

Greater Baltimore HIV Health Services Planning Council
Minutes of the Meeting of October 20, 2009

Vol. VI, No. 6

Draft • October 20, 2009

Meeting Attendance

Present¹	R. Bradley	D. Kelson	
	C. Brown	C. Massey	
	D. Brewer (proxy for W. Miller)	R. Matens	
	V. Burrell-Gibson	A. Middleton*	
	R. Disharoon	M. Moaney	
	C. Edmonds	M. Reese	
	C. Gibson	R. Rubino	
	M. Graves	W. Samuels	
	P. Hall	D. Shamer	
	C. Harvey Sr.	D. Smith	
	T. Hawkins	B. Thomas-El	
	D. Henson	J. Winslow	
	Absent	S. Alston	T. James
		M. Becketts	R. Johnson
		K. Bellesky	A. Foyles
V. Clark		J. Keruly	
R. Gore-Simmons		A. Leverrette	
R. Green		G. Nelson	
R. Haden		N. Robinson	
M. Hitch			
BCHD	S. Kazi	J. Ungard	
Staff	C. Lacanienta	N. Slaughter	
	J. Reed	E. Saber	
Visitors	R. Booker	C. Jones	
	D. Brewer	C. Marta	
	D. Brown	C. McBride	
	M. Carroll	C. Moore	
	S. Cherry	A. Newton	
	D. Clark	D. Rivera	
	M. Cole	L. Servance	
	M. Crady	H. Smith	
	T. Davis	L. Sowah	
	A. Duvall	J. Treadwell	
	A. Fowehees	K. Woolford	
	D. Frazier	R. Parrish	
	N. Guest	K. Woolford	
	L. Haskins	E. Ward	
	S. Jenkins		
Handouts	Meeting agenda (October 20, 2009).		
	Executive Committee Minutes (October 14, 2009).		
	Planning council packet (October 2009).		
	Grantee report (October 2009).		
	Chair report (October 2009).		

¹ Attendance is based on sign-in sheet.

* Present but did not sign in.

Applicant biographies.
FY 2010 Directives
Baltimore EMA compliance Document
Assessment of the Administrative Mechanism #1
Priority Setting and Resource Allocation Review Group Findings.
Final action items and updates (October 2009).
POZ magazine (October 2009).

Executive summary

The Executive Committee meeting convened with quorum at 5:35 p.m.²

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

The chairman's report included the following information:

- On Monday, October 19, 2009 the Senate passed its version of the Ryan White Act, on Wednesday the House will vote on its version. If the bill passes the Senate it will go to be signed by the President, hopefully, before the October 31, 2009, sunset of the Ryan White Act continuing resolution.
- Part A application for FY 2010 is due in October.
- Nominations for planning council offices close in October and elections will be held in November. Elections for committee co-chair positions will also be held over the next several months.

The Part A grantee made several announcements, including:

- The grantee office is working closely with various partners on the submission of the FY 2010 Part A Application due October 30, 2009 to HRSA.
- The next scheduled Part A provider's meeting will be held November 16, 2009 along with the FY 2010 Part A bidders' meetings.
- Congress has passed a continuing resolution that extends the current Ryan White HIV/AIDS program until October 31, 2009.
- The grantee will present the seven-month Expenditure Service Delivery Report in November.
- Fiscal management reviews will be conducted for administrative programs before the end of the program year.
- The city has begun the process of interviewing candidates for the open health commissioner position.
- Technical assistance was provided to several providers to orient new Part A staff regarding past data-reporting problems and development of service-tracking tools. During this period, the grantee conducted three comprehensive site visits of Part A programs.

The Part B representative announced:

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

- The MADAP office and customer service will be closed November 25-27, December 24 and 25, and December 31, 2009 and January 1, 2010.
- The Central Regional Advisory Committee (RAC) will hold its next meeting October 26 from 4:30 p.m.-7:00 p.m. at Nebo Christian Ministries.

The Part D representative announced:

- The administration is hosting a planning meeting of Ryan White selected providers in November to discuss the logistics of a Transitioning Youth to Adult Care conference to commence in winter 2010.
- The Youth Initiative and LIGHT Health and Wellness hosted a youth symposium in September on improving treatment outcomes and medication compliance for individuals infected with or at risk of contracting HIV.

Committee co-chairs put forth action items and reported on activities of their respective committees.

