

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting

April 19, 2005

Vol. II, No. 2

Final • May 17, 2005

Meeting Attendance

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| Present¹ | D. Rock K. Allston D. Brewer L. Chapman M. Cole S. Dashiell B. Grant T. Gray D. Henson W. Jones W. Merrick M. Reese R. Shattuck B. Tucker | J. Powell W. Belle H. Carter T. Chunn L. Creditt B. Flint M. Graves P. Hall S. Jones J. Keller A. Price W. Samuel C. Thomas, Jr. |
| Absent | S. Ashley N. Guest D. Lane M. Obiefune B. Ross P. Vigilance W. Miller | I. Davis L. House D. Maynor J. Rice A. Santiago D. Waller |
| ABC | B. Epps B. McKeithen | A. Poole-Davis |
| BCHD | R. Matens | |
| Proxy | Bettye Cheek Jones S. Kopins | R. Matens |
| Visitors | W. Fenwick G. Manigo P.J. Gouldmann A. Foyles | B. Thomas-EL J. Gresham K. Matthews S. Matsko |

¹ Attendance is based on sign-in sheet

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| | R. Johnson | B. Fitzsimmons |
| | J. Keruly | G. McCrary |
| | C. Webb | M. Flint |
| | L. Franklin | |
| Staff | K. Hale | C. Lacanienta |
| | L. Koontz | N. Curtis |
| | D. Gorham | R. Abernathy |
| | E. Bradley | |

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| Handouts | April PC packet |
| | Informational flyers |
| | Technical assistance presentation handouts |
| | Nominating Committee April minutes |

Introduction

J. Powell convened the meeting at 6:30 p.m. with introductions

Review of Minutes

The council reviewed their March minutes and there was only one correction. On the last page of the minutes, "POTCHA" should be spelled "PACHA.org". A motion was put forward:

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| Motion | To accept the March minutes with one edit. |
| Proposed by | D. Brewer |
| Seconded by | R. Shattuck |
| Action | Motion passed with no abstentions or objections. |

Chair's Report

D. Rock reported that due to the council having a full agenda, the report would be brief to allow the council to continue it's training with C. Lacanienta of IGS.

- C. Lacanienta was asked to assist me in presenting the site visit reports from Mosaica later in this meeting.
- I am asking that each council member take the report home and review it. This report is an objective review of our planning council and planning council support processes and activities.
- We scored very well. The average scores are above 2.5 out of three for both the council and IGS support.

Technical Assistance on Planning for Setting Priorities and Allocations

C. Lacanienta reported.

A handout was distributed out to the council; it showed outcomes of the executive committee's discussion and recommendations on coming with strategies, timeframe and considerations on a hierarchy of priorities. Each strategy, timeframe and consideration was explained in detail. For example, recommended strategy was the decrease of overlapping categories that have similar functions; this priority scored the highest in importance, the time frame was immediate and the considerations of review of planned services against actual services rendered; coordination of different.

Based on the council's questions and concerns, the council agreed that the process needed to be discussed in more detail. The council had a vote to defer this process to its May meeting.

Service Category Scorecards Presentation

R. Abernathy reported.

An example of the service category scorecard, which would be considered the new informational summaries for priority setting, was distributed out to the council. The service category scorecard would give a concise summarization of the current ESD data with five years of historical data. It would have section designated for analysis and recommendations to consider and show a current analysis of service category performance for fiscal and program support. The charts would provide graphical trends for the past and current years. The charts would also provide context for planning activities for priority setting.

The FY 2004 scorecards will be available only at priority setting. Scorecards for subsequent fiscal years will be available after each ESD report is received.

Administrative Agency (AA) Report

B. Epps reported.

- On March 9, Associated Black Charities (ABC) held an organization meeting with the new providers awarded funding under the Ryan White program for FY 2005. Five of the six organizations were present.

The agenda covered information about the Baltimore EMA and its partners (BCHD, ABC, IGS and the PC). Also covered was program and fiscal reporting requirements, both monthly and annual. Additionally, information was provided on site visits, provider meetings, technical assistance, contracts, reprogramming and monitoring.

