

Planning Council

Date of meeting: September 20, 2016
Time started: 6:38 p.m.
BCHD Staff: J. Carey
 A. Ferrari*
 S. Pelham
 L. Wagner*
TWG Staff: M. Bhatia
 D. Gorham
 A. Onyeabo
 J. Stenhouse
 C. Wright

Present: K. Arbaugh* G. Jones-Childs
 L. Bank J. Keruly
 D. Brewer H. Lambert
 R. Buchanan- J. Loken
 Gunthrop T. Luft
 P. Chaulk* E. Nicholson
 M. Cole D. Rivera
 J. Fleming M. Scriber
 C. Foxx C. Smith
 J.P. Gomez S. Spriggs
 C. Harvey B. Ward

** Participated
 via
 teleconference*

Absent: L. Beane D. Kelly Jr.
 A. Brown V. Lathan
 S. Flournoy- E. Nash
 Lindsay J. Simmons
 K. Gray

Visitors: M. Berg C. Metzger
 P. DiMartino M. McVicker-
 A. Epps Weaver
 N. Etheridge- T. Sherrer
 Guest

Handouts:

- Planning Council Packet (TWG, September 2016).
- 5 Month Reprogramming (BCHD, 2016)
- Bios (TWG, 2016).
- PC Officer Eligibility (TWG, 2016).
- Letter of Assurance (TWG, 2016)
- Integrated Plan Draft (DHMH, 2016)
- 2016 Ryan White Part A Provider Survey Final Report (S. Webber, 2016).

Introductions

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- The meeting convened with quorum at 6:38 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the August council meeting.

Motion: To accept the August meeting minutes as written.

Made by: C. Harvey
 Second: E. Nicholson

Action: Passed

Opposed: 0
 Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer stated that leadership attended the 2016 Ryan White Conference on HIV Care and Treatment Notification in Washington, DC as well as the United States conference on AIDS in Florida from September 15th-18th.
- D. Brewer stated that from her observations at these conferences, the Baltimore EMA is at the forefront regarding HRSA's recommendations for the Ryan White program.
- D. Brewer thanked all the council members that attended the conferences.
- D. Brewer stated that the Ryan White conference was informative and that leadership attended sessions on the integrated plan, collaboration for prevention, and a PLWH/A session.
- D. Brewer stated that the Part A grant application opportunity announcement had been posted by HRSA. The application is due on October 18, 2016.
- D. Brewer asked that the council to review the letter of assurance to be approved for the FY17 grant application.
- D. Brewer asked the council to review the final report on the assessment of the administrative mechanism from consultant Scott Webber.
- D. Brewer stated that the council would be addressing the 5-month reprogramming needs of the EMA at tonight's meeting.
- D. Brewer asked that the council to review the expenditure and service delivery reports and ask any questions they had.
- D. Brewer stated that at tonight's meeting, Dr. Peter DiMartino would present the special report on the draft integrated plan.
- D. Brewer stated that planning council terms expired on August 31st.and asked that council members refer good prospects for membership to the nominating committee or the support team to begin the application process.

Ryan White Part A Update

S. Pelham, BCHD

HRSA Updates

- S. Pelham presented the Part A report to the council.
- S. Pelham stated that the state integrated plan is due to HRSA on September 30th.
- S. Pelham stated that Ryan White Parts A & B must submit the report through the Electronic Handbook (EHB.)
- S. Pelham stated that BCHD submitted the programs terms report to HRSA through the EHB on Friday, August 19th.
- S. Pelham stated that BCHD received the FY17 funding opportunity announcement (FOA) and has begun working on the application for completion before the October 18th due date.
- S. Pelham stated that he and Lauren Wagner attended the 2016 Ryan White conference.
- S. Pelham stated that the conference provided a forum for HRSA updates regarding the Ryan White HIV/AIDS program.

Meetings/ Conference Calls

- S. Pelham stated that the PC leadership and BCHD conference call was postponed due to conflicts in schedule.
- S. Pelham stated that PCSO and BCHD met to discuss - 5-month reprogramming, PCSO vacancy, and staff standing in during Anene's maternity leave.

