

Greater Baltimore HIV Health Services Planning Council
Minutes of the Meeting of February 16, 2010

Vol. VII, No. 10

Draft • February 16, 2010

Meeting Attendance

Present ¹	S. Alston	M. Hitch	
	Nancy Guest (Proxy for K. Bellesky)	R. Johnson	
	R. Bradley	C. Massey	
	Maurice Carroll (Proxy for D. Shamer)	R. Matens	
	R. Disharoon	M. Reese	
	J. Fleming	R. Rubino	
	C. Gibson	W. Samuels	
	M. Graves	D. Smith	
	C. Harvey Sr.	L. Sowah	
	T. Hawkins		
	Absent	M. Becketts	D. Henson
		K. Bellesky	T. James
		C. Brown	D. Kelson
V. Burrell-Gibson		J. Keruly	
V. Clark		A. Leverrette	
D. Clark		A. Middleton	
C. Edmonds		W. Miller	
R. Gore-Simmons		M. Moaney	
R. Green		L. Servance	
R. Haden		D. Shamer	
P. Hall		B. Thomas-El	
		J. Winslow	
BCHD		J. Ungard	
Staff	D. Gorham	N. Slaughter	
	J. Reed	E. Saber	
Visitors			
Handouts	Meeting agenda (February 16, 2010).		
	Planning council packet (February 2010).		
	Grantee report (February 2010).		
	Chair report (February 2010).		
	Evaluation Committee MAI 5-month reprogramming recommendations		
	Work Plans – Nominating Committee, Continuum of Care Committee and Evaluation, PLWH/A, Counties Committee.		

Executive summary

The planning council meeting convened without quorum at 6:44 p.m.²

¹ Attendance is based on sign-in sheet.

* Present but did not sign in.

² Quorum is defined as attendance of at least 51 percent of membership.

The chair reported that fiscal year 2009 (FY) ends on Feb. 28, 2010 and that the FY 2010 would begin March 1. The Minority AIDS Initiative (MAI) grant and Part A formula award are expected to be released by March 1. The Part A supplemental award, however, would not be released until April according to HRSA.

The Part A Grantee reported:

- Of the four categories up for competitive bid for Part A FY 2010, no applications were received for the counties psychosocial service category.
- Clinical Quality Management (CQM) will host a series of technical workshops for FY 2010. The first session is a presentation of FY 2009 findings and prioritization of recommended improvement activities specific to Primary Medical Care and Medical Case Management Categories.
- For the period through January 31, the Grantee conducted two programmatic site visits of Part A programs and three comprehensive fiscal visits. While no major deficiencies were found, the Grantee provided assistance to address minor compliance issues in a corrective action plan. The Grantee is collaborating with Part B to schedule comprehensive site visits during the FY 2010 period

The Part B representative reported:

- The 2010 Part B HIV Care Grant Program Guidance was released on December 28, 2009. IDEHA will be applying for these funds. The application is due on February 26, 2010.

The Part D representative reported:

- The Part D Youth Initiative Non-Competitive Continuation Program Guidance was released on January 7, 2010. IDEHA will be applying for these funds. The application is due on February 22, 2010.
- The Part D Grants for Coordinated HIV Services and Access to Research for Women, Infants, Children, and Youth Non-Competitive Continuation Program Guidance was released on January 8, 2010. IDEHA will be applying for these funds. The application is due on February 19, 2010.

The committee co-chairs reported on the February activities of their respective committees:

Comprehensive Planning Committee reported that the committee:

- Had elected J. Keller and C. Harvey Sr. as co-chairs for 2010.
- Discussed potential MAI capacity building projects and will present them to the Executive Committee work group.

Continuum of Care Committee reported the committee:

- The committee voted on final revisions to the Outreach Standards of Care based on workgroup reviews of grantee recommendations. The Executive Committee discussed and voted to send the final draft of the Outreach Standards of Care to the planning council for a 30-day review and final vote at the planning council meeting next month
- The committee began its review of Housing Standards of Care and created a

workgroup to define concepts in housing services, housing service definitions and key services.

- Recommendations for one-time spending of MAI funds were discussed and forwarded to the MAI workgroup of the Executive Committee for consideration.

Counties Committee reported that the committee:

- Developed its draft work plan for 2010.
- Made recommendations for one-time spending of MAI funds and forwarded to the MAI workgroup of the Executive Committee for consideration.
- At the request of the planning council chair, the committee discussed medical transportation services in Anne Arundel County. The committee discussed the high cost of transportation services to counties residents but agreed not to discuss transportation services in Anne Arundel County because no representative from the county was present at the meeting.
- Reviewed the results from the transportation workgroup.

