

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of November 21, 2006

Vol. III, No. 9

Final • January 17, 2007

Meeting Attendance

Present¹	L. Green	G. Manigo	
	D. Brewer	C. Massey	
	K. Allston	W. Merrick	
	D. Baker	W. Miller	
	H. Carter	G. Nelson	
	L. Creditt	M. Reese	
	N. Drew	W. Samuel	
	B. Flint	R. Shattuck	
	A. Foyles	K. J. Taylor	
	B. Grant	B. Thomas-El	
	R. Haden	S. Woods	
	J. Keller		
	Absent	S. Ashley	S. Jones
M. Cole		J. Keruly	
M. Graves		D. McKelvin	
T. Gray		M. Obiefune	
P. Hall		D. Payton	
R. Hamlett		H. Roberts Jr.	
D. Henson		A. Santiago	
R. Johnson		B. Tucker	
B. C. Jones			
Proxy		M. Becketts	D. Cooper
		R. Bradley	B. Fizzsimmons
ABC	G. Weston	S. Pelham	
BCHD	R. Brisueno	J. Ungard	
	R. Matens		
Visitors	V. Barnwell	F. Lowman	
	W. Fenwick	M. Moise	
	J. Gresham	A. Oritz	
	H. Hauck	J. Winslow	
	D. Hunter		

¹ Attendance is based on sign-in sheet.

Staff	J. Boesel N. Curtis D. Gorham K. Hale	C. Lacanienta N. Lewis J. Miller S. Stokes
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Handouts	November PC packet Agency reports Committee reports November 13, 2006 Nominating Committee minutes November 9th Needs Assessment Committee minutes Recommendations for the pool list, biographical sketches Campaign flyer — Melanie Reese for Nominating Committee chair JHU World AIDS Day panel discussion flyer, December 1, 2006 IHV World AIDS Day events flyer, December 1, 2006 Music Under the Spire, memorial service flyer, December 1, 2006 Co-Morbidities Workshop flyer, November 14, 2006 and November 28, 2006 Memo to the PC: Fire at Shelia Ashley's house
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Introduction/Roll Call

D. Brewer convened the meeting with introductions at 6:35 p.m.

Review of Minutes

Motion	To approve the October 17, 2006 minutes with one correction. L. Green reported that he was present at the meeting, but he was documented as being absent.
Proposed by	H. Carter
Seconded by	R. Shattuck
Action	Passed, 0 abstentions, 0 opposed

Chair's Report

L. Green reported:

- There is an error in the Chair's Report that is in the packet. This error will be corrected for the record. It will include the statement that Dr. Gourdine made assurances to continue working with the PC regarding HIV case reporting and reauthorization.
- H. Hauck, the director of the Maryland AIDS Administration, is here tonight.
- Elections for the chair of the Nominating Committee, members of the Nominating Committee, and for chair and vice chair of the council will be held tonight. The floor will now be turned over to the Nominating Committee chair, R. Shattuck, for elections.

R. Shattuck led the election process:

- Each nominee was given two minutes to address the council.
- The following council members gave speeches:
 - L. Green for chair of the council.
 - D. Brewer for vice chair of the council
 - W. Merrick for chair of the Nominating Committee.
 - M. Reese for chair of the Nominating Committee.
 - N. Drew for member of the Nominating Committee.
 - J. Keller for member of the Nominating Committee.
 - H. Carter for member of the Nominating Committee.
 - A. Foyles for member of the Nominating Committee.
- Voting commenced, and results were set to be reported at the end of the meeting.

L. Green reported:

- Reauthorization of the Ryan White CARE Act is unlikely to occur this session in the Senate.
- We must put some contingencies in place in case reauthorization does not occur because priority setting was conducted based on new service categories.

Motion	To approve a safety contingency that keeps the 2006 service categories and priorities in place for FY 2007. Note that the PC agreed to open health insurance as a category for the exclusive purpose of paying on-going prescription co-pays.
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Passed, 0 abstentions, 0 opposed

Motion	For any increase or decrease in the EMA's FY 2007 grant award up to 10 percent, the FY 2006 allocation percentages will be used for the FY 2007 category awards.
Proposed by	D. Brewer
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

Motion	Hold a one day conference in January to plan for the possibility of a decrease in the EMA's FY 2007 award greater than 10 percent.
Proposed by	D. Brewer
Seconded by	W. Miller
Action	Passed, 0 abstentions, 0 opposed

Motion	The decisions made at the January conference regarding service categories that will make up the service continuum in 2007 will apply across the EMA.
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Proposed by	D. Brewer
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

Administrative Agent Report

G. Weston reported:

- The AA has completed 17 site visits, 23 chart reviews and 5 orientations in 2006.
- The AA participated in a portion of the QIP review, and will formally meet with the QIP coordinator to discuss specifics of QIP reviews vs. AA site visits.
- The health insurance provider's meeting was held on October 19, 2006.
- The AA expects to issue the continuing application guidance in early December with a mid-January due date.
- The third-quarter provider meeting will be held on December 8, 2006.
- The seven-month ESD and reprogramming reports were completed on time and presented at the reprogramming meetings.
- The AA will begin using ETO software, developed by Social Solutions, to simplify the data collection and reporting process.

