

Planning Council Meeting

Meeting Minutes of November 16, 2004

Vol. I, No. 9

Final • November 19, 2004

Meeting Attendance

Present¹	D. Rock	K. Allston
	S. Ashley	W. Belle
	D. Brewer	L. Chapman
	T. Chunn	M. Cole
	L. Credit	S. Dashiell
	I. Davis	B. Flint
	B. Grant	T. Gray
	N. Guest	L. House
	S. Jones	W. Jones
	W. Merrick	W. Miller
	M. Obiefune	J. Powell
	M. Reese	B. Ross
	W. Samuels	A. Santiago
	R. Shattuck	C. Thomas
	B. Tucker	P. Vigilance
Absent	H. Carter	M. Graves
	P. Hall	M. Holloway
	J. Keller	D. Lane
	D. Maynor	J. Rice
	D. Waller	
Chairs	S. Kopins	
Proxies	R. McDaniel	
ABC	C. Edmonds	J. Truesdale
	A. Poole-Davis	P. Ross
	B. Simpson-Epps	C. Jones
BCHD	R. Matens	R. Brisueno
	S. Kazi	M. Rucker
Staff	K. Hale	E. Bradley
	C. Lacanienta	D. Gorham
	N. Curtis	C. Jones
	L. Koontz	R. Abernathy

¹ Attendance is based on sign-in sheet

Handouts	Support Services Committee November meeting minutes Counties Committee November meeting minutes Executive Committee: Summary of Emergency Action on 11/10/04 ABC: Reprogramming Report, 11/8/04 ABC: Counties Reprogramming Report, 11/8/04 ABC: FY 2004 Allocations Report, 11/1/04 Revised ballot for PC leadership and Nominating Committee members
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Introduction

D. Rock convened the meeting 6:35 p.m. with roll call and introductions. At the time of meeting quorum was met. D. Rock asked for all PC members and guests to sign-in upon arrival.

Review of March Minutes

The council reviewed the October meeting minutes. There were no corrections.

Motion	To accept the October meeting minutes as presented
Proposed by	D. Brewer
Seconded by	L. Chapman
Action	Motion passed with no abstentions or objections

Chair's Report

The chair delivered the following report:

The planning council portions of the grant application have been submitted in time to meet the deadlines. The administrative agency and the grantee are in the final stages of reviewing the draft and completing the process. We appreciate all the work that has gone into the development and writing of the FY 2005 application.

Tonight we will elect planning council leadership for the next year. We also will elect members of the Nominating Committee. I want to thank all of the planning council members who are running for these positions. I also want to commend the planning council members and committee members who are stepping up to become chairs and co-chairs of our committees.

The detail work of the council is done at the committee level; that is where the research, the analysis, the discussion of options, and the recommendations for council action take place. When the council meets its goals and delivers its work products, it is to the credit of our committee leaders and members. Thank you for your service.

Our new planning cycle begins with the submission of the grant application. In 2005:

- We will be creating a new comprehensive plan to go into effect in 2006.
- We will continue to revise our standards of care as we receive reports from the quality improvement program.
- We will be recruiting new members for both our committees and our council.
- We will be monitoring the service system by reviewing reports on spending and service performance. We also will be looking at whether the services delivered are meeting the needs of the consumers through the work our direct service committees do with the administrative agency.

I know you are up to these tasks

Thank you for the support you have given me as your chair. It is a privilege to serve with a group as dedicated as you are.

I want to remind you that next month will be our year-end meeting. We will be holding this meeting at Government House on Calvert Street. Invitations will be going out shortly.

Addendum to Chair's Report

On November 10, 2004, the Executive Committee was presented with an emergent issue that needed to be addressed. The grantee recommended that changes be made to the carryover request based on concerns from HRSA. Further delays in gaining HRSA's approval could cause the EMA to lose the carryover dollars. To avoid this situation, the Executive Committee took the grantee's recommendation to make changes to the carryover request to be resubmitted. A summary of the action taken by the Executive Committee was distributed.

Planning Council Elections

R. Shattuck explained to the council that new ballots were being distributed on which they were to vote for Council leadership and for Nominating Committee members. All members running for a position was asked to give a two minute speech on why they wanted to hold a particular position.

After all the candidates had spoke, Planning Council members filled out their ballots. The ballots were collected by IGS staff to be counted. The results would be announced during the Nominating Committee report.

