

# Planning Council

## Minutes of the Meeting of January 18, 2005

Vol. I, No. 11

Final • January 26, 2005

### Meeting Attendance

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<b>Present</b> <sup>1</sup>	J. Powell S. Ashley D. Brewer L. Chapman M. Cole I. Davis T. Gray P. Hall S. Jones J. Keller M. Obiefune M. Reese A. Santiago C. Thomas, Jr. M. Graves	K. Allston W. Belle H. Carter T. Chunn S. Dashiell B. Flint N. Guest L. House W. Merrick W. Miller A. Price W. Samuel R. Shattuck P. Vigilance W. Jones
<b>Absent</b>	L. Credit D. Maynor B. Ross D. Waller B. Tucker	B. Grant M. Holloway D. Lane J. Rice D. Rock
<b>Proxy</b>	B. Cheek-Jones	N. Drew
<b>Visitors</b>	D. Henson J. Gresham C. Brown M. Jews S. Woods J. Keruly N. Jackson	W. Fenwick B. Thomas-EL D. Freer P.J. Gouldmann T. Dabney G. Manigo S. Matsko
<b>ABC</b>	C. Edmonds A. Poole-Davis L. Hardie	M. Patterson S. B. Wee B. Epps
<b>ABC</b>	R. Ellis	J. Boyd
<b>BCHD</b>	R. Matens	R. Brisueno

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<sup>1</sup> Attendance is based on sign-in sheet

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<b>Staff</b>	N. Curtis K. Hale E. Bradley	L. Koontz D. Gorham
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<b>Handouts</b>	January PC packet Chair's Reports AIDS Administration Report Revised Table 10 Revised Table 9 Copies of Support Services and Evaluation minutes ABC Flyer: 4th Annual RW HIV Breakfast Event H.E.R.O Brochure: Buddy Caregiver Program
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## Introduction

J. Powell convened the meeting with introductions at 6:35 p.m.

## Review of Minutes

The committee reviewed the November minutes and there were no corrections. A motion was put forward:

<b>Motion</b>	To accept the November minutes as written
<b>Proposed by</b>	D. Brewer
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with no objections or abstentions

## Chair's Report

J. Powell reported:

- I want to thank Jeffrey Powell and Raymond Shattuck for filling in with the duties of chairing the planning council meeting while I am away. I know that all council members will help them keep the meeting moving smoothly through the agenda and within the processes and procedures of the planning council.
- We have a full agenda with some urgent business from the evaluation and counties committees regarding reprogramming of both Title I and carryover funds.
- We also will be hearing reports from most of our committees.
- I want to remind the council our bylaws and grievance policies and procedures are being reviewed by a private attorney from Piper Rudnick LLP. We will keep you updated on the progress and suggestions for changes in these processes or documents will be presented to the council for discussion and final approval.

- As you know, the executive committee is discussing some changes in our meeting process that would allow members of the community who are not serving as council members or committee members to bring ideas, concerns or issues to the council's attention. Perhaps in February, the executive committee will make a recommendation to the council for approval.
- I do want to refer anyone to Robert's Rules regarding the responsibility of the committee chair to ensure that the business of the committee and the council move forward and not be diverted or made vulnerable to a grievance because business was not completed or conducted according to the CARE Act or the council bylaws.

### **Administrative Agency Report**

#### B. Simpson-Epps reported:

- The RFP announcing this year's service categories up for competitive bid was released November 3, 2004 to over 500 organizations on our mailing lists. A Bidder's Conference was held at MedChi on November 12, 2004 from 9:00 a.m. to 12 noon to go over instructions contained in the RFP. More than 100 persons were in attendance. The response from providers was exceptional. Nearly 90 Letters of Intent have been received of those nearly 30 are new providers. Proposals are due from organizations on December 22, 2004.
- The Internal Review Board process has begun. Selections were made of individuals who are reviewing and scoring the proposals the 83 proposals received on December 22, 2004.
- Ryan White Title I Application for FY 2005 was submitted to HRSA on November 10, 2004.
- Guidance for Non-competing Continuation Awards was sent to providers who have multiple year contracts. Those providers will be submitting continuation proposals that are due on January 7, 2005.
- Wanda Pigatt-Canty resigned and is now an employee of CMS. Ms. Pigatt-Canty was a great benefit to the Ryan White team and will be missed. Rian Ellis is the new program officer.

