

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of January 16, 2007

Vol. III, No. 9

Final • February 7, 2007

Meeting Attendance

Present¹	L. Green	B. Jones
	D. Brewer	J. Keller
	K. Allston	J. Keruly
	S. Ashley	F. Lowman
	H. Carter	W. Merrick
	M. Cole	W. Miller
	D. Cooper	G. Nelson
	N. Drew	M. Reese
	B. Flint	H. Roberts, Jr.
	A. Foyles	W. Samuel
	M. Graves	L. Smith
	R. Haden	K. Taylor
	P. Hall	B. Thomas-EL
	R. Hamlett	B. Tucker
R. Johnson	J. Winslow	
Absent	D. Baker	G. Manigo
	L. Creditt	C. Massey
	B. Grant	M. Obiefune
	T. Gray	D. Payton
	D. Henson	S. Woods
Proxy	G. Daniels	R. Shattuck
	D. Devonish	C. Thomas, Jr.
	D. Hunter	
ABC	C. Edmonds	S. Pelham
BCHD	R. Brisueno	L. Koontz
	A. Ferrari	R. Matens
	D. Ganachari	J. Ungard
Visitors	M. Becketts	K. Habeek
	R. Black	P. Henry
	G. Freehill	J. Hurtt
	N. Guest	E. Walker
Staff	J. Boesel	N. Lewis
	N. Curtis	J. Miller

¹ Attendance is based on sign-in sheet

D. Gorham
K. Hale

S. Stokes

Handouts January PC packet
 Action items handout
 Support Services Committee meeting minutes: January 9, 2007
 Nominating Committee meeting minutes: January 10, 2007
 Leadership report
 Agency reports
 Service category ranking cards
 Biographical sketches of those recommended for the pool list
 HIV-testing-and-counseling pamphlet
 QIP Newsletter: January 2007

Introduction

L. Green convened the meeting with introductions at 6:30 p.m.

Chair's Report

- The council will likely face changes due to reauthorization of the Ryan White Act.
- Reauthorization of the Ryan White Act has made it necessary to hold another priority setting.
- Accordingly, the following motions were made:

Motion	To modify the agenda of this planning council meeting in order to save time for business regarding the upcoming priority-setting meeting and the recent reauthorization.
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

Motion	To plan for a five percent decrease, a twenty percent decrease, and a five percent increase at the January 24, 2007 priority-setting meeting.
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

- Legislative changes in the way that service categories are classified and the way that MAI funds are distributed have made it necessary to rerank service categories before the priority-setting meeting.

Motion	To rank the service categories at tonight's (January 16, 2007) planning council meeting and to conduct priority setting with the new rankings at the January 24, 2007 conference.
Proposed by	D. Brewer
Seconded by	R. Haden
Action	Passes, 0 abstentions, 0 objections

- Rankings will determine what categories will and will not be eligible for funding allocation consideration at priority setting. So, only those who vote in tonight's ranking process will be able to participate in the January 24, 2007 priority setting.

Motion	That eligibility to allocate funds on January 24, 2007 is based on voting to set service category rankings at the January 16, 2007 planning council meeting.
Proposed by	D. Brewer
Seconded by	R. Shattuck
Action	Passes, 0 abstentions, 0 objections

FY 2007 Service Category Ranking

- K. Hale reviewed the voting process. The same two-tier ranking process that was used at the July/August priority setting will be used at the upcoming meeting. Core medical services will be prioritized first. Support services will be prioritized next. Members will be able to make five selections for each category.

Motion	To approve a voting process to establish a service category ranking for 2007.
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

- The voting process began. The support office staff passed out the cards for the core medical services. After each member had completed the ranking, the staff collected those cards and distributed the support service cards in the same way. The cards were put into two separate envelopes to be tallied by the support office.
- L. Green reported that priority-setting operations must be approved for the January 24, 2007 meeting. We will follow the procedures that were used at the July/August 2006 conference.

Motion	To adopt all of the procedures that were used at the July/August 2006 priority setting.
Proposed by	D. Brewer
Seconded by	H. Carter
Amendment	For only two pros and two cons to be allowed for each motion that is put forward at priority setting.

Proposed by	W. Samuel
Action	Passes, 0 abstentions, 0 objections

Proposal to merge the Health Services and Support Services committees

- A. Foyles reported that many service categories that were once encompassed by the Support Services Committee must now be moved to the Health Services Committee. The committee has looked at its upcoming work plan and, after a thorough analysis, has decided that a merger with the Health Services Committee may be beneficial. Per planning council procedures, this proposal was brought to the January 10, 2007 Executive Committee meeting, where it was approved to be put forward at tonight’s planning council meeting.
- Committee members discussed pros and cons of a merger. Pros: extended expertise and input; improved cost and time efficiency; avoiding an uneven workload between committees; broader understanding of all service categories for each member; fostering communication between committees and groups. Cons: having too much input; too much work for one committee; personal agendas may collide; task groups may become necessary once again; issues may arise over the date, location, and time of meetings.

