

Planning Council

Date of meeting: November 17, 2017

Time started: 5:50 p.m.

BCHD Staff:
S. Effinger
A. Ferrari
S. Pelham
L. Wagner

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

Present: K. Arbaugh* D. Lohan
L. Bank T. Luft
D. Brewer F. Mena-Carrasco*
P. Chaulk* V. Millhouse*
M. Cole E. Nicholson
P. DeMartino O. Njuhigu
J. Fleming A. Patterson
C. Foxx M. Poku*
J. Furtado M. Scriber
C. Harvey C. Smith
G. Jones-Childs M. Thomas
J. Keruly B. Ward*
H. Lambert J. Wright-Kimble

** Participated via teleconference*

Absent: R. Buchanan-Gunthrop D. Kelly
J.P. Gomez W. Merrick

Visitors: P. Gouldmann J. Martinez
M. Gribbin E. Robinson
K. King-Reynold

Handouts:

- Planning Council Packet (OPCE, November 2017).
- FY17 September YTD Expenditure Summary (BCHD, 2017)
- Ballots (OPCE, 2017)
- HIV Care Continuum Dashboard (OPCE, 2017)
- Epidemiological Update (MDH, 2017)
- U=U Statement

Introductions

Planning Council

- The meeting convened with quorum at 5:50 p.m. and introductions were made.
- D. Brewer asked for a moment of reflection.

Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the October council meeting.

Motion: To accept the October meeting minutes as written. Made by: C. Smith Second: J. Furtado

Action: Passed Opposed: 0 Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer welcomed everyone to the November planning council meeting.
- D. Brewer thanked the council for their dedication and hard work.
- D. Brewer stated that PC leadership and the grantee's office joined the monthly monitoring call with HRSA project officer, Lt. Commander Worrell on Tuesday, November 14th.
- D. Brewer stated that Lt. Commander Worrell discussed the FY18 application and this year's review of the process and budget.
- D. Brewer stated that the budget concerns would be included as a condition of award in the FY18 HRSA grant award.
- D. Brewer stated that instructions for the application would come from HRSA by December 31st.
- D. Brewer stated that she would be asking for a motion to allow the executive committee to approve the grantee's recommendations for carryover in December.
- D. Brewer encouraged all those interested in reprogramming to attend the November Fiscal Committee meeting.
- D. Brewer stated that the next monthly HRSA call will be held on December 7th.
- D. Brewer stated that elections for planning council chair, vice chair, nominating chair, and nominating committee members would be held at tonight's meeting.
- D. Brewer thanked all those who nominated candidates for the available positions.
- D. Brewer stated that next month is the planning council's annual meeting on World AIDS Day.
- D. Brewer stated that the theme of the event would be "Providing Hope and Solutions Now: Getting to zero".
- D. Brewer stated that the goal of World AIDS Day is to highlight the successes and interventions that are working in the community.
- D. Brewer asked that all planning council members RSVP as soon as possible.
- D. Brewer stated that on World AIDS Day, the council would recognize the "Heroes Among Us."
- D. Brewer stated that the support office had been collecting nominations for the awards.
- D. Brewer stated that the council needs to recognize those who put effort in making the work that the council does possible.
- D. Brewer stated that she is proud of the work that the council has accomplished.
- D. Brewer wished everyone a joyful and peaceful holiday season.

Special Report

M. Gribbin, MDH and
C. Lacanienta, OPCE-
BCHD

- M. Gribbin presented the 2016 State Epidemiological data.
- M. Gribbin stated that the CDC prevalence estimates were released in July.
- M. Gribbin stated that there are around 37,000 people living in Maryland with HIV.
- M. Gribbin stated that 1.3% are undiagnosed.
- M. Gribbin stated that there are around 1.1 million people living in the US with HIV and 15% are undiagnosed.
- M. Gribbin stated that Maryland and the Baltimore Metropolitan are ranks as number four nationally for rates per 100,000 people.
- M. Gribbin stated that the CDC just changed how they measure HIV incidents.
- M. Gribbin stated that in 2014, there were around 37,000 new HIV infections.
- M. Gribbin stated that there were 516 new HIV diagnoses in 2016 and around 300 new AIDS diagnoses, and 155 AIDS related deaths.

