

Planning Council

Date of meeting: February 16, 2016
Time started: 6:30 p.m.
BCHD Staff: A. Ferrari
 S. Pelham
IGS Staff: D. Gorham
 D. Munro
 A. Onyeabo
 J. Stenhouse
 C. Sutherland

Present: K. Arbaugh* J. Keruly
 L. Bank H. Lambert
 D. Brewer E. Nicholson
 A. Brown* K. Rogers
 R. Buchanan- M. Scriber
 Gunthrop
 A. Fowlkes J. Simmons
 J. Gomez C. Smith
 K. Gray S. Spriggs
 G. Jones-Childs B. Ward*
 D. Kelly, Jr.
Absent: L. Abrams V. Lathan
 J. Bagley T. Luft
 P. Chaulk D. Rivera

 J. Fleming E. Watson, Jr.
Visitors: S. Bosley S. Rives
 L. Ford D. Taylor
 C. Harvey S. Zisow-McClean
 *Participated via teleconference

Handouts:

- Planning Council Packet (IGS & PC, February 2016).
- Ryan White Part A/ MAI FY15 November Expenditure Summary (BCHD, 2016)
- Special Report: Transition of the Support Office presentation (TWG, 2016)
- TWG/IGS Transition Plan-Public Document (TWG, 2016)
- Fiscal Committee 2016 Workplan (IGS & PC)
- Comprehensive Planning Committee Work plan (IGS & PC)

Introductions

Planning Council

- The meeting convened with quorum at 6:32 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Review of Minutes

Planning Council

- D. Brewer asked the Planning Council to review the minutes of the January meeting.

Motion: To accept the January meeting minutes as written.	Made by: K. Gray	Second: M. Scriber
Action: Passed	Opposed: 0	Abstained: 2

Planning Council

Chair Report

D. Brewer, Chair

- D. Brewer presented the chair report to the council.
- D. Brewer welcomed members and guests to the February Planning Council meeting.
- D. Brewer stated that the grantee's office recently reviewed one proposal in response to the support office Request For Proposal (RFP).
- D. Brewer stated that D. Taylor and D. Munro would present to the council on the transition plan from InterGroup Synergy to the Taylor-Wilks Group.
- D. Brewer stated that planning council leadership recently met with the grantee, the support office staff, and a fiscal committee member to complete the 75-25 waiver application for submission. The waiver was completed and submitted.
- D. Brewer stated that planning council leadership attended planning group meetings including the state HIV planning group meeting to inform the state integrated plan on February 2 and the Baltimore City HIV Planning Group meeting on February 11.
- D. Brewer stated that the fiscal committee held committee elections on February 8. D. Brewer congratulated L. Bank and P. Gouldman on winning the election.
- D. Brewer stated that any committee that is yet to hold elections will hold them at the next scheduled committee meeting.
- D. Brewer reminded planning council members that per the bylaws each member is required to declare a primary committee and to contact the support office if they have yet to declare a primary committee.

Ryan White Part A Update

A. Ferrari, BCHD

- A. Ferrari presented the Part A report to the council.
- A. Ferrari stated that the monthly HRSA conference call was held on February 4, 2016.
- A. Ferrari stated that BCHD received the partial FY16 Part A & MAI awards. The EMA received \$8,145, 245 for Part A and \$1,331,400 for MAI.
- A. Ferrari stated that the award is approximately 80% of the Part A formula ONLY and MAI awards.
- A. Ferrari stated that eight FY15 fiscal only site visits were completed in January 2016 and six FY15 fiscal only site visits were scheduled for February 2016.
- A. Ferrari stated that all FY15 desk audits have been completed with thirteen done in December 2015 and seven done in January 2016.
- A. Ferrari stated that BCHD would be receiving technical assistance from HRSA regarding FY16 site visits from March 21, 2016 through March 24, 2016.
- A. Ferrari stated that the MD Regional group met Friday, February 5th to continue sharing viral load suppression data for the state.
- A. Ferrari stated that the QM committee met on Monday, February 8. The committee decided to hold quarterly meetings in order to give sufficient time to gather and review data. The committee asked that members serve a two-year term.
- A. Ferrari stated that C. Skipper's last day with BCHD as Deputy Director of Quality Management was February 12.
- A. Ferrari stated that the next provider meeting was scheduled for March 18, 2016 and a time slot was created for planning council leadership to address the providers as needed.
- A. Ferrari stated that BCHD worked with providers to spend down FY15 funding. Inquiries went out to providers to potentially address funding needs as relates to CAREWare implementation.
- A. Ferrari stated that October monthly payments went out to Ryan White providers on Monday, February 1. November payments were scheduled for receipt on Friday, February 12. December reimbursement were scheduled to be available to providers by the end of February.

