

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of February 15, 2005

Vol. 1, No. 12

Final • March 15, 2005

Meeting Attendance

Present¹	D. Rock	J. Powell
	K. Allston	S. Ashley
	D. Brewer	H. Carter
	L. Chapman	T. Chunn
	M. Cole	L. Creditt
	S. Dashiell	I. Davis
	B. Flint	B. Grant
	M. Graves	T. Gray
	N. Guest	S. Jones
	W. Jones	J. Keller
	D. Maynor	W. Merrick
	W. Miller	A. Price
	M. Reese	W. Samuels
	A. Santiago	C. Thomas
	B. Tucker	P. Vigilance
Absent	W. Belle	P. Hall
	M. Holloway	D. Lane
	M. Obiefune	J. Rice
	B. Ross	R. Shattuck
	D. Waller	
ABC	J. Boyd	B. Simpson-Epps
	A. Poole-Davis	B. McKeithen
BCHD	R. Matens	R. Brisueno
Visitors	B. Jones	D. Henson
	B. Thomas	T. Jones
	H. Nelson	P.J. Gouldmann
	K. Bellesky	N. Drew
	J. Wagner	W. Fenwick
	W. Gray	M. Flint
	E. Prettyman	R. Johnson
	J. Gresham	S. Kopins
Staff	K. Hale	E. Bradley
	C. Lacanienta	N. Curtis
	D. Gorham	L. Koontz

¹ Attendance is based on sign-in sheet

Handouts	PC packet – February Nominating Committee meeting minutes – February IGS report Pool list recommendations ABC flyer: Challenges in the Delivery of HIV/AIDS Services conference ABC brochure: Get Treatment
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Introductions

D. Rock convened the meeting at 6:35 with roll call and introductions.

Review of Minutes

The council reviewed the January minutes. M. Cole asked for clarification on page 12, regarding the housing task group. It was clarified that the task group meeting was not held due to 1) conflict in schedule with another committee meeting and 2) the task group is waiting for feedback regarding the housing standards. There were no additional corrections.

Motion	To accept the January minutes with the noted correction.
Proposed by	D. Brewer
Seconded by	M. Reese
Action	Motion passed with no objections or abstentions.

Chair's Report

D. Rock asked Joseph Boyd for his announcement. J. Boyd announced that he has officially resigned from ABC. Bertram McKeithen would be taking his place. D. Rock thanked J. Boyd for his assistance to the council.

D. Rock reported:

- I want to thank Jeffrey Powell and Raymond Shattuck for leading the January planning council meeting. I have heard great comments about how well things went.
- As committee chairs know, I will be visiting all the committees of the planning council either this month or in March, depending on schedules. The purpose for the visits is to thank all our volunteers who work so hard to make our planning council successful and who do not attend the full council meetings to see their work move forward. Also, we have many new people attending committees and I want to meet them and to have them know me as the council chair.

- I have mentioned in several of my past reports that we have an attorney from Piper Rudnick reviewing our bylaws and grievance policies. Although no one has made any comments, I just want to make sure that no members have questions about this process or this firm.
- The grantee has mentioned in its report that the site visit to the planning council and the support office has been completed and that a report has been sent out. I believe that Cyd Lacanienta spoke about this at the last meeting. In looking over the report, I realized that it weaves comments and recommendations about the council and support together. Therefore, I am asking the grantee to prepare a report that separates the support office from the council itself. Further, I am asking that their report break out any recommendations for changes from suggestions that the council or support office might want to consider. When this is completed, council members will receive the report.
- I would like to continue our consideration about the process of creating a speaker's list so that any of our guests would be able to bring an issue or topic to the attention of the council. When we opened our committees to non-appointed PC members, we created a very wide network for both participation in our processes and a data resource beyond our 40 members. The speaker's list concept is merely another way to allow guests who are not committee members or council members to bring matters to the attention of the council or a committee. When I presented the idea, it was with guidelines: 1) There would be a time limit on the speakers, 2) There would only be time allocated for five speakers, and 3) Topics would be reviewed by the executive committee which would decide on appropriate next steps. The guidelines were to make sure that the planning council would continue to function according to planned agendas, would support its established committee process which is to take the time to gather proper or appropriate background information, discuss the issues thoroughly and make recommendations for council action.

D. Rock further explained that this portion of the meeting would take place by 8:20 p.m. She asked for a show of hands of those council members who would be comfortable trying this process. M. Cole asked if there would be a mechanism in place to ensure that important issues brought by the community are further addressed. The executive committee will review any topics that need further attention. S. Dashiell asked how this procedure would be codified. A vote with consensus on the guidelines D. Rock set forth would codify this process. The council can try the procedure as set forth, if it seems that changes are needed the council can address these.

