

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of February 21, 2006

Vol. II, No. 12

Final • March 21, 2006

Meeting Attendance

Present ¹	L. Green	D. Brewer
	K. Allston	S. Ashley
	D. Baker	H. Carter
	L. Chapman	M. Cole
	L. Creditt	I. Davis
	N. Drew	A. Foyles
	T. Gray	N. Guest
	R. Haden	P. Hall
	R. Hamlett	D Henson
	J. Keller	G. Manigo
	C. Massey	R. Matens
	W. Merrick	W. Miller
	M. Reese	W. Samuel
	R. Shattuck	B. Tucker
	Absent	W. Belle
B. Grant		M. Graves
L. House		R. Johnson
B. Cheek-Jones		S. Jones
D. McKelvin		M. Obiefune
J. Rice	A. Santiago	
ABC	G. Williams-Glasser	B. McKeithen
	C. Edmonds	
BCHD	R. Brisueno	D. Ganachari
Visitors	P. Quenum	S. Gauhar
	S. Enos	G. Nelson
	S. Kopins	M. Mazzuca
	R. Bradley	D. Taylor
	J. Gresham	M. Patterson
J. Winslow		
Staff	N. Curtis	M. Jahromi
	K. Hale	E. Bradley
	C. Lacanienta	D. Gorham

¹ Attendance is based on sign-in sheet

Handouts	February PC Packet Agency Reports Committee Reports Informational Sheet: ALC Action Alert Draft Informational Sheet: Written Testimony from the planning council PC Flyer: Meeting Location Change Flyer: HIV/AIDS Policy Fact Sheet
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Introductions

L. Green convened the meeting with introductions at 6:33 p.m.

It was announced that M. Mazzuca and M. Reese were elected as the new co-chairs for the services to surrounding counties committee and D. Goforth and H. Carter were elected as the new co-chairs for the evaluation committee. The new co-chairs were congratulated.

Review of Minutes

The council reviewed their January minutes and there was one edit. On page 5, under the Baltimore City Health Department report, QIP section, second bullet, the edit is to change FY 04 to FY 05 and change July 2005 to July 2006. The council had no other changes and motion was put forward:

Motion	To accept the January minutes with one edit.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

The By-Laws Committee was added to the agenda in order to move their committee business forward. A motion was put forward:

Motion	To add the By-Laws Committee to the planning council agenda.
Proposed by	R. Shattuck
Seconded by	S. Ashley
Action	Motion passed with no abstentions or objections.

Before the planning council chair began his report, he addressed the council with an issue that arose last month. The chair stated that the work of the planning council is taken very seriously and he considers this planning body to be one of the hardest working groups he has ever worked with. The chair stated that the executive committee works hard to represent the planning council in emergency situations and in guiding the flow of work that comes to this planning body. The issue is that this past month, the chair has spent an

undue amount of time dealing with provider calls in regards to planning council operations and efficiency. The planning council is sanctioned under the CARE Act signed off by the President of the United States and Congress to complete specific duties of planning and evaluation of HIV health care services for the Greater Baltimore area, which includes Baltimore City and the six surrounding counties.

The chair requested that when work or information about the planning council's decision-making is disseminated; please make sure that it is correct and accurate. What sparked this issue is that misinformation about planning council operations were intentionally disbursed out to the public without proper review of the information by planning council leadership. All information and data disbursed out to the public to date have been correct and accurate. The chair stated that if this issue arises again, then action would be taken in the form of presenting to the full council, in full detail, each discussion related to this issue.

