

Planning Council

Date of meeting: August 15, 2017
Time started: 5:40 p.m.
BCHD Staff: A. Ferrari
 S. Pelham
 L. Wagner

PCSO Staff: V. Graves
 J. Stenhouse

Present: K. Arbaugh D. Kelly
 L. Bank* J. Keruly
 D. Brewer V. Lathan
 P. Chaulk H. Lambert
 M. Cole J. Loken
 J. Fleming E. Nicholson
 C. Foxx D. Rivera
 J. Furtado C. Smith
 J.P. Gomez B. Ward
 C. Harvey
 G. Jones-Childs
 * *Participated via teleconference*

Absent: R. Buchanan- O. Njuhigu
 Gunthrop M. Poku
 T. Luft M. Scriber

Visitors: P. DeMartino R. Parrish
 D. Lohan A. Patterson
 K. King- D. Rimple- Wright
 Reynold* M. Thomas
 F. Mena- J. Wright- Rimple
 Carrasco S. Zisow-McClean

Handouts:

- Planning Council Packet (OPCE, August 2017).
- Planning Council Packet (August 2017)
- FY17 May YTD Expenditure Summary (BCHD, 2017)
- PSRA Evaluation Results (OPCE, 2017)
- PSRA Evaluation Comments Day 1 and Day 2 (OPCE, 2017)
- Open Enrollment Flier (OPCE, 2017)
- Nominating Committee Flier (OPCE, 2017)

Introductions

Planning Council

- The meeting convened with quorum at 5:40 p.m. and introductions were made.
- D. Brewer asked for a moment of reflection.

Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the July council meeting.

Motion: To accept the July meeting minutes as written.

Made by: C. Smith Second: H. Lambert

Action: Passed

Opposed: 0

Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer welcomed everyone to the August planning council meeting.
- D. Brewer stated that three committees have reconvened after the transition of the support office.
- D. Brewer thanked the committee chairs for their accommodations during the transition.
- D. Brewer congratulated J. Pablo-Gomez for being elected co-chair of the comprehensive planning committee.
- D. Brewer stated that new leadership is appreciated.
- D. Brewer stated that the council has the results of the priority setting evaluations in their handouts.
- D. Brewer thanked the council members who attended the priority setting conference.
- D. Brewer stated that the final allocations for FY18 would be posted on the planning council website and included in the EMA application.
- D. Brewer stated that PC leadership, the support office, the grantee, and LT. Commander Monique Worrell had the monthly monitoring call on August 3rd and discussed the following
 - Final award for FY17 is a small decrease of approximately \$148,000.
 - HRSA cautioned the EMA to take careful consideration of the budget submission.
- D. Brewer asked that all pc members and guests RSVP through the support office for meetings they plan to attend.
- D. Brewer asked that PLWH/A members in need of transportation assistance contact the support office to request arrangements.
- D. Brewer stated that transportation requests for PC related meetings be submitted at least 48 hours ahead of the meeting.
- D. Brewer stated that Hopkins interns were reviewing the questions from last year and would make recommendations to the workgroup within the next week.
- D. Brewer stated that anyone interested in serving on the workgroup contact Vanessa in the PC office.
- D. Brewer stated to contact Carlton Smith for any questions about the workgroup.

Ryan White Part A Update

S. Pelham/ Lauren Wagner, BCHD

- S. Pelham presented the Part A report.

HRSA Updates:

- S. Pelham stated that the monthly HRSA call was conducted on Thursday, August 3rd. The BCHD staff, the planning council support office, Associated Black Charities, and Planning Council Leadership all attended the call.
- S. Pelham stated that Lt. Commander Worrell discussed the following:
 - The slight decrease the Baltimore EMA received this year as a result of a decrease award due to the number of Ryan White cases decreasing.
 - Potential change in how the CDC would count cases in the future.
 - Ensuring the cost reasonableness with the upcoming FY17 Administrative budget submission for the Baltimore EMA.
 - Feedback received for our Integrated plan submission (a joint conference call will be held with part A and B's project officers to review.)
- S. Pelham stated that the next HRSA monthly call is scheduled for Thursday, September 7th.

