

Planning Council

Date of meeting:	February 24, 2015	Present:	D. Brewer	P. Kurowski
Time started:	6:34 p.m.		A. Brown	H. Lambert
BCHD Staff:	A. Ferrari		B. Fitzsimmons	M. Moiforay
	S. Pelham		A. Fowlkes	F. Poindexter
	C. Skipper		S. Johnson	C. Smith
PCSO Staff:	D. Gorham	A. Onyeabo	G. Jones-Childs	L. Sowah
	L. Laird		D. Kelly, Jr	
		Absent:	L. Bank	V. Lathan
			A. Bradford	L. Lucas
			T. Brown	D. Rivera
			K. Gray	K. Rogers
			J. Hailey	M. Scriber
			T. Hawkins	J. Simmons
			S. Jackson	L. Tatum
		Visitors:	D. Akbar	C. Harvey
			K. Arbaugh	S. Jin
			J. Bagley	D. McNair
			L. Ford	E. Nicholson
			J. Furtado	

- Handouts:**
- Planning Council Packet (IGS & PC, February 2015).
 - Comprehensive Planning Committee Workplan (IGS & PC, February 2015).
 - Fiscal Committee Workplan (IGS & PC, February 2015).
 - PLWHA Committee Workplan (IGS & PC, February 2015).
 - FY14 Expenditure and Client Service Summary (BCHD, February 2015).
 - Planning Council Bylaws (IGS & PC, January 2015).
 - Explanation of Suggested Bylaws Changes (IGS & PC, January 2015).

Introductions

Planning Council

- The meeting convened without quorum at 6:43p.m and introductions were made.
- L. Laird explained how the fiscal action items for allocations would be moved forward without quorum. The Executive Committee at their meeting this month approved the action items, as did the Fiscal Committee. Since FY2014 ends in a week, the decision of the Executive and Fiscal Committees will stand.
- Regarding the bylaws review period, the support office will conduct a vote via email and phone to begin the 30-day review period of the proposed bylaws changes before ratification at the next planning council meeting.

Review of Minutes

Council

Discussion:

- The council reviewed the minutes of the January 2015 meeting and noted no changes.
- F. Poindexter stated that members should not be penalized for missing this meeting, as it was not regularly scheduled.

Chair Report

L. Sowah, Chair

- L. Sowah presented the chair report to the council.
 - The Executive Committee has undertaken another review of the bylaws and the recommendations resulting from the review will be put forward to the full council to begin the review period this month.
 - After the 30-day review, the council will ratify the changes at the March meeting.
 - Members of the MOU (Memorandum of Understanding) workgroup recently participated in a teleconference with

HRSA. The changes resulting from the discussion have been made and the MOU has been resubmitted to HRSA for final approval.

- HRSA has notified us that we will receive a partial award to begin FY2015. This is an important planning consideration.
 - The Comprehensive and Continuum of Care Committees are planning to host two joint meetings in the coming months to discuss access to care with case managers and system capacity with program administrators. I encourage all Ryan White case managers and administrators to attend.
 - Planning Council leadership and the support office are continuing to work with the mayor's office to process new appointments. Additional information has been provided to the mayor's office and the health commissioner.
- F. Poindexter asked if the mayor's office is now requesting resumes.
 - L. Sowah answered yes.
 - F. Poindexter asked if we have missed the deadline since the due date for the site visit report has passed and we are still reviewing the bylaws.
 - L. Sowah stated that the report asked for a response, which was submitted, to HRSA before the deadline.

Ryan White Part A Report

A. Ferrari,
Baltimore City Health Department

- A. Ferrari presented the Part A Report to the council.
- HRSA approved our FY2015 core medical service waiver.
- The FY2015 partial award will be 80% of the FY2014 award.
- The grantee is preparing initial award letters.
- The grantee is also working with the State to assess the impact of the ACA.
- The grantee and council leadership finalized the FY2015 workplan.

