

# Greater Baltimore HIV Health Services Planning Council

## Minutes of the Meeting of November 18, 2008

Vol. V, No. 9

Draft • December 9, 2008

---

### Meeting Attendance

---

<b>Present</b> <sup>1</sup>	K. Bellesky	J. Keruly
	D. Brewer	Ra. Johnson
	C. Brown	Re. Johnson
	G. Clark	C. Massey
	A. Foyles	A. Middleton
	M. Graves	G. Nelson
	R. Gore-Simmon	R. Matens
	R. Haden	W. Miller
	P. Hall	W. Samuel
	C. Harvey	L. Smith
	J. Keller	J. Winslow
	D. Kelson	
	<b>Absent</b>	M. Becketts
R. Bradley		D. Henson
V. Burrell-Gibson		D. Hunter
V. Clark		W. Jones
M. Cole		A. Leverette
C. Edmonds		G. Manigo
C. Gibson		N. Robinson
L. Green	B. Thomas-El	
<b>Proxies</b>	C. Thomas (for D.Henson)	
<b>BCHD</b>	R. Brisueno	B. Ntiri
	S. Kazi	J. Ungard
<b>Visitors</b>	R. Shattuck	R. Disharoon
	D. Shamer	H. Smith
	K. Staver	R. Parrish
	R. Rubino	
<b>Staff</b>	E. Saber	R. Vaishnav Rhyne
	N. Slaughter	
<b>Handouts</b>	Planning council packet (November 2008).	
	Final action items and updates (November 18, 2008).	
	Final planning council support office (PCSO) report (November 18, 2008).	
	Chair's report (November 18, 2008).	
	Part B and D report (Maryland AIDS Administration).	
Grantee's report (Baltimore City Health Department [BCHD]).		

---

<sup>1</sup> Attendance is based on sign-in sheet.

\* Present but did not sign-in.

---

Child care standards of care (interim draft).  
Respite care standards of care (interim draft).  
FY 08 Part A Baltimore eligible metropolitan area (EMA)<sup>2</sup> seven-month expenditure and service delivery report (ESD).<sup>3</sup>  
FY 08 Part A counties seven-month ESD report.  
FY 08 EMA scorecards (period two).<sup>4</sup>  
FY 08 counties scorecards (period two).  
Grantee's reprogramming recommendations (November 13, 2008).<sup>5</sup>  
FY 09 Comprehensive Planning Committee's directives.  
Counties Committee minutes (November 13, 2008).  
Evaluation Committee minutes (November 13, 2008).  
Election ballot (November 18, 2008).  
Planning council annual meeting announcement (flier).  
Coppin State University's World AIDS Day announcement (flier).

---

## **Executive Summary**

The meeting convened with quorum at 6:34 p.m.<sup>6</sup>

The vice-chair reviewed the planning council's accomplishments for FY 09. The vice-chair announced that elections would be held for planning council leadership and Nominating Committee leadership and members at tonight's meeting.

The grantee announced that Health Education Resource Organization (HERO) would cease providing Part A and MAI direct services effective November 30, 2008. From November 30 to December 12, 2008, HERO will provide referral and transfer services only for current clients.<sup>7</sup> The grantee also announced the Part A FY 09 request for proposal (RFP) would be released on or around November 21, 2008.

The Part B representative reported that the Maryland AIDS Administration is working on the FY 09 Part B application, the Statewide Coordinated Statement of Need (SCSN)<sup>8</sup> and the Part B comprehensive plan<sup>9</sup>. The Part B representative also announced Maryland AIDS Drug Assistance Program (MADAP) formulary changes effective November 1, 2008.<sup>10</sup>

---

<sup>2</sup> The EMA consists of Baltimore City and the counties of: Anne Arundel, Baltimore, Carroll, Harford, Howard and Queen Anne's.

<sup>3</sup> The expenditure and service delivery report is an aggregate report of fiscal and programmatic data from direct-service providers.

<sup>4</sup> The scorecard is a document that includes data aggregated from ESD reports, needs assessments and other funding streams.

