

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of September 15, 2009

Vol. VI, No. 7

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Meeting Attendance

Present¹	S. Alston	T. Hawkins
	M. Becketts	P. Henry (proxy for J. Keruly)
	K. Bellesky	D. Henson
	R. Booker (proxy for D. Kelson)	M. Hitch
	R. Bradley	C. Massey
	C. Brown	R. Matens
	D. Brewer (proxy for W. Miller)	A. Middleton*
	V. Burrell-Gibson	M. Reese
	C. Edmonds	R. Rubino
	C. Gibson	W. Samuel
	R. Gore-Simmons	L. Servance
	M. Graves	D. Shamer
	R. Haden	R. Shattuck (proxy for R. Disharoon)
	P. Hall	B. Thomas-El
	C. Harvey Sr.	J. Winslow
	Absent	V. Clark
R. Green		M. Moaney
T. James		G. Nelson
Ra. Johnson		N. Robinson
R. Johnson		L. Sowah
BCHD	R. Brisueno	J. Ungard
	A. Ferrari	
Staff	C. Lacanienta	E. Saber
	J. Reed	N. Slaughter
Visitors	M. Burnett	S. Jenkins
	M. Carroll	E. Martin
	E. Christopher	S. Okenkpa
	D. Clark	M. Owens-Goode
	J. Fleming	L. Treherne
	L. Haskins	
Handouts	Meeting agenda (September 15, 2009).	
	Planning council packet (September 2009).	
	Grantee report (September 2009).	
	Chair report (September 2009)	
	Final action items and updates (September 2009).	
	POZ magazine (September 2009).	
	Service category definitions (August 20, 2009).	
Summary of the Assessment of the Administrative Mechanism.		
<i>Nominations for Planning Council Leadership 2010 — Frequently Asked Questions.</i>		

Executive summary

The planning council convened with quorum at 6:33 p.m.²

¹ Attendance is based on sign-in sheet.

* Present but did not sign in.

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

A. Middleton, interim chair, gave the chair report. C. Harvey was requested to act as vice chair for the meeting.

The chair announced that elections would be held at the upcoming planning council meeting. The chair also reflected on the life of Senator Edward Kennedy, co-writer of the Ryan White legislation, and asked the council to recognize the strides that have been made in the provision of services since the inception of the Ryan White program. The chair thanked members and colleagues for their support during her time as interim chair.

The Part A Grantee announced that:

- The first submission of client-level data to the U.S. Department of Health Resources and Service Administration for all primary medical care and case management programs was completed.
- The fiscal year 2009 Minority AIDS Initiative award for the Baltimore EMA was \$2,259,133, an increase of \$47,539 from FY 2008.
- The Clinical Quality Management (CQM) office awarded four contracts to primary medical care programs to address CQM needs and improvements through the Plan-Do-Study-Act quality improvement model.³
- A discount card program was launched by the Baltimore City Health Department to help consumers with the cost of prescription drugs.
- A positive self-management leadership training and cultural competency training would be held later in September.
- A fact sheet for accessing legal services through the Legal Aids Bureau is available.
- An outreach provider meeting would be held at the end of September to discuss the current status of HIV outreach in Baltimore.
- Three site-visits of Part A programs were conducted.

The Part B representative announced an upcoming central regional advisory committee (RAC) meeting in October.⁴ The representative also noted that client satisfaction surveys had been disseminated to providers for distribution to clients.

The Part D representative announced that the Part D networking meetings were rescheduled.

Committee co-chairs reported on their respective committee activities:

- The Comprehensive Planning Committee (CPC) announced that the priority setting and resource allocation (PSRA) review group and needs-assessment task force met on August 20, 2009. The committee would review findings of each group at its September meeting. The committee co-chair also announced that it would be reviewing directives from the Counties Committee as well as directives from PSRA.
- The Continuum of Care Committee completed draft one of the outreach services standards of care and submitted this draft to stakeholders for review. The committee reviewed the standards of care of services funded in FY 2009 and

³ CQM stands for clinical quality management and is the quality assurance program that assesses Part A funded agencies to ensure compliance with the standards of care as established by the planning council.

⁴ RAC, in partnership with the Maryland AIDS Administration, reviews and shares information and make recommendations for HIV/AIDS care and prevention priorities in Maryland.

planned for funding in FY 2010 to ensure compliance with new service category definitions and guidance received from HRSA.

- The Evaluation Committee submitted its findings and recommendations from the assessment of the administrative mechanism.⁵ The committee hosted the five-month FY 2009 Part A reprogramming with the Counties Committee. Recommendations for funding reallocations were made.
- The Nominating Committee made recommendations for adding one new member to the planning council.
- The Counties Committee met with the Evaluation Committee to complete the five-month FY 2009 Part A reprogramming. The committee made two recommendations for consideration to the Evaluation Committee for the reallocation of funds to the Part A counties set-aside. The committee also developed two directives that will be reviewed by the CPC in September.
- The PLWH/A Committee continued developing its position paper on the reauthorization of the Ryan White. The committee put forth a motion that requires that all motions made by the planning council to be made by an active vote.
- The planning council support office, InterGroup Services, Inc., reported progress on updating the planning council website and access to online scorecards and information. The support office also released a frequently asked questions fact sheet for all planning council members regarding upcoming elections for leadership positions, and reported it supported six committee meetings, two work groups and one planning council meeting last month.