Program Updates:

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- S. Pelham stated that AMC had hired a new staff accountant and is in the process of conducting interviews for Contract Coordinator.
- S. Pelham stated that all FY17 contracts have been fully executed except for three providers.
- S. Pelham stated that one provider needed the full award before they could sign off on contracts, another provider was waiting for their legal department to sign off on the contract, and the third provider is currently working at ABC to get the contract signed and submitted.
- S. Pelham stated that all providers received official FY17 final award notifications by Monday, July 31st.
- S. Pelham stated that reprogramming preparations are underway.
- S. Pelham stated that requests for increase or decrease in funding have been submitted to the providers in preparation for the five month reprogramming exercise in September.
- S. Pelham stated that providers had until August 31st to request additional funding or reductions in their FY17 awards.
- S. Pelham stated that the initial FY16 carryover request was submitted and received by HRSA on July 19th.
- S. Pelham stated that Lt. Commander Worrell requested that a cover letter, budget narrative, and budget justification accompany the carryover request.
- S. Pelham stated that the request would be resubmitted by August 11th.
- S. Pelham stated that seven site visits are scheduled for the month of August.
- S. Pelham stated that four site visits have been completed thus far in FY17.

CAREWare Updates:

Standards of Care

- L. Wagner stated that the Standards of Care for all 24 service categories had been approved by the Planning Council.
- L. Wagner thanked all who contributed to the process.

Universal Standards:

- L. Wagner stated that Part A, B, PC staff, and the Standards of Care Workgroup would reconvene to work on the Universal Standards of Care.
- L. Wagner stated that the Universal Standards would be created jointly for Parts A and B on intake and eligibility, cultural and linguistic competency, privacy, and confidentiality, client's rights and responsibilities, and case closure protocol.
- L. Wagner stated that the deadline for completing the universal standards is January 2018.

Maryland Regional Group

- L. Wagner stated that the Maryland Regional Group would have a meeting on August 15th to discuss the future direction of the meeting.

Discussion

- C. Harvey asked why HRSA decreased the award despite the epidemic in Baltimore.
- S. Pelham stated that the decrease is due to past formula spending.
- P. DeMartino asked if a grievance policy would be included in the Universal standards.
- L. Wagner stated that it would be.

Part B Update

P. DeMartino, MDH

- P. DeMartino reviewed the CDC feedback on the Integrated plan.
- P. DeMartino presented the Part B report.
- P. DeMartino stated that the HOPWA representatives got together for the first time in a decade for the HOPWA Institute.
- P. DeMartino stated that the Maryland Regional Group occurred the morning of planning council.

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- P. DeMartino stated that tomorrow would be the learning communities through the upstream providers. They do prevention activities with Ryan White money. The next time they meet will be around case management.
- P. DeMartino stated that HRSA is having a reverse site visit where Part B goes to them.
- P. DeMartino stated that it is basically a Ryan White 101 for 3 days in Bethesda.
- P. DeMartino stated that Monday, September 4th the state offices were closed.
- P. DeMartino stated that on September 7th Michael Golden- Rosen is coming to the state to discuss rebate dollars.
- P. DeMartino stated that the HIV Planning Group meeting would be held on Wednesday, September 14th from 11am-2pm.
- P. DeMartino stated that two grants were submitted by MDH: a housing grant (HRSA-17-113) and a Hepatitis C grant (HRSA-17-047).
- P. DeMartino stated that a pending grant on Integrated HIV Surveillance is due September 13th.
- P. DeMartino stated that for the first time prevention and surveillance will be together under this grant.
- P. DeMartino stated that MDH is talking about doing a regional project with Virginia and Maryland around treatment adherence.
- P. DeMartino stated that the council received the Integrated plan feedback.
- P. DeMartino stated that the plan was written for Maryland and not all of the boxes were checked.
- P. DeMartino stated that a strategic plan was written but the CDC and HRSA wanted more of a workplan.
- P. DeMartino stated that the problems and responses were identified but not how to execute the responses.
- P. DeMartino stated that the next step is figuring out how to execute with objectives.
- C. Smith asked if there are plans to create the workplan with the community.
- P. DeMartino stated that addressing the issues in the plan is an item for the State HPG meeting in December.
- C. Smith asked P. Chaulk about the city HPG's response to the feedback on the Integrated plan.
- P. Chaulk stated that the city HPG had not met to discuss the feedback yet but that J. Hitt would be at the upcoming meeting on Thursday, the 17th.
- M. Cole asked if there was a plan for next steps.
- P. DeMartino stated that the next steps are the four project managers have to schedule a call to discuss recommendations with MDH.

