

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of October 17, 2006

Vol. III, No. 8

Final • December 5, 2006

Meeting Attendance

Present¹	D. Brewer	J. Keller
	H. Carter	W. Merrick
	L. Creditt	H. Roberts
	A. Foyles	M. Reese
	B. Grant	W. Samuel
	M. Graves	R. Shattuck
	R. Haden	K. J. Taylor
	P. Hall	B. Thomas-EL
	R. Hamlett	
Absent	L. Green	J. Keruly
	K. Allston	G. Manigo
	S. Ashley	C. Massey
	D. Baker	D. McKelvin
	M. Cole	W. Miller
	N. Drew	G. Nelson
	B. Flint	M. Obiefune
	T. Gray	D. Payton
	D. Henson	A. Santiago
	R. Johnson	B. Tucker
B. C. Jones	S. Woods	
S. Jones		
Proxy	D. Cooper	S. Morgan
	M. Becketts	C. Thomas
	D. Hunter	
ABC	G. Weston	
BCHD	R. Brisueno	J. Ungard
	R. Matens	
Visitors	W. Fenwick	F. Lowman
	J. Gresham	J. Snyder
	L. Haskins	D. Taylor
	S. Kopins	L. Vandenhurk
Staff	N. Curtis	K. Hale
	J. Miller	

¹ Attendance is based on sign-in sheet.

Handouts October PC packet
 Agency reports
 Committee reports
 October 9th Nominating Committee minutes
 October 10th Support Services Committee minutes
 MD Symposium on Men's Health, November 2, 2006 handout
 Gay Family Foundation Positive Self-Management folder
 Maryland Volunteer Lawyers Service (MVLS) pamphlets

Introduction

D. Brewer convened the meeting with introductions at 6:40p.m. R. Shattuck helped to lead the meeting, as L. Green was not present.

Chair's Report

D. Brewer reported:

- Reauthorization was not passed by the Senate before the recess. We are unsure of whether it will pass this year.
- L. Green has several meetings planned to discuss the federal and state issues that are going to impact the Baltimore EMA.
- Each member should recommit to the work of their committees, and take on leadership roles if they are able and willing.
- Nominations will be open tonight for Nominating Committee chair and members, and the chair and vice chair of the council. Additional nominations are due to the support office by November 1, 2006.
- H. Carter proposed the following motion:

Motion	To give each person who is a candidate a few minutes to discuss why this person should be elected.
Proposed by	H. Carter
Seconded by	M. Graves
Amendment	To limit the time to 2 minutes
Proposed by	C. Thomas
Action	Passed, 0 abstentions, 0 opposed

- The language has been corrected on the Hospice, Direct Transportation, and Indirect Transportation standards that were sent back to their committees for minor editing. These standards will be presented to the council for approval when the committees report.
- D. Brewer presented a plaque to S. Kopins for her years of dedication to the HIV/AIDS community and her outstanding leadership as a chair of multiple council committees.

Review of Minutes

Motion	To approve the September 19, 2006 minutes with no corrections.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Passed, 0 abstentions, 0 opposed

Administrative Agent Report

G. Weston reported:

- Staff changes in the AA structure: Sonney Pelham has replaced Bertram McKeithen, Jr. as the senior accountant. Rian Ellis will replace Michael LaBua as lead program officer, effective October 23, 2006.
- Service-category transition meetings have been postponed.
- The AA completed nine site visits during the month of September.
- The AA has begun work on the third quarter *Expenditure and Service Delivery Report* with cumulative actual expenditure reports and provider payment requests through September 30, 2006.

Baltimore City Health Department Report

R. Brisueno reported:

- The FY 2007 application was submitted to HRSA on October 2, 2006.
- QIP continues its site reviews for 2006. Co-morbidity, Treatment Adherence, Mental Health, Substance Abuse and Client Advocacy are being reviewed.
- Dr. Shazia Kazi will be making a presentation at the APHA conference in November regarding Title I primary medical care services in the Baltimore EMA.
- Dr. Kima Taylor returned from maternity leave on October 16, 2006.
- Dr. Laura Herrera has been appointed medical director for the Baltimore City Health Department.
- The decisions made at Priority Setting will hold. The only way to change the way that categories are funded is to hold another priority setting.

