

# Greater Baltimore HIV Health Services Planning Council

## Minutes of the Meeting of May 17, 2011

Vol. VIII, No. 4

Draft • June 1, 2011

### Meeting Attendance

<b>Present*</b>	S. Alston K. Bellesky M. Brazil† D. Brewer D. Clark R. Disharoon A. Fowlkes L. Green C. Harvey Sr. D. Henson S. Jenkins D. Kelson H. Lambert G. Olthoff M. Richmond-Ward D. Shamer T. White	M. Becketts R. Bradley V. Burrell-Gibson W. Commander L. Wise‡ C. Edmonds V. Graves R. Haden T. Hawkins M. Hitch R. Johnson J. Keruly A. Middleton M. Reese W. Samuel L. Sowah J. Winslow
<b>Absent</b>	D. Broadway J. Flemming C. Massey	C. Brown B. Fitzsimmons L. Servance R. Gore-Simmons
<b>BCHD</b>	R. Brisueno J. Ungard	A. Ferrari
<b>Visitors</b>	M. Abraham C. Gibson D. Goldberg K. Hale J. Hunter N. Khosla E. Walsh	P. Church N. Guest R. Gunthrop J. Fuentes L. Turner D. Rivera

\* Attendance is based on sign-in sheet

† Proxy for J. Flemming

‡ Proxy for B. Fitzsimmons

<b>Staff</b>	D. Gorham K. McGinley	T. Lenna N. Slaughter
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**Handouts**

- 2011 Assessment of Administrative Mechanism: Part A Providers (2011).
- Assessment of the Administrative Tool to Assess ESD Reports (2011).
- Chair Report (May 2011).
- FY2011 Counties PRSA Requests (2010).
- Final Action Items (May 2011).
- National AIDS Housing Coalition: Final Notice of RW Housing Policy (May 12, 2011).
- Evaluation Committee Minutes (May 2011).
- PC Packets (May 2011).
- Memo: PLWH/A Committee (May 2011)
- Nominating Committee Minutes (May 2011).

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**Executive Summary**

The council met on May 11, 2011. The meeting convened with quorum at 6:30 p.m. The council heard a report from Council Chair L. Green, the Part A and Part B providers, and the co-chairs of the respective committee's. The council voted to prioritize carryover funds to supplement primary medical care services if the EMA should receive a decrease in award amount.

The council voted to move the non-provider questionnaire for the Assessment of the Administrative Mechanism as well as the Assessment of the Administrative Mechanism Tool to Assess the 5- and 7-month Expense and Service Delivery (ESD) Reports to the planning council for approval.

The council voted to delete one Affected Community membership slot and replace it with a HIV Planning membership slot. The council voted that the HIV Planning slot should be filled by a member of the Central Planning Group (CPG) not affiliated with the Department of Health and Mental Hygiene.

**Committee Proceedings**

**Chair Report**

L. Green presented the chair report to the council. The chair reminded the council that the EMA continues to operate on a four-month limitation on Part A resources, and that funds

are not guaranteed beyond June 2011. The chair report also reminded the committee that the EMA is currently operating on a decreased award amount and may see a decrease once the final award is released from HRSA.

L. Green thanked the council and committee members who provided feedback about procedure according to the bylaws, specifically in regards to teleconferencing. L. Green stated that the bylaws define an absence as not being physically present to participate in a meeting, as such, someone who participated by teleconference was considered to be present and was within process. L. Green stated that the bylaws build in such extra considerations so that people living with HIV/AIDS may still be able to participate in the committee and council meetings even if they are sick and not able to physically attend. Questions about bylaw procedures should be referred to the Executive Committee for discussion and clarification.

L. Green reminded the council that Priority Setting and Resource Allocation had been set for July. He reminded all council members to appoint a proxy if they would be unable to attend.

L. Green informed the council that he had received a query from representatives of the Baton Rouge planning council about attending PRSA so there will likely be additional guests present at this year's PRSA.

Motion:	To strike the sentence from the April Chair Report which refers to the Code of Conduct that states "once decisions are made by majority vote, every member of the group will support the decision, regardless of his/her personal position."
Proposed by:	W. Samuel.
Seconded by:	D. Kelson
Action:	Motion

L. Green responded to the motion by stating that the Chair Report was part of the minutes of the April Meeting, and that the language quoted in the Chair Report came directly from the bylaws.

W. Samuel retracted his motion and motioned to strike Section 2.6.3. from the bylaws, which was referenced in the chair report at the April meeting. Section 2.6.3 of the bylaw Code of Conduct states that "once decisions are made by majority vote, every member of the group will support the decision, regardless of his/her personal position."<sup>§</sup> W. Samuel

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<sup>§</sup> The Greater Baltimore HIV Health Services Planning Council: Byalws: Code of Conduct: §2.6.3.

stated that he believed this was a violation of his First Amendment rights.