<sup>5</sup> Reprogramming is the movement of funds between prioritized service categories. This occurs twice in a fiscal year.

<sup>6</sup> Quorum is defined as attendance of at least 51 percent of membership.

<sup>7</sup> MAI is a funding stream authorized under the Ryan White HIV/AIDS Treatment Modernization Act of 2006 to provide additional funding, beyond Part A, to minority areas affected by HIV/AIDS.

<sup>8</sup> The SCSN is a statewide plan/mechanism for addressing key HIV/AIDS care issues and enhancing coordination across Ryan White programs; the Maryland AIDS Administration is responsible for the development of the SCSN.

<sup>9</sup> The state's Part B comprehensive plan is different than the planning council's comprehensive plan that is referenced throughout this document.

<sup>10</sup> MADAP helps low to moderate income people who are HIV infected receive assistance purchasing HIV medications; The MADAP formulary is a list covered medications.

The Part D representative reported that the Maryland AIDS Administration will bid out Part D services in the FY 10 RFP process; the RFP has not yet been released.

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

- The Comprehensive Planning Committee reviewed recommended objectives and strategies collected from the October community forum and stakeholder interviews for the Part A and MAI comprehensive plan.<sup>11</sup> The committee continued to work on chapters 7 and 8 of the plan; the final draft will be distributed and voted on by the council in December 2008.
- The Continuum of Care Committee drafted interim standards of care for respite care<sup>12</sup> and child-care<sup>13</sup> services. The co-chair announced that the nomination period for co-chairs would be closed at the January 2009 committee meeting.
- The Evaluation Committee met for joint reprogramming with the Counties Committee; the ESD reports and recommendations for reprogramming were received from the grantee.
- The Nominating Committee made direct appointments and motions to move members to the pool list and the planning council.
- The People Living With HIV/AIDS (PLWH/A) Committee participated in a ranking exercise for Part B services, discussed World AIDS Day events, and opened nominations for co-chairs and members at large.
- The Counties Committee met for joint reprogramming with the Evaluation Committee; the ESD reports and recommendations for reprogramming were received from the grantee.

The planning council support office (PCSO) developed scorecards for reprogramming, supported the development of comprehensive plan chapters and interim standards of care and assisted the Nominating Committee in closing elections. The PCSO also provided technical and administrative support for five committee meetings and one planning council meeting.

The meeting adjourned at 8:30 p.m.

---

<sup>11</sup> The comprehensive plan guides the actions of the Baltimore EMA's Ryan White Part A partners over the course of three years as they strive to provide quality care to PLWH/As.

<sup>12</sup> Respite care is the support service category that funds home- or community-based non-medical assistance designed to relieve the primary caregiver responsible for providing day-to-day care of client.

<sup>13</sup> Child care is the support service category that funds licensed day care services for children to allow a parent or guardian who is HIV infected time to attend medical or other supportive appointments.

**Proceedings**

*Introductions/Review of Minutes*

The vice-chair convened the meeting at 6:34 p.m. with roll call, introductions and approval of minutes from the October meeting.

<b>Motion</b>	To accept the October 21, 2008 minutes as written.
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 0 abstention, 0 objections

*Chair’s Report*

The vice-chair reviewed the planning council’s accomplishments for FY 09, including successfully completing the planning for Part A service categories and funds for FY 09, revising the planning council bylaws, collaborating with stakeholders and community partners in the development of the comprehensive plan for HIV service deliver for 2009-2011 and working to maintain compliance with Ryan White requirements, among other achievements.

The vice-chair announced that elections would be held for planning council chair and vice-chair and Nominating Committee chair and members at tonight’s meeting.

*Elections*

The vice-chair opened the floor for speeches by nominees to be followed by elections.

The positions open for election were:

- Planning council chair, one position.
- Planning council vice-chair, one position.
- Nominating Committee chair, one position.
- Nominating Committee members, six positions.

