

Planning Council

Minutes of the Meeting of September 19, 2006

Vol. III, No. 7

Final • October 17, 2006

Meeting Attendance

Present¹	L. Green K. Allston D. Baker B. Flint B. Grant P. Hall R. Johnson J. Keller W. Merrick G. Nelson M. Reese R. Shattuck	D. Brewer S. Ashley H. Carter A. Foyles M. Graves R. Hamlett B. C. Jones J. Keruly W. Miller H. Roberts, Jr. W. Samuel
Absent	M. Cole N. Drew T. Gray D. Henson G. Manigo D. McKelvin D. Payton K.J. Taylor S. Woods	L. Creditt B. Thomas-EL R. Haden S. Jones C. Massey M. Obiefune A. Santiago B. Tucker
Proxy	D. Cooper C. Thomas, Jr.	D. Devonish G. Daniels
ABC	B. Armstrong C. Edmonds	B. McKeithen G. Weston
BCHD	R. Brisueno J. Ungard	R. Matens
Visitors	J. Winslow C. Davis C. Nook M. Brice D. Hunter J. Gresham	L. Haskins J. Hurtt D. Miller W. Fenwick M. Becketts K. Matthews

¹ Attendance is based on sign-in sheet.

	M. Moise U. Troye't T. Menez	P. Henry Rev. T. Hawkins
Staff	N. Curtis C. Lacanienta D. Gorham	K. Hale J. Miller
Handouts	September PC packet Agency Reports Committee Reports September 11th Evaluation Committee Minutes NYANSAPO Magazine by the National Black Justice Coalition LifeLinc Action Letter	

Introductions

L. Green convened the meeting with introductions at 6:35 p.m.

Review of Minutes

The council reviewed its August minutes and found one error. On page 2, under "Review of Minutes," in the second sentence, delete "medical assistance program" and replace with "primary medical care program." There were no other corrections; a motion was put forward.

Motion	To accept the August minutes with one correction.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

Chair's Report

Before the chair's report was given, L. Green asked the council to help him recognize the new LEAP 10 students and the LifeLinc members for their tireless efforts, hard work and commitment to the cause.

L. Green reinstated a "moment of silence" in memoriam of those who have passed away while engaged in efforts against HIV.

L. Green reported:

- This EMA is not out of the woods as it relates to reauthorization. The planning council has to now be on the fast track to prepare for the new language of the CARE Act.

- We are in the final stages of our planning cycle for 2007 with the grant application under development. We will hear more about this when the Administrative Agency and Grantee report this evening.
- Our agenda has a great many items this evening. Some of the items are just bringing us up to date with things we planned long ago such as the past directives from 2000 through 2004. We have gone through this chart once before and are now being asked to suspend or mark completed several lingering directives from those past years. I hope that once we catch up with 2005 and 2006 directives, we can keep current so that no directives are untended by the committee or committees that have monitoring responsibilities.
- We have several items to make final decisions for approval that committees have worked on up to the break in regular committee activities to prepare for priority setting. These include final approval of standards and the directives for 2007, which we have reviewed before.
- We have new business such as the recommendations from the Joint Reprogramming Committee for reprogramming funds for the EMA and STSC.
- I am going into this level of detail because we have new PC members whose appointments began on September 1, 2006. I want them to have a sense of how the planning council processes are a continuous cycle, building on the past, maintaining the present and planning for the future.
- Please welcome to our membership: Bernice Thomas-El, Gail Nelson, Darryl Payton, and Hilton Roberts, Jr. We are also pleased to have Bryna Grant, Tyrone Gray, Reginald Haden, Jean Keller, Jeanne Keruly, Gregory Manigo, Carolyn Massey, Melanie Reese and Walter Samuel continue their service with the council.
- As these individuals begin and renew their commitment to the council and its activities, I want to remind all of us that there is still much work to be done. Every member needs to sign up for a committee, attend those meetings and participate. Each PC member has a unique contribution to make and we need that participation to get our work done.
- On a more personal note, I need to ask you to make every effort to arrive at the meetings and be ready to start on time. Too often members arrive late and meetings are held up because quorum is not present.
- I am going to ask Cyd Lacanienta to give us an update on the reauthorization of the Ryan White HIV/AIDS Treatment Modernization Act, which is the new name for the CARE Act.

Cyd Lacanienta presented an update on the reauthorization.