Administrative Agency Report

B. Simpson-Epps gave the following report for ABC:

Barbara Simpson Epps and Siok Bi Wee attended a CADR Training session in Rockville, Maryland (HRSA) on 10/25-10/26. This was a HRSA yearly training to grantees on web based reporting of CADR.

The RFP announcing this year's service categories up for competitive bid was released November 3, 2004, to over 500 organizations on our mailing lists. A Bidder's Conference will be held at MedChi on November 12, 2004, from 9:00 a.m. to 12:00 p.m. to go over instructions contained in the RFP. Letters of Intent are due from organizations that are going to apply by November 15, 2004. Proposals are due from organizations on December 22, 2004.

A telephone conference was held with HRSA to go over this year's application, which is due to HRSA on November 10, 2004. Duane Taylor has been hired as our consultant to assist in preparation of the HRSA application.

Collectively the program staff conducted over 100 types of technical assistance with providers encompassing client level data, CareWare, performance measures, reporting and reprogramming/funding issues. On average, each program officer conducts 20-40 types of technical assistance per month.

Program staff attended the Title II Priority Setting at the Harbour Life Resource Center.

Program and fiscal staff completed the reprogramming process for the EMA and STSC to forward to the planning body.

Baltimore City Health Department Report

R. Matens gave the following report for the grantee:

Title I Administration

FY 2005 Application has been completed. Many thanks to all those who worked so very hard on the document.

John Snow, Inc. conducted an assessment of the Minority AIDS Initiative (MAI) in Baltimore on October 26-27. Interviews with Title I & Title II administration and Planning Council leadership were conducted in addition to focus groups with providers and consumers took place.

HRSA will be conducting a comprehensive site visit for the Baltimore EMA after the first of the year. The Grantee, Administrative Agency, and Planning Council will be part of the review. HRSA will send both program and fiscal representatives for the process.

Quality Improvement Program

The CHIEFS Program, a 2-day training concentrated on the topic of HIV and seniors, will be conducted on November 17th and 18th at the Sheppard Pratt Conference Center. The training is from 8 a.m. to 4 p.m. each day. Lunch will be provided. The training is free but registration is limited. For more information, please contact Evonne Nwankwo at 410-396-1408 or Evonne.nwankwo@baltimorecity.gov.

The QIP site reviews have begun and will conclude in January.

BCHD, Division of Health Promotion and Disease Prevention News

American Public Health Association National Convention, Washington, DC, 11/7-11/11. The division's Acute Communicable Disease and HIV programs are highlighted in presentations (poster and oral) to be given at this national meeting.

For a trial period of 90 days, the HIV Prevention Program (CTR and HERR) will merge with the STD Prevention Program. The commonality of the issues dealt with by the STD and HIV programs, combined with the enhanced capacity that the union brings, will yield positive results for the division.

Annual HIV/AIDS Regional Council Meeting, 6 p.m., November 10 at Morgan State University's Mitchell Building (Room 241), 1700 East Coldspring Lane.

The After School Institute (TASI) and BCHD will be hosting a press conference in the week before Thanksgiving to showcase the PSAs developed for youth HIV prevention.

World AIDS Day - Wednesday, December 1 - BCHD media activity in planning.

Other Baltimore City Government HIV/AIDS Initiatives

HIV Commission's next meeting is scheduled for November 18. BCHD will be the first City agency to present its HIV related activities to the body.

Maryland AIDS Administration Report

B. Grant gave the following reports for the Maryland AIDS Administration:

Title II Report

The Title II Request for Proposals (RFP) for State Fiscal Year 2006 was released this month for the following service categories: Substance Abuse, Mental Health, Women's Initiative, and a new Minority AIDS Initiative activity for African-American MSM. A Bidder's Conference was held on Nov. 12 and letters of intent were accepted through Nov. 15. Technical questions should be directed to Jessica Pollak Kahn at 410-767-5994.

The Title II Guidance for HRSA's FY 2005 grant year was issued in draft on Oct. 22. The application is due to HRSA by Jan 3.

Title IV Report

The Title IV Guidance for HRSA's FY 2005 grant year has been scheduled for release on Nov. 15. The application is due to HRSA by Feb. 14.

The Title IV Youth Initiative quarterly CAB meeting was held on Oct. 27 at Johns Hopkins. For more information about future youth CAB meetings, contact Bryna Grant at 410-767-5992.