Chair's Report

L. Green reported:

- I have visited several committees and would like the council to support the chairs in their use of effective processes. There are two examples I would like to discuss.
- First, several committees announced their elections on the planned agenda. When the meeting occurred there was quorum, but the committee postponed their elections because one member raised an issue that not all members were there. At the next meeting, members were still absent, but the committee moved on with an extra heavily packed agenda because the elections had to be held. I urge you, as chairs, not to put off business when there is a quorum. We have a great deal to do at each committee meeting and we cannot afford to put off agenda items when the committee has sufficient members present to conduct business. Speaking directly about elections, next year, I would like all committee elections to take place at the committee meeting following council elections.
- Second, committees can be sidetracked from finishing their work. Sometimes members bring up side issues, or talk about their feelings rather than data. Sometimes committees spend a lot of time trying to reach consensus, which results in delays in making decisions.
 - As planners, we must finish our work. We must base our decisions on data that shows the needs of all PLWH/As; even those who are not in care. We have a lot of hard decisions coming up. We cannot be sidetracked by emotional appeals or anecdotes. We cannot be diverted from its mission of planning for HIV/AIDS treatment and drawn into discussions of the broader social issues such as poverty

- or housing that are beyond the scope of Ryan White to address. We also cannot expect everyone to agree with every decision, so we have built our system on a majority vote, not on a consensus.
- I encourage chairs, when committees seem "stuck" on an issue, to use council-approved processes--if consensus is hard to reach, allow limited discussion from both sides of an issue, three speaking in favor and three speaking against and then vote.
 - By now, committees have their plans for the year in place. They have reviewed their calendars and approved them. If an issue arises that is not anticipated by the work plan, I am asking the co-chairs to determine a strategy to deal with the situation and when necessary, make PC leadership aware of any situation that may require additional meetings or changes in the work plans. I am asking the co-chairs to contact PC leadership through the office so that we can strategize on solutions.
 - I remind you that the CARE Act is for **HIV, emergency** treatment and supportive services. These are limited funds of last resort, and we are under great pressure to be accountable, and fair across the EMA. Ryan White cannot solve housing crisis, the transportation crisis, or the ills of poverty. We must plan to support people with HIV-related emergencies where there is not other funding.
 - My final topic is that some planning council members have complained that their packets have arrived too late for them to review prior to the meeting. Also, unexpected scheduling changes have made Wednesday evenings problematical for me. While I recognize that moving any meeting may impose hardships on members, I asked the Executive Committee to consider moving its meeting to address these two matters. The Executive Committee has voted to move its meetings to the Tuesday before the planning council meets. The mailing will go out on Wednesday so that members in the counties can receive the material before the Tuesday council meeting. I thank the members of Executive Committee for their support of this change.

Administrative Agency Report

G. Williams-Glasser reported:

- The Ryan White staff developed decision rules for the review and awarding of the ninety-nine continuation contracts. The staff completed this review on Monday. Each application will receive program and budget comments for revision of final budget and program requirements.
- We are now working on the award recommendations and budget/program comments for the one hundred and thirty competitive proposals. All comments from the IRB

review process have been completed and edited for distribution to all one hundred and thirty applicants in early March. The award process for the competitive service categories is scheduled for completion by Thursday, February 23, 2006.

- The AA will be making recommendations based on our review of all the budgets, work plans and Form 8 submitted by providers.
- The next service category meeting will be primary medical care, scheduled for late March.
- The FY 2006 provider meeting is scheduled for March 10, 2006.
- The AA staff attended all planning council meetings during the month of January.
- A small bid RFP was conducted for the service category Child Care. A Bidder's Conference was held on February 3, 2006. Applications for this category are due on February 15, 2006. Submissions will be reviewed before the end of the fiscal year for an announcement on or before February 28, 2006.

Baltimore City Health Department

R. Brisueno reported:

Title I Administration

- No official information has been received regarding the status of the FY 2006 award.
- No information has been received related to the reauthorization of the CARE Act.
- Upon receiving the scores and comments from the independent review board regarding applications for Program Support Community Education and Capacity Building, BCHD has awarded the contracts to a new vendor in 2006. The Gay Family Foundation will provide the services under this contract beginning in March 2006.
- HRSA Office of Performance Review has officially scheduled its review of Baltimore's Title I program for May 22nd-25th. The first planning conference call was held on February 7th. Outcome measures are currently under development to be forwarded to OPR by February 17th.

