

Planning Council

Date of meeting: September 19, 2017
Time started: 5:40 p.m.
BCHD Staff: A. Ferrari
 L. Wagner

PCSO Staff: V. Graves
 C. Lacanienta
 J. Stenhouse

Present: K. Arbaugh G. Jones-Childs
 L. Bank J. Keruly*
 D. Brewer H. Lambert
 P. Chaulk* D. Lohan
 M. Cole T. Luft
 P. DeMartino W. Merrick
 J. Fleming V.M. Millhouse
 C. Foxx E. Nicholson
 J. Furtado O. Njuhigu*
 J.P. Gomez C. Smith
 C. Harvey B. Ward
 J. Wright-Kimble

** Participated
 via
 teleconference*

Absent: R. Buchanan- A. Patterson
 Gunthrop M. Poku
 J. Loken M. Scriber
 T. Luft M. Thomas
 D. Kelly

Visitors: K. King-Reynold S. Zisow-McClean

Handouts:

- Planning Council Packet (OPCE, September 2017).
- Planning Council Packet (September 2017)
- Bios (September 2017)
- FY17 June YTD Expenditure Summary (BCHD, 2017)
- CPC Workplan (2017)
- PC Eligibility List (2017)

Introductions

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- The meeting convened with quorum at 5:40 p.m. and introductions were made.
- D. Brewer asked for a moment of reflection.

Approval of Minutes

Committee

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

Motion: To accept the August meeting minutes as written.

Made by: B. Ward

Second: M. Cole

Action: Passed

Opposed: 0

Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.

Planning Council

- D. Brewer welcomed everyone to the September planning council meeting.
- D. Brewer welcomed the newly appointed members of the planning council.
- D. Brewer thanked the new members for their patience during the transition from Mayor Stephanie Rawlings-Blake to Mayor Catherine Pugh.
- D. Brewer stated that PC Leadership and the grantee joined the monthly monitoring call with HRSA on September 7th.
- D. Brewer stated that the project officer announced that the Part A application had been released.
- D. Brewer stated that leadership and the planning council support office were working to complete the council's version of the application.
- D. Brewer stated that the HRSA project officer indicated that the Baltimore EMA could request up to a 5% increase for FY18.
- D. Brewer stated that the HRSA webinar for the application occurred on September 12. D. Brewer stated that Steve Young announced that 22 EMA's have submitted requests for the 75/25 waiver.
- D. Brewer stated that consumer members of the committee's and the council in need of transportation assistance are encouraged to contact the support office.
- D. Brewer stated that consumers are asked to request transportation at least 48 hours prior to the meeting.
- D. Brewer stated that the council is responsible for evaluating how rapidly funds are allocated and made available for care.
- D. Brewer stated that according to HRSA's planning council primer the following are involved in this process:
 - Funds are contracted and quickly
 - Funds are contracted through an open process
 - That providers are being paid in a timely manner
 - Funds are used to pay only for the services that were identified as priorities by the council
 - The amounts contracted to each service category are the same as the council's allocation
- C. Smith stated that the results of the assessment of the administrative mechanism must be included in the planning council's application to the EMA.
- C. Smith stated that John Hopkins University has SORT graduate interns who helped review and edit the assessment.
- C. Smith stated that the Executive committee would be asked to review for feedback within the next week.
- C. Smith requested that the council contact him or V. Graves if they had any questions on the assessment.

Ryan White Part A Update

A. Ferrari / Lauren Wagner, BCHD

- A. Ferrari presented the Part A report.

HRSA Updates:

- A. Ferrari stated that the monthly HRSA call was conducted on Thursday, September 7th. The BCHD staff, the planning council support office, Associated Black Charities, and Planning Council Leadership all attended the call.
- A. Ferrari stated that Lt. Commander Worrell discussed the following:
 - The slight decrease the Baltimore EMA received this year as a result of a decrease award due to the number of Ryan White cases decreasing.
 - Potential change in how the CDC would count cases in the future.
 - Ensuring the cost reasonableness with the upcoming FY17 Administrative budget submission for the Baltimore EMA.
 - Feedback received for our Integrated plan submission (a joint conference call will be held with

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part A and B's project officers to review.)