- M. Gribbin stated that there is a lag in the AIDS related death data.
- M. Gribbin stated that for the first time since 1986, the Baltimore EMA has fewer than 600 HIV diagnoses.
- M. Gribbin stated that there are fewer than 50 new diagnoses per month.
- M. Gribbin stated that 64% of living HIV cases in the Baltimore EMA are male, 35% female, and 1% transgender.
- M. Gribbin stated that among transgender cases 74% are male to female.
- M. Gribbin stated that non-Hispanic multiracial people have the highest rates of HIV, then non-Hispanic blacks.
- M. Gribbin stated that most diagnoses are among people ages 20-29 and 30-39.
- M. Gribbin stated that at the beginning of the epidemic most of the cases of HIV were among injection drug users.
- M. Gribbin stated that now they make up around 8.9% of the cases in the Baltimore EMA.
- M. Gribbin stated that MSM make up around 55% of cases and heterosexuals are 35%.
- M. Gribbin stated that among HIV infected individuals around 62% are retained in care.
- M. Gribbin stated that among new diagnoses around 82% are linked to care in one month and the goal is to have 85%.
- M. Gribbin stated that about 88% are linked to care within 3 months.
- C. Lacanienta discussed the U=U Campaign.
- C. Lacanienta stated that Baltimore City HIV Planning Group is promoting that Baltimore city accept the UCHAPS statement: undetectable equals untransmittable.
- C. Lacanienta states that being virally suppressed for six months means that the HIV virus cannot be transmitted to a partner.
- C. Lacanienta stated that the recommendation is for the planning council to sign onto the U=U campaign.
- C. Lacanienta stated that if the council chooses to sign on, they campaign would be released on World AIDS Day.
- C. Lacanienta presented the HIV Dashboard to the council.
- C. Lacanienta stated that the Comprehensive Planning Committee approved the dashboard for the council to review.
- C. Lacanienta thanked the Colin Flynn and his team for the epidemiological data.
- C. Lacanienta stated that she would like to have the dashboard online and interactive.
- C. Lacanienta stated that she would like for it to track the activities that will benefit the clinical indicator.
- C. Lacanienta stated that the CPC is recommending is for the council to make a motion for the dashboard format be approved for release on World AIDS Day.
- A. Patterson stated that the chart is a look into the positives but that there is still a deficit.
- D. Brewer stated that it is a living document and that the council would be working with the state to update the data.
- C. Lacanienta stated that the emoji are either a smiley face or a thinking face.
- C. Lacanienta stated that the thinking face is saying that the indicator needs to think and consider what is going on.
- M. Poku stated that he had concerns with the language of the indicators.
- C. Lacanienta stated that the language was a simplification of the indicators provide by the federal governments National HIV/AIDS strategies.
- J. Keruly asked if the dashboard used Ryan White data.
- C. Lacanienta stated that the dashboard uses EMA data from Maryland Department of Health's HIV surveillance.

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- The council formed a workgroup to meet prior to the annual meeting to edit the dashboard.
- The dashboard workgroup included: Jeanne Keruly, Fernando Mena- Carrasco, Akil Patterson, Michael Poku, and Carlton Smith.
- The council invited M. Gribbin from Maryland Department of Health to the meeting to assist with the data.
- The council also discussed having a teleconference call in the next week to finalize the workgroups changes.
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Motion: For the planning council to sign on to the U=U Campaign for release on World AIDS Day.

Made by: A. Patterson

Second: E. Nicholson

Action: Passed

Opposed: 0

Abstain: 0

Motion: For the planning council to meet and ratify the changes to the dashboard made by the workgroup.

Made by: C. Harvey

Second: M. Scriber

Action: Passed

Opposed: 0

Abstain: 0

Ryan White Part A Update

S. Pelham / L. Wagner, BCHD

- S. Pelham presented the Part A report.

HRSA Updates:

- S. Pelham stated that the Part A/MAI Annual Application was submitted to HRSA on October 30th.
- S. Pelham thanked everyone who contributed to the application.
- S. Pelham stated that the Assessment of the Administrative Mechanism report was not submitted for inclusion in the FY18 HRSA application due to the need for additional research on timeliness of provider invoice submissions.
- S. Pelham stated that the Monthly HRSA call was held on Tuesday the 14th.
- The following topics were discussed:
 - FY18 Application and this year's review process which includes a detailed review of the proposed FY18 budget. Budget concerns will be reported as a Condition of Award and included in the FY18 Notice of Grant Award.
 - Instructions for the FY17 Unobligated Balance will be sent out next week; it is due to HRSA by December 31st.
- S. Pelham stated that the next Monthly HRSA call is scheduled for Thursday, December 7th.