Elections for council leadership were held and nominations for November were opened.

The planning council held elections to fill the planning council chair and vice chair positions until November elections. Walter Samuel won a majority vote for planning council chair and Jeanne Keruly was elected for the vice chair position unopposed.

Nominations for the planning council chair, planning council vice chair, Nominating Committee chair and Nominating Committee members were opened.

The meeting adjourned at 8:15 p.m.

Proceedings

Introductions/Review of Minutes

A. Middleton, interim chair, asked C. Harvey, co-chair for the Comprehensive Planning Committee, to act as vice chair for the meeting.

The chair convened the planning council meeting with introductions and a review of the minutes from August 18, 2009.

Motion	To accept the August 18, 2009 minutes.
Proposed by	D. Brewer
Seconded by	W. Samuel
Action	Passed, 0 abstention, 0 objections

⁵ The assessment of the administrative mechanism is an evaluation of the efficiency of the administrative mechanism in allocating funds and the effectiveness of services offered in meeting the identified need.

Chair's Report

The chair reflected on the passing of Senator Edward Kennedy, co-writer of the Ryan White legislation and noted that the planning council faces a difficult time of uncertainty. The chair encouraged all members to come together in support of the newly elected planning council leadership and thanked everyone who had supported her during her tenure as interim chair. The chair announced that elections would be held toward the end of the meeting and that nominations for the November elections would be opened at the end of the meeting and closed next month.

Grantee's Report

The Part A grantee reported on the following:

- Part A Administration.
 - The first submissions of client-level data to HRSA by all primary medical care and case management programs were successfully completed. The ETO client-level system uploaded successfully to HRSA and offers a number of reports to be incorporated into the ESD report in the future.
 - The notice of award for the FY 2009 MAI grant is \$2,259,133. This is an increase of \$47,539 from FY 2008.
- Clinical Quality Management Program.
 - Four contracts were awarded among primary medical care programs to address clinical quality management needs and improvements through Plan-Do-Study-Act quality management activities to improve the quality and delivery of HIV services.
- Baltimore City Health Department.
 - Baltimore City officials launched a discount card program to assist consumers with the cost of prescription drugs. Free prescription drug discount cards that offer approximately 20 percent savings on average off the retail price of commonly prescribed drugs are available under the National Association of Counties. All city residents are eligible for the free card, regardless of age, income, or existing health coverage. Residents do not have to be Medicare beneficiaries to be eligible for this program. A national network of more than 59,000 participating retail pharmacies will honor the prescription discount card.
- Program Support Services.
 - The positive self-management leadership training is scheduled for September 21 – September 24, 2009.
- Grantee/HRSA-sponsored Technical Assistance and Capacity Building.
 - A fact sheet for accessing legal services through the Legal Aid Bureau was provided by the grantee to planning council members and providers.
 - The grantee will host a provider meeting for outreach providers at the end of September to discuss the current state of HIV outreach in Baltimore, including the opportunities that exist for improving coordination of services, existing service gaps, challenges with connecting and engaging persons in primary medical care and other successes and challenges of providing outreach.
 - The grantee conducted three comprehensive site visits of Part A programs. No corrective action plans were necessary.

Part B Report

The Part B representative reported the following:

- The next central RAC meeting is scheduled for October 26, 2009 to conduct its priority setting and ranking of service categories for FY 2010 and open co-chair nominations.
- Client satisfaction surveys were disseminated to providers for distribution to clients from August through September 30, 2009.

Part D Report

The Part D representative reported the following:

- The Part D network meeting was rescheduled for Friday, September 11.

Committee Reports

Comprehensive Planning Committee (CPC):

The committee co-chair reported:

- The committee hosted the priority setting and resource allocation review group. The review group debriefed the FY 2010 priority setting and resource allocation conference and made recommendations for the FY 2011 event. The committee will review all recommendations at the September meeting.
- The committee formed a task force to review and create draft one of the consumer needs assessment survey. The task force read through the original version and made comments and revisions. The committee will review draft two at the September meeting and submit the draft for review by the planning council.
- The committee received directives from the Counties Committee and will complete its full review of all directives at its September meeting.

Counties Committee:

The committee co-chair reported the following:

- The committee joined the Evaluation Committee in receiving the counties five-month Part A ESD report from the grantee and made the following recommendations for reprogramming to the Evaluation Committee:
 - Decrease of \$6,800 to the counties service category health insurance premiums and cost sharing assistance.
 - Increase of \$6,800 to the counties service category outpatient ambulatory health services emergency assistance for medication.
- The committee received the responses to its questions regarding the provision of legal services for counties residents.
- The committee forwarded the following recommendations for directives to the comprehensive planning committee for consideration:
 - That the grantee develops a formal referral form for providers for accessing legal services in the Baltimore EMA.
 - To ensure that legal services are made available to all Ryan White Part A-eligible people living with HIV/AIDS in the Baltimore EMA.