State AIDS Administration

B. Grant reported:

- Heather Hauck, the new director of the AIDS Administration, started her new position on October 2, 2006.
- Assistant Deputy Director Barbara Simpson-Epps is the interim chief of HIV Health Services.
- Ann Price, who has served on this planning council for six years left the AIDS Administration on September 29, 2006.

- Linda Anders, chief of Client Services (MADAP), left the AIDS Administration on October 10, 2006. Luis Villanueva will be the new acting chief of Client Services.
- Margaret Steiner will be the new acting MADAP Administrator.
- Bryna Grant will be the acting Title II Women's Initiative Project administrator until a replacement is hired.

Concerning Title II, B. Grant reported:

- The service categories to be bid on in the November 2006 RFP are: Ambulatory Outpatient Medical; Case Management; Client Advocacy; Treatment Adherence; and Oral Health.
- The Central Maryland HIV Care Consortium held their priority setting on October 12, 2006.
- In the new year, the Title II Consortium will become the Regional Advisory Committee whose focus will be to address HIV holistically in all areas: care; prevention; epidemiology; counseling and testing; and surveillance.
- The FY2007 Title II Application is due to HRSA by January 3, 2007.

Concerning Title IV, B. Grant reported:

- Bryna Grant will be the acting Title IV Network administrator, while continuing coordination of the Youth Services Initiative.
- The Title IV Youth CAB end-of-year meeting will be held on Wednesday, October 26, 2006. Contact Bryna Grant at 410-767-5992 for information regarding future meetings.

Committee Reports

By-laws Committee

R. Shattuck reported:

- An addendum will be added to the By-laws. This addendum is in the October Planning Council Packet.

Comprehensive Planning Committee

J. Keller reported:

- The committee completed its review of outstanding FY 2000-2006 Directives.

Motion	To approve the committee's decisions on the FY 2000-2006 directives.
Proposed by	J. Keller
Seconded by	R. Haden
Action	Passed, 0 abstentions, 0 opposed

- The committee reviewed the scoring of each category on the contingency matrix and will continue these reviews at the next meeting.
- Chapter eight of the comprehensive plan, “Goals, Objectives and Strategies,” was reviewed. The review will continue at the next meeting.

Evaluation Committee

H. Carter reported:

- The committee reviewed revisions to the grantee-and-administrative-agent-evaluation tools that were made at the September meeting. Copies of the tools are in the packet.

Motion	To approve the administrative-agent-evaluation tool.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Passed, 0 abstention, 0 opposed

Motion	To approve the grantee-evaluation tool.
Proposed by	H. Carter
Seconded by	W. Samuel
Action	Passed, 1 abstention, 0 opposed

Health Services

B. Grant reported:

- The committee did not have quorum or the presence of leadership to conduct business. Most agenda items were deferred to the next meeting.
- The Hospice standard had been sent back to the committee for discussion and correction after discovering an error in the “Eligibility” section of the standard.

Motion	To accept the revised Hospice Standard, since the error was typographical.
Proposed by	B. Grant
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

Needs Assessment

W. Samuel reported:

- The committee worked on the not-in-care carryover project and consumer-survey planning.

Nominating Committee

R. Shattuck reported:

- The committee reviewed and screened applications and is bringing forward two recommendations for the pool list.

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

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

- Committee elections will be held in November.
- Tentative dates have been chosen for the new PC-member orientation.
- Elections for planning-council leadership seats will be held in November.

Motion	To open the floor for nominations for the chair.
Proposed by	R. Shattuck
Seconded by	W. Samuel
Action	Passed, 0 abstentions, 0 opposed

- R. Shattuck nominates L. Green for chair. R. Haden seconds it.
- W. Samuel pointed out that there is a discrepancy in the closing date for nominations: The chair's report said that the elections would close in November and the Nominating Committee says that they will open and close tonight.
- R. Hamlett said that she does not think that opening and closing the elections at this meeting is fair for those who are absent. Many committee members agreed.