Quality Improvement Program

- Vendor reports for EFA & Transportation distributed, corrective improvement plans coming back into our office; Housing vendor reports pending.

- A QIP Technical Assistance workshop was held on February 9th & 10th. The workshop focused on the QIP findings regarding Housing, EFA and Transportation.
- FY 05 service category reports will be completed by July 2006.
- Deepa Ganachari has joined the BCHD staff as a Public Health Analyst.
- Primary Care and Food/Nutrition abstracts are under consideration for APHA presentation in November 2006

BCHD, Division of Health Promotion and Disease Prevention News

- HPDP will be incorporating 5 programs from other BCHD offices: HIV Directly Observed Therapy, Cigarette Restitution, TOTE, Needle Exchange and MAI.

Other Baltimore City Government HIV/AIDS Initiatives

- The HIV/AIDS Commission has released its report.

State AIDS Administration

N. Drew reported:

Title II Report

- The Outside review panels were held during this month in response to the Title II Request for Proposals (RFP) for State Fiscal Year 2007 for the following service categories: Ambulatory/Outpatient – Suburban, Minority AIDS Initiative and Transitional Case Management. Recommendations were made and funding decisions will be made soon.
- The Title II Comprehensive Plan and Statewide Coordinated Statement of Need were submitted to HRSA by February 1st. They are available on the AIDS Administration website at: www.dhmh.state.md.us/AIDS under the link for statistics, data and reports.
- The Consortia meeting for the Central Region that was scheduled for February 16, 2006 is cancelled. The next meeting is scheduled for April 20th. All meetings will be held at the Life Resource Center at Harbor Hospital, with lunch included. For more information about the Central Region Consortium, please contact Nathalia H. Drew at 410-767-5063 or ndrew@dhmh.state.md.us.
- The new 2006 Federal Poverty Guidelines have been published are available and applicable for Title II, MADAP, MPAP, MAIAP and MADAP-Plus. See attached document. This document was also sent out via Ryan White List Serve. If you are not

a part of the “RYANWHITEMARYLAND” list-serve, you can join by sending an email to listproc@listproc.umbc.edu. Make sure to leave the subject line blank and in the body of the message write: Subscribe RYANWHITEMARYLAND.

Title IV Report

- The Title IV Network meeting will be held on March 17th from 12-2 at the AIDS Administration. Anyone who is interested is welcome to come. For information, please contact Ann Price at 410-767-5059
- The Title IV Youth Cab met on January 26th at Johns Hopkins.
- Six youth clients will participate in the NAPWA Ryan White Youth Conference held in Philadelphia, PA on February 17-21st.

Committee Reports

By-Laws Committee

R. Shattuck reported that the draft joint meetings process was sent to the council for review. No comments have been received.

R. Shattuck explained that there are four sets of committees that were merged together based on their related work. Those committees are evaluation and counties whose work deals with reprogramming and health services and support services whose work deals with standards. The joint meeting procedure was sent out to the full council in mid-January via email and mail. The council was given a deadline to submit their recommendations for changes. The committee did not receive any comments back. A motion was put forward:

Motion	For the council to approve the procedures for joint meetings or merged committees, to be included in council procedures.
Proposed by	R. Shattuck
Seconded by	S. Ashley
Action	Motion passed with one abstention and no objections.

Comprehensive Planning Committee

R. Haden reported:

- The comprehensive planning committee met on January 30, 2006. We agreed to add a meeting in March to address MAI.
- We held co-chair elections. We welcome J. Keller and R. Haden as our new co-chairs.

- The committee discussed the implementation of the new 2006-2008 Comprehensive Plan and plans to track its progress.
- The committee reviewed the status of the 2005 directives, declaring most of them completed.
- The committee will begin reviewing 2006 directives at the next meeting.

