

Greater Baltimore HIV Health Services Planning Council

Minutes

Final

Date of meeting:	September 18, 2012	Present:	R. Alexander	S. Johnson
Time started:	6:40 p.m.		K. Bellesky	G. Daniels
BCHD Staff:	J. Ungard		D. Brewer	(proxy for G. Jones-Child)
	A. Ferrari		T. Brown	J. Keruly
	C. Carey		L. Buckner	H. Lambert
IGS Staff:	D. Gorham	T. Lenna	W. Commander	C. Massey
	C. Lacanienta	K. McGinley	R. Disharoon	A. Newton
	L. Laird	A. Onyeabo	B. Fitzsimmons	M. Reese
			J. Fleming	D. Rivera
Handouts:	<ul style="list-style-type: none"> ▪ PC Packet ▪ Nominating Committee – Report to Executive Committee ▪ Chair Report – September 2012 ▪ Final Action Items ▪ Ryan White Part B & D Report ▪ 5-Month Reprogramming Exercise: Approved Allocations ▪ FY 2013 Part A and MAI Percentage Allocations (of Total Award) ▪ Counties FY 2013 Part A and MAI Percent Allocations (of Counties Set-aside) 		A. Fowlkes	B. Shird
			J. Hailey	W. Telp
			D. Haley	T. White
			C. Harvey Sr.	
			T. Hawkins	
			D. Henson	
			S. Jenkins	
		Absent:	J. Billups	F. Poindexter
			C. Edmonds	M. Quander
			G. Jones-Child	M. Richmond-Ward
			A. Larrimore	L. Sowah
		Visitors:	T. LaShelle	
			L. Bank	
			R. Pevral	

[Approval of Planning Council Minutes & Chair Report](#)

C. Massey

Discussion:

- **The council reviewed the minutes from the August 2012 PC meeting.**
- C. Massey presented the Chair Report for June 2012.

Motion: To accept the August PC 2012 minutes
Action: Passed

Made by: T. White
Opposed: 0

Second: A. Fowlkes
Abstain: 1

Special Report

T.Lenna

Discussion:

- T. Lenna presented the FY2013 percentage allocations and informed them that the money was split differently but still in the 75-25 category.

Motion: To accept the slightly adjusted numbers for FY2013 Part A and MAI allocations.

Made by: K. Bellesky

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 2

Motion: To accept the slightly adjusted counties FY2013 Part A and MAI allocations.

Made by: K. Bellesky

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 2

Ryan White Part A Update

A. Ferrari

Discussion:

- C. Massey asked if there is a review period for planning council members to look at the RFP and if the council's participation in the review process will continue.
- A. Ferrari stated that the council would be invited to participate in the review process and stated that the grantee is in the process of developing the RFP.

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MONTHLY GRANTEE REPORT FOR SEPTEMBER 2012

A. Part A Administration

1. Reprogramming
 - a. The 5th month ESD report was submitted to the council on 9/4 and will be presented to the Evaluation Committee on 9/13 at BCHD
 - b. There were multiple provider requests for additional funding however, the funding available for re-allocation is limited.
2. Site Visits
 - a. Sub-grantee site visits began in June and are on-going to the end of the year.
 - b. There are no major findings requiring action for non-compliance with the contract
3. RFP
 - a. Housing, Health Insurance and the administrative contracts will be bid this year
 - b. RFP release is scheduled for early November
4. TA
 - a. TA was provided to 22 Part A sub-grantees and 6 MAI sub-grantees to date in FY12
 - b. TA focused on – Improving program reporting and revising annual clients' goals and service units. Identification and reconciliation of monthly programmatic reporting. Fiscal edits to budgets and budget revisions. Accumulative form 8 reports and Client Level Data reporting- some of the TA will be ongoing on a weekly basis for duration of eight weeks.
5. FY 2011 Summary
 - a. Part A expended 99% of the FY 2011 award. Direct service dollars were the primary source of the unobligated money. The majority (99.7%) of the unobligated funds were supplemental dollars and thus not available for carryover.
 - b. MAI unobligated funds amounted to \$46,400, 92% were administrative and 8% direct service dollars. MAI receives only formula funding. Carryover was requested for Oral Health Services
6. Application
 - a. New deadline October 22, 2012