The following nominees gave speeches prior to the election:

- W. Miller, planning council chair nominee
- A. Foyles, planning council vice-chair nominee
- A. Middleton, Nominating Committee chair nominee
- D. Kelson, Nominating Committee member nominee
- M. Graves, Nominating Committee member nominee
- C. Massey, Nominating Committee member nominee
- C. Harvey, Nominating Committee member nominee
- C. Brown, Nominating Committee member nominee

In addition to those who gave speeches, N. Robinson and R. Bradley were also Nominating Committee member nominees.

The planning council voted and the following were the results of the election:

- W. Miller was elected to be a planning council chair.
- A. Foyles was elected to be a planning council vice-chair.
- A. Middleton was elected to be a Nominating Committee chair.
- C. Harvey was elected to be a Nominating Committee member.
- D. Kelson was elected to be a Nominating Committee member.
- C. Massey was elected to be a Nominating Committee member.
- N. Robinson was elected to be a Nominating Committee member.
- R. Bradley was elected to be a Nominating Committee member.
- C. Brown was elected to be a Nominating Committee member.

***Grantee's Report***

The grantee reported the following:

- HERO will cease providing Part A and MAI services on November 30, 2008 and will provide referral and transfer services for current Part A and MAI clients between November 30 and December 12, 2008. Due to HERO's impending closure, the redistribution of Part A and MAI funds is underway.
- The Maryland AIDS Administration notified the grantee that Part B and D services will cease to be provided by HERO on December 12, 2008; Baltimore Homeless Services notified the grantee that HERO will discontinue providing housing services within this time frame.
- Part A FY 09 request for proposal (RFP) would be released on or around November 21, 2008.
- The Baltimore City Health Department has relocated to 1001 East Fayette Street, Baltimore 21202.

***Part B Report***

The Part B representative reported the following:

- The Maryland AIDS Administration has received guidance from Health Resources and Service Administration (HRSA) for the FY 09 Part B application.<sup>14</sup>
- The Maryland AIDS Administration continues to work on the SCSN due on January 5, 2009 and the state's Part B comprehensive plan due to HRSA by February 1, 2009.
- Effective November 1, 2008, Streptomycin and Amikacin were added to the MADAP formulary and Maraviroc (Selzentry) was removed.

***Part D Report***

The Part D representative reported the following:

- The Maryland AIDS Administration will be bidding out Part D services in the FY 10 RFP process; the RFP has not yet been released.

---

<sup>14</sup> 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.

- The Maryland AIDS Administration has a World AIDS Day event schedule at the Lyric Opera House on December 1, 2008 starting at 10 a.m.

**Committee Reports**

**Comprehensive Planning Committee (CPC):**

The committee co-chair reported the following:

- The committee reviewed recommended objectives and strategies collected from the October community forum and individual stakeholder interviews for the comprehensive plan.
- The committee continued to work on chapters 7 and 8 of the plan.
- The final draft of the plan will be voted on by the committee in December and moved to the planning council for ratification.

**Continuum of Care Committee:**

The committee co-chair reported the following:

- The nomination period was opened for co-chairs and will be closed at the January 2009 committee meeting.
- The committee drafted and reviewed interim standards of care for child care to ensure compliance with the updated HRSA service category definition and respite care since it is a newly funded service category for FY 09; both categories will be put out to bid in December 2008.

<b>Motion</b>	To approve the interim draft of the respite care standards of care.
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 1 abstention, 0 objections

<b>Motion</b>	To approve the interim draft of the child care standards of care.
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	C. Massey
<b>Action</b>	Passes, 1 abstention, 0 objections

**Evaluation Committee:**

The committee co-chair reported the following:

- The committee met on November 13, 2008 for joint reprogramming with the Counties Committee; the counties and EMA ESD reports and reprogramming recommendations were received from the grantee.

**Greater Baltimore HIV Health Services Planning Council**

Minutes of the Meeting of November 18, 2008

The planning council passed motions to reprogram several counties service categories.