Program Updates

- S. Pelham stated that TWG was paid on August 12th.
- S. Pelham stated that BCHD received July's summary sub-recipient invoice report from Associated

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Black Charities (ABC) on August 17th. ABC and providers received payment on August 22nd.

Site Visits

- S. Pelham stated that in-house training was conducted for BCHD staff on July 28th based on HRSA technical assistance.
- S. Pelham stated that the staff would receive additional training during a site visit tool review scheduled for September 23rd.
- S. Pelham stated that the next two site visits scheduled in October would be used for additional BCHD training.
- S. Pelham stated that BCHD would submit a site visit waiver to HRSA along with a request for 67% (24 out of 36) of providers to receive comprehensive site visits and the rest of the sub-recipients (who have not received a corrective action plan) will have a desk audit.

5 Month Reprogramming Exercises

- S. Pelham stated that BCHD staff has completed the 5-month reprogramming exercise.
- S. Pelham stated that the July YTD Client and Service Delivery summary was presented with re-programming recommendations to the fiscal committee on Monday, September 12th.
- S. Pelham stated that BCHD would be more vigilant in moving funding from providers who have not submitted invoices or spending summaries, and providers who have vacancies they do not have immediate plans to fill.

Program Staff Changes

- S. Pelham stated that BCHD would begin interviewing for the vacant epidemiologist position in September.

Trainings

- S. Pelham stated that BCHD is putting together a webinar training for health care providers in the EMA to provide insight on the policy clarification notice (PCN 16-02) – Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds. The webinar will be conducted in September.
- S. Pelham stated that he conducted a presentation on the Expenditure and Client Data Summary report at the August 16th planning council meeting.
- S. Pelham stated that feedback from the training had been implemented for the 5-month reprogramming requests.

Carry Over

- S. Pelham stated that BCHD had received HRSA's approval of the EMA's request for carryover.
- C. Smith asked for a breakdown of carryover funds.
- S. Pelham stated that carryover is as follows- \$64,106 to Oral Health/MAI; \$105,000 to part A.; \$25,000 to Oral Health, \$40,000 to Food Bank-Home Delivered Meals, and \$40,000 to Housing Transitional Services.

CQM Updates

- S. Pelham stated that BCHD met with DHMH/Part B to discuss streamlining the standards of care.
- S. Pelham stated that on September 7th; BCHD, TWG, and DHMH/Part B met with the continuum of care committee to discuss forming a workgroup for the continuum of care. HRSA guidelines, site visit findings regarding the Standards of Care, the current process, and the proposed process for updating the Standards of Care were also discussed.
- S. Pelham stated that BCHD participated in the Maryland regional group meeting on August 22nd.
- S. Pelham stated that BCHD has been participating in the Maryland regional group for two years.
- S. Pelham stated that the regional group is composed of Part A, Part B, three Part C providers, and a Part D provider.
- S. Pelham stated that the regional group offers an effective forum for sharing data and enhancing access to care.

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CAREWare Update

- S. Pelham stated that BCHD and Ryan White part A and B had begun the process of creating a centralized CAREWare database for collecting core medical, supportive, and clinical data on clients living with HIV/AIDS in the Baltimore EMA.
- S. Pelham stated that 25 providers have been identified for phase one of the statewide deployment.
- S. Pelham stated that the 3 largest providers have received their CAREWare provider data import and have begun writing their external code to extract data from their electronic health records (EHR) source system.
- S. Pelham stated that test imports began in September.
- S. Pelham stated that phase two for the remaining providers would begin in late September/ early October and the target completion for all providers is late October to early November.
- S. Pelham stated that CAREWare is free scalable software made available to Ryan White grantees by HRSA and is specifically used for managing and monitoring HIV clinical and supportive care.
- S. Pelham stated that the implementation of CAREWare would aid all grantees, stakeholders and providers in continuous quality improvement.

Conferences and Webinars

- S. Pelham stated that HRSA's technical assistance webinar for the Part A application was held on Friday, September 16th.
- S. Pelham stated that the United States conference on AIDS was held on September 15th-18th.

Discussion:

- C. Smith asked for clarity on BCHD being diligent with providers.
- S. Pelham stated that BCHD would like to decrease the amount of unobligated expenses for this year therefore they are being more aggressive with moving funds.

Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report to the council.
- R. Buchanan-Gunthrop stated that the Ryan White Part B 2017 Allocations process included opportunities for input from existing Part B/state special funded providers.
- R. Buchanan-Gunthrop thanked providers and PLWH/As who contributed to identifying needs and service gaps in the state. The process resulted in significant expansion in services for PLWH/As across the state.
- R. Buchanan-Gunthrop stated that in the current fiscal year, Ryan White Part B funds would support PLWH/As with increased access to dental care, psychiatric care, and support to assist with obtaining housing stability.
- R. Buchanan-Gunthrop stated that funding would also be targeted at identifying people who are living in Maryland that are not aware of their positive status and linking and retaining them in care.
- R. Buchanan-Gunthrop stated that final award letters were delayed and the budget for submitting final budgets was extended to September 30th as a result of the extensive and collaborative allocations process.
- R. Buchanan-Gunthrop stated that questions about the budget or conditions of award be directed to recipient's health services administrator.
- R. Buchanan-Gunthrop stated that the Maryland regional group met for the third quarterly meeting of the year on Monday, August 22nd from 12 pm -3pm at the Maryland Department of Health and Mental Hygiene.
- R. Buchanan-Gunthrop stated that the group is comprised of HRSA direct funded Ryan White grantees of the state.

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- R. Buchanan-Gunthrop stated that the National Quality Center (NQC) would delay reported staffing changes until a new quality coach is identified for the Maryland Group.
- R. Buchanan-Gunthrop stated that in the interim, Hollie Malamud would remain as the coach for the Maryland Group.
- R. Buchanan-Gunthrop stated that the next quarterly meeting of the group is scheduled for December 6, 2016 and would be hosted by Johns Hopkins Women's Program.
- R. Buchanan-Gunthrop stated that Ryan White grantees that are part of the group would complete their agency organizational assessment during the week of the meeting.
- R. Buchanan-Gunthrop stated that DHMH would like to thank their partners in the implementation of the quality assurance initiatives and they look forward to continued partnership.
- R. Buchanan-Gunthrop stated that the final scheduled meeting of the state's HIV planning group (HPG) was held on September 8, 2016.
- R. Buchanan-Gunthrop stated that the meeting allowed stakeholder input and review of the most recent draft of the state integrated plan.
- R. Buchanan-Gunthrop stated that the normal HPG schedule would resume in spring of 2018.
- R. Buchanan-Gunthrop stated that applications for membership are still available.
- R. Buchanan-Gunthrop stated that those interested in membership should contact Kyle King-Reynolds for additional information.

Discussion:

- C. Smith asked for an explanation for the delay in the award letters.
- R. Buchanan-Gunthrop stated that Part B leadership did not do a traditional Request for Proposal (RFP) instead leadership went out into the community to identify needs.
- J. Keruly stated that the delay is because Part B leadership did a very collaborative process.
- J. Keruly stated that the delay was worthwhile and allowed for the development of a creative program to enhance services.
- D. Brewer asked if there is a HPG meeting in November because she received an email to that effect.
- R. Buchanan-Gunthrop stated that the planning group would indeed be meeting in November.
- C. Harvey asked for an explanation of the process of Part B site visits.
- R. Buchanan-Gunthrop stated that their site visit process includes quality insurance.
- R. Buchanan-Gunthrop stated that clients are asked various questions about services they have received.

Special Report

P. DiMartino, DHMH

- P. DiMartino presented the special report.
- P. DiMartino stated that he was presenting on behalf of Jeffrey Hitt who was unable to make it.
- P. DiMartino stated that the Prevention and Health Promotion Administration's (PHPA) mission and vision includes addressing the needs of vulnerable populations and improving collaboration.
- P. DiMartino stated that the visions and goals of the plan are from the National HIV/AIDS strategy.
- P. DiMartino stated there would be some new infections despite best efforts.
- P. DiMartino stated that the goal is for new infections to be rare but when they do happen - people will have unfettered access to care, free from stigma.
- P. DiMartino stated that the plan looks at the needs of the population as well as stigma and discrimination.

