

**Planning Council Meeting**  
**Minutes for the Meeting of March 16, 2004**

Vol. I, No. 1

Final • April 29, 2004

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**Meeting Attendance**

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<b>Present</b> <sup>1</sup>	D. Rock	L. Franklin
	S. Ashley	W. Belle
	D. Brewer	L. Chapman
	T. Chunn	L. Credit
	G. Daniels	S. Dashiell
	I. Davis	B. Flint
	B. Grant	T. Gray
	B. Greene	L. House
	N. Guest	J. Keller
	S. Jones	D. Maynor
	W. Merrick	J. Morris
	M. Obiefune	A. Price
	W. Samuel	R. Shattuck
	K. Smolen	C. Thomas
P. Vigilance	D. Waller	
S. Smith		
<b>Absent</b>	L. Green	M. Holloway
	W. Jones	D. Lane
	B. Ross	B. Tucker
	G. Upton	
<b>Proxies</b>	J. Powell	M. Reese
<b>ABC</b>	C. Edmonds	M. Patterson
	W. Pigatt-Canty	A. Poole-Davis
	S.B. Wee	D. Scruggs
	C. Hackerman	J. Truesdale
<b>BCHD</b>	R. Matens	S. Marc
	S. Kazi	E. Nwankwo
<b>Visitors</b>	P. J. Gouldmann	J. Keruly
	L. Hogue	J. Gresham
	S. Kopins	K. Bellesky
	J. Hunter	R. Green
	T. Conway	
<b>Staff</b>	K. Hale	C. Rhodes

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<sup>1</sup> Attendance is based on sign-in sheet

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<b>Staff</b>	N. Curtis C. Lacanienta	D. Gorham C. Jones
<b>Handouts</b>	Support Services Committee March minutes Substance Abuse Task Group March minutes Biographical Sketch for a nomination to the PC	

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## Introduction

D. Rock convened the meeting at 6:30 p.m. with roll call and introductions. At the time of meeting quorum was met.

## Review of February Minutes

The council reviewed the minutes and put forth a motion.

<b>Motion</b>	To accept the February minutes as written
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no abstentions or objections

## Chair's Report

- The Baltimore EMA received a decrease in the Ryan White Title I grant award for fiscal Year 2004 which began March 1, 2004.
- ABC, BCHD and PC support office all received an 8.15% reduction in their portion of the grant award along with some service categories.
- PC members were asked to help with the incurred costs by doing such things like bringing their mailing packets to meetings.
- PC members and guest were asked to help with the promotion of the needs assessment consumer survey. Contact information was given to those providers who had not been contacted to schedule an appointment for their clients. The contact person is Rebecca Abernathy of IGS, 410-662-7253.
- Consumers were asked to spread the word by word-of mouth, distributing fliers and taking the survey themselves. If people had questions, they could contact Rebecca or Iris Davis at 410-662-7253.
- D. Rock's final thought: Our future funding is directly affected by the survey's success. We can make a difference.

### **Addendum to the Chair's Report**

L. Franklin stated that PC members were given a Priority Setting FY 2004 Training form. The PC members were asked to fill out the priority setting training form indicating which available date would be convenient for them to attend. L. Franklin stated that training this year is mandatory for all PC members.

### **Administrative Agency Report**

C. Hackerman reported for the AA of Associated Black Charities.

- The AA has finalized all decisions relative to FY2004 Ryan White Title I providers. 209 contracts of which 165 are EMA and 44 are STSC, will be executed.
- The first quarter provider meeting for FY2004 will be held on March 19, 2004 at the Rowing Club from 9:30 a.m. to 12 noon.
- AA is submitting its final CADR information to BCHD and HRSA by March 15, 2004.
- AA is requesting re-allocation of \$37, 526 from the service category of Hospice to Primary Medical Care.

D. Rock asked if the letters to providers have gone out. The answer was "yes" the letters went out yesterday.

### **Baltimore City Health Department**

- The Baltimore EMA received a grant award of \$19, 710, 879 for Title I and MAI for FY2004. This is considered a reduction of 8.15% in funding from FY2003.
- The Title I office website is up and running. Website address is [www.baltimorecity.gov/government/health/ryanwhite/index.html](http://www.baltimorecity.gov/government/health/ryanwhite/index.html)
- The Baltimore City Commission on HIV/AIDS meets on March 25, 2004 at IHV. S. Ashley asked what did the acronym IHV mean. R. Matens stated that it meant the Institute for Human Viology.
- BCHD has accepted two contractor's proposals to conduct programmatic reviews of the PC support office and the AA for FY004, in April.
- BCHD continues to work with the State AIDS Administration to conduct a joint client satisfaction survey. To date, 1,411 respondents have participated in the survey.
- QIP has distributed the individual vendor reports for Treatment Adherence and Client Advocacy categories.
- The Positive Self Management Training has been re-scheduled for the week of April 19th.
- Title III Capacity Development grant application was submitted to HRSA on 3-5-2004
- CDC application for a Public Health Prevention Services Officer has been moved to the next stage. Final application is due in two weeks.
- US conference of Mayor's HIV Prevention application is due in May 2004

### **Discussion on Grant Award**

I. Davis asked if the reduction stem from a political motivated standpoint. R. Matens explained that the proposals were sent to the IRB (independent review board), which was first time proposals had ever been sent to an outside source. J. Morris asked has New York ever received decrease in funding. Yes, New York received a 7 million dollar decrease last year.