Program Updates:

- S. Pelham stated that Part A informed LCDR Worrell of our intention to request an exemption from the annual comprehensive site visit.
- S. Pelham stated that LCDR forwarded our justifications to the appropriate work-group and will let the grantee know whether an exception request should be pursued.
- S. Pelham stated that the Fiscal Committee received and approved the 7 month reprogramming recommendations on Wednesday, November 8th.
 - Funding from the CQM budget that exceeded the amount required to maintain the CQM program was transferred to direct services, as follows:
 - Part A - \$96,172
 - MAI - \$39,182
 - As a result, the current direct services allocation is 87.6%.
- S. Pelham stated that 92% of the FY17 provider contracts have been finalized.
- S. Pelham stated a housing provider roundtable was conducted on Monday, October 23rd.

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- S. Pelham stated that providers shared their service models; problems encountered providing services, as well as best practices for documenting client eligibility and working with patients with substance abuse issues.
- S. Pelham stated that additional topics discussed included client finances, nutrition, permanent housing plans, client medical care, and supportive services.
- S. Pelham stated that a follow-up roundtable would be scheduled in the upcoming weeks will discuss topics we did not cover, including; increased accountability for clients, grievance policies & client safety.
- S. Pelham stated that 46% of site visits have been completed thus far.
- S. Pelham stated that 5 site visits are scheduled for November. Year to date, 17 site visits have been completed.

CQM Updates:

- S. Pelham stated that the Universal Standards Workgroup continues to prepare the universal standards.
- S. Pelham stated that the work group is composed of planning council support staff, planning council members, CQM staff and RW Parts A & B administrative staff. The work group held a conference call on Monday October 30th.
- S. Pelham stated that a draft would be distributed among providers for review.
- S. Pelham stated that staff begun piloting Data Quality Round tables this month with providers.
- S. Pelham stated that the purpose of the roundtable is to identify gaps in data and gaps in the quality of care at individual provider agencies. The focus will be on:
 - 1) Missing demographic and eligibility data
 - 2) Services rendered, and
 - 3) Clients who fail to meet clinical performance measures as they relate to retention in care, prescription of antiretroviral therapy, viral load suppression, and linkage to care for newly diagnosed individuals.

CAREWare Database Updates:

- S. Pelham stated that all Part A sub-recipients should submit CAREWare data by December 4, 2017.

Part B Update

P. DeMartino, MDH

- P. DeMartino stated that the Maryland HIV Planning Group meetings would be held on March 15th, June 28th, September 20th, and December 6th, 2018.
- P. DeMartino stated that Part B had a meeting on November 8th for providers of case management services.
- P. DeMartino stated that the Bureau will be convening internal stakeholders from Prevention, Ryan White, Viral Hepatitis and STI programs to develop and integration plan for perinatal and WICY services.
- P. DeMartino stated that HCV screening is being integrated into all HIV testing programs. Beginning with Upstream providers, we are working to fully integrate HCV testing at all sites statewide.
- P. DeMartino stated that MDH would partner with the Baltimore HPG to launch a citywide Undetectable = Untransmissible (U=U) campaign on December 1, 2017.
- P. DeMartino wished everyone a happy holiday on behalf of Governor Hogan.

Planning Council Updates

Comprehensive Planning Committee:

- P. DeMartino presented the comprehensive planning committee report.
- The committee met on November 2, 2017.
- The committee reviewed and approved the minutes of the October meeting.
- The committee invited K. Castner, D. Lohan, D. German, and G. Barrow to present and help inform

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- the development of the dashboard for World AIDS Day.
- The committee held a special meeting on November 14th to review interventions identified in the previous meeting and to complete the HIV Dashboard.
- We ask the PC members to provide feedback to the committee regarding activities that are currently being included in the dashboard matrix for the EMA and city.

Nominating Committee:

- C. Smith presented the Nominating Committee report.
- The committee met on November 7, 2017.
- The committee reviewed the minutes of the October meeting.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee also reviewed three (3) screened applicants.

