

# Planning Council

**Date of meeting:** September 15, 2015  
**Time started:** 6:36 p.m.  
**BCHD Staff:** A. Ferrari  
 C. Skipper  
**IGS Staff:** D. Gorham  
 B. Hamlet  
 A. Onyeabo  
 C. Sutherland  
 C. White

**Present:** K. Arbaugh  
 L. Bank  
 A. Bradford  
 D. Brewer  
 A. Brown  
 J. Fleming  
 A. Fowlkes  
 K. Gray  
 D. Kelly, Jr.  
 H. Lambert  
 V. Lathan  
 T. Luft  
 E. Nicholson  
 D. Rivera  
 M. Scriber  
 J. Simmons  
 C. Smith  
 B. Ward  
 E. Watson, Jr.  
 J. Singletary  
 D. Smith

**Absent:** J. Bagley  
 G. Jones-Childs  
 K. Rogers

**Visitors:** L. Abrams  
 D. Akbar  
 S. Bosley  
 R. Buchanan-Gunthrop  
 L. Ford  
 C. Foxx  
 J. Furtado  
 C. Harvey  
 S. Webber  
 D. Whitley

- Handouts:**
- Planning Council Packet (IGS & PC, September 2015).
  - 2015 Ryan White Part A Provider Questionnaire Presentation (S. Webber, 2015)
  - Final Report 2015 Assessment of the Administrative Mechanism (S. Webber, 2015)
  - Ryan White Part A/MAI FY15 Expenditure Summary (BCHD, 2015)

## Introductions

**Planning Council**

- The meeting convened with quorum at 6:36 p.m. and introductions were made.
- D. Brewer called for a moment of silence with special recognition for Arnetta Newton who recently passed.
- A. Onyeabo stated that information regarding services for Arnetta Newton was distributed to the Planning Council.

## Review of Minutes

**Planning Council**

<ul style="list-style-type: none"> <li>▪ D. Brewer asked the Planning Council to review the minutes of the August meeting.</li> </ul>		
Motion: To accept the July meeting minutes as written.	Made by: D. Kelly	Second: K. Gray
Action: Passed	Opposed: 0	Abstained: 0

## Planning Council

### Chair Report

**D. Brewer, Chair**

- D. Brewer presented the chair report to the council.
- D. Brewer announced the FY2016 Part A grant application funding opportunity announcement has been posted by HRSA.
- D. Brewer stated that Planning Council leadership, the grantee, and the support office are working together on the application requirements and tasks have been assigned by the grantee's office. Leadership is to receive an outline for the application shortly. The first draft of the application is to be reviewed on October 20, 2015.
- D. Brewer stated that Scott Webber will present a special report on the completed assessment of the administrative mechanism.
- D. Brewer thanked the assessment workgroup members and Scott Webber for their assistance in completing the assessment report.
- D. Brewer announced that planning council members are to address the 5-month reprogramming needs of the EMA at the September meeting.
- D. Brewer stated that the Fiscal Committee was unable to achieve quorum and recommended its action items to the Executive Committee to be moved forward to the council.
- D. Brewer asked the council to review the expenditure report provided in their handouts carefully and reminded members that conflicts will be announced before each category vote.
- D. Brewer reminded the council of the several new vacancies on the council and asked members to refer any potential members to the Nominating Committee or the Planning Council Support Office.

### Ryan White Part A Update

**A. Ferrari, BCHD**

- A. Ferrari presented the grantee report to the Planning Council.
- A. Ferrari stated that the monthly HRSA conference call is scheduled for September 24<sup>th</sup>, 2015 at 2:00p.m.
- A. Ferrari stated that BCHD, including the fiscal agent - Associated Black Charities, received Fiscal Technical Assistance from HRSA on September 8 and 9, 2015.
- A. Ferrari stated that the FY16 Funding Opportunity Announcement was released on August 28, 2015. The application deadline is November 1, 2015.
- A. Ferrari stated that the 5-month reprogramming exercise was presented to the Fiscal Committee on Thursday, September 3<sup>rd</sup>.
- A. Ferrari stated that BCHD staff attended the United States Conference on AIDS in Washington D.C.
- A. Ferrari stated that the FY15 Carryover request was submitted to HRSA.
- A. Ferrari stated that BCHD requested a site visit waiver of the annual comprehensive requirement for FY15 and is waiting for a response from HRSA.
- A. Ferrari stated that the next CQM Committee meeting is scheduled for Monday, September 21<sup>st</sup>. The upcoming learning collaborative on viral suppression will be discussed. The Part B Quality Manager, Valerie Berkeley, has been invited to attend this meeting.
- A. Ferrari announced that the next Maryland Regional Group meeting is scheduled for October 9, 2015.

