

Planning Council

Minutes of the Meeting of April 17, 2007

Vol. IV, No. 2

Final • May 15, 2007

Meeting Attendance

Present¹	L. Green K. Allston D. Cooper N. Drew A. Foyles M. Graves P. Hall R. Johnson J. Keruly C. Massey W. Miller M. Obiefune H. Roberts, Jr. R. Gore-Simmons B. Tucker	D. Brewer H. Carter L. Credit B. Thomas-EL B. Grant R. Haden D. Henson J. Keller F. Lowman, Jr. W. Merrick G. Nelson M. Reese W. Samuel L. Smith
Absent	S. Ashley M. Cole B. Cheek-Jones J. Winslow K. J. Taylor	D. Baker T. Gray G. Manigo S. Woods
Proxy	P. Henry C. Thomas, Jr.	D. Hunter R. Matens
ABC	G. Weston	S. Pelham
BCHD	R. Brisueno D. Ganachari	A. Ferrari
Visitors	K. Bellesky A. Middleton C. Jones M. Flint M. Jews	M. Shabazz M. Becketts M. Massey J. Hurtt, Jr.

¹ Attendance is based on sign-in sheet

Staff	K. Hale J. Miller D. Gorham	N. Curtis N. Lewis C. Lacanienta
Handouts	April PC Packet Agency Reports Draft April Nominating Committee Minutes Biography: Recommendation for Pool List and PC Appointment BSAS Presentation	

Introduction

L. Green convened the meeting with introductions at 6:35 p.m.

Review of Minutes

The planning council reviewed their March minutes and there were no corrections. A motion was put forward:

Motion	To accept the March minutes as written.
Proposed by	A. Foyles
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

Chair's Report

L. Green reported:

- Based on recent events involving the issues surrounding a provider who through its campaigns in the media arena has been reporting inaccurate and discrediting information regarding the planning council's decision-making process. To address this issue and the planning council's processes, the executive committee held an emergency teleconference call meeting in March to discuss these issues. The result of this meeting was that leadership made the following recommendations to the executive committee to consider and approve. These recommendations speak to the administrative agent and grantee presenting these recommendations to the council when allocations or reallocations of funds are being discussed. The following are the recommendations:
 1. Which categories the funds will be removed from and why these categories were chosen.

2. Data to show the impact of removing funds from the specified service category, including the impact on special populations.
 3. Which categories the funds will go to and why those categories were chosen.
 4. Data to show what positive impact the additional funding will have on clients, including special populations.
 5. Clear data to support the reallocation of funds from core medical service categories to support service categories.
 6. Before funding is removed from a service category, the council must know who will be affected, what alternative resources are in place and who would not be served without Ryan White funds available.
 7. When allocating funds to support service categories, there must be clear data linking the service to medical outcomes, per HRSA requirements.
- On behalf of the planning council these recommendations were reviewed, discussed and approved by the executive committee.
 - We have had some planning council who for various reasons have been away from the council but have returned, please help me welcome them back. Also the council has a new member, Ms. Rowena Gore-Simmons.
 - The nominating committee has experienced a vacancy due to a resignation of a planning council member; I have appointed W. Merrick to sit on the committee temporarily until elections are conducted. W. Merrick has accepted the appointment.
 - I am pleased to report that the Maryland Legislature has passed the HIV Reporting Bill. The Maryland AIDS Administration will be moving forward to implement the names based data collections system that ensures that our HIV case data will be available for future grant awards. Legislation also passed on the way consent is given when taking an HIV test. At this point the informed written consent has been removed but there are still issues around whether full opt out testing processes will be implemented and if implemented what will be included in that system. Stakeholder meetings should be held to discuss pre and post-testing counseling, who pays for the tests, what facilities will be part of the system and other issues.
 - The council and our partners are still anticipating the announcement of the supplemental award. Nevertheless, we have been working with BCHD and ABC so that there is a clear understanding of the council's requirements for data that is sufficient to make its allocation or reprogramming decisions.
 - I want to thank the comprehensive planning committee and needs assessment committees for their initiative in opening discussions about having the two committees join. The planning council will hear an update on the progress of the continuum of care committee.
 - In order for us to succeed with fewer resources available, all of us will need to recommit ourselves to the tasks of the planning council. We will need more positive leaders speaking up on issues, we will need to work together to meet our goals and

we must reach out to members who have stopped attending committee and council meetings. It will take all of us who believe in the mission of the council to show how important our work is and how well we do it. We as a council need to set aside personal agendas and support the larger agenda of the entire council.

Special Presentation: Baltimore Substance Abuse Systems

In an effort to hear and receive pertinent information that would assist the planning council with its decision-making processes but also in preparation for priority setting, the council will be hearing presentations from various partner agencies.