- A. Ferrari stated that the next HRSA monthly call is scheduled for Thursday, October 5th.

Program Updates:

- A. Ferrari stated that providers had submitted revised FY17 budgets and work plans for review.
- A. Ferrari stated that the FY16 carryover request had been approved by HRSA.
- A. Ferrari stated that in the beginning of this fiscal year, \$210,000 had been shifted to direct services from the FY17 CQM budget.
- A. Ferrari stated that the council would be shifting \$90,000 from the FY17 CQM budget to direct services.
- A. Ferrari stated that to address the unmet consumer needs and to minimize unobligated balance, BCHD submitted the following reprogramming recommendations to the council:
 - Decrease Part A Medical Case Management by -\$28,332
 - Increase Part A Mental Health Services by +\$25,506
 - Increase Part A Oral Health by +\$6,593
 - Decrease Part A Health Insurance by -\$4,500
 - Increase Part A Substance Abuse Treatment Outpatient by +\$25,000
 - Decrease Part A Medical Nutritional Therapy by -\$8,245
 - Increase Part A Housing Services by +\$70,000
 - Increase Part A Medical Transportation by +\$14,613
 - Increase Part A Substance Abuse Treatment Residential by +\$10,000
 - Decrease Part A Outreach Services by -\$28,607
 - Increase Part A Food Bank Home Delivered by +\$21,203
 - Decrease Part A Non-Medical Case Management by -\$13,231
- A. Ferrari stated that five site visits are scheduled for the month of September.
- A. Ferrari stated that eight site visits had been completed in FY17.

CQM Updates:

- A. Ferrari stated that there would be a meeting for the Universal Standards on September 27th from 2:00 pm to 4:00 pm at BCHD.
- A. Ferrari stated that all standards of care workgroup members are encouraged to attend.

CAREWare Database Updates:

- A. Ferrari stated that FY16 data for all Part A sub-recipients had been entered into the CAREWare database.
- A. Ferrari stated that for FY17 only 60% of Part A sub-recipients are submitting data regularly.
- A. Ferrari stated that biweekly CAREWare calls are held with the hosting vendor for Maryland CAREWare server to improve the CW user experience.

Discussion

- C. Harvey asked for the number amount of the carryover request that was accepted.
- A. Ferrari stated that she believed it were around \$82,000.
- L. Wagner stated that she received an email from the Office of HIV and Infectious Disease Policy and they would be holding a webinar on Monday, September 25th about reducing homelessness among people living with HIV.
- L. Wagner stated that she would forward the email to the planning council support office for distribution.

Part B Update

P. DeMartino, MDH

- P. DeMartino stated that there was a joint letter from HRSA and HUD encouraging better collaboration between among the public health field.
- P. DeMartino stated that part A and B, HUD, and HOPWA had been working toward this collaboration.

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- C. Smith stated that the city had a bad review from HUD during the former mayor's administration.
- P. DeMartino stated that the city and state both had a negative review on the HOPWA program.
- P. DeMartino stated that the biggest problem with HOPWA is that people did not live long when they originally were getting housing.
- P. DeMartino stated that there needs to be a conversation with the community to figure out what to do.
- P. DeMartino stated that homelessness is a risk factor for HIV.
- M. Cole asked if there could be a representative from HOPWA invited to provide an update on housing prior to priority setting.
- D. Brewer asked if HOPWA recipients had been moved to section 8 housing in the past.
- P. DeMartino stated that he could not speak to the history of HOPWA.
- P. DeMartino stated that there was a PLWH/A meeting where a housing meeting was discussed.
- P. DeMartino asked for a planning council member to work with Part B, Part A and other housing providers to get community input in the housing situation.
- C. Smith nominated M. Cole to represent the planning council in a housing discussion.
- C. Harvey also volunteered to join the discussion.
- P. DeMartino presented the Part B report.
- P. DeMartino stated that the Statewide HPG meeting occurred during this month.
- P. DeMartino stated that C. Flynn presented his surveillance numbers at the meeting.
- P. DeMartino stated that C. Flynn presented his data to the HPG meeting.
- P. DeMartino stated that Part B had a meeting with HRSA's resource innovation team to discuss how best to spend federal dollars.
- P. DeMartino stated that the meeting is normally held for two days.
- P. DeMartino stated that states that gave back money three years ago had meeting with HRSA in 2017.
- P. DeMartino stated that HRSA only met the state for five hours and felt that the state was doing well.
- P. DeMartino stated that the state would have program improvements including expanded oral health capacity, PrEP navigation, Syringe Services Programs, and several data-to-care projects including behavioral health, HIV/HCV coinfection, housing, and treatment adherence.
- P. DeMartino stated that they would try to work with pharmacies to identify consumers who do not pick up their medications in 30 days.
- P. DeMartino stated that the state is looking at their capacity to expand mental health services.
- P. DeMartino presented the CDC grant chart.
- P. DeMartino stated that the chart displays what the grant will pay for.
- P. DeMartino stated that they matched what the CDC would pay for to the Integrated plan.
- P. DeMartino stated that the CDC grant pays for surveillance.
- P. DeMartino stated that the four parts of the continuum of care are monitored for surveillance data other than the general population.
- P. DeMartino stated that the state is trying new things around open enrollment.
- P. DeMartino stated that the state would like to make sure that people living with HIV and some of their other priority populations are accessing health insurance by developing more navigation systems for them.
- P. DeMartino stated that on October 4th and 5th there would be a MADAP 101 and Entitlements Training.
- P. DeMartino stated that the event is for case managers but anyone who is interested can attend.
- P. DeMartino stated that that state is working on electronic submission for MADAP.

