

Planning Council

Date of meeting: April 15, 2014

Time started: 6:40 p.m.

BCHD Staff: A. Ferrari N. Hussaini
C. Carey C. Skipper

IGS Staff: D. Gorham A. Onyeabo
L. Laird

Present: R. Alexander D. Kelly, Jr
D. Brewer P. Kurowski
A. Brown H. Lambert
W. Commander V. Lathan
C. Edmonds L. Lucas
B. Fitzsimmons F. Poindexter
K. Gray M. Reese
J. Hailey D. Rivera
C. Harvey, Sr M. Scriber
T. Hawkins J. Simmons
W. Honablew, Jr C. Smith
S. Jackson L. Sowah
G. Jones-Child L. Tatum

Absent: L. Bank M. Moiforay
A. Bradford K. Rogers
T. Brown D. Shamer
A. Fowlkes T. White
R. Hall W. Telp
S. Johnson

Visitors: G. Daniels C. Ralph
N. Guest J. Schneider
K. Holt J. Thomas
T. Jones J. Young
T. Luft J. Wilson
F. McCray

- Handouts:**
- Planning Council Packet (IGS & PC, April 2014).
 - Bylaws (IGS&PC, April 2014).
 - Memorandum of Understanding (IGS & PC, April 2014).
 - COCC Ryan White Priorities List (IGS & PC, April 2014).
 - Proposed Changes to the Bylaws Handout (IGS & PC, April 2014).

Introductions and Approval of Minutes

Committee

- The meeting convened with quorum at 6:40 p.m.
- The council reviewed the minutes of the March 2014 Planning Council meeting.

Motion: To approve the March 2014 meeting minutes with corrections noted.

Proposed by: C. Smith

Seconded: D. Brewer

Action: Passed

Opposed: 0

Abstain: 3

Chair Report

M. Reese, Chair

- M. Reese presented the chair report to the council.
 - The council leadership and the MOU workgroup consisting of the grantee, support office and council members have completed the MOU. The grantee and support office will implement it once the council has approved it at tonight's meeting.
 - Council leadership has assigned council members without a primary committee to a committee of their choice; these

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- members will receive a letter from the support office.
- o The 75-25 workgroup is continuing to move forward with its process. A teleconference meeting was held with the Boston EMA and the group plans to meet this month.
- o Please mark your calendars for priority setting, which will be held on August 7th and 8th this year. The support office will provide further information as it becomes available.

Proposed Changes to Bylaws

M. Reese, Chair

- M. Reese presented the changes in the bylaws to the council.

Discussion:

- The planning council reviewed the proposed changes to the planning council bylaws.
- C. Harvey asked for clarification regarding the housekeeping changes the PCSO would be making.
- L. Laird stated that the bylaws have some old language that was previously removed and ratified by the council but is still in the bylaws. Furthermore, there is some repetition that should be deleted.
- T. Hawkins asked if the PCSO would report the updates and changes to the council after they have been made.
- L. Laird stated that the approved changes from tonight’s meeting will be reported to the council and then ratified at the May planning council meeting.
- C. Harvey asked how the removal of proxies would affect the quorum requirements for priority setting.
- L. Laird stated that the support office is working to remedy this by planning for PSRA in advance. Please save the dates for PSRA and notify the support office if you will be unavailable for the two-day conference.
- C. Smith recommended that the motion to remove proxies go back to the Executive Committee to be addressed taking into consideration PLWH/As especially.
- L. Laird stated that the removal of proxies is a HRSA mandate and a best practice change. HRSA has stated that only those appointed by the CEO should make decisions regarding funding.
- C. Harvey asked if quorum should be lowered in light of the removal of proxies. L. Laird stated that all comments and statements should be sent to the support during the open comment period. The Executive Committee will then review the comments.
- D. Brewer asked if the applicants on the pool list could be sent to the Mayor’s office to be approved as standbys for PLWH/As.
- M. Reese stated that pool list members can only be sent to the Mayor’s office when there is a vacant seat.
- C. Edmonds asked what deliverables the new committee will have.
- M. Reese stated that the motion would go back to Executive Committee where the decision about the new committee’s deliverables will be made.

Motion: To give the PCSO permission to perform housekeeping updates on the bylaws. **Made by:** F. Poindexter **Second:** W. Commander

Action: Passed **Opposed:** 0 **Abstain:** 0

Motion: To approve the motion to change the total amount of time on the council required to apply for leadership positions from three (3) years to two (2) years within a six (6) year period of the election. **Made by:** C. Harvey **Second:** W. Commander

Action: Passed **Opposed:** 0 **Abstain:** 0

Motion: To approve the motion that the use of proxies should no longer be allowed in the EMA, and all mention of the use of proxies should be removed from the bylaws. **Made by:** W. Commander **Second:** R. Alexander

Action: Passed **Opposed:** 6 **Abstain:** 0

Motion: To collapse the Assessment Committee into a new standing committee that would absorb the current Assessment Committee’s deliverables, as well as deliverables from other committees. **Made by:** F. Poindexter **Second:** J. Simmons

Action: Passed **Opposed:** 1 **Abstain:** 0

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Motion: To approve and ratify the Memorandum of Understanding between the planning council and grantee.