Discussion:

- C. Smith asked if the state was working with the city's fast track cities 90/90/90 plan.
- P. Chaulk stated that the 90/90/90 plan is probably not realistic for the state.
- P. Chaulk stated that the integrated plan for the state is more realistic.

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- P. DiMartino stated that the integrated plan displays the big picture rather than the individual steps to accomplishing them.
- S. Spriggs asked what the 90/90/90 plan is.
- P. DiMartino stated that the 90/90/90 plan is increasing the percentage of people retained in care, linked to care, and diagnosed to 90%.
- P. DiMartino stated that neither the city nor state are following the 90/90/90 plan.
- P. DiMartino stated that harm reduction is reducing the risk associated with unfavorable activities without forcing clients to stop the activity.
- P. DiMartino stated that the plan looks into making sure people have access to equal care.
- P. DiMartino stated that the plan also focuses on the social determinants of health.
- P. DiMartino stated that the social determinants of health are economic stability, health and health care, social and community context, and education.
- P. DiMartino stated that getting people diagnosed is the first step to viral suppression.
- P. DiMartino stated that PLWH/A in care are not the issue.
- P. DiMartino stated that he would provide the support office with the most recent data for the continuum of care graph.
- P. DiMartino stated that there needs to be outreach, comprehensive sex education, and HIV needs to be decriminalized.
- P. DiMartino stated that the plan talks about routine testing for HIV.
- P. DiMartino stated that using data systems effectively is important to quality of care.
- P. DiMartino stated that the National HIV/AIDS strategy indicators are being used in the plan.
- P. DiMartino stated that the plan looks at epidemiological data, needs assessment data, and a resource inventory.
- P. DiMartino stated that the plan looks at how every dollar is spent in Maryland related to HIV.
- P. Chaulk stated that the integrated plan is a living document and will change over time.

Motion: To accept the letter of assurance.

Made by: J. Keruly

Second: M. Scriber

Action: Passed

Opposed: 0

Abstain: 0

Planning Council Updates

Fiscal Committee:

- L. Bank presented the Fiscal Committee report.
- The committee met on September 12, 2016.
- The committee conducted its 5-month reprogramming exercises and recommended the reprogramming activities to the Executive Committee for approval.

Motion: To recommend that the category of Medical Case Management be reduced by \$22,200

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 8

Motion: To recommend that the category of Medical Case Management – co-morbidity be reduced by \$13,700.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 4

Motion: To recommend that the category of OAHS – Primary Medical Care be reduced by \$35,170.

Made by: L. Bank

Second: C. Harvey

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Action: Passed

Opposed: 0

Abstain: 5

Motion: To recommend that the category of OAHS – EFA be reduced by \$10,100.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 7

Motion: To recommend that the category of OAHS – Viral Load be increased by \$16,093.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Medical Nutritional Therapy be reduced by \$15,079.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Oral Health be increased by \$30,007.

Made by: M. Scriber

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Hospice Services be reduced by \$4,500.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Outreach Services be reduced by \$16,616.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Non-Medical Case Management be reduced by \$11,900.

Made by: L. Bank

Second: D. Rivera

Action: Passed

Opposed: 0

Abstain: 1

Motion: To recommend that the category of Medical Transportation be reduced by \$45,000.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 7

Motion: To recommend that the category of Housing Services – Transitional be increased by \$118,000.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Housing Services – EFA be reduced by \$34,300.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 8

Motion: To recommend that the category of Substance Abuse Residential Care be reduced by \$27,700.

Made by: L. Bank

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 1

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Motion: To recommend that the category of Food Bank – Home Delivered Meals be increased by \$78,165.

Made by: L. Bank **Second:** C. Harvey

Action: Passed

Opposed: 0 **Abstain:** 0

Motion: To recommend that the category of Food Bank – EFA be reduced by \$6,000.

Made by: L. Bank **Second:** C. Harvey

Action: Passed

Opposed: 0 **Abstain:** 3

Continuum of Care Committee:

- D. Rivera presented the Continuum of Care Committee report.
- The committee met on September 7th, 2016.
- The committee reviewed the minutes of the May 2016 meeting.
- Lauren Wagner presented on the standards of care and the changes resulting from the HRSA technical assistance and policy clarification notice 16-02.
- Peter DiMartino and Pam Kurowski spoke about a Part B collaboration. The committee discussed collaborating with Part B to streamline the standards of care and ensure equitable service delivery.
- The committee agreed to creating a workgroup consisting of COCC members, BCHD, Part B, and TWG staff to form an initial draft of the Standards of Care based on the guidelines established by HRSA.

