

Planning Council

Date of meeting: November 20, 2018
Time started: 5:30 p.m.
BCHD Staff: S. Pelham

PCSO Staff: C. Lacanienta
V. Graves
J. Stenhouse

Present: P. Chaulk* F. Mena-Carrasco
M. Cole E. Nicholson
R. Douglas A. Patterson
J. Fleming S. Richardson
C. Foxx D. Rivera
C. Gross M. Scriber
C. Harvey, Sr. C. Smith
K. Jones K. Whitaker
J. Keruly B. Ward
M. McEnrue K. Kimble- Wright
W. Merrick S. Zisow-McClean

** Participated
via
teleconference*

Absent: S. Campbell M. Thomas
P. DeMartino S. Thames
G. Jones-Childs

Visitors: D. Brewer R. Parrish
K. Jones E. Roberts
K. King-Reynold V. Woolums
L. Knapp R. Viquiera

Handouts:

- Planning Council Packet (OPCE, November 2018).
- FY18 August YTD Expenditure Summary (BCHD, 2018)

Introductions

Committee

- The council members and guests introduced themselves.
- M. Cole asked for a moment of reflection.

Approval of Minutes

Committee

- M. Cole asked the planning council to review the minutes of the September council meeting.
- M. Cole asked for a motion to rearrange the agenda to allow for changes to be made due to the holiday.

Motion: To approve the October planning council minutes. Made by: J. Keruly Second: C. Harvey

Action: Passed Opposed: Abstain: 0

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Motion: To allow the agenda to be rearranged due to the holiday season.

Made by: J. Keruly

Second: C. Harvey

Action: Passed

Opposed:

Abstain: 0

Motion: To close nominations.

Made by: C. Harvey

Second: C. Smith

Action: Passed

Opposed:

Abstain: 0

Special Report- Committee Elections

M. Cole, Nominating Chair

- M. Cole asked the council if anyone who is running for a leadership position would like to speak.
- C. Harvey, Sr. stated that he was nominated for a number of positions.
- C. Harvey, Sr. stated that he had been on the council for around 20 years.
- C. Harvey, Sr. stated that he has a passion for people living with HIV/AIDS.
- C. Harvey, Sr. stated that he has served on every committee on the council. He stated that he would like to serve as a leader and that he understands the fight and would appreciate everyone's votes.
- C. Harvey, Sr. stated that he has a quirky personality but he is serious about the needs of the community. He stated that everyone deserves quality care.
- J. Keruly stated that she has been working in HIV since 1987, initially doing clinical research as a nurse and then moving on to getting her practitioner degree.
- J. Keruly stated that she is passionate in HIV. She stated that she has been on the council in various positions since 1984. She stated that she was introduced to the council by John Bartlett.
- J. Keruly stated that she is a committee member of the Ryan White Medical Community Coalition.
- J. Keruly stated that the committee does advocacy work, twice a year on the hill.
- J. Keruly stated that she believes she works well with members who are infected and affected with HIV.
- J. Keruly stated that she hopes that the committee feels like she is able to carry out the duties as the chair.
- M. Cole stated that he would appreciate the council's consideration for the position of planning council vice-chair.
- M. Cole stated that the council would go back to the regular agenda order.
- M. Cole announced the results as follows:
 - Chair: Jeanne Keruly
 - Vice- Chair: Markton Cole
 - Nominating Chair: Carlisle Harvey, Sr.
 - Nominating Committee members: Fernando Mena-Carrasco, Peter DeMartino, Jonathon Wright-Kimble, Cierra Foxx, Michael Scriber.

Chair's Report

M. Cole, Nominating Chair

- C. Smith said the following for his chair's report:
- C. Smith thanked the planning council for allowing him to be the chair.
- C. Smith thanked the council for their time and compassion dedicated to people living with HIV/AIDS.
- C. Smith stated that he started on the planning council when Kirk Smoak was mayor.
- C. Smith thanked the support office, Jeanne Keruly, and Markton Cole.
- C. Smith stated that he and council member Akil Patterson would be serving on the mayor's LGBTQ commission.

