

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of June 15, 2010

Vol. VII, No. 4

Final • June 16, 2010

Meeting Attendance

Present¹	M. Becketts	M. Hitch
	K. Bellesky	R. Johnson
	R. Bradley	D. Kelson
	D. Brewer (Proxy for W. Miller)	J. Keruly
	C. Brown	C. Massey
	C. Edmonds	R. Matens
	C. Gibson	A. Middleton
	P.J. Gouldman (Proxy for J. Fleming ²)	M. Reese
	M. Graves	W. Samuel
	R. Green	D. Shamer
	R. Haden	R. Disharoon
	P. Hall	L. Sowah
	C. Harvey Sr.	J. Winslow
	T. Hawkins	
	L. Green (Proxy for D. Henson)	
Absent	S. Alston	M. Moaney
	V. Burrell-Gibson	L. Servance
	V. Clark	R. Rubino
	R. Gore-Simmons	D. Smith
	T. James	B. Thomas-El
A. Leverrette		
BCHD	E. Bradley	A. Ferrari
	R. Brisueno	J. Ungard
Staff	D. Gorham	J. Reed
	C. Lacanienta	N. Slaughter
	D. Munro	E. Saber
Visitors	L. Bank	G. Nelson
	D. Brewer	N. Guest
	K. Briddell	H. Smith
	M. Carroll Sr.	D. Rivera
	S. Cherry	H. Smith
	C. Fowles	S. Jenkins
	C. Gray	R. Parrish
	T. Hewlett	
Handouts	Planning council agenda (June 15, 2010).	
	Planning council packet (June 2010).	
	Grantee report (June 2010).	
	Chair report (June 2010).	
	Biographical Sketches.	

¹ Attendance is based on sign-in sheet.

* Present but did not sign in.

² Planning council member J. Flemming signed in and left early.

Draft Provider Questionnaire one.
Draft Grantee Questionnaire one.
Draft Housing Standards of Care.
Letter from Baltimore Chief Solicitor to BDHD regarding conflicts of interest

Executive summary

The council meeting convened with quorum at 6:40 p.m.³

The chair noted in the report the in July the planning council, will hold it annual priority setting and resource allocation conference for the fiscal year 2011 Part A and MAI (Minority AIDS Initiative) grants. The chair reminded the committee that training for the priority setting is mandatory and the dates would be announced soon. It was noted that the planning council's policies on conflict of interest must be resolved before our priority setting conferences next month.

The council heard informational presentations on housing services from Kate Briddell, Director of Homeless Services at the Baltimore Homeless Services; HIV prevention initiatives from Claudia Grey, Chief of the Center for HIV Prevention and Jeanne Keruly, planning council vice chair and Assistant Professor at the Johns Hopkins University

The council changed the conflict limit in the bylaws from \$4,000 to \$1,000 and accepted changes the Executive Committee made to the bylaws by consensus.

The council received its monthly reports from the Ryan White Part A grantee representative and Ryan White Part B and D council representatives. Committee chairs reported on committee activities of the Assessment of the Administrative Mechanism; membership attendance, housing standards of care and the schedule of activities for priority setting. The council voted on committee action items.

It was announced that the Evaluation Committee and the Continuum of Care Committee will host presentation on Child Care on June 29th from 4:30 p.m.-6:30 p.m. at Charles Village Benefits District from 4:30 p.m.-6:30 p.m.

Proceedings

Introductions/Review of Minutes

The chair, W. Samuels, convened the planning council meeting with introductions. The council reviewed three sets of minutes from April 20, April 29 and May 18, 2010.

Motion	To approve the April 20 th planning council minutes
Proposed by	D. Kelson
Seconded by	C. Gibson
Action	Passed, 4 abstentions, 0 objections

³ Quorum is defined as attendance of at least 51 percent of membership.

