

Planning Council

Date of meeting: October 18, 2016
Time started: 6:37 p.m.
BCHD Staff: A. Ferrari
 L. Wagner
TWG Staff: M. Bhatia
 D. Gorham
 J. Stenhouse
 R. Wilks
 C. Wright

Present: K. Arbaugh G. Jones-Childs
 L. Bank J. Keruly
 L. Beane* H. Lambert
 D. Brewer V. Lathan
 R. Buchanan- T. Luft
 Gunthrop E. Nash
 P. Chaulk E. Nicholson
 M. Cole* M. Poku
 J. Fleming D. Rivera
 C. Foxx M. Scriber
 J. Furtado C. Smith
 C. Harvey S. Spriggs

** Participated via teleconference*

Absent: A. Brown D. Kelly Jr.
 S. Flournoy- J. Loken
 Lindsay J. Simmons
 J.P. Gomez B. Ward
 K. Gray
Visitors: P. Foster M. McVicker-
 J. Hassell Weaver
 K. King- T. Sherrer
 Reynolds S. Zisow-McClean

Handouts:

- Planning Council Packet (TWG, October 2016).
- 5 Month Reprogramming Update (BCHD, 2016)

Introductions

Planning Council

- The meeting convened with quorum at 6:37 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Approval of Minutes

Committee

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

Motion: To accept the September meeting minutes as written.

Made by: E. Nicholson

Second: E. Nash

Action: Passed

Opposed: 0

Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.

- D. Brewer stated that the fall months are busy for the planning council.
- D. Brewer thanked the council for their dedication and hard work.
- D. Brewer stated that J. Simmons stepped down as nominating chair.
- D. Brewer stated that the bylaws permit the chair to elect a new nominating chair within three months of the election.
- D. Brewer thanked J. Simmons for his dedication to the planning council.
- D. Brewer welcomed S. Spriggs as the appointed interim nominating chair.
- D. Brewer stated that at the last planning council meeting, the council reviewed the 5-month reprogramming needs of the EMA.
- D. Brewer asked the council to review the updated 5-month reprogramming document.
- D. Brewer stated that the nominating committee is working to fill the planning council vacancies.
- D. Brewer asked that council members direct any possible candidates to the nominating committee or the support office for assistance.
- D. Brewer stated that the nominations for planning council chair and vice chair, and nominating committee members open would open during this meeting.

Ryan White Part A Update

A. Ferrari, BCHD

HRSA Updates

- A. Ferrari presented the Part A report to the council.
- A. Ferrari stated that BCHD is awaiting the report from the HRSA Fiscal TA that was held on September 21st.
- A. Ferrari stated that the Integrated plan was submitted to HRSA and the CDC on September 30th.
- A. Ferrari stated that the FY17 application was submitted on October 18th.

Meetings/ Conference Calls

- A. Ferrari stated that BCHD would meet with PCSO and planning council leadership on October 19th.

Program Updates

- A. Ferrari stated that the planning council support office was reimbursed on September 23rd.
- A. Ferrari stated that providers were reimbursed on September 29th.

Site Visits

- A. Ferrari stated that site visits have begun.
- A. Ferrari stated that site visits are expected to be completed by February 28th.

7 Month Reprogramming

- A. Ferrari stated that BCHD is in the process of receiving reprogramming requests.
- A. Ferrari stated that the BCHD team is working to ensure all funds will be obligated at the end of the year.

Program Staff Changes

- A. Ferrari stated that the epidemiologist position would be vacant until spring of 2017.

Carry Over

- A. Ferrari stated that HRSA approved the FY15 carryover request.
- S. Pelham stated that carryover was distributed as follows- \$64,106 to Oral Health/MAI; \$105,000 to part A, \$25,000 to Oral Health, \$40,000 to Food Bank-Home Delivered Meals, and \$40,000 to Housing Transitional Services.

CQM Updates

- L. Wagner stated that the Standards of Care workgroup would have its first meeting on Thursday, October 27th at BCHD.
- L. Wagner stated that the workgroup would meet once a month. The participants include Part A staff, Part B staff, 5 volunteers from the Continuum of Care committee (COCC), and PCSO.