Evaluation Committee reported that the committee:

- Reviewed the grantee and provider questionnaires to be used for this year's assessment of the administrative mechanism and will finalize the questionnaires in March.
- Discussed MAI capacity-building initiatives and recommendations made to the Executive Committee's MAI work group.
- Discussed medical transportation services in Anne Arundel County at the request of the planning council chair. The committee noted that it remains concerned that not all transportation services are being provided to clients as funded and directed by the planning council. The committee is also concerned that no additional funds were requested in this category when Part A funds were completely expended.
- Received two reprogramming requests from the grantee and reviewed part of the 5-month MAI expenditure and service delivery report:
 - Substance-abuse Outpatient – One substance abuse program did not begin expending funds until January 2010, at which point \$25,810 was unspent and cannot be spent by the end of the fiscal year.
 - Outpatient Ambulatory Health Services – Primary Medical Care Co-morbidity – One program within this category has an increase in clients and has requested funds to purchase medical equipment which will reduce outside referrals, improve client compliance and expand service capacity.

Nominating Committee reported the following:

The committee did not meet for its regularly scheduled meeting but did host a conference call to discuss potential MAI capacity building projects. The committee will present capacity building projects to the Executive Committee work group

PLWH/A Committee reported the committee:

- Finalized its work plan for the year and held elections for committee co-chairs and members at large.

- Discussed its representation on each committee of the planning council. The group agreed to select at least two representatives on an issue-by-issue basis who would be responsible for exchanging recommendations, information and positions on behalf of the PLWH/A Committee to other committees of the council (except Nominating Committee and closed sessions of the Executive Committee).

The council did not make quorum during its meeting and therefore presented no action items (motions) on behalf of a committee..

The meeting adjourned at 7:45 p.m.

Proceedings

Introductions/Review of Minutes

W. Samuel convened the planning council meeting with introductions. M.Reese, nominating committee chair, served as vice-chair in the absence of J. Keruly. Since there was no quorum the minutes were not voted on.

Chair Report

W. Samuel Planning Council chair, presented the chair report for February.

The chair reported that FY 2009 ends on Feb. 28, 2010 and that the FY 2010 would begin March 1. The Minority AIDS Initiative grant and Part A formula award should be released by March 1.

Part A supplemental, however, will not be released until April 1, a month after the fiscal year begins. Fiscal years for MAI will overlap due to the new Ryan White Act. The EMA will receive its award for MAI FY 2010 mid-way through the current MAI FY 2009, which is scheduled to end August 2010. A one-time amount of funds this year in addition to its expected from this MAI fiscal-year overlap for which we must plan.

Last month, the Executive Committee formed a workgroup to review recommendations for this one-time spending of MAI. The Executive Committee will meet in February and forward final recommendations to the council for a review next month. In April, the council will vote on recommendations for one-time spending of MAI funds and hold an emergency MAI priority setting and resource allocation meeting for the FY 2010 MAI award expected March 1.

Part A

The Part A Grantee reported:

- Of the four categories up for competitive bid for Part A FY 2010, no applications were received for the counties psychosocial service category.
- Clinical Quality Management (CQM) will host a series of technical workshops for FY 2010. The first session is a presentation of FY 2009 findings and prioritization of recommended improvement activities specific to Primary Medical Care and Medical Case Management Categories.
- For the period through January 31, the Grantee conducted two programmatic site

visits of Part A programs and three comprehensive fiscal visits. While no major deficiencies were found, the Grantee provided assistance to address minor compliance issues in a corrective action plan. The Grantee is collaborating with Part B to schedule comprehensive site visits during the FY 2010 period.

Part B

The Part B representative reported:

- The 2010 Part B HIV Care Grant Program Guidance was released on December 28, 2009. IDEHA will be applying for these funds. The application is due on February 26, 2010.

Part D

The Part D representative reported:

- The Part D Youth Initiative Non-Competitive Continuation Program Guidance was released on January 7, 2010. IDEHA will be applying for these funds. The application is due on February 22, 2010.
- The Part D Grants for Coordinated HIV Services and Access to Research for Women, Infants, Children, and Youth Non-Competitive Continuation Program Guidance was released on January 8, 2010. IDEHA will be applying for these funds. The application is due on February 19, 2010.

Committee reports

Comprehensive Planning Committee reported that the committee:

- Had elected J. Keller and C. Harvey Sr. as co-chairs for 2010.
- Discussed potential MAI capacity building projects and will present them to the Executive Committee work group.