- P. Chaulk thanked Carlton for his work with people living with HIV/AIDS.

Ryan White Part A Update

S. Pelham / L.
Wagner, BCHD

- S. Pelham presented the Part A report.
- S. Pelham stated that the HRSA monthly call was completed on Tuesday, November 13th. The next call will be scheduled for Tuesday, December 4th.
- S. Pelham stated that all 5s Part A Applications are being reviewed and scored. December 3rd pre-negotiation call will be held to review any un-allowed or unreasonable costs on budgets that have been submitted.
- S. Pelham stated that there will be no partial ward this year. He stated that full awards should be submitted 60 days prior to the end of FY18.
- S. Pelham stated that the 2018 National Ryan White Conference on HIV Care and Treatment will be held in Washington, D.C. Tuesday, December 11th through Friday, December 14th.
- S. Pelham stated that the complete agenda would be released at the end of next week.
- S. Pelham stated that Part A related session scheduled for Tuesday, December 11th at 8:00 am.
- S. Pelham stated that there will be a session reviewing the changes to PCN# 16-02 (Eligible & Allowable Uses of Funds) as well as upcoming changes to PCN# 15-02 (Clinical Quality Management expectations) and PCN# 18-01 (Use of Funds for HEALTH Care Coverage and Premium Assistance).
- S. Pelham stated that both the oral health and housing request for proposals (rfp) are being finalized for submission to potential sub-recipients.
- S. Pelham stated that continuation applications will be released simultaneously. Continuation applications will also allow sub-recipients to seek approval for funding in service categories they are not receiving awards for.
- S. Pelham stated that 7-month FY18 Re=programming reports will be presented to the Fiscal Committee (November 13th), Executive Committee (Nov 14th), and Planning Council (Nov 20th).
- S. Pelham stated that in order to absorb potential unexpended MAI, there will be a request to expand Part A funded housing services to the MAI housing service category under the same sub-recipients.
- S. Pelham stated that three sub-recipients have received non-compliance letters related to fiscal and program processes.
- S. Pelham stated that each letter stipulates improvements that need to be made by January deadlines to continue receiving Part A and MAI funding.
- S. Pelham stated that all September sub-recipients have been reimbursed for invoiced expenses.
- S. Pelham stated that five FY18 sub-recipients have not completely executed their contracts with ABC.
- S. Pelham stated that all contracts are expected to be signed and completed by November 15th.
- S. Pelham stated that this process has not hindered services or held up invoicing/ reimbursements.
- S. Pelham stated that 3 sub-recipients have not sent back their signature pages, 1 sub-recipient has sent a signature page and ABC is ratifying the contract, and 1 sub-recipient is working with ABC to iron out legal language.
- S. Pelham stated that 12 FY18 site visits have been completed thus far. Six site visits are scheduled for November.
- S. Pelham stated that the next standards of care workgroup meeting would be held on November 16th from 10:30am to 12:30 pm.
- S. Pelham stated that the workgroup would be reviewing sub-recipient feedback and reviewing the standards for housing and emergency financial assistance.
- S. Pelham stated that BCHD is continuing its involvement in the Maryland Regional Group and the national ECHO end+disparities initiative focusing on quality improvement activities in increasing viral

load suppression among key populations.