Committee Reports

Comprehensive Planning Committee

J. Powell reported that the committee has completed the mid-stream review of the current comprehensive plan. Comments were received by the Counties, Health Services and Support Services Committees. A report will be developed that will summarize the specific activities that have occurred over 2003 and 2004, as well as any changes to the plan for 2005. With PC approval, this report will be an addendum to Chapter 8 of the comprehensive plan.

The committee will begin developing the next comprehensive plan for service delivery for 2006-2009. Experts in the field have been invited to attend the November 22, 2004 meeting. PC members are welcome to attend and should contact Lauren Koontz at IGS to confirm at 410-662-7253, ext. 121.

In the midst of accepting all the directives last month, one of the motions listed in the action items was not articulated. The council needs to have a formal motion and vote to accept the directive under client advocacy. The directive is located directly after the Comprehensive Planning section for review. Conflict of interest must be monitored.

Motion	To accept the client advocacy directive.
Proposed by	J. Powell
Seconded by	D. Brewer
Action	Motion passed with 8 abstentions or no objections

Evaluation Committee

B. Tucker reported that the committee received a reprogramming report for the EMA and the surrounding counties. The committee has forwarded the STSC reprogramming to the Counties Committee for their review. The committee held a teleconference On November 11, 2004 to review the revised EMA reprogramming report and has the following motions.

During the Evaluation Committee report, the question was raised if conflict of interest needs to be monitoring during a decrease of funds for a category. If conflict of interest is not monitored, it was suggested that all reductions could be lumped together. D. Rock stated that she preferred that the council went through each category one by one. M. Obiefune asked why conflict of interest should not be monitored during a reduction. The

rationale for not monitoring conflict of interest was that in a reduction there is no gain to the particular category. This rationale was used last year during voting on service categories. Members of the council felt that conflict of interest should be monitored regardless because one could vote against the motion in which a decrease was proposed. A motion was put forward.

Motion	To monitor conflict of interest during all fund allocation activities regardless of last year's protocol.
Proposed by	M. Obiefune
Seconded by	I. Davis
Action	Motion passed with no abstentions or objections

Motion	To make an official statement that conflict of interest will be monitored during all allocation activities.
Proposed by	S. Dashiell
Seconded by	S. Ashley
Action	Motion passed with no abstentions or objections

The council agreed to vote on each allocation one by one.

Primary Medical Care:

Motion	To move \$19,000 out of primary medical care
Proposed by	B. Tucker
Seconded by	C. Thomas
Action	Motion passed with 8 abstentions and no objections

Substance Abuse - Outpatient:

I. Davis asked for clarification on why funds are being reprogramming when both substance abuse categories have expended 49 percent of the total funds allocated. B. Simpson-Epps explained that one provider serves both outpatient and residential services and has a greater need in their residential program. The overall category has expended 49 percent, but an individual provider has expended 37 percent in substance abuse residential versus 49 percent in substance abuse outpatient.

Motion	To move \$32,000 out of substance abuse outpatient
Proposed by	B. Tucker
Seconded by	M. Reese
Action	Motion passed with 8 abstentions and no objections

Substance Abuse - Residential:

During the monitoring of conflict of interest, a member of the council noted they were incorrectly identified for substance abuse residential. For clarification, members were asked whether in fact they received residential substance abuse dollars. There are no conflicts of interest for substance abuse residential.

Motion	To move \$32,000 into of substance abuse residential
Proposed by	B. Tucker
Seconded by	C. Thomas
Action	Motion passed with no abstentions or objections

Housing:

In response to a council member's question, it was clarified that this category was referring to short-term housing.

Motion	To move \$6,000 out of housing
Proposed by	B. Tucker
Seconded by	C. Thomas
Action	Motion passed with 3 abstentions and no objections

Transportation:

Motion	To move \$14,300 into transportation
Proposed by	B. Tucker
Seconded by	M. Reese
Action	Motion passed with 9 abstentions and no objections

Treatment Adherence:

Motion	To move \$4,300 out of treatment adherence
Proposed by	B. Tucker
Seconded by	M. Reese
Action	Motion passed with 5 abstentions and no objections

Viral Load Testing:

Motion	To move \$30,000 into viral load testing
Proposed by	B. Tucker
Seconded by	T. Gray
Action	Motion passed with no abstentions or objections

Hospice:

Motion	To move \$15,000 out of hospice
Proposed by	B. Tucker
Seconded by	S. Ashley
Action	Motion passed with no abstentions or objections

The Evaluation Committee will hold elections for co-chairs next month.

