

MINUTES: PLANNING COUNCIL

August 20th, 2019 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202



Facilitator (Chair)	Jeanne Keruly	PCSO Lead	Vanessa Graves
Time started:	5:40 p.m.	Quorum:	There was quorum at the start of the meeting
Members present:	Markton Cole, Charles Culver, Sr., Peter DeMartino, Jeanne Keruly, Martin McEnrue, Fernando Mena-Carrasco, Evelyn Nicholson, Akil Patterson, Abby Plusen, Shakima Richardson, Sean Thames, *Brande Ward, *Kimberly Whitaker, Jonathan Wright, Sara Zisow-McClean, Victoria Cargill, *Pamela Kurowski.		
Members absent:	Shalyta Campbell, Reginald Douglas, Carton Gross, Carlisle Harvey, Sr., Kemahn Jones, Wendy Merrick, Dennis Rivera, Michael Scriber, Christopher Stuckey, Monique Thomas,		
Visitors:	PJ Gouldmann, Carlton Smith, Michael Valentin, Roshaunda Ingram-Harvey, Vanessa Lathan, Dale Brewer, Adam Heubner, Kyle King Reynolds, Hope Cassidy-Stewart		
Ryan White Part A:	Sonney Pelham, Lauren Wagner, Stephon Effinger, Michelle Muhammad		
Handouts:	PC Packet, Expenditure report, FY18 Aging Report, FY19 Aging Report, Bylaws, Assessment of the Administrative Mechanism, FY18 Unobligated Balance, FY20 Allocations		

AGENDA

1: Introductions

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

Motion:	Who made the motion? Second?	Motion passed?
To approve the July 2019 meeting minutes.	J. Wright/?	Passed

3: Chair Report

Presenter: Committee

- J. Keruly thanked all for their continued commitment to the PC and for attending the meeting.
- J. Keruly stated we worked really hard over the last few months to make sure we met the requirements that HRSA put before us.
- We continue with the activities of last month;
 - Moving forward with the assessment of the Administrative Mechanism which is a required activity and responsibility of the PC.
- J. Keruly stated as part of the PC's charge for the upcoming submission of the Part A Application to HRSA, we have to move forward with;
 - The letter of assurance
 - Developing the application narrative specific to PC activities

- J. Keruly stated on behalf of PC leadership, fiscal committee would like to provide their recommendations changes and reprogramming of unanticipated unspent funds.
- J. Keruly stated P. J. Goldman will review the recommendations following the Chair's report.
- J. Keruly asked that the committee move forward with its agenda items and business in an orderly and succinct manner because there is a need to allocate thirty minutes to a closed session.

Process for reallocation of anticipated

P. J. Goldman

- P. J. Goldman stated the process for reallocation of anticipated unspent funds (re-programming in the current fiscal year occurring in September, November and January by the fiscal committee.
- P. J. Goldman stated the Recipient's role each August sends a letter to all current sub recipients asking them:
 - Whether they anticipate spending all their contract funds for that year and if not, to project the amount of their unspent funds.
 - Whether they anticipate needing additional funds and, if so, to submit documentation to support the need, including and adjusted budget reflecting the proposed use of any additional funding.
- P. J. Goldman stated the Recipients roles is to report its findings to the fiscal committee during its September meeting.
- P. J. Goldman stated if other sub recipients in the same category can use the fund, BCHD may plan the reallocation of unspent funds to those sub-recipients without PC input.
 - This is merely a redistribution of funds within a single category.
 - It does not change the PC's allocation level.
- P.J. Goldman stated if no other sub-recipient in the category can use the fund, then redistribution to other categories must occur and the council's involvement is required in September, November and January.
- P. J. Goldman stated the Recipient aggregates the remaining anticipated unspent funds and makes a preliminary report of this amount to the Fiscal committee and PC in an "anticipated unspent funds report"
 - Background information will accompany recommendations on reallocation, including
 - Capacity to serve additional clients and units by category
 - Whether a waiting list exist by category
 - There is capacity to improve services by category.
- P. J. Goldman stated the fiscal committee then makes recommendations for reduction of allocation by category and priority based on expenditure and utilization information as well as documented needs.
- P. J. Goldman stated the fiscal committee then makes recommendations for increase of allocation by category and priority based on expenditure and utilization information as well as reported service capacity and documented needs.
- P. J. Goldman stated the Recipient submits the final anticipated unspent funds report, including any still unspent funds, to the Fiscal committee and the PC in September (5th month report), November (7th month report) and January (final reprogramming).
- P.J. Goldman stated the report contains
 - The total amount of unspent funding.
 - The dollar amount moved within each service category and explanation of why such fund shifting occurred.
 - Information on capacity by category (whether variances are acceptable given expenditure history by category, wait list, over- expenditure trends, increased utilization trends)
- P. J. Goldman stated the Fiscal committee makes a recommendation to the PC regarding use of the still unspent funds.
- P. J. Goldman stated the Recipient carries out the PC recommendation for spending the remaining funds. One possible option includes submitting a request to HRSA to treat the funds as carryover and use them in the coming year for special projects identified by the CPC committee.

