

## ***Planning Council***

### **Minutes of the Meeting of September 18, 2007**

Vol. IV, No. 7

Final • October 17, 2007

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#### **Meeting Attendance**

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<b>Present<sup>1</sup></b>	S. Ashley D. Baker K. Bellesky R. Bradley D. Brewer H. Carter M. Cole D. Cooper N. Drew A. Foyles B. Grant M. Graves P. Hall	D. Hunter J. Hurtt J. Keller F. Lowman, Jr. C. Massey R. Matens W. Merrick A. Middleton W. Miller G. Nelson N. Robinson W. Samuel J. Winslow
<b>Absent</b>	R. Gore-Simmons L. Green R. Green R. Haden D. Henson R. Johnson	J. Keruly G. Manigo M. Obiefune H. Roberts, Jr. L. Smith B. Thomas-El
<b>Proxies</b>	G. Daniels	P. Henry
<b>ABC</b>	G. Weston	
<b>BCHD</b>	A. Ferrari	
<b>Visitors</b>	A. Brewer D. Brown V. Burnell L. Clark	R. Disharoon C. Goines A. Leverette D. Shamer
<b>Staff</b>	K. Hale N. Lewis	M. Komosinski

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

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**Handouts**     September 18, 2007 planning council packet  
                    Amended September 18, 2007 planning council agenda  
                    Final September Action Items  
                    Monthly Grantee Report for September 2007  
                    Request for Carry Over Supplement  
                    Administrative Agency Report to the Planning Council, September 2007  
                    Part B and Part D Administrative Report  
                    Advanced Leadership Training flier and application  
                    Legends and Younguns Ball Flier

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### **Introduction/Chair's Report**

D. Brewer convened the meeting at 6:38 p.m. W. Merrick opened with introductions.

D. Brewer read the chair's report:

- The planning council welcomes its new members and is saying good-bye to several others as they end their service.
- Nominations for planning council chair, vice chair and nominating committee chair open this month and will close at the October planning council meeting.
- Interested council members will be invited to attend a leadership training series this fall. These workshops intend to help planning council members build the necessary skills and confidence that will enable them to contribute their unique abilities to the council.

The council reviewed the August 2007 meeting minutes and no corrections were found.

<b>Motion</b>	To approve the August 21, 2007 meeting minutes as written
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	D. Coor
<b>Action</b>	Passes, 0 abstentions, 0 objections

### **Administrative Agent Report**

G. Weston reported:

- MAI awards:
  - 24 Notices of Grant Award totaling \$1,675,875 were issued on September 3, 2007.
  - \$109,157 of the grant remains unallocated: \$59,704 in Childcare, \$11,105 in STSC-EFA, \$33,569 in STSC-Food and Nutrition and \$4,779 in STSC-Medical Nutrition Therapy.
  - The Joint Reprogramming Committee proposed the reallocation of these unallocated funds.
- FY 2008 Part A Application Guidance:

- The Application Guidance was received on September 6, 2007 and must be submitted to HRSA on November 5, 2007.
- The AA will convene a meeting with the administrative bodies on Thursday, September 25, 2007 to review the guidance and establish a plan of action for writing the application.

### **Baltimore City Health Department**

#### A. Ferarri reported:

- HRSA has issued guidance for the Part A application. The administrative bodies are meeting to discuss this application process.
- The grantee has scheduled fiscal site reviews in October for the AA, PC Support Office and Program Support Program.
- CQM is holding a technical assistance workshop, "From the Ground Up, and Then Out: Building an HIV Outreach Program", at Sheppard Pratt Conference Center.
- HOPWA is opening their waiting list from September 1, 2007 through September 30, 2007. Case managers are encouraged to contact Cynthia Williams at (410) 396-3757 for more information.
- The grantee submitted the FY 2007 Carry Over Supplement report for the Executive Committee's review. The request is seeking \$908,888 to support 20 initiatives.

#### R. Matens offered some HRSA updates:

- There will be no penalty for unspent supplemental funds. This money will be returned to HRSA for distribution as supplemental funds in subsequent years.
- Carryover is limited to 2 percent of the formula award.
- If an EMA does not spend 98 percent of its formula award, it will be penalized in two ways: (1) the formula award will be reduced by the unspent amount and (2) the EMA will not be eligible for supplemental funds in the future.

### **Part B Report**

#### N. Drew reported:

- The Regional Advisory Committee (RAC) meeting for the Central Region will be held on September 24, 2007 at the Pennsylvania AME Church.
- Her departure from the AIDS Administration and resignation with the planning council this month.

