

MINUTES: PLANNING COUNCIL
February 2021 / 5:30 – 7:30 pm / Virtual



Facilitator (Chair)	Sara Zisow-McClean	PCSO Lead	Vanessa Graves
Time started:	5:39 p.m.	Quorum:	There was quorum at the start of the meeting
Members present:	Sara Zisow-McClean, Christopher Stuckey, Jeanne Keruly, Fernando Mena-Carrasco, Dennis Rivera, Jonathan Wright, Markton Cole, Judith Shaw		
Members absent:	Kemahn Jones, Dr. Victoria Cargill, Monique Thomas, Reginald Douglas, Carlisle Harvey Sr., Peter DeMartino, Wendy Merrick, Charles Culver, Sr.		
Visitors:	P.J. Gouldmann, Brande Ward, Evelyn Nicholson, Carlton Smith, Keri Geiger, Cassandra Stewart, Bruno Benavides, Emily Leonard, Adam Huebner, Jenny Bradenbaugh, Ken O'Bryant, Jocelyn Stenhouse, Root Woldu, Michael Snowden, Freda White, Genevieve Barrow,		
Ryan White Part A:	Sonney Pelham, Dr. Alberta Lin Ferrari, Ricky Moyd, Jr.		
Handouts:	March Agenda, Chair Report, Part A & B reports, February PC Meeting Minutes, FY20 Monthly Report		

AGENDA

1: Welcome **Presenter:** S. Zisow-McClean

- Welcomed all to the meeting.
- A moment of silence was observed

2: Approval of Meeting Minutes **Presenter:** Committee

V.Graves

- Stated it should be noted that corrections are to be made to B. Ward and S.Zisow-McClean's names.

Motion:	Who made the motion? Second?	Motion passed?
Motion to approve January 2021 meeting minutes with corrections.	C. Stuckey/J. Wright	Passed

3: Chair Report

Presenter: S. Zisow-McClean

- PC leadership with the Part A office participated in its monthly HRSA call on February 9th.

Updates are as follows:

PC

- We continue to focus on recruitment/retention of PC members.

Needs Assessment

- This work is ongoing. We anticipate continuing this project until FY2021.

PC Budget

- We have a significant unobligated balance due to staff vacancies and lower than anticipated expenditures.
 - PC leadership will work with the PCSO and Recipient's office to ensure these funds get handled in the best possible way;
 - In addition, discuss having internal reconciliation happening during FY21 to ensure we are on track at various check points and that we are able to fully expend the full amount.

Committee(s)

- In an effort to bolster our committee work, we are putting together the idea of combining the COCC/CPC committees for FY21.
 - We will be folding these committees together, combining work plans to ensure that all legislative mandates are met.
 - Efforts are being pulled to ensure that everything gets done while we place a strong focus on retention and recruitment.
 - We are also looking for persons to sit on the Nominating Committee.
 - We need at least two additional persons.

Administration

- The new fiscal year starts March 1st, 2021.
- We've received a partial award of \$3,598,389.
 - This partial award, 34% of it is for formula funding for Part A.
 - \$352,390 or 22% of the partial award is awarded to MAI.
- We have submitted a two-month advance that would allow us to reimburse providers for the initial months of service.
- At the monthly HRSA call we were informed that the final award would be released in March.
 - HRSA does not have a date as of yet.
- The next HAB U Heard is February 24th, 2021 at 2pm.
- The fiscal committee met in January for a final reprogramming exercise for the year.
 - Several categories were reduced and those funds were shifted to MADAP.
- We have received the FY21 continuation applications and are putting these in place for the upcoming fiscal year.
- Desk audits are underway and due to be completed this month.
- We submitted an FY21 core medical waiver and are awaiting the final decision.
 - They requested one additional document which we are preparing.
- The UOB report was submitted, the carryover is due at the end of Baltimore City fiscal year which is July 30th.
- Providers have been reimbursed through December FY20.
 - January invoices are due in February.
 - We are moving along nicely with reimbursing the providers.