Planning Council

- A. Ferrari stated that BCHD is working with Associated Black Charities to get partial FY16 awards out to providers and all contracts signed before March 1, 2016.
- A. Ferrari stated that award letters were submitted to the Planning Council Support Office and Fiscal Agent for FY16.
- A. Ferrari stated that a meeting with the new Planning Council Support Office management was scheduled for February 8 to discussion the transition.
- A. Ferrari stated that due to inclement weather, FY16 continuation applications were due to the Baltimore City Health Department by February 5, 2016.
- A. Ferrari stated that the 75/25 Core Medical Waiver application is awaiting a decision from HRSA.
- C. Smith asked A. Ferrari what FY15 desk audits are.
- A. Ferrari explained that desk audits are comprehensive visits for anyone receiving funding.
- D. Brewer asked if the dates for receiving payments changed.
- A. Ferrari stated that the report has been updated to reflect that November payments were distributed on February 16.
- S. Pelham stated that there was no recommendation for moving funds, and the grantee was attempting to spend down as much of the \$130,000 in funding as possible.

Part B Report

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report to the council.
- R. Buchanan-Gunthrop stated that the Statewide HIV Strategic Planning Meeting was held at Martin's West on February 2 and was a success with a total of 101 attendees of both providers and consumers from all five regions of the state.
- R. Buchanan-Gunthrop stated that the meeting design allowed for comprehensive discussions about national HIV/AIDS strategy, state priorities, and activities to reach goals related to substance abuse, mental health, poverty, incarceration, and other health disparities.
- R. Buchanan-Gunthrop stated that J. Hitt and Baltimore City Health Department partners attended and participated in break out sessions as group facilitators and moderators.
- R. Buchanan-Gunthrop stated that the administration participated in the Quarterly Meeting of the Regional Quality Initiative.
- R. Buchanan-Gunthrop stated that each grantee is scheduled to contact sub-recipients receiving funding for Ambulatory Care and collect the most recent RSR report. The data from the report will allow the group to analyze how the state is performing in regards to viral load suppression. The next meeting was tentatively scheduled for May 2016.
- R. Buchanan-Gunthrop stated that HRSA, HAB, and DSHAP held a Virtual Administrative Reverse Site Visit Meeting February 1 through February 12.
- R. Buchanan-Gunthrop stated that the 2016 National Ryan White Conference on HIV Care and Treatment is scheduled for August 23rd-26th, 2016 at the Marriott Marquis Hotel in Washington, D.C..
- R. Buchanan-Gunthrop stated that the next WICY meeting is scheduled for Friday, March 4, 2016.
- R. Buchanan-Gunthrop stated that the MAI Roundtable Meeting will be held on Friday, April 15, 2016 with more details forthcoming.

Special Report

D. Taylor, TWG & Doug Munro, IGS

- D. Munro and D. Taylor presented the special report to the council.
- D. Munro stated that IGS & PC worked closely with the Taylor-Wilks Group to submit the request for proposal.
- D. Munro stated that IGS & PC decided not to bid on the contract after managing it for fourteen years.
- D. Munro described a brief history of the planning council support office contract, which originally began at the

Planning Council

- University of Maryland School of Nursing and has now found a home with the Taylor-Wilks Group.
- D. Munro stated that little is anticipated to change with the transition to the Taylor-Wilks Group.
 - D. Munro stated that the Taylor-Wilks Group was scheduled to assume the PCSO contract on March 1.
 - D. Munro stated that contract was due to the board of estimates on February 24.
 - D. Munro introduced D. Taylor to further explain the TWG/IGS transition plan.
 - D. Taylor stated that he is no stranger to the Baltimore EMA and has worked with Ryan White programs for over 20 years.
 - D. Taylor stated that he was honored when D. Munro and C. Lacanienta asked to transition the planning council support office contract to the Taylor-Wilks Group.
 - D. Taylor stated that the commitment to community planning, staff, meeting space, and process of conducting meetings would remain the same, as well as food vendor and transportation contracts.
 - D. Taylor stated that C. Lacanienta and D. Munro would remain with the planning council support office as 10-99 contractors.
 - D. Taylor stated that a strategic planning meeting was scheduled for March 9.
 - D. Taylor stated that he intended to send planning council members many surveys and various trainings covering topics such as social media, social marketing, and how HIV fits in to the healthcare system as a whole.
 - D. Taylor stated that the planning council should begin creating long-term strategies.
 - D. Taylor stated that the planning council should be going green and using SharePoint software to share handouts.
 - D. Taylor provided the planning council with his contact information.

