

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of March 17, 2009

Vol. VI, No. 1

FINAL • April 14, 2009

Meeting Attendance

Present ¹	K. Bellesky	J. Keller
	R. Bradley	D. Kelson
	C. Brown	C. Massey
	C. Edmonds	R. Matens
	A. Foyles	A. Middleton
	M. Graves	W. Miller
	R. Green	G. Nelson
	R. Haden	M. Reese
	C. Harvey Sr.	W. Samuel
	P. Hall	D. Shamer
	M. Hitch (proxy for G. Clark)	L. Smith
	D. Hunter	B. Thomas-El
	Re. Johnson	J. Winslow
	A. Leverette	
	Absent	M. Becketts
V. Burrell-Gibson		Ra. Johnson
G. Clark		W. Jones
V. Clark		J. Keruly
M. Cole		G. Manigo
C. Gibson		N. Robinson
BCHD	R. Brisueno	S. Kazi
	A. Ferrari	J. Ungard
Visitors	A. Austin	T. Hawkins
	S. Bosley	R. Parrish
	T. Davis	R. Rubino
	R. Disharoon	H. Smith
	N. Guest	
Staff	C. Lacanienta	N. Slaughter
	E. Saber	R. Vaishnav Rhyne
Handouts	Meeting agenda (March 17, 2009).	
	Grantee's report (March 2009).	
	HRSA letter on unspent funds (November 10, 2008).	
	Planning council packet (March 2009).	
	Draft primary committee form.	
	Draft proxy representation form.	
	Draft administrative assessment tool.	
	Draft planning council brochure.	
Draft planning council committee brochure.		
Applicant bio-sketches.		
Child care interim standards of care.		

¹ Attendance is based on sign-in sheet.

Intoxication Deaths Associated with Drugs or Abuse of Alcohol: Report from Baltimore City Health Department (February 10, 2009).
New member orientation flier (March 2009).
Priority-setting review group findings (2009).
Approaches to Covering the Uninsured: A Guide (December 2008).

Executive Summary

The meeting convened with quorum at 6:45 p.m.²

The chair reported that the Baltimore EMA has not received a notice of award for Part A formula dollars from the Health Resources and Services Administration (HRSA) for fiscal year 2009, which began March 1st; the planning council allocated MAI funds and met the funding requirements for the total FY 2009 Part A award; and the Ryan White HIV/AIDS Treatment Modernization Act of 2006 is scheduled to sunset on September 30, 2009.³

Partial FY 2009 Part A formula awards were made to provider agencies on March 5, 2009, however, contracts have not been initiated. The grantee reported that it was still waiting on funds from HRSA for this fiscal year and has instructed providers to continue providing services until told otherwise. Several services are not expected to have a Part A provider for which to render services in FY 2009 due to the number of applications that scored low in the independent review board's (IRB) application-review process.⁴

The Part B representative announced that the AIDS Administration submitted the FY 2009 Part B MAI application and is awaiting its FY 2009 Part B award.⁵ The Part B representative also announced a new Part B representative, Monique Hitch, for the planning council.

The Part D representative reported that the AIDS Administration submitted its competitive application for Part D funds and would be submitting the application for the Part D Youth Services Initiative on March 31, 2009; 13 programs applied during the RFP for Part D and Part D Youth Services.⁶ The Part D representative also announced a new Part D representative, Terry Hawkins, for the AIDS Administration.

Committee co-chairs reported on their respective committee's activities:

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

³ HRSA is an agency of the U.S. Department of Health and Human Services that works to improve access to health care services for people who are uninsured, isolated or medically vulnerable.

⁴ The Baltimore EMA's independent review board is a panel of objective reviewers that are not affiliated with the providers or the grantee that ensure applicants meet specific criteria before being award Ryan White Part A funds.

⁵ Part B grants include a base grant, the AIDS Drug Assistance Program (ADAP) award, ADAP supplemental grants and grants to states for emerging communities (those reporting 500-999 cumulative AIDS cases over the most recent 5 years).

