

Planning Council Meeting

Meeting Minutes of May 18, 2004

Vol. I, No. 3

Final • June 16, 2004

Meeting Attendance

Present ¹	L. Franklin	S. Ashley
	W. Belle	D. Brewer
	T. Chunn	L. Creditt
	I. Davis	B. Flint
	B. Grant	T. Gray
	B. Greene	N. Guest
	S. Jones	J. Keller
	D. Maynor	W. Merrick
	M. Obiefune	J. Powell
	M. Reese	W. Samuels
	R. Shattuck	C. Thomas, Jr.
	B. Tucker	D. Waller
	Absent	D. Rock
G. Daniels		S. Dashiell
L. Green		M. Holloway
L. House		W. Jones
D. Lane		J. Morris
A. Price		B. Ross
S. Smith		K. Smolen
G. Upton		P. Vigilance
Proxies		M.J. Farley
	R. McDaniel	R. Matens
ABC	C. Edmonds	M. Patterson
	A. Poole-Davis	D. Scruggs
	C. Hackerman	S.B. Wee
	W. Pigatt-Canty	J. Truesdale
BCHD	R. Brisueno	S. Marc
	S. Kazi	P. Hall
Staff	K. Hale	C. Rhodes
	N. Curtis	L. Koontz
	D. Gorham	C. Jones

¹ Attendance is based on sign-in sheet

Handouts May agenda
 April minutes
 Biography sketch: Recommendation to pool list
 State AIDS Administration Report
 BCHD Report
 AA report
 Flyer: Meeting the needs of Youth Conference

Introductions

L. Franklin convened the meeting at 6:30 p.m. with introductions and roll call.

Review of Minutes

The council reviewed the April minutes and there were no corrections. The committee put forward a motion:

Motion	To accept the April minutes as written
Proposed by	D. Brewer
Seconded by	W. Samuels
Action	Motion passed with no abstentions or objections

Chair's Report

- I know that some of you live by a calendar planned weeks and months in advance, just as I do. Therefore, I would like to lie out the next four meetings of the council so that we all are clear on the tasks that need to be completed and the schedule we need to meet.
- For May and June planning council meetings, we need to complete all our reviews of standards and have final approvals from the council at the June meeting. This means that all drafts should be circulated this month.
- In June, we need to make any final approvals for the processes to be used at priority setting, review the tentative agenda for the July data presentations and the tentative outline for the at-home training for priority setting as well as the in-person training on July 27, 2004.
- For the June council meeting, health services, support services, counties and comprehensive planning should present issues, gaps and trends in the service categories that could become directives. This does not mean that other directives would not develop as a result of the data presentations at the July planning council meeting or at priority setting. However, these committees have consideration of directives on their work plans for May and June.

- The MAI carry-over task group also needs information from the June meetings of health services, support services, counties and comprehensive planning in order to make recommendations about MAI service categories at priority setting.
- Comprehensive Planning needs to receive information from health services, support services and counties at the July meeting on changes to the comprehensive plan. Changes to the plan could arise from approved directives made at priority setting.
- Final adjustments to the plan will be presented to the council in August or September in time for the grant application.
- As you see we have a full plate between now and September. I know that I can count on each planning council member to attend the committee meetings and the council meetings to move this ambitious agenda forward.

Administrative Agency Report

- The Administrative Agent (AA) has finalized all decisions relative to FY 2004 Ryan White Title I providers.
- All providers' services contracts (209) have been sent out to providers. Only two contracts have not been executed. We are negotiating language with these providers.
- The AA continues to improve the quality of services offered to providers by providing technical assistance opportunities. The AA's Finance office conducted a training on Ryan White Title I Budget Forms and Reporting on May 6, 2004 for providers. The training was well attended and a huge success.

Community Education Report

This report is not apart of the AA report. C. Hackerman reported:

- This report reflects Community Education EMA 2004 work plan objectives and activities.

Objective:

- Increase the number of HIV infected women, African-American, homeless persons and Men who have sex with men accessing primary medical care services by 5% over the number of unduplicated clients served with Title I funds in FY 2003.

Activities:

- Community Education EMA provided HIV educational information and resources to Ryan White and non-Ryan White providers. We have provided educational materials for two health fairs.
- Negotiating with MSM and Lesbian to collaborate with He's My Brother for a health fair on Old York Road in June and with a Lesbian group from the Portal to have a health fair and break out session date and location to be announced.