- The Executive Committee presented its revised CPC directives, which were approved by the planning council.
- The Comprehensive Planning Committee's (CPC) FY 2009 priority setting and resource allocation review group recommendations were approved by the planning council.
- The Continuum of Care Committee (COCC) presented its final recommendations for ensuring compliance with new HRSA definitions and guidance in the standards of care. The council voted to accept these recommendations. The committee reported that it continues to work on outreach standards of care. Draft two of outreach standards will be circulated for feedback. The final draft will be ready for council approval in November in time to embed into requests for proposals for FY 2010.
- The Evaluation Committee presented recommendations for reprogramming and the final tool for conducting phase one of the committee's evaluation for the 2009-2010 assessment of the administrative mechanism. The council voted to accept the recommendations and the first evaluation tool. The committee reported that it had updated the Comprehensive Planning Committee on progress with strategies specific to the Evaluation Committee's duties this month as well.
- The Nominating Committee recommended two new members to be placed on the planning council and one to the pool list. All three names were accepted by the planning council. Nominations for Nominating Committee and planning council elections were closed.
- The Counties Committee reported that it did not meet this month and that nominations were opened via email. The next Counties meeting will be joint reprogramming for the seven-month period with the Evaluation Committee on November 3, 2009.
- The People Living with HIV/AIDS (PLWH/A) Committee reported that it provided input to the draft standard of care for outreach services and continued its work on its committee position paper.

- The planning council support office (PCSO) reported that it continues to work with the grantee on the Part A application to HRSA as well as the needs assessment survey tool. The PCSO supported six committee meetings and one planning council meeting last month.

Proceedings

Introductions

The planning council began the meeting with introductions.

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 in the absence of the vice-chair.

The chairman’s report included the following information:

- On Monday, the Senate passed its version of the Ryan White Act, on Wednesday the House votes on its version. If the bill passes the Senate it will go to be signed by the President hopefully, before the October 31, 2009 sunset of the Ryan White Act continuing resolution.
- Part A application for FY 2010 is due in October.
- Nominations for planning council offices close in October and elections will be held in November. Elections for committee co-chair positions will also be held over the next several months.

Executive Committee

After a review of the Executive Committee’s draft October minutes, the planning council passed the Executive Committee’s revised directives.

- For the grantee to ensure the provision of services at multiple jurisdictions.
- For the grantee to ensure that the provider of psychosocial support services include consumer input in the development of services delivered.

It was noted that a correction was noted in the Executive Committee minutes. A council member stated they abstained from the vote.

Motion	To accept the Executive Committee’s revised CPC directive. “For the grantee to ensure the provision of services at multiple jurisdictions.”
Proposed by	A. Middleton
Seconded by	D. Kelson
Action	Passed, 0 abstentions, 0 objections
Motion	To accept the Executive Committee’s revised CPC directive. “For the grantee to ensure that the provider of psychosocial support services include consumer input in the development

	of services delivered.”
Proposed by	A. Middleton
Seconded by	C. Gibson
Action	Passed, 0 abstentions, 0 objections

Review of Minutes

The planning council reviewed the minutes from September 15, 2009.

Motion	To accept the minutes.
Proposed by	R. Rubino
Seconded by	D. Kelson
Action	Passed, 1 abstentions, 0 objections

Grantee’s Report

- Part A Administration
 - The grantee’s office is working closely with various partners on the submission of the FY 2010 Part A Application due October 30, 2009 to HRSA.
 - The next scheduled Part A provider’s meeting is scheduled for November 16, 2009, along with the FY 2010 Part A Bidder’s Meetings. The following categories will be bid this year: oral health, mental health, outreach services and psychosocial counseling for the counties only. Both events will be held at the Sheppard Pratt Conference Center, 9:00 a.m. to 4:00 p.m.
 - Congress has passed a continuing resolution that extends the current Ryan White HIV/AIDS program until October 31, 2009. The reauthorization that extends the current Ryan White HIV/AIDS Program is a high priority and the administration fully supports the renewal and reauthorization.
 - The grantee will present the 7-month Expenditure Service Delivery Report in November.
 - The grantee’s office is working with an outside consultant to conduct fiscal management reviews for administrative programs (fiscal agent, program support and planning council support) before the end of the program year.
- Clinical Quality Management Program (CQM)
 - Approximately one-half of the scheduled clinical management reviews are completed; they will run through December. No major findings or discrepancies have been observed that impact the delivery or quality of services noted as of this report.
 - Andrew Telzak, Research Analyst, joined the CQM team this period. Initially, he will be responsible for consumer surveys and conducting capacity-building exercises.
- 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
 - Grantee’s office provided technical assistance this period to several providers to orient new Part A staff regarding past data-reporting issues and develop service tracking tools. During this period, the grantee conducted three comprehensive site visits of Part A programs. No findings resulted in

- implementation of corrective action plans.
- The grantee is collaborating with an outside entity to conduct three capacity-building sessions specific to provider concerns and issues. Additionally, in the last quarter, there will be three consumer events conducted.
- The grantee staff members directly responsible for administrative monitoring of Part A and MAI contracts are enrolled in a formal certification program that provides classroom instruction on all areas of grant administration and monitoring of federal grants.

