

Planning Council

Minutes of the Meeting of October 19, 2004

Vol. I, No. 8

Final • October 27, 2004

Meeting Attendance

Present¹	D. Rock	K. Allston
	S. Ashley	D. Brewer
	H. Carter	L. Chapman
	M. Cole	B. Flint
	M. Graves	T. Gray
	N. Guest	P. Hall
	L. House	W. Jones
	J. Keller	W. Miller
	M. Obiefune	J. Powell
	A. Price	M. Reese
	W. Samuel	A. Santiago
	R. Shattuck	C. Thomas, Jr.
	B. Tucker	
Absent	W. Belle	T. Chunn
	L. Creditt	S. Dashiell
	I. Davis	M. Holloway
	S. Jones	D. Lane
	D. Maynor	W. Merrick
	J. Rice	B. Ross
	P. Vigilance	D. Waller
	B. Grant	
Proxies	R. McDaniel	R. Matens
	B. Cheek-Jones	

¹ Attendance is based on sign-in sheet

Visitors	A. Muhammad C. Robinson J. Mealy L. Hogue P.J. Gouldmann B. Jones J. Clark S. Gauhar J. Green M. Flint N. Jackson K. Brooks R. Hamlett S. Woods J. Keruly M. Mango M. Rucker	R. Morris K. Edmonds W. Fenwick M. Walker J. Hunter L. Clark M. Mueller V. Moore J. Wagner D. Henson S. Matsko J. Coleman T. Dabney N. Keon B. Fitzsimmons S. Kopins B. Weaver
ABC	C. Edmonds M. Patterson A. Poole-Davis B. McKeithen	B. Epps W. Pigatt-Canty J. Truesdale
BCHD	R. Brisueno	S. Kazi
Staff	K. Hale L. Koontz E. Bradley C. Jones	C. Lacanienta N. Curtis D. Gorham
Handouts	October PC packet	

Introduction

D. Rock convened the meeting at 6:30 p.m. with introductions

Review of Minutes

The committee reviewed the July data presentation minutes, which included the previously requested corrections to the Maryland Pharmacy and Maryland Medicaid Programs presentation summaries. A motion was put forward:

Motion	To accept the July data presentation meeting minutes with the previously requested corrections included
Proposed by	L. Chapman
Seconded by	D. Brewer
Action	Motion passed with no objections or abstentions

The council reviewed the September PC minutes and noted the need for one correction. On page 12, where it states “C. Edmonds reported that LEAP 9 graduates...” should read, “C. Edmonds reported that LEAP 8 graduates...” A motion was put forward:

Motion	To accept the September minutes with the requested corrections included
Proposed by	W. Samuel
Seconded by	R. Shattuck
Action	Motion passed with no objections or abstentions

A certificate of appreciation was awarded to G. Daniels, a former planning council member. L. Chapman accepted the certificate on behalf of G. Daniels.

Chair’s Report

D. Rock reported:

- ❖ As you know this is a very busy time for our partner organizations. Associated Black Charities and Baltimore City Health Department are working feverishly to complete the application that is due in three weeks. The planning council (PC) will be asked to approve sending a letter of assurance from me in the application. This letter will make the following assurances:
 - Spending for FY 2004 formula and supplemental funds is going according to the PC’s planned allocations and services.
 - The allocations listed in Table 9 are those that were set by the PC at priority setting.
 - PC member training took place according to plan.
 - The PC is representative and reflective of the epidemic in the EMA. If there are any vacancies on the council, the letter must provide a plan and timeline for addressing them.
- ❖ This meeting will have several very important committee reports, so I hope you had a chance to review the action items and updates before the meeting.
- ❖ Several PC members have been asked to speak at various events, I need to remind you that according to the by-laws, while you are free to represent yourself at these events, you cannot represent the planning council or its committees without the permission of the council or the chair of the PC. I really appreciate your interest and willingness to promote the council and to help the community to know more about the PC. If you have questions about this by-laws requirement, I would be happy to speak with you after the meeting.
- ❖ Tonight, we will be nominating individuals to serve in leadership positions for the planning council. Raymond and I want to encourage any of you to seek positions

as members of the nominating committee or chair of the nominating committee or either chair or vice chair of the planning council.