- An initial meeting with YANA was held on 4/29/04. Because the clientele at YANA are homeless and come to the facility throughout the day, it was agreed that we would have Community Education EMA available to do the HIV presentation over a period of several. This would allow the participants to not only get educational materials but also have the opportunity to ask questions. We are planning the event on their anniversary day in order to get the greatest number of people.
- Women's health-Women HIV/AIDS educational information has been sent to several HIV conferences and Women ministries.
- Attended and participated in a faith-based women focus group in April 2004.
- Social Work-A brief meeting was held with Mercy Social Work Department on 5/7/2004, a HIV/AIDS presentation to the full department is planned for July 2004.
- Ryan White Title I, 5th Annual HIV CARE Fair will be held on June 26, 2004. The location is Mondawmin Mall and it will be from 10:00 a.m. to 3:30 p.m. The providers meeting will be held from 8:30 a.m. to 9:45 a.m.
- HIV/AIDS videos have been identified and ordered for purchasing. Capacity Building will identify the providers for the monitors.
- The first non-traditional outreach workers meeting date has been changed, a new date will be given soon.

Baltimore City Health Department

Title I Administration:

- 1) A new format has been announced by HRSA for the FY 2005 application. The Entire application will be limited to 80 pages, inclusive of all forms, budgets, Narrative, which will consist of only 30-35, pages this year and attachments.
- 2) The following three new federal components have been released pertaining to the assessment of HRSA programming:
 - Government Performance and Results Act (GPRSA) evaluates how HRSA performs
 - Performance Assessment Rating Tool (PART) specific evaluation tools & processes
 - Grantee Performance Review Protocol (GPRP) evaluates how grantees performAs more information relating to these initiatives becomes available BCHD will disseminate it accordingly.
- 3) The joint Title II consumer satisfaction survey and I report is available in draft form and will be out on Wednesday, May 19, 2004.
- 4) The Ryan White Title I office is participating in the "Corrections Health Care Subcommittee" chaired by Dr. Abe Macher at HRSA.

Quality Improvement Program:

- 1) Christopher Williams, QIP coordinator, has submitted his letter of resignation effective June 18, 2004. We wish him the best as he moves forward from BCHD.
- 2) QIP has begun to review the rough drafts of the EMA reports for the five service

categories reviewed for FY 2003. Those reports will be out to the EMA prior to the FY 2005 Priority Setting.

- 3) QIP has finished the *individual vendor reports* for the Mental Health and Substance Abuse categories.
- 4) The Positive Self-Management Training held April 19-24. A total of 20 individuals were certified as leader trainers.

BCHD, Division of Health Promotion and Disease Prevention News

- 1) RARE Project observations are complete, focus groups and interviews are underway.
- 2) Baltimore City Red Ribbon Outreach Project (RROP) van has arrived and will be sent for wrapping. Expect to be on the road by June 25, 2004.
- 3) Partnering with DHMH and 92Q will co-sponsor three Baltimore Believe Tour dates starting on May 25, 2004.
- 4) Lifestyle series-Diabetes / wellness program available for anyone
- 5) Ujima project is winding down towards project closure at the end of June. Funding requests are in process.

Other Baltimore City Government HIV/AIDS Initiatives

- 1) Commission on HIV is meeting again on May 27, 2004
- 2) Members of the commission attended a special hearing on HIV and it was hosted by the First Lady of the Ivory Coast.

Title II Report

- The Central Region HIV Care Consortium will be held on June 3 at the Life Resource Center; 2990 S. Hanover Street from 10 a.m. to 2 p.m. and lunch is included. The agenda topics include: the allocation of Ryan White Title II funds, the epidemiological profile for the eastern and western region and the results of the Client Satisfaction survey for Title II providers in the central region. All are welcome to participant. For more information, call Rosalind McDaniel at 410-767-5678.

Title IV Report

- The Title IV Network meeting will be held on Friday, June 11, 2004 from 12 noon to 2 p.m. at the AIDS Administration.
- On June 25, 2004, the Title IV Youth Initiative will offer a free conference on "Meeting the Needs for Youth".
The conference will take place at Sheppard Pratt Conference Center.
Pre-registration is required. For more information, contact Danielle Confer at the Institute of Human Virology at 410-328-9101 or email dconfer@medicine.umaryland.edu.