B. Clinical Quality Management Program (CQM)

1. FY2012 CQM reviews are under way. Two visits have been completed and no major issues have been identified.
2. Medication adherence tools are still being utilized at a third pmc agency. The multi-media education program for the newly diagnosed may be funded under a new CDC grant in conjunction with the State Part B program. Dr. Bradley will present the MMEP content to the LEAP class on 9/13 at 12:00pm for feedback.
3. CQM is reaching out to multiple consumer advisory boards to offer partnership and capacity building around QI techniques and strategies to enhance consumer

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participation in their respective primary care centers' improvement activities. Dr. Bradley will be presenting her MMEP project to the Chase Brexton CAB the evening of 9/13. Traci Olivier will be attending CABs at EJC on 9/7 at 3:00, People's on 10/18 at 12:30, and Project PLASE on 9/11 at 4:00.

4. TA Recap, September 6-20: HRSA/HAB TA Opportunities (Technical Assistance)

The TARGET Center provides a comprehensive listing of technical assistance (TA) activities for the Ryan White community. Upcoming activities are listed below.

- *What's New in the Guidelines: Recommendations for Us of ARV Drugs in Pregnant Women* Webcast, September 11, 1:00-2:00 pm ET
- *2012 RSR Instruction Manual Update* Webcast, September 12, 1:00-2:30 pm ET
- *Enhancing Strategies to Promote Individual Change in Behavioral Health Care Settings* Webcast, September 18, 12:00-2:00 pm ET
- *Retaining MSM in Care* Webcast, September 19, 5:00-6:00 pm ET

Learn more about these TA activities by looking under "Events" on the [TARGET Center](#). (Not a US Government Web site)

5. NQC in+care Campaign Journal Club Webinar | New IAPAC Guidelines

Thursday, September 20, 2012 3pm ET

Agenda: Dr. Melanie Thompson will review the new International Association of Physicians in AIDS Care (IAPAC) Guidelines with Campaign participants. 30 minutes will be saved for questions from the audience. If you have any specific questions you would like to have addressed, please mail them to Michael@nationalqualitycenter.org in advance!

Dial-in#: 866.394.2346

Participant Code: 394 154 6368 #

URL: <http://www.nqcqualityacademy.org/incarecampaign>

6. NQC in+care Campaign Webinar | Identifying Patients at Risk for Falling Out of Care

Tuesday, September 25, 2012 3pm ET

Agenda: Justin Goforth of Whitman-Walker Health in Washington, DC will share his three-pronged approach to identifying patients at risk for falling out of care and the improvement projects his clinic has in place. In addition, Rose Faman of University of Missouri will discuss her clinic's success in identifying patients at risk for falling out of care. Lastly, Campaign staff will unveil enhanced analyses from our Technical Working Group examining Campaign data to date. If you have specific questions you would like answered in this program, please email them to Michael@nationalqualitycenter.org in advance of the program.

Dial-in#: 866.394.2346

Participant Code: 397 154 6368 #

URL: <http://www.nqcqualityacademy.org/incarecampaign>

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B. Taylor-Wilks Group

The Program Support goals of the Taylor Wilks Group (TWG) Incorporated are to implement the Leadership, Empowerment, Advocacy and Participation (L.E.A.P.) Program, Consumer Advisory Board (CAB) and Cultural Competency workshops targeted to consumers and providers in the Baltimore EMA.