## Part D Report

### B. Grant reported:

- Part D Youth Services Initiative was level funded for FY07 at \$380,843.
- The Part D Network Meeting was held on September 14, 2007 at the AIDS Administration.
- The Youth Initiative CAB, Voices of Youth, is meeting on Wednesday, October 24, 2007 at 5:00 p.m. The meeting will be held at Johns Hopkins youth site.

## Committee reports

### *Comprehensive Planning Committee*

#### J. Keller reported:

- The committee received J. Boesel's presentation of her report on Engaging PLWH/As in Care and approved it for presentation to the council this evening.
- The committee began reviewing drafted directives collected from the EMA Priority Setting and will be reviewing the STSC Priority Setting directives at this month's meeting.
- The committee will also be forming the Priority Setting Review Group at this month's meeting, scheduled for September 27, 2007.

### *Continuum of Care Committee*

#### A. Foyles reported:

- The committee approved the Early Intervention Services (EIS) standard and reviewed the Health Insurance Premiums (HIP) and Emergency Financial Assistance (EFA) standards of care.
  - F. Lowman asked if the committee's question, asking whether or not EFA dollars could be used to pay rent, was resolved.
  - R. Matens clarified that HRSA recently directed that emergency funds should be allocated under specific allowable services, not under the EFA category. Therefore, emergency rent payments would now be covered under Housing contracts.
- The committee seeks the planning council for approval of the finalized Early Intervention Services (EIS) standards of care.

<b>Motion</b>	To approve the EIS standard of care.
<b>Proposed by</b>	A. Foyles
<b>Seconded by</b>	H. Carter
<b>Action</b>	Passes, 1 abstentions, 0 objections

### ***Evaluation Committee***

H. Carter reported:

- The committee met with the STSC committee for the first Joint Reprogramming meeting on September 4, 2007.
- The committee received the report on the assessment of the administrative mechanism from the planning council consultant.
- The committee utilized the planning council-approved evaluation tool to assess the AA and grantee.

F. Lowman asked if the committee has discussed any other way to strongly stress to providers the need to fill-out the questionnaire.

- H. Carter replied that the committee hopes to work with the AA to devise new strategies to promote more provider responses next year.

### ***Nominating Committee***

W. Merrick reported:

- No meeting was held this month.

### ***PLWH/A Committee***

W. Miller reported:

- The committee drafted an outline for presentations to be made by committee volunteers to CAB and support group meetings throughout the Baltimore EMA. The presentations are intended to inform PLWH/As of the council and to gain a better understanding of the concerns of counties consumers regarding delivery of services.
- The committee will be attending the Maryland AIDS Administration's Town Hall meeting in lieu of their regularly scheduled meeting. The topic for this session is Maryland's HIV testing and counseling policies.
- Members of the committee will also be attending this month's Regional Advisory committee meeting.

### ***Services to Surrounding Counties Committee***

D. Cooper reported:

- The committee joined the Evaluation Committee for the first Joint Reprogramming session for FY07.
- The committee did not hold a separate meeting in September.

### ***Joint Reprogramming Committee***

H. Carter reported:

- The Evaluation Committee and the STSC committee met to hold the first FY07 Joint Reprogramming session. The committee received the ESD report from the

AA. The STSC committee members voted on reprogramming of county funds and the Evaluation Committee made recommendations for the reprogramming of EMA-designated funds.

- The Evaluation Committee received recommendations from the AA to reallocate EMA MAI funds from Childcare Services to Psychosocial Services.
- The STSC Committee received recommendations from the AA to reallocate funds from Oral Health to Medical Case Management.
- The AA informed the committee that there were no contract bids for three MAI categories, Medical Nutrition Therapy, Food and Nutrition and Emergency Financial Assistance, and reprogrammed the funds from these categories to MAI EIS-Nontraditional Outreach.

The planning council reviewed these recommendations and took action to approve the suggested reallocations:

<b>Motion</b>	To accept the AA's recommendation to reallocate \$59,704 out of MAI Childcare Services (EMA).
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	D. Cooper
<b>Action</b>	Passes, 0 abstentions, 0 objections

<b>Motion</b>	To accept the AA's recommendation to reallocate \$59,704 into the MAI Psychosocial Services category (EMA).
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	J. Winslow
<b>Action</b>	Passes, 5 abstentions, 0 objections

<b>Motion</b>	To accept the AA's recommendation to reallocate \$25,000 out of Oral Health (STSC)
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	W. Miller
<b>Action</b>	Passes, 1 abstentions, 0 objections

<b>Motion</b>	To accept the AA's recommendation to reallocate \$25,000 into Medical Case Management (STSC)
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	A. Foyles
<b>Action</b>	Passes, 2 abstentions, 0 objections