Planning Council Updates

Comprehensive Planning Committee:

- V. Graves presented the comprehensive planning committee report.
- The committee met on August 4th, 2017.
- The committee reviewed and approved the minutes of the March meeting.
- The committee voted to have J.P. Gomez as the co-chair of CPC.
- The committee reviewed the PSRA evaluations and discussed logistical improvements. If members have recommendations of what had worked or what needs improving related to PSRA, please let the CPC know.
- The committee has agreed to planning questions that will inform future needs assessment activities.
- The committee has agreed to develop measures to support the implementation of the integrated plan for the Baltimore EMA.
- As part of the requirement for the Baltimore EMA application, the committee reviewed target populations for the application. The committee considered populations recommended by the Part A

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grantee’s office, as well as the vulnerable populations identified by MDH within the Integrated Plan. As a result, the committee is moving forward with recommending four target populations for the PC’s approval.

Motion: To recommend MSM of color as a target population for the Part A application.	Made by: V. Lathan	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend minority women as a target population for the Part A application.	Made by: V. Lathan	Second: C. Smith
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend transgender person as a target population for the Part A application.	Made by: V. Lathan	Second: C. Smith
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend youth ages 13-24 as a target population for the Part A application.	Made by: V. Lathan	Second: C. Foxx
Action: Passed	Opposed: 0	Abstain: 0

Discussion:

- C. Smith asked if the committee received clarification of terminology in a motion as discussed as the Executive Committee meeting.
- V. Lathan stated that J. Stenhouse had reached out to Jean-Michel Breville, MDH for feedback and the terminology had been updated. The previous motion used term trans persons and had been replaced with transgender persons.

Continuum of Care Committee:

- M. Cole presented the Continuum of Care Committee report.
- The committee met on August 2nd with quorum.
- The committee reviewed the minutes of the meeting.
- The committee discussed directives from PSRA.

Motion: The committee asked the grantee’s office to find out if any agencies are providing services to LGBT’s specifically the transgendered community in relation to legal services for name change.	Made by: M. Cole	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0

Nominating Committee:

- D. Kelly presented the Nominating Committee report.
- The committee met on August 2, 2017.
- The committee reviewed the minutes of the June meeting.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee also reviewed four (4) screened applicants and distributed five (5) applications for screening.
- The committee discussed skills building opportunities for planning council members.

Motion: To recommend that one planning council member receive a two-month warning letter based on attendance.	Made by: D. Kelly	Second: C. Harvey
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Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that B. Kelly be sent to the pool list.	Made by: D. Kelly	Second: G. Jones-Child
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that W. Merrick be sent to the Mayor's office for appointment.	Made by: D. Kelly	Second: C. Harvey
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that J. Wright be sent to the mayor's office for appointment.	Made by: D. Kelly	Second: C. Foxx
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that F. Mena-Carrasco be sent to the mayor's office for appointment.	Made by: D. Kelly	Second: C. Smith
Action: Passed	Opposed: 0	Abstain: 0

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse presented the support office report.
- J. Stenhouse stated that the support office facilitated three committee meetings over the past month.
- J. Stenhouse stated that the support office worked with the comprehensive planning committee to identify target populations and discuss the integrated plan and the needs assessment with Part B.
- J. Stenhouse stated that the support office and the Continuum of Care committee discussed directives and followed up with the discussions from priority setting.
- J. Stenhouse stated that D. Rivera would be completing his final term on the council at the end of the month.
- J. Stenhouse thanked D. Rivera for his service.
- J. Stenhouse stated that the council hopes that he remains involved in the community and that they look forward to seeing him at the year-end meeting.
- J. Stenhouse stated that the support office would be beta testing text message reminders.
- J. Stenhouse stated that the support office would send out a survey later in the month to verify their contact information.
- J. Stenhouse thanked the council for their patience as the office tests out new methods to meet their needs.
- J. Stenhouse stated that the support office had a successful transition into utilizing Lyft for transportation.
- J. Stenhouse reminded those receiving transportation services to contact the support office to coordinate at least 24 hours prior.

New Business

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- C. Smith stated that there would be a faith walk held on August 27th.
- C. Smith stated that the walk is for National Faith HIV and AIDS awareness day.
- C. Smith stated that the event can be join by going to www.faithaidsday.com.
- D. Kelly stated that the support office has identified free computer classes at the Enoch Pratt Free library on Orleans St.
- D. Kelly encouraged all who are interested in improving their computer skills to attend.

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- M. Cole stated that open enrollment is from November 1st to December 15th.
- R. Parrish stated that he had discounted tickets for the Maryland state fair.

Motion: To adjourn the meeting	Made by: C. Smith	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:50 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	