

# Planning Council

**Date of meeting:** May 20, 2014

**Time started:** 6:40 p.m.

**BCHD Staff:** C. Carey C. Skipper

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

**Present:** R. Alexander H. Lambert  
L. Bank V. Lathan  
A. Bradford M. Moiforay  
D. Brewer M. Reese  
A. Brown D. Rivera  
W. Commander K. Rogers  
C. Edmonds M. Scriber  
B. Fitzsimmons D. Shamer  
A. Fowlkes J. Simmons  
K. Gray C. Smith  
R. Hall L. Sowah  
C. Harvey, Sr L. Tatum  
W. Honablew, Jr T. White  
S. Johnson  
G. Jones-Child

**Absent:** T. Brown P. Kurowski  
J. Hailey L. Lucas  
T. Hawkins F. Poindexter  
S. Jackson W. Telp  
D. Kelly, Jr

**Visitors:** N. Guest  
K. Holt  
S. Spriggs

- Handouts:**
- Planning Council Packet (IGS & PC, May 2014).
  - Bylaws (IGS&PC, May 2014).
  - Planning Council Carryover Plan (IGS & PC, December 2013).
  - Chair Report (IGS & PC, May 2014).
  - Bylaws Changes for Review (IGS & PC, May 2014).
  - Executive Committee Minutes (IGS & PC, December 2013).
  - COCC Ryan White Services Categorical Comparison (IGS & PC, May 2014).

## Introductions and Approval of Minutes

**Committee**

- The meeting convened with quorum at 6:35 p.m.
- The council reviewed the minutes of the April 2014 Planning Council meeting.

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

**Proposed by:** C. Smith **Seconded:** J. Simmons

**Action:** Passed

**Opposed:** 0 **Abstain:** 6

## Chair Report

**M. Reese, Chair**

- M. Reese presented the chair report to the council.
  - The Executive Committee briefly discussed the new committee structure, description, and deliverables at its May meeting. The detailed discussion of the new committee structure was tabled for the June meeting.
  - The assessment tools have been completed and are currently pending approval from HRSA. Thank you to all the members of the Assessment Committee for all their hard work.
  - The council will be ratifying the changes to the bylaws and reviewing the placeholder carryover plan created in

- December 2013, at tonight's meeting.
- o Please mark your calendars for priority setting, which will be held on August 7<sup>th</sup> and 8<sup>th</sup> this year. Data presentations will occur during the June and July planning council meetings.

**C. Skipper,**  
**Baltimore City Health Department**

**Ryan White Part A Report**

- C. Skipper presented the Part A Report to the council (see attachment 1).
- The grantee is still awaiting HRSA's site visit report for the technical assistance provided in March.
- The grantee anticipates the final FY14 award will be issued this month.
- The grantee has determined from HRSA that the last day to submit the core medical waiver is **July 1<sup>st</sup>, 2014**.
- The Maryland Regional group is scheduled to meet on June 16, 2014.

**Discussion:**

- C. Smith asked what the Maryland Regional group is. C. Skipper stated that HRSA and the National Quality Center selected members of the state to the group whose mission is to increase the rate of viral load suppression in Maryland.
- T. White asked if the grantee has discontinued site visits while awaiting the technical assistance report. C. Skipper stated that site visits have wrapped up and typically begin in July. Presently, no site visits have been scheduled.
- B. Fitzsimmons asked how certain the grantee is that the final award will be received by the end of May. L. Laird stated that other EMAs have started receiving their notices of final awards and that is usually a good sign.

**Executive Updates**

**M. Reese, Chair**

- M. Reese presented the updates from the Executive Committee.
- The council discussed the December 2013 carryover plans.

**Discussion:**

- T. White asked why the term for leadership was changed from three to two years. M. Reese stated that it was on the request of the Nominating Committee to allow for the future leadership the council currently has.
- D. Shamer asked if the proxies will no longer be used. M. Reese answered yes.

<b>Motion:</b> To ratify the bylaw changes.	<b>Made by:</b> C. Smith	<b>Second:</b> C. Harvey
<b>Action:</b> Passed	<b>Opposed:</b> 0	<b>Abstain:</b> 0
<b>Motion:</b> To accept the proposed changes to the bylaws	<b>Made by:</b> W. Commander	<b>Second:</b> T. White
<b>Action:</b> Passed	<b>Opposed:</b> 0	<b>Abstain:</b> 0
<b>Motion:</b> To allocate a hundred percent of MAI unobligated balance funds to the category of Oral Health.	<b>Made by:</b> C. Smith	<b>Second:</b> D. Brewer
<b>Action:</b> Passed	<b>Opposed:</b> 1	<b>Abstain:</b> 0
<b>Motion:</b> To evenly divide funds between the categories of Housing EFA, Transitional Housing, and Oral Health.	<b>Made by:</b> A. Fowlkes	<b>Second:</b> D. Brewer
<b>Action:</b> Passed	<b>Opposed:</b> 9	<b>Abstain:</b> 0

**Planning Council Updates**

**Assessment Committee**

**W. Honablew, Co-chair**

- W. Honablew presented the Assessment Committee report.
- The committee revised and shortened the tools for the assessment of the administrative mechanism based on the recommendations from HRSA.
- Action items regarding the assessment tools are being held pending a review from HRSA.