Planning Council Updates

Planning Council

- Comprehensive Planning Committee**
- D. Kelly presented the Comprehensive Planning Committee report.
 - The committee met on February 4, 2016.
 - The committee approved the minutes of the January meeting.
 - The committee approved their workplan.
 - The committee received training on their roles and responsibilities.
 - The committee reviewed and made edits to the recommended state plan strategies.
 - The committee reviewed the list of panelists from last year's data presentations for priority setting.

Motion: To approve the 2016 Comprehensive Planning Committee workplan.	Made by: D. Kelly	Second: J. Simmons
Action: Passed	Opposed: 0	Abstained: 0

- Fiscal Committee**
- L. Bank presented the Fiscal Committee report.
 - The committee met on February 8, 2016.
 - The committee approved the minutes of the November meeting and approved their workplan.
 - The committee selected Larry Bank and PJ Gouldman as its co-chairs.
 - The committee received training on their roles and responsibilities.
 - The committee reviewed carryover requests, the UOB, and the November ESD report.

Motion: To approve the 2016 Fiscal Committee work plan.	Made by: L. Bank	Second: K. Gray
Action: Passed	Opposed: 0	Abstained: 0

Planning Council

<p>Nominating Committee</p> <ul style="list-style-type: none"> ▪ J. Simmons presented the Nominating Committee report. ▪ The committee met on February 2, 2016. ▪ The committee reviewed the minutes of the January meeting. ▪ The committee reviewed the existing vacancies on the council and the membership tables. ▪ The committee reviewed the pool list and updated for the buddy system.

Motion: To recommend that one applicant be moved to the mayor's office for appointment to the planning council.	Made by: J. Simmons	Second: C. Smith
---	---------------------	------------------

Action: Passed	Opposed: 0	Abstained: 0
----------------	------------	--------------

Motion: To recommend that two planning council members receive a two-month warning letter based on attendance.	Made by: J. Simmons	Second: C. Smith
--	---------------------	------------------

Action: Passed	Opposed: 0	Abstained: 0
----------------	------------	--------------

Motion: To recommend that two planning council members receive a three-month warning letter based on attendance.	Made by: J. Simmons	Second: K. Gray
--	---------------------	-----------------

Action: Passed	Opposed: 0	Abstained: 0
----------------	------------	--------------

<p>PCSO Report</p> <ul style="list-style-type: none"> ▪ A. Onyeabo presented the Planning Council Support Office Report. ▪ A. Onyeabo stated that over the past month, the support office has facilitated three meetings, weekly calls with planning council leadership, served on the 75/25 waiver workgroup, and attended both the state and city HIV planning group meetings. ▪ A. Onyeabo stated that the Comprehensive Planning and Fiscal Committees received individual trainings regarding roles and responsibilities of the committee, the code of conduct, and HRSA legislation pertinent to the committee. ▪ A. Onyeabo stated that the remaining committees were scheduled to receive training during their next committee meeting. ▪ A. Onyeabo stated that members of the Fiscal Committee worked to develop carryover recommendations for FY15 unobligated funds. ▪ A. Onyeabo stated that the Fiscal Committee received training on allowable carryover activities. ▪ A. Onyeabo stated that Fiscal Committee and PCSO worked with the grantee's office to ensure recommendations were prepared for planning council approval and submission to HRSA. ▪ A. Onyeabo stated that PCSO worked with the PLWH/A Committee to reschedule the community discussion originally scheduled during the blizzard. ▪ A. Onyeabo stated that the fourth community discussion entitled Meeting the Needs of People Living with HIV was scheduled for February 23, 2016 from 4:30 pm to 8:30 pm at the Johns Hopkins Bloomberg School of Public Health.

New Business

<ul style="list-style-type: none"> ▪ A. Fowlkes announced that she was hosting a fundraiser for National HIV/AIDS awareness day and an

Planning Council

- international conference in South Africa and asked planning council members to donate if possible.
- C. Smith announced that AIDS Watch will be held from February 29 through March 1 and that planning council members could receive more information once they register.
 - C. Smith announced that the AIDS Walk and Run is scheduled to be held on May 1, 2016 at the Maryland Zoo.
 - C. Smith announced that a LGBT housing lunch and learn is scheduled for March 10, 2016 from 12:00-1:30 p.m. at Chase Brexton Health Services.
 - K. Rogers announced that the HIV/AIDS faith leadership workshop is scheduled for February 20, 2016 from 8:15 a.m. to 3:30 p.m. at the Mount Lebanon Baptist Church in Baltimore, MD.
 - D. Taylor encouraged all planning council members to join a Consumer Advisory Board, especially if they receive care at a federally qualified health center.
 - J. Gomez stated that a Latino LGBT support group is scheduled to meet every third Friday on Eastern Avenue. J. Gomez asked planning council members to speak to him if they would like more information.

Motion: To adjourn the meeting	Made by: J. Simmons	Second: K. Gray
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:29 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	