- P. J. Gouldman stated if an extraordinary need arises or is presented, based upon data that were not available at priority setting, the Fiscal committee will be called to determine how to reallocate the anticipated funds.

Motion:	Who made the motion? Second?	Motion passed?
To approve process for reallocation of anticipated unspent funds	J. Wright/F. Mena-Carrasco	Passed

4: Ryan White Part A Report

Presenter: Sonney Pelham

HRSA/Program Updates:

- S. Pelham stated the Recipient’s office received the FY20 Part A Application and has begun the process for timely completion.
- S. Pelham stated this is due on September 30th, 2019
- S. Pelham stated the FY20 Core waiver is in the process of being completed.
- S. Pelham stated we will be having the monthly HRSA call tomorrow at 11am.
- S. Pelham stated on August 8th, 2019 a focus group with consumers was held at BCHD. Topics included:
 - Satisfaction with services
 - Unmet need
- S. Pelham thanked S. Zisow-McClean of the PC for serving as facilitator.

Grant/Program Administration:

- S. Pelham stated ABC received the final FY19 signed contract on August 1st, 2019. All RW contracts for FY19 have been completed.
- S. Pelham stated the Recipient’s office has begun preparation for the 5th month reprogramming exercise, information request went out last week and we will follow up with sub recipients.
- S. Pelham stated a site visit waiver request was submitted to HRSA. There was an adjustment that needed to be made to it. We are working on resubmission and that will be going out by Thursday.
- S. Pelham stated the Recipient is working towards completion of FY18 progress report.
- S. Pelham stated the Recipient hopes to have FY18 fiscal reporting completed by this Thursday.
 - We had continued difficulties as a result of malware

CQM Updates:

- S. Pelham stated the ECHO collaborative team will participate in the centers for quality improvement and innovation learning session 4 in Rockville, Maryland on September 24th and 25th, 2019.
 - Participants will be presenting their ECHO journey and lessons learned.
- S. Pelham stated several sub-recipients in the EMA have been receiving in depth TA on their quality management programs.
- S. Pelham stated TA has been going very well.

CAREWare:

- S. Pelham stated CAREWare version 6 will be implemented statewide.
- S. Pelham stated the Maryland CAREWare team has established a timeline for full compliance by 12/6/19
- S. Pelham stated version 6 has a redesigned and user friendly client interface.
- S. Pelham stated version 6 is web based.

CAREWare Data Migration

- S. Pelham stated the CW administrator has completed the scope of work for BCHD HIV STD Prevention under EIS for fiscal year 2019.
- S. Pelham stated the CW administrator has completed its scope of work for BCHD STD Prevention/IMPACT sub-recipients
- S. Pelham stated there were five HOPWA sub recipients that were awarded service categories under FY20.
- S. Pelham stated the CW administrator worked with them to develop a system that identifies HOPWA clients in Maryland CAREWare.
- S. Pelham stated that the Maryland CAREWare contract set up is in progress with Part B/State Special sub recipients funded by BCHD RW team.

