

# MINUTES: PLANNING COUNCIL



July 16<sup>th</sup>, 2019 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202

<b>Facilitator (Chair)</b>	Jeanne Keruly	<b>PCSO Lead</b>	Jocelyn Stenhouse
<b>Time started:</b>	5:40 p.m.	<b>Quorum:</b>	There was quorum at the start of the meeting
<b>Members present:</b>	Shalyta Campbell, Markton Cole, Peter DeMartino, Cierra Foxx, Carlisle Harvey, Sr., *Kemahn Jones, Pamela Kurowski, Martin McEnrue, *Fernando Mena-Carrasco, Wendy Merrick, Evelyn Nicholson, *Akil Patterson, Abby Plusen, *Shakima Richardson, Dennis Rivera, Michael Scriber, Christopher Stuckey, Sean Thames, *Monique Thomas, *Brande Ward, *Kimberly Whitaker, Jonathan Wright, *Sara Zisow-McClean, Jeanne Keruly		
<b>Members absent:</b>			
<b>Visitors:</b>	PJ Gouldmann, Viola Woolums, Vanessa Lathan, Kyle King Reynolds, Arti Varanasi		
<b>Ryan White Part A:</b>	Sonney Pelham, Lauren Wagner		
<b>Handouts:</b>	PC Packet, Expenditure report, Initial Award Recommendation		

## AGENDA

1: Introductions/Moment of /silence

**Presenter:** M. Cole, Vice-Chair

### Discussion:

- The meeting was called to order and a moment of silence was observed.
- Introductions were made.

2: Approval of Minutes

**Presenter:** Committee

### Discussion:

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
✓ To approve the April 2019 meeting minutes.	Consensus	Yes

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
✓ To approve the May 2019 meeting minutes.	J. Wright/E. Nicholson	Yes

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
✓ To approve the June 2019 meeting minutes.	Consensus	Yes

3: Ryan White Part A Report

**Presenter:** S. Pelham/L. Wagner

### Discussion:

- A HRSA called was conducted on Tuesday, July 9<sup>th</sup>, 2019 provided

- Clarity on programmatic and legislative findings and recommendations from the site received in April 2019.
- An extension was given to the Recipient until mid-August for submission of the corrective action plan.
- Extensions were also discussed surrounding the final FY18 FFR submission and the FY18 Carryover request submission.

#### **Grant Program Administration:**

- An agreement has been met for the final FY18 sub-Recipient contact to be signed.
- The Recipient received the FY20 Part A application from HRSA and will begin to process this for timely completion. This is due in September.
- The Recipient is also working on meeting the August 2<sup>nd</sup> extended deadline for the FY19 program terms report and the FY18 Part A progress report submission.

#### **Clinical Quality Management (CQM) Updates:**

- The quarterly narrative forms were updated for FY19 sub-Recipient submissions.
- The narrative forms will focus on sub-Recipient QI intervention projects and updates that focus on viral load suppression.
- The deadline to submit the quarter one report is July 10<sup>th</sup>.
- BCHD completed the youth quality improvement project using a PDSA cycle.
- Youth serving case managers used a “mini goal reminder card” to a small number of high need unsuppressed youth.
- The results of the PDSA were that 80% of clients completed their action items.
- Case managers reported greater engagement with health care and social services.
- The CQM Deputy Director is currently exploring ways to expand the use of the cards with youth at other sub-Recipient sites.
- RW will be conducting a focus group the first week in August.

#### **CAREWare**

- CAREWare version six will be implemented statewide within the next several months.
- The Maryland CAREWare team has established a timeline for full compliance by December 2019.
- Version 6 has a redesigned user friendly interface and it is web based.
- The CW administrator is working with BCHD/STD HIV Prevention to onboard sub-Recipients awarded Part B/State special funding under EIS.
- Sub Recipient awards are for State fiscal year 2010.
- Their two suburban partners will be there to present.
- They will have representation from the Office of Population Health Improvement
- They are beginning a collaboration to ensure HIV workforce needs are addressed through the development of CHW certification.
- They have entered into a contract with the department of oral health
- They are looking at increasing awareness of the importance of regular oral health care among PLWH/A.
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### **3: Ryan White Part B Report**

**Presenter:** P. DeMartino

#### **Discussion:**

- This month's focus is on upcoming HIV Planning group
  - This month it will be a full/packed agenda.
  - Colin's numbers for this year's epi report are really exciting and will be shared at this meeting.

#### **Question(s)**

- Will you bring the data report back to us after your meeting?
- We would be more than happy to have Colin present on this.

**3: Committee Report(s)** **Presenter:** Committee(s)

Executive

Bylaws

- We will not approve the revised Bylaws at this meeting.
- All are being asked to review the final clean version of Bylaws that were included in tonight's handouts by July 30<sup>th</sup>, and make any changes you may have by that date in preparation for approval by our August 2019 meeting.

Nominating Committee

Motion:	Who made the motion? Second?	Motion passed?
✓ To recommend that the new attendance tracking requirements in the Bylaws be enforced with the tracking cycle in September 2019.	J. Wright/C. Foxx	Yes

Motion:	Who made the motion? Second?	Motion passed?
✓ Approve updated Planning Council membership application	C. Foxx/J. Wright	Yes

Motion:	Who made the motion? Second?	Motion passed?
✓ Approve updated primary committee member form	C. Foxx/E. Nicholson	Yes

Motion:	Who made the motion? Second?	Motion passed?
✓ Approve updated committee member form	E. Nicholson/J. Wright	Yes

Motion:	Who made the motion? Second?	Motion passed?
✓ Add Ravi Gupta to the pool list.	P. DeMartino/M. Scriber	Yes

Motion:	Who made the motion? Second?	Motion passed?
✓ Add Daniel Moreles to the pool list	D. Rivera/E. Nicholson	Yes

**3: PCSO** **Presenter:** C. Lacanienta

- PSRA added additional meetings in order to make sure that recommendations coming into PSRA were the recommendations from the PC.
- Kudos for a job well done.
- Kudos to J. Stenhouse who will be leaving us.

**3: New Business** **Presenter:** Vice Chair

None

Motion:	Who made the motion? Second?	Motion passed?
✓ To adjourn at 7:29 pm.	Made by Consensus	Yes

### ***About the Planning Council***

The Greater Baltimore HIV Health Services Planning Council (BmorePC) is a 40-member volunteer body responsible for the following duties: Conducting consumer needs assessments and identifying service needs of PLWHA in the Baltimore EMA, setting priorities for the allocation of federal HIV/AIDS service dollars under the Part A Program, Evaluating the efficiency of the administrative mechanism designated by the mayor to distribute Ryan White Program funds and follow planning council priorities, developing a comprehensive plan for delivering HIV services to PLWH/As, working with other Ryan White Program representatives to develop the Statewide Coordinated Statement of Need (SCSN), assuring community participation, and developing methods to address conflicts of interest and grievances.

### **Resources:**

For more information, visit us online at: [www.baltimorepc.org](http://www.baltimorepc.org) or contact the Planning Council Support Office at 410-396-1646.

### **Special notes:**

Developed for BmorePC by PCSO at the Office of Community Engagement, BCHD.