- S. Pelham stated that the needs assessment surveys are currently being analyzed. L. Wagner stated that the report would be completed by the end of November.
- S. Pelham stated that CQM is utilizing the performance measure feature using CAREWare and preparing electronic performance measures for each service category.
- S. Pelham stated that delivery of performance measure data to sub-recipients is targeted for late fall.
- S. Pelham stated that CQM used CAREWare data to complete FY17 care continuums for each sub-recipient in FY17.
- S. Pelham stated that care continuums for FY17 are now complete and have been provided to program.
- S. Pelham stated that preliminary data review and validation has begun for BCHD STD clinics receiving early intervention services through MDH State special funds.
- S. Pelham stated that raw data extracts for HIV testing have been submitted for tests that occurred within the STD clinic, Charm program, Prep Clinic, and spot van.
- S. Pelham stated that Maryland CAREWare is being used to upload the tests and validate the data.
- S. Pelham stated that work with BCHD STD/ Prevention sub-recipients under the CDC Impact 1506/1509 has begun to transition to Early Intervention Services under MDH State special funds.
- S. Pelham stated that Johns Hopkins REACH program will be the test sub-recipient to go live and is scheduled for December 2018.
- S. Pelham stated that the anticipated go live date and compliance for all sub-recipient is Q1 CY2019.
- S. Pelham stated that the Baltimore City Health Department and its partners will hold official ceremonies commemorating World AIDS day on Friday, November 30th from 8:30-10:30am at Baltimore War memorial.
- S. Pelham stated that the program includes a musical performance by Davon Fleming, storytelling, the official launch of the U=U campaign, and invited speakers include officials from Baltimore City, Maryland Department of health, and the National Alliance of State and Territorial AIDS Directors (NASTAD).
- S. Pelham stated that on November 30th from 5:00 to 8:30pm, Baltimore in Conversation would have its sixth storytelling event.
- D. Brewer asked if there had been a disruption in services provided by the sub-recipients who have received letters due to their non-compliance.
- S. Pelham stated that there had not been a disruption.
- C. Harvey asked about available HOPWA housing.
- S. Pelham apologized that he did not have the answer.
- K. Jones asked how providers utilize the funding for housing.
- S. Pelham stated that it is transitional housing.
- A. Peterson stated that the recommendation is to give more money to awardees who already provide the services

Part B Update

A. Washington-Flood, MDH

- L. Knapp presented the client satisfaction survey.
- L. Knapp stated that the distribution period was not over.
- M. Cole asked if there were questions from the council on the survey.
- J. Keruly stated that it is her understanding that the number of surveys selected were based on the numbers of patients being served in CAREWare.
- J. Keruly stated that she knows of at least one agency that would not be able to complete all of the

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surveys because they are unable to provide the staff that the survey requires.

- M. Scriber asked why the survey had a providers name on it.
- L. Knapp stated that she picked up copies of a survey that she already had printed.
- L. Knapp stated the surveys are primarily the same except for the surveys for providers with dental services.
- A. Patterson asked if the method of how they were given out, is that you send them to the agency, who provides them to their clients, collects them and then sends them back.
- L. Knapp stated that the process described was correct.
- L. Knapp stated that the total surveys sent out in Maryland were over 7,000 and around 5,000 in the EMA.
- A. Patterson asked if only around 1,200 were collected.
- L. Knapp stated that at this point, the survey is still in the distribution phase and the numbers are very preliminary.
- A. Patterson asked if the PLWHA committee was consulted about the survey.
- L. Knapp stated that the PLWHA committee met with L. Knapp to discuss the survey.
- C. Harvey asked if there is a process to address the provider sites that are not living up to their expectations.
- L. Knapp stated that the site visit process is being looked at but she is not sure what it will be.
- L. Knapp stated that the project officers who are in charge of the site would be the ones to answer the questions.
- J. Keruly stated that the agency gets compared against the state, the EMA, and it gets looked at to see what is and is not working.
- J. Keruly stated that this is one of the larger surveys that has an impact on the upper management at provider sites to make a change based on the results.
- D. Brewer stated that L. Knapp visited the PLWHA committee to discuss the survey and then created a sub-group from the committee to further discuss.
- C. Gross asked what is being done to address problems that repeatedly happen.
- L. Knapp stated that there is a quality improvement initiative that is not about punishment but about the state being a partner to see what they can do to help the provider.
- E. Nicholson stated that she would like to know why every area in one clinic are completing the same form.
- L. Knapp stated that they are trying to assess the performance of each individual agency.

Planning Council Updates

Executive Committee:

- C. Smith presented the Executive Committee report.
- The committee met on Wednesday, November 14th, 2018.
- The committee has been reviewing recommendation on bylaws changes.

Motion: To update the language for bylaw 4.8.2 to include that the immediate past chair “they should be in good standing” according to the bylaws and serve at the pleasure of the chair.

