

# Greater Baltimore HIV Health Services Planning Council

# Minutes

Final

<b>Date of meeting:</b>	November 20, 2012	<b>Present:</b>	R. Alexander	J. Keruly
<b>Time started:</b>	6:42 p.m.		K. Bellesky	H. Lambert
<b>BCHD Staff:</b>	A. Ferrari		D. Brewer	C. Massey
			T. Brown	F. Poindexter
<b>IGS Staff:</b>	D. Gorham	K. McGinley	W. Commander	M. Reese
	C. Lacanienta	A. Onyeabo	C. Edmonds	M. Richmond-Ward
	L. Laird		J. Fleming	D. Rivera
<b>Handouts:</b>	<ul style="list-style-type: none"> <li>▪ PC Packet</li> <li>▪ Affordable Care Act: Impact on HIV, STI, Adult Viral Hepatitis Programs.</li> <li>▪ COCC Recommendations for Review</li> <li>▪ Chair Report – November 2012</li> <li>▪ Evaluation Committee 7-Month Reprogramming Actions</li> </ul>		A. Fowlkes	L. Bank (proxy for B. Shird)
			J. Hailey	C. Smith
			D. Haley	W. Telp
			C. Harvey Sr.	T. White
			T. Hawkins	
			D. Henson	
			PJ. Gouldmann (proxy for G. Jones-Child)	
		<b>Absent:</b>	L. Buckner	A. Newton
			J. Billups	B. Shird
			B. Fitzsimmons	L. Sowah
			S. Jenkins	
			S. Johnson	
			G. Jones-Child	
			A. Larrimore	
		<b>Visitors:</b>	G. Miller	
			J. Simmons	
			K. Wilson	

## Approval of Planning Council Minutes & Chair Report

C. Massey

### Discussion:

- The council reviewed the minutes from the October 2012 PC meeting.
- C. Massey presented the Chair Report for November 2012.
- The support office recommended that a change in process for nominations and voting be made because of persons running for more than one position.

Motion: To accept the October PC 2012 minutes with corrections.

Made by: F. Poindexter

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Motion: To close out the chair nominations and vote for

Made by: T. White

Second: C. Harvey

the Chairmanship.

Action: Passed

Opposed: 0

Abstain: 2

**Special Report**

L. Laird

Discussion:

- L. Laird informed the council that the month's presentations have been rescheduled for January 2013.

**Ryan White Part A Update**

A. Ferrari

Discussion:

- A. Ferrari presented the council with the Part A update.
- She informed the council that the HRSA application has been submitted.
- There is MAI carryover for the category of oral health. A specific amount was not given, But A. Ferrari stated that the BCHD was working to provide the council with recommendations for the carryover dollars.

Baltimore City Health Department  
HIV Services  
Ryan White Office



**MONTHLY GRANTEE REPORT FOR DECEMBER 2012**

**A. Part A Administration**

1. RFP  
Administrative contracts
2. Site Visits
  - a. 38 site visits have been scheduled
  - b. 25 site visits have been completed
  - c. 6 site visits are scheduled for December
3. Reprogramming from administrative program
  - a. Housing Services - \$45,576
  - b. Housing EFA - \$29,424
  - c. Medical Transportation - \$3,600
4. Unobligated Balance – see attached
5. FY 2013
  - a. HRSA will issue a partial award for FY 2013
    - ❖ 50% Formula award
    - ❖ 50% MAI award
  - b. Contracts – Contingency Plan
    - ❖ Letters of Intent, recommending level funding will be issued to administrative and sub-grantee programs.
    - ❖ BCHD will seek an advance award from the Board of Estimates (BOE)
      - In prior years, the BOE has provided an advance to ensure reimbursement of sub-grantee programs however, this has not included the administrative contracts.

**B. Clinical Quality Management Program (CQM)**

1. FY2012 CQM reviews are under way. Seventeen visits have been completed and minor administrative issues have been identified and addressed. The reviews continue to consist of chart reviews, consumer interviews, and agency assessment. A new agency assessment tool is being fielded this year which allows for detailed self-assessment of agencies' Quality Improvement Programs. No major issues affecting the quality of care have been found. Reviews will continue through early January.
2. Evelyn Bradley attended the 2012 RWG Meeting and facilitated a successful 90 minute workshop on "Health Literacy – Adherence and Retention Interventions".
3. Christy Skipper has been named Acting Deputy Director of Quality Management. Please contact Christy for CQM questions or concerns.

**Ryan White Part B and D Update**

T. Hawkins

Discussion:

- T. Hawkins reported that the Part D RFP projection date is Mid December.

**Continuum of Care Committee**

Motion: To accept the proposed changes to the category of Oral health.      Made by: F. Poindexter      Second: T. White

Action: Passed      Opposed: 0      Abstain: 1

Motion: To accept the proposed changes to the category of OAHS PMC.      Made by: F. Poindexter      Second: T. White

Action: Passed      Opposed: 0      Abstain: 1

Discussion:

- The council asked if BCHD would ensure that the providers have updated HAB measures.
- The grantee confirmed that they would.