Baltimore City Health Department Report

R. Matens reported:

- The grantee's office has submitted a request for PC leadership to consider two additional scenarios in light of the current state of reauthorization.
- On November 28, 2006, the GFF will present its second co-morbidity workshop.
- Planning for the upcoming data summit has begun.
- QIP finishes its site reviews in early December.
- The Baltimore Homeless Services is currently operating without an executive director, as Laura Gillis has resigned.

State AIDS Administration

Concerning Title II, N. Drew reported:

- Barbara Simpson-Epps, the assistant deputy director and interim chief of HIV Health Services, will be leaving the AIDS Administration on December 1, 2006.
- The Title II RFP for FY 2008 was released on October 26, 2006 for the following service categories: ambulatory/outpatient medical; case management; client advocacy; treatment adherence and oral health. Grant applications are due on January 8, 2006 to BCHD.
- The Center for HIV Health Services is seeking proposal reviewers to read, analyze and rank applications for the Ryan White Title II competitive bid process.
- The FY2007 Title II application is due to HRSA by January 3, 2007.

- On November 30, 2006, the AIDS Administration will be sponsoring a pre-World AIDS Day commemoration event.

Concerning Title IV, B. Grant reported:

- The Title IV Network meeting is scheduled for Friday, December 8, 2006.

Committee Reports

Evaluation and Joint Reprogramming Committee

H. Carter reported:

- The STSC and Evaluation committees met on November 8, 2006 to reprogram STSC categories. Following that meeting, the Evaluation Committee met for the EMA reprogramming.
- The following motions were put forward:

Motion	To reallocate \$42,540 out of Primary Medical Care/Ambulatory.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 4 abstentions

Motion	To reallocate \$5,643 out of Housing Assistance due to under-spending and under-serving by one provider.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 2 abstentions

Motion	To reallocate \$31,415 out of Substance Abuse Treatment/Outpatient due to one provider's award being reduced.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 3 abstentions

Motion	To reallocate \$60,250 out of Emergency Financial Assistance due to under-performing and under-expending.
Proposed by	H. Carter
Seconded by	M. Reese
Amendment	The EFA funding be cut by only half this amount.
Proposed by	W. Samuel
Status	Amendment not accepted
Action	Passes, 1 objection, 8 abstentions

W. Samuel suggested that the EFA funding be cut by only half this amount, as this money is needed for heating in the Winter months.

The AA assured the council that the cold season was taken into account, and that providers have been given all that they can absorb.

Motion	To reallocate \$40,000 out of Legal Assistance due to one provider returning carryover funds.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 2 abstentions

Motion	To reallocate \$10,000 out of Hospice. One provider is unable to utilize all of the funding due to their ability to identify alternative resources.
Proposed by	H. Carter
Seconded by	W. Miller
Action	Passes, 0 objections, 0 abstentions

Motion	To reallocate \$79,000 into Primary Medical Care/Laboratory due to a request for additional funds to support laboratory testing.
Proposed by	H. Carter
Seconded by	R. Shattuck
Action	Passes, 0 objections, 1 abstention

Motion	To reallocate \$15,000 into Case Management due to additional need.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 5 abstentions

Motion	To reallocate \$15,000 into Mental Health due to additional need.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 5 abstentions

Motion	To reallocate \$55,000 into Oral Health due to additional need.
Proposed by	H. Carter
Seconded by	W. Samuel
Action	Passes, 0 objections, 1 abstention

Motion	To reallocate \$15,000 into Substance Abuse Treatment/Residential due to additional need.
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Proposed by	H. Carter
Seconded by	W. Samuel
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$60,226 into Food and Nutrition due to one provider's request for additional funds.
Proposed by	H. Carter
Seconded by	D. Brewer
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$3,900 out of Transportation-STSC due to underperformance of three providers.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$28,831 out of Oral Health-STSC, as the category is under-spending and under-performing.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$3,060 out of Emergency Financial Assistance-STSC, as the category is under-spending and under-performing.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 1 objection, 1 abstention
Motion	To accept the AA's recommendation to reallocate \$10,354 out of Substance Abuse Treatment/Outpatient-STSC, as the category is under-spending and under-performing.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$5,697 out of Housing Assistance-STSC, as the category is under-spending and under-performing.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 2 abstentions
Motion	To reallocate \$22,000 out of Client Advocacy-STSC, as one provider in this category returned their contract because they had another funding source.
Proposed by	H. Carter