After a show of hands, there was full consensus from the council. Next month, a sign-up for new business will be available for five people to speak.

- There are two items that we, as a planning council, need to focus on in the next few months. As you know, this year is the reauthorization of the Ryan White CARE Act. For those new members and guests, Congress has authorized the CARE Act legislation through 2005; this means that Congress will be reviewing the entire act this year. Although the president mentioned the CARE Act in this state of the union message, he did not ask for more funds nor did he suggest that he expects Congress to merely reauthorize the act as it now stands. We need to join the groups that are presenting information to Congress about the successes of the programs funded through the CARE Act. Groups such as the Caear Coalition, NMAC and NAPWA are asking for input from consumers and providers regarding the need for increased funds for the CARE Act titles. These groups are developing position papers on the successes of the CARE Act as structured with five titles each focused on separated aspects to address the national epidemic. They are interested in hearing from you and having your support to make sure that Congress has the correct information to make the decisions about reauthorization of the CARE Act. Those of you who follow what is happening with the president's budget know that he has not asked for additional funds for the CARE Act. There may be a modest increase in the ADAP medications funding, but all the other areas are level funded. Level funding of the Act actually translates in less funds available for the service titles. It is critical that we support those groups that are working with Congressional staffers to make sure the real story of the epidemic gets told to those Congress men and women who will be working on the revisions of the act and voting on the budget.
- The second task for each planning council member is recruitment. I have asked IGS to bring materials that the nominating committee uses in its recruitment efforts. Our council will undergo a large change in its membership this year, because when the last reauthorization of the CARE Act happened, we needed to add five additional slots to our council to meet the reflectiveness requirements of the 2000 CARE Act. Many of those who came on at that time will be completing their full terms and cannot be reappointed. This number added to our regular 1/3 rotation means a sizable change in our membership. It is a critical time for our council.
- We need to pull together on the large issues confronting us -- reauthorization and funding reductions and making sure that we bring onto our council those people who have the experience, skills, knowledge and willingness to serve as planners for the Title I funds that come into our eligible metropolitan area.

Administrative Agency Report

B. Simpson-Epps reported:

- The Ryan White Title I MAI Non-Traditional Outreach special project for the counties and city using carry over monies has begun. The campaign is a combination of billboards, brochures, and a website (<http://www.abc-md.org/>). Billboards are being strategically placed throughout the city and counties. New this year is an HIV/AIDS 888 help line that directs persons into care at various places throughout the area. The designated 800# (1-888-OUR-HIVPROVIDERS) and website information is designed to attract the attention of those who suspect or know their HIV status, but are not in care. An evaluation component consists of being able to track, via Internet, where the call came in from and what provider the individual was linked to. This will allow for follow-up with Ryan White providers and to see how many individuals respond to seeing the billboards and where in the city the call came from. Supplemental funds provided for this citywide and countywide project were approximately \$200,000. Also, the ABC website provides the same information. A major press conference is planned for February 10, 2005 at the Belvedere Hotel, following the scheduled capacity building breakfast meeting.
- The Administrative Agent (AA) received 83 applications for service categories that were up for bid. This included applications from 12 new providers. All applications were forwarded to the IRB panel members for review and scoring. Decisions, based on these reviews, BCHD and ABC comments, have been completed and will be announced shortly.
- The AA received 114 continuation applications for service categories up for non-competitive renewal. ABC staff is reviewing these applications and decisions will be made by the end of the second week of February.
- Reprogramming and carry over awards have been completed.
- Completed review by JBS Consultants hired by the Baltimore City Health Department. Visit was favorable received and a final formal report has been completed.
- Participated in the review of InterGroup Services, support organization for the Greater Baltimore HIV Health Services Planning Council.

Baltimore City Health Department

R. Matens reported:

Title I Administration

- As of this report, HRSA has not announced the FY 2005 Title I awards. As soon as the announcement is made BCHD will forward the appropriate information to the community.
- The anticipated site review of the Title I office by HRSA is on hold pending the assignment of a permanent project officer for the Baltimore EMA. BCHD will communicate when the review will be rescheduled.
- JBS has concluded its assessment of the Administrative Agency and their report has been presented to ABC.

