

Greater Baltimore HIV Health Services Planning Council
Planning Council

Minutes of the Meeting of September 21, 2004

Vol. I, No. 7

Final • October 19, 2004

Meeting Attendance

Present¹	D. Rock	K. Allston
	D. Brewer	L. Chapman
	T. Chunn	S. Dashiell
	I. Davis	B. Flint
	B. Grant	M. Graves
	T. Gray	P. Hall
	S. Jones	J. Keller
	D. Maynor	W. Merrick
	W. Miller	J. Powell
	A. Price	M. Reese
	W. Samuel	A. Santiago
	R. Shattuck	C. Thomas, Jr.
	P. Vigilance	
Absent	S. Ashley	W. Belle
	H. Carter	L. Creditt
	N. Guest	M. Holloway
	L. House	W. Jones
	D. Lane	M. Obiefune
	J. Rice	B. Ross
	S. Smith	B. Tucker
	D. Waller	
Proxy	B. Cheeks-Jones	S. Kopins
	I. Kotval	
ABC	C. Edmonds	M. Patterson
	A. Poole-Davis	S. B. Wee
BCHD	R. Matens	R. Brisueno
Visitors	D. Henson	M. Cole
	W. Fenwick	J. Gresham
	K. Bellesky	S. Gauhar
	L. Hogue	S. Roth
	J. Carandang	G. Lango

¹ Attendance is based on sign-in sheet

	B. Greene	N. Drew
	P.J. Gouldmann	N. Jackson
	J. Keruly	L. Franklin
	C. Smith	M. Rucker
	D. Baker	
Staff	C. Lacanienta	K. Hale
	D. Gorham	N. Curtis
	L. Koontz	C. Jones

Handouts	September PC packet
	EMA-wide priority setting FY 2005 percentage allocations

Introduction

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

L. Franklin and B. Greene were honored by the planning council for their outstanding leadership, commitment, and dedication, and for completing full terms on the council.

Review of Minutes

The council reviewed the minutes of the July data presentations and the August meeting. One correction was needed to the August minutes — the addition of D. Maynor to the “present” column. About the July data presentation minutes, B. Flint stated that the summaries of the presentations on the Maryland Medicaid Program (MMP) and Maryland Pharmacy Program (MPP) were unclear and needed to be revised. Following discussion, it was agreed that B. Flint would revise both presentation summaries and submit them to the planning council support office, and that acceptance of the July minutes would be tabled until the council reviewed the revised section of the data presentation minutes. The following motion was put forward:

Motion	To table the July 20, 2004 minutes until revisions are completed on summaries of the MD Medicaid Program and the MD Pharmacy Program presentations and the revisions are brought back to the council for review.
Proposed by	S. Dashiell
Seconded by	I. Davis
Action	Motion passed with no abstentions or objections

Chair’s Report

- The planning council chair, representatives from IGS, the grantee and the administrative agency attended the HRSA grantee conference in Washington, D.C. It

was the annual national conference for grantee and planning council leaders and had over 2,200 participants from all across the United States.

- Some of the purposes of the conference are to showcase best practice models of services, to provide technical assistance to grantees and planning council leaders that can be applied in the EMA, and to offer networking opportunities.
- The application guidance is finally out. Representatives from IGS and I met with Associated Black Charities and grantee staff to discuss the work plan for completing and submitting the application by November 10, 2004.
- Based on a number of factors, I would not anticipate any increase in funds for FY 2005. I believe the best we can hope for is level funding.
- As you see, Lena Franklin has completed her two terms on the planning council. In keeping with the by-laws, Raymond Shattuck, nominating committee chair, will be carrying out two roles until the November elections. He will continue as chair of his committee and will assist me whenever I need him to serve in a vice chair role. We will say our official good-bye to Lena during the PC meeting.
- I want to remind you that nominations will be accepted for the following elected positions of the council: planning council chair, vice chair.
- The by-laws require that if one of these officers is conflicted in any way, the other must be fully non-conflicted: nominating committee chair and the other six members nominating committee.
- The Baltimore EMA has always encouraged anyone wishing to serve to nominate him or herself. We also expect anyone nominating someone else to make sure that the person is willing to serve.
- I also want to remind all planning council members that leadership positions make more time demands than the requirements in the by-laws for attendance at one committee meeting and the planning council meeting. Committee leaders, PC chair and vice chair must attend the executive committee and often are called on to attend other special meetings.
- Please carefully consider, before you accept a leadership position, whether your best intentions are greater than what you realistically can carry out.