Seconded by	M. Reese
Action	Passes, 0 objections, 0 abstentions
Motion	To reallocate \$10,900 into Case Management-STSC, as the category is exceeding client and service unit goals.
Proposed by	H. Carter
Seconded by	W. Samuel
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$3,564 into Psychosocial Support-STSC, as one provider is exceeding program and fiscal expectations.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 0 objections, 1 abstention
Motion	To reallocate \$10,000 into Emergency Financial Assistance-STSC to be used exclusively for oral health vouchers in the counties.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passes, 1 objection, 1 abstention
Motion	To reallocate \$49,378 out of Services to Surrounding Counties and into the EMA.
Proposed by	H. Carter
Seconded by	W. Samuel
Action	Passes, 0 objections, 2 abstentions

Health Services

B. Grant reported:

- The committee did not meet this month. Representatives were sent to the joint reprogramming meeting.

Comprehensive Planning Committee

R. Haden reported:

- The committee did not meet in October. The committee will be meeting at the end of this month to review the comprehensive plan, the FY 2007 directives, and to conduct committee elections.

Needs Assessment

W. Samuel reported:

- The committee met on October 19, 2006 and November 9, 2006 to review, discuss, and revise the 2007 consumer-survey interview questionnaire.

Motion	To approve the 2007 consumer-survey interview questionnaire.
Proposed by	W. Samuel
Seconded by	H. Carter
Action	Passed, 0 abstentions, 0 opposed

PLWHA Committee

A. Foyles reported:

- The committee met on October 18, 2006 and approved its confidentiality/names based reporting position paper for publishing. The committee asks that the council approve this paper.

Motion	To approve the confidentiality/names based reporting position paper for publishing.
Proposed by	A. Foyles
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

Services to Surrounding Counties Committee

M. Reese reported:

- The committee met on November 8, 2006 following the reprogramming meeting.
- The committee discussed the progress of capacity building and community education programs in the counties.

Support Services

A. Foyles reported:

- The committee did not meet in November. Representatives from the committee attended the joint reprogramming meeting.
- The committee will meet next in January to discuss the 2007 schedule and to develop outcome measures for EFA, enriched life skills, and child care.

IGS Report

K. Hale reported:

- The next PC meeting will be the end-of-year meeting. It is important that everyone RSVP as soon as possible.
- IGS completed the new member orientation manuals, and new member orientation went very well.

S. Stokes reported:

- We have two policy analysts joining the IGS team: N. Lewis and J. Boesel. Both are very talented and will contribute a great deal.

Nominating Committee

R. Shattuck reported:

- We will begin voting on individuals to be added to the pool list and to the council.
- The biographies of the nominees were distributed and the following motions were put forward:

Motion	To add Michael Becketts to the pool list.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Passed, 0 abstentions, 0 opposed

Motion	To move Francis Lowman, Jr. to the mayor's office for immediate appointment to the planning council.
Proposed by	R. Shattuck
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

- J. Winslow, D. Cooper, and L. Smith will become new members of the council. Their appointment will begin when they receive their letters from the mayor.

Motion	To make the year-end meeting non-mandatory.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Passed, 0 abstentions, 0 opposed

- L. Green emphasized that while the meeting is not mandatory, attendance is very important. There will be many guests, and we want them to see how many great and dedicated people we have.

New Business

- D. Baker announced that the *Legends and Young'uns: Women Living with the Challenge of HIV/AIDS* conference went very well. It will be held again next Halloween.
- M. Reese reported that LEAP 10 will graduate on November 30, 2006 at Sheppard Pratt.
- M. Reese reported that GFF is having its first positive self-management leader program. Thirty-one people have registered already.
- K. Hale reported that S. Ashley had a fire at her house. We are accepting donations for her and her son, and we are all thinking of her in this hard time.

Nominating Committee

R. Shattuck reported the election results:

- The following people have been elected to the Nominating Committee: A. Foyles, H. Carter, R. Hamlett, S. Ashley, J. Keller, and N. Drew.
- M. Reese will chair the Nominating Committee.
- D. Brewer will co-chair the planning council.
- L. Green will chair the planning council.

R. Shattuck reported other Nominating Committee business:

- The Nominating Committee is recommending that a council member be removed based on attendance. To protect this person's privacy, the name will not be given.

Motion	To remove a PC member based on poor attendance.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Passed, 0 abstentions, 1 opposed

Meeting adjourned at 8:25 p.m.

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

Lenwood Green

January 16, 2007

Lenwood Green

January 16, 2007