CQM

- The CQM team is working on phase three of the QI sub committees.
 - The learning and improving collaborative held its 4th meeting on Feb 3rd. to discuss QI processes and brainstorming.
 - The team along with former ECHO collaborative members are participating in the create equity collaborative which is being hosted by Centers for Quality Improvement Innovations.
 - The group will be looking at Youth and viral load suppression.
 - The quality improvement team is also scheduled to present at the

CAREWARE

- RSR data is being submitted next month.

CARES ACT Grant

- This ends in March.
- HRSA is granting an extension for this for 2021.
 - This is still in discussion. We are trying to figure out if it makes sense to request an extension of funds or whether they will be expended by end of the fiscal year.

Question(s)

- S.Zisow-McClean asked for purposes of clarity is the CARES ACT funds for COVID. Dr. Ferrari confirmed yes, it is.
- What is HAB U Heard?
 - Dr. Ferrari stated these are HRSA monthly webinar series that provide updates on various topics.

5: Ryan White Part B

Presenter: B. Benavidas

- We are continuing to telework.
- MADAP is not receiving walk ins.
- We will be having virtual site visits next week from HRSA.
 - They will be working to provide more contextual discussions.
 - COVID 19 funds will not be part of this site visit.
 - We will provide information about special funds.
- We are in the final stages for some RFA's and will be posting these. All are in review.
- We are in the design stage of an evaluation of the impact of our core services portfolio which includes OAHS services, Medical Case Management, Oral Health and EIS.
 - The evaluation is to see what the impact of the investment we have in these areas. This evaluation will also inform our decision-making process for the upcoming years.
- We are also in internal exploration of options, we want to expand options for clients and the provision of services.
- We are exploring the option of partnering with primary care providers in the state and CBO's.
- In March we are going to launch a client satisfaction survey. Because of COVID we are only going to use the electronic option.

- We will distribute a link for all the providers to share with their clients to participate.
 - Futuristically we will be developing automatic computerized phone calls that would help clients navigate the survey questions.
- Friendly reminder, there is an open invite for persons to join the Mid Atlantic Quality Management group.
 - We are encouraging the participation of clients and community members.
 - All interested persons were asked contact Linda Knapp – Linda.Knapp@Maryland.gov
- New Faces in MDH
 - Bobby Royers – New Deputy Chief for Program Improvement
 - Jean Taylor – Clinical Processing Coordinator
 - In addition, we have a new program Evaluator and a new Quality Evaluation Specialist.

Upcoming Meetings

March 4th – Maryland Statewide HIV Planning Group

March 10th – Maryland Quality Management

6: Needs Assessment

Presenter: K.Geiger

Update(s)

- Results from this survey will be used to plan both Ryan White and EHE funding.
 - This is the first survey since 2013.
 - This year's survey is very innovative.
 - We are not only including PLWHA's but also people who are at risk of HIV.
 - This is an opportunity for the community to tell us what they need.
 - Accomplishments of the Survey;
 - We have completed over 250 surveys in 3 months.
 - We have at least one person from every target demographic and one from every jurisdiction.
 - We are on the board with all of our goals.
 - We are meeting our goals of contacting clients within 24 hours.
 - 2/3rds of interested persons complete the survey.

- 90% who start the survey complete it fully.
- Challenges
 - Recruitment has been our biggest challenge.
 - The pandemic has limited our ability to recruit as planned.
 - We also had quite a bit of turnover.
 - We hired fewer interviewers than what was anticipated.
- We are going to continue recruitment efforts to our target of 1200 people.
- As of Monday, we were at 269. We believe that we can reach our goal.
- We are hoping to recruit some additional interviewers.
- Asked all to continue to help get the word out.

7. Committee Report(s)	Presenter: Committee(s)
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Fiscal
P.J. Gouldmann

- We gave the Recipients office approval to move monies across service categories in the month of February.

