

Planning Council

Date of meeting: January 20, 2015
Time started: 6:34 p.m.
BCHD Staff: S. Pelham
 C. Skipper
PCSO Staff: D. Gorham A. Onyeabo
 L. Laird

Present: L. Bank V. Lathan
 A. Bradford L. Lucas
 A. Brown M. Moiforay
 W. Commander F. Poindexter
 A. Fowlkes D. Rivera
 K. Gray M. Scriber
 J. Hailey J. Simmons
 S. Johnson C. Smith
 G. Jones-Childs L. Sowah
 D. Kelly, Jr
 H. Lambert
Absent: D. Brewer S. Jackson
 T. Brown P. Kurowski
 B. Fitzsimmons K. Rogers
 T. Hawkins L. Tatum
Visitors: D. Akbar C. Harvey
 S. Bosley T. Jones
 J. Furtado E. Nicholson
 N. Guest B. Ward

- Handouts:**
- Planning Council Packet (IGS & PC, January 2015).
 - Nominating Committee Workplan (IGS & PC, January 2015).
 - Continuum of Care Committee Workplan (IGS & PC, January 2015).
 - Standards of Care (Outpatient Ambulatory Health Services and Medical Case Management) (IGS & PC, January 2015).

Introductions

Planning Council

- The meeting convened with quorum at 6:34p.m and introductions were made.

Review of Minutes

Council

Discussion:

- The council reviewed the minutes of the November 2014 meeting.

Motion: To approve the November planning council minutes

Made by: C. Smith

Second: J. Simmons

Action: Passed

Opposed: 0

Abstain: 7

Chair Report

L. Sowah, Chair

- L. Sowah presented the chair report to the council.
 - The 75-25 waiver application was submitted to HRSA on January 6, 2015. The waiver if received, would allow the council to expend more funds on supportive services in FY2015. Feedback from HRSA is expected by the end of February 2015.
 - We received a site visit report on January 5, 2015 from HRSA for the August technical assistance to the Executive Committee. The Executive Committee will work with the support office to craft a corrective action response to the report.
 - On January 13 2015, council leadership and a support office representative met with Deputy Mayor Dawn Kirstaetter. At the meeting, leadership discussed issues regarding the appointment of planning council members and ways to collaborate with the mayor's office.

Planning Council

- The deputy mayor was receptive and we look forward to continuing the dialogue in the coming months.
- A HRSA teleconference was held on January 15, 2015 to discuss the MOU between the council and the grantee as a follow-up from the technical assistance provided in March 2014. Our project officer provided feedback on the MOU, which was discussed on the call.
- The Executive Committee has begun a review of the council bylaws. The review will take into account HRSA recommendations from the site visit reports and recommendations resulting from our recent experiences.
- After the Executive Committee has completed its review the proposed changes will be put before the planning council for a 30-day review and comment period.

S. Pelham,
Baltimore City Health Department

Ryan White Part A Report

- S. Pelham presented the Part A Report to the council (see attachment 1).
- The August site visit report has been received from HRSA and was distributed to the Executive Committee.
- Our HRSA project officer is coordinating technical assistance on directives for the planning council.
- FY14 site visits will be concluded at the end of this month. FY15 comprehensive site visits are scheduled to begin in April 2015 but may be pushed back to May 2015.
- Request for Proposals were due to be submitted to the grantee’s office on January 14, 2015. The bidders teleconference was held on December 11, 2014.
- C. Skipper stated that clinical quality management is convening a quality management committee per the recommendations from the technical assistance provided by the National Quality Center.
- The committee will be composed of Ryan White CQM staff and up to five individuals representing PLWHAs and sub-grantees.
- Participants will be chosen based on their responses to the application.

Discussion:

- C. Smith asked if applications for the QM committee would be disseminated through the planning council listserv.
- C. Skipper stated that it would. All applications are expected by January 30, 2015.
- F. Poindexter asked how PLWH/As would be selected. Will individuals or a committee review the applications?
- C. Skipper stated that the applications would be reviewed by herself and committee members.

Part B and D Report

- There was no Part B and D report available.

Planning Council Updates

Continuum of Care Committee

D. Rivera

- D. Rivera presented the Continuum of Care Committee report.
- The committee received training on its duties, responsibilities, and the code of conduct.
- The committee continued its discussion of redesigning the case management system and discussed the recommended changes to the standards of care.
- The committee approved its 2015 workplan.

Motion: To approve the 2015 Continuum of Care Committee workplan.