Planning Council

- L. Wagner stated that the goals of the workgroup are as follows:
 - To ensure that the Standards of Care are consistent with HRSA's Policy Clarification Notice (PCN) 16-02.
 - To simplify the Standards of Care.
 - To streamline Standards of Care for categories that part A and B fund.
 - To foster collaboration between part A, part B, and the COCC.
- L. Wagner stated that the following are benefits of a shared collaboration with part B:
 - Minimized burden on providers.
 - Clearer expectations for providers.
 - Minimized rules- allowing for more creativity and flexibility across programs and providers.
 - CAREWare implementation is supported.
 - Equitable service delivery promoted.
- L. Wagner stated that the Standards of Care are projected to be uploaded to the planning council website in June 2017.
- L. Wagner stated that the June 2017 deadline includes time for provider feedback and approval from the COCC, the Executive committee, and the planning council.
- L. Wagner stated that the next Quality Management Committee meeting would be held on Monday, November 14th at BCHD.
- L. Wagner stated that Rodrique Sumpter would be conducting a data summary presentation on young adults ages 13-24 in the EMA at the meeting.
- L. Wagner stated that the goal of the presentation is to use data to inform disparities in the EMA and to begin discussions on how to improve health outcomes for the population.
- L. Wagner stated that K. Arbaugh would be presenting on a quality improvement project.

CAREWare Update

- L. Wagner stated that phase 1 meetings with sub-recipients are complete and that final onboarding should be complete by November.
- L. Wagner stated that phase 2 meetings with sub-recipients have begun with an anticipated final onboarding to the CAREWare application.
- L. Wagner stated that data validation and integrity would begin January through February in preparation for the Ryan White Service report.

Planning Council Budget

- L. Wagner stated that the invoice for 2016 is pending.

5-month Reprogramming Update

- A. Ferrari stated that to date, BCHD has received invoices for 31.94% of the total award.
- A. Ferrari listed the part A categories that were reduced in September.

Discussion:

- D. Brewer asked for an explanation for the delay in hiring an epidemiologist.
- A. Ferrari stated that BCHD was experiencing issues with their budget.
- C. Harvey asked for the status of Project LEAP and PSNP.
- A. Ferrari stated that the HRSA site visit revealed findings that caused the budget to be revised.
- A. Ferrari stated that BCHD would be meeting with planning council leadership and PCSO to further discuss the budget and HRSA's findings.
- C. Smith stated that Project LEAP is important for PLWHA.
- C. Smith stated that Project LEAP would be discussed further at the leadership meeting with BCHD.
- C. Smith stated that HRSA recommends that the planning council change the variance from 5% to 10%.
- A. Ferrari stated that S. Pelham has been aggressive with reductions to help spend down funds.

- J. Keruly asked for a clarification of unspent funds from FY15.
- A. Ferrari stated that more than \$500,000 of the \$700,000 of unobligated balance was direct service dollars.

Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report to the council.
- R. Buchanan-Gunthrop stated that the Integrated plan was submitted to HRSA and the CDC on September 20th.
- R. Buchanan-Gunthrop stated that there would be a meeting on November 10th at the Doubletree by Hilton in Annapolis to review the integrated plan and discuss next steps.
- R. Buchanan-Gunthrop stated that HIV Planning Group applications are still being accepted and that Kyle King-Reynolds should be contacted for more information.
- R. Buchanan-Gunthrop stated that the state of Maryland assessed variables related to injection drug use in the state.
- R. Buchanan-Gunthrop stated that the results suggested an increase of unsafe injection practices that may lead to increases in viral hepatitis and HIV infections.
- R. Buchanan-Gunthrop stated that the Department of Health and Mental Hygiene (DHMH) developed and the chair of the Finance Committee introduced legislation to authorize the establishment of Opioid-Associated Disease Prevention and Outreach Programs in the 2016 session of the Maryland General Assembly.
- R. Buchanan-Gunthrop thanked a coalition of harm reduction advocates and providers that the bill was signed into law on May 10th.
- R. Buchanan-Gunthrop stated that the law went into effect on October 1st.
- R. Buchanan-Gunthrop stated that DHMH has been conducting activities related to the establishment of the Syringe Services.
- R. Buchanan-Gunthrop stated that DHMH Secretary Van Mitchell has appointed a 17-member Standing Advisory committee as require by law.
- R. Buchanan-Gunthrop stated that the committee would advise on the development and implementation of the Syringe Services Programs outside of Baltimore City.
- R. Buchanan-Gunthrop stated that DHMH is developing regulations to guide implementation and developing a policy and procedures manual to support program implementation.
- R. Buchanan-Gunthrop stated that the 2017 allocation process has resulted in a significant expansion of services to PLWH/A.
- R. Buchanan-Gunthrop stated that Ryan White part B funds would support PLWH/A with increased access to dental care, psychiatric care, and support in housing stability in the current fiscal year.
- R. Buchanan-Gunthrop stated that the first provider meeting of the series was held on October 14th.
- R. Buchanan-Gunthrop stated that the second provider meeting was held on October 17th at Healthcare for the Homeless.
- R. Buchanan-Gunthrop stated that Valerie Berkeley is a Quality Manager at DHMH and a co-facilitator of the Maryland Quality Management Group.
- R. Buchanan-Gunthrop stated that the next quarterly meeting for the Maryland Quality Management Group would be held December 6th and would be hosted by the John's Hopkins Women's Program.
- R. Buchanan-Gunthrop stated that Ryan White funded grantees that are part of the group would complete their annual agency organizational assessment during the week of the meeting.
- R. Buchanan-Gunthrop stated that the next meeting of the group would focus on disparities among populations of PLWH/A who have reached viral load suppression.
- R. Buchanan-Gunthrop stated that the next HIV Planning Group meeting would be held at the

- Doubletree in Annapolis on November 10th.
- R. Buchanan-Gunthrop asked the council to read the attachment update on their own.