### Ryan White Part B and D Update

**R. Buchanan-Gunthrop**

- R. Buchanan-Gunthrop presented the Ryan White Part B & D update.
- R. Buchanan-Gunthrop stated that Prevention and Health Promotion Administration (PHPA) has notified all Ryan White Part B Providers of the intent to shift funding of HIV Health Services from Ryan White Part B to State Special Funds.
- R. Buchanan-Gunthrop stated that the deadline to respond to the RFP for HIV/AIDS Primary and Subspecialty Clinical Services in the Eastern and Western Regions of Maryland was Monday, September 14, 2015. The

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Prevention and Health Promotion Administration intends to award funds for services beginning January 1, 2016.

- R. Buchanan-Gunthrop stated that the next meeting of the Maryland HPG group is scheduled for Thursday, October 1, 2015 in Annapolis, Maryland from 9:00 a.m. to 3:00 p.m. The planning group will continue to work on the Statewide HIV Plan.
- R. Buchanan-Gunthrop stated that the Regional Quality Initiative is a regular meeting of HRSA-funded Ryan White Parts A, B, C, and D grantees in the state of Maryland and is designed to collaborate on shared Quality Management/Quality Improvement Goals. The next meeting is scheduled for Friday, October 9, 2015.
- R. Buchanan-Gunthrop stated that the Administrations Clinical Quality Management (CQM) Team is launching the quarterly “Quality Academy Tutorial Series”. One of the quality goals is to provide technical assistance to Ryan White providers through a tutorial series.
- R. Buchanan-Gunthrop stated that the quarterly meeting of the WICY network was September 11, 2015. The next meeting of the WICY network is scheduled for Friday, December 4, 2015.
- R. Buchanan-Gunthrop stated that MAI providers met on September 1, 2015 to discuss the annual report to clarify tracking of outreach efforts and changes to client encounter/ tracking forms. Prevention and Health Promotion Administration will follow-up with distribution of revised encounter forms.
- R. Buchanan-Gunthrop stated that the next meeting of the MAI Roundtable is scheduled for Friday, October 9, 2015 at 500 N. Calvert Street, Baltimore, MD 21202, 5<sup>th</sup> floor.

## Special Report

S. Webber

- S. Webber presented the Assessment of the Administrative Mechanism Final Report 2015.
- S. Webber read the conclusion of the Assessment of the Administrative Mechanism.
- S. Webber provided the Planning Council with data analysis of the Part A Provider Questionnaire.
- S. Webber recommended to the Planning Council the use of actual dates, specificity, and communication to improve the administrative mechanism.

### Discussion:

- S. Webber asked the council for their thoughts, questions, and/or recommendations upon hearing the results of the assessment of the administrative mechanism.
- A. Fowlkes asked if the providers considered that HRSA did not provide the grantee with funding in a timely manner, and therefore the grantee could not provide funding to the providers in a timely manner.
- S. Webber replied that that situation highlights the need for a “master calendar” so that providers can stay up to date on funding situations.
- A. Fowlkes asked if providers were given an explanation for why funds were late.
- S. Webber replied that those responses could be included in later assessments.
- S. Webber elaborated that other questions that could be asked include “how many days after the grantee received funding was funding sent to providers?”
- S. Webber stated that simply put, all stakeholders should be communicated with in a timely fashion. Perceptions are more positive when the provider understands a situation. Clear explanations could eliminate any perceived unfairness.
- P. Chaulk asked if there was a way to investigate further the “strongly disagree” respondents and asked how the Planning Council can react and fix this problem.
- S. Webber stated that future assessments could require responders who select “strongly disagree” to provide an explanation for their response.
- P. Chaulk stated that the people who strongly disagree with the fairness of the administrative mechanism are a subset of people who need extra help and the attention of the Planning Council and the grantee.
- L. Bank asked if the survey could be sent to the “strongly disagree” respondents a second time to see if their answers remain the same.
- S. Webber replied the variety of responses from providers experiencing the same process is a definite conundrum.