⁶ Part D provides family-centered care involving outpatient or ambulatory care (directly or through contracts) for women, infants, children, and youth with HIV/AIDS.

- The Comprehensive Planning Committee had not met since the last planning council meeting. The committee announced upcoming plans to review comprehensive plan goals and to discuss data presentations for Part A FY 2010 Priority Setting and Resource Allocation (PSRA).
- The Continuum of Care Committee revised its work plan to revise child care interim standards of care, evaluate outreach services and revise outreach standards of care.
- The Evaluation Committee met to reprogram MAI FY 2008 funds. The committee also continued its work on the assessment of the administrative mechanism. The committee met to reprogram MAI FY 2008 funds.
- The Nominating Committee recommended adding two applicants to the planning council and one applicant to the pool list and presented revised forms and brochures for the planning council.
- The Counties Committee met with the Evaluation Committee to reprogram MAI FY 2008 funds.
- The PLWH/A Committee began evaluating the provision of child care services in the Baltimore EMA.

The planning council support office (PCSO) planned for eight committee meetings and the planning council meeting; developed and held the new member orientation; attended the provider meeting; trained co-chairs, committees and council members; assisted in the development of committee and council brochures, forms and tools; and provided analysis and tools used in the five-month reprogramming of FY 2008 MAI funds.

The meeting adjourned at 8:25 p.m.

Proceedings

Introductions/Review of Minutes

The chair convened the meeting with role call, introductions and a review meeting minutes.

Motion	To accept the February 17, 2009 minutes.
Proposed by	K. Bellesky
Seconded by	M. Reese
Action	Passes, 0 abstention, 0 objections

Chair's Report

The chair announced:

- March 1 marked the beginning of the Part A fiscal year 2009. The EMA did not receive its notice of award for formula dollars from HRSA; the chair will inform the council with an update from HRSA when it receives one.
 - Several member expressed concern over having to plan for services without knowledge of the full award amount and, in general, the need for timely information in order to accurately plan for services.
 - A member expressed concern over not receiving award money until mid-way through the year.

- The council's efforts in planning for MAI FY 2008 dollars and services were appreciated; the council met all funding requirements for the total FY 2009 Part A award dollars (i.e. Part A and MAI grants) by the March 6, 2009 deadline.
- The Ryan White Treatment Modernization Act of 2006 is scheduled to sunset on September 30, 2009 and everyone should educate the community on the needs of PLWH/As.
- A conference call was held with a consulting firm hired by HRSA to discuss the impact of changes to the Ryan White legislation; the Baltimore EMA is one of three EMAs to be selected to give feedback. The chair suggested that council members provide input on the impact to consumers and providers of Ryan White Services; this feedback could be included in a letter to HRSA from the planning council. The chair emphasized the concern over having to cut services during a recession when services are most-needed.
- The Part A PSRA is scheduled for June 23rd and 24th at the Baltimore Behavioral Health (BBH) Conference and Training Center at 1101 West Pratt Street; this is also the new location for the planning council's monthly meetings.

Grantee's Report

The grantee gave an update on the Part A Administration.

- The MAI application for FY 2009 was submitted by the March 6, 2009 deadline.
- HRSA awarded the Baltimore EMA a partial amount of \$7,422,120.00 in Part A formula dollars for FY 2009, which would cover an estimated four months of service.
- Partial FY 2009 Part A formula awards were made to provider agencies on March 5, 2009 and were backdated for March 1, 2009. Supplemental funds will be forthcoming.
- To avoid a disruption in services, the grantee has advised all FY 2008 Ryan White Part A agencies to continue rendering services and operating from previously submitted and approved work plans, until further instructed.
- Technical assistance will be provided to Sheppard Pratt and the Urban Medical Institute (UMI) at Imani Center in March.
- Clinical Quality Management (CQM) reviews for 2008 were completed on February 12, 2009. The first draft of the EMA reports is due April 13, 2009 and the second draft is due May 11, 2009. The first draft of the FY 2009 evaluation tools is due March 22, 2009.
- The cervical-cancer screen survey and substance-abuse survey have been distributed and a report on the results will be issue later this year.
- The L.E.A.P. Project 13 class begins on March 13, 2009.