General

- The AIDS Administration has released a Request for Proposal for HIV/AIDS primary and subspecialty clinical services for the eastern and western regions of Maryland. The pre-bid conference is May 25, 2004 from 10 a.m. to 12 in the second floor training room at 500 N. Calvert Street. The RFP is due to the AIDS Administration by 4 p.m. on July 12, 2004.
- Agencies interested in receiving a copy of the RFP may email Jessica Pollak Kahn at jpollak@dhmh.state.md.us and she will email it to them.

Committee Reports

Comprehensive Planning Committee: J. Keruly reported that the committee reviewed Goals 3 and 9 of the comprehensive plan and from this discussion the committee put forward a few motions:

Motion	To begin a community education program with the incarcerated population post-release.
Proposed by	J. Keruly
Seconded by	D. Brewer
Action	Motion passed with no abstentions or objections
Motion	To produce an education pamphlet (no more than four sides) to be given to individuals at the time of release.
Proposed by	J. Keruly
Seconded by	J. Powell
Action	Motion passed with no abstentions or objections
Motion	To have a three hour session before priority setting to hear presentations from Title I, II etc.
Proposed by	J. Keruly
Seconded by	D. Brewer
Action	Motion passed with no abstentions or objections

Discussion on third motion

I. Davis asked, point of clarity on having a three-hour session before priority setting to hear presentations from Title I, II etc.

J. Keruly explained that in prior meetings the presentations were done on the first day of priority setting, not leaving enough time to do the allocation process. The priority setting work group

would like to repeat the process from last year in which one meeting was designated to review the clinical and administrative information that would help the council do long-term planning.

I. Davis asked if this process would be done for the committees or for the full council. This process will be done for the full council. R. Matens asked would this designated one meeting move the mandatory June and July meetings. K. Hale explained it would remove the half of the June meeting. The July meeting will still be mandatory to attend.

Evaluation Committee: M. Obiefune reported that the committee discussed the qualitative definition and process to evaluate the administrative mechanism. Reviewed the revisions to Table 10 for FY 2004 and verified the dollar amounts in Table 10 and Table 9. Discussed the tools available for the assessment of the AA. Reviewed an impact report for FY 2004.

Update: The committee will be using the data collection questionnaires for this year's assessments and moving Table 10.1 forward to health services, support services and services to surrounding counties committees for their review of the activities and objectives portion.

Update: A work group will be formed to review the Sacramento Assessment Tool and define the process measures to present to the Evaluation committee.

Motion	To move Table 10 forward to the planning council
Proposed by	M. Obiefune
Seconded by	D. Brewer
Action	Motion passed with two abstentions and no objections

Motion	To recommend the planning council chair to write a letter of endorsement for FY 2004 allocations.
Proposed by	M. Obiefune
Seconded by	W. Belle
Action	Motion passed with no abstentions or objections

Motion	To move the revised assessment tool to the planning council for final approval
Proposed by	M. Obiefune
Seconded by	S. Ashley
Action	Motion passed with no abstention and no objections

Health Services Committee: J. Keller reported that the committee heard a presentation from the MD Youth Initiative and Title IV Network; the representative was Bryna Grant. Based on this presentation, the committee created six directives pertaining to youth ages 13 to 18 years to be

sent to the AA for FY 2005 please see the minutes for the details. These directives will be presented at priority setting.

The committee heard an update based on a meeting that L. Franklin and W. Merrick had to review the substance abuse standards along with the QIP findings and a motion was put forward.

Motion	To keep the substance abuse standards the same and that the standards follow the COMAR regulations.
Proposed by	J. Keller
Seconded by	S. Jones
Action	Motion passed with no abstentions or objections

Needs Assessment Committee: I. Davis reported that the survey is almost over and approximately six hundred interviewer-completed surveys have been done. Based on four other EMA across the country, Baltimore will be the largest interviewer. Statistically, the largest interviewer surveys based on other EMA are 115 and 346.

Based on initial data analysis, the data collection showed:

- Three percent of the sample came from Anne Arundel County
- Fourteen percent of the sample came from Baltimore County
- Seventy-three percent of the sample came from Baltimore City

From this sample, eighty-three percent of the data collection was African-American. The survey went double the amount of time than was expected. Thank you's were extended to the council, IGS staff and participants who helped in implementing the survey.