Addendum to Chair's Report

- ❖ At the Executive Committee meeting on October 13, 2004, Barbara Simpson Epps, representing the administrative agency (AA), announced that the AA was withdrawing the counties portion of the reprogramming report presented at the September Executive Committee meeting and the October 5, 2004 Counties Committee meeting. A copy of her written report is enclosed in the PC packet.
- ❖ The Executive Committee and the Counties Committee co-chair accepted this action from the AA and did not act to move forward the counties' reprogramming recommendations made on October 5, 2004.
- ❖ The counties will be asked to consider reprogramming at their November 9, 2004 meeting.

Administrative Agency Report

Barbara Simpson Epps reported:

- ◆ Lillian Hardie recently joined Associated Black Charities in the position of administrative assistant.
- ◆ The Ryan White Quarterly Provider meeting was held on September 17, 2004. The topics discussed were as follows:
 - Carryover
 - Ryan White Title I 2005 Application
 - QIP – BCHD
 - Program Reporting
 - Client Level Data
 - RFP & Bidders Conference
 - Fiscal Reporting
 - Site Visit/TA
- ◆ The final FY 2005 Ryan White Title I Program Grant Application guidance was received from HRSA in mid-September. ABC has convened the application work group, which includes all partners involved in the writing of the application. The application is due to HRSA November 10, 2004.
- ◆ Mid-year reprogramming of approved initial allocations has been completed and award letters have been released. Reprogramming involves re-allocating potential

unspent funds, first within service category and then allocating any balance to another service category.

- ◆ The Expenditure Service Delivery Report (ESD), table and narrative have been completed for the 2nd quarter FY 2004. They have been forwarded to BCHD and the planning council.
- ◆ The RFP for service categories up for bid in FY 2005 will be released November 3, 2004.

Baltimore City Health Department

R. Matens reported:

Title I Administration

- ❖ First draft of the Title I application has been sent to the consultant for review.
- ❖ John Snow Inc., a consulting firm from Boston will be conducting a HRSA-sponsored assessment of the Minority AIDS Initiative (MAI) nationwide. The team will be in Baltimore from October 26-27, 2004, to conduct interviews and focus groups regarding the impact of MAI funding. Title I & II staff will work together on the coordination of the assessment.
- ❖ HRSA is sponsoring the 2005 CARE Act Data Report workshop on October 25 and 26, 2004 in Rockville, MD. BCHD and ABC will be attending. Service providers and planning bodies are invited to attend.

Quality Improvement Program

- ❖ The QIP instruments for Transportation and DEFA were administered at two provider sites. Site reviews will begin the latter part of October and will conclude in January.
- ❖ HIV Positive Self-Management Training will be held for the counties staff and consumers October 19, 20, 28 and 29, 2004. This is a free training; however, participation is limited to 20 people. For more information, please contact Evonne Nwankwo at 410-396-1408 or evonne.nwankwo@baltimorecity.gov.
- ❖ The QIP team continues to work on the individual vendor reports for Outreach, Oral Health, Housing and Psychosocial Counseling.

BCHD: Division of Health Promotion and Disease Prevention News

- ❖ Claude-Alix Jacob, MPH, Bureau Chief for HPDP resigned effective October 6, 2004. We are grateful for his two years of service to HPDP, BCHD and Baltimore City.
- ❖ HPDP will be undergoing a transition in the coming months. At the core of the changes will be an emphasis on alignment of priorities, enhancement and efficient use of existing capacity and reduction of duplication of effort.

- ❖ Maryland Black Caucus Foundation Annual Legislative Weekend, in Annapolis, MD, is October 14-16, 2004. A health session entitled “ Defining Behavioral Challenges in the Diaspora” will be hosted by Delegate Shirley Nathan-Pulliam in the Health and Government Operations Committee Room (160) from 9 a.m. to 3 p.m. Lunch will be provided.
- ❖ Annual HIV/AIDS Regional Council Meeting is on November 10 at the Morgan State University Mitchell Building Room (241), 1700 East Coldspring Lane at 6:00 p.m.

Other Baltimore City Government HIV/AIDS Initiatives

- ❖ HIV Commission met on September 23rd, to discuss the RARE program. Their next meeting is scheduled for November 18, 2004.

New Business

There will be a two-day training session on HIV and seniors from November 17-18, 2004 for providers and the senior HIV community; Lorenzo Williams & Associates are the sponsors. For more information, please contact R. Matens and E. Nwankwo at the Baltimore City Health Department.