Made by: A. Patterson

Second: K. Whittaker

Discussion:

- F. Mena- Carrasco asked if they could be added to read “he/she/they”.
- A. Patterson stated that it should just be they.

Action: Passed

Opposed: 0

Abstain: 0

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Motion: To pass previous motion. Made by: A. Patterson Second: K. Whitaker
 Action: Passed Opposed: 0 Abstain: 0

Motion: To remove the term “psychosocial” from bylaw 5.3.4. b.5. Made by: M. Cole Second: C. Harvey

- Discussion:
- C. Harvey asked for the bylaw to be read.
 - J. Stenhouse read the bylaw change as follows “identifying innovative approaches to eliminating barriers to care”.

Action: Passed Opposed: 0 Abstain: 0

Motion: To approve the heroes among us award recipients. Made by: M. Cole Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 0

Nominating Committee:

- M. Cole read the Nominating Committee report.
- The committee met on November 8th.
- The committee updated the pool list and the buddy system.
- The committee sent two, two-month warning letters for attendance of the Continuum of Care Committee.

Motion: To send A. Plusen’s application to the mayor’s office for appointment to the council. Made by: C. Foxx Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 0

Motion: To send M. Peterson’s application to the mayor’s office for appointment to the council. Made by: C. Harvey Second: J. Wright-Kimble

Action: Passed Opposed: 0 Abstain: 0

Motion: To recommend that bylaws section 7.5.2 so that if non-PLWHA council members miss four meeting they would be recommended to the chair for removal from the council. Made by: C. Foxx Second: J. Wright-Kimble

Action: Passed Opposed: 1 Abstain: 0

Comprehensive Planning Committee:

- F. Mena-Carrasco read the committee report.
- The committee met on November 1, 2018.
- F. Mena-Carrasco thanked Planned Parenthood’s Peer Health Educators and the Baltimore City Health Departments Youth Advisory council for attending the CPC meeting.
- F. Mena-Carrasco reminded the committee that they would be tabling the community discussion for transgender persons that was originally scheduled for January and will instead reach out to community group that have ongoing discussions on transgender persons.

Fiscal Committee:

- M. Cole read the Fiscal Committee report.
- The committee met on November 13th, 2018.
- The committee conducted its seven month reprogramming exercises. Thank you to Sonney Pelham

- and the recipient team for putting together the 7-month report and recommendations.
- The committee is recommending the following reprogramming items for approval.

Motion: To recommend that the category of Medical Case Management be reduced by \$169,552. **Made by:** M. Cole **Second:** J. Wright-Kimble

Action: Passed **Opposed:** 1 **Abstain:** 7

Motion: To recommend that the category of Outpatient Ambulatory Health Services be increased by \$52,308. **Made by:** M. Cole **Second:** J. Wright-Kimble

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

Motion: To recommend that the category of Substance Abuse Outpatient be reduced by \$7,860. **Made by:** M. Cole **Second:** J. Keruly

Action: Passed **Opposed:** 0 **Abstain:** 3

Motion: To recommend that the category of Medical Nutrition Therapy be reduced by \$291. **Made by:** M. Cole **Second:** B. Ward

Action: Passed **Opposed:** 1 **Abstain:** 4

Motion: To recommend that the category of Early Intervention Services be reduced by \$34,108. **Made by:** M. Cole **Second:** B. Ward

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

Motion: To recommend that the category of Health Insurance be reduced by \$2,415. **Made by:** M. Cole **Second:** B. Ward

Action: Passed **Opposed:** 0 **Abstain:** 7

Motion: To recommend that the category of Hospice Services be reduced by \$6,266. **Made by:** M. Cole **Second:** J. Wright-Kimble

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

Motion: To recommend that the category of Medical Transportation be increased by \$15,560. **Made by:** M. Cole **Second:** C. Foxx

Action: Passed **Opposed:** 0 **Abstain:** 8

Motion: To recommend that the category of Psychosocial Services be reduced by \$2,964. **Made by:** M. Cole **Second:** C. Foxx

