

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of August 19, 2008

Vol. V, No. 6

Final • August 20, 2008

Meeting Attendance

Present¹	S. Ashley D. Baker M. Becketts K. Bellesky R. Bradley* D. Brewer C. Brown G. Clark D. Cooper A. Foyles C. Gibson R. Gore-Simmons	L. Green* R. Haden P. Hall C. Harvey, Sr. R. Johnson A. Leverette A. Middleton W. Miller G. Nelson W. Samuel L. Smith J. Winslow
Absent	M. Cole R. Green D. Henson W. Jones J. Keller D. Hunter J. Keruly	G. Manigo C. Massey M. Obiefune B. Thomas-El M. Graves N. Robinson B. Tucker
Proxy	C. Thomas, Jr.	A. Ferrari
BCHD	R. Brisueno A. Ferrari	L. Wise
Visitors	D. Smith K. Edmonds R. Davis D. Dantley M. Reese H. Smith J. Hunter M. Flint	A. Newton R. Harding M. Cole J. Burdes R. Rubino R. Parrish L. Dewonce
Staff	E. Saber D. Gorham K. Hale	M. Komosinski C. Lee C. Lacanienta
Handouts	Planning council packet (August 2008). Committee updates.	

¹ Attendance is based on sign-in sheet.

*Present, but did not sign in.

Request for review of psychosocial support services standards of care.
BCHD administrative report (August 2008).
Part B and D administrative report (August 2008).
Evaluation Committee minutes (August 2008).
Biographical sketch – E. Chalk.
FY 2009 priority setting and resource allocation tables draft.
Chair’s letter of assurance for Part A application.
“Women of Meeka HIV+ Support Group” (flyer).
Maryland AIDS administration – regional advisory committee schedule
(September – October 2008).

Executive Summary

The meeting was convened with quorum at 6:30 p.m.²

During the report of the planning council chair:

- The chair announced that the Health Resources and Services Administration (HRSA) Part A application guidance has been received and the application is due by September 29, 2008.
- The council discussed all documents that must be reviewed and submitted by designated committees to be embedded into the application.
- The council discussed the priority setting and resource allocation (PSRA) — all allocations received final approval.

The grantee announced the following:

- The Baltimore City Health Department (BCHD) will be moving to 1001 E. Fayette St. between September 15 and October 15.
- The clinical quality management program (CQM) has selected five categories for review in the upcoming year, and will use new methods for ascertaining outcomes.³

The Maryland AIDS Administration’s representative for Part B and Part D reported on the administration’s activities, and announced the Part B grant for FY 2009.

Committee co-chairs announced the following from their respective committees:

- The Comprehensive Planning Committee reviewed chapters in the comprehensive plan and was briefed on the findings from the 2007 consumer satisfaction survey.
- The Continuum of Care Committee finished draft one of the psychosocial support services standards of care.
- The Evaluation Committee completed its evaluation of the administrative mechanism.

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

³ The clinical quality management team conducts site visits of Part A service providers. They are responsible for ensuring that services are being provided in accordance with the standards of care created and approved by the planning council and identifying to be addressed.

- The Nominating Committee completed revisions to the application for membership and approved one person to be added to the pool list.
- The People Living With HIV/AIDS (PLWH/A) Committee reviewed the first draft for its current position paper.
- The Counties Committee approved FY 2008 Minority AIDS Initiative (MAI)⁴ allocations and was briefed on bylaws and requirements for participation in counties PSRA.

The planning council support office reported its activities over the last month.

Graduates of the LEAP 12 class were in attendance and were honored for their recent graduation.

Several announcements about handouts were made before the meeting adjourned at 7:40 p.m.

Proceedings

Introductions/Review of Minutes

The chair convened the meeting at 6:30 p.m. with introductions and the approval of minutes from the July meeting.