- Program and Fiscal staff completed the reprogramming process for the EMA and STSC. The planning body approved all of the recommendations.
- Carryover dollars were approved by HRSA on December 2, 2004. An additional reprogramming was completed on December 17 for approval of the planning body.
- On December 10 there was a provider meeting held at the Rowing Club.
- JBS OD Group is conducting an audit of the AA.

### **Baltimore City Health Department**

R. Matens reported:

#### ***Title I Administration***

- HRSA approved the Baltimore EMA carryover request on December 2, 2004. The total amount of carryover is \$1,034,127.
- Elise Young, HRSA Program Officer for the Baltimore EMA, is leaving HAB at the end of the month. A new officer has been assigned to work with us beginning in January. Update: Ledia Martinez is the new replacement.
- Mosaica has completed its programmatic assessment of the Planning Council Support Office. JBS will conduct its assessment of the Administrative Agency next week. Reports from both assessments will be developed in a few weeks.

#### ***Quality Improvement Program***

- HRSA & The Institute for Healthcare Improvement taped in Baltimore for their upcoming training video. The finished product should be ready by mid-March. Our thanks to Debbie Rock, Jeffrey Powell, Carnell Thomas, Jr., Grace Daniels, Sisters Together & Reaching and the University of Maryland Pediatric AIDS Program for their participation in the video.
- The QIP site visit reviews continue and will conclude in January.

#### ***BCHD: Division of Health Promotion and Disease Prevention News***

- Season's Greeting from HPDP! HPDP / BCHD was represented at numerous World AIDS Day events the week of December 1st.

***Other Baltimore City Government HIV/AIDS Initiatives***

- HIV Commission's next meeting is scheduled for December 16th, 5:30 p.m. at the Institute for Human Virology. BCHD quasi-organizations (BSAS, BMHS and BHCS) to present their HIV initiatives.

**State AIDS Administration**

***Title II Report***

A. Price reported:

- The Title II Request for Proposals (RFP) for State Fiscal Year 2006 was received on January 12, 2005 for all agencies that submitted a Letter of Intent. The following service categories are being bid: Substance Abuse, Mental Health, Women's Initiative and a new Minority AIDS Initiative activity for African-American MSM. Outside review panels are being formed and will make recommendations regarding funding.
- The Title II FY 2005 Application is in process. The application is due to HRSA on January 14, 2005.
- The Maryland AIDS Drug Assistance Program (MADAP) now has 113 drugs on the formulary. Attached is a list of the formulary.

***Title IV Report***

A. Price reported:

- The Title IV Guidance for HRSA FY 2005 grant year was released on December 10. The application is due to HRSA by February 14.
- Meetings are being held with consumers at each Title IV provider location. The goal of the meetings is to get input from the consumers regarding Title IV services to assist the AIDS Administration in planning new or enhanced services.

***Title IV Youth Initiative***

- The Title IV Youth Consumer Advisory Board (CAB) meeting is scheduled for Wednesday, January 27th from 5:30 p.m. to 7:00 p.m. at the Johns Hopkins Adolescent Center. For more information, contact Bryna Grant at 410-767-5992.

**Committee Reports**

***Comprehensive Planning Committee***

J. Keruly reported:

- The committee has begun its discussion for the next comprehensive plan. We will be developing drafts of the plan over the next six months and anticipate having the final draft to the council by August.
- The committee reviewed and discussed the second quarter performance of the MAI categories.
- Jeanne Keruly and Willislee Jones will serve as co-chairs of the committee.
- The next meeting is January 24, 2005 from 6:00 p.m. to 8:00 p.m. at 120 E. 25th Street.

***Evaluation Committee***

M. Obiefune reported:

- The committee reviewed the first and second ESD reports for program support and administration. Spending is within target. The committee did not have any concerns with the performance of these categories.
- The committee has reviewed a reprogramming report and is making the following recommendations to the Executive Committee. The committee did not have quorum at the time of the review. The Executive Committee members will need to vote to approve each motion. Conflict of Interest will be monitored for reductions and additions. We have the following motions:
- **Motion: To take \$156, 300 from Substance Abuse Residential**

<b>Motion</b>	To take \$156, 300 from Substance Abuse Residential
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with no objections or abstentions

Rationale per the AA: This service category received \$219, 000 in carryover funding of which \$156, 300 was unable to be utilized by existing providers. Providers in this category determined that it would not be possible to expend all the funds allocated in a short period of time remaining.

