

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

Vol. VII, No. 1

Draft • April 6, 2010

**Meeting Attendance**

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Present	S. Alston M. Becketts K. Bellesky R. Bradley D. Brewer (proxy for W. Miller) C. Brown D. Clark R. Disharoon C. Edmonds J. Fleming A. Fowlkes (proxy for C. Massey) R. Gore-Simmons M. Graves P. Hall	T. Hawkins M. Hitch S. Jenkins (proxy for D. Shamer) R. Johnson D. Kelson R. Matens A. Middleton* M. Moaney M. Reese R. Rubino W. Samuel L. Sowah J. Winslow
Absent	V. Burrell-Gibson V. Clark C. Gibson R. Green R. Haden C. Harvey Sr. D. Henson	T. James J. Keruly A. Leverrette L. Servance D. Smith B. Thomas-El
BCHD	R. Brisueno A. Ferrari	J. Ungard
Staff	D. Gorham J. Reed	N. Slaughter E. Saber
Visitors	D. Brewer M. Carroll, Sr. R. Cole M. Crady C. Flynn R. Gray	N. Guest E. Hopper S. Jenkins R. Parrish H. Smith
Handouts	Meeting agenda (March 16, 2010). Planning council packet (March 2010). Final action items (March 16, 2010). Grantee report (March 2010). Chair report (March 2010). Planning council minutes (November 17, 2009, January 19, 2010). Evaluation Committee MAI 5-month reprogramming recommendations. Biographical sketch of an applicant. Draft provider questionnaire number one. Draft grantee questionnaire number two. Draft Outreach Services Standards of Care. Needs assessment survey flyer. Leadership, Empowerment, Advocacy and Participation (LEAP) 2010 application. Consumer advisory board training flyer. HIV/AIDS in the Baltimore/Towson Metropolitan Area: An Epidemiological Profile (PowerPoint). MAI client utilization trends by demographic (PowerPoint).	

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Executive summary

The planning council meeting convened without quorum at 6:41 p.m.<sup>1</sup>

The chair reported on the current funding of Ryan White program for FY 2010 and the emergency priority setting and resource allocation (PSRA) of the FY 2010 Minority AIDS Initiative (MAI) scheduled during April's planning council meeting.

The council voted to host the April planning council meeting from 5:30 p.m. - 8:30 p.m. to allow time to conduct the scheduled emergency PSRA for FY 2010 MAI.

The Part A Grantee reported the actual funding levels for the FY 2010 Part A formula award and the total MAI award.

The Part B representative updated the planning council on the current request-for-proposal process for the Ryan White Part B award.

To ensure time to during the meeting to receive the data presentations in preparation for next month's PSRA, the planning council voted to amend the agenda so that only committee action items/motions would be presented to the council.

The planning council passed the following committee motions:

- To accept the revised outreach standards of care (motion forwarded by the Continuum of Care Committee).
- To decrease the Substance Abuse Treatment – Outpatient FY 2009 MAI service category by \$25,810 (motion forwarded by the Evaluation Committee).
- To increase the Outpatient Ambulatory Health Services – Primary Medical Care Co-morbidity FY 2009 MAI service category by \$25,810. (motion forwarded by the Evaluation Committee).
- To approve the revised conflict of interest form (motion forwarded by the Nominating Committee).
- To add one applicant to the pool list (motion forwarded by the Nominating Committee).

The meeting adjourned at 8:30 p.m.

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<sup>1</sup> Quorum is defined as attendance of at least 51 percent of membership.

**Proceedings***Introductions/Review of Minutes*

W. Samuel convened the planning council meeting with introductions. In the absence of the vice-chair J. Keruly, Nominating Committee chair, M. Reese served as vice-chair of the meeting, per planning council bylaws. The committee voted on all minutes that were not passed at the February planning council meeting due to lack of quorum as a result of the inclement weather.