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to reduce Oral Health by \$38,898	P.J.Gouldmann/F. Mena-Carrasco	Passed
✓	Opposed:	Abstain 2

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to reduce Housing by \$25,000.	P.J.Gouldmann/C. Stuckey	Passed
✓	Opposed:	Abstain 0

Sonney Pelham

- All of the removal of funds from service categories are all monies that will not be spent at the end of the year based off ABC staff accounting, BCHD staff conversations with Sub-Recipients all will be money that's unspent.

- Monies were moved to the ADAP category as part of the invoice to Maryland Department of Health for prescription cost, uninsured and under insured.
- In MAI for Mental Health you will see that there's an increase of \$41,280 which is money that we were going to move to ADAP but it's part of the carry over and we can't expend this money in that way therefore it was moved back to Mental Health.
- These funds will go unspent probably before the end of the fiscal year.

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to reduce Non-Medical Case Management by \$51,990	P.J.Gouldmann/J. Wright	Passed
✓	Opposed:	Abstain 2

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to reduce Medical Transportation by \$2,826	P.J.Gouldmann/C.Stuckey	Passed
✓	Opposed:	Abstain 3

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to reduce Psycho-Social Support Services \$15,999	P.J.Gouldmann/C.Stuckey	Passed
✓	Opposed:	Abstain 3

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to increase ADAP by \$188, 208	P.J.Gouldmann/C.Stuckey	Passed
✓	Opposed:	Abstain 4

Sonney Pelham

- The amount going to ADAP also includes unspent funds from our administrative budget.
 - For Part A there was \$53, 495 that is included in the amount that committee is about to vote on.
 - For MAI there is \$29,275 in administrative expenses that would go unspent.

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to increase MAI Mental health by \$41,280	P.J.Gouldmann/M.Cole	Passed
✓	Opposed:	Abstain 0

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to reduce MAI ADAP by \$12, 005	P.J.Gouldmann/C. Stuckey	Passed
✓	Opposed:	Abstain 2

**Nominating
Christopher Stuckey**

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to send candidate 1 application to the Mayor's office for appointment to PC.	C. Stuckey/J. Keruly	Passed
✓	Opposed:	Abstain

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to send candidate #2 application to the Mayor's office for PC appointment	C. Stuckey/J. Keruly	Passed
✓	Opposed:	Abstain 2

Fernando Mena-Carrasco

- What are we doing to fine tune the application process.
- Would also like to volunteers to help the Nominating Committee.
- Recommends committee think about spending money for advertisement purposes.
- Look at taking this on tour similar to what was done for the Needs Assessment.

Christopher Stuckey

- Has discussed maintaining a Hybrid method in the future.

Sara Zisow-McClean

- C. Stuckey and others are also a part of the retention work group.
- We are excited to learn from other jurisdictions.

Jenny Bradenbaugh

- Inquired about the application process.

Christopher Stuckey

- Explained the process
- Your application was received, reviewed and approved and is on the way to the Mayor's office for approval to be appointed.

Sara Zisow-McClean

- Encouraged all to reach out to the PCSO with questions.

Planning Council Support Office

Cassandra Stewart

- We are still working to fill the Research Analyst II position which is still in the HR process.

8. New Business

Christopher Stuckey

- Would like to make a motion to temporary suspend Bylaws 4.4.2. which states that the Nominating Committee Chair and members must be PC members for a time period of three months with an option to renew suspension of Bylaw 4.4.2. for an additional three months upon further approval of the PC to allow persons who currently serve as Co-chairs of planning council work groups and as a dual requirement who have served as Nominating members in the past.

V.Graves

- This needs to be discussed in Executive Committee.

Sara Zisow-McClean

- Asked that matter be tabled to be discussed in the Executive Committee.

Markton Cole

- Agrees this should be discussed in Executive committee.

V. Graves

- PLWHA Committee will be hosting a Town Hall discussion on MADAP on February 24th.

8. Adjournment

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to adjourn		

Adjourned