Made by: R. Alexander

Second: M. Scriber

Discussion –

H. Lambert asked how the members of the workgroup were selected and stated that PLWH/As should have been part of the process.

M. Reese stated that PLWH/As were a part of the workgroup and listed the workgroup members.

Action: Passed

Opposed: 5

Abstain: 0

Special Report

**L. Laird,
PCSO**

- L. Laird explained the conflict of interest and disclosure form process to the council.
- L. Laird stated that any amount from \$0 - \$1000 received from a Ryan White funded provider should be disclosed on the form. Such amounts are not considered a conflict until it exceeds \$1000 for the particular organization.
- If you receive funding over \$1000 from a funded organization, you would then be considered in conflict for all categories the organization receives funding for and will have to abstain from voting on financial matters.
- The conflict applies for twelve months following the receipt of funds over \$1000.

Ryan White Part A Report

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

- A. Ferrari presented the Part A Report to the council (see attachment 1).
- The grantee is still awaiting an update from HRSA regarding the award.
- Site visits reports will be received by the end of the week.
- C. Skipper presented the CQM portion of the report.
- C. Skipper stated that Maryland was selected to the regional group meeting based on its improvement in its viral load suppression rates.

Discussion:

- M. Reese asked what the timeframe for receipt of the final unobligated balance (UOB) is so the Fiscal committee can plan accordingly for carryover.
- A. Ferrari stated that the information for the UOB would not be received until we get closer to the due date, as the city does not close its books until June 28th. As stated in the MOU, the UOB will be provided within 48 hours of its receipt from the financial office.
- A. Ferrari stated that the committee should have a plan in place that allocates a certain percentage of the funding to different areas/ categories. The due date as discussed at a prior meeting for this plan is May 20th, 2014.

Ryan White Part B & D Report

**T. Hawkins,
DHMH-PHPA**

- T. Hawkins presented highlights from the report to the council (see attachment 2).
- T. Hawkins stated that the report would be disseminated to all members from the support office.
- The MAI project roundtable meeting will be held on April 18th, 2014 at Health Care for the Homeless from 10am – 11am.
- The Central RAC meeting will be held on April 28th, 2014 at Nebo Ministries from 12:30 -2:30pm. The Annual HIV Behavioral Surveillance Community Meeting will take place before the RAC meeting from 10:30am – 12:30pm.

Planning Council Updates

Continuum of Care Committee

D. Rivera, Co-chair

- D. Rivera presented the Continuum of Care Committee report.
- The committee selected F. Poindexter and D. Rivera as its new co-chairs.
- The committee reviewed and updated its prioritized recommendations chart for all service categories.

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Motion: To recommend that the following HRSA eligibility language be applied to all standards of care – “All providers are required to review HRSA policy clarification notices regarding eligibility as they arise”

Made by: D. Rivera

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 0

Nominating Committee

C. Harvey, Sr., Chair

- C. Harvey presented the Nominating report.
- The committee tracked attendance and discussed the bylaws.
- The committee also reviewed the existing vacancies and distributed six applications for screening.

Motion: To recommend the removal of a committee member due to lack of attendance at committee meetings.

Made by: C. Harvey

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 1

Motion: To close the nominations for one vacant Nominating Committee seat.

Made by: C. Harvey

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Motion: To elect J. Simmons as a Nominating committee member.

Made by: C. Harvey

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 0

PLWH/A Committee

H. Lambert, Co-chair

- H. Lambert presented the PLWH/A Committee report.
- The committee elected K. Gray to fill the vacant member-at-large seat.
- The committee developed an agenda and a list of questions for its community forum.

Planning Council Support Office

A. Onyeabo, PCSO

- A. Onyeabo presented the planning council support office report.
 - The support office will be assisting the Executive Committee and planning council with reviewing and revising the bylaws this month.
 - There will be an open comment period for the bylaws ending May 12, 2014.
 - The support office continues to work with the 75-25 workgroup and has set up a cloud folder accessible to all the workgroup members for maintaining resource files.
 - Please mark your calendars in preparation for the August PSRA conference and please remember to RSVP to all meetings so our office can plan accordingly.

New Business

- A. Brown announced that the deadline for enrollment into the ACA has been extended until 4/18/2014.
- D. Brewer announced that she presented at an event hosted by the National AIDS Housing Coalition and was sent a letter of appreciation.
- M. Reese announced that AIDS Watch will be taking place on April 28th and 29th, 2014.

Adjournment

Presenter

- The meeting adjourned at 8:25 p.m.

Motion: To adjourn the meeting.