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. Case managers and clients were reminded that the MADAP office would be closed: November 25-27, December 24 and 25, and December 31 and January 1, 2010.
- The September meeting of the Regional Advisory Committee (RAC) for the central region was held on September 14. The focus of the meeting was priority setting and ranking of care services and co-chair elections. The next meeting will be on October 26 from 4:30 p.m. to 7:00 p.m. at Nebo Christian Ministries.

Part D Report

The Part D representative reported the following:

- The administration is hosting a planning meeting of selected Ryan White providers in November to discuss the logistics of a transitioning youth to adult care conference to commence in winter of 2010. Additional information will follow in the coming months.
- The Youth Initiative in collaboration with LIGHT Health and Wellness hosted a Youth Symposium on improving treatment outcomes and medication compliance for individuals infected with or at risk of contracting HIV in September. One hundred twenty-five youth attended.

Committee Reports

Continuum of Care Committee:

The committee co-chair reported:

- The committee finalized the FY 2010 Baltimore EMA Compliance Document.

Motion	To accept EMA compliance document.
Proposed by	R. Rubino
Seconded by	D. Brewer
Action	Passed, 0 abstentions, 0 objections

- The committee continued its work on the Outreach Services Standards of Care. Draft two is in circulation to the planning council, stakeholders and other EMAs. A final draft of the outreach standards will be ready after the November 4, 2009, COCC meeting for the grantee for inclusion in the RFP presentation and the Part A bidder’s conference and provider meeting on November 16, 2009.

- Nominations for co-chairs were opened.

Comprehensive Planning Committee (CPC):

The committee co-chair reported:

- The committee reviewed comprehensive plan goals and strategies and will complete a progress report for the planning council.
- The committee hosted a review group to discuss the process by which the FY 2009 priority setting and resource allocation was conducted. The committee reviewed feedback and recommendations and agreed to forward them to the planning council.

Motion	To forward FY 2009 priority setting and resource allocation review group recommendations to planning council for approval.
Proposed by	C. Harvey Sr.
Seconded by	D.Kelson
Action	Friendly amendment added

A friendly amendment was added to include at least two training sessions throughout the year on the planning council’s usage of *Roberts Rules of Orders*. It was noted that Robert’s Rules is included in annual new member orientation and priority setting training and as requested from the support office.

Motion	Amendment to 2009 priority setting review group recommendation motion to require that Robert’s Rule of Order be included in at least two training session throughout the year.
Proposed by	C. Massey
Seconded by	R. Disharoon
Action	Friendly

Motion	To forward FY 2009 priority setting and resource allocation review group recommendations to planning council for approval.
Proposed by	C. Harvey Sr.
Seconded by	D.Kelson
Action	Passed, 0 abstentions, 0 objections

Counties Committee:

The committee co-chair reported the following:

- After a review of the agenda, a decision was made by the co-chairs that there was no need for a meeting this month. The next Counties meeting will be the joint reprogramming meetings with the Evaluation Committee on November 3, 2009.

Evaluation Committee:

The committee co-chair reported:

- The committee reviewed strategies within the Comprehensive Plan for HIV Health Service Delivery in the Baltimore EMA 2009-2011 and updated the Comprehensive

Planning Committee on its progress with strategies specifically pertaining to Evaluation Committee duties.

- The committee debriefed its assessment of the administrative mechanism from 2008-2009 and discussed changes to the tool and process for the 2009-2010 assessment.
- The committee received updated reprogramming recommendations on September 10, 2009. The committee recommends:

Decreasing funding to the substance abuse — outpatient service category by \$121,941.

Motion	To decrease funding to the substance abuse — outpatient service category by \$121,941.
Proposed by	R. Disharoon
Seconded by	M. Reese
Action	Passed, 3 abstentions, 0 objections

Decreasing funding to the OAHS — emergency assistance for medications service category by \$20,000.

Motion	To decrease funding to the OAHS — emergency assistance for medications service category by \$20,000.
Proposed by	R. Disharoon
Seconded by	R. Rubino
Action	Passed, 2 abstentions, 0 objections

Increasing funding to the OAHS — specialty laboratory services service category by \$141,941.