Mr. Adam Brickner, President and Chief Executive Officer of the Baltimore Substance Abuse Systems (BSAS) was invited to come and present performance, financial and statistical information to the council on its operations and programs. Presentations packets were distributed.

Administrative Agent Report

S. Pelham reported:

- The Administrative Agent is focused on reviewing provider budgets and work plans for FY 2007. Providers who received funding for FY 2007 were required to submit revised budgets and work plans based on comments in the applications they submitted if the amount of funding received was different from the amount applied.
- The Administrative Agent will be meeting with the aforementioned entities on May 14, 2007 to facilitate coordination for chart reviews from providers that receive funding from various parts of Ryan White. This process will reduce the administrative burden of providers, as well as increasing the efficient use of limited resources among the collaborating partners.

Baltimore City Health Department

A. Ferrari reported:

Title I Administration

- The health department has not received any new information regarding a date of when HRSA will release the supplemental award. Previously, HRSA stated it would be sometime before April 30, 2007.
- Received no information regarding the pending release of the Request for Proposal (RFP) for the new Minority AIDS Initiative grant.
- The grantee's office sponsored a team-building workshop on April 3, 2007 that included the staffs of all Part A administrative bodies (BCHD, ABC, IGS and GFF) along with representatives from the AIDS Administration, Baltimore County Health Department, HOPWA and the Needle Exchange Program. A positive experience for

the participating partners, which provided points of focus for building better collaborative process.

Quality Improvement Program

- Analysis of the FY 2006 data extraction chart is in progress. The next step is the drafting of the EMA-wide category reports to be released to the council in June while subsequently planning the tool and revisions to protocols for the upcoming category reviews in 2007.
- Workshops scheduled for April 25, 2007 at Sheppard Pratt Conference Center will focus on best practices and identifying barriers to services that affect access and retention to care of HIV positive youth and persons over age 50.

Baltimore City Health Department

- The Baltimore City Health Department has launched a new and exciting website, please check it out, www.baltimorehealth.org.

Program Support Services

- Recruitment is now underway for participants for the LEAP 11 class. The first session is scheduled for May 10, 2007 at the Clarence “Du” Burns Arena, 1301 S. Ellwood Avenue, Baltimore, MD 21224.

Office of Minority Health Collaborative Capacity Building

- Recruitment is now underway for community-based organizations seeking assistance in organizational developments, program administration, grant writing and host of other topics. For more information, contact Joy Johnson at joy.johnson@baltimorecity.gov or 410-396-1408.

State AIDS Administration

Part B Report (formally Title II)

N. Drew reported:

- On April 6, 2007, the Maryland General Assembly officially passed the Maryland HIV/AIDS Report Act. The legislation is expected to go into effect immediately upon the signature of Governor O’Malley. The passage of the Maryland HIV/AIDS Report Act will facilitate the transition from code to names based HIV reporting in compliance with the new federal mandate. This legislation allows the AIDS Administration to take the necessary steps to ensure that Maryland will continue to be eligible to receive federal funds for HIV/AIDS through the Ryan White Treatment Modernization Act of 2006.

- The AIDS Administration received notice of award from HRSA on April 4, 2007. The total grant award is \$34,745,655, of this, \$26,541,994 is the ADAP earmark.
- Maryland AIDS Drug Assistance Program (MADAP) is having an open house on May 8, 2007 for case managers. The purpose of this open house is to give updates on MADAP programming, enrollment procedures and formulary updates. Also, this will give case managers an opportunity to meet the MADAP program staff and to discuss special client issues. The open house will be held at the AIDS Administration, 500 N. Calvert Street, 5th Floor, from 10 a.m. to 12 p.m. If interested, please RSVP to Sheila Briggs at 410-767-6535.
- The Regional Advisory Committee Meeting for the Central region will be held on April 23, 2007 at the Clarence “Du” Burns Center located at 1301 S. Ellwood Avenue, Baltimore, MD 21224. Lunch will be provided. For additional information, please contact Donna Devonish at 410-767-5109 or email at ddevonish@dhmh.state.md.us.

Part D Report (formally Title IV)

B. Grant reported:

- The FY07 Part D Continuation Grant Application Guidance was received and the entire application is due to HRSA by May 7, 2007 with some items due to Grants.Gov by April 23, 2007.
- The Part D Youth Services Initiative Competitive Grant Guidance was received and is due to HRSA by May 11, 2007.
- The Part D Youth CAB, Voices of Youth, is scheduled to meet on Wednesday, April 24, 2007 at 5 p.m. at the University of Maryland STARTRACK program site. For more information, contact Bryna Grant at 410-767-5992.