Motion	To approve the November 17, 2009 minutes.
Proposed by	D. Brewer
Seconded by	D. Kelson
Action	Passed, 0 abstention, 0 objections

Motion	To approve the January 19, 2010 minutes.
Proposed by	K. Bellesky
Seconded by	D. Brewer
Action	Passed, 1 abstention, 0 objections

Motion	To approve the February 16, 2010 minutes.
Proposed by	J. Fleming
Seconded by	J. Winslow
Action	Passed, 2 abstention, 0 objections

*Chair Report*

W. Samuel, planning council chair, reported that the Baltimore eligible metropolitan area (EMA) had received its partial award for Ryan White Part A FY 2010 and its full award for the FY 2010 Minority AIDS Initiative (MAI). The EMA received an increase in its Part A formulary funding but a slight decrease in its MAI funding. The supplemental award is expected from HRSA in April.

The chair reminded the council that it would be hosting an emergency priority setting and resource allocation for the EMA's FY 2010 MAI at the April 20, 2010 council meeting.

Formal questions to the grantee had forwarded from February's planning council meeting and March's Evaluation and Counties Committee meetings.

M. Reese reported the Executive Committee's recommendation to host the April 20, 2010 planning council meeting from 5:30 p.m. to 8:30 p.m. to make available enough time to complete the priority setting and resource allocation process.

Motion	To host the April planning council meeting from 5:30 p.m. to 8:30 p.m.
Proposed by	M. Reese
Seconded by	R. Johnson
Action	Passed, 0 abstention, 0 objections

*Part A*

The grantee announced that the EMA received \$13,876,932 in FY 2010 formulary funding for the Part A award. This represents an increase of 5.68 percent (\$788,812) from FY 2009. The grantee noted that supplemental funding should be announced on April 1, 2010.

The grantee also announced that the EMA received \$1,947,181 in funding for the MAI award, a decrease of 16.02 percent (\$311,952) from FY 2009. The grantee estimates approximately \$500,000 would be available for potential capacity building projects or the expansion of existing programs.

The grantee will be hosting a Part A provider meeting on April 22, 2010 at the Sheppard Pratt Conference Center.

*Part B*

The Part B representative announced that the request-for-proposal was released for FY 2011 Outpatient Ambulatory Health Services, Medical Case Management and Treatment Adherence and the Part B office has received 30 applications. An independent review board is currently reviewing all applications and an award notice should be available by the second week in May 2010.

*Part D*

The Part D representative did not report any updates.

*Committee Reports*

The planning council chair asked that only committee motions be heard and discussed in order to ensure enough time for data presentations in preparation for next month's PSRA for MAI FY 2010.

Motion	To skip regular committee updates and only hear motions from each committee, if necessary.
Proposed by	R. Rubino
Seconded by	D. Kelson
Action	Passed, 0 abstention, 0 objections

*Continuum of Care Committee*

The committee's co-chair noted that the committee did not have quorum at its February meeting. and that the final draft Outreach Services Standards of Care needed to be passed in order to be implemented this grant year, which officially began March 1, 2009. The draft standards, he announced, had been circulated for review by the planning council and are now being recommended for approval.

Motion	To approve the Outreach Services standards of care.
Proposed by	M. Becketts
Seconded by	M. Reese
Action	Passed, 0 abstention, 0 objections

*Evaluation Committee* reported that the committee's two reprogramming requests.

- 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 that will reduce outside referrals, improve client compliance and expand service capacity.

Motion	To decrease the Substance Abuse Treatment – Outpatient FY 2009 MAI service category by \$25,810.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 2 abstention, 0 objections

Motion	To increase the Outpatient Ambulatory Health Services – Primary Medical Care Co-morbidity FY 2009 MAI service category by \$25,810.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 2 abstention, 0 objections

*Nominating Committee* asked to move J. Lybrand to the planning council pool list.

Motion	To move J. Lybrand to the planning council pool list.
Proposed by	M. Reese
Seconded by	K. Bellesky
Action	Passed, 2 abstention, 0 objections

The Nominating Committee also requested that the revised conflict-of-interest form be approved for planning council use.