Motion: To send the language for the category of Mental Health Services back to the committee for clarification.      Made by: PJ. Gouldmann      Second: T. Brown

Action: Passed      Opposed: 0      Abstain: 0

Motion: To accept the proposed changes to the category of Outreach services.      Made by: F. Poindexter      Second: T. White

Action: Passed      Opposed: 0      Abstain: 5

Discussion:

- The council discussed the meaning of plan re-assessments, the time spacing, and if its basis was on whether a client had kept his or her original appointment.
- Support office staff explained that reassessment varies by agency and the evaluation for each client file is subject to the agency's interpretation.

Motion: To accept the proposed changes to the category of Medical Case Management.

Made by: F. Poindexter

Second: T. White

Amendment: To accept the proposed changes with the addition of "a history of access to health care"

Made by: K. Bellesky

Action: Passed

Opposed: 0

Abstain: 0

Discussion –

- The council asked for clarification on the definition of "access to health care".
- Access to health care was defined as the client's history of access to care.

Motion: To accept the proposed changes to the category of OAHS Co-morbidity.

Made by: F. Poindexter

Second: T. Brown

Action: Passed

Opposed: 0

Abstain: 0

Discussion –

- The council asked if the standards had to be utilized by a provider who provides mental health services but has no mental health contract.

- C. Massey confirmed that the standards have to be utilized.

### Evaluation Committee

#### **Services to Surrounding Counties (STSC)**

Motion: To decrease the category of OAHS PMC by \$20,000.

Made by: T. White

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 4

Motion: To decrease the category of Housing EFA by \$5,400.

Made by: T. White

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 0

Motion: To increase the category of Food Bank EFA by \$800.

Made by: T. White

Second: T. Brown

Action: Passed

Opposed: 2

Abstain: 0

Discussion:

- T. Brown asked why the category of legal services is not funded and what the category functions are.
- Council members explained that the category of legal services provides very narrow services including advanced directives and is not currently funded under STSC.

Motion: To close out the STSC categories.

Made by: T. White

Second: K. Bellesky

Action: Passed

Opposed: 0

Abstain: 0

**EMA-wide**

Motion: To decrease the category of Medical Case Management by \$30,558.

Made by: T. White

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 6

Motion: To decrease the category of OAHS PMC by \$35,015.

Made by: T. White

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 6

Motion: To decrease the category of OAHS Viral Load Testing by \$40,110.

Made by: T. White

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 1

Motion: To increase the category of Oral Health by \$12,000.

Made by: T. White

Second: T. Brown

Action: Passed

Opposed: 0

Abstain: 3

Motion: To decrease the category of Substance Abuse Outpatient Treatment by \$3,836.

Made by: T. White

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 3

Motion: To increase the category of Medical Transportation by \$800.

Made by: T. White

Second: T. Brown

Action: Passed

Opposed: 0

Abstain: 4

Motion: To increase the category of Housing Services by \$100,679.

Made by: T. White

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 4

Motion: To increase the category of Food Bank/HDM by \$20,630.

Made by: T. White

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 2

Motion: Recommend that the grantee take excess funds from use or lose funds and apply it to the category of housing services.

Made by: P.J. Gouldmann

Second: F. Poindexter

Action: Passed

Opposed: 0

Abstain: 2

Discussion:

- The grantee noted that the motion restricts distribution of funds to other categories.
- The council agreed that a motion would be written if funds need to be distributed to other categories.

Motion: To shift funds from the STSC to the EMA.  
Action: Passed

Made by: T. White  
Opposed: 0

Second: D. Henson  
Abstain: 0

Motion: To close out all EMA service categories.  
Action: Passed

Made by: T. White  
Opposed: 0

Second: T. Brown  
Abstain: 0

Motion: To extend the meeting by fifteen minutes.  
Action: Passed

Made by: K. Bellesky  
Opposed: 0

Second: W. Commander  
Abstain: 0

**Elections**

Discussion:

- C. Harvey and M. Reese, candidates for PC Chair, addressed the council.
- K. Bellesky ran unopposed and was voted in as Vice Chair of the planning council.
- M. Reese and C. Harvey were elected as Planning Council Chair and Nominating Committee Chair, respectively.
- D. Brewer, J. Fleming, H. Lambert, F. Poindexter, M. Richmond-Ward, and D. Rivera were elected Nominating Committee members.
- The council reviewed two member bios.

Motion: To close nominations for the Chair position.  
Action: Passed

Made by: M. Reese  
Opposed: 0

Second: W. Commander  
Abstain: 0

Motion: To move J. Simmons to the Mayor's office.  
Action: Passed

Made by: M. Reese  
Opposed: 0

Second: W. Commander  
Abstain: 0

Motion: To move C. Ford to the pool list.  
Action: Passed

Made by: M. Reese  
Opposed: 0

Second: W. Commander  
Abstain: 1

Motion: To close out nominations for all other voting categories.  
Action: Passed

Made by: M. Reese  
Opposed: 0

Second: K. Bellesky  
Abstain: 0

Motion: To extend the meeting by an additional fifteen minutes.  
Action: Passed

Made by: J. Keruly  
Opposed: 0

Second: C. Harvey  
Abstain: 1

**New Business**

- C. Lacanienta informed the council that the support office will continue to keep the council informed about forthcoming information related to the implementation of the Affordable Care Act (ACA).

Time adjourned: 8:54	Date of approval:
Signature:	Electronic signature of chair (PC Minutes only):