

Greater Baltimore HIV Health Services Planning Council
Minutes of the Meeting of November 17, 2009

Vol. VI, No. 8

Draft • November 30, 2009

Meeting Attendance

Present¹	S. Alston	R. Johnson
	M. Becketts	D. Kelson
	K. Bellesky	C. Massey
	R. Bradley	R. Matens
	D. Brewer (proxy for W. Miller)	A. Middleton*
	V. Burrell-Gibson	M. Moaney*
	R. Disharoon	M. Reese
	C. Edmonds	R. Rubino
	S.K. Felder (proxy for R. Green)	W. Samuels
	J. Fleming	L. Servance
	C. Gibson	D. Shamer
	P. Hall	D. Smith
	T. Hawkins*	B. Thomas-El
	D. Henson	J. Winslow
	M. Hitch	
	Absent	C. Brown
V. Clark		A. Foyles
R. Gore-Simmons		J. Keruly
M. Graves		A. Leverrette
R. Haden		L. Sowah
C. Harvey Sr.		
BCHD	R. Brisueno	A. Telzak
	S. Kazi	J. Ungard
Staff	D. Gorham	N. Slaughter
	J. Reed	E. Saber
Visitors	M. Burnett	J. Jenkins
	M. Carroll Sr.	S. Jenkins
	S. Cherry	R. Parrish
	M. Crady	N. Robinson
	P. Gouldman	R. Shattuck
	E. Green	P. Snead
	N. Guest	E. Ward
Handouts	Meeting agenda (November 17, 2009).	
	Draft Executive Committee Minutes (November 11, 2009).	
	Planning council packet (November 2009).	
	Chair report (November 2009).	
	Applicant biographies.	
	Final action items and updates (November 2009).	
	<i>Baltimore planning council website and information portal (e-mail).</i>	
<i>Outreach Services Standards of Care.</i>		
<i>Application for Federal Assistance (Ryan White Part A application FY 2010).</i>		
<i>Engaging consumers in linking other PLWH into care: Opportunities and readiness</i>		

¹ Attendance is based on sign-in sheet.

* Present but did not sign in.

checklist (survey).
Draft 2010 Consumer Needs Assessment Survey.
Maryland HIV/AIDS Epidemiological Profile — December 31, 2007.
PLWH/A Committee position paper.
Uniting Our Voices: A Community Forum and Open House.

Executive summary

W. Samuel, chair, convened the planning council meeting with quorum at 6:40 p.m.² A. Middleton served as vice-chair for the meeting.

W. Samuels opened the meeting with the chair report and announced updates regarding the passage of the new Ryan White legislation; the submission of the Baltimore eligible metropolitan area's FY 2010 application; upcoming planning council deliverables and meetings. The chair thanked committee co-chairs for their year of service as leaders within the planning council and thanked the grantee and planning council support office for their contributions to the application and planning council deliverables this year.

The Part A grantee reported on the EMA's submission of the FY 2010 application, the provider and bidder's conference meetings held and technical assistance provided to Part A providers.

The Part B representative announced a new regional advisory committee of leaders and that the office would be closed several days due to furlough.³

The Part D representative announced that it is holding an upcoming meeting on transitioning youth to adult care.

The Executive Committee reported that standards of care for outreach services had been accepted and released to meet the council's deadline of the bidders conference and FY 2010 request-for-proposal (RFP) process in an emergency vote on behalf of the council. The council voted to accept the final standards of care for outreach services.

The Executive Committee also brought forward a motion for reprogramming allocations in the legal services category, which was not passed by the planning council.

Committee co-chairs presented committee monthly reports and final action items/motions to the council for a vote

- The planning council approved the final needs assessment tool presented by the Comprehensive Planning Committee (CPC).
- The Continuum of Care Committee (COCC) finalized the standards of care for outreach services.
- The council accepted reprogramming recommendations from the Evaluation Committee's reprogramming meeting held in November.
- The Counties Committee reviewed the seven-month counties ESD report and made recommendations to the Evaluation Committee for reprogramming funds for the counties set-aside. The committee will formulate a workgroup to discuss the

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

³ A furlough is a leave of absence from duty.

provision of medical transportation services in the counties and make recommendations to the committee.

- The council accepted recommendations from the Nominating Committee to move three applicants onto the pool list.
- The People Living with HIV/AIDS (PLWH/A) Committee completed the final draft of its position paper on the Ryan White Legislation and will host its first PLWH/A open forum on November 18, 2009.