The BCHD Ryan White Title I Office was chosen as a quality management model program. Ryan White Title I office will also be part of a training video sponsored by HRSA and the Institute for Healthcare Improvement (IHI).

Maryland AIDS Administration Report

A. Price reported:

Title II Report

The Title II program had nothing to report

Title IV Report

The Family & Youth HIV Support/Information Network (formerly the Pediatric AIDS Consortia) meeting will take place on Tuesday, October 19, 2004 from 12 noon to 2p.m. at the AIDS Administration. For more information, contact Ann Price at 410-767-5059.

Committee Reports

By-Laws Committee

K. Hale reported that the committee was planning to meet in October 2004 but decided to hold off until meetings with an outside resource, who may be reviewing the planning council by-laws and grievance policy, were completed. Once these meetings are completed, then the committee will convene. Thank you went out to those who volunteered to be on the committee and those individuals will be notified of the first meeting.

Comprehensive Planning Committee

J. Keruly reported that the committee has completed its review of the draft directives. The council has been presented with the compiled directives, which represents the work of the committee.

The recommendations from the committee are the result of four meetings, with the participation and input from committee members, planning council members, the AA and the grantee. J. Keruly thanked all of those participants and guests for their dedication and hard work.

The committee would like to move the FY 2005 directives forward in the form of motions:

Motion	To accept in aggregate the directives for program support pages 1-6, which includes capacity building and community education throughout the EMA.
Proposed by	J. Keruly
Seconded by	T. Gray
Action	Motion passed with no objections or abstentions

Motion	To accept Oral Health directives pages 7-8
Proposed by	J. Keruly
Seconded by	R. Shattuck
Action	Motion passed with 2 abstentions and no objections

Motion	To accept Outreach directives page 20
Proposed by	J. Keruly
Seconded by	M. Reese
Action	Motion passed with 4 abstentions and no objections

Motion	To accept case management directives page 22
Proposed by	J. Keruly
Seconded by	D. Brewer
Action	Motion passed with 5 abstentions and no objections

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Motion	To accept emergency financial assistance page 23
Proposed by	J. Keruly
Seconded by	D. Brewer
Action	Motion passed with 6 abstentions and no objections

Motion	To accept transportation directives page 24-25
Proposed by	J. Keruly
Seconded by	W. Jones
Action	Motion passed with 6 abstentions and no objections

Motion	To accept primary medical care directives page 26
Proposed by	J. Keruly
Seconded by	H. Carter
Action	Motion passed with 5 abstentions and no objections

Motion	To accept MAI directives page 27-28
Proposed by	J. Keruly
Seconded by	D. Brewer
Action	Motion passed with 8 abstentions and no objections

Motion	To accept capacity building activities page 9-19 in a block
Proposed by	C. Thomas, Jr.
Seconded by	J. Powell
Action	Motion passed with no objections or abstentions

Motion	To ask BCHD as grantee and ABC as the administrative agency for direct services to implement these directives for FY 2005 contract year
Proposed by	J. Keruly
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections
Proposed by	J. Keruly
Seconded by	H. Carter
Action	Motion passed with 2 abstentions and no objections

Evaluation Committee

J. Powell reported that the committee has completed their assessment of the administrative mechanism. The AA and the grantee both received outstanding scores. The grantee and the AA are to be commended for the overall improvements they have made this past year in their performance as the administrative mechanism.

There were no overall findings that require corrective actions and in accordance with FY 2005 application guidance, there will be no comments in the application. During the coming months the grantee, the AA and the evaluation committee will review the assessment tools and make edits to them. During the review, the evaluation committee will also layout the assessment plans for FY 2005 and address, with our partner organizations, specific performance issues that could be improved in the coming year.

The committee received and reviewed the second quarter ESD report for FY 2004. The report was accepted and was forwarded to the appropriate committees with the following concerns:

The rate of performance for several categories seems to be moving quickly. At the second quarter, performance and fiscal rates should be at 50 percent. The council needs to be aware of the impact of performance that exceeds 55 percent at the end of August. If such services-to-client rates continue, the service category may run out of funds before the end of the fourth quarter. The AA is projecting full expenditures that would meet the original projected service demand and not exceed it.