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- D. Rivera asked if all programs receive award letters at the same time.
- A. Ferrari replied yes, all reward letters are distributed at the same time.
- D. Rivera asked if that meant all providers receive funding at the same time.
- A. Ferrari replied that there are many potential situations. Occasionally, additional information is required from a provider, other times paper work is not all in order, and this can delay funding to a provider.
- D. Rivera stated that there should be clarification of the flow of funding from HRSA to providers.
- A. Ferrari replied that she would like to make a formal response to the assessment.
- A. Ferrari stated that there was a mistake in the assessment in that no contracts are made by March 1<sup>st</sup>, rather the initial award is received from HRSA by March 1<sup>st</sup>. The initial award is executed at the same time and contracts are usually awarded within two weeks.
- S. Webber stated that if providers are expecting funding by March 1<sup>st</sup>, then there is confusion about the process and flow funding. Creating new and better expectations to change perceptions among providers about timeliness would be beneficial. This again indicates the helpfulness of a master calendar in order to make the information provided objective and to take away opinions about timeliness.
- D. Brewer asked if partial funding is leading to budget difficulties for providers and what the impact is for consumers.
- D. Brewer asked if technical assistance could be provided to help providers manage partial funding situations.
- P. Chaulk stated that the difficulty with partial funding is that HRSA rarely explains when the rest of the funding will be provided to grantees. Occasionally HRSA does not have full funding due to Congress. In this way a calendar would be helpful but with the understanding that dates are tentative.
- S. Webber replied that it should be acknowledged which components of the process are out of the control of the grantee.
- P. Chaulk stated that if there is a switch in provider staffing the grantee needs to be told.
- J. Simmons asked if leadership or the grantee could discuss the process with other EMAs to see if there are ways the Baltimore EMA can improve.
- A. Ferarri stated that if the Baltimore EMA needs assistance the grantee asks for clarification from HRSA.
- A. Ferrari stated that the grantee is willing to provide a schedule of deliverables.
- A. Ferrari emphasized the importance of sending the surveys to the correct people and not jumping to conclusions about the responses provided.
- E. Nicholson asked if the grantee would take into consideration the recommendations made in the assessment report.
- A. Ferrari answered that it is not possible to say definitively right now how the grantee will respond to the assessment, but they will consider the recommendations.
- C. Smith thanked S. Webber and the grantee for their input.

## Planning Council Updates

**Planning Council**

- Continuum of Care Committee**
- D. Rivera presented the Continuum of Care Committee report.
  - The committee met on September 2, 2015.
  - The committee reviewed the minutes of the July 2015 meeting.
  - The committee reviewed the directives submitted during Priority setting and Resource Allocation.

Motion: To recommend the approval of the anal cancer screening directive for the category of Outpatient Ambulatory Health Services: Adult stating that “anal cancer screening should be included among the required screening tests for HIV positive MSMs above the age of 30”.	Made by: D. Rivera	Second: C. Smith
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Action: Passed

Opposed: 0

Abstained: 0

**Fiscal Committee**

- C. Smith presented the Fiscal Committee report.
- The committee met without quorum on September 3, 2015.
- The committee conducted its 5-month reprogramming exercises and recommended the reprogramming activities to the Executive Committee for approval.

**Executive Committee**

- D. Brewer presented the Executive Committee Report with note that the Fiscal Committee passed their recommendations on to the Executive Committee.
- The committee will bring forward the motions pertaining to the 5 month reprogramming needs.
- The committee will also bring forward a motion granting the council leadership permission to approve the FY16 grant application and the letter of assurance on behalf of the council, since the deadline draft is before the council meets.