R. Haden said that while he appreciated W. Samuel's concern, he did not believe that the council could suspend the bylaws at will based on one member's opinion.

L. Sowah said that while the council could vote to change the bylaws, the bylaws could not actually be changed until they are opened for reviewed.

W. Samuel requested a roll call of votes and noted that this vote would require a two-thirds majority vote to pass.

<b>Motion:</b>	To strike §2.6.3 from the Greater Baltimore HIV Health Services Planning Council bylaws.
<b>Proposed by:</b>	W. Samuel
<b>Seconded by:</b>	D. Kelson
<b>Friendly Amendment:</b>	To refer this issue to the Executive Committee for further review.
<b>Proposed by:</b>	D. Shamer
<b>Accepted/Not Accepted:</b>	Not accepted.
<b>Action:</b>	Motion failed, 2 in favor, 19 objections, 12 abstentions.

R. Haden asked for a definition of an abstention vote so that everyone who abstained would understand the ramifications of their vote. L. Green said that according to Robert's Rules of Order, an abstaining vote means that the member in question is present but is not casting a vote on this motion. Abstaining votes are not counted as being for or against a motion.

## **Part A Report**

R. Brisueno presented the Part A report to the council. He informed the council that the earliest that the final award would be released by HRSA would be June 15<sup>th</sup>, and that the partial award of approximate 35% allocated funding to direct service for FTE-based programs would cover a four-month period.

R. Brisueno informed the council that as of May 8<sup>th</sup> the University of Maryland's Laboratory Programs which support specialty laboratory of viral load testing had exhausted the funds expended in the partial award and had suspended services until the issuance of the final award.

D. Clark asked why alternative options were not utilized before the laboratory services were cancelled. R. Haden asked if the suspension of services was a business decision, and something that UMD had gone through previously, that they should have taken steps to not allow the situation to be repeated. He asked if, as the body providing them with the funds, if the amount they receive should be reconsidered. R. Brisueno responded that UMD was allocated over \$500,000 through the normal PRSA channels. UMD had stated that their yearly budget was approximately \$600,000. They had supplemental funds approved in November for approximately \$140,000, and estimated a monthly budget of between \$50,000-\$60,000.

R. Brisueno explained that as of this report the approximate amount of carryover funds had been adjusted to \$500,000.

R. Briseuno discussed Healthy Baltimore 2015, BCHD's comprehensive health policy agenda for the City. D. Kelson asked if this plan would also include the counties. R. Brisueno said that he did not know the answer to that question at that time.

D. Shamer asked if the council members' participation in Healthy Baltimore 2015 would be seen as their participation as individuals or as PC members. R. Brisueno stated that PC members would be participating as individuals, not as PC members. D. Shamer said that this plan was something that could perhaps be incorporated into the Comprehensive Plan.

## **Part B Report**

M. Hitch presented the Part B report to the council and introduced the new Assistant Director within the Office of Infectious Disease Prevention and Care Services, Dr. Meena Abraham, and reminded the council of the upcoming Regional Advisory Committee meetings.

## **Part D Report**

There was no Part D update.

## **Committee Updates and Action Items**

### ***Comprehensive Planning Committee***

L. Sowah presented the CPC update to the council. The Comprehensive Planning Committee met on April 21, 2011. The committee reviewed recommendations for carryover requests. Recommendations were submitted by the grantee, the PLWH/A

committee, the Counties Committee, the Evaluation Committee, the Continuum of Care Committee, individual committee and council members. The committee identified recommended requests to be sent to the grantee for feedback. The Comprehensive Plan Workgroup convened on April 28. The workgroup expanded the continuum model of the comprehensive plan to include prevention as a goal.

The committee met via conference call on May 6, 2011 to receive the grantee's feedback on recommended carryover proposals. The committee discussed that the EMA is operating on a decreased, four-month award. It agreed that it should wait to vote on the submitted carryover recommendations until the EMA has more information on the final FY 2011 award.

<b>Motion</b>	Should the EMA receive a funding cut for FY 2011, carryover funds should be used to maintain services, specifically prioritizing for primary medical care services and then being supplemented as necessary to support services.
<b>Proposed by:</b>	L. Sowah
<b>Seconded by:</b>	D. Shamer
<b>Action:</b>	Motion passes, 0 objections, 3 abstentions.

### ***Continuum of Care Committee***

M. Becketts presented the COCC update to the council. The committee met on May 4, 2011. A category analysis of Medical Case Management and Non Medical Case Management services was presented. The committee is revising the standards of care for Non Medical Case Management and will solicit stakeholder feedback for review at its June 1, 2011 meeting.

### ***Counties Committee***

D. Kelson presented the Counties Committee update to the council. The Counties Committee did not meet this month. The committee will meet again on June 7 and finalize the Counties presentation to the planning council scheduled for June 2011.