Action: Passed **Opposed:** 3 **Abstain:** 5

Motion: To recommend that the category of Food Bank Home Delivered be increased by \$137,219. **Made by:** M. Cole **Second:** K. Whitaker

Discussion:

- D. Brewer stated that there is not anything on the waiting list.
- S. Pelham stated that there have been conversations about their waiting list but they stated that one would be coming.
- A. Patterson stated that the provider under budgeted.
- S. Pelham stated that the money they were given is what we were able to give them. The category had a reduction in their initial allocation from priority setting.
- A. Patterson stated that reductions in funding usually happen when there is a failure to spend down money in previous years.
- S. Pelham stated that due to the movement of funding, more core medical service funding was addressed.
- C. Harvey stated that due to other funding streams and fluctuations without the year.
- A. Patterson stated that the provider should advocate better for their clients.
- S. Pelham stated that at 5-month reprogramming the provider was given \$10,000 but it was expected that more money would be given at 7-month.

Action: Passed

Opposed: 0

Abstain: 4

Motion: To recommend that the category of Emergency Financial Assistance be increased by \$18,369.

Made by: M. Cole

Second: K. Whitaker

Action: Passed

Opposed: 1

Abstain: 7

Motion: To recommend that the category of Medical Case Management MAI be reduced by \$127,328.

Made by: M. Cole

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 5

Motion: To recommend that the category of Outreach Services MAI be reduced by \$6,088.

Made by: M. Cole

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 5

Motion: To recommend that the category of Housing Services MAI by increased by \$133,416.

Made by: M. Cole

Second: J. Keruly

Discussion:

- S. Pelham stated that there was a lot of money coming back in MAI.

Action: Passed

Opposed: 0

Abstain: 1

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PLWHA Committee:

- E. Nicholson read the PLWHA Committee report.
- The committee will meet on November 28th, 2018.
- The meeting will be a “meet and greet”, it is full but anyone that is interested in attending should speak to C. Lacanienta tonight.
- C. Lacanienta stated that for council members who would like to attend they should speak to her to be put on the wait list.

Continuum of Care Committee:

- D. Rivera read the report.
- The committee met on November 7th, 2018.
- The committee reviewed the July 2018 minutes.
- The committee reviewed directives from PSRA.
- The committee was informed about updates from PCN 16-02.

Motion: To leave the EFA standards as is.

Made by: D. Rivera Second: C. Harvey

Action: Passed

Opposed: 0 Abstain: 0

Motion: To approve directive number two that states that behavioral health screening for Ryan White recipients improve to 80% reporting.

Made by: D. Rivera Second: J. Wright-Kimble

Action: Passed

Opposed: 0 Abstain: 1

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse stated that the support office has facilitated six committee meetings over the past month and has held weekly calls and meetings with planning council leadership.
- J. Stenhouse stated that the support team has been working with the committee chairs on upcoming community discussions.
- J. Stenhouse stated that the support office would like to thank Carlton for his leadership as planning council chair.
- J. Stenhouse stated that the annual meeting will be held on Tuesday, December 18th at War memorial. The mayor will be providing opening remarks.
- J. Stenhouse reminded all who receive transportation services to provide ample notice to the support office to coordinate your ride.

New Business

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- R. Parrish stated that he had tickets for the annual Goodwill feast. He stated that the tickets were free.
- E. Nicholson stated that the new “Jacques Learning Center” located on 8080 Park Avenue would be serving Thanksgiving dinner, free haircuts, and coat giveaways from 1-5pm.
- J. Wright-Kimble stated that his birthday is Sunday.
- Maryland HPG will have their last meeting of the year on December 6th at Doubletree by Hilton in Annapolis from 11am to 3pm.

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| Motion: To adjourn the meeting | Made by: C. Harvey | Second: A. Patterson |
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Greater Baltimore HIV Health Services Planning Council
Planning Council



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| Action: Passed | Opposed: 0 | Abstained: 0 |
| Time adjourned: 7:01 p.m. | Date of approval: | |
| Signature: | Electronic signature of chair (PC Minutes only): | |