- A joint QIP & AA orientation workshop for outreach and non-traditional outreach program directors was held on March 14, 2005. The workshop goal was to train and inform senior and programmatic staff in the general principles of outreach, detail the requirements within the standards of care and share recommendations related to both the outreach and MAI non-traditional outreach service categories as developed through the QIP category review.
- TA is being provided to a provider regarding its client advocacy board (CAB). The AA initially began working with the CAB in November 2004 and has consistently worked with them through this month. It is hoped that the organization's CAB will be functioning at a greater capacity by May 2005.
- Contracts for all of the 2005 providers have been mailed with the exception of a large provider who required additional time to have the contract reviewed by their legal department. There are 54 providers and 206 contracts. Eighty-two percent (82%) of the contracts have been mailed. The remaining contracts will be mailed early next week.

Baltimore City Health Department (BCHD) Report

R. Matens reported.

Title I Administration

- BCHD is currently in the process of approving the contracts for Planning Council Support, the Administrative Agency and the Program Support categories.
- BCHD, ABC & IGS have begun working together to improve the mechanism for reporting program and fiscal performance measures to the Planning Council.
- Roberto Nolte will be the new HRSA Project Officer for Baltimore Title I and the state's Title II programs. A conference call with the local partners will be set up at his earliest availability.

Quality Improvement Program

- BCHD hired a new public health analyst to begin work on May 2nd. Jesse Ungard, LCADC comes to BCHD from Chase Brexton and brings with him a strong background in substance abuse and research. Please welcome him, as he will be attending several meetings in the coming weeks.
- The individual vendor reports from FY03 will be released by the end of May 2005 (they were delayed due to loss of Title I shared drive).

- The service category reports for direct emergency financial assistance (DEFA) and transportation are on schedule to be completed in time for consideration during priority setting.

BCHD, Division of Health Promotion and Disease Prevention News

- The division awaits word from CDC regarding the public health prevention service officer application submitted on April 1st.
- The STD/HIV program continues to perform high volume HIV testing. A first quarter update to the Planning Council will follow.

Other Baltimore City Government HIV/AIDS Initiatives

- The HIV Commission's next meeting is scheduled for April 28th, 5:30 p.m. at the Institute for Human Virology.

State AIDS Administration Report

B. Grant reported.

Title II

The AIDS Administration has received the following Title II award from HRSA:

- MADAP: \$27,583,380, which is an increase of 7%
- MAI: \$359,168, which is an increase of 13%
- Base: \$8,112,704, which is an increase of 4%

Title IV

- The AIDS Administration has not received any information regarding the Title IV award.
- The Title IV Youth Initiative Application was submitted to HRSA on March 25, 2005.
- The Youth CAB is scheduled for Wednesday, April 27, 2005 from 5-7:30 p.m. at UMB. For more information, contact B. Grant at 410-767-5992.

Committee Reports

Comprehensive Planning Committee

J. Keruly reported. The committee met on March 28, 2005 and the following topics were addressed:

- **Committee Focus:** Committee participated in an activity to help focus on most important tasks and how to complete those tasks efficiently.
- **Oral Health Directive:** Committee received updates from the AA on oral health in the counties. More information based on providers' performance will be available before priority setting.
- **Latino Provider:** At this time, there are no recommendations for action regarding the loss of a Latino provider.
- **Comprehensive Plan:** The committee reviewed two draft sections of the comprehensive plan for 2006-2008. Input was given on the ideal system model. The committee will continue their review of the plan at the next meeting scheduled for April 25, 2005.

There are no action items.

Evaluation Committee

R. Johnson reported.

- The assessment tool for ABC was revised at the April meeting. A motion was put forward:

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| Motion | To approve the revised ABC assessment tool for 2005. |
| Proposed by | R. Johnson |
| Seconded by | M. Reese |
| Action | Motion passed with one abstention and no objections. |

- The committee has completed its review and revision of the data gathering questionnaires for providers and for the AA / grantee. The consultant in the 2005 assessment will use these questionnaires.
- The committee participated in the "committee focus" exercise. Issues and recommendations from the committee will be forwarded to PC leadership.