Discussion

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- C. Smith asked if there would a presentation from the state on HIV decriminalization.
- P. DeMartino stated that the state health department is bound by the current legislation as it is enacted by the legislature.
- P. DeMartino stated that the state can help explain the law but as a state employee, the laws of the state of Maryland bind them.
- P. DeMartino stated that the state would not be giving presentations on decriminalization.
- P. DeMartino stated that an organization called SERO works around HIV decriminalization.
- C. Smith stated that BTAN is another organization trying to have a conversation on HIV decriminalization.

Motion: To recommend that a planning council member work with Part B, Part A, the Mayor’s Office of Human Services- Homeless Services program to discuss the best way to get community input and get information from the current housing programs to the community.

Made by: P. DeMartino

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

Planning Council Updates

Comprehensive Planning Committee:

- J.P. Gomez presented the Comprehensive Planning Committee report.
- The committee met on September 7th, 2017.
- The committee reviewed and approved the minutes of the August meeting.
- The committee began working on the evaluation tool for the Integrated plan.
- The committee revised their Workplan.

Motion: To accept the revised CPC Workplan.

Made by: C. Smith

Second: M. Cole

Action: Passed

Opposed: 0

Abstain: 0

Nominating Committee:

- M. Cole presented the Nominating Committee report.
- The committee met on September 5, 2017.
- The committee reviewed the minutes of the August 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 two (2) screened applicants and distributed one (1) application for screening.
- The committee reviewed the PC eligibility roster.

Motion: To recommend that C. Nwogwugwu be moved to the pool list.

Made by: M. Cole

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that one committee member receive a two-month warning letter from the Comprehensive Planning Committee based on attendance.

Made by: M. Cole

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

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PLWH/A Committee:

- E. Nicholson presented the PLWH/A Committee report.
- The committee met on August 22, 2017.
- The committee reviewed the minutes of the March meeting.
- The committee reviewed planning council support office process.
- The committee reviewed key points from PSRA.
- The committee discussed emergent needs of the community.

Fiscal Committee:

- L. Bank presented the Fiscal Committee report.
- The committee met on September 12, 2017 without quorum.
- The committee reviewed the minutes of the June meeting.
- The committee conducted its five-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 \$28,332. Made by: L. Bank Second: C. Harvey

Discussion:
 • A. Ferrari stated that there was a delay in hiring for this category.

Action: Passed Opposed: 0 Abstain: 9

Motion: To recommend that the category of Mental Health Services be increased by \$25,506. Made by: L. Bank Second: C. Foxx

Discussion:
 • A. Ferrari stated that supplemental funding was requested to increase the capacity of services.
 • V.M. Millhouse stated that he was not clear on the exercise and would abstain.