Services to Surrounding Counties Committee

S. Ashley asked the council to allow the Counties Committee to report as the committee also needed to move a reprogramming activity. D. Rock added that conflict of interest would be monitored and each motion would be taken one at a time.

Case Management:

Motion	To move \$10,000 out of case management
Proposed by	S. Ashley
Seconded by	C. Thomas
Action	Motion passed with 4 abstentions and no objections

Substance Abuse Treatment - Outpatient:

B. Ross stated that Johns Hopkins does have outpatient substance abuse treatment services in the surrounding counties.

Motion	To move \$12,000 out of substance abuse outpatient
Proposed by	S. Ashley
Seconded by	M. Reese
Action	Motion passed with 3 abstentions and no objections

Substance Abuse Treatment - Residential:

Motion	To move \$12,708 into substance abuse residential
Proposed by	S. Ashley
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections

Housing Assistance:

Motion	To move \$8,000 into housing assistance
Proposed by	S. Ashley
Seconded by	L. Clark
Action	Motion passed with no abstentions or objections

Mental Health:

Motion	To move \$5,000 out of mental health
Proposed by	S. Ashley
Seconded by	C. Thomas
Action	Motion passed with no abstentions or objections

Transportation Services:

Motion	To move \$6,292 into transportation services
Proposed by	S. Ashley
Seconded by	L. Creditt
Action	Motion passed with 1 abstention and no objections

Oral Health:

Motion	To move \$10,000 out of oral health
Proposed by	S. Ashley
Seconded by	L. Clark
Action	Motion passed with no abstentions or objections

DEFA:

Motion	To move \$10,000 into DEFA
Proposed by	S. Ashley
Seconded by	C. Thomas
Action	Motion passed with 1 abstention and no objections

S. Ashley asked M. Reese to stand to be recognized as the new co-chair of the Counties Committee. S. Kopins acknowledged S. Ashley as a true advocate for surrounding counties and a good role model for other PLWH/As. C. Thomas also commended S. Ashley for stepping forward in her role as co-chair of the Counties Committee. S. Ashley assured the council that she would still be deeply involved in the committee.

Health Services Committee

B. Ross reported that the committee reviewed the second quarter ESD report and had no recommendations at that time. The committee is withdrawing the motion indicated in the

November minutes with respect to drug co-pays and is moving it back to the committee for further discussion.

The committee had elections for co-chairs, and L. Franklin and B. Ross were elected for another term.

The committee reviewed that draft oral health standards and agreed that they were sufficient to be moved forward to the planning council and oral health professionals for review and comment. The committee had the following motion.

Motion	To forward the oral health standards to the planning council and oral health professionals to review for 30 days.
Proposed by	B. Ross
Seconded by	L. Clark
Action	Motion passed with no abstentions or objections

The committee reviewed a forwarded memo and a list of allowable enhanced lab tests from R. Brisueno of BCHD. The recommendation from BCHD was to add Hepatitis C by polymerase chain reaction (PCR) to the list of allowable tests effective November 2004. The committee had the following motion.

Motion	To accept the recommendation to add Hepatitis C by PCR to the list of allowable tests effective November 2004.
Proposed by	B. Ross
Seconded by	C. Thomas
Action	Motion passed with no abstentions or objections

Needs Assessment Committee

W. Samuels reported that the Needs Assessment Committee's Data Elements Task Group would convene its first meeting on November 18, 2004 from 2:00 p.m. to 4:00 p.m. at MedChi. All volunteers and Needs Assessment Committee members were asked to review the data packets that were sent to them and be prepared for discussion.

There were no action items.

Nominating Committee

R. Shattuck reported that the committee continues to review and discuss screened applications. The committee has discussed recruitment strategies to increase PC membership and would like to remind members to continue their recruitment efforts for the planning council. This effort is not just a committee effort but also the responsibility

of the entire PC body. The committee was invited to attend the new member orientation meeting on November 23, 2004. A motion was put forth.

Motion	The PC year-end meeting will not be a mandatory meeting.
Proposed by	R. Shattuck
Seconded by	W. Samuels
Action	Motion passed with no abstentions or objections

R. Shattuck offered his congratulations and announced the results of the evening's elections.

Chair: Debbie Rock

Vice-chair: Jeffrey Powell

Chair of Nominating Committee: Raymond Shattuck

Members of the Nominating Committee: Herman Carter, Laurence Chapman, Markton Cole, Lynn Creditt, Melanie Reese, and Carnell Thomas, Jr.