- **Motion: To take \$39, 000 from Oral Health**

<b>Motion</b>	To take \$39, 000 from Oral Health
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	T. Gray

<b>Action</b>	Motion passed with 3 abstentions and no objections
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- **Motion: To take \$34, 000 from Drug Reimbursement**

<b>Motion</b>	To take \$34, 000 from Drug Reimbursement
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	H. Carter
<b>Action</b>	Motion passed with 6 abstentions and no objections

- **Motion: To take \$5, 000 from Treatment Adherence**

<b>Motion</b>	To take \$5, 000 from Treatment Adherence
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 4 abstentions and no objections

- **Motion: To add \$25, 000 to Primary Medical Care**

<b>Motion</b>	To add \$25, 000 to Primary Medical Care
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 7 abstentions and no objections

- **Motion: To add \$80, 000 to Housing**

<b>Motion</b>	To add \$80, 000 to Housing
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	M. Cole
<b>Action</b>	Motion passed with 2 abstentions and no objections

- **Motion: To add \$4, 000 to MAI Enriched Life Skills**

<b>Motion</b>	To add \$4, 000 to MAI Enriched Life Skills
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with 3 abstentions and no objections

Rationale per the AA: As November 30, this category had expended over 69% of the total funds allocated. A provider has requested additional funding of \$4,000. The estimated increase in clients and units is 6 and 100 respectively. Monies will be used for an increase need for life skills training as a result of the increase in housing funding awarded to this provider.

- **Motion: To add \$8, 000 to Outreach**

<b>Motion</b>	To add \$8, 000 to Outreach
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	H. Carter
<b>Action</b>	Motion passed with 7 abstentions and no objections

- **Motion: To add \$43, 500 to Emergency Financial Vouchers**

<b>Motion</b>	To add \$43, 500 to Emergency Financial Vouchers
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 9 abstentions and no objections

- **Motion: To add \$9, 800 to Transportation**

<b>Motion</b>	To add \$9, 800 to Transportation
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	H. Carter
<b>Action</b>	Motion passed with 7 abstentions and no objections

- **Motion: To add \$60, 000 to Viral Load**

<b>Motion</b>	To add \$60, 000 to Viral Load
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with 3 abstentions and 1 objection

- **Motion: To add \$4, 000 to Food and Nutrition**

<b>Motion</b>	To add \$4, 000 to Food and Nutrition
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 4 abstentions and no objections

- Tables 9 and 10 has been revised and submitted in accordance with the carry over and reprogramming activities. We need to make a motion to accept these revised reports.

<b>Motion</b>	To accept the revised Table 9 and 10 with the approval for the AA / grantee to make any necessary changes based on the PC approved allocations.
<b>Proposed by</b>	M. Obiefune
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no objections or abstentions

- The committee will review the third quarter ESD report at next month's meeting.
- Diane Goforth and Michael Obiefune were re-elected as co-chairs for the committee.

***Services to Surrounding Counties (STSC) Committee Report***

M. Reese reported:

- The Counties Committee had a joint meeting with the Evaluation Committee on January 10, 2005 to review the STSC portion of the reprogramming. We have the following motions:

- **Motion: To take \$51, 000 from Substance Abuse-Residential**

<b>Motion</b>	To take \$51, 000 from Substance Abuse-Residential
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	H. Carter
<b>Action</b>	Motion passed with no objections or abstentions

- **Motion: To take \$8, 000 from Mental Health**

<b>Motion</b>	To take \$8, 000 from Mental Health
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 3 abstentions and no objections

\Rationale per the AA: As of November 30, this category had expended 60% of the total funds allocated. One provider has identified \$8, 000 that will not be needed. The estimated decrease in clients is 6 and service units are 320.