Motion	To approve the April 29 th planning council minutes.
Proposed by	C.Harvey
Seconded by	D. Kelson
Action	Passed, 6 abstentions, 0 objections

Motion	To approve the May 18 th planning council minutes.
Proposed by	J.Winslow
Seconded by	K.Bellesky
Action	Passed, 3 abstentions, 0 objections

Chair Report

The chair reported on the annual priority setting and resource allocation (PSRA) conference for the fiscal year 2011 Part A and MAI (Minority AIDS Initiative) grants. The council was reminded that guests were invited to the July 20 planning council meeting to present data in preparation for the priority setting. The chair reminded members that PSRA training is mandatory and that the conflict of interest policy of the bylaws must be resolved before the conferences next month. The Executive Committee continues its revisions to the bylaws distributed for council feedback in January.

The chair requested that his chair report be concluded after receiving the next agenda items, special reports to the council.

The council discussed amending the agenda to allow special reports to be made before conducting business or the month of June.

Motion	To amend the agenda so that committee reports come after the HOPWA presentation.
Proposed by	P.J. Gouldman
Seconded by	R. Discharoon
Friendly Amendment	To amend the agenda so that committee reports come after all of tonight's special reports.
Proposed by	R.Matens
Action	Passed, 0 abstentions, 0 objections

Special Reports

Informational presentations

The planning council received informational presentations from the Baltimore Homeless Services, The Center for HIV Prevention at the Maryland Department of Health and Mental Hygiene Infectious Disease and Environmental Health Administration. Planning council vice-chair and Assistant Professor of Medicine at Johns Hopkins University Jeanne Keruly present trends in the HIV epidemic in the Baltimore EMA.

Baltimore Homeless Services - Kate Briddell, Director of Homeless Services

- Tenant-based rental assistance, supportive service (includes case management, assistance with personal care, meal preparation and job training project) and short term rent, mortgage are services are funded under HOPWA.
- Wait period cannot be determined. Waiting time depends on a number of factors and cannot be definitively stated.
- The HOPWA list is currently closed. The list closed with 565 people.
- Once they are able they are going to start placing people on the wait list into housing then they will start accepting new clients.
- HOPWA is current going through a transition. They moved locations and combined with another program. They are now fully staffed.
- HOPWA when they need statistics rely on data from IDEHA.
- Services are available to anyone with a case manger in a county that receives HOPWA service.

Center for HIV Prevention-Claudia Grey, Chief

- C. Grey presented on HIV prevention initiatives in Maryland. She reviewed priority populations and services funded through federal prevention funds (see power point presentation distributed).
- The following clarification was provided to the council during question and answer period:
 - Anonymous testing is reported as a number though the care mechanism.
 - Rapid testing was cited as a way to increase patient return rates.
 - It was clarified in the presentation that referrals are for primary medical care.
- C. Grey agreed to provide the council with breakdown of the number of people served under their partner services program.

Johns Hopkins University- Jeanne Keruly, Assistant Professor of Medicine and planning council vice chair

- J. Keruly presented on HIV trends in the Baltimore EMA and noted that the median CD4 count of patients has steadily increased since 1997. Additionally, the HIV population is aging and dealing with other co-morbid issues.
- The following clarification was provided to the council during question and answer period:
 - Older clients do better with adherence and treatments.
 - Survival rates increase if patients keep appointments.
 - Social support needs to be done in parallel with primary medical care.
 - Motivational message have been shown to increase retention

Chair Report Continued

The chair thanked the guests for presenting and continued his update to the council.

Bylaws:

The chair informed the council of the Executive Committee’s recommendation to change the conflict of interest dollar cap in the bylaws from \$4,000 to \$1,000.