Quality Improvement Program

- A joint QIP & AA orientation workshop for all outreach and MAI non-traditional outreach program directors will be conducted on March 1, 2005. The site will be the Baltimore City Human Resources Building at 201 East Baltimore Street from 10 a.m. to 2:30 p.m. Lunch will be provided.
- The QIP site reviews have concluded and the data is currently being processed.
- Look for an upcoming TA conference for Title I providers occurring in July 2005.

BCHD: Division of Health Promotion and Disease Prevention News

- American Public Health Association abstracts for November conference are due February 11, 2005

Other Baltimore City Government HIV/AIDS Initiatives

- HIV Commission's next meeting is scheduled for February 24, 2005 at 5:30 p.m. at the Institute for Human Virology.

State AIDS Administration

Title II

A. Price reported:

- The Title II request for proposals (RFPs) will be evaluated later this month by outside reviewers. Vendors will be notified in March.
- The Title II FY05 application was sent to HRSA on January 14, 2005.

- Client satisfaction surveys to all Title I, II and IV vendors will be sent out in mid March. Vendors will have one month in which to administer the survey and return them to the AIDS Administration for analysis and reports.
- CARE Act data reports are due to the AIDS Administration by February 18, 2005.

Title IV

B. Grant reported:

- The Title IV Network meeting will be held on March 11, 2005 from 12 p.m. to 2 p.m. at the AIDS Administration.

Title IV Youth Initiative

- The Title IV Youth Consumer Advisory Board (CAB) meeting was held on Wednesday, January 27, 2005 from 5:30 to 7 p.m. at the Johns Hopkins Adolescent Center. The Youth CAB has become well attended since the first meeting in the spring of 2002.

Committee Reports

Comprehensive Planning Committee

J. Keruly reported:

- Committees of the council have reviewed the current comprehensive plan to evaluate whether the council has been achieving its goals. We have developed an addendum to Chapter I of the comprehensive plan, which outlines the accomplishments of 2003, 2004 and any comments for 2005. The committee would like the council to accept this document.

A. Santiago asked for clarification on the addendum. The addendum includes the goals and objectives from chapter 8 on one side of the table, and the corresponding comments. A. Santiago pointed that by leaving blanks beside objectives and strategies, it indicates that nothing is being done. Specifically, under Goal 4, he asked about the strategy to review best practice models to eliminate disparities. J. Keruly explained that this is a 2005 activity to continue to review models. Case management and non-traditional outreach are two service categories that support this initiative. The suggestion was that the addendum be taken back to the committee to include more details. Under Goal 7, regarding culturally appropriate delivery of services, clarification was asked for who is responsible for ensuring this. It is part of a Title I requirement that vendors can address cultural competency. The directive for FY 2005 is for capacity building to hold a seminar and to ensure that the curriculum

is in accordance with HRSA guidelines. R. Matens stated that the grantee is responsible for overseeing this activity. A. Santiago asked who were the targeted populations. It was stated that the annual survey by Title II would capture consumer opinion of culturally competent services. B. Flint added that DHMH has a health disparities committee. This information will be looked into. A motion was put forward.

Motion	To approve the addendum to Chapter 8 of the "03-'05 comprehensive plan.
Proposed by	J. Keruly
Seconded by	W. Samuel
Amendment	To accept the addendum with the edits discussed.
Action	Motion passed; 26 in-favor, 2 abstentions and no objections

- The committee had a presentation on unit cost analysis at its January meeting. We plan to have further discussion on this topic.
- The committee heard an update from community education on a specific initiative and received the complete 3rd quarter reports from program support.
- The committee was given an update on the directive regarding oral health. More information is forthcoming and will be passed to the appropriate committees.
- The responsibilities for the Priority Setting work group and MAI/Carry over work group were reviewed and accepted. This is a reminder to those chairs that they will need to convene their task groups soon.
- The Comprehensive Planning Committee has changed its meeting time. We will meet from 5:00 to 7:00 p.m. beginning on February 28, 2005.

Evaluation Committee

R. Johnson reported:

- The committee has reviewed the FY04 3rd-quarter ESD. It was accepted and will be forwarded to the appropriate committees.
- The committee will be reviewing the assessment tools to prepare for the FY05 assessment.
- The committee approved its work plan as a living document that can be changed as emergent issues arise.

- Regina Johnson will be replacing M. Obiefune as co-chair of the Evaluation committee.