Continuum of Care Committee (COCC):

The committee co-chair reported:

- The committee completed draft one of the outreach services standards of care and circulated copies for stakeholder review. All recommendations and revisions will be reviewed at the committee’s meeting on October 7, 2009.
- The committee reviewed new HRSA definitions and guidance published in August 2009. The committee made recommendations for revisions to the Service Definitions and Key Services sections of the Baltimore EMA standards of care to ensure compliance with new HRSA guidelines.

Evaluation Committee:

The committee co-chair reported:

- The committee completed its evaluation of the administrative mechanism this year and held a conference call to discuss the results.
- The committee completed its draft summary of its results to be included in the FY 2010 application for Ryan White Part A funds.
- The planning council reviewed the summary and made a motion to accept the results.

Motion	To accept the results of the assessment of the administrative mechanism as revised, to be included in the Part A application for FY 2010.
Proposed by	K. Bellesky
Seconded by	R. Shattuck
Action	Passed, 1 abstention, 0 objections

- The committee met with the Counties Committee to receive recommendations for the counties set-aside reprogramming for the five-month period.

Motion	To decrease the counties health insurance premiums and cost-sharing service category by \$6,800.
Proposed by	C. Massey
Seconded by	R. Shattuck
Action	Passed, 1 abstention, 0 objections

Motion	To increase the counties outpatient ambulatory health services (OAHS) — emergency assistance for medications service category by \$6,800.
Proposed by	K. Bellesky
Seconded by	R. Shattuck
Action	Passed, 1 abstention, 0 objections

- The committee received the EMA-wide five-month Part A ESD report from the grantee and, since the committee did not meet quorum, made recommendations by consensus.
- The grantee submitted another ESD report with additional reprogramming recommendations for consideration during the Executive Committee meeting. These recommendations superseded those presented to the Evaluation Committee.
- As discussed at the Executive Committee, the committee co-chair put forth all recommendations that were previously agreed upon by the Evaluation Committee and were also consistent with the most recent set of recommendations from the grantee.

The committee will meet again to consider the new reprogramming recommendations from the grantee at its next meeting on October 5, 2009.

Motion	To decrease the EMA-wide health insurance premiums and cost-sharing service category by \$30,000.
Proposed by	C. Massey
Seconded by	M. Reese
Action	Passed, 4 abstentions, 0 objections
Motion	To increase the EMA-wide OAHS — specialty laboratory services service category by \$30,000.
Proposed by	K. Bellesky
Seconded by	J. Winslow
Action	Passed, 1 abstention, 0 objections

Nominating Committee:

The committee chair reported:

- The committee reviewed the election process for the special elections for planning council leadership this month.
- The committee accepted the resignation of one planning council member and recommended the mayoral appointment of a pool list member.

Motion	To recommend D. Smith for mayoral appointment to fill the affected community membership slot on the planning council.
Proposed by	C. Harvey Sr.
Seconded by	R. Rubino
Action	Passed, 0 abstention, 0 objections

People Living with HIV/AIDS Committee:

The committee co-chair reported:

- The committee completed draft one of its position paper on the next planning steps for clients in the event Ryan White is not reauthorized.
- The committee put forth a recommendation that all votes be cast using an active motion including, but not limited to, a raise of hands or voice vote. The method will be determined by the chair of the meeting.

Motion	To recommend that all planning council and committee meeting votes be cast by an active motion.
Proposed by	J. Winslow
Seconded by	R. Haden
Action	Passed, 0 abstention, 1 objections

Planning Council Support Office Report

IGS reported the following:

- Progress on updating the planning council web site and access to online scorecards and information.
- The support office also released a frequently asked questions fact sheet for all planning council members regarding upcoming elections for leadership positions. The PCSO reported that it supported six committees, two work groups and one planning council meeting.

New Business

Planning Council elections.

- The special election for planning council leadership was held at the end of the meeting.
- Walter Samuel was elected planning council chair and Jeanne Keruly planning council vice chair. Both positions were vacant due to resignations in July.
- The newly elected officials will hold their positions until the November elections for 2010 officers. Each member running for office satisfied all requirements set forth in the bylaws and presented a speech to the council. The vote was conducted using an electronic voting system.
- The council’s interim chair opened nominations for planning council chair and vice chair, Nominating Committee chair and Nominating Committee members. Elections for 2010 will be conducted at the November planning council meeting per the council bylaws.

The following members accepted nominations for elected offices:

Planning council chair: W. Samuel

Vice chair:

Nominating chair: C. Massey and M. Reese

Nominating Committee members: C. Harvey Sr., D. Kelson, R. Bradley, and D. Shamer.

Meeting adjourned at 8:15 p.m.

Motion	To adjourn.
Proposed by	K. Bellesky
Seconded by	R. Shattuck
Action	Passes, 0 abstention, 0 objections

Planning Council Approved Minutes

Alice Middleton

Alice Middleton

Planning Council Chair