Motion: To recommend that S. Zisow-McClean’s application be moved to the pool list.	Made by: C. Smith	Second: M. Cole
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Action: Passed	Opposed: 0	Abstain: 0
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Motion: To recommend that E. Felisme’s application be moved to the pool list.	Made by: C. Smith	Second: M. Cole
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Action: Passed	Opposed: 0	Abstain: 0
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Motion: To recommend that A. Patti’s application be moved to the pool list.	Made by: C. Smith	Second: J. Wright
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Action: Passed	Opposed: 0	Abstain: 0
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Motion: To recommend that one (1) applicant be removed from the pool list.	Made by: C. Smith	Second: J. Wright
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Action: Passed	Opposed: 0	Abstain: 0
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Motion: To recommend that one Comprehensive Planning Committee member receive a one-month warning letter based on attendance.	Made by: C. Smith	Second: J. Furtado
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Action: Passed	Opposed: 0	Abstain: 0
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Motion: To recommend that one PLWH/A Committee member receive a one-month warning letter based on attendance.	Made by: C. Smith	Second: E. Nicholson
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Action: Passed	Opposed: 0	Abstain: 0
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PLWH/A Committee:

- C. Harvey presented the PLWH/A Committee report.
- The committee met on October 19th, 2017
- The committee reviewed the minutes of the September 26, 2017 meeting.
- The committee reviewed PCSO processes
- The committee discussed emergent needs of the community.
- The committee clarified that while they believe that Consumer Advisory Boards are a best practice, they are not a required mechanism for Ryan White providers.
- The committee received the Provider Consumer advisory board liaison list.
- The committee reviewed the Denver Principles
- The committee discussed recommendations for a Town Hall meeting on Housing.

Nominating Committee:

- C. Smith presented the Executive Committee report.
- The committee met on November 15, 2017.
- The committee did the 7-month reprogramming exercises for final approval by the council.

Motion: To accept the recommendation to allow the Executive Committee to approve any carry over request submitted by December 31st on behalf of the planning council. **Made by:** C. Smith **Second:** E. Nicholson

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

Motion: To accept the recommendation to allow the Executive committee to make decisions regarding reallocation of funds in December on behalf of the planning council. **Made by:** C. Smith **Second:** E. Nicholson

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

Fiscal Committee:

- L. Bank presented the Fiscal Committee report.
- The committee reviewed the minutes of the September meeting.
- The committee conducted its 7-month reprogramming exercises and recommended the reprogramming activities to the Executive Committee for approval.

Motion: To decrease the category of Medical Case Management by \$3,967. **Made by:** L. Bank **Second:** M. Scriber

Discussion:

- S. Pelham stated that vacancies had created salary savings.

Action: passed **Opposed:** 0 **Abstain:** 11

Motion: To decrease the category of Outpatient Ambulatory Health Services by \$35,000. **Made by:** L. Bank **Second:** C. Harvey

Discussion:

- S. Pelham stated that there were lower than anticipated requests for viral load tests.

Action: passed **Opposed:** 0 **Abstain:** 10

Motion: To decrease the category of Mental Health Services by **Made by:** L. Bank **Second:** C. Harvey

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\$22,028.

Discussion:

- S. Pelham stated that vacancies created salary savings.

Action: passed

Opposed: 0

Abstain: 9

Motion: To decrease the category of Medical Nutritional Therapy by \$1,300.

Made by: L. Bank

Second: C. Foxx

Discussion:

- S. Pelham stated that the provider adjusted the FTE and that there are no vacancies.

Action: passed

Opposed: 0

Abstain: 1

Motion: To increase the category of Oral Health Services by \$98,756.

Made by: A. Patterson

Second: L. Bank

Discussion:

- S. Pelham stated that the funding will address the waiting list and an increase in referrals.

Action: passed

Opposed: 0

Abstain: 4

Motion: To increase the category of Early Intervention Services by \$3,740.

Made by: L. Bank

Second: J. Furtado

Discussion:

- S. Pelham stated that the funds were requested for educational material related to disease self-health management, health literacy, and HIV education.

Action: passed

Opposed: 0

Abstain: 5

Motion: To increase the category of Health Insurance by \$1,000.

Made by: L. Bank

Second: C. Foxx

Discussion:

- S. Pelham stated that one provider had a recent influx of clients that they are requesting additional funding for.

Action: Passed

Opposed: 0

Abstain: 10

Motion: To decrease the category Hospice Services \$10,000.