Health Services Committee

W. Merrick reported:

- The committee reviewed the Table 10 Implementation Plan. Based on discussion, the committee decided to continue its review with the assistance of the standards of care and public health guidelines.
- The committee reviewed the visitor's guide and approved the pamphlet for distribution to visitors.
- The committee reviewed its draft work plan and approved it for implementation.
- The next meeting is scheduled for March 2, 2005 from 6 to 8 p.m. at the IGS offices.

Needs Assessment Committee

W. Samuels reported:

- Due to HRSA lifting the freeze on carry over project request, the committee's proposals for needs analysis projects were approved with the understanding that each project must be completed by February 28, 2005
- Three carry over projects were approved for the committee to review and implement. The three projects are:
 - **Analysis of Grantee Unduplicated Client Data:** This project stemmed from the committee's questions as to what and where clients were accessing services across city/county lines
 - **Consumer Survey Trend Analysis 1998-2004:** This project will review data results from three consumer surveys conducted in 1998, 2001 and 2004 to see if there are any continuing trends that need to be addressed.
 - **2005 Consumer Knowledge Survey:** This project is based on responses from the 2004 Consumer Survey. The data showed that further analysis needed to be done on consumer knowledge on services and its barriers.
- The committee reviewed each project and approved for IGS to move forward.
- The committee reviewed its draft work plan and approved it as a living document

- The committee also reviewed the draft Client Satisfaction Survey, which is a team effort between the State AIDS Administration and BCHD.

S. Dashiell asked when the Needs Assessment Committee expected to have a complete report of these projects to the planning council. I Davis expected the reports to council in May by the latest.

Nominating Committee

C. Thomas, Jr. reported:

- The Nominating Committee met on February 14, 2005 from 4 to 6 p.m. at the IGS offices.
- The committee would like to bring forward two names to be placed on the pool list. This request is due to the committee meeting the week after the Executive Committee. The two prospects are Bernice Thomas-El and Tamarah Barber. The bios were distributed to the council members for their review.

Motion	To place Bernice Thomas-El into the pool
Proposed by	C. Thomas, Jr.
Seconded by	W. Miller
Action	Motion passed with no objections or abstentions

Motion	To place Tamarah Barber into the pool
Proposed by	C. Thomas, Jr.
Seconded by	W. Miller
Action	Motion passed with no objections or abstentions

- Michelle Holloway has resigned from the planning council. The committee in following the pool list process, has recommended Dwight Henson be moved forward to the mayor's office for appointment to the council.
- In an effort to recruit for council membership, IGS on behalf of the Nominating Committee attended the National Black HIV/AIDS Awareness and Information Day, given by the Distinguished Advocates Client Advisory Board of the Baltimore County Department of Health, Bureau of Medical Social Work. The event was on Monday, February 7, 2005 from 3:30 to 7:00 p.m. at the Towson Health Center. The facilitator was Scott Woods, Board Chairperson of the CAB. Planning Council material such as PC trifolds, postcards, the Resource Guide and the Passport 2003-2005 were given out.

- Planning council members were reminded about the importance of recruitment. The council must be reflective of the epidemic in the EMA. Non-affiliated PLWH/As are always needed in addition to the mandated slots required by HRSA.

PLWH/A Committee

D. Brewer reported:

- The committee finalized its review of its draft Housing position paper and approved it for publishing. The paper is included in the PC packet.
- The committee began its review of its draft committee work plan and will finalize discussion at its February meeting.
- The PLWHA committee has joined the PC and Nominating committee to launch a recruitment campaign for membership to the council.
- The committee is scheduled to meet on February 16, 2005 from 6 to 8 p.m. at the YMCA Druid Hill.

M. Cole asked for clarification on the position paper. It was explained that the paper serves as a tool for PLWHAs as they attend other committees. The committee chooses an issue and develops solutions so that the collective PLWHA position can be represented at other meetings.

Services to Surrounding Counties Committee

M. Reese reported:

- The committee heard a presentation on directives from the support staff. The purpose, responsibilities, format, methods, timing and feedback associated with directive were discussed.
- The committee is in the process of reviewing the quarterly reports for STSC, the recent reprogramming activities, and the revised Table 10.
- A discussion was held concerning mental health in the counties. The committee has identified the problem and will be looking at solutions in the upcoming months.
- The counties priority setting will be August 8 and August 9, 2005. The committee has decided to begin with a half-day on August 8 and then follow up with a full day.