A motion was made to accept minutes from MAI FY 2009 PSRA on February 24, 2009.

Motion	To accept the February 24, 2009 minutes.
Proposed by	R. Bradley
Seconded by	W. Samuels
Action	Passes, 0 abstention, 0 objections

Part B Report

The Part B representative reported the following:

- The 2009 Regional Advisory Committee meeting for the central region will be held March 16, 2009 from 1:00 p.m. to 3:00 p.m. at the NEBO Christian Ministries (240 Franklinton Road, Baltimore).
- The FY 2009 Part B MAI application was submitted to HRSA on March 6, 2009. The AIDS Administration is awaiting its FY 2009 Part B award and is anticipating it around July 1, 2009.

Part D Report

The Part D representative reported the following:

- The competitive application for Part D funds was submitted on March 6, 2009. The Part D Youth Services Initiative application is due on March 30, 2009; the application could only be submitted for level funding.
- Part D services were bid out for the first time. Thirteen programs applied for seven openings in response to the RFP for Part D and Part D youth services; an external panel is currently scoring applications.

Committee Reports

Comprehensive Planning Committee (CPC):

The committee co-chair reported the following:

- The committee has not met since the last planning council meeting.
- In March, the committee will review the comprehensive plan goals set for June 2009 and discuss data presentations for Part A PSRA.
- Information presentations are scheduled for May 19, 2009.
- Data presentations will take place on June 16, 2009.

Continuum of Care Committee:

The committee co-chair reported the following:

- The committee revised its work plan, based on last month's discussion at the Executive Committee, to complete revisions to interim child care standards by May; to complete evaluating the EMA's outreach services and revising related standards by November; and to crosscheck current HRSA service definitions with each set of standards for consistency by June. The committee is convening a work group for stakeholders of child care services and a work group for stakeholders of outreach services to assist the committee in revising interim child care standards and evaluating outreach services. Both work groups will convene April 1, 2009.⁷

⁷ Stakeholders include providers of child care and outreach services, consumers of Ryan White services, subject-matter experts and other interested members of the community.

Evaluation Committee:

The committee co-chair reported the following:

- The committee continued working on its data collection and assessment tools for the assessment of the administrative mechanism.⁸
- The co-chair discussed with the Executive Committee the release date of the first provider survey (which the planning council voted to launch March 16, 2009).⁹
- Considering that letters of award cannot be issued to providers until the EMA has received its notice of award from HRSA, the Executive Committee agreed that the survey should be launched once letters of awards have been issued to providers.

Motion	To allow the Evaluation Committee to release the first provider questionnaire of its assessment of the administrative mechanism at the most appropriate time.
Proposed by	K. Bellesky
Seconded by	M. Reese
Action	Passes, 0 abstention, 0 objections

- The committee met for reprogramming FY 2008 MAI funds.¹⁰

Motion	To decrease funding \$9,179 for counties legal services.
Proposed by	A. Foyles
Seconded by	D. Kelson
Action	Passes, 0 abstention, 0 objections

Motion	To increase funding \$9,179 for counties OAHS co-morbidity.
Proposed by	A. Foyles
Seconded by	D. Kelson
Action	Passes, 1 abstention, 0 objections

Motion	To decrease funding \$25,963 for medical transportation.
Proposed by	A. Foyles
Seconded by	D. Kelson
Action	Passes, 0 abstention, 2 objections

⁸ Assessment of the administrative mechanism is a review of the grantee's processes. This assessment results from the Evaluation Committee surveying providers of Ryan White services.

⁹ The assessment process and data collections tools were developed to be conducted in phases and to coincide with specific activities of the Part A administrative process.

¹⁰ Justifications for reprogramming decisions are detailed in the Evaluation Committee meeting minutes for March.