M. Brazil directed the council's attention to the handout they had received outlining the dollar amounts requested by the Counties Committee for FY2011 at the Counties PRSA. She informed the council that at the time of the meeting, the final award amount had not been released, so she was unable to say how the dollar amounts would align with the requested amounts.

### ***Evaluation Committee***

T. White presented the Evaluation Committee update to the council. The committee met on May 2, 2011. An emergency election was held. Thomas White was elected as co-chair. The committee received updates from the grantee on the annual progress report due to HRSA June 30, 2011.

The committee published Provider Questionnaire: FY 2011 Competitive Request for Proposal (RFP) Process, Continuation Application Process, & Grantee Communication and Grantee Questionnaire: FY 2011 Competitive Request for Proposal (RFP) Process, Continuation Application Process & Contract Development on May 9, 2011 for the Assessment of the Administrative Mechanism. Both questionnaires are due on June 3, 2011.

The committee approved the Non-funded Provider Questionnaire: FY 2011 Competitive Request for Proposal (RFP) Process and Assessment of the Administrative Mechanism Tool to Assess the 5- and 7-month Expense and Service Delivery (ESD) Reports with all suggested changes.

The committee received a memo from the PC chair and a request for feedback related to workplan challenges and the emergency election. The committee decided to add a meeting in July. The next meeting will be held on June 6, 2011.

**Action Items:**

<b>Motion:</b>	To move the non-provider questionnaire for the Assessment of the Administrative Mechanism to the planning council for approval.
<b>Proposed by:</b>	T. White
<b>Seconded by:</b>	D. Shamer
<b>Action:</b>	Motion passes, 0 objections, 0 abstentions.

<b>Motion:</b>	That the PC accept the Assessment of the Administrative Mechanism Tool to Assess the 5- and 7-month Expenditure and Service Delivery (ESD) Reports be forwarded to the planning council.
<b>Proposed by:</b>	T. White
<b>Seconded by:</b>	D. Shamer
<b>Action:</b>	Motion passes, 0 objections, 0 abstentions.

***Nominating Committee***

M. Reese presented the Nominating Committee update C. Massey's absence. The Nominating Committee met on May 9, 2011. The committee reviewed council membership and noted one vacancy due to the resignation of one council member, M. Carroll.

The committee identified three council members who are eligible for removal and voted to send the chair letters of removal for those three council members.

The committee discussed the council chair's request to the planning council in April that it look at the possibility of switching an affected slot with a prevention slot on the council in response to federal mandates for collaborative planning with HIV treatment and prevention. The committee discussed the HRSA mandated slots and bylaw requirements for membership.

W. Samuel asked if the committee was asking to take away a slot from a PLWH/A. D. Shamer clarified that the Affected Slot did not necessarily refer to a PLWH/A, but any council member who was unaffiliated. M. Reese stated that the slot being replaced was that of an Affected Community member, which could be anyone who is a member of the community, not exclusively a PLWH/A.

W. Samuel asked how this change would affect the mandated 33% of PLWH/A membership on the council as mandated by HRSA. R. Disharoon stated that the committee had established that the council was well over that 33% threshold and that changing this slot would not have an affect on that.

<b>Motion:</b>	To recommend deleting an Affected Community membership slot and replacing it with an HIV Prevention slot.
<b>Proposed by:</b>	M. Reese
<b>Seconded by:</b>	R. Disharoon
<b>Action:</b>	Motion passes, 0 objections, 0 abstentions.

<b>Motion:</b>	To recommend that the prevention slot be filled by a member of the Community Planning Group (CPG) and be a community member not employed by the Department of Health and Mental Hygiene.
<b>Proposed by:</b>	M. Reese
<b>Seconded by:</b>	J. Winslow
<b>Action:</b>	Motion passes, 0 objections, 0 abstentions.

### ***PLWH/A Committee***

D. Shamer presented the PLWH/A committee update. The committee met on April 20, 2011. The committee voted on the visitor policy.

An update from the Baltimore City Health Department (BCHD) on their health literacy survey was provided by Iris Allen, Evelyn Bradley, and Hilda Ndirangu. The committee reviewed its carryover proposals submitted to the CPC in March and sent a final version to CPC for review. The next committee meeting will be held on May 18, 2011.

### ***Planning Council Support Office***

K. McGinley presented the update from the PCSO. She informed the council that dates for PRSA and Counties PRSA had been set for July and August, respectively, and asked that anyone not able to attend please identify someone to serve as their proxy. She informed the council of the upcoming CPC workgroup on maintenance to be held on May 25<sup>th</sup>.

### **New Business**

D. Shamer asked that the BESURE presentation given by Colin Flynn at the May RAC meeting be included in data presentations for the council in June.

R. Haden stated that he would like to see presentations from other providers of substance abuse programs beyond what is normally given.

Meeting adjourned at 8:00 p.m.