Committee Reports

Comprehensive Planning Committee

J. Keller reported:

- The committee met on March 26, 2007 with members of the needs assessment committee to discuss streamlining the two committees’ activities and agreed to hold a conference call to ensure that all members have the opportunity to give their input. Based on March’s meeting, the committees held the conference call meeting on April 4, 2007 to discuss the possibility of folding the needs assessment committee back under the comprehensive planning committee. Participants agreed to recommend that the comprehensive planning committee make the request to the planning council to fold the needs assessment committee under comprehensive planning. This request will be forwarded to the council in May.

- The committee reviewed a memo from the health services committee regarding FY 2007 directives and agreed to reword Directive 5 to clarify how much of a priority funding should go to genotypic testing. A motion was put forward:

The executive committee lost quorum at the point of making this motion. The executive committee agreed to approve all motions being presented by committees, by consensus and to have these action items forward to the planning council for full approval.

Motion	To reword Directive 5 of the FY 2007 Directives to read, "To allocate dollars for five hundred genotypic tests in FY 2007. Consideration for providing additional genotypic tests should be made after reviewing utilization and using PMC or reprogramming dollars."
Proposed by	J. Keller
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

- The committee reviewed and made alterations to the data presentation schedule.

Continuum of Care Committee

A. Foyles reported:

- The committee held its first official meeting on Wednesday, April 4, 2007. The committees meeting schedule is the first Wednesday of the month from 6 p.m. to 8 p.m. at the Baltimore City Health Department.
- The committee established its role and responsibility which is the following:
 - 1) Identify existing gaps in services and assessing service capacity in the EMA.
 - 2) Formulating a list of priority services and definitions of services.
 - 3) Creating a plan for facilitating the delivery of priority services.
 - 4) Developing or enhancing performance standards.
 - 5) Developing or enhancing quality assurance criteria.
 - 6) Assisting in developing units of service, unit of costs and cost-outcome effectiveness.
 - 7) Monitoring the implementation plan and sending representatives to the joint reprogramming meetings.
 - 8) Reporting and serving as a technical resource to the planning council on funded services.
- The committee discussed membership and the nomination/election process for the co-chair positions. All remaining members of the health services and support service committees were not able to attend or participate in the meeting. The committee did

not feel comfortable in conducting nominations and elections due to those remaining members not being present. The committee agreed to defer the nominations / elections to the next meeting.

- The committee did agree to grandfather in those members of health services and support services present at the meeting and those remaining health services and support service members that were unable to participate. The stipulation to this agreement is that if these remaining members don't show to the next meeting or do not seek interest to participate, membership will not be extended to them.
- The committee, with the assistance of IGS and the Administrative Agent, discussed the new service categories and its impact on the service continuum. As assigned homework, the committee was given a draft FY 2007 service category / definition table which lists the core medical and supportive services and its definitions from the standards of care and from the new legislation, to review and bring back there notes for discussion.
- As part of the committee's work plan, the committee will be developing a standard for early intervention services and will also look at developing a deliverable product that speaks to Hepatitis B or C. There are no action items.

Evaluation Committee

H. Carter reported:

- The committee discussed the council's expectations of the AA and grantee whenever the council is asked to allocate or reallocate funds. The council should be presented with specific data regarding how clients will be affected by funding shifts and what alternative resources are available.
- Committee members are working to edit the administrative assessment tools to ensure that these expectations are met.
- The committee defined "emergency" and "emergent trends" for the council's use. An **emergency** is an unanticipated event that will result in clients being negatively affected if the issue is not addressed urgently before the appropriate committee has the opportunity to meet. In the event of an emergency, the executive committee should act on behalf of the council and /or the appropriate committee.

An **emergent trend** is different from an emergency in that it is a divergence from the baseline that has been established. If the trend (i.e. ongoing process) goes unaddressed it could result in clients being negatively affected. In the event of an emergent trend, the committee responsible for the issue should review it and recommend actions to the council such as a reallocation of funds or targeting a portion of funds to address this

issue.

Needs Assessment Committee

W. Samuel reported:

- The needs assessment committee was not scheduled to meet this month but did participate in the comprehensive planning committee meeting on March 26, 2007. The purpose of the joint meeting was to begin discussion on the restructuring of both committees. Based on discussion, the committees agreed to have a teleconference call in April to finalize its discussion and make a recommendation.

Nominating Committee

M. Reese reported:

- The committee met on Monday, April 9, 2007. Committee members assigned to screen new membership applicants presented their findings to the committee. The committee discussed each applicant and is bringing forward the following recommendation.

Motion	To place Rickie Green to the pool list.
Proposed by	M. Reese
Seconded by	W. Samuel
Action	Motion passed with no abstentions or objections.