Motion	For the planning council consider a merger between the Health Services and Support Services committees and for the council to make a decision at the February 20, 2007 planning council meeting.
Proposed by	A. Foyles
Seconded by	R. Shattuck
Action	Passes, 0 abstentions, 3 objections

- Planning council members expressed concern that the Health Services Committee was not informed of this proposal before tonight’s meeting. They also expressed concern that this time frame for meeting and making a decision may not be feasible.
- Members suggested that the council make the decision at the March planning council meeting instead of at the February meeting to ensure that there is enough time.
- Council members noted that the decision should be made by March 1, 2007 in order to create work plan(s).
- L. Green stressed that this issue was thoroughly discussed at the Executive Committee meeting and that these three motions were formed there. He assured the council that no decision has been made and that the bylaws require thirty days for any change to the bylaws.

Motion	To solicit ideas from the planning council regarding the work and processes of the proposed new committee. Comments and ideas are due on February 9, 2007 so that IGS can compile them into a report for the Executive Committee's February 14th meeting.
Proposed by	A. Foyles
Seconded by	H. Carter
Action	Motion withdrawn by A. Foyles

- Planning council leadership noticed that the motions were being put forward in a different order than they were arranged at the Executive Committee meeting. A. Foyles withdrew his motion to right this error.

Motion	To allow time for the two committees (Health Services and Support Services) to meet to talk about the merger and bring feedback to the planning council meeting in February, actual comments are due to the planning council support office by February 9, 2007 so that IGS can compile them into a report for Executive Committee on Feb 14, 2007.
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Passes, 0 abstentions, 6 objections

Motion	To solicit ideas from the planning council regarding the work and processes of the potential new committee. (Comments and ideas are due on February 9, 2007 so that IGS can compile them into a report for the Executive Committee by its February 14th meeting.)
Proposed by	D. Brewer
Seconded by	N. Drew
Amendment	To change the date of February 9, 2007 to February 13, 2007 to allow enough time for the committees to meet.
Proposed by	N. Drew
Action	Passes, 0 abstentions, 3 objections

Review of Minutes

Motion	To approve the November 21, 2006 planning council minutes.
Proposed by	A. Foyles
Proposed by	H. Carter
Action	Passes, 0 abstentions, 0 objections

Administrative Agent Report

S. Pelham reported:

- The AA will begin using Efforts-to-Outcomes (ETO) Software to automate fiscal reporting from providers. This component was part of the 2005 carryover request.
- Continuation Applications are due on January 22, 2007.

Baltimore City Health Department

R. Brisueno reported:

- Unlike previous years, as of FY 2007 the MAI supplement will be a separate competitive award. The award will probably not be distributed until midyear, and the amount that the Baltimore EMA will receive is unknown. Beginning March 1, 2007 the EMA will see a net loss of \$1,652,985 in MAI service dollars.
- HRSA has approved the withdrawal for technical assistance related to the facilitation of a data summit.
- The Counties Outreach Initiative program has begun. Posters are now located in several malls and a public service announcement is airing on several Comcast Cable stations.
- A reorganization of leadership has taken place at BCHD. Dr. Kima Taylor has been promoted to deputy health commissioner, Richard Matens has become assistant commissioner for the Division of Chronic Disease Prevention. Ralph Brisueno is now program director of the Ryan White Title I Office.
- The following capacity building events are scheduled: Fast Forward: Moving Ahead in Issues of HIV Primary Care; Hepatitis C and HIV Care Conference Call; and Critical Linkage, The Role of Case Management in HIV Comprehensive Care.
- The following program support services have been scheduled: Positive Self-Management Program Leaders Training, Cultural Competency Training, and The Women and HIV Seminar.

State AIDS Administration Title II Report

Concerning Title II, N. Drew reported:

- The Title II Request for Proposals (RFP) for state FY 2007 were received on January 8, 2007. The following service categories are being bid: ambulatory/outpatient medical, treatment adherence, case management, client advocacy and oral health. Outside review panels are being formed and will make recommendations regarding funding.
- The Title II FY 2006 Application was submitted to HRSA before the due date (January 3, 2007).

Concerning Title IV, N. Drew reported:

- The quarterly Title IV Network meeting was held on December 8, 2006.
- The Title IV Youth CAB meeting will take place on January 31, 2007.

Committee reports

Nominating Committee

M. Reese reported:

- The committee met on January 8, 2007 to review screened applications. We recommend adding the following people to the pool list: Deborah Hunter, Marlyn Jews, Unique Tronye't.
- The planning council reviewed the biographical sketches of each candidate.

Motion	To place Deborah Hunter on the pool list.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

Motion	To place Marlyn Jews on the pool list.
Proposed by	M. Reese
Seconded by	D. Brewer
Action	Passes, 0 abstentions, 0 objections

Motion	To place Unique Tronye't on the pool list.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

Planning Council Support Office Report

S. Stokes reported:

There consumer survey is off to a great start. We have 14 interviewers and we are hoping to conduct interviews through February 23.

New Business

There was no new business.

Meeting adjourned at 8:35 p.m.

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.

Lennwood Green

Lennwood Green

February 20, 2007

February 20, 2007