### **Title II Report**

A. Price reported for the Title II State AIDS Administration.

- The AIDS Administration does not expect notification of the Title II award from HRSA until April 1, 2004.
- CARE Act Data Reports have been approved and sent to HRSA.

### **Title III Report**

No report due.

### **Title IV Report**

- The Title IV Network meeting will be held on Friday, March 12 from 12 noon to 2 p.m. at the State AIDS Administration.
- The Title IV grant application will be sent to HRSA on March 15, 2004.
- The Title IV Youth Initiative grant application is in process. The application is due to HRSA on April 1, 2004.
- The Title IV Youth Initiative is planning a Youth and HIV Services conference on June 25, 2004 at the Sheppard Pratt Conference Center in Towson, MD. For more information, contact Bryna Grant at 410-767-5992.

### **Committee Reports**

**By-Laws:** J. Keller reported for the committee. The committee put forth a motion.

<b>Motion</b>	Request the approval of the planning council on the revisions to the By-laws that addresses the responsibilities of the comprehensive planning committee and the needs assessment committee. Also to add the approved grievance policy as an appendix to the by-laws.
<b>Proposed by</b>	J. Keller
<b>Seconded by</b>	C. Thomas, Jr.
<b>Action</b>	Motion passed with no abstentions or objections

**Needs Assessment:** I. Davis reported for the committee.

- The survey was sent to the IRB, no word has come back yet. The pilot testing of the survey will be done this week.
- An invitation was extended to the consumers who are PC members to participate in the consumer survey.

G. Daniels asked how are you finding people to participate in the survey. I. Davis encouraged PC members to promote the survey by word of mouth to people they know who are infected or affected by HIV/AIDS.

J. Keller asked should the providers know of someone that is HIV positive whom do we contact. Contact Rebecca Abernathy of IGS at 410-662-7253 or I. Davis through the planning council support office. D. Rock commented that the needs assessment committee gave a provider luncheon last week in which all questions about the survey, distribution of the survey and location sites were discussed.

- Fliers will be distributed at a health fair/gospel concert being sponsored by the Church of the Redeemer Lord on March 20, 2004.

**Nominating Committee:** R. Shattuck reported for the committee. A motion was put forth to the council.

<b>Motion</b>	To accept the nomination of a new member to the planning council
<b>Proposed by</b>	R. Shattuck
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no abstentions or objections

**PLWHA Committee:** D. Brewer reported for the committee. There were no action items. The committee had elections and C. Thomas, Jr. was re-elected as chair of the committee, D. Brewer was elected as the new co-chair. T. Gray and J. Powell were elected as members-at-large. D. Brewer thanked P.J. Gouldmann and ABC for putting together a successful, educational and informative MAI training in the counties.

C. Thomas, Jr. thanked all PLWHA for stepping up to the plate and becoming more involved in planning council activities.

**Services to Surrounding Counties (STSC):** S. Ashley reported for the committee. The committee had elections and S. Ashley and S. Kopins were re-elected as co-chairs of the counties committee. The committee heard presentations from M.A.D.A.P and Pharmacy Assistance. The presentations went well and it was very informative.

- Substance Abuse Task Group met after the counties meeting. Correction to the minutes: L. Franklin needs to be added as present at the task group meeting.

**Support Services Committee:** A. Price reported for the committee. A motion was put forth:

<b>Motion</b>	To send a letter to the AA about seeking information on a directive that was made last year by the committee on concerns about transportation providers.
<b>Proposed by</b>	A. Price
<b>Seconded by</b>	W. Samuels
<b>Action</b>	Motion passed with no abstentions or objections

The client advocacy task group will be convening on March 17, 2004 and the outcomes task group will be on March 24, 2004.

### **Planning Council Support Office**

- K. Hale reported that the support office is looking for space to convene the EMA and Counties Priority Setting FY2004. The EMA priority setting will be the last Friday in July and the first Monday of August. The counties priority setting will be August 10, 2004. K. Hale asked the council if they are not able to attend priority setting, planning council members needed to begin identifying a proxy before training.
- IGS has hired interviewers to administer the consumer survey.
- K. Hale introduced C. Rhodes as the new deputy project director for the planning council and support office.

### **New Business**

P. Vigilance received a report that the HIV Positive Voices video received an award. Around of applause went up for D. Waller and K. Smolen both of whom appeared in the video.

S. Dashiell stated that a report came out about the botch up HIV tests at MD General Hospital. The botch up may have come from the equipment not being used properly. So the end result is 410 new cases of HIV have been discovered. S. Dashiell stated that with these discovery people will begin to lose faith in getting tested. So the word needs to get back into the communities that the HIV tests is still valid and accurate if done properly.

J. Powell stated that he read an article in the current issue of *Men's Health* and the

article spoke about foods that could be potentially bad for those who are living with the HIV disease. The article listed all the foods that are harmful by not being properly prepared. K. Bellesky stated that the foods listed in the article except for mustard could be potentially harmful. K. Bellesky stated that she tells her clients to clean and prepare their foods properly and thoroughly.

D. Waller stated that his organization is sponsoring a fundraiser featuring Sister Soldier. The event will take place on Saturday, March 20, 2004.

**W. Samuels made a motion to adjourn the meeting. C. Thomas, Jr. Seconded. Motion passed.** Meeting ended at 7:30 p.m.

I certify these minutes to be accurate and inclusive record of the planning council meeting as amended and approved by the Greater Baltimore HIV Health Services Planning Council.

*Debbie Rock*

Debbie Rock

*April 29, 2004*

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