Nominating Committee: C. Thomas, Jr. reported that the committee met on Monday, May 10, 2004 and several items were discussed. The committee reviewed and approved a new phone interview questionnaire. The committee was invited to attend the By-Laws / Grievance meeting to discuss issues that the nominating committee has brought forward to be reviewed. Two nominating committee members will be attending.

The committee discussed coming up with a plan to fill slots becoming vacant in August 2004, which are seven in total. The plan at this time is to step up recruitment efforts to bring in new applicants for the planning council. The committee would like to bring forward an applicant to be placed on the pool list. The applicant's name is Herman Carter. Mr. Carter has been interviewed and approved by the committee to be placed on the pool list.

The committee put forward a motion:

Motion	To place Herman Carter on the pool list
Proposed by	C. Thomas, Jr.
Seconded by	D. Brewer
Action	Motion passed with no abstentions or objections

PLWHA Committee: D. Brewer reported that the committee met on April 21, 2004 and participated in an interactive training with the planning council support office. The training items the committee reviewed were:

- An overview of the Ryan White CARE Act and the funded Titles that fall under the CARE Act.
 - An overview of the planning council and how it relates to the CARE Act
 - An overview of the committee breakdown, its roles and its responsibilities to the planning council.
 - As part of the training, the committee reviewed the annual procurement / allocations report and unallocated funds from grant award report for FY 2003 from the AA.
 - Subsequent trainings will take place at the May and June meetings in preparation for priority setting.
- The committee began working on their position paper, which is on transportation. The committee came up with several issues/concerns and solutions to those concerns.

Services to surrounding counties (STSC): S. Ashley reported that the committee met on May 4, 2004 and reviewed several items. The committee discussed goals 1,2,4 of the comprehensive plan and will make any recommendations for changes to the plan's objectives and strategies at the June meeting. The committee heard a report from capacity building on activities and events that ABC is working on or participating in on behalf of the counties.

An update was given on the needs assessment survey. Committee has a homework assignment and that is to review the past directives and make recommendations for and consider removing ones that have been completed. There were no action items.

Substance Abuse Task Group: The task group will attempt to meet with BSAS to further discuss eliminating the barriers facing the counties. Each county represented at the meeting spoke about their service continuum and its problems and concerns.

Support Services Committee: N. Guest reported that ABC assisted the committee in reviews of the carryover report and the procurement and allocations reports for FY 2004. ABC briefed the committee on the revised Table 10 and on the directives. Reviewed goals 4, 5, 7 and 8 of the comprehensive plan. The committee chair developed and distributed a draft orientation for new members of the Support Services Committee.

Client Advocacy Work Group: A. Price reported that the client advocacy work group completed their work by creating draft client advocacy standards. A motion was put forward:

Motion	Circulate the draft client advocacy standards for review and comment to the planning council.
Proposed by	N. Guest
Seconded by	B. Greene
Action	Motion passed with no abstentions or objections

Outcomes Task Group: The task group developed outcomes for transportation and reviewed other EMA transportation models and compared it to our EMA.

New Business

S. Dashiell reported that the face of the epidemic has taken on another ethnicity. There has been an upswing of the number of syphilis and HIV cases in the Latino community in Baltimore City. Through outreach efforts, which were done by two small syphilis outreach programs that took two to three hours, six new cases of syphilis and four new cases of HIV were discovered. The outreach programs will be doing more outreach now that these new cases have surfaced. These new cases were discovered in the 21224 Broadway area of Baltimore City.

J. Keruly reported that there would be a wine and cheese reception at Johns Hopkins in memory of Adam Mark of Moore Clinic.

C. Edmonds talked about the response received from the mass transit authority with respect to the discontinuation of the bus tokens. A flyer was attached that spoke to upcoming learning and listening sessions that will be done in June on transportation issues in Baltimore.

N. Guest stated the Bike fest closing ceremony would be May 23, 2004 at Rehoboth Beach, Delaware and that S. Kopins is one of the riders. A. Poole-Davis made an announcement about the CARE Fair that will be June 26, 2004 at Mondawmin Mall. C. Smith announced HERO AIDS Walk, which will be June 6, 2004

Meeting ended at 7:40 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

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June 16, 2004

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