Motion	To increase funding to the OAHS — specialty laboratory services service category by \$141,941.
Proposed by	R. Disharoon
Seconded by	D. Kelson
Action	Passed, 0 abstention, 0 objections

- The committee reviewed its evaluation tool for the first evaluation to be conducted for the 2009-2010 Assessment of the Administrative Mechanism.

Motion	To accept the revised assessment tool #1
Proposed by	R. Disharoon
Seconded by	R. Rubino
Action	Passed, 0 abstention, 0 objections

- The Evaluation Committee will be hosting its joint reprogramming with the Counties Committee on November 3, 2009, from 3-5 p.m. and will be having its regular meeting from 5-7 p.m.
- The committee will hold elections and complete the first phase of the evaluation of the 2009-2010 administrative mechanism for the council.

Nominating Committee:

The committee chair reported:

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- The committee reviewed members who have not chosen a primary committee and will contact those members. If a committee is not chosen, the planning council chair will assign each member to a committee as written in the bylaws.
- The committee accepted the resignations of G. Nelson and N. Robinson and identified two new members to be placed on the planning council and one recommendation for an applicant to be placed on the Pool List.

Motion	To submit D. Broadway's biographical sketch to the planning council to be placed onto the pool list
Proposed by	A. Middleton
Seconded by	D. Brewer
Action	Passed, 0 abstentions, 0 objections

Motion	To submit D. Clark's biographical sketch to the planning council for recommendation to be sent to the mayor for appointment onto the planning council.
Proposed by	A. Middleton
Seconded by	D. Brewer
Action	Passed, 0 abstentions, 0 objections

Motion	To submit J. Fleming's biographical sketch to the planning council for recommendation to be sent to the mayor for appointment onto the planning council.
Proposed by	A. Middleton
Seconded by	C. Massey
Action	Passed, 0 abstentions, 0 objections

Planning council elections for November were discussed. The council will vote on all offices next month. Every office is open until nominations close. The current nominees are:

Planning council chair:
W. Samuel

Vice chair:
J. Keruly

Nominating chair:
M. Reese

Nominating Committee members:
R. Disharoon
C. Harvey, Sr.
D. Kelson
C. Massey
A. Middleton
D. Shamer

No new nominations were made. The council voted to close nominations.

Motion	To close nominations for elections.
Proposed by	A. Middleton
Seconded by	C. Harvey Sr.
Action	Passed, 0 abstentions, 0 objections

People Living with HIV/AIDS Committee:

The committee co-chair reported:

- The committee provided input to the COCC on the draft outreach standards of care.
- The committee finalized the current position paper and brainstormed ideas for the next. The position paper will be presented to committee at next PLWH/A meeting.
- The committee thanked all who made the passing of the Ryan White Act possible.
- Announcement was made that the PLWH/A Committee is hosting an open house, on Wednesday, November 18, 2009, 6:00-8:00 p.m. at the Baltimore Behavioral Health Conference Center, 1001 West Pratt Street, Baltimore, Maryland 21223. All are welcome.

Planning Council Support Office Report

IGS reported the following:

- Administratively, the PCSO produced meeting minutes, agendas, notices and handouts for six committee meetings and one planning council meeting.
- The PCSO continues the following:
 - Working with the grantee on the Part A application.
 - Collaborating with CPC on finalizing the needs assessment survey tool for 2010.
 - Working with all committees on completing their workplans and committee products.
 - Providing individualized technical assistance to planning council members and committee chairs.
 - Maintained the planning council web site (www.baltimorepc.org and www.balpc.intergroupinfo.com)

New Business

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

OWEL Legends and Young'un 2009 Conference is on October 29, 2009 at Morgan State University.

The next meeting of the HIV Commission of Anne Arundel County will be on November 18, 2009 from 3:00-5:00 p.m. at the Health Department in Annapolis.

On October 22nd Samaritan is hosting a regional meeting of Faith Leaders assisted through IDHEA.

WAR's World AIDS Day event will be at Security Square Mall this year.

Reminder to call representatives to vote on the Ryan White Reauthorization Act.

October 22nd ONAP will be present at Israel Baptist Church to hear opinions on revising AIDS policy.

LifeLinc will be at World AIDS Day events at Washington, D.C. and Baltimore.

Meeting adjourned at 7:56 p.m.

Motion	To adjourn.
Proposed by	R. Rubino
Seconded by	D. Kelson
Action	Passed, 0 abstentions, 0 objections

Planning Council Approved Minutes

Alice Middleton

Alice Middleton
Planning Council Chair