Motion	To approve the conflict-of-interest form.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 2 abstention, 0 objections

InterGroup Services, Inc. (IGS) made the following announcements:

- An online survey is opened for all members to log in and complete the ranking of service categories for the April MAI PSRA. All planning council members should rank their top five core medical and top five support services by March 31, 2010 at midnight. Council members without internet access or who do not wish to use the online survey would receive the survey by United States Postal Services

- (USPS) and would be able to phone-in their votes to the PCSO. All categories ranked would be eligible to receive funding during MAI PSRA.
- The PSRA training is scheduled for March 29, 2010 for all planning council members and proxies. The chair requires all council member and proxies who did not complete the priority setting training in July 2009 must take this training in order to participate in the April PSRA. The training is also open to all members who would like to re-take the training or interested visitors. This training is also available as a take-home packet. All members taking the take-home packet must sign that they have read and completed the training.
  - The Evaluation Committee approved their first provider and grantee questionnaires for review by the planning council. A final draft will be completed for the April planning council meeting.
  - Results from the online polling scheduled FY 2011 Part A and MAI priority setting and resource allocation on July 26 and July 27, 2010. This was decided by an online vote conducted by polling all planning council members.
  - All scorecards and expenditure and service delivery reports have been provided to planning council members via e-mail and are available on the planning council website. These will help guide members in their priority setting and resource allocation decisions. All members without email access will receive the reports vial USPS.

### ***Data Presentations***

#### *Maryland Epidemiological Report*

Colin Flynn, Chief of Surveillance and Epidemiology, Infectious Disease and Environmental Health Administration, Department of Health and Mental Hygiene, presented on the latest data on the epidemiological profile of HIV/AIDS in the state of Maryland, and specifically, the Baltimore EMA. Major points in the presentation include the following:

- Surveillance data is now referred to by the state as “reported HIV/AIDS and AIDS-deaths” rather than an “incidence rate”. This is due to delays in reporting and the inability to accurately identify when a person first became infected with HIV. This name change is reflective of the data that is submitted to the planning council.
- The Baltimore EMA ranks fifth in the country with regard to reported AIDS cases.
- The majority of HIV-infected patients are in Baltimore City (76 percent).
- The majority of HIV-infected patients are male (63.2 percent) and is increasing over time.
- The majority of HIV-infected patients are African-American (80.2) percent but this has been stable over time.
- The highest prevalence of HIV cases is for people between the ages of 30-59.
- There has been an increase in reported cases of HIV in people between the ages of 20-29 and 50-59, while reported HIV cases of people 30-49 have decreased.
- Injection drug-use remains an important route of transmission but the proportion of newly reported cases has decreased.

- Sexual transmission is the predominant cause of transmission (greater than 51 percent).

*Ryan White Part D Network*

Terry Hawkins, Health Services Administrator of the Part D Network and planning council member-Part D representative, reported on the history, funding and implementation of current Part D services in Maryland. Part D funding provides family-centered care involving outpatient or ambulatory care for women, infants children and youth living with HIV/AIDS.

Major points in the presentation include the following:

- Part D funded providers receive \$970,000 to provider family-centered primary and specialty medical care, support services and logistical support and coordination.
- The Part D youth programs receive \$380,000.
- The following services are provided under the Part D network:
  - Prevention
  - Counseling and testing
  - Case Management
  - Medical Care
  - Mental Health
  - Substance Abuse
  - Provider/Training
  - Psychosocial Support
  - Education and Linkages to Research
  - Child Care
- The Part D program emphasis for 2010-2011 was to identify and engage HIV-positive women, youth and build the capacity of providers to care for perinatally infected youth who are aging out of pediatric settings.

*Demographic trends for Part A and MAI funding*

The planning council support office provided additional information to coincide with service category scorecards' historical trends on utilization rates and expenditure patterns. Data was collected from past grantee ESD reports over time; category demographics were also presented as a consideration of the number of African-Americans being served for all services provided under Ryan White Part A and MAI funding from 2005-2009. This information may be useful in identifying directives to focus on improving the targeting to African-American communities. The planning council noted the following:

- Programmatic or fiscal changes may have affected trend lines.
- Trending is not necessarily representative of the entire EMA, only for Ryan White provided services.

***New Business***

No new business.

Meeting adjourned at 8:30 p.m.

*Walter Samuel*

Walter Samuel  
Chair  
Planning Council

April 20, 2010