- **Motion: To take \$15, 000 from Oral Health**

<b>Motion</b>	To take \$8, 000 from Oral Health
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with no abstentions and no objections

- **Motion: To add \$18, 522 to Primary Medical Care**

<b>Motion</b>	To add \$18, 522 to Primary Medical Care
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	H. Carter
<b>Action</b>	Motion passed with 4 abstentions and no objections

- **Motion: To add \$10, 000 to Case Management**

<b>Motion</b>	To add \$10, 000 to Case Management
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 1 abstention and no objections

- **Motion: To add \$23, 121 to Housing**

<b>Motion</b>	To add \$23, 121 to Housing
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	T. Gray
<b>Action</b>	Motion passed with no abstentions and no objections

- **Motion: To add \$2, 000 to Transportation**

<b>Motion</b>	To add \$2, 000 to Transportation
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 1 abstention and no objection

- **Motion: To add \$19, 257 to Food and Nutrition**

<b>Motion</b>	To add \$19, 257 to Food and Nutrition
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	W. Samuel
<b>Action</b>	Motion passed with 1 abstention and no objection

- **Motion: To add \$1, 100 to Psychosocial**

<b>Motion</b>	To add \$1, 100 to Psychosocial
<b>Proposed by</b>	M. Reese
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no abstentions and no objections

- The committee heard a presentation from MHIP (Maryland Health Insurance Program).
- Updates have been given from Community Education and Capacity Building.
- The committee is in the process of developing the 2005 work plan.

### *Needs Assessment Committee*

W. Samuel reported:

- Needs Assessment Committee convened its first meeting of the Data Elements Task Group on November 18, 2004. Several issues were discussed and will be sent back to the committee for review.
- The committee did not meet in December 2004. The December agenda was deferred to the January 13, 2005 meeting, which is being held at the IGS offices.

### *Nominating Committee*

C. Thomas, Jr. reported:

- The Nominating Committee held a new member orientation for the new members elected. An orientation tool was developed and used as a training tool to assist the new and existing members with understanding the roles, responsibilities and functions of the Nominating Committee.
  - The areas covered were conflict of interest, mandated PC slots, vacancies/ filling slots, PC membership and application process, process of interviewing potential applicants for the council.
- The Nominating Committee began strategizing ways to recruit for PC slots potentially becoming vacant in 2005. The suggestions were:
  - To begin placing PC materials in service provider offices and facilities
  - Recommend to PC chair that she make an announcement to the co-chairs of the executive committee, for them to pay more attention to the recruitment message at the bottom of the agendas.
  - Develop relationships with pharmaceutical companies and begin soliciting financial support.
  - Long range goal: To itemize the costs involved to do a recruitment event including man-hours and present this information at Priority Setting for planning purposes.
  - Co-chairs of the PLWHA Committee will be visiting CAB and other support groups to talk to them and recruit for the PC, starting in January.
- The committee continued discussion on the recruitment plan for 2005 at its January meeting and came up with more suggestions. Those suggestions are:
  - Attend trainings conducted by ABC, State AIDS Administration etc. and recruit for the council.
  - Get on churches agendas to talk about the planning council
  - To invite freshman students to do an internship with the council
  - To distribute PC Trifolds out into the community.

- The committee reviewed their draft annual work plan and will continue discussion at their next meeting.
- The committee reviewed the PC and committee attendance and letters were sent out to those members.
- The committee also reviewed two screened applications and would like put the following motions forward:

<b>Motion</b>	To recommend D. Henson for the pool list
<b>Proposed by</b>	C. Thomas, Jr.
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no objections or abstentions

<b>Motion</b>	To recommend B. Cheek-Jones for the pool list
<b>Proposed by</b>	C. Thomas, Jr.
<b>Seconded by</b>	W. Miller
<b>Action</b>	Motion passed with no objections or abstentions

### *PLWHA Committee*

C. Thomas, Jr. reported:

- The committee finalized the discussion on the video monitor and tapes project. Permission was given to Community Education and Capacity Building to purchase monitors for those agencies that do not have TV monitor equipment. The committee made a request to Community Education and Capacity Building to develop a pre and post-test tool for the committee to review before implementation.
- At the November meeting, Alice Poole-Davis presented to the committee, three separate pre and posttest questionnaires that would go along with the videos. The committee reviewed these questionnaires and approved for Community Education to disburse them with the videos.
- The committee chose Housing as the next topic for its position paper and will finalize discussion at the next meeting.
- The committee has its elections and Carnell Thomas, Jr. and myself were elected as co-chairs for another term. James Gresham and Tyrone Gray were elected as members at large.