The evaluation committee would like put forward the following motion:

Motion	The evaluation committee would like to recommend to the PC chair to write a letter of assurance to HRSA that spending for the FY 2004 formula and supplemental funds is going according to the PC planned allocations and services and that the allocations listed in Table 9 are those that were set by the PC at priority setting.
Proposed by	J. Powell
Seconded by	R. Shattuck
Action	Motion passed with 1 abstention and no objections

Health Services Committee

J. Keller reported that the committee along with the AA office reviewed the ESD report and based on discussion, decided to allow three members of the committee to further review and then come up with a formal request to the AA for additional information.

The Oral Health standards were submitted to an expert panel for review. The panel was given a deadline to submit their comments and suggestions to the planning council support office.

For the Adult Mental Health standards, the planning council support office has located two adult psychologists to assist the committee with reviewing the standards. A search is being conducted to locate an adult psychiatrist.

The committee decided to form a task group to review the Treatment Adherence standards. Two members volunteered and will assist the planning council support office in locating professionals in the field.

There were no actions items.

Needs Assessment Committee

W. Samuel reported that the needs assessment committee met on October 14, 2004 to prepare for the data elements task group. The committee reviewed the documents submitted from ABC and BCHD. There is a correction to the meeting date and time for the Data Elements Task Group; the meeting date is Thursday, November 18, 2004 from 2 p.m. to 4 p.m. at the IGS offices. Announcements of this meeting will be going out to all who volunteered to be a part of this group.

The needs assessment committee would like to thank Siok-Bi Wee and Joseph Boyd of ABC and Ralph Brisueno and Richard Matens of BCHD for responding to data inquiries.

The needs assessment committee has completed a response to the comprehensive planning committee request and has sent the memo and packet to the committee for their October meeting.

There were no action items.

Nominating Committee

R. Shattuck reported that the committee reviewed completed membership applications and reviewed a list of potential re-appointments for FY 2005.

The committee was invited to participate in the New Member Orientation.

Elections will be taken place at the November PC meeting. The council was asked if they wanted to close the ballot after each nomination or after the whole process of nominations was over. The council decided that they wanted to close the ballots after the whole process was over. The council was asked for nominations for the planning council chair, vice-chair, nominating committee chair and the six nominating committee seats.

Motion	To nominate D. Rock for planning council chair
Proposed by	C. Thomas, Jr.
Seconded by	D. Brewer
Action	Motion passed with no objections or abstentions

Motion	To nominate D. Brewer for vice chair
Proposed by	C. Thomas, Jr.
Seconded by	H. Carter
Action	Motion passed with no objections or abstentions

Motion	To nominate J. Powell for vice chair
Proposed by	L. Chapman
Seconded by	H. Carter
Action	Motion passed with no objections or abstentions

Motion	To nominate R. Shattuck for nominating chair
Proposed by	C. Thomas, Jr.
Seconded by	D. Brewer
Action	Motion passed with no objections or abstentions

Motion	To nominate C. Thomas, Jr., L. Creditt, M. Reese for nominating committee seats.
Proposed by	D. Brewer
Seconded by	M. Graves
Action	Motion passed with no objections or abstentions

Motion	To nominate H. Carter and M. Cole for the nominating committee seats.
Proposed by	W. Samuel
Seconded by	T. Gray
Action	Motion passed with no objections or abstentions

Motion	To nominate L. Chapman for a nominating committee seat
Proposed by	C. Thomas, Jr.
Seconded by	D. Brewer
Action	Motion passed with no objections or abstentions

Once all nominations were passed, a motion was put forward to close the ballots:

Motion	To close the election ballots for all planning council offices and seats.
Proposed by	R. Shattuck
Seconded by	D. Brewer
Action	Motion passed with no objections or abstentions

The nominating committee would like to also put the following motion forward:

Motion	The nominating committee would like to recommend to the PC chair to write a letter of assurance to HRSA that the PC is represented and reflective of the epidemic in the EMA and that PC member training will take place according to plan.
Proposed by	R. Shattuck
Seconded by	C. Thomas, Jr.
Action	Motion passed with no objections or abstentions

D. Rock stated that each candidate will have two minutes or less to make a speech as to why they should be considered for an elected office or seat on the council, at the November meeting.