5: Ryan White Part B Report

Presenter: P. DeMartino

- P. DeMartino stated the HPG's next meeting will be September 12th, 2019.
- P. DeMartino stated at the last meeting they had a lot of feedback from the community members/partners that special attention needed to be persons of;
 - Age
 - Early prevention of priority populations of prevention services
- P. DeMartino stated in their September meeting they will be specifically focusing on these populations.
- P. DeMartino stated the meeting will also focus on
 - HIV and Hepatitis
 - Drug use among people of age
- P. DeMartino stated we have not defined exactly what the age cut off is going to be.
- P. DeMartino stated during the integrated plan process created something called the LEGS (Local Engagement Gathering Sessions)
- P. DeMartino stated he is now the Director of the Infectious Disease Prevention & Health Services Bureau.
- P. DeMartino stated it is really exciting to be looking at ending the HIV epidemic.
- P. DeMartino stated the plan for American to end the HIV epidemic is moving into its second phase.

6: Committee Reports

Presenter: Committee's

Executive

- J. Keruly stated we will talk about the Bylaws.
- C. Lacanienta stated in your packet are the newly revised Bylaws.
- C. Lacanienta stated included in that is:
 - The recommendations as well as the background related to that.
 - The Bylaws were initially released for review January 2019, it was again released in March with edit, again in April and finally released in July with revisions.
- C. Lacanienta stated the Bylaws are coming before you today for final resolution.
 - Thanks to P. Overly for being independent reviewer and C. Stewart for copy editing.
- C. Lacanienta stated there are a couple of sections highlighted with recommendations/changes.
 - The first section covers tweaking terminology
 - The next section covers content to make things clearer.
- C. Lacanienta stated that Paul recommended when the committee has more time that it do a contextual review of certain passages, specifically 7.52 and 10.3.7. and the appendix for internal complaints.

Motion:	Who made the motion? Second?	Motion passed?
To approve revised Bylaws as currently outlined.	J. Keruly/J. Wright	Passed

Assessment of the Administrative Mechanism

- J. Keruly stated we made a revision to this last year and we continued to use the same process for this year.
- J. Keruly stated the AAM is a component that's necessary for the inclusion into the Part A application.
- C. Lacanienta stated the Chair wanted me to review with you that part of the responsibility of the PC is to assess the effectiveness of the administrative mechanism.
 - Which is how quickly funds are distributed to the community
 - Your assessment tool has seven sections which are scored based on documentation submitted by the Recipients office for FY18.
 - At any one point and time the PC actually reviews three fiscal years FY18 is the fiscal year that just ended in February. We are currently in FY19 which started March 2019. FY202 will start in March 2020.
- C. Lacanienta cautioned all that if it gets confusing to which year they are in to please seek clarity.
- C. Lacanienta stated in this case the committee is presenting its findings of how the money efficiently flowed during FY18.
- J. Keruly stated it is not only the flow of money but also it is assessing the Recipients ability for notifications. The majority of correspondence is sent via email or meetings by the Recipient and we now gather this in real time in an effort to assess efficiency.
- C. Lacanienta stated the good news is that for each one of these sessions the committee deemed that the Recipient's office has met their mark and obligations.
 - The recommendations of the findings is included on the third column.
- C. Lacanienta thanked the Recipient's office because every document we requested we received in an expeditious timeframe.

Motion:	Who made the motion? Second?	Motion passed?
To approve revised Bylaws as currently outlined.	Patterson/?	Passed

Continuum of Care Committee

- S. Zisow-McClean stated the committee met on August 8th, 2019.
- S. Zisow-McClean stated we appreciate all the work that has gone towards PSRA. We are excited about the amount of discussion generated regarding reaching vulnerable communities.
- S. Zisow-McClean stated the committee reviewed the potential directives that arise from PSRA. The results of the committee discussion is now being distributed to you for review.
- S. Zisow-McClean stated the committee considered most of the points important enough for us to revise our work plan for the next year to really explore some of the areas, noted during PSRA.
- S. Zisow-McClean stated we have included what potential data request we will be seeking from our planning partner, the RW team.
- S. Zisow-McClean stated we will be working closely with our RW CQM partner to revise standards of car based on the target populations noted by CPC
- S. Zisow-McClean asked if anyone had questions or would like to learn more about what we do as a committee we invite you to attend our next meeting.

Comprehensive Planning Committee

- V. Lathan stated the committee moved to accept Part A's target populations for FY20
- V. Lathan stated the committee met on August 15th, 2019.