# Planning Council



## Comprehensive Planning Committee

C. Smith, Co-chair

- C. Smith presented the Comprehensive Planning Committee report.
- The committee began planning for priority setting at its last meeting.
- The committee also continued its discussion of the improvements to the comprehensive plan.

**Motion:** To recommend that the planning council use a roundtable format with a summary of data for each organization for June presentations and the traditional data presentation format for the July presentations.

**Made by:** C. Smith

**Second:** C. Harvey

**Discussion:**

L. Sowah asked if the data presenters have specific data that they will be presenting. A. Onyeabo stated that the CPC committee has established that data and notices will be sent out to council members.

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To recommend that the planning council meeting for June be extended by an hour and the planning council meeting for July be extended by 30 minutes.

**Made by:** C. Smith

**Second:** W. Commander

**Discussion:**

T. White asked if the motion was to allow more time for presentations. A. Onyeabo stated that it was.

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

## Nominating Committee

C. Harvey, Sr., Chair

- C. Harvey presented the Nominating report.
- The committee tracked attendance and discussed methods to recruit new members to the existing vacant slots.
- The committee also reviewed and discussed two screened applications. One application was distributed for screening.

**Motion:** To recommend that S. Phillips be moved 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 reviewed the proposed community forum agenda and developed a list of questions for the Medicaid presentation and information for consumers' sessions of the forum.

## Planning Council Support Office

A. Onyeabo, PCSO

- A. Onyeabo presented the planning council support office report.
  - The support office made the bylaws revision requested during last month's Executive Committee meeting. Upon ratification, the support office will remove all stricken language and update numbering.
  - The support office is working to arrange for presenters as requested by the Comprehensive Planning Committee. The review of data presentations is a requirement for all members in order to participate in priority setting.
  - All new members who have not completed priority setting training as well members who would like a refresher, will need to participate in the training facilitated by the support office in July.
  - Please mark your calendars in preparation for the August PSRA conference, which will be held on August 7, and 8. Dr. Darrell Wheeler will be facilitating our priority setting activities and the conference will take place at the University of Maryland Dental School again.
  - Please remember to RSVP to all meetings so our office can plan accordingly.

# Planning Council



## New Business

- A. Fowlkes participated in a conference in New York for older population titled “Age is not a Condom”
- M. Scriber announced that New Vision House of Hope is currently looking to fill a position for transitional housing with a possible stipend.
- Care Coalition will host its annual meeting in Washington, DC from June 9 -10.

## Adjournment

**Presenter**

- The meeting adjourned at 7:45 p.m.

**Motion:** To adjourn the meeting.

**Made by:** T. White

**Second:** J. Simmons

**Action:** Passed

**Opposed:** 0

**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 MAY 2014

1. Please join BCHD in welcoming our newest employee, Ms. Vanessa Graves. Vanessa comes to us with seven years direct service experience from Total HealthCare and Mosaic Community Service. As a Program Officer, Vanessa will manage a portfolio of Ryan White Part A providers.
2. BCHD remains hopeful that the final FY 14 award will be issued this month.
3. We are still awaiting HRSA's site visit report for the technical assistance provided in March.
4. Provider reimbursements for March 2014 were issued to the fiscal agent on April 15 and 28 for Part A and MAI, respectively.
5. FY 14 Contract Status:
  - ❖ 97 % of sub-grantee contracts are executed
  - ❖ 100% of administrative sub-contracts approved by BOE
6. The Core Medical Waiver task-group met on April 16 assignments were re-issued. A conference call is scheduled for May 14. Seeking HRSA clarification regarding the last day the waiver can be submitted.
7. The Maryland Regional group is scheduled to meet on June 16. The mission of the group is to increase the rate of viral load suppression in Maryland.
8. CQM Reviews & Site Visits – awaiting further technical assistance from HRSA
9. All CQM reports were sent out by April 25<sup>th</sup>. We are now collecting corrective action plans from providers, where applicable
10. This year, CQM will collaborate with Part B on the data collection tool for Primary Medical care.