The co-chair rescinded a motion due to a typo to decrease psychosocial support services by \$25,963 that was made at the Executive Committee meeting. The new motion was:

Motion	To decrease funding \$14,464 for psychosocial support services.
Proposed by	A. Foyles
Seconded by	D. Kelson
Action	Passes, 2 abstention, 1 objections

Motion	To increase funding \$20,086 for medical nutritional therapy.
Proposed by	A. Foyles
Seconded by	D. Kelson
Action	Passes, 0 abstention, 2 objections

Motion	To increase funding \$20,341 for co-morbidity.
Proposed by	A. Foyles
Seconded by	D. Kelson
Action	Passes, 0 abstention, 2 objections

Nominating Committee:

The committee chair reported the following:

- The committee developed brochures to promote the planning council and increase recruitment.
- The committee announced the proxy list by which all planning council members can work with the planning council support office to identify a proxy for planning council meetings and/or PSRA.
- The committee accepted the resignation of the planning council's part B representative and reviewed the legislation and bylaws to discuss a replacement and filling the 40th slot on the planning council.

Motion	To move M. Hitch's name to the Mayor for appointment to the planning council to fill the Part D slot.
Proposed by	A. Foyles
Seconded by	A. Middleton
Action	Passes, 0 abstention, 1 objections

Motion	To move T. Hawkins's name to the Mayor for appointment to the planning council to fill the Part B slot.
Proposed by	A. Middleton
Seconded by	C. Harvey, Sr.
Action	Passes, 0 abstention, 1 objections

Motion	To place R. Disharoon onto the pool list.
Proposed by	A. Middleton
Seconded by	D. Kelson
Action	Passes, 0 abstention, 0 objections

Motion	To approve the draft primary committee form and draft proxy form.
Proposed by	A. Middleton
Seconded by	D. Kelson
Action	Passes, 0 abstention, 0 objections
Motion	To approve the draft planning council committee brochure and draft planning council brochure.
Proposed by	A. Middleton
Seconded by	W. Samuel
Action	Passes, 0 abstention, 0 objections

People Living with HIV/AIDS Committee:

The committee co-chair reported the following:

- The committee began evaluating the child care service category.
- The committee will continue its evaluation of child care services this month.

Counties Committee:

The committee co-chair reported the following:

- The committee held FY 2008 MAI five-month joint reprogramming.
- The Counties seven-month FY 2008 MAI joint reprogramming will be held on April 14th, 2009 from 3:00 p.m. to 5:00 p.m.

Planning Council Support Office (PCSO) Report

The PCSO representative reported the following:

- The PCSO prepared and arranged logistics for eight committee meetings, one planning council meeting, the Minority AIDS Initiative (MAI) FY 2008 five-month joint reprogramming session and MAI PSRA for FY 2009.
- The PCSO facilitated MAI PSRA for counties and EMA and continued to support committees in the development of work plans.
- The PCSO provided co-chair training and individual preparation for committee and council meetings.
- The PCSO conducted research, including literature reviews and internet searches on child care services and outreach services.
- The PCSO worked with the Evaluation Committee to update the assessment and data collection tools for the assessment of the administrative mechanism.
- The PCSO worked with the Nominating Committee to develop marketing material for planning council and committee recruitment.
- The PCSO attended and prepared a presentation and materials for the March 13, 2009 Part A provider meeting.
- The PCSO developed an Executive Committee and new member orientation program.
- New member orientation will be held March 24 and 25, 2009 for all new planning council members (since March, 2008); as well as council, committee and pool list members who wish to attend.
- The PCSO informed everyone that RSVPing for the planning council meeting is required. Also, the new location for the planning council meeting, Baltimore

Behavioral Health, requires everyone to fill out a confidentiality form at every meeting.

New Business

No new business was discussed.

Meeting adjourned at 8:25 p.m.

Motion	To adjourn.
Proposed by	D. Kelson
Seconded by	C. Brown
Action	Passes, 0 abstention, 0 objections

I certify these minutes to be accurate and inclusive record of the planning council meeting as amended and approved by the Greater Baltimore HIV Health Services Planning Council.

William Miller

April 21, 2009

William Miller

April 21, 2009