Made by: C. Harvey

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 0

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 APRIL 2014

1. Part A Administration

1. HRSA has not provided a specify timeframe for the release of final FY 14 award.

Submission of the HRSA technical assistance - site visit report is expected in approximately two weeks.
2. The first provider meeting for the fiscal year was held on March 27 at Sheppard Pratt. The Planning Council Chair addressed the audience and stressed the importance of assisting clients with enrollment for health insurance.
3. Health Insurance enrollment data - Updates requested of all programs to inform the Planning Council's allocation/re-allocation process and core medical waiver decisions.
4. FY 2013 closeout reports and invoices are due to BCHD and the fiscal agent 60 days following end of the fiscal year. Reimbursements for February will occur 30 days following the receipt of invoices.
5. FY 14 Contract Status:
 - ❖ 76% of sub-grantee contracts were executed
 - ❖ 100% of administrative sub-contracts were approved by BOE
 - ❖ Partial awards were issued to all entities
6. CQM Reviews & Site Visits – planning stages

B. Clinical Quality Management:

1. CQM attended the Maryland Regional Group co-sponsored by HRSA HIV/AIDS Bureau (HAB) and the National Quality Center (NQC). The objectives of the meeting were to a) build momentum and excitement among participants, b) understand the overall Regional Group framework and expectations for participation, c) draft the Maryland Regional Group charter d) identify a peer co-leadership, and e) demonstrate support by HAB and NQC for a successful launch

Version 1.

<http://www.baltimorehealth.org/>

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Attachment 2: Part B & D Report



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein M.D., Secretary

Prevention and Health Promotion Administration

Michelle Spencer, MS, Director
Donna Gugel, MHS, Deputy Director

Ilise D. Marrazzo, RN, BSN, MPH, Director, Maternal and Child Health Bureau
Deborah B. McGruder, MPH, PMP, Director, Infectious Disease Bureau
Clifford S. Mitchell, MS, MD, MPH, Director, Environmental Health Bureau
Donald Shell, MD, MA, Director, Cancer and Chronic Disease Bureau

Report to the Greater Baltimore HIV Health Services Planning Council

April 15, 2014

Ryan White Part B

- The MD Department of Health and Mental Hygiene has received notice from HRSA of a partial award of RW Part B funds for FFY 2014.
- The Center for HIV Health Services is scheduling conference calls with Ryan White Part B Sub-grantees to discuss changes to the Quarterly Report and Performance Measures related to supplemental awards for the current fiscal year. As a reminder, programmatic and fiscal reports for the 3rd quarter are due April 18.
- The quarterly Roundtable of the RW Part B Minority AIDS Initiative (MAI) will meet on Friday, April 18, 2014 at Health Care for the Homeless.
- Please plan to attend the 4th Annual HIV Behavioral Surveillance Community Meeting scheduled for Monday, April 28 10:30 am – 12:30 pm. The meeting will precede the meeting of the Central RAC.
- The next meeting of the Central Regional Advisory Committee (RAC) is scheduled for Monday, April 28. 12:30 – 2:00. The meeting will be held at Nebo Ministries, 240 N. Franklinton Rd. Baltimore. To ensure that we have ample materials and refreshments for everyone, please RSVP to Maryland.RACResponse@gmail.com
- The Annual Statewide Grantees Meeting will be held on Tuesday, May 21, 2014 at the Martin's West Facility in Baltimore County. Save-the-date flyers were sent earlier this month, registration forms are forthcoming.
- The next meeting of the HIV Planning Group is scheduled for Thursday, June 5, 11:00 am – 3:00 pm. The meeting will be held at the Holiday Inn Conference Center in Frederick.
- MD Department of Health and Mental Hygiene was represented at the first meeting of the Maryland Regional Quality Management Initiative. The meeting was hosted by HRSA and facilitated jointly with the National Quality Center. As the grantee of both RW Part B funds and RW Part D funds, DHMH will continue to participate in the collaborative effort with our RW Part A and C partners in the State. The next meeting of the Regional Group is scheduled for June 16, and will be held in Baltimore.
- Recruitment is underway to identify a Health Services Administrator for the Central Region.

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Ryan White Part D

- The Non Competing Continuation (NCC) Report for the State's RW Part D Program was submitted in March. The progress report is needed to request the final year of funding on the RW Part D 3- year award. The award ends June 30, 2015. The Prevention and Health Promotion Administration remains committed to continuing to focus efforts at identifying, engaging, and retaining the WICY population in care. Providers in the Network will be awarded RW Part D funds on a continuation basis for SFY 2015 (July 2014 – June 2015) Discussions of the future of the RW Part D Network will continue at the quarterly Network Meeting.
- Efforts to develop a Clinical Quality Management plan with providers in the Part D Network will continue over the next couple of months. The Network continues work led by a public health intern from the JHU-Bloomberg School of Public Health's PHASE Program.
- The next RW Part D Network Meeting will be held on Friday, June 06,2014, 1:30 PM – 3:30 PM.
- Recruitment is underway to fill the vacancy of Health Services Administrator for the RW Part D Network.