Made by: D. Rivera

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 0

Motion: To update the Primary Medical Care and Medical Case Management Standards of Care with performance measures.

Made by: D. Rivera

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 0

Nominating Committee

M. Moiforay

- M. Moiforay presented the Nominating Committee report.

Planning Council

- The committee met on January 5, 2015 and approved the 2015 Nominating Committee workplan.
- The committee received training on the roles and responsibilities, processes and procedures of the committee.
- The committee reviewed two screened applications and distributed seven applications for screening.

Motion: To approve the 2015 Nominating Committee workplan
Action: Passed
Made by: M. Moiforay
Opposed: 0
Second: F. Poindexter
Abstain: 0

Motion: To send J. Fleming to the mayor’s office for appointment to the council.
Action: Passed
Made by: M. Moiforay
Opposed: 0
Second: C. Smith
Abstain: 1

Motion: To send J. Singletary to the mayor’s office for appointment to the council.
Action: Passed
Made by: M. Moiforay
Opposed: 0
Second: C. Smith
Abstain: 1

Motion: To send J.Bagley to the mayor’s office for appointment to the council.
Action: Passed
Made by: M. Moiforay
Opposed: 0
Second: C. Smith
Abstain: 1

Motion: To send warning letters to four planning council members due to lack of attendance at planning council meetings.
Action: Passed
Made by: M. Moiforay
Opposed: 1
Second: C. Smith
Abstain: 0

PCSO Report

L. Laird

- L. Laird presented the support office report.
- The support office would like to thank Chase Brexton for hosting the year-end meeting.
- Thank you to Demetrius Mallisham and Bart Kennedy for speaking to the council on behalf of Mayor Stephanie Rawlings-Blake and Senator Barbara Mikulski respectively.
- The support office is working with PC leadership and the Executive Committee to complete changes to the planning council bylaws.
- The support office is also working with the Executive Committee to complete a response to the HRSA site visit report from the August technical assistance.
- 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.
- New member orientation has been set for Wednesday, February 25 from 5-7pm and Thursday February 26 from 12 – 2pm.
- This training is mandatory for new planning council members and will be held at the support office.
- The support office joined PC leadership on January 13, 2015 in a meeting with Deputy Mayor Kirstaetter to discuss planning council appointments and future collaborations.

New Business

- A. Brown stated that open enrollment will end on February 18, 2015.
- L. Sowah announced that he would be participating in ride for the feast, please make donations to Moveable Feast.
- C. Smith announced that Chase Brexton will have an AIDS walk/run on May 3, 2015.
- 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 7:04 p.m.

Motion: To adjourn the meeting.
Action: Passed
Made by: C. Smith
Opposed: 0
Second: J. Simmons
Abstain: 0

Greater Baltimore HIV Health Services Planning Council
Planning Council



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

Attachment 1: Grantee Report

Baltimore City Health Department
HIV Services
Ryan White Office



GRANTEE REPORT
JANUARY 14, 2015

Staff Update

1. Please welcome our new project officer Joan Carey, who started on January 5th.

HRSA Updates

1. BCHD received the August site visit report from HRSA – it was distributed to the Executive Committee.
2. A Conference call is scheduled for January 15 to discuss the Grantee-Planning Council MOU with Lt. Johnson, our Program Officer.
3. Lt. Johnson is also coordinating technical assistance on directives for the Planning Council.

Site Visits:

1. FY14 Site visits will wrap up at the end of this month. FY15 comprehensive site visits have been scheduled for all providers beginning in April 2015 and running through December 2015 and they will be receiving notification by the end of the month.
2. FY14 Desk Audits have begun and will be completed by February 2015

CQM:

1. CQM is convening a Quality Management committee per recommendations from technical assistance provided by the National Quality Center. The purpose of the QM committee is to:
 - _provide oversight of the EMA's quality program,
 - _and to oversee, guide, assess and improve the quality of HIV services provided by sub-grantees.

The QM committee will be composed of Ryan White CQM Staff and up to 5 individuals (representing PLWHA and sub-grantees) to be part of the QM committee. If you are interested in being part of the committee, please see Christy for an application. Participants will be chosen based on their responses to the application.

RFP:

1. The bidders teleconference was held on 12/11/14. RFPs are due to be submitted to the Grantee's office on January 14, 2015.

Planning Council

Continuation Applications:

1. FY15 budgets and work plans for continuation applications are due to be submitted to the Grantee's office on January 21, 2015.

Core Medical Services Waiver:

1. The application was submitted on January 6, 2015, to HRSA.