A representative from the planning council support office (PCSO) reported on the technical and administrative assistance provided to the planning council, committees, members and co-chairs related to various deliverables.

The planning council elected the council chair, vice-chair, Nominating Committee chair and Nominating Committee members.

The meeting adjourned at 8:34 p.m.

Proceedings

Introductions

The planning council meeting opened with quorum at 6:40 p.m. The council accepted the October 2009 planning council meeting minutes.

Motion	To accept the October 20, 2009 minutes.
Proposed by	D. Kelson
Seconded by	M. Reese
Action	Passed, 1 abstention, 0 objections

Chair's Report

The planning council convened with quorum at 6:33 p.m.

W. Samuels, chair, gave the chair's report. A. Middleton served as vice-chair for the meeting.

The chairman's reported the following:

- Ryan White legislation was passed on October 30, 2009. The chair thanked everyone for their hard work in ensuring the continuation of the Ryan White program.
- The Part A application was submitted for FY 2010.
- Thank you to committee co-chairs for their hard work and dedication and welcome to newly elected co-chairs.
- The chair asked all planning council members to complete a survey that will gauge the planning council's perception of consumer involvement in the planning for and provision of Ryan White services. The survey was provided to the planning council from Mosaica, a technical assistance agency funded through the Health Resources and Services Administration. Responses will be aggregated by the planning council support office and will be presented to the council in January 2010.

Executive Committee

At the request of the chair, the council reviewed draft Executive Committee minutes from November and reviewed the standards of care for the outreach services.

The chair reported that in order to meet the council’s deadline, the Executive Committee conducted an emergency vote on behalf of the council to accept the final standards of care and release them in time for the grantee’s November 16 bidders conference. The committee conducted the emergency voted to ensure those providers applying for Part A funds for FY 2010 have the most up-to-date standards developed by the planning council.

Planning council members made the following comments regarding the standards.

- Documentation proving residency is an ongoing issue. Many consumers, in particular homeless and recently incarcerated individuals, cannot provide the necessary documentation to receive services. It was noted that all recently released inmates can obtain a free identification card from the Maryland Vehicle Administration.
- Currently in the standards, the onus is on outreach workers to provide documentation for eligibility even though that is not within their capability in many circumstances.
- A breakdown of section 2.2 to include specific services was requested.

The Continuum of Care Committee co-chair noted that the committee would revisit the standards again in the beginning of 2010 to make any necessary corrections. The accepted version of the standards of care will be used for the FY 2010 request-for-proposal process. The council voted to accept the final outreach standards of care as recommended and passed by Executive Committee.

Motion	To accept standards of care for the outreach services service category.
Proposed by	R. Rubino
Seconded by	M. Reese
Action	Passed, 4 abstention, 2 objections

R. Disharoon presented on the Executive Committee’s discussion related to legal services and put forth a recommendation to reduce the EMA-wide legal services category and increase the county-wide legal services category in the amount of \$52,101. This amount was noted in the seven-month expenditure and service delivery (ESD) report as the amount necessary to provide services in all counties.

Those in favor of the motion pointed out that the EMA-wide legal services providers will not expend all funding by the end of the fiscal year and that an increase to the county-wide legal services service category will enable that provider to expand to serve consumers in all six counties (currently, only three county locations have been made available to consumers).

Those opposed to the motion noted that EMA-wide legal services are available to all counties residents. An increase in funding to county-wide legal services would not decrease the unmet need.

The grantee noted that this recommendation was not from the grantee and that legal services have been advertised to providers and consumers in all recent reports to the planning council.

Motion	To reduce the legal services service category by \$52,101.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Failed, 2 abstentions, 10 objections, 8 in favor.