- The PLWHA Committee agreed to not have a meeting in the month of December. The committee is scheduled to meet on January 19, 2005 at the YMCA Druid Hill from 6 p.m. to 8 p.m.

### *Support Services Committee*

T. Gray reported:

- The committee had a detailed discussion concerning the standards of care and when they are reviewed in relation to the anticipated QIP and RFP schedules. The committee is requesting a chart that will outline all of this information so they can review the appropriate standards in a timely manner.
- The committee is in the process of developing its 2005 work plan.
- The Housing Task Group that was scheduled for February 2, 2005 will not convene due to, 1) conflict in schedule with another committee meeting and 2) The task group is waiting for feedback regarding the Housing standards.

### *Health Services Committee*

P. Vigilance reported:

- The Health Services Committee did not meet in December due to World AIDS Day events and activities. The December agenda was deferred to January's meeting.
- The Health Services Committee met on January 5, 2005 and the following agenda items were discussed:
  - The committee reviewed their 2005-2006-work plan along with a draft 2005 work plan checklist and a 2005 schedule of standards for review. Upon approval by the committee, the checklist and schedule of standards will be added to the work plan. The committee also received and reviewed a draft committee visitor's guide pamphlet.
  - The committee re-evaluated the drug co-pay service process. The committee will continue its evaluation and discussion of this service with the assistance of the Administrative Agent at the next meeting.
  - The committee reviewed the second report of the Mid-Year Reprogramming with the assistance of the Administrative Agent. Several issues surrounding certain categories were addressed and further discussion will continue at the next meeting.
  - The committee briefly reviewed a draft copy of the Mental Health Standards and

based on discussion, the committee would like to move forward a motion.

<b>Motion</b>	To move the draft Mental Health Standards forward to the council for approval to distribute the standards widely and get feedback by February 2005.
<b>Proposed by</b>	P. Vigilance
<b>Seconded by</b>	D. Brewer
<b>Action</b>	Motion passed with no objections or abstentions

## IGS Report

K. Hale reported:

- There are three special projects that IGS is carrying out on behalf of the planning council under the guidance of the Needs Assessment Committee. These projects must be completed by February 28, 2005:
  - Analysis of consumer service utilization and where consumers live.
  - Analysis of the data from all three previous consumer surveys for common trends and issues.
  - Extension of the 2004 consumer surveys that focuses on consumer knowledge of services available.
- In response to several suggestions from council leadership and members, IGS will be developing two resource notebooks to assist committees.
  - A. The first notebook will be a compilation of all the major documents that the council relies on to guide it in its work. Documents such as the CARE Act, the council by-laws, the comprehensive plan will be included in this binder.
  - B. The second binder will be specific to each committee and will contain the work plan, the agendas, the minutes and handouts for each of the meetings throughout the year. After each meeting and/or approved minutes material will be added to this notebook.
- As the council heard in the chair's report, we are waiting for the completion of the review of council by-laws and grievance policies by a pro bono attorney from Piper & Rudnick, LLP. We will keep you posted on this.
- The office will increase its pre-meeting preparation work with committee chairs and will begin a training program for chairs at the request of council leadership and committee chairs.
- The council was reminded of the change of meeting location; RSVP for council and committee meetings and to pay close attention to the monthly calendars that are mailed out.

- A Priority Setting FY 2005 Polling form was handed out to council members to choose possible dates.

### **New Business**

- BCHD has additional copies of the RFP proposals; please contact R. Matens.
- February 16, 2005, Consumer Training on Life Skills
- ABC conducted Outreach Provider Trainings from November 30-earl part of December 2004. The facilitator was Connie Washington.
- ABC is sponsoring the 4th Annual RW HIV Breakfast Event
- ABC is also sponsoring a Housing Symposium on January 20, 2005
- STAR is planning events for the Black HIV/AIDS Awareness Day. For more information, contact Donald Brown at 410-383-1903.

### **Meeting ended at 7:57 p.m.**

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

February 15, 2005

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Debbie Rock

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February 15, 2005