Nominating Committee:

- C. Smith presented the Nominating Committee report.
- The committee met on September 6, 2016.
- The committee’s new members received training on the roles and responsibilities, processes and procedures of the Nominating Committee.
- The committee reviewed the minutes of the August 11, 2016 meeting.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee also reviewed one (1) screened applicant and redistributed one (1) application for screening.
- C. Smith read the bios.

Motion: To recommend that an applicant be moved to the mayor’s office for appointment to the planning council.

Made by: C. Smith **Second:** C. Harvey

Action: Passed

Opposed: 0 **Abstain:** 0

Motion: To recommend that one (1) Continuum of Care Committee member receive a removal letter based on lack of attendance.

Made by: C. Smith **Second:** C. Harvey

Action: Passed

Opposed: 0 **Abstain:** 0

PCSO Report

A. Onyeabo, PCSO

- A. Onyeabo presented the support office report.
- A. Onyeabo stated that the support office has facilitated committee meetings and held weekly meetings with planning council leadership over the past month.
- A. Onyeabo stated that the support office collaborated with the continuum of care committee, the grantee, and Part B to discuss the standards of care.
- A. Onyeabo thanked the continuum of care committee members who volunteered for the standards of care workgroup.

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- A. Onyeabo thanked P. DiMartino and P. Kurowski from DHMH for presenting the Part B perspective on the standards of care.
- A. Onyeabo stated that the support office met with the grantee to discuss the standards of care workgroup, 5-month reprogramming, and the 75/25 waiver.
- A. Onyeabo stated that the support office submitted its first draft of the Part A application on September 16th to the grantee's office.
- A. Onyeabo stated that the support office is working on the logistics of hosting the planning council meeting at an earlier time.
- A. Onyeabo stated that the support office distributed a survey to determine the convenience of a time change.
- A. Onyeabo asked that all planning council members, guests, the grantee, and the larger community participate in the survey to determine a time that is feasible for everyone.
- A. Onyeabo asked the council to contact Jocelyn Stenhouse if they need any technical assistance in completing the survey.
- A. Onyeabo asked that members whose affiliations have recently changed should see any member of the TWG team to update and complete a new conflict of interest and disclosure form.
- A. Onyeabo stated that council members may also download and complete a form on the planning council website and submit it to the support office.
- A. Onyeabo asked that any potential planning council applicants be directed to a nominating committee member or Jocelyn Stenhouse in the support office for assistance.
- A. Onyeabo asked the council to refer to the copy of the planning council leadership eligibility list in their handouts.
- A. Onyeabo stated that nominations for planning council chair, vice chair, nominating committee chair, and members open in October.
- A. Onyeabo stated that the standards of care workgroup would have its first meeting on October 27th from 2:00 pm to 4:00 pm at BCHD.
- A. Onyeabo stated that the support office would contact all workgroup members via email with a meeting reminder.
- A. Onyeabo stated that the support office is please to introduce a new member to the TWG team, Mamta Bhatia.
- A. Onyeabo stated that Mamta would be providing technical support as an analyst for the Fiscal Committee, the Continuum of Care Committee, and the Executive Committee.
- A. Onyeabo stated that she would be going on maternity leave soon and that this meeting was her last planning council meeting until November.
- A. Onyeabo stated that Dr. Calvin Culmer would be the interim director while she is away.
- A. Onyeabo stated Jocelyn Stenhouse and Mamta Bhatia are available to answer any questions the council may have while she is away.

New Business

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- J. Keruly asked for the results of the survey on the planning council time change.
- A. Onyeabo stated that the survey would be closed on either Friday, September 23rd or Monday, September 26th and that the results would be announced at the next planning council meeting.

Motion: To adjourn the meeting	Made by: T. Luft	Second: P. Chaulk
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 8:15 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	