<b>Motion</b>	To reduce the primary medical care service category by \$50,095.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 5 abstention, 0 objections

<b>Motion</b>	To reduce the medical case management (including treatment adherence) service category by \$10,000.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 4 abstention, 0 objections

<b>Motion</b>	To increase the medical transportation service category by \$12,500.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 5 abstention, 0 objections

<b>Motion</b>	To increase the food bank/home-delivered meals service category by \$1,000.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 2 abstention, 0 objections

<b>Motion</b>	To reduce the legal services service category by \$12,445.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	C. Brown
<b>Action</b>	Passes, 1 abstention, 1 objections

<b>Motion</b>	To reduce the housing services service category by \$1,100.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 5 abstention, 0 objections

<b>Motion</b>	To reduce the oral health service category by \$7,000.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 2 abstention, 1 objections

<b>Motion</b>	To reduce the counties region by \$68,140.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 5 abstention, 0 objections

The planning council passed motions to reprogram several EMA-wide service categories.

<b>Motion</b>	To decrease funding in the medical case management (treatment adherence) service category by \$5,000.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 5 abstention, 0 objections

<b>Motion</b>	To increase funding in the primary medical care service category by \$162,637.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 5 abstention, 0 objections

<b>Motion</b>	To decrease funding in the OAHS – emergency assistance for medication service category by \$69,410.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 4 abstention, 0 objections

<b>Motion</b>	To decrease funding in the OAHS – viral load testing service category by \$94,950.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	J. Winslow
<b>Action</b>	Passes, 3 abstention, 0 objections

<b>Motion</b>	To increase funding in the health insurance premiums service category by \$7,416.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	C. Brown
<b>Action</b>	Passes, 3 abstention, 0 objections

<b>Motion</b>	To decrease funding in the medical transportation service category by \$7,000
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 7 abstention, 0 objections

<b>Motion</b>	To increase funding in the housing services service category by \$83,629.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 2 abstention, 0 objections

<b>Motion</b>	To decrease funding in the legal services service category by \$9,183.
<b>Proposed by</b>	R. Johnson
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 2 abstention, 0 objections



**Nominating Committee:**

The committee co-chair reported the following:

- The committee recommended moving people to the pool list and from the pool list to the planning council.
- The committee reviewed the planning council’s attendance policy for non-primary committee members and accepted a motion to send letters to those members whose attendance rate fell below the approved rate stated in the bylaws.
- David Shamer will be moved from the pool list to planning council pending the mayor’s recommendation for appointment.

<b>Motion</b>	To move Denise Smith’s name to the pool list.
<b>Proposed by</b>	W. Miller
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 0 abstention, 0 objections

<b>Motion</b>	To move William Bruce Russells’s name to the pool list.
<b>Proposed by</b>	W. Miller
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 0 abstention, 0 objections

<b>Motion</b>	To recommend Melanie Reese to the mayor for direct appointment to the planning council.
<b>Proposed by</b>	W. Miller
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 0 abstention, 0 objections

**People Living with HIV/AIDS Committee:**

The committee co-chair reported the following:

- The committee participated in a ranking exercise for Part B services for the Maryland AIDS Administration.
- The committee discussed participation in World AIDS Day events.
- The nomination period was opened for co-chairs and members-at-large and will be closed at the committee meeting in January 2009.

**Counties Committee:**

The committee co-chair reported that the committee met for joint reprogramming with the Evaluation Committee. The ESD report and recommendations for reprogramming for the counties FY 08 funds was received from the grantee.

***Planning Council Support Office Report***

The PCSO reported that they provided technical and administrative support to:

- The planning council and five committees that hosted meetings.

- The Comprehensive Planning Committee on developing chapters for the comprehensive plan.
- The Continuum of Care Committee in drafting interim standards of care for child care and respite care services.
- The Nominating Committee in reviewing planning council vacancies and distributing applications for screening
- The PLWH/A Committee in preparing quilt squares for World AIDS Day.

The PCSO also prepared scorecards for joint reprogramming and are in the process of preparing the annual report.

The PCSO announced the date for the annual meeting, which is December 16, 2008.

***New Business***

A request was made to find a different method of presenting reprogramming recommendations so that more justification is provided to explain the reprogramming decisions.

The meeting adjourned at 6:45 p.m.

<b>Motion</b>	To adjourn.
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Passes, 0 abstention, 0 objections