Grantee’s Report

- Part A Administration
 - The grantee announced that the following categories would be bid this year: oral health, mental health, outreach services and psychosocial counseling (counties only). The bidder’s conference was held on November 16, 2009.
 - The grantee’s office submitted the FY 2010 Ryan White Part A application to HRSA. The application requested \$21,535,757.
- Clinical Quality Management Program (CQM)
 - CQM reviews are in progress and no major discrepancies that impact the delivery or quality of part A services have been identified.
- Baltimore City Health Department
 - The city has begun the process of interviewing candidates for the open health commissioner position.
- Grantee/HRSA-sponsored Technical Assistance and Capacity Building
 - The Grantee’s Office provided formal technical assistance this period to several providers to address data reporting, service utilization tracking, and the use of the ETO-Client Level Data System. To date, the system has captured data for slightly less than 9,400 unduplicated sampling of the demographics reveal:
 - Location: 58 percent reside in 12 Baltimore City ZIP codes.
 - Gender: 61 percent male, 38 percent female, 1percent transgender.
 - Age: 10 percent are ages 21 to 30;18 percent are ages 31 to 40; 40 percent are ages 41 to 50; and 26 percent are ages 51 to 60.
 - Demographics: 81 percent black, 14 percent Caucasian, two percent hispanic/latino.
 - Transmission: 27 percent heterosexual; 26 percent injection drug users; 24 percent men-who-have-sex-with-men (MSM).
 - The grantee is collaborating with an outside entity to conduct three capacity building sessions specific to consumer needs and another three that focus on provider issues. All sessions will occur in the last quarter of the program year.
 - During this period, the grantee conducted two comprehensive site visits of Part A programs. No findings resulted in implementation of corrective action plans.

The grantee noted the following related to the FY 2010 RFP process:

- The current request-for-proposal is not on the website but should be available on November 18, 2009.
- All current providers plus an additional 50 potential providers received the RFP.
- The grantee has a concern over low funding to the county-wide psychosocial support services service category.

- The bidder's conference is not mandatory, however letters of intent for Ryan White funding are mandatory and must be submitted by November 20, 2009.

Part B Report

The Part B representative reported the following:

- MADAP office and customer service will be closed during the state's service reduction days prior to the Thanksgiving and Christmas holidays.
- The October meeting of the Regional Advisory Committee (RAC) for the Central region was attended by over 40 consumers, providers, community members and Administration staff. Two new co-chairs were elected: Paul Snead and Vanessa Graves. RAC meetings will resume in March 2010.

Part D Report

The Part D representative reported the following:

- The Maryland's Department of Health and Mental Hygiene's Infectious Disease and Environmental Health Administration hosted a planning meeting of Ryan White selected providers to discuss the logistics of the *Transitioning Youth to Adult Care* conference in 2010. Additional information will be brought to the council in up-coming months.
- The next Part-D network meeting is scheduled for December 4. Ellen King, the Part-D project officer from HRSA, was invited to attend.

Committee Reports

Comprehensive Planning Committee (CPC):

The committee co-chair reported:

- The committee completed final revisions to the consumer needs assessment tool after conducting a committee meeting and a conference call. The committee noted that all language referencing Medicaid needed to match throughout the document and agreed to work with the Medicaid representative, A. Middleton, to make the necessary changes. The council voted to approve the final consumer needs assessment tool.

Motion	To approve the final consumer needs assessment tool.
Proposed by	R. Matens
Seconded by	M. Reese
Action	Passed, 0 abstentions, 1 objection

Continuum of Care Committee:

The committee co-chair completed its report on standards of care during the Executive Committee's report and had no further updates.

Counties Committee:

The committee co-chair reported the following:

- The Counties Committee reviewed the seven-month expenditure and service delivery report and made recommendations to the Evaluation Committee.
- The committee co-chair expressed concern over the medical transportation service category. The Counties Committee has received notice that many clients are being denied services to medical appointments due to lack of funding. Complaints have not been formally made however and a recommendation for funding was not requested by the grantee. The committee agreed to form a task group to make recommendations to the planning council to address this.

Evaluation Committee:

The committee co-chair reported:

- The committee received reprogramming recommendations and completed their seven-month Part A reprogramming. The co-chair referred the council to the November Evaluation Committee meeting minutes for details related to the committee’s discussion on each category. The committee presented the following recommendations for funding:
 - Decrease funding to the child care services service category by \$50,000.
 - Currently, a majority of this category’s funds remains unspent.
 - The planning council discussed whether this decrease would have an adverse affect on service delivery.
 - The category had a change in its billing and contractual process that was recently implemented in FY 2009.
 - The grantee noted a reduction of \$50,000 was not a recommendation of the grantee but that a decrease to this category would leave enough funds to provide adequate services at the current trend of expenditure.

Motion	To decrease funding to the child care services service category by \$50,000.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 4 abstentions/conflicts, 3 objections

- Decrease funding to the medical case management service category by \$31,467.

Motion	To decrease funding to the medical case management service category by \$31,467.
Proposed by	R. Disharoon
Seconded by	R. Rubino
Action	Passed, 4 abstentions/conflicts, 0 objections

- Decrease funding to the counties health insurance premiums and cost-sharing assistance service category by \$1,000.