Health Services Committee

L. Franklin reported.

- The committee held an election for a new co-chair. The new co-chair is Markton Cole.
- The committee had been in the process of reviewing standards and comments from professionals on standards. We would like to bring forward a few motions:

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| Motion | To move the final revised Adult Mental Health standards forward to the council. |
| Proposed by | L. Franklin |
| Seconded by | W. Samuel |
| Action | Motion passed with no abstentions or objections. |

- The committee made edits to the “Baseline Evaluation” section, which includes section B.4.2.1 (c) of the Mental Health: Children / Adolescent standard. There will be three motions to this effect:

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| Motion | To revise the “Baseline Evaluation” section of the Mental Health: Children / Adolescent standard to read, “ An initial evaluation must be conducted prior to the initiation of any treatment. A licensed mental-health professional must conduct this evaluation. The mental-health professional might work alone or work as part of an interdisciplinary team. The individual or team must have an appropriate referral network to ensure that patients have access to other Ryan White services including psychiatrists, medical personnel and/or substance abuse professionals.” |
| Proposed by | L. Franklin |
| Seconded by | M. Cole |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To revise the “Baseline Evaluation” section B.4.2.1 (c) to read, “ A cognitive, emotional or behavioral assessment should be conducted by a licensed healthcare professional with expertise in children / adolescent healthcare such as a licensed psychologist, social worker, psychiatrist or other licensed health professional.” |
| Proposed by | L. Franklin |
| Seconded by | D. Brewer |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To move the Mental Health: Children / Adolescent standard forward with edits to the council. |
| Proposed by | L. Franklin |
| Seconded by | M. Cole |
| Action | Motion passed with no abstentions or objections. |

- The committee reviewed the Primary Medical Care (PMC): Pediatric standard and had a couple of edits. We would like to make motion to this effect:

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| Motion | To revise the revision date on the PMC: Pediatric standard and to add a line for the person providing the service to identify him / herself. |
| Proposed by | L. Franklin |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections. |

- The committee reviewed the Treatment Adherence standard and agreed that the standard needed to be reviewed by professionals in the field. The motion is:

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| Motion | To have the Treatment Adherence standard distributed to the council and professionals in the field for review and comment and have comments to be sent back to the committee in May. |
| Proposed by | L. Franklin |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections |

Needs Assessment Committee

W. Samuel reported.

- The Needs Assessment Committee will not be having a meeting this month. The committee felt that it needed more time to prepare for priority setting.
- The committee will be reviewing suggested topics that can be presented as data for the July data presentations. Also the committee will look at last year's list of presenters and make recommendations as to who should present this year.

There were no action items.

Nominating Committee

R. Shattuck reported. The Nominating Committee met on April 11, 2005 and this report is an update from that meeting.

- The Nominating Committee reviewed five screened applications for membership to the council and made the following recommendations.

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| Motion | To place Denise Smith on the pool list. |
| Proposed by | R. Shattuck |
| Seconded by | W. Samuel |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To place Jeanne Keruly on the pool list. |
| Proposed by | R. Shattuck |
| Seconded by | D. Brewer |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To place Daniel McKelvin on the pool list. |
| Proposed by | R. Shattuck |
| Seconded by | L. Creditt |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To place Karen Bellesky on the pool list. |
| Proposed by | R. Shattuck |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To place Dorcas Baker on the pool list. |
| Proposed by | R. Shattuck |
| Seconded by | C. Thomas, Jr. |
| Action | Motion passed with no abstentions or objections. |

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| Motion | To place Lafayette Pierson on the pool list. |
| Proposed by | R. Shattuck |
| Seconded by | H. Carter |
| Action | Motion passed with no abstentions or objections. |

- Keeping with the planning council pool list process, the Nominating Committee is recommending to the mayor's office for appointment to the council: Albert Foyles.
- We would like to remind all planning council members that in the by-laws, article VII, section 7.8, "Committee Attendance," it is mandatory that each council member must attend his or her primary committee. Several of you are not following the by-laws. A letter will be sent to the planning council chair and vice-chair about this issue.

- The Nominating Committee is in review of the pool list mechanism that was approved in April 2004 as a follow-up to the motion made in March. The committee will make its recommendations in its May meeting.