Discussion:

- C. Smith asked how the 80% partial award is going to be administered.
- A. Ferrari stated that the funds would be allocated using PSRA percentages for each category, however with the waiver, the grantee will look at the allocations again. The grantee is preparing initial award letters for subgrantees and administration.
- C. Smith asked if the request from the PLWHAs for a community forum is being honored.
- A. Ferrari stated that the council will receive its award and make a budget with it.
- D. Brewer asked how many months the partial award will last for.
- A. Ferrari stated that the council has to budget for the full year with the award.
- B. Fitzsimmons stated that Medical Case Management has had increased funding and asked if new contracts will be put out for the category.
- A. Ferrari stated that three new sub grantees were signed on to the category. If there is excess funding in the category, the grantee will seek the planning council's opinion.
- C. Smith stated that the PLWHA committee would like to invite C. Skipper to its next meeting to provide some clarifications.

Part B and D Report

- There was no Part B and D report available.

Planning Council Updates

Executive Committee

D. Brewer

- D. Brewer presented the Executive Committee report.
- The committee undertook a review of the bylaws to address the recommendations from the HRSA site visit and the council experiences.
- The recommendations of the committee were inserted as draft changes into the bylaws documents and members received an electronic copy on February 4, 2015.
- Following due process, the committee is bringing its recommendations to the council for a vote to open a 30-day review period. During the review period, members may submit comments on the proposed changes to the support office, which will be shared with the Executive Committee. After the review period expires, the council will take a vote to ratify the proposed changes.

Comprehensive Planning Committee

C. Smith

- C. Smith presented the Comprehensive Planning Committee report.
- The committee approved its workplan and elected J. Hailey and J. Simmons as its 2015 co-chairs.
- The committee received training on its roles and responsibilities, deliverables and HRSA guidelines.
- The committee continued its discussion on systemic planning and access to Ryan White.

Fiscal Committee

B. Fitzsimmons

- B. Fitzsimmons presented the Fiscal Committee report.
- The committee met on February 9, 2015 and approved the 2015 workplan.
- The committee received training on its roles and responsibilities, deliverables and HRSA guidelines.
- The committee discussed possible carryover activities and the development of a new carryover plan based on expenditures and needs in FY2014.
- The committee also reviewed the monthly expenditure and client data reports from the grantee and elected G. Daniels and B. Fitzsimmons as it co-chairs.

Nominating Committee

M. Moiforay

- M. Moiforay presented the Nominating Committee report.
- The committee met on February 2, 2015.
- The committee reviewed and updated the membership table and reviewed the existing vacancies.
- The committee reviewed five screened applications and distributed one application for screening.

People Living With HIV/AIDS (PLWH/A) Committee

C. Smith

- C. Smith presented the PLWH/A Committee report.
- The committee met on January 21, 2015.
- The committee reviewed its workplan for 2015.
- The committee discussed collaborations with the Taylor Wilks Group (TWG) to recruit PLWHA.

PCSO Report

L. Laird

- L. Laird presented the support office report.
- The support office worked with the Executive Committee to address the findings from the HRSA site visit in August.
- Trainings for all the council's committees were completed in January and February. New member training will be held when new council appointments are made.
- The support office is working with the COCC and CPC committees to plan for joint meetings with case managers and program administrators. A flyer will be distributed.
- Members of the Fiscal Committee are working to develop carryover recommendations for FY2014 unobligated funds. The committee received training on allowable carryover activities.
- The support office has also begun providing individual training to each of the council's committees on the roles, responsibilities and deliverables of the committee. Any council member who has an idea for the use of unobligated funds is encouraged to contact Laken in the support office.
- All council members are reminded of the duty to disclose affiliations or conflict with any Ryan White funded programs.
- Please be reminded to keep meeting facilities tidy and dispose of food, drink, or other waste after meetings end.

New Business

- L. Sowah announced that he would be resigning as the Chair of the council after the March meeting due to other commitments.
- L. Sowah announced that he would be participating in ride for the feast on May 2-3, please make donations to Moveable Feast.
- C. Smith announced that Chase Brexton would have an AIDS walk/run on May 3, 2015.
- C. Smith announced that CFAR, John Hopkins, and the Center of Black Equity would host a mental health event on May 8-9.
- A. Fowlkes announced that Sister Love will host an event for National Girls and Women HIV awareness day on March 8th.

Adjournment

Presenter

- The meeting adjourned at 7:32 p.m.

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