Motion	To decrease funding to the counties health insurance premiums and cost-sharing assistance service category by \$1,000.
Proposed by	R. Disharoon
Seconded by	M. Reese
Action	Passed, 1 abstentions/conflicts, 0 objections

- Increase funding to the outpatient ambulatory health services (OAHS) — specialty laboratory services service category by \$12,000.

Motion	To increase funding to the outpatient ambulatory health services (OAHS) — specialty laboratory services service category by \$12,000.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 0 abstentions/conflicts, 0 objections

- Increase funding to the housing services service category by \$38,000.

Motion	To increase funding to the housing services service category by \$38,000.
Proposed by	R. Disharoon
Seconded by	C. Massey
Action	Passed, 6 abstentions/conflicts, 0 objections

- Increase funding to the oral health services service category by \$31,467.

Motion	To increase funding to the oral health services service category by \$31,467.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 2 abstentions/conflicts, 0 objections

- Increase funding to the counties OAHS — emergency assistance for medications services service category by \$1,000.

Motion	To increase funding to the counties OAHS — emergency assistance for medications services service category by \$1,000.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 1 abstentions/conflicts, 0 objections

People Living with HIV/AIDS Committee:

The committee co-chair reported:

- The committee completed its position paper on the Ryan White legislation.
- The committee will host an open forum for all community members to discuss access to care for persons living with HIV/AIDS. The forum would be held on November 18, 2009 at the Baltimore Behavioral Health Conference Center.

Nominating Committee:

- The committee chair reported that it reviewed the applications of three applicants this month. The planning council voted to move applicants to the pool list.

Motion	To place M. Carroll Sr. onto the pool list.
Proposed by	A. Middleton
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 objections

Motion	To place M. Green onto the pool list.
Proposed by	A. Middleton
Seconded by	M. Reese
Action	Passed, 1 abstention, 0 objections

Motion	To place L. Clark onto the pool list.
Proposed by	A. Middleton
Seconded by	C. Massey
Action	Passed, 1 abstentions, 0 objections

There was no opposition for any leadership position up for election. The planning council voted to accept the slate of nominee’s for each respective position. A request for speeches was made but none of the nominee’s opted to speak.

The leadership positions were as follows:

- Walter Samuel — Chair
- Jeanne Keruly — Vice-chair
- Melanie Reese — Nominating Chair
- Carlisle Harvey Sr. — Nominating Committee member
- Denise Kelson — Nominating Committee member
- David Shamer — Nominating Committee member
- Alice Middleton — Nominating Committee member
- Russell Disharoon — Nominating Committee member
- Carolyn Massey — Nominating Committee member

Motion	To accept all leadership positions as nominated.
Proposed by	R. Rubino
Seconded by	C. Massey
Action	Passed, 0 abstention, 1 objections

Planning Council Support Office Report

IGS reported that the support office:

- Produced meeting minutes, agendas, notices and handouts for six committee meetings and one planning council meeting.
- Assisted the Continuum of Care Committee with completion of outreach standards of care.
- Worked with the Comprehensive Planning Committee to complete the consumer needs assessment survey.
- Began planning for the planning council’s annual meeting.
- Provided technical assistance to members in preparation for this month’s meetings.
- Helped the PLWH/A Committee to plan for the open forum.
- Conducted mandatory training for all facilitators of the PLWH/A focus groups and open forum.
- New member orientation will be held in December.
- Maintained the planning council web site and information portal (www.baltimorepc.org and www.balpc.intergroupinfo.com).

New Business

Motion	To extend the planning council meeting by 15 minutes.
Proposed by	A. Middleton
Seconded by	K. Bellesky
Action	Passed, 0 abstention, 1 objection

Goodwill Industries is having its annual Thanksgiving dinner at the Baltimore Convention Center for more information call Ruth Joyner.

A. Middleton, planning council member and Medicaid representative, noted that Medicaid will now provide substance abuse treatment to all current beneficiaries in addition to current coverage. This is a significant expansion to the Medicaid program.

Greater Baltimore HIV Health Services Planning Council

Minutes of the meeting November 17, 2009

Meeting adjourned at 8:34 p.m.

Motion	To adjourn.
Proposed by	D. Kelson
Seconded by	K. Bellesky
Action	Passed, 0 abstention, 0 objections

Planning Council Approved Minutes

Walter Samuel

Walter Samuel
Planning Council Chair