Activities conducted from March – August 2012 include:

- ❖ Implementation of Project L.E.A.P. 16
 - 30 participants are actively attending this 18 session program
 - 5 participants reside in Baltimore county

- ❖ Seven Consumer Advisory Board trainings
 - 55 participants received information on how to effectively participate in CABs, public forums, and workshops

- ❖ Two positive Self Management Training Programs (P.S.M.P)
 - 75 participants
 - 5 sub-grantee sites

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Current Events

19-Sep-2012 [Financial Boot Camp-Series- Part I \(1 of 2\)](#)

26-Sep-2012 [Financial Boot Camp-Series- Part II \(2 of 2\)](#)

17-Oct-2012 [Decisions, Dynamics and Leadership Styles](#)

21-Nov-2012 [Time Management: How to Tame your To Do List](#)

14-Dec-2012 [Creating a Strategic HR Planning](#)

TWG Success Stories:

Utilizing Innovation to deliver results

At TWG, we make it a point to take time work closely with our clients to truly learn about their business, goals, needs and concerns. As a result, we have created a metrics to delivery exemplary results that are cost effective and leverage the latest in innovation. Learn how we delivery results and meet expectations for our broad range of clients.

[Learn More](#)

Webinar Courses

Taylor-Wilks Group Webinars provide participants with a cost-effective and convenient way to immediately boost business know-how. TWG partners with industry leaders to provide course participants tactical and user-friendly instruction.

Upcoming Live Webinars - \$29

19-Sep-2012 [Financial Boot Camp-Series- Part I \(1 of 2\)](#)

26-Sep-2012 [Financial Boot Camp-Series- Part II \(2 of 2\)](#)

17-Oct-2012 [Decisions, Dynamics and Leadership Styles](#)

21-Nov-2012 [Time Management: How to Tame your To Do List](#)

14-Dec-2012 [Creating a Strategic HR Planning](#)

Our Webinar courses include:

Leadership Series

- Influence in Leadership
- The Art of Execution
- Emotional Intelligence Leadership
- Organizational Change Management
- Leadership Skills for Supervisors

Management Series

- Making the Transition from Staff Member to Supervisor
- Management Skills for New Supervisors
- Confronting the Tough Stuff: Management Skills for Supervisors
- Improving Your Managerial Effectiveness
- Managing Up
- Time Management

Project Management Series

- Project Management Basics
- Project Management for Health Care Professionals
- Risk and Change Management

Grant Writing Series

- Grant Writing Basics 2.0
- Granting Writing 3.0 - Setting up a Grant Writing System that works for creating winning proposals

Finance Series

- Finance for Non-financial Professionals
- Budgeting Basics
- Enhancing your Cash Flow: Strategies Diversification of Income
- Fund Development
- Social Enterprising

[Ryan White Part B and D Update](#)

T. Hawkins

Discussion:

Report to the Planning Council September 18, 2012

RW Part B

The next meeting of the Central RAC is scheduled for October 15, 4:30 – 7:00 p.m. and will be held at Nebo Ministries.

The Infectious Disease Bureau will host the annual Strategic Planning Retreat of the Community Planning Group in October. The retreat will be held in Annapolis on October 4 and 5.

State offices will be **closed** on the following days in **November**: Tuesday, November 6; Monday, November 12, Wednesday, November 21; Thursday, November 22, and Friday, November 23. Please plan accordingly.

RW Part D

The quarterly meeting of the RW Part Network was held on September 7. The next meeting is scheduled for Friday, December 7 and will be held at the Infectious Disease Bureau.

The Infectious Disease Bureau is on schedule for an October release of the RFP for RW Part D services to begin in July 2014.

[Planning council updates](#)

Discussion:

- The various committees presented the council with updates and action items.
- T. Lenna presented the council with updates from the support office.

Reprogramming – Part A: EMA-wide

Motion: To decrease the category of Medical Case Management (including Treatment Adherence) by \$4,076

Made by: T. White

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 5

Motion: To increase the category of Medical Case Management (including Treatment Adherence) by \$80,000

Made by: T. White

Second: W. Commander

Action: Passed

Opposed: 0

Abstain: 7

Motion: To increase the category of OAHS – EFA by \$8,651

Made by: T. White

Second: H. Lambert

Action: Passed

Opposed: 1

Abstain: 5

Motion: To decrease the category of Mental Health Services by \$11,228

Made by: T. White

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 5

Motion: To increase the category of Health Insurance Premiums and Cost Sharing Assistance by \$2,000

Made by: T. White

Second: S. Jenkins