- V. Lathan stated per guidance from Exec committee and PSRA the committee considered carryover funding for FY19
- V. Lathan stated that CPC's recommendations coming out of committee are;
 - To go in the order of priority for FY10
 - Housing
 - With a focus on additional beds for emergency housing which includes options for Trans inclusionary housing
 - Oral Health
 - Medical Transportation
 - Food/Nutrition
- V. Lathan asked all to review the unobligated balance draft form provided by the RW office
- V. Lathan stated they have a Special Update:
 - The committee will be developing a workgroup to plan and implement the 2020 consumer needs survey. They are excited to be working with Dr. Cargill, Dr. Greenbaum, the HPG and other community stakeholders to produce a status neutral survey of needs in the Baltimore EMA.
- V. Lathan stated this is keeping in lines with HRSA site visit recommendations.
- V. Lathan stated we have over \$61 thousand in MAI funding that we need to reprogram.
- S. Pelham stated this form (Unobligated Balance Report) is similar to the estimate that we submitted.
- C. Lacanienta stated this is the form that goes to HRSA.
- C. Lacanienta asked all to note that what is verifiable at this time is \$61,387 in MAI funds.
 - Also, in December of 2018, you the PC had five potential MAI categories for funding but three were your priorities.
 - These are listed at the bottom of the first page: they are;
 - Outreach, Housing and Health Education Risk Reduction
- C. Lacanienta stated HRSA requires that the Recipient and PC request a place holder allocation for carryover coming into this fiscal year for something.
- S. Pelham stated this amount is what was put in their projection in December.
- S. Pelham stated we have five categories in FY19 (Medical Case Management, Mental Health, HERR, and Outreach & Oral Health).
- S. Pelham stated we do not have housing for FY19 as an MAI category.
- J. Keruly stated as a point of clarification, we can only allocate monies in MAI service categories.
- C. Lacanienta stated you can put the money where ever you want. If you want the dollars spent by February FY2020 and what is essentially being said is that there is a mechanism to put it into the MAI categories that have contracts in place.
- Dr. Cargill stated we have a deadline, if we don't make the deadline we will lose 100% access to any money we have.
- J. Keruly stated for point of clarification for HERR what might that represent?
- S. Pelham stated this is a small amount so it's usually a product to help with meetings.

Action Item:

Motion:	Who made the motion? Second?	Motion passed?
To accept recommendation to use \$61,387 in MAI Oral health	Patterson/	

Motion:	Who made the motion? Second?	Motion passed?
Amended to take the recommendation of Oral Health from CPC and allocate \$30K	Patterson/J. Patterson	

- S. Zisow-McClean made a friendly amendment to allocate \$55, 249.00 to MAI Oral Health.

- A. Patterson stated he does not accept this friendly amendment.
- A. Patterson removed his motion.
- C. Lacanienta stated as a point of clarification there needs to be two separate motions because we have to record conflicts.

Motion:	Who made the motion? Second?	Motion passed?
Amended to take the recommendation of Oral Health from CPC and allocate \$ 55,249 in MAI Oral Health	Patterson/P. DeMartino	Passed
	Conflicts 2	Abstentions 3

Motion:	Who made the motion? Second?	Motion passed?
To allocate \$6138 into MAI HERR	S. Zisow-McClean/M. McEnrue	Passed
	Conflicts 1	Abstentions 1

Nominating Committee

Motion:	Who made the motion? Second?	Motion passed?
To approve Part A Representative's submission to the Mayor's office.	J. Keruly/C. Culver, Sr.	Passed
		Abstentions 1

7: PC Support

Presenter: Cyd Lacanienta

Planning Council Support Office

- C. Lacanienta asked all if they had an opportunity to see the HRSA press release on "Ending the Epidemic"
- C. Lacanienta stated Baltimore EMA and city will be pursuing this. We will be working collaboratively with everyone to make sure that we get the dollars that are needed for this jurisdiction and city.
- Dr. Cargill stated these dollars are fairly substantial.
 - They are looking for innovative and creative models.
 - This is a cooperative agreement, unlike other funding mechanisms.
 - They can tell the grantee what to do and the timeframe by which you do it. They can also yank your money if they want to.
- P. DeMartino suggestion the inclusion of community engagement into the application.

8: New Business

Presenter: Chair

- Principles in the Care of Transgender & Intersex patients information

8: Adjournment

Presenter: Chair

Meeting Adjourned at 7:00 p.m.