The council discussed the committee’s recommendations and held the following discussion:

- The current conflict of interest cap was not out of line, members, especially consumers, should give thought to what it was about to change.
- R. Matens noted that the letter received from the Baltimore City, Chief Solicitor, M. Humphries, it was stated that, “42 USCA 300ff-12 prohibits a council member from voting on a matter potentially affecting a provider that pays him as a research subject.” Because HRSA is vague on the difference between members being conflicted and unaligned, the \$1,000 threshold is the best solution.
- P.J. Gouldman, proxy for J. Fleming, raised concern that the council was becoming more exclusive than inclusive by imposing regulations such as these.
- Concerns were raised that this may limit voting when it came time for priority setting and future council or committee meetings.
- D. Munro of IGS noted that the conflict of interest and disclosure limit of other EMAs is set at \$0. Under the purposed recommendation of the Executive Committee, all planning council members would disclose any financial compensation, not including salary, received from a provider. One would not be in conflict with a service category until reaching the \$1,001 mark. Unaligned consumers who reach the \$1,001 mark would still be considered unaligned council members, but “in conflict” with the service categories in which the provider has a Part A contract.

The council voted on the conflict of interest limit recommended by the Executive Committee. Changes to the bylaws require a two- thirds majority vote.

Motion	To change the conflict of interest limit in the bylaws to \$1,000
Proposed by	D. Brewer
Seconded by	M. Reese
Action	Fail, 1 abstentions, 7 objections

There was confusion on the vote. Some council members did not vote or abstain. Several council members requested that the vote be re-taken.

Motion	To re-vote on the change the conflict limit in the bylaws from \$4,000 to \$1,000 .
Proposed by	R. Haden
Seconded by	C. Massey
Action	Pass, 1 abstentions, 4 objections

Motion	To change the conflict limit in the bylaws to \$1,000.
Proposed by	D. Brewer

Seconded by	D. Kelson
Action	Pass, 1 abstentions, 7 objections

The chair reminded the council that the Executive Committee made changes to the bylaws by consensus at the last meeting. The council reviewed the packet with the recommendations of the Executive Committee for changes to the bylaws.

Motion	To accept the recommended bylaws changes from the Executive Committee.
Proposed by	M.Reese
Seconded by	J.Winslow
Action	Pass, 1 abstentions, 1 objections

The chair noted at this point that the meeting needed to be extended 15 minutes.

Motion	To extend planning council meeting 15 minutes
Proposed by	M.Reese
Seconded by	J.Winslow
Action	Pass, 0 abstentions, 4 objections

Part A Report

The Part A representative reported:

- The second round of interviews are underway to find the new health commissioner.
- The grantee is working with providers to finalize workplans and budgets to initiate FY 2010 contracts.

Part B and D Report

The Part B and D representative reported that there were no reports this month.

Planning Council Committee Reports

Committee co-chairs reported on their respective committee activities:

- The Continuum of Care Committee (COCC) completed the final draft of the Housing Standards and are ready to present to the planning council.

Motion	To accept the final Housing standards of Care
Proposed by	M. Reese
Seconded by	D. Kelson
Action	Passed, 0 abstentions, 0 objections

- The Comprehensive Planning Committee (CPC) discussed the new legislation and requirements and reviewed goals and strategies of the comprehensive plan. It made recommendations for strategies within the three main goals outlined in the comprehensive plan, received an update on the consumer needs assessment. A

presentation will be made by the InterGroup Services office in July with all needs assessment findings and discussed the current schedule for the FY 2011 Part A and Minority AIDS Initiative (MAI) priority setting and resource allocation (PSRA) in light of new legislative requirements.

The committee had three motions:

Motion	To recommend to the planning council hosting one ranking exercise for the FY 2011 Part A and MAI priority setting and resource allocation process.
Proposed by	C. Harvey
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 objections

The committee co-chair presented the second recommendation to adjust the schedule for ranking. The committee recommends the planning council conduct its ranking exercise in June instead of July, to allow the grantee time to prepare recommendations for all ranked service categories for PSRA. The committee also recommends hosting one ranking exercise instead of two in keeping with the legislative changes to the Part A and MAI funding cycles.