Motion	To have the nominations open and close at this planning council meeting.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Motion fails, 13 opposed, 0 abstentions

Motion	To have the nominations open tonight and close on November 1. Any nominations must be submitted to IGS by November 1.
Proposed by	W. Samuel
Seconded by	R. Hamlett
Action	Passed, 1 abstentions, 0 opposed

Motion	To open the floor for nominations for the vice chair.
Proposed by	R. Shattuck

Seconded by	W. Samuel
Action	Passed, 0 abstentions, 0 opposed

- M. Reese nominates D. Brewer for vice chair.
- R. Shattuck asked for additional nominations for vice chair. Hearing no more nominations, R. Shattuck moved to the next office.

Motion	To open the floor for nominations for the chair of the Nominating Committee.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Passed, 0 abstentions, 0 opposed

- R. Shattuck nominates W. Merrick for chair of the Nominating Committee.
- H. Carter nominates M. Reese for chair of the Nominating Committee.
- R. Shattuck asked for additional nominations for the chair of the Nominating Committee. Hearing no more nominations, R. Shattuck moved to the next office.

Motion	To open the floor for nominations for the six members of the Nominating Committee.
Proposed by	R. Shattuck
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

- R. Shattuck reminded the committee that the by-laws state that you must have six months on the council in order to be nominated for the Nominating Committee.
- R. Shattuck nominates N. Drew, J. Keller, S. Ashley, P. Hall, and R. Hamlett.
- C. Thomas nominates H. Carter.
- H. Carter nominates M. Graves and M. Reese.
- C. Thomas nominates A. Foyles.
- W. Merrick nominates W. Miller.
- R. Shattuck asked for additional nominations for the six members of the Nomination Committee and heard no more nominations.
- R. Shattuck reminded the council that it is very important to attend committee meetings in order to ensure quorum and the completion of business.

PLWHA Committee

A. Foyles reported:

- The committee did not have quorum for the second month in a row. All agenda items, including the position paper, have been deferred to the next meeting.
- The committee discussed the issues surrounding transportation for those interested in attending council and committee meetings.

Services to Surrounding Counties Committee

M. Reese reported:

- The committee did not meet in October. The committee will be participating in the joint reprogramming meeting on November 8, 2006.

Support Services

A. Foyles reported:

- S. Kopins will be leaving the committee and Moveable Feast. A. Foyles will be taking over as interim chair.
- The committee is working to put in place outcome measures for each category that will be funded with MAI dollars. The committee has decided to include CD4 count and viral load in every category and to come up with one or two additional measures.

Motion	To approve the Direct Transportation standards.
Proposed by	A. Foyles
Seconded by	H. Roberts
Action	Passed, 0 abstentions, 0 opposed

Motion	To approve the Indirect Transportation standards.
Proposed by	A. Foyles
Seconded by	M. Reese
Action	Passed, 0 abstentions, 0 opposed

IGS Report

K. Hale reported:

- We are currently working on the new member presentation.
- Please RSVP to Daurice Gorham if you wish to attend the end-of-year celebration.

New Business

- C. Thomas asks that everyone keep Tyrone Gray in his or her thoughts and prayers. He is going through a hard time.
- M. Reese announced that Shelia Ashley is a new grandma.

The Gay Family Foundation

Dwane Taylor announced:

- The Positive Self-Management Program has been modified to make it shorter than the previous seven-week program. Agencies and individuals can sign up.
- The Cultural Competency Workshop just happened.
- The Women’s Health Workshop is coming up in December.
- The GFF website has recently been updated. There is now a webcast presentation with over thirty topics.

The Maryland Volunteer Lawyers Service

J. Snyder announced:

- We connect low-income people and nonprofit organizations with lawyers who want to offer their services free of charge.
- We only take civil cases, such as divorce, custody, or landlord issues.

Meeting adjourned at 8:15 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

November 21, 2006

Lenwood Green

November 21, 2006