Planning Council Updates

PLWH/A Committee:

- H. Lambert presented the PLWH/A Committee report.
- The committee met on September 27, 2016.
- The committee reviewed the FY15 Carryover recommendations.
- The committee continued to discuss emergent needs in the EMA.
- The committee opened nominations for co-chair and member at large positions for 2017.

Nominating Committee:

- C. Smith presented the Nominating Committee report.
- The committee met on October 4, 2016.
- The committee reviewed the minutes of the September 6, 2016 meeting.
- The committee reviewed the existing vacancies on the planning council and reviewed the tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee distributed one (1) new application.

Motion: To recommend that one continuum of care committee member receive a three-month warning letter based on attendance. Made by: C. Smith Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 1

Motion: To recommend that one fiscal committee member receive a two-month warning letter based on attendance. Made by: C. Smith Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 2

Motion: To recommend that one PLWH/A committee member receive a four-month warning letter based on attendance. Made by: C. Smith Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 1

Motion: To recommend that one PLWH/A committee member receive a three-month warning letter based on attendance. Made by: C. Smith Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 2

Discussion:

- C. Smith asked if the nominating committee reached out to the PLWH/A committee about their absent members.
- E. Nicholson stated that she contacted both of the members and they will be at the next meeting.

Executive Committee:

- C. Smith presented the Executive Committee report.
- To open nominations for the position of planning council chair and vice chair.
- To open nominations for the positions of nominating committee chair and members,

Motion: To open nominations for the position of planning council chair and vice chair. Made by: C. Smith Second: E. Nicholson

Action: Passed Opposed: 0 Abstain: 0

Motion: To open nominations for the positions of nominating Made by: C. Smith Second: C.

Planning Council

committee chair and members.

Action: Passed

Opposed: 0

Harvey

Abstain: 1

Discussion:

- M. Cole asked if the pc eligibility list would have any further updates.
- J. Stenhouse stated that the list is currently up to date and would be updated in the future.

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse presented the support office report.
- J. Stenhouse stated that the support office has facilitated committee meetings and held weekly meetings with planning council leadership over the past month.
- J. Stenhouse stated that planning council members and guests were asked to complete a survey on the planning council meeting time.
- J. Stenhouse stated that the survey results showed a preference for the meeting time to be from 5:30 pm through 7:30 pm.
- J. Stenhouse stated that the next two planning council meetings would be held from 5:30 pm to 7:30pm.
- J. Stenhouse stated that if the council is unable to reach quorum for the next two meetings, it will return to the original time in January.
- J. Stenhouse asked that members whose affiliations have recently changed should see any member of the TWG team to update and complete a new conflict of interest and disclosure form.
- J. Stenhouse stated that council members may also download and complete a form on the planning council website and submit it to the support office.
- J. Stenhouse asked that any potential planning council applicants be directed to a nominating committee member or Jocelyn Stenhouse in the support office for assistance.
- J. Stenhouse stated that planning council members and guests would be asked to wait until 15 minutes prior to the meeting before entering the room for planning council meetings.
- J. Stenhouse stated that this would allow the support office time to prepare for the meeting without inconveniencing members and guests.
- J. Stenhouse stated that any planning council members receiving transportation services from TWG must provide ample notice before the meeting date in order for the support office to coordinate their ride.

New Business

Planning Council

- J. Hassell stated that the AIDS Healthcare Foundation is searching for a new site in Baltimore.
- J. Hassell stated that he would appreciate feedback for a location.
- C. Smith stated some concerns with the foundation and asked how the company would engage in business in Baltimore.
- J. Hassell stated that in another city, the company was denied Ryan White funding for their clinic and challenged the decision to deny the grant.
- J. Hassell stated that more people received care due to the case.
- C. Smith asked which areas the foundation is interested in reviewing.
- J. Hassell stated that the foundation is not a federally qualified healthcare center.
- J. Hassell stated that the foundation would focus on primary HIV care, STDS, screening and free treatment for STI's.
- J. Hassell stated that they are interested in finding places with good public transportation in an area that is not high prevalence.
- C. Harvey nominated himself for nominating committee member.

Greater Baltimore HIV Health Services Planning Council
Planning Council



Motion: To adjourn the meeting	Made by: P. Chaulk	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:50 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	