Motion: To decrease the category of Medical Case Management by \$34,353.	Made by: D. Brewer.	Second: C. Smith
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 6</b>
Motion: To decrease the category of OAHS- Primary Medical Care by \$17,089.	Made by: D. Brewer	Second: C. Smith
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 4</b>
Motion: To decrease the category of OAHS- PMC Co-Morbidity by \$53,068	Made by: D. Brewer	Second: C. Smith
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 5</b>
Motion: To increase the category of OAHS-EFA by \$23,184.	Made by: D. Brewer	Second: C. Smith
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 2</b>
Motion: To increase the category of Oral Health Services by \$15,000	Made by: D. Brewer	Second: C. Smith
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 2</b>
Motion: To increase the category of Health Insurance Co-Payments by \$17,600.	Made by: D. Brewer	Second: C. Smith
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 6</b>
Motion: To increase the category of Housing Services- Transitional by \$49,931.	Made by: D. Brewer	Second: H. Lambert
<b>Action: Passed</b>	<b>Opposed: 0</b>	<b>Abstained: 0</b>
Motion: To grant permission to the planning council leadership to approve the FY16 application and letter of assurance on behalf of the planning council.	Made by: D. Brewer	Second: E. Nicholson

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Action: Passed

Opposed: 0

Abstained: 0

**Nominating Committee**

- J. Simmons presented the Nominating Committee Report.
- The committee met on September 14, 2015.
- The committee made revisions to the planning council application and the Nominating Committee Manual.
- The committee distributed three applications for screening.

Motion: To recommend that appointment letters be sent to the Mayor's office for two candidates.

Made by: J. Simmons

Second: D. Rivera

Action: Passed

Opposed: 0

Abstained: 0

**PCSO Report**

- A. Onyeabo presented the Planning Council Support Office Report.
- A. Onyeabo stated the support office has facilitated four meetings in the past month. The support office also held weekly meetings with planning council leadership.
- A. Onyeabo stated the support office has worked with the grantee's office to assist in completing the programs terms report.
- A. Onyeabo stated the support office has been assisting the Continuum of Care Committee in a review of directives. Directives from PSRA FY 2016 were reviewed this month and clarification for one of the directives has been requested from the grantee.
- A. Onyeabo stated the support office held a teleconference with the New York eligible metropolitan area (EMA) on September 3, 2015 to discuss the New York EMA's process for developing directives. Two members of the grantee staff were in attendance. The notes from the call will be shared with the Continuum of Care Committee.
- A. Onyeabo announced the planning council support office will host new member training in October.
- A. Onyeabo asked council members to RSVP to the training session they plan to attend.
- A. Onyeabo stated the Nominating Committee is working diligently to fill vacancies on the planning council.
- A. Onyeabo stated the support office is continuing to work with the mayor's office to ensure timely receipt of council appointment letters. All members who were recently re-appointed should have received their appointment letters.

## New Business

**Planning Council**

- D. Brewer asked council members and guests to speak about their experience at the AIDS conference in Washington, D.C.
- A. Fowlkes stated that the conference was very informative and added that she hopes for better Baltimore representation at the 2017 conference.
- A. Brown asked what was most interesting about the conference.
- A. Fowlkes replied that she found the HIV and Aging co-morbidity workshops most interesting.
- V. Lathan stated that she learned lots of information about engagement and interacting with faith based organizations.
- C. Harvey stated that the conference was off the chain and he found the speakers very engaging.
- C. Skipper reminded council members and guests of ways to attend the conference without paying the registration fee (i.e. volunteering).
- C. Smith stated that he attended HRSA workshops and concluded that the Baltimore EMA is doing very well.
- C. Smith stated that he was appreciative of networking opportunities at the conference.

Motion: To adjourn the meeting

Made by: C. Smith

Second: J. Simmons

# Planning Council

Minutes

Final

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Action: Passed

Opposed: 0

Abstained: 0

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Time adjourned: 8:30 p.m.

Date of approval:

Signature:

Electronic signature of chair (PC Minutes only):

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