There was concern that proxies voting in the resource allocation portion of PSRA be made to fulfill all requirements of PSRA participation. This would include completing PSRA training, attending data presentations and completing the ranking exercise on behalf of the planning council member.

Motion	To host the ranking exercise for PSRA in June.
Proposed by	C. Harvey
Seconded by	R. Disharoon
Friendly Amendment	To host the ranking exercise in June with the intent that all PSRA participants (council members and proxies) complete PSRA training, the ranking exercise and attend data presentations to have a vote in the resource allocation process.
Proposed by	P.J. Gouldman
Action	Passed, 0 abstentions, 2 objections

The third recommendation to begin the July planning council meeting at 5:30 p.m. instead of 6:30 p.m. to have time to receive all data presentations scheduled for July 20, 2010.

Motion	To recommend that the planning council meeting begin at 5:30 p.m. instead of 6:30 p.m. on July 20, 2010.
Proposed by	C. Harvey
Seconded by	D. Kelson
Action	Passed, 0 abstentions, 0 objections

- The Counties Committee did not have a scheduled meeting this month. The next scheduled Counties Committee meeting will be the Counties PSRA at the Howard County Health Department on August 2-3, 2010.

The chair noted that the council needed to extend the meeting by 10 minutes

Motion	To extend planning council meeting 10 minutes
Proposed by	K. Bellesky
Seconded by	D. Shamer
Action	Pass, 0 abstentions, 0 objections

- The Evaluation Committee reviewed and accepted the second provider and grantee questionnaires after reviewing all planning council and grantee input submitted. The committee also reviewed its assessment grading tool and clarified its scale for grading. The committee changed its meeting date from Monday, July 5 to Tuesday, July 6 to accommodate the July 4th holiday weekend.

The committee forwarded four motions to the planning council:

Motion	To accept the second provider questionnaire used in the Assessment of the Administrative Mechanism.
Proposed by	D.Shamer
Seconded by	D.Kelson
Action	Passed, 0 abstentions, 0 objections

Motion	To accept the second grantee questionnaire used in the Assessment of the Administrative Mechanism..
Proposed by	D.Shamer
Seconded by	D.Kelson
Action	Passed, 0 abstentions, 0 objections

Motion	To accept the second assessment grading tool used in the Assessment of the Administrative Mechanism.
Proposed by	D. Shamer
Seconded by	D. Kelson
Action	Passed, 0 abstentions, 0 objections

Motion	To engage the independent contractor to collect and analyze data for the Assessment of the Administrative Mechanism
Proposed by	D. Shamer
Seconded by	R. Disharoon
Action	Passed, 0 abstentions, 0 objections

- The Nominating Committee reported that it had reviewed the attendance policy and procedures and sent a letter to the chair recommending the removal of four planning council members in violation of the attendance provision in the planning council bylaws. The committee sent letters to all planning council members who were in danger of violating the planning council bylaws attendance provision within the next

two scheduled planning council meetings and discussed the current attendance policy for committee members. In addition the committee reviewed two planning council applicants and recommended them for placement onto the pool list. Seven planning council applications were distributed for interviews this month.

The council did not have the time to receive the Nominating Committee's motions nor to begin the council's discussion on the removal of council members in violation of the attendance policy.

A recommendation was made to table the discussion for the next meeting.

Motion	To table nominating committee discussion for next month.
Proposed by	R. Matens
Seconded by	J. Winslow
Action	Passed, 0 abstentions, 0 objections

The PLWH/A Committee did not report due to time constraints

The support office did not report due to time constraints.

New Business

The Evaluation Committee and the Continuum of Care Committee will host presentation on Child Care on June 29th from 4:30 p.m.-6:30 p.m.

Motion	To adjourn.
Proposed by	D. Kelson
Seconded by	C. Harvey Sr.
Action	Passes, 0 abstentions, 0 objections

Meeting adjourned at 8:50 p.m.