Continuum of Care Committee reported the committee:

- The committee voted on final revisions to the Outreach Standards of Care based on workgroup reviews of grantee recommendations.
- The committee began its review of Housing Standards of Care and created a workgroup to define concepts in housing services, housing service definitions and key services.
- Recommendations for one-time spending of MAI funds were discussed and forwarded to the MAI workgroup of the Executive Committee for consideration.

The chair reported that the Executive Committee discussed and voted to send the final draft of the Outreach Standards of Care to the planning council for a 30-day review and final vote at the planning council meeting next month.

There was a concern from a council member that it would not be ready by the March deadline requested by the grantee. An Executive Committee member noted that the Executive committee took in consideration the grantee request and it would be ready by

the deadline.

Counties Committee reported that the committee:

- Developed its draft work plan for 2010.
- Made recommendations for one-time spending of MAI funds and forwarded to the MAI workgroup of the Executive Committee for consideration.
- At the request of the planning council chair, the committee discussed medical transportation services in Anne Arundel County. The committee discussed the high cost of transportation services to counties residents but agreed not to discuss transportation services in Anne Arundel County because no representative from the county was present at the meeting.
- Reviewed the results from the transportation workgroup.

C. Massey expressed concerns that clients were being denied services in Anne Arundel County under Part A.

R. Matens of the grantee office stated that clients were not being denied services and that Part B funds were being used to supplement funds lost in Part A. The grantee explained that Anne Arundel County had to “triage” some support services to ensure that consumers could get to medical appointments.

C. Massey asked how were programs able to prioritize which services to provide in the middle of the year and expressed concerns with programs prioritizing core medical services over support services because supportive services are essential to maintaining medical care.

C. Massey noted that those clients who were denied support services initially are still being denied those services.

M. Reese reported that the chair had formally requested that Counties Committee review this category and had asked if Part A-eligible clients were being denied Part A transportation services as funded in the Counties. M. Reese reported that Part A clients were not being provided transportation services to support services. Part A Transportation Services category funds transportation to support services like CABs and support groups, and other funding streams do not.

The chair reported that he had formally asked the Counties and Evaluation Committees to review the transportation services category in the counties. He expressed concerns that transportation services had not been provided as planned and noted that while this was the end of the fiscal year, steps should be taken to ensure that it didn't happen again in the future. Part A consumers should not be denied Part A services.

R. Matens of the grantee stated that they would provide a full report to the council in March regarding the medical transportation services category. The grantee requests that all questions be forwarded to the grantee office.

Evaluation Committee reported that the committee:

- Reviewed the grantee and provider questionnaires to be used for this year's assessment of the administrative mechanism and will finalize the questionnaires in March.
- Discussed MAI capacity-building initiatives and recommendations made to the Executive Committee's MAI work group.
- Discussed medical transportation services in Anne Arundel County at the request of the planning council chair. The committee noted that it remains concerned that not all transportation services are being provided to clients as funded and directed by the planning council. The committee is also concerned that no additional funds were requested in this category when Part A funds were completely expended.
- Received two reprogramming requests from the grantee and reviewed part of the 5-month MAI expenditure and service delivery report:
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 - Outpatient Ambulatory Health Services – Primary Medical Care Co-morbidity – One program within this category has an increase in clients and has requested funds to purchase medical equipment which will reduce outside referrals, improve client compliance and expand service capacity.

The evaluation committee had two motions but since there was no quorum they were unable to make them.

Nominating Committee reported the following:

The committee did not meet for its regularly scheduled meeting but did host a conference call to discuss potential MAI capacity building projects. The committee will present capacity building projects to the Executive Committee work group

PLWH/A Committee reported the committee:

- Finalized its work plan for the year and held elections for committee co-chairs and members at large.
- Discussed its representation on each committee of the planning council. The group agreed to select at least two representatives on an issue-by-issue basis who would be responsible for exchanging recommendations, information and positions on behalf of the PLWH/A Committee to other committees of the council (except Nominating Committee and closed sessions of the Executive Committee).

InterGroup Services, Inc. (IGS) reported the following:

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- Produced meeting minutes, agendas, notices and handouts for six committee meetings, one workgroup, and one planning council meeting.
- Assisted in the facilitation of a focus group in Carroll County.
- Maintained the planning council website (www.baltimorepc.org)

New Business

No new business

Meeting adjourned at 7:45 p.m.

Planning Council Approved

Walter Samuel

Walter Samuel
Planning Council Chair