- The committee has received resignations from planning council members. The committee reviewed each resignation and the following are updates and a special request.

Updates:

- Awaiting mayoral appointment of R. Matens.
- Deborah Hunter, pool list member, will be forwarded to the mayor's office for PC appointment.
- Please congratulate Rowena Gore-Simmons on becoming a new planning council member.

Special Request:

- The committee received a recommendation for replacement of a planning council member who resigned and sat in a mandated slot. This applicant was briefly discussed by the committee and was assigned to be interviewed but due to time limitations for the reporting process, the committee was not able to fully review the application or interviewer's notes.

Motion	To approve this applicant to be forwarded to the mayor's office for PC appointment.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

- The nominating committee has been impacted by a resignation of a planning council member. As it stands, the committee now has a vacancy. Planning council leadership was notified of this vacancy. Per the by-laws, the planning council chair has the prerogative to appoint a council member temporarily until elections. The committee did submit a recommendation for an interim replacement to the planning council chair for consideration. Because of this vacancy, a special election will have to be conducted within three months. The nominating committee would like to make the following motion.

Motion	To open nominations to council members for a replacement on the nominating committee and close nominations at the May planning council meeting.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

Motion	To hold the special election for the nominating vacancy at June's planning council meeting.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

- The committee has begun its review of council and committee attendance. The committee discussed concerns about the restructuring of membership, the voting process and maintaining quorum. A letter will be drafted and sent to co-chairs addressing the next steps on attendance.
- The committee continued discussion on recruitment strategies in an effort to continuously seek input from consumers and to maintain the pool list. The committee came up with suggestions such as:
 - 1) Targeting the new LEAP class
 - 2) Targeting the Title IV (Part D) Youth CAB.
 - 3) Possibly have city and county forums.

- 4) To look into the possibility of health departments being linked by conference call technology in an effort for consumers to participate in planning council / committee meetings.

The committee will continue to develop these ideas. There are no action items.

Question posed, “Has the committee considered the possibility of ensuring that all county HIV consumers are represented at the committee and council tables?”

The nominating committee is looking into the possibilities of the six health departments being linked together via conference call technology in an effort for consumers who do not have access to transportation, to participate at the table.

The council discussed this question and had concern that since transportation is not available for non-planning council members to participate in council related activities, the nominating committee needs to look into ways to ensure that consumers from each county can participate at the table. This concern was made into a formal recommendation to the nominating committee and for the committee to bring feed back to the council in May.

PLWHA Committee

W. Miller reported:

- The PLWHA committee met on March 21, 2007. The committee heard a presentation from a group of University of Maryland graduate students. The students are doing a group project on planning and implementing health promotion in African American women, age range of 25-39, in Baltimore City who is living with HIV/AIDS. The students requested to have an opportunity to talk with a few people in this population to find out about the services and resources available for them, what they think about them and if there are any gaps in the service. The committee-assisted students with feedback to there questions and also gave recommendations to make there project more sound.
- The committee is still in the process of developing its position paper, which is called “The Transition from Minimal use of Ryan White Service Dependency to Permanent or Long-Term Service”. There are no action items.

Services to Surrounding Counties Committee

D. Brewer reported on behalf of the absent co-chairs:

- The services to surrounding counties committee did not meet in April. Their next scheduled meeting will be in May 2007 in which they will hear a presentation on service categories, review the fourth quarter capacity building report, discuss trends and to make any carryover and/ or directive recommendations.
- Priority Setting for the counties will be held on Tuesday, August 14, 2007. Location is to be determined.

IGS Report

Highlights:

- C. Lacanienta formally introduced N. Lewis as the Deputy Program Manager for the planning council support office.
- There were seven hundred and forty-five completed needs assessment consumer surveys. Data entry is still in process and will be completed this week. Afterwards, analysis will start. N. Lewis will give a formal report at July's PC meeting.
- The PMC Pediatric Standards were circulated for comments from the health service committee members and professionals in the field. The standard is in the editing process at this time.
- Assisted the continuum of care committee with developing a work plan in which a draft of FY 2007 service categories and definitions was given to the committee for review and discussion.
- The PC support office participated in the BCHD technical assistance workshop with partner organizations represented.

New Business

- If planning council members wanted a copy of the presentation packet distributed, L. Smith will have additional packets available. Also in the packet there are two documents that were not presented but the council can review at their leisure: Substance Abuse Treatment Initiative and the FY 07 Levels of Care spreadsheet.
- K. Bellesky of Chase Brexton Health Systems announced that they would be opening a new facility in Easton, Maryland, which is near Queen Anne's County and will provide comprehensive care to residents who have expressed a need.

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.

Lenwood Green

May 15, 2007

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