PLWH/A Committee

C. Thomas, Jr. reported. The committee met on March 16, 2005 and the following issues were discussed:

- The committee had a discussion on the announcement of the FY 2005 grant award, the planning council challenge to begin planning for decreased or cutting of services and what the PLWH/A Committee needs to focus on for planning purposes. The committee made comments such as:
 - 1) Stabilize those that are in care and help them to cross over to other services.
 - 2) To get clients out of a “revolving door” program and get into a more stabilize system that would promote self-sufficiency and independence.
 - 3) Get consumers to continue taking surveys, so that data can be captured for planning purposes.
- The committee had a discussion and made suggestions on the PLWH/A retreat. Some of the suggestions were:
 - 1) To have elements of the training incorporated into the planning council training sessions.
 - 2) Have a follow-up to the training for PLWH/A and/or planning council
 - 3) Refresh the council on the CARE Act
 - 4) To have role-plays or mock priority setting trainings and include a pro/con session.
- The committee will continue its discussion on our position paper, which is on mental health co-morbidity, at our May meeting.

There were no action items.

Services to Surrounding Counties Committee

M. Reese reported. The committee met on April 5, 2005 and the following topics were discussed:

- Committee Focus: The committee participated in an exercise designed to identify the important tasks and how the committee can be more efficient.
- Update of Substance-abuse Treatment: The committee heard from BSAS and county representatives on the improvements for county client access to treatment.
- Input to next comprehensive plan: The committee gave its input on trend and issues for the 2006-2008 comprehensive plan.
- Directives: Ideas and topics for possible FY 2006 directives were discussed. The committee will be reviewing its directives before the August priority setting. An update on the oral health directive for 2005 was also distributed.
- The committee received and reviewed the FY 2005 STSC Allocations Report, the addendum to the 2003-2005 comprehensive plan and the 2005 Capacity Building / Community Education work plans.

There were no action items.

Support Services Committee

T. Gray reported.

- The committee participated in an exercise designed to focus on the most important tasks and how the committee can be more efficient in its work.
- Two meetings of the Housing Standards Task Group have been held. The AA and grantee have been helpful in offering their recommendations and guidance. We hope to complete our review and revision at the next meeting scheduled for April 20, 2005.
- The committee continues to review its Table 10 goals and objectives for the support service categories.
- The committee heard an update and gave its input regarding the 2006-2008 comprehensive plan.
- There was discussion on directives and carry over. No directives were put forward at this time. Two suggestions for carry over were proposed.

There were no action items.

By-Laws Committee

W. Belle reported.

- The By-Laws Committee held a teleconference with members from the Nominating Committee and PC leadership on Monday, April 11, 2005. The members discussed four areas of possible changes to the By-Laws and are making the following recommendations to the PC for changes.

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| Motion | Amend section 2.4 Term to state: 2.4.5 The mayor of Baltimore City will be asked to extend the term from September 1 until November 30 for any planning council member who is elected as chair, vice-chair, nominating committee chair or a member of the nominating committee when said member is due to rotate off the council on August 31. |
| Proposed by | W. Belle |
| Seconded by | D. Brewer |
| Action | Motion passed with no abstentions and six objections. |

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| Motion | Amend section 4.2 Eligibility for Offices to state: 4.2.1 An appointed council member shall be eligible to see the office of planning council chair or vice chair or nominating chair when he/ she has passed the two year's anniversary of his/ her appointment, participated in priority setting as an appointed planning council member and served as a chair of a standing committee. |
| Proposed by | W. Belle |
| Seconded by | R. Matens |
| Action | Motion does not pass with 10 for the motion, 14 opposed and 3 abstentions. |

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| Motion | 4.2.2 An appointed council member shall be eligible to seek the office of nominating committee member when he / she has completed one year of appointed council membership, that is, passed his / her first year anniversary and participated in priority setting. |
| Proposed by | W. Belle |
| Seconded by | R. Shattuck |
| Amendment | To change the one-year anniversary to six months of appointed council membership. |
| Proposed by | L. Chapman |
| Status | The amendment was accepted |
| Action | Motion passed with 18 for the motion, 5 opposed and 2 abstentions. |

