

# MINUTES: PLANNING COUNCIL MEETING (Virtual)



September 21<sup>st</sup>, 2021 / 5:30 p.m. – 7:30 pm

Facilitator (Co-chair)	Sara Zisow-McClean	PCSO Lead	Vanessa Graves
Time started:	Time: 5:35 p.m.	Quorum:	The committee had quorum at the start of the meeting.

Members present:	Sam Zisow- McClean, Carlton Smith, Jeanne Keruly, Michael Snowden, Montrell Jordan, Dennis Rivera, Jenny Bradenbaugh, Fernando Mena-Carrasco, Adam Huebner, Dr. Victoria Cargill, Bruno Beneavidas, Charmaine Stern-Megginson, Kelsey Markie, Brittany Kelly, Dale Brewer, Shalyta Campbell, Charles Culver, Sr.
Members absent:	Kimberly Whitaker, Judith Shaw,
Visitors:	Erica Bullo, Donald Young, Cassandra Stewart, Daniel German
Ryan White Part A:	Alberta Ferrari, Sonney Pelham, Joan Carey, Lauren Wagner, Ricky Moyd, Jr.
Handouts:	Agenda, Part A and B Reports

## AGENDA

### 1: Moment of Silence/ Introductions/ Welcome

**Presenter:** S. Zisow-McClean-  
Chair

### Discussion:

- Welcomed all to the September 2021 PC meeting.
- A moment of silence was observed.
- Introductions were made.

### 2: Chair Report

**Presenter:** S. Zisow-McClean

S. Zisow-McClean

- We continue to have our monthly meeting with our HRSA program officer.
- We have struggled to meet our membership needs. We are in need of non-aligned consumers. This is our biggest area of need and concern.
- We are not meeting the required 33% HRSA mandate for consumers.
  - We also have to be reflective of our EMA. We need more African American males.

- The National RW Conference date has been set. The plan is for an in person conference next year.
- The Needs Assessment is wrapping up. As of the 20<sup>th</sup> of this month we have done 631 surveys.
- Welcomed all the new members to the PC.

**3: Approval of PC Minutes**

**Presenter:** Committee

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
To approve July PC meeting minutes	M. Snowden/C. Culver, Sr.	Passed
	Opposed:	Abstain: 3

<b>Motion:</b>	<b>Who made the motion? Second?</b>	<b>Motion passed?</b>
To approve August PC meeting minutes	M. Snowden/Dr. V.Cargill	Passed
	Opposed:	Abstain: 3

**4: Part A**

**Presenter:** Dr. Victoria Cargill

Administration

- Reiterated that they had our monthly HRSA call.
- The representation and reflectiveness of the council continues to be a point of discussion.
  - This is particularly important because we are preparing the Part A application and its score.
  - The 5-month reprogramming exercise has indicated that there will be unexpended funds in three categories;
    - Oral health, housing and transportation.
- We are on target to meet our October 6<sup>th</sup> deadline for submission of the application.
- We have two sub-recipients who have failed to submit their audit reports by its due date.
  - Both continue to be non-compliant.
  - The recipient’s office has reached out to them.

CAREWare

- There is going to be an annual assessment of our annual CAREWare application with the vendor.

- BCHD/MDH CAREWare teams are collaborating to developing a data quality report for MD CAREWare sub-recipients.

#### CQM

- The Baltimore movers and improvers will meet in September.

#### Sonney Pelham

- There were some identified service categories to which we are looking to give some money back.
- We did find some places within the category to absorb this.

#### Dr. Victoria Cargill

- Another reason this application is so important is this is a three-year application.
- In addition to this HRSA changed the way we do the application.
  - They are looking at a number of things and the way we do things.
  - We will have to live with our score for three years which reflects how much funding we get.

#### Sam Zisow-McClean

- Much of the work of the PC is done at the committee levels.
- We just had our 5-month reallocation process. There were not any changes that needed the PC to approve.
- For purposes of new members to PC, all were asked to ask any questions they might have.

### 5: Part B

**Presenter:** Bruno Benavidas

- We are taking the initial steps for budget request process which is expected to start by October.
- The most important changes are that it is going to be a three-year budget plan.
- We are trying to follow the national agenda in terms of time lines.
- Another changes is that rather than continuing to level fund, we are going to introduce a budgeting based on outcomes.
  - We are going to impose outcomes for each of the objectives we have.
  - Each sub-recipient should outline their plan during this three-year process.
- The statewide meeting will be held October 14, 21<sup>st</sup> and 28<sup>th</sup>. The meeting will be 4-5 hour sessions daily.
  - The main change is the actual content.

**6: Committee Reports****Presenter:** Committee's

## Needs Assessment

- Update provided during the Chair report.

## Assessment of the Administrative Mechanism

- An overview of the Assessment of the Administrative Mechanism was provided to the council.
- The process for this was reviewed and streamlined this year.
- Funds were expended in a timely manner. There was one month that was more than 30 days but nothing that impacted services.
- Contracts were executed in a timely manner. There were some delays but this was resolved in a timely fashion.
- Regarding carryover, was addressed in our response. FY20 was a tough year, due to COVID and its impact.
  - We were not able to expend all of our funds.
  - We will not be doing monthly reallocations this year due to the burden placed on all.
- As you will recall unexpended funds were used to cover MADAP expenses.
- The PSRA allocations matched the allocations at our initial allocation activity.
- An initial reprogramming exercise was done with the Fiscal committee to reallocate funding to service categories that could absorb additional dollars.

## Adam Huebner

- Is the delay in timely manner defined by HRSA or the recipient? What is this based on?

## Sonney Pelham

- Asked for clarification of the question.
- This should be within 45 days of receipt of invoice. We meet this on most occasions.
- The second one is 90 days after the contracts are signed. This is after the full award is received.

**7: New Business****Presenter:**

## Dr. Danielle German

- Presentation – Implementation Science Grant Project about improving HIV outcomes among people expiring housing stability and other social determinants of health.

October 8<sup>th</sup>, 2021 legal Aid will be hosting an event to help clients learn about legal aid services.

**8: Adjournment**

**Presenter:**

Meeting adjourned