Evaluation Committee

H. Carter reported:

- The evaluation committee met on Monday, February 6, 2006. The committee decided to defer co-chair elections, as two committee members were not present.
- We accepted the 2006 calendar as a working document.
- We discussed and approved changes to the Administrative Agent and Provider Questionnaire. A member volunteered to draft additional changes.
- The committee authorized IGS to move ahead with contracting the Administrative Schedule and Procedures.
- We discussed ideas for carryover funding.

Health Services Committee

M. Cole reported:

- The committee met on February 1, 2006 and the following was discussed:
- In its February meeting, the committee reviewed Substance Abuse Treatment Standards. Outpatient and residential standards were separated, as these are separate categories. COMAR references were updated in both standards.
- The committee, in its review, only had one edit and that was to B.8.1.2 of the Substance Abuse Treatment-outpatient Standard. The edit is to replace LAAM with Buprenorphine. This edit is reflected in bold in the outpatient standard presented. The committee at this time would like to present both standards to the planning council for final approval.

Motion	To approve the Substance Abuse Treatment-residential Standard to be forwarded to the council for final approval.
Proposed by	M. Cole
Seconded by	W. Samuel
Action	Motion passed with no abstentions and no objections.

Motion	To approve the Substance Abuse Treatment-outpatient Standard to be forwarded to the council for final approval.
Proposed by	M. Cole
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections.

- The committee has completed its process of circulating its Hospice Services and Home Health Standards for review and comment from professionals and the planning council. In its March meeting, the committee will review all of the comments received and make its final recommendations at that time.
- The committee received a final status overview of the committee's FY 2005-2006 directives. The committee along with the assistance of the Administrative Agency reviewed the final report and will continue its discussion on its directives in the coming months.

Needs Assessment Committee

I. Davis reported:

- The committee is scheduled to have a meeting on Thursday, February 23, 2006 from 3 p.m. to 5 p.m. at the IGS offices. At that time, the focus of the meeting will be to hear a final report on our carryover project on the assessment of the impact of the Medicare Part D changes on the EMA.
- Please note that implementation issues associated with Part D will not be addressed. The committee will have a formal report for the March planning council meeting.
- The committee has also begun to discuss needs assessment activities in an era of shrinking resources.

Nominating Committee

R. Shattuck reported:

- The Nominating Committee did not meet in February. Members are conducting interviews. The chair is reviewing council and committee attendance issues.

PLWH/A Committee

D. Henson reported:

- The committee met on Wednesday, January 18, 2006 and the following was discussed. The committee installed the LifeLinc Task group as a subcommittee of the PLWHA committee. LifeLinc as described in the by-laws, is a network of community advocates for people living with HIV/AIDS. Carnell Thomas, Jr. is the chair for the LifeLinc Task group.
- LifeLinc's responsibility is to coordinate and implement activities related to the cause to end AIDS. These activities consist of advocacy and community education themes that focus on the local, state and federal levels of government. For example, the trip to Capital Hill in Washington, D.C. and the trip to the State Capital in Annapolis, MD.
- The goals and objectives for LifeLinc is to fully fund quality treatment and support services for all people living with HIV, rally and promote HIV prevention locally and nationally, fundraise to increase funding for research on a cure, towards the cause to fight against stigma and to protect the civil rights of all people living with HIV/AIDS.
- The trip to Annapolis was very successful. The PLWHA Committee along with the LifeLinc Task group and many volunteers that went to Annapolis on Tuesday, February 14, 2006. Two planning council members coordinated the entire trip with the assistance of IGS staff.
- PLWH/A Committee was awarded funding to do three radio talk shows that would focus on three special populations: seniors and HIV, recently released and Transgender Community. Planning council members, community volunteers and agency representatives volunteered to do the shows. Many thanks to Herman Carter, Dorcas Baker, Albert Foyles, Stephanie Wiggins-Brooks, Ann Reid, Bettye Cheek-Jones, William Miller, and Carmi Washington-Turner and studio guests for making these shows successful.
- The committee reviewed its draft work plan and accepted it as a working document.
- Discussion on Project LEAP:

It was announced to the planning council that Associated Black Charities no longer had the Project LEAP / Capacity Building contract which oversees Project LEAP. The Project LEAP / Capacity Building contract was awarded to a new provider and this contract will go into effect March 1, 2006.