Action: Passed Opposed: 0 Abstain: 8

Motion: To recommend that the category of Substance Abuse Treatment Outpatient be increased by \$25,000. Made by: L. Bank Second: C. Harvey

Discussion:
 • A. Ferrari stated that supplemental funding was requested.

Action: Passed Opposed: 0 Abstain: 5

Motion: To recommend that the category of Medical Nutritional Therapy be reduced by \$8,245. Made by: L. Bank Second: C. Harvey

Discussion:
 • A. Ferrari stated that additional funding was needed to accommodate transportation requests.

Action: Passed Opposed: 0 Abstain: 2

Motion: To recommend that the category of Oral Health be increased by \$6,593. Made by: K. Arbaugh Second: C. Foxx

Discussion:
 • A. Ferrari stated that additional funding was requested to

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increase staffing.

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Health Insurance Co-Payments be reduced by \$4,500.

Made by: L. Bank

Second: C. Harvey

Discussion:

- A. Ferrari stated that the reduction stems from delayed hiring.

Action: Passed

Opposed: 0

Abstain: 9

Motion: To recommend that the category of Outreach services be reduced by \$28,607.

Made by: L. Bank

Second: C. Harvey

Discussion:

- A. Ferrari stated that the reduction stems from delayed hiring.

Action: Passed

Opposed: 0

Abstain: 5

Motion: To recommend that the category of Non-Medical Case Management be reduced by \$13,231.

Made by: L. Bank

Second: C. Harvey

Discussion:

- A. Ferrari stated that the reduction stems from delayed hiring.

Action: Passed

Opposed: 0

Abstain: 4

Motion: To recommend that the category of Medical Transportation be increased by \$14,613.

Made by: L. Bank

Second: C. Foxx

Discussion:

- A. Ferrari stated that funding was requested to increase services.
- D. Brewer stated that S. Pelham was asked at the fiscal committee if the increase in transportation needs is related to the change in the MTA system.
- D. Brewer stated that she would wait for S. Pelham to have adequate time to request that information.

Action: Passed

Opposed: 0

Abstain: 9

Motion: To recommend that the category of Housing Services be increased by \$70,000.

Made by: L. Bank

Second: C. Foxx

Discussion:

- A. Ferrari stated that funding was requested to meet the needs.

Action: Passed

Opposed: 0

Abstain: 2

Motion: To recommend that the category of Substance Abuse Residential Care be increased by \$10,000.

Made by: L. Bank

Second: C. Harvey

Discussion:

- A. Ferrari stated that funding was requested to increase

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services.

Action: Passed

Opposed: 0

Abstain: 2

Motion: To recommend that the category of Food Bank-Home Delivered by increased by \$21,203.

Made by: L. Bank

Second: C. Harvey

Discussion:

- A. Ferrari stated that funding was requested to address the wait list.

Action: Passed

Opposed: 0

Abstain: 4

PCSO Report

J. Stenhouse, PCSO

- C. Lacanienta presented the report.
- C. Lacanienta stated that J. Stenhouse is the Policy Analyst for the Comprehensive Planning Committee, the Fiscal Committee, the Nominating Committee and the Planning Council.
- C. Lacanienta stated that the V. Graves is the Policy Analyst for the Continuum of Care Committee, the PLWH/A Committee, and the Executive Committee.
- C. Lacanienta stated that the support office is interested in beta testing text message reminders.
- C. Lacanienta asked that planning council members touch base with the analyst if they are interested.
- C. Lacanienta stated that the support office had attended several meeting on behalf of the planning council during the month of September.
- C. Lacanienta stated that the support office is happy to see the new members sitting at the table.
- C. Lacanienta stated that the support office would touch base with new members on their orientation.
- C. Lacanienta welcomed Tiara Montgomery, a graduate intern from the University of Baltimore.
- C. Lacanienta stated that the Tiara would be working on the resource inventory on the council website and the scorecards until December 2017.

New Business

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- C. Smith stated that Baltimore Black Pride is celebrating its 15th anniversary from October 3rd to the 9th.
- O. Njuhigu stated that his birthday is October 1st and that he would like to invite everyone to his events.
- K. King-Reynold stated that C. Smith was elected the new State HPG Co-Chair.

Motion: To adjourn the meeting	Made by: M. Cole	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:48 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	