Made by: L. Bank

Second: J. Keruly

Discussion:

- S. Pelham stated that the category has not seen the anticipated activity.

Action: passed

Opposed: 0

Abstain: 1

Motion: To decrease the category of Home and Community Based Services by \$1,000.

Made by: L. Bank

Second: C. Foxx

Discussion:

- S. Pelham stated that the category has seen less than expected activity.

Action: passed

Opposed: 0

Abstain: 5

Motion: To increase the category of AIDS Drug Assistance

Made by: L. Bank

Second: J. Furtado

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Program by \$31,745.

Discussion:

- S. Pelham stated that providers requested additional funds to cover medications for 3 additional clients.

Action: passed

Opposed: 0

Abstain: 1

Motion: To increase the category of Outreach Services by \$24,500.

Made by: L. Bank

Second: C. Foxx

Discussion:

- S. Pelham stated that the category requested funding to increase services for 10 more clients.

Action: passed

Opposed: 0

Abstain: 2

Motion: To decrease the category of Non-Medical Case Management by \$18,431.

Made by: L. Bank

Second: M. Scriber

Discussion:

- S. Pelham stated that vacancies in the category created a salary savings.

Action: passed

Opposed: 0

Abstain: 3

Motion: To increase the category of Medical Transportation by \$5,000.

Made by: L. Bank

Second: J. Wright

Discussion:

- S. Pelham stated that the category would provide 38 clients with 235 service units.

Action: passed

Opposed: 0

Abstain: 9

Motion: To extend the meeting 15 minutes.	Made by: M. Cole	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstain: 0

Motion: To increase the category of Housing Services by \$30,000.

Made by: L. Bank

Second: J. Furtado

Discussion:

- S. Pelham stated that the additional funds are to address the wait list.

Action: passed

Opposed: 0

Abstain: 1

Motion: To decrease the category of Psychosocial Support Services by \$2,500.

Made by: L. Bank

Second: A. Patterson

Discussion:

- S. Pelham stated that one provider had seen less than expected activity.

Action: passed

Opposed: 0

Abstain: 9

Motion: To increase the category of Food Bank by \$15,357.

Made by: L. Bank

Second: C. Foxx

Discussion:

- S. Pelham stated that the funds would address the 86

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people on the wait list.

Action: passed

Opposed: 0

Abstain: 3

Motion: To decrease the category of Emergency Financial Assistance by \$19,700.

Made by: L. Bank

Second: J. Wright

Discussion:

- S. Pelham stated that the category had seen less than expected activity.

Action: passed

Opposed: 0

Abstain: 10

Motion: To increase the category of MAI AIDS Drug Assistance Program by \$46,600.

Made by: L. Bank

Second: J. Furtado

Discussion:

- S. Pelham stated that this was the only category the grantee could use the funds in MAI.

Action: passed

Opposed: 0

Abstain: 1

Motion: To decrease the category of MAI Outreach Services by \$7,418.

Made by: L. Bank

Second: J. Furtado

Discussion:

- S. Pelham stated that there was a late hirer that led to salary savings.

Action: passed

Opposed: 0

Abstain: 7

Motion: To decrease the category of MAI Medical Transportation by \$10,000.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that the category had an additional \$20,000 from carryover.
- S. Pelham stated that two of the providers would not be able to absorb the additional funds.

Action: passed

Opposed: 0

Abstain: 2

Motion: To increase the category of MAI Health Education Risk Reduction by \$10,000.

Made by: L. Bank

Second: J. Wright

Discussion:

- S. Pelham stated that the category had an increase in staff.

Action: passed

Opposed: 0

Abstain: 3

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse did not read the support office report.
- J. Stenhouse reminded the council that the annual meeting would be held on December 1st at the Reginald F. Lewis Museum.
- J. Stenhouse reminded planning council members to register for the annual meeting.

New Business

Planning Council

- The committee held elections for chair, co-chair, nominating chair, and nominating committee

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members.

- The members were elected as follows:
 - Chair- Carlton Smith
 - Vice-Chair- Jeanne Keruly
 - Nominating Chair- Markton Cole
 - Nominating Committee members- Cierra Foxx, Carlisle Harvey, Jerry Fleming, Jennifer Loken, Gail Jones- Childs, and Michael Scriber.

Motion: To close nominations.	Made by: C. Harvey	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0
Motion: To adjourn the meeting	Made by: J. Wright	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:45 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	