Question posed, “The PLWHA Committee reviews the LEAP curriculum every year, will the committee still be allowed to review the curriculum by the new provider?”

Answer: “The LEAP curriculum that was approved by the planning council and PLWHA committee in 2005 will not change and will be transferred over to the new provider. The personnel used to conduct the LEAP program may or may not change. Staffing for this program will be up to the discretion of the new provider.

The planning council was assured that the LEAP curriculum approved and modified in 2005 would be the same curriculum followed in 2006. If the planning council and PLWHA committee request the LEAP curriculum to be modified, both planning bodies will be notified to review the modified curriculum before dissemination. The grantee will work with the new provider to incorporate any changes or modifications to the curriculum, in the work plan.

Question posed, “How will the committee be assured that the quality of the program stays intact?” Answer: The grantee has in place a comprehensive, external review mechanism to look at submitted contracts for this service category. The curriculum approved by the council in 2005 will still be the same curriculum that will be used in March 2006.

Based on further discussion and time limitations, the planning council chair recommended that the grantee’s office and the PLWHA Committee meet to continue addressing the committee’s concerns surrounding Project LEAP. The co-chairs of the PLWHA Committee invited the grantee to attend the February meeting. The grantee accepted and will send available staff to the meeting.

It was also suggested that a standard mechanism be put in place to assist in assessing the LEAP curriculum. Presently, there is no such mechanism in place.

The grantee stated that the planning council has been involved in the development of the work plan for Project LEAP / Capacity Building service category. The role / responsibility of the grantee is to ensure that the goals/objectives of this work plan for this service category are met. Ensure that the delivery of all services included in Project LEAP and Capacity Building work plan; the grantee will make sure that both services are delivered in a competent manner. One way to assure this will happen, the grantee made a recommendation to the new provider that they report to the planning council on a monthly basis on their activities with respect to this contract starting in March 2006.

Services to Surrounding Counties Committee (STSC)

M. Reese reported:

- The committee met on Tuesday, February 7, 2006. We held committee elections and welcomed M. Reese and M. Mazzuca as our new co-chairs.
- We accepted our 2006 calendar as a working document.
- The committee identified three major trends.
- The committee selected volunteers to attend other committee meetings as representatives and to report pertinent information back to our committee.

Support Services Committee

S. Kopins *reported:*

- The committee met on Tuesday, February 14, 2006.
- The committee was given homework to review 2005 Directive feedback.
- L. Green visited our committee to show his support.
- The committee reviewed the EFA Standard for the second month but has not completed this task. The committee will finish reviewing EFA and Table 10 at our next meeting and will begin reviewing the Transportation Standard.
- Discussion on EFA standard:

The PC chair stated that the Support Services Committee seems to be stuck on putting caps on what is considered an emergency in the approval process. The PC chair requested that since committee was well informed and had all the necessary information to complete this task, to follow the legislative mandate. The committee was asked to resolve this issue by the end of February 2006. If the committee does not complete this task, then the task will be forwarded to the executive committee and planning council to be completed.

IGS Report

IGS formal report is in the planning council packet. IGS deferred their time to report to allow the planning council to continue with their council business.

New Business

- D. Taylor, president and co-founder of Gay Family Foundation, introduced himself to the council.
- Dr. Kima Taylor was introduced to the council as the new Assistant Health Commissioner for BCHD Division of Health Promotion and Disease Prevention.
- The planning council extended a warm thank you to C. Edmonds of ABC for all the work she has done with Project LEAP over the years.
- S. Enos of Manna House introduced and explained its new grant project. Manna House was awarded a grant to create a comprehensive, informational, resource