PLWH/A Committee

C. Thomas, Jr. reported that the committee has finalized the discussion on the video monitor and tapes project. Permission was given to Community Education and Capacity Building to purchase TV monitors for those agencies that do not have them. The committee made a request to Community Education and Capacity Building to develop a pre- and post-test tool for the committee to review before implementation of the video monitor and tapes project.

The committee chose housing as the next topic for its position paper and will finalize discussion at the next meeting. The committee agreed not to have a meeting in December.

There were no action items.

Support Services Committee

N. Guest reported that the committee has developed a letter to be sent to the AA regarding concerns and questions about the second quarter ESD report. The letter was approved by the planning council chair and has been sent to the AA.

The committee started thinking about its work plan for FY 2005 and will begin working on it in January.

Elections were held on November 9, 2004, and Sophia Jones and Tyrone Gray were elected as the new co-chairs.

There were no action items.

Outcomes Task Group

J. Powell thanked the planning council for electing him as vice-chair. He reported that the task group would be meeting on November 19, 2004 from 10:00 a.m. to 12:00 p.m. at MedChi.

IGS PC Support Office Report

K. Hale reported for IGS and gave thanks to all members who were involved in the site visit. In addition, K. Hale reminded the council of the importance of advocating for funding for HIV health services to continue.

The following report from IGS was included in the packet:

IGS staff participated in developing drafts of the grant application. The final draft of the application is being reviewed. We want to compliment the administrative agency staff and the grantee staff for their efforts.

We want to thank everyone who participated in the site visit. We appreciate how willing all of you were to make the extra time in your schedule to help prepare for or meet with the site visit team. Thank you much.

IGS has completed "A Guide for New Members" that will be used during the orientation of new council members on November 23, 2004. This guide will also be used throughout the year whenever a new person is appointed to the council. Members of the Nominating Committee are encouraged to attend the orientation on November 23 and share their experiences as council members.

IGS participated in the monthly teleconference with the Baltimore EMA project officer at HRSA.

At the Associated Black Charities conference, "Current Trends and Issues in the Dental Management of the HIV-Patient," Cyd Lacanienta participated in the introducing remarks.

New Business

S. Dashiell put forward a motion.

Motion	To send the conflict of interest list to the COI/Grievance Committee to be reviewed.
Proposed by	S. Dashiell
Seconded by	C. Thomas
Action	Motion passed with no abstentions or objections

C. Edmonds reported that Capacity Building has been following the changes in MTA and brought forms for volunteers to participate in a test run of a new fare pass.

L. Creditt reported that for World AIDS Day, there would be activities taking place throughout the city. There will be an event at HERO and at the library downtown on Cathedral. She encouraged all to attend and show their support.

W. Fenwick stated that the new fare system for MTA is in place. He announced that S.T.A.R. would be having its annual Christmas party on December 11, 2004 and everyone is welcome to attend. There will be a World AIDS Day event on December 1, 2004. Flyers were available for both of these events.

M. Walker introduced himself as a LEAP participant and stated that he felt he had been well prepared to observe a planning council meeting.

L. Hogue stated that he had attended the PACHA meeting and wanted to share some of the discussion points from the meeting. He stated that he would like the planning council to consider looking at collecting data on people living with HIV. At this point, only AIDS cases are recorded in Maryland and some of the other states already collect data on HIV cases. He recommended beginning dialogue with representatives from New York and California on how to transition to collecting data on HIV cases. D. Rock stated that the recommendation to PACHA that state that receive Title I dollars go to name based reporting. She agreed that the council should begin reviewing this option. There are successful states that implement name based reporting and she suggested having someone with the experience of this system to come speak to the council. K. Bellesky said that RW Title I does report on HIV cases, but it is not on a name basis. D. Rock stated that the CDC does not accept data on HIV cases reported by a unique identification number. The council needs to have a good sense of the picture of the epidemic to make good decisions.

D. Rock thanked Richard Swarno for providing the council with such a beautiful room to hold its meeting

B Flint reported that the Institute of Medicine has been asked to do a report of the Ryan White Act. The report is online.

The meeting ended at 8:30 p.m. with a motion to adjourn.

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

Debbie Rock

Debbie Rock

January 19, 2005

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