Support Services Committee

T. Gray reported:

- The committee met on Tuesday, February 8, 2005 and received a report from the Outcomes Task Group, which has made great progress. Because one of the possible categories for developing outcomes, MAI co-morbidity, is a health services category, we will be collaborating with that committee. The support shown by BCHD and the AA is a very positive step in moving this key issue forward. The committee did not have quorum, so the presentation of the outcomes task group is deferred to next month.
- The committee received a detailed report from Capacity Building on 2004 activities.
- The committee also considered which standards should be reviewed this year. The committee would like to review standards that 1) have not been reviewed in several years, and 2) refer to categories scheduled for competitive bid this year. However, the committee would like to have QIP input before we review standards -- the QIP representatives to our committee concur that this is needed. We do not have QIP reports for most of the categories being bid this fall -- if they arrive by June or July it is too late for a thorough standards review process. It would be most useful if QIP reports were received in June/July of the year before competitive bids are let. We believe that this issue may be shared by other committees that review standards, and we will be discussing this issue with Health Services and Comprehensive Planning Committees.
- The committee reviewed the 3rd quarter ESD report, and began to look at Table 10 goals and objectives.

I. Davis asked for clarification on the QIP process. R. Matens explained that the major service categories are on a four-year schedule to be reviewed by QIP. At this point, QIP comes back with recommendations that may indicate that the category should be re bid or that the standards of care should be reviewed. R. Matens advised the council to review standards as they can. If the category is out of the bid cycle, this should not impede the review of any standards. R. Brisueno clarified that the local standards of care were developed first, followed by the three-year competitive bid schedule, with QIP coming on board last. R. Brisueno stated that a tool could be put together to show how all the aspects are related. M. Cole stated that this tool has already been developed and used in the support services committee. He stated that all entities were working together and seemed to be on the same page. J. Keller suggested that before QIP reviews a category, it would be useful to make sure the standards are reflexive of what QIP is looking for.

IGS Support Office

K. Hale reported:

- During the past month, IGS planning council support provided technical support for nine committees and one task group.
- In keeping with the intention of the CARE Act and the vision of the PC chair to provide on-going training to committee leadership, PC support staff met with or held teleconferences with the co-chairs of the committees before their meetings. These pre-meetings or calls have been used and to discuss PC processes or procedures that could impact whether the committee would keep to its planned agenda.
- IGS staff is continuing to gather information about the Baltimore EMA HIV epidemic. This information about trends and issues that will confront the planning council in the next three or four years will form the basis for the next comprehensive plan. Meetings have been held to discuss substance abuse, HIV prevention initiatives and epidemiological trends.
- IGS staff and planning council chair attended the annual Continuing the Conversation Breakfast, a community education activity. This event focused on networking, coalition and collaboration development. It was very well attended. Several council members attended the event and used it as an opportunity to recruit potential planning council members.
- IGS staff participated in the Baltimore County Black AIDS Day events. Information about the planning council, Ryan White services and providers' locations was distributed.

New Business

- P.J. Gouldmann distributed a flyer from capacity building announcing a conference on February 24, 2005. The Challenges in the Delivery of HIV/AIDS Services conference will be held at the Sheraton in Towson. The conference will focus on identifying common barriers to care and developing strategies. For more information, call Cleo Edmonds at ABC. Transportation will be provided.
- B. Tucker announced that Women Accepting Responsibility (WAR) now has transitional and permanent housing available. There are 4 permanent slots and 25 transitional slots. Those interested should call the office at 410-947-0700. In addition, the organization will be moving to 2200 Garrison Blvd and will be celebrating its 10th anniversary on March 25.
- A. Poole-Davis announced that community education and capacity building would be meeting with those providers involved in the TV/monitors project. March 6 - 12 is

National Prayer Week for the healing of HIV. She stated it would be a great opportunity for collaboration with churches.

- P. Vigilance announced that a new strain of HIV has been identified in New York. The strain is resistant to three of the four drugs available and caused a rapid progression to AIDS. The individual identified as an MSM and crystal methamphetamine user. However, P. Vigilance stressed the importance of this as a wake up to all groups to be cautious with their actions. S. Dashiell stated that a rare STD was also found in New York. There is an increase of STDs throughout the country and people need to be educated about the importance of protection. C. Thomas stated that copies of articles pertaining to this issue would be available at the PLWHA meeting tomorrow. C. Lacanienta stated the information would be available in iBulletins.
- R. Brisueno announced that BPHIVP would be sponsoring a golf tournament. D. Rock stated that more information would be available as the event approaches.

The meeting ended at 8:10 p.m. with the following motion:

Motion	To adjourn the meeting
Proposed by	S. Dashiell
Seconded by	A. Santiago
Action	Motion passed with no objections or abstentions

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

March 15, 2005
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