Motion	To accept the July 15, 2008 minutes.
Proposed by	A. Foyles
Seconded by	K. Bellesky
Action	Passed, 1 abstention, 0 objections

Chair's Report

The planning council chair congratulated the planning council on all of the hard work each member had put forth over the past few weeks in completing the PSRA conferences.

The planning council chair announced the following:

- Planning council leadership has received the outline and work plan for the development of the FY 2009 Part A application. This application is due to HRSA on September 29, 2008.
- The finalized appropriations agreed upon at the counties PSRA conference for FY 2009 Part A awards was discussed and approved.

⁴ MAI is a funding stream authorized under the Ryan White Treatment Modernization Act to provide additional funding, beyond Part A, to minority areas affected by HIV/AIDS. These funds have different reporting requirements than Part A funds, but are subject to the same planning process.

Motion	To approve the recommendations for allocations made by the Counties Committee at the counties priority setting.
Proposed by	D. Brewer
Seconded by	D. Cooper
Action	Passed, 0 abstention, 0 objections

- The finalized appropriations agreed upon at the Baltimore eligible metropolitan area (EMA) PSRA conference decrease and increase scenario for FY 2009 Part A awards were discussed and approved.

Motion	To accept the revised EMA-wide allocations for FY 2009 in the case of any funding decrease.
Proposed by	D. Brewer
Seconded by	K. Bellesky
Action	Passed, 0 abstention, 0 objections

Motion	To accept the revised EMA-wide allocations for FY 2009 in the case of any funding increase.
Proposed by	D. Brewer
Seconded by	S. Ashley
Action	Passed, 0 abstention, 0 objections

- A draft letter of assurance was distributed to planning council members. This letter will be submitted with the application to HRSA. The letter states that the council is abiding by all mandates stipulated by the Ryan White act and that the council is addressing all funding and membership needs. The letter was approved for submission with the application.

Motion	To approve the letter of assurance to be included in the Part A application with one grammatical correction.
Proposed by	K. Bellesky
Seconded by	A. Foyles
Action	Passed, 0 abstention, 0 objections

- The Evaluation Committee’s assessment summary of the administrative mechanism was distributed to all planning council members.
- The Evaluation Committee co-chair was asked to report on the assessment summary.
 - The co-chair of the Evaluation Committee reported the following
 - The grantee received a score of 71, which falls into the needs improvement category.
 - The grantee’s strengths rest in procurement and fiscal and performance monitoring.
 - The grantee areas with need for improvement include timeliness, communication and reporting, and flexibility.
- The Evaluation Committee’s assessment summary was approved for submission.

Motion	To approve the summary of the assessment of the administrative mechanism.
Proposed by	D. Brewer
Seconded by	D. Cooper
Action	Passed, 3 abstention, 0 objections

- These documents related to the application must be reviewed and approved by the appropriate committee:
 - Special populations that face service delivery challenges must be reviewed by the Comprehensive Planning Committee and submitted to the Executive Committee.
 - The unmet need estimate report must be reviewed by the Comprehensive Planning Committee and submitted to the Executive Committee.
 - An implementation plan of the service category guidelines, matching those outlined in the standards of care, must be reviewed by the Continuum of Care Committee and submitted to the Executive Committee.
- These documents will be approved by the Executive Committee and submitted with the application.

Motion	To authorize the Executive Committee to act on the application-related documents completed by the designated committees.
Proposed by	L. Green
Seconded by	K. Bellesky
Action	Passed, 3 abstention, 0 objections

Grantee’s Report

The grantee reported the following:

- BCHD will be releasing a Request for Proposal (RFP) to fund a community health worker program.
- In the upcoming year, CQM will be reviewing: outpatient ambulatory health services,⁵ medical transportation⁶ (including MAI programs), childcare services⁷ (including MAI programs), housing services and health insurance and cost sharing.⁸

⁵ Outpatient ambulatory health services are the core-medical service category that funds the provision of integrated care for clients identified and diagnosed with HIV and one or more of the co-morbid conditions of substance abuse, a mental health diagnosis, or homelessness.

