pending receipt of the invoice to accounts payable. Reimbursement of Administrative programs is also underway.

B. Clinical Quality Management:

1. CQM welcomes a new staff member. Nargis Hussaini will be joining CQM team on March 13<sup>th</sup>.

**Baltimore City Health Department**  
**Bureau of HIV/STD Services**  
**Ryan White Office**



2. CQM reports will be released in April: Outpatient Ambulatory Health Services – Primary Medical Care, Medical Case Management, Medical Nutrition Therapy, Food Bank (including EFA) and Legal services.
  
3. The Grantee participated in technical assistance from HRSA on March 4 through March 7. During the process, CQM learned of a strategy to collect quality data in a more efficient manner. In the coming months, CQM will be working to revise its process.