<b>Motion</b>	To accept the AA's recommendation to reallocate \$4,779 out of MAI Medical Nutritional Therapy.
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	D. Cooper
<b>Action</b>	Passes, 2 abstentions, 0 objections

<b>Motion</b>	To accept the AA's recommendation to reallocate \$11,105 out of MAI Emergency Financial Assistance (STSC).
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	D. Cooper
<b>Action</b>	Passes, 3 abstentions, 0 objections
<b>Motion</b>	To accept the AA's recommendation to reallocate \$33,569 out of MAI Food and Nutrition.
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	S. Ashley
<b>Action</b>	Passes, 3 abstentions, 0 objections
<b>Motion</b>	To accept the AA's recommendation to reallocate \$49,453 into MAI EIS – Nontraditional Outreach (STSC)
<b>Proposed by</b>	H. Carter
<b>Seconded by</b>	S. Ashley
<b>Action</b>	Passes, 4 abstentions, 0 objections

The council questioned whether or not city-dwelling consumers could access county services.

- K. Hale stated that Ryan White dollars have no boundaries within the EMA, therefore, there should not be a barrier to access services between counties and city.
- P. Hall asked if this was true across all categories.
- The question was referred to the AA and grantee for clarification.

The council expressed concern that several MAI categories in the counties did not receive contract bids.

- M. Cole asked if the minority communities that these funds were intended for would still be served.
  - G. Weston replied that there was not sufficient time for the STSC to hold a priority setting for the MAI award; thus, the dollars were allocated according to the Part A allocation. However, the money will still serve minorities in the counties, it is merely moving into other service categories.
- K. Hale clarified that this is the first time that the STSC was offered MAI dollars and also that these service categories still have Part A funds and may not be able to absorb any additional.
- C. Massey asked what could be done to improve planning for these funds in the future.

- R. Matens added that this year is an aberration. Three awards were received and the MAI award is on a separate fiscal year than the others.

### **The IGS Planning Council Support Report**

N. Lewis reported that the support office has:

- Prepared and distributed notices, agendas and minutes for eight committee and planning council meetings and a joint reprogramming session.
- Compiled directives submitted from priority setting for the Comprehensive Planning Committee and aided the committee with their review.
- Assisted the Continuum of Care Committee with the review of the Early Intervention Services standards, Health Insurance Premiums standards and the creation of Emergency Financial Assistance standards of care.
- Aided the Evaluation Committee with the assessment of the administrative mechanism.
- Reported findings of the Not-in-Care report.
- Drafted the analysis tool and prepared the analysis from the ESD report for the Joint Reprogramming Committee.
- Attended an Institute of Human Virology conference on “The Art of Referrals”.
- Began work on the Advanced Leadership Series.
  - This series of workshops is open to all planning council members.
  - Everyone on the council is a leader already, however, these seminars are intended to provide council-specific skills that could be useful for all members, regardless of whether or not they intend to run for a co-chair position.
  - Those who are interested can fill out the application, conduct the mentoring homework and submit those forms to IGS.
  - All questions should be directed to Michelle Komosinski at IGS.

### **New Business**

M. Komosinski presented the carryover-funded report on Engaging PLWH/As in Care:

- The report studied the problem of HIV-infected people who are not receiving primary medical care and investigates the barriers that contribute to this delay in seeking care. The report also analyzes evidence-based strategies to engage and retain people in care
- She introduced HRSA’s working definitions for identifying people in or out of care, as well as HRSA’s Engagement-in-Care Continuum framework.
- She highlighted several reported barriers to care: varying levels of “readiness”, health status and risk perceptions, and distrust of the medical establishment.

- She described components of successful interventions at the client-, provider- and systems-level.
- She briefly discussed four of the recommendations made in the report:
  - 1) Develop and implement a standardized client-level tracking system/database to track client visit information.
  - 2) Assess the patient's readiness to receive care at the time of testing.
  - 3) Deliver HIV medical services outside regular business hours.
  - 4) Focus on retention efforts.

D. Baker announced:

- John G. Bartlett, M.D. will be presenting at "The Evolving HIV/AIDS Epidemic: Past, Present and Future" dinner program on Friday, September 21, 2007 from 6:00-8:00 p.m. at the Nebo Christian Ministries. Registration is required.
- The second annual "Phenomenal Women Living Longer with the Challenge of HIV" will be held on October 31, 2007 from 8:00 a.m. to 4:00 p.m. at the Pikesville Hilton.

K. Bellesky announced:

- Chase Brexton Health Services, Inc will be holding an open house on October 10, 2007 from 5:00-7:00 p.m. at its new Eastern Shore location.

**Meeting adjourned at 7:55 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.

*Lennwood Green*

October 17, 2007

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Lennwood Green

October 17, 2007