Question concerning reauthorization:

- How can the council make a difference to push state government to meet the deadline to submit the transition plan?"

The answer is to contact state officials— especially those currently running for office — and get involved with LifeLinc, presently engaged in a letter campaign. A copy of LifeLinc’s letter was passed around to the council and guests.

Administrative Agent’s Report

B. Armstrong reported:

- The AA has initiated its part of the Transition Plan. The following activities have occurred: 1) orientation to the providers concerning the FY 07 Priority Setting process and results; 2) establishment for 12 service-provider meetings; 3) analysis of the FY 07 allocations and their implications on existing contractual arrangements; 4) development of meeting materials; 5) assessment of new contractual arrangements to conform to Priority Setting allocations and service categories.
- The AA staff attended all planning council meetings.
- The AA conducted its quarterly provider meeting on September 8, 2006. Providers were given a comprehensive overview of reauthorization issues and the results of Priority Setting.
- The AA presented the Reprogramming and ESD Report to the Joint Counties Evaluation Committees on September 5, 2006.
- The AA is working with consultant Guy Weston on the application, which is due to HRSA on October 2, 2006. Mr. Weston has extensive experience with Ryan White services.
- The AA is completing the paper work for the carryover and reprogramming process.
- There are staff changes in the AA structure. Siok Wee, Information Analyst will be leaving and transitioning to DHMH State AIDS Administration, Surveillance Division, and Gail Williams-Glasser, Senior Program Officer, will also be leaving. An interim management plan has been developed for the transition. Pat Kelly will be assuming new contractual activities with the unit. Guy Weston will serve as the interim RW Director starting full-time in that role in October.

Baltimore City Health Department

R. Matens reported:

- The Grantee had nothing to report that the AA had not already reported.

State AIDS Administration

B. Grant reported:

- A new director has been appointed to the AIDS Administration; Heather Hauck will start on October 2, 2006. Please see attached press release from the Department of Health and Mental Hygiene.
- Ann Price, who has served on this planning council for six years, will be leaving the AIDS Administration. During her tenure with the planning council, she served on the

Support Service Committee for seven years, sitting as chair for two of those years. Her last day is September 29th.

- AIDS Administration staff attended the Ryan White All Titles meeting held in Washington, D.C. from August 28 through August 31, 2006.

Concerning Title II, B. Grant reported:

- The following Ryan White Title II service categories will be put out for bid in a Request for Proposals (RFP) to be issued in November 2006 for contracts starting July 1, 2007 for Baltimore City. The service categories are Ambulatory Outpatient Medical, Case Management (also includes case management services for Prince George's County residents), Client Advocacy, Treatment Adherence and Oral Health. Notice of the RFP and the RFP process will be forth coming. Stay tuned to this list-serve for future notices. If you have questions, please call Donna Devonish at 410-767-5109 or email at ddevonish@dhhm.state.md.us.
- The Central Maryland HIV Care Consortium held their annual Open Forum on Thursday, September 14th from 11:30 a.m. to 2:00 p.m. at the Life Resource Center, 2990 S. Hanover Street. Lunch will be provided. This is an opportunity for consumers to discuss important issues about services and to provide input on planning services in the future. For further information, please call Nathalia Drew at 410-767-5063.
- The semi-annual statewide provider meeting will take place on Wednesday, September 20th at the Life Resource Center from 9 a.m. to 12 p.m.

Concerning Title IV, B. Grant reported:

- The Title IV Network and Youth Initiative meetings were held on Friday, September 8th at the AIDS Administration.
- Regulations for Prenatal HIV Counseling and Testing became effective on August 28, 2006. The only difference between these regulations and those governing general HIV counseling and testing is there will be a prenatal consent form, which differs from the general HIV counseling and testing form. This will streamline the process for prenatal providers. The AIDS Administration will inform providers of the new regulations and the new prenatal consent form in the coming weeks.

Committee Reports

Comprehensive Planning Committee

J. Keller reported:

- The Comprehensive Planning Committee met on August 21, 2006. The committee reviewed outstanding FY 2000-2007 Directives. With input from the Grantee and the AA, the committee labeled each directive as suspended or ongoing.
- The committee will meet on Monday, September 25 at 5:30 p.m. to complete their review of the directives and to review the current Comprehensive Plan.