PLWHA Committee

C. Thomas, Jr. reported that the committee met on September 22, 2004 and heard presentations from community education/capacity building EMA and capacity building for the counties. The presentations were on purchasing and placing video monitors/tapes in locations where targeted populations could view them. Further discussion with Alice Poole-Davis, Patricia Ross and Cleo Edmonds on this initiative will be held at the October PLWHA meeting.

The committee briefly talked about the upcoming planning council and committee elections and the importance of commitment, time demands and dedication to holding an office or seat. PLWHA were encouraged to play a more active role on the committee level.

The committee is in the process of working on its next position paper. Suggestions for a new subject are in discussion and will be finalized at the October meeting.

Counties Committee

S. Kopins reported it has been brought to the chair's attention that some members of the counties committee felt that the directives from priority setting were not finalized. A memo was sent out regarding this issue, along with the directives that were developed during priority setting and the final recommendations for directives from the comprehensive planning committee. Members were asked to review the information and respond to whether or not they feel directives from the counties need to be discussed further. If the majority of the members feel further discussion is needed, an emergency meeting will be held to finalize directives coming from the counties committee.

The committee heard reports from other committees of the council and capacity building/community education.

Support Services Committee

S. Kopins reported that the committee reviewed the second quarter ESD report for the support services categories. The committee had the following concerns:

Some categories seem to be over performing based on the units served at this point in the fiscal year. There is a concern whether or not providers are underestimating their projected clients to be served. While the committee recognizes there can be differences between the fiscal performance and the number of clients served, this was a concern for one of the categories (outreach).

Transportation is still a crucial issue in the counties.

The motion that was approved at the executive committee to draft a letter, with PC approval, to send to the AA regarding these comments and a request for updates and/or outcomes of the categories that are over performing, was withdrawn pending committee further committee review.

Outcomes Task Group

J. Powell reported that the task group met on October 15, 2004 to finalize discussion on examples of outcome models. Upon final review of the outcome models and scales, it was decided that the Boston Outcome Measurement Report would be the best concept to use as an example in developing outcomes.

The task group will be submitting requests to the AA and grantee's office to solicit them to review the concept of developing an outcome measurement report system that is similar to Boston's. The task group will also be submitting a request to Title II to provide guidance and copies of their outcome reports for review.

There were no action items to bring forward.

IGS support office

C. Lacanienta reported: IGS is please to introduce Evelyn Bradley the new deputy director for planning council support.

There is a change in the location of the planning council November meeting. Med Chi's board of directors has bumped the planning council from it meeting space in Osler Hall. Since there is no other space at Med Chi large enough to accommodate our needs, we have had to move the meeting. We will be meeting at Harborview which is the very tall condominium building overlooking the inner harbor from Federal Hill. This building is on Key Highway. We will provide you with very clear directions and details about parking as the meeting date comes closer.

The support office has been working with Associated Black Charities and Baltimore City Health Department to complete the FY 2005 grant application.

PC leadership and IGS staff participated in the site visit review of the administrative agency conducted by an independent consultant hired by the Baltimore City Health Department.

During the third week in November, IGS will have its site visit. Many council members will be part of that review as will as representatives from the administrative agency. This

visit will coincide with our November planning council meeting so all council members will have the opportunity to introduce themselves to the site visit team.

Just a special note: The PC office has provided support for four evaluation committee meetings, three comprehensive planning committee meetings, during the past two months. I would like to ask the council to give a hand to both those committees and their members and other participants who have been so dedicated and set aside many of their personal activities to make sure the PC met its deadlines.

New Business

C. Edmonds thanked council members, C. Thomas, Jr., D. Brewer and M. Reese for talking to the LEAP 8 students about the council and its committees.

C. Edmonds reported that community education/capacity building is sponsoring a dental conference called “Current Trends and Issues in the Dental Management of the HIV+ Patient” on November 4, 2004 at the National Museum of Dentistry.

The Transportation Equity Group is sponsoring public meeting on improving transportation at Morgan State University on Saturday, November 6, 2004.

A. Santiago reported that Chase Brexton and the CARE Coalition would be sponsoring a Reauthorization of the Ryan White CARE Act meeting on November 15, 2004 from 10 a.m. to 4 p.m. at the Radisson Cross Keys. Please contact Frannie at 410-837-2050.

L. Chapman made a motion to adjourn. Seconded by D. Brewer. Meeting ended at 7:55 p.m.