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| Motion | 4.2.3 The nominating committee with executive committee approval may waive the requirements presented in 4.2.1 and 4.2.2 for an appointed council member who returns to council service after the required one year absence and who completed at least one full term of his / her previous appointment in good standing; that is, by meeting the attendance and conflict of interest requirements of the council |
| Proposed by | W. Belle |
| Seconded by | R. Shattuck |
| Amendment | Amend the motion to only reference 4.2.2. |
| Proposed by | M. Cole |
| Status | The amendment was accepted |
| Action | Motion passed with one abstentions and one opposed. |

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| Motion | Clarify 1.3.7 Definition--Committee member: "Committee member" is defined as a person who has expressed an interest in committee membership and who meets the following requirements in the following order within six months of expressing interest. A. Completion of committee membership application that is filled with PC support office. B. Signature of a conflict of interest form that is filled with the PC support office. C. Attendance at a minimum of three meetings of the same committee, from the date of the application, after which at the fourth meeting, the interested person may be confirmed as a member of the committee in question. |
| Proposed by | W. Belle |
| Seconded by | W. Samuel |
| Amendment | Past nominating committee members must also follow procedure |
| Proposed by | S. Dashiell |
| Status | The amendment was accepted |
| Action | Motion passed with no abstentions or objections. |

IGS Report

No formal report was given. However, every council should have received two reports from Mosaica for review. All council members were asked to review both reports and if they had comments / suggestions to forward them to K. Hale and PC leadership by May 6, 2005.

New Business

- J. Powell made the following formal announcement to the council that he will be stepping down as vice-chair and as a planning council member.

“First, giving honor to the God I serve as best I can and thanking him that his grace is sufficient to make up for the areas I fall short which is why I am still here today in 2005 after being diagnosed with AIDS in March 1997, I'm at PEACE.

“Those of you who are fellow believers, remember always, Romans 8:28 as you do this awesome work, "And we know that all things work together for good to those who love God, to those who are the called according to HIS purpose. And I've learned to go with this verse, the more you put into something, the more you will get out of it. I'm so happy to share with you that I can honestly say that I've always left our meetings feeling much was accomplished. And again, I want to say congratulations to those of you who were added to the recruitment pool today!

“Lately, I've come to realize, with the help of some useful therapy and a little overwhelming fatigue, that in the best interest of our mission, it's time to pass the baton on. I'm glad I was allowed to help the next vice chair rest for a while. Now, that you've rested, whoever you are, I will take advantage of this opportunity to get some much needed rest myself. Unconditional love works. It got me here and sustained me, and it's constantly working through the Greater Baltimore HIV Health Services Planning Council and its committees to bring people into care who need to be there, but who are not. We've discovered many of the barriers and we try our best to help them overcome them.

“All you wonderful people, who are working behind the scenes, KEEP UP THE GREAT WORK! You're going into the next priority setting having experienced another decrease, but I am extremely, confident that you can and will remain the best planning council anyone could work with in these United States. Working with you has shown me, like Anne Frank wrote in her diary during WWII, ‘In spite of everything, I still believe there is good in people.’ Planning council, we're the proof!

“Thanks everybody!”

- A letter of appreciation from the chair was read to J. Powell. It spoke to his achievements, dedication, commitment and team-manship mentality. The council and guest celebrated him.
- A letter of appreciation to C. Hackerman of ABC from the chair was read. It spoke on his work and support to the council.
- A certificate of completion of training was given to J. Gresham.
- B. Flint stated that there will be no changes to the R.E.M. program
- S. Kopins announced that Moveable Feast would be having their annual bike ride fundraiser, Ride for the Feast 2005. Moveable Feast is still looking for bike riders

and sponsors. Also, a Dining out for Life postcard was distributed to the council and people were asked to dine out on April 28, 2005 at any participating restaurants because a portion of the check will be donated to Moveable Feast. It was also announced that Moveable Feast would be moving to St. Benedict's Church temporarily until their new location is finished.

- A. Poole-Davis announced that the CARE Fair would be on June 25, 2005 at Mondawmin Mall; preparations are underway. Community Education / Capacity Building had a Johns Hopkins Clinical conference at the Renaissance Hotel; various materials were distributed.

Meeting ended at 8:30 p.m.

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

Debbie Rock

May 17, 2005

Debbie Rock

May 17, 2005