Administrative Agency Report

- Mid-year reprogramming of approved initial allocations has been completed. Reprogramming is based on re-allocating potential unspent funds, first within a service category, and then across service categories. Letters and addenda to any revised contracts were sent out by 9/10/2004.
- Carry-over projects have been identified and were forwarded to BCHD by 9/10/2004. BCHD is reviewing the document for submission to HRSA.
- Barbara Simpson Epps and Joseph Boyd attended the All Titles conference in Rockville, Maryland from August 16, 2004 through August 19, 2004.
- The information for the administrative assessment of ABC's Ryan White program was submitted to the contractor hired to conduct this process.
- Two graduate students from the University of Baltimore, in conjunction with Coppin State College, will begin an internship at ABC. The students, Rian Ellis and Crystal Jones, will work one day a week for one semester, beginning September 13, 2004.
- The quarterly provider meeting took place on Friday, September 17, 2004 at the Rowing Club.
- Planning for the FY 2005 application has begun. The first coordination meeting was held at ABC on Tuesday, September 14, 2004.

Baltimore City Health Department Report

Title I Administration

- HRSA distributed the FY 2005 Application Guidance on September 14, 2004. The due date for the application is November 10, 2004. BCHD electronically distributed the document accordingly.
- Kelley Stewart from BCHD presented at the National All Titles meeting in August. Her session, "Consumers and Quality Improvement: A Synergistic Combination," was extremely well received.
- For a variety of reasons, a number of categories will be placed up for bid this year out of cycle. Providers should be on alert and check the final list for those services being placed up for bid this year.

Quality Improvement Program

- Letters have been sent out to the providers of EFA and transportation services regarding their upcoming QIP site reviews. The review instruments will be piloted at the end of the month at two provider sites. Site reviews will begin the latter part of October.
- HIV-Positive Self-Management training will be held for counties staff and consumers October 19 – 20, 2004, and 28 – 29, 2004. This is free training; however, participation is limited to 20 people. For more information about the training, 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

- “Take a Loved One to the Doctor Day” was September 21, 2004. An event was held at the War Memorial Building on Gay Street from 10 a.m. to 3 p.m. The event included health screening, health information dissemination and HIV testing.
- The “Beat HIV” block party held on Washington Boulevard on August 27, 2004, was another success. Fifty-two individuals were tested for HIV and STDs at the event.
- A “Believe Day” event is scheduled for Saturday, October 2, 2004 at 5:00 p.m. at Mondawmin Mall. The event will feature Doug E. Fresh, MC Slick Rick and others.
- The RARE project completed work and presented its report to BCHD on August 19, 2004. The report was well received and is expected to provide background for youth-focused HIV-prevention activities.

Other Baltimore City Government HIV/AIDS Initiatives

- The HIV Commission meeting is scheduled for September 23, 2004.

State AIDS Administration Report

Title II

The Title II program had nothing to report.

General

The AIDS Administration is losing a valuable and effective leader. Effective October 1, 2004, Liza Solomon will be stepping down as director of the AIDS Administration. Under her capable and strong guidance, the AIDS Administration has forged a new

direction in the fight against HIV/AIDS by tackling many challenging projects and by building a strong, competent and compassionate administration.

The Ryan White Title II Consortia is having its priority-setting meetings from October 1, 2004 through October 7, 2004, from 11:45 a.m. to 2:00 p.m., at the Life Resource Center. Lunch will be provided. Contact A. Price or the AIDS Administration for more information.

Title IV

The Title IV Network meeting took place on Friday, September 10, 2004. The speaker was Elizabeth Liebow from the Baltimore County Health Department. She discussed the Regional Perinatal Advisory Group (RPAG) and how the RPAG is looking at providing assistance for raising awareness regarding rapid testing in labor and delivery.

The Youth Initiative recently hired a consumer youth advocate to provide peer support to HIV-infected youth.