⁶ Medical transportation is the support service category that funds the provision of transportation services to HIV-infected clients, in order to improve their access to health care and psychosocial support services by means of taxis, leased cars or commercial transportation services.

⁷ The support service category that funds the provision of licensed day care for children who are infected or affected by HIV/AIDS through the delivery of child-care services to allow an infected and/or affected caregiver time to attend medical or other supportive appointments or to attend Ryan White-related meetings, groups or training.

⁸ Housing services are the provision of short-term assistance to support emergency, temporary or transitional housing to enable an individual or family to gain or maintain medical care.

- CQM's substance-abuse survey has received final approval from the Towson University independent review board (IRB) and CQM is soliciting participation in the project, which will assess clinical and non-clinical outcomes.

Part B Report

The Part B representative from the Maryland AIDS Administration reported the following:

- Part B MAI award has been increased for FY 2008 to \$327,338. Five agencies will be contracted to provide services.
- Maryland AIDS Drug Assistance Program (MADAP)⁹ has removed two drugs from its formulary: hydroxyurea (Droxia) and amphotericin B cholesteryl sulfate (Amphotec).
- The Regional Advisory Committee (RAC) will be meeting on September 22, 2008 from 5:00 to 7:00 p.m. at NEBO Christian Ministries to discuss HIV/AIDS prevention and care services.

Part D Report

The Part D representative from the Maryland AIDS Administration reported the following:

- Part D and Part D youth awards for FY 2008 were level funded.
- AIDS administration has contracted with LIGHT Health and Wellness Comprehensive Services, Inc. for a youth services coordinator funded by Part D.

Committee Reports

Comprehensive Planning Committee

The committee co-chair reported the following:

- The committee reviewed drafts of chapters one and six for the comprehensive plan.
- The committee received a presentation on the results of the 2007 consumer satisfaction survey.

Continuum of Care Committee

The committee co-chair reported the following:

- The committee reviewed stakeholder recommendations and made revisions to the psychosocial support services standards of care.
- The committee completed draft one of the psychosocial support services standards of care and is disseminating it to planning council members for review and to solicit recommendations.

⁹ MADAP is a statewide program, funded primarily through the Ryan White Act, that helps low to moderate income Maryland residents who are HIV infected receive assistance purchasing the medications they need to treat HIV.

Nominating Committee

The committee chair announced the following:

- The committee approved the final draft of the revised planning council application.

Motion	To approve the revised application for membership.
Proposed by	W. Miller
Seconded by	S. Ashley
Action	Passed, 1 abstentions, 0 objections

- The committee screened one applicant.

Motion	To approve E. Chalk’s application to be moved to the pool list.
Proposed by	W. Miller
Seconded by	C. Brown
Action	Passed, 0 abstention, 0 objections

People Living with HIV/AIDS Committee

The committee co-chair reported the following:

- The committee reviewed draft one of its current position paper on Ryan White as the ultimate system of care.
- The committee began preparations for the FY 2009 PSRA including review of process and materials.

Counties Committee

The committee co-chair reported the following:

- The committee reviewed requirements for participation in the counties PSRA.
- The committee was briefed on recent changes to the planning council bylaws.
- The committee approved FY 2008 allocations for counties MAI.

Planning Council Support Office Report

InterGroup Services, Inc. (IGS) reported the following:

- Notices, agendas, materials and meeting minutes were prepared for two planning council meetings and eight committee meetings.
- Organized the FY 2009 PSRA conference, training, data presentations and prioritization of service categories.
- Continued drafting chapters for the 2009-2011 comprehensive plan for HIV service delivery.
- Presented to LEAP 12 class on PSRA.
- Will attend the HRSA all-titles meeting in Washington, DC and will conduct several presentations at the conference.

New Business

- None

Motion	To adjourn.
Proposed by	D. Cooper
Seconded by	K. Bellesky
Action	Passes, 0 abstentions, 0 objection

Meeting adjourned at 7:40 p.m.