Evaluation Committee

H. Carter reported:

- The committee met twice this September. The first meeting was to receive the ESD report and any reprogramming for EMA categories. After hearing the Administrative Agent’s presentation, the committee voted on each category for reprogramming. The committee requested a supplemental report from the Administrative Agent — in addition to the 7-month ESD — showing the actual expenditures for the period of March 1 through July 31, 2006 for those service categories that experienced delayed reporting.
- At the second meeting, the committee finalized their reprogramming recommendations for the Executive Committee. The committee presented both assessments of the Grantee and the Administrative Agent. After discussion, the Grantee and the Administrative Agent agreed to accept the report as is and agreed to submit a letter to the committee by September 22, detailing any concerns.
- The committee presented their recommended edits to the Tools for next year’s evaluations.
- The committee will meet again on Monday, October 2, 2006 to address the Grantee and Administrative Agent’s questions or concerns regarding the assessments.

Joint Reprogramming Committee

H. Carter reported:

- The Evaluation and Counties committees met on September 5 with representatives from Health Services and Support Services to review the ESD reports dated March 1- July 31, 2006 and make reprogramming recommendations for FY 2006. The committee completed its voting on reprogramming, which can now be moved forward to the executive committee. Motions put forward are:

Motion	To reduce Oral Health-STSC by \$12,875, due to changes in management staff.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

Motion	To reduce Nutritional Counseling-STSC by \$3,020, due to a period of low service delivery.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

Motion	Increase Substance Abuse Treatment/Residential-STSC by \$10,020, due to increased use.
Proposed by	H. Carter
Seconded by	D. Cooper

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Action	Motion passed with no abstentions or objections.
Motion	Increase Housing Assistance-STSC by \$5,875, due to increased use.
Proposed by	H. Carter
Seconded by	W. Samuel
Action	Motion passed with one abstention and no objections.
Motion	Reduce PMC by \$20,000 due to low service delivery.
Proposed by	H. Carter
Seconded by	A. Foyles
Action	Motion passed with five abstentions and no objections.
Motion	Reduce Housing by \$27,000, due to low spending.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with four abstentions and one objection.
Motion	Reduce EFA by \$46,060, unneeded for emergency co-pays.
Proposed by	H. Carter
Seconded by	S. Ashley
Action	Motion passed with eight abstentions and no objections.
Motion	Increase PMC labs by \$15,000, due to increased use.
Proposed by	H. Carter
Seconded by	W. Miller
Action	Motion passed with five abstentions and no objections.
Motion	Increase Case Management by \$46,060 for on-going co-pays.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with seven abstentions and no objections.
Motion	Increase Client Advocacy by \$2,000 due to increased use.
Proposed by	H. Carter
Seconded by	W. Miller
Action	Motion passed with eight abstentions and no objections.
Motion	Increase Outreach by \$10,000 due to increased use.
Proposed by	H. Carter
Seconded by	H. Roberts, Jr.
Action	Motion passed with seven abstentions and no objections.
Motion	Increase Psychosocial Support by \$20,000, due to increased use.

Proposed by	H. Carter
Seconded by	A. Foyles
Action	Motion passed with eight abstentions and no objections.
Motion	To recommend that the PC chair draft letters of assurance and send them to HRSA along with the reprogramming allocations.
Proposed by	H. Carter
Seconded by	C. Thomas, Jr.
Action	Motion passed with no abstentions and no objections.

- The next Joint Reprogramming Committee meeting will be on Wednesday, November 8, 2006 at 3 p.m. The date has been moved from the first Tuesday to the first Wednesday because of Election Day.

Health Services Committee

K. Allston reported:

- The committee was not scheduled to meet in September due to the Joint Reprogramming meeting, which was held on Tuesday, September 5, 2006.
- The committee distributed its PMC Adult and Pediatric Standards out for review and comment. The committee has received all comments/recommended edits back and will review them at its next scheduled meeting.

Needs Assessment Committee

W. Samuel reported:

- The committee met on Thursday, September 14, 2006 at 3 p.m.
- The committee reviewed its carryover project, which was approved by HRSA. The carryover project consists of employing a researcher or appropriate staff to identify and analyze relevant data and resources related to 1) reducing time between diagnosis of HIV-positive status and entry into care and 2) contacting PLWHA who are not in care. The committee is awaiting the official letter from HRSA to begin this project.
- The committee has begun to plan out its work related to the upcoming survey and will continue to do so in the next several months.

Nominating Committee

R. Shattuck reported:

- The committee was not scheduled to meet in September but will resume its work in October.
- The committee did review and update its Tables 2,3 and 4, which are documents that detail the planning council's composition, reflectiveness and mandated slots. These tables are presented to the council only once a year, in September, when planning

council members transition on and off the council. The committee is presenting these tables to the council for approval.

Motion	To accept the September 2006 Tables 2,3 and 4 and forward them to HRSA, and to recommend that the PC chair send a letter of assurance with these tables.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

- The committee would like to remind the planning council that elections will be in November. Nominations for PC chair, Vice-chair, Nominating Committee Chair and Nominating Committee will be done in October.

PLWHA Committee

A. Foyles reported:

- The committee met on August 16, 2006. Representatives from Gay Family Foundation's Capacity Building/Community Education Division gave a presentation that addressed the committee's concerns about the LEAP program. Per this discussion, the committee will work closely with the foundation to ensure that the LEAP program is effective.
- The committee reviewed its final version of its position paper on confidentiality issues related to names-based reporting of HIV cases, but — due to lack of quorum — the committee was not able to approve it to be moved forward to the council. The committee will submit its paper to the council in October.
- LifeLinc co-sponsored a town hall meeting on August 28, 2006 at Sacred Zion Baptist Church. This effort allowed for the community to come and hear the candidates speak about their positions on the HIV/AIDS epidemic.

Services to Surrounding Counties Committee

M. Reese reported:

- The committee held a meeting on Tuesday, September 5, following the Joint Reprogramming meeting.
- The committee discussed the Early Intervention Initiative in the counties. The grantee announced that HRSA would no longer allow the use of billboards, which have been used for outreach in the past. Brochures will now be used and the office has begun meetings with a contractor. The Grantee asked the committee for input on the development. The committee began generating a list of groups, areas and venues that should be targeted by the ads.
- The committee discussed the need for case management for minority populations and for various services for people coming out of correctional facilities.

- The committee began thinking about innovative ways to have more clients participate in meetings. The suggestion was made that committees hold videoconferences with cameras set up at various health departments throughout the counties.
- The committee will meet next on Wednesday, November 8 at 3:00 p.m. for the Joint Reprogramming meeting.

Support Services Committee

M. Reese reported:

- The support services committee met on August 22, 2006. The committee is rewriting standards of care to be reflective of categories now encompassing new and different services. In addition, standards are being revised to reflect the use of MAI dollars, as the use of these funds requires more outcome-related data.
- While no definite plan is set, the Support Services Committee will be working with the Health Services Committee to create standards. The first priority will be MAI standards, which are due to the AA by April 2007 in order to comply with HRSA request that a plan be submitted by May 2007 for the use of next year's MAI dollars.
- The committee will meet next on October 10, 2006 at 3:00 p.m. to begin reviewing EFA and Nutritional Counseling categories under MAI.

Discussion on Transportation Services

Questions:

- Who is responsible for providing the transportation for consumers interested in attending council/committee meetings?
- Is there some sort of transportation policy concerning consumers interested in attending meetings as guests?
- Who is responsible for paying for transportation?

IGS staff spoke to the Grantee and representatives from Gay Family Foundation about this issue. Gay Family Foundation will provide transportation for the LEAP students to attend meetings.

The issue of transporting consumers to planning council/committee meetings will be discussed at the PLWHA committee meeting on Wednesday, September 20, 2006.

IGS Report

K. Hale reported:

- The council already heard about the success of the four presentations done by the Grantee, Administrative Agent, IGS staff, J. Pollak-Khan, State AIDS Administration and R. Green, The Portal, at the HRSA National All Titles Conference.
- The council also heard about the success of the informational presentation done by IGS and PC leadership to the LEAP 10 class.

- IGS staff has prepared and distributed notices for seven regular meetings and one joint meeting. Monthly, the council will receive statistical data on the work and technical support of IGS to the council.

New Business

M. Moise of the National Black Justice Coalition in Washington, D.C. gave a brief, introductory presentation to the council on what the coalition does, their mission and achievements. The coalition is in the process of developing a public education program for an HIV/AIDS Day program at the State Capitol in Annapolis. The projected date is February 2007.

Meeting adjourned at 8:15 p.m.

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

Lennwood Green

Lennwood Green

October 18, 2006

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