Committee Reports

By-Laws Committee

K. Hale reported for the committee.

The committee reminded the planning council members that if they are interested in joining the By-laws Committee, they must contact the planning council support office. The committee will be convening a meeting within the next three to four weeks.

Comprehensive Planning Committee

J. Keruly reported for the committee.

The committee received all the directives developed by the Health Services, Support Services and Counties committees and at priority setting. The committee decided that the process for implementing directives is to first send the directives to the AA and grantee for their review and response. Doing so will ensure that those agencies and the council are clear on the expectations for the directive. An appropriate timeline for the directive, as well as any dollar amounts that need to be considered, will be determined.

The committee is continuing to work with the AA and grantee on the directives, which were emailed to the respective chairs. The committee asked the chairs to verify the issues and the language of the directives to ensure that the intents of their committees is captured. The committee asked that chairs to send their confirmation of the directives to Lauren Koontz at IGS by September 24, 2004.

MAI/Carryover Work Group

M. Reese reported for the committee.

The work group reviewed the MAI categories to make funding recommendations for FY 2005. The work group went through the three funding contingencies (decreased, level and increase funding). The decisions were based on the data and recommendations from the AA. The work group held to the same ground rules that were used at priority setting. The following motions were made:

Decrease Funding Exercise:

Motion	To fund MAI — Co-morbidity at \$360,797.
Proposed by	M. Reese
Seconded by	C. Thomas, Jr.
Action	Motion passed with 3 abstention and no objections.

Motion	To fund MAI — Outreach at \$901,452.
Proposed by	M. Reese
Seconded by	D. Brewer
Action	Motion passed with 9 abstentions and no objections.

Motion	To fund MAI — Capacity Building at \$57,367.
Proposed by	M. Reese
Seconded by	I. Davis
Action	Motion passed with no abstentions or objections.

Motion	To fund MAI — Enriched Life Skills at \$394,171 in the event of a 5 percent decrease.
Proposed by	M. Reese
Seconded by	R. Shattuck
Action	Motion passed with no abstentions or objections.

Motion	To accept the percentage allocations for decreased funding regardless of the actual decrease.
Proposed by	M. Reese
Seconded by	I. Davis
Action	Motion passed with no abstentions or objections.

Level Funding Exercise:

Motion	To fund MAI — Co-morbidity at \$379,786.
Proposed by	M. Reese
Seconded by	D. Brewer
Action	Motion passed with 3 abstentions and no objections.

Motion	To fund MAI — Outreach at \$948,897.
Proposed by	M. Reese
Seconded by	R. Shattuck
Action	Motion passed with 7 abstentions and no objections.
Motion	To fund MAI — Capacity Building at \$60,386.
Proposed by	M. Reese
Seconded by	C. Thomas, Jr.
Action	Motion passed with no abstentions or objections.
Motion	To fund MAI — Enriched Life Skills at \$414,917.
Proposed by	M. Reese
Seconded by	T. Gray
Action	Motion passed with 6 abstentions or objections.

Increased Funding Exercise:

Motion	To fund MAI — co-morbidity at \$398,775.
Proposed by	M. Reese
Seconded by	D. Brewer
Action	Motion passed with 3 abstentions and no objections.
Motion	To fund MAI — outreach at \$996,342.
Proposed by	M. Reese
Seconded by	R. Shattuck
Action	Motion passed with 9 abstentions and no objections.
Motion	To fund MAI — capacity building at \$63,405.
Proposed by	M. Reese
Seconded by	T. Gray
Action	Motion passed with no abstentions or objections.
Motion	To fund MAI — enriched life skills at \$435,663 in the event of a 5 percent increase.
Proposed by	M. Reese
Seconded by	C. Thomas, Jr.
Action	Motion passed with 6 abstentions or objections.
Motion	To accept the percentage allocations for increased funding regardless of the actual increase.
Proposed by	M. Reese
Seconded by	T. Gray
Action	Motion passed with no abstentions or objections.

Evaluation Committee

J. Powell reported for the committee.

Regarding the assessment of the administrative agent, M. Williams has submitted her report of the administrative agencies. The committee began its assessment on Monday, September 20, 2004.

The committee was presented with a reallocation request on Monday, September 13, 2004. The following motions were made:

Motion	To move \$38,000 out of the drug reimbursement program.
Proposed by	J. Powell
Seconded by	C. Thomas, Jr.
Action	Motion passed with no abstentions and no objections.
Motion	To move \$28,000 into primary medical care.
Proposed by	J. Powell
Seconded by	M. Reese
Action	Motion passed with 8 abstentions and no objections.
Motion	To move \$10,000 into viral load testing.
Proposed by	J. Powell
Seconded by	D. Brewer
Action	Motion passed with no abstentions or objections.

Health Services Committee

P. Vigilance reported for the committee.

The committee reviewed three sets of QIP findings: treatment-adherence services, mental health services and oral health. The committee will be forming an internal task group to review the standards for treatment-adherence services. The committee will send the mental health services standards and the oral health standards to an expert panel composed of providers in the field. The panel members will be asked to review the standards and send their comments to the committee.

The committee members were asked to review Table 10.1.1 and bring their comments and concerns to their October meeting.

The committee began its review of the first quarter ESD report. Based on discussion during its review, the committee has requested data for the first and fourth quarters of 2002 and 2003. The committee also requested technical assistance from the AA on both the ESD and Table 10 reports.

The committee had no action items to bring forward.

Needs Assessment Committee

I. Davis reported for the committee.

The committee reviewed a request from the Comprehensive Planning Committee (CPC) for data that pertain to health and support services offered to women. The CPC made the request because although the overall WICY (women, infants, children and youth) goal was met, the service goal for women fell short of the 35% overall goal. The Needs Assessment Committee will send the CPC a response to its request in the form of a memorandum and a data report packet.

The Needs Assessment Committee has been asked to prioritize carryover projects that pertain to needs assessment so that it is prepared when the federal government unfreezes dollars for carryover projects.

The committee discussed the formation of the Data Elements Task Group, which resulted from a directive that was approved by the council in conjunction with the Counties Committee. The goal of this task group is to look at the data elements that exist or need to be collected to show where people live and where they get their services. The committee, and eventually the task group, will be reviewing Form 8 for 2002 and 2004, the 2005 CADR, and the Unique Identifier Number (UIN) report in October, in preparation for the first meeting of the task group. The first meeting is scheduled for November 18, 2004 from 2:00 p.m. to 4:00 p.m. at IGS offices. The committee invited planning council members to join the task group. Five volunteers from the counties have already signed up, but the committee is still looking for representation from the EMA and the planning council. Those interested in joining should contact Nicole Curtis at 410-662-7253.

The committee had no action items to bring forward.

Nominating Committee

R. Shattuck reported for the committee.

The Nominating Committee will be following the by-laws in reviewing monthly attendance of all PC and non-PC committee members. The committee asked that all committee chairs and members remind the members of their committees to sign in each month. Signing in helps the nominating committee to track attendance. Attendance tracking began September 1, 2004.

As of September 1, 2004, these elected offices are up for re-election: PC chair, PC vice chair, Nominating Committee chair and the six Nominating Committee member positions. The committee asked that anyone interested in one of these offices contact the

IGS PC support office to be placed on the ballot. Elections will take place in November 2004.

Committee chair and co-chair positions are also up for re-election. The committee asked that anyone planning to run for a chair/co-chair positions contact the IGS PC support office to be placed on the ballot.

The committee reminded those present that anyone interested in running for an elected seat should make sure that he or she understands the roles and responsibilities that come with these offices. Points that candidates must understand are commitment, time demands, and attendance at a minimum of three monthly meetings: the PC meeting, the Executive Committee meeting, and the meeting of the committee that he or she chairs.

The PC support office received a resignation letter dated 9/2/04 from a PC member. To fill the vacant position, the Nominating Committee submitted Markton Cole, who was on the pool list, to the mayor's office for appointment. The committee also explained that according to the new guidelines, changes to the PC membership roster to must be reported to HRSA within 15 days of the change.

The Nominating Committee made a motion regarding two interim committee seats:

Motion	To place Melanie Reese and Jeffrey Powell on the nominating committee temporarily until November elections.
Proposed by	R. Shattuck
Seconded by	C. Thomas, Jr.
Action	Motion passed with no abstentions and no objections.

PLWH/A Committee

D. Brewer reported for the committee.

The PLWH/A committee was scheduled to meet on August 18, 2004, but the meeting was cancelled due to a power outage. The August meeting agenda items will be addressed in the September meeting.

Services to Surrounding Counties

S. Kopins reported for the committee.

The committee identified volunteers to participate in the Data Elements Task Group, which is identifying data variables that need to be collected. The committee had a discussion to clarify the need for the task group, which is the emergent issue regarding identifying where counties consumers live and where they are receiving services.

The committee reviewed the ESD report for the counties and made comments on those categories outside of tolerance. The committee will review Table 10 next month; however, the connection between Table 10 and the ESD reports was discussed.

The committee heard updates on capacity building and community education.

The committee had a presentation after the meeting from Evonne Nwankwo and P.J. Gouldmann on the self-management training that will be held in October at the Columbia Gateway Center. The training will be a train-the-trainer series to enhance the ability of each health department to reinforce self-management techniques and move consumers from intensive case management.

Support Services Committee

A. Price reported for the committee.

The committee reviewed the QIP report and the standards of care for Psychosocial Support. The committee acknowledged that the set of standards used in the QIP assessment have been revised; a letter will be drafted and sent to the QIP to address this issue. The committee discussed the importance of a full continuum of care between all service categories.

The committee reviewed the first quarter ESD report for the support services categories. The review looked at the performance of the categories and comments were made on those outside of tolerance. A letter will be drafted and sent to the AA regarding the committee's comments.

The committee had no action items to bring forward.

Outcomes Task Group

J. Powell reported for the committee.

That the Outcomes Task Group is in the process of reviewing a document from Boston that helps to measure outcomes.

IGS Report

K. Hale reported for the committee.

C. Lacanienta and K. Hale attended the HRSA Grantee Conference in late August.

As you have heard, the FY 2005 Grant Application Guidance is out. PC Committees, particularly the Evaluation, Comprehensive Planning, and Nominating Committees have tasks to complete and move forward to the PC chair. The PC chair will then write a letter

of assurance to accompany the grant application. The committee tasks and the letter of assurance must be completed before the Executive Committee meeting on October 13, 2004.

C. Rhodes has resigned her position with the planning council office. Recruitment is underway to refill the vacancy.

IGS will have a fiscal site visit this week and a program site visit in November. They will provide the PC with more details about the program visit as they become available.

New Business

- W. Samuel instructed the council to read the article, “White House Power Play,” in the October 2004 issue of *HIV Plus* magazine. According to Samuel, the article contained information on President Bush wanting to have more control over the Ryan White reauthorization, give more money to faith-based organizations, and possibly get rid of planning councils. D. Rock stated that based on her conversation with the Executive Director who sits on the Health Service committee for the White House, the council was reassured that planning councils will not be eliminated, nor will they have less control over the Ryan White reauthorization.
- D. Rock stated that the FDA did a presentation to the subcommittee on approving an OraQuick fluid. The subcommittee also heard a presentation on what global organizations are doing to address HIV/AIDS issues.
- Susan Roth of LifeLynes Community AIDS Awareness Program was introduced to the council. They will be conducting onsite walk-in testing on October 4, 2004.
- C. Edmonds reported that LEAP 8 graduates would be attending the October 19th PC meeting. There were 25 participants in the class.
- Consumer Advisory Board (CAB) training will be held on October 21, 2004 for new staff and consumers. Seats are limited.
- Community Education and Capacity Building held a conference on HIV and Substance Abuse at Johns Hopkins University co-sponsored by the AIDS Education and Training Center; Wendy Merrick was one of the speakers. In addition, Community Education and Capacity Building will be attending the September PLWH/A meeting to talk about the video monitors and videotape project.
- A Substance Abuse and Recovery month event will be held on September 23, 2004 at the Belvedere Hotel.
- P.J. Gouldmann reported that the consumer training in the counties scheduled for September 28, 2004 has been postponed. Consumer training will be held in Carroll County on September 30, 2004, in Queen Anne’s County on October 12, 2004, in

Baltimore County on October 14, 2004 (on the subject of healthy eating), and in Anne Arundel County on October 19, 2004. All sessions are from 5:30 to 7:30 p.m.

- C. Smith reported that Black Pride is October 8, 2004; please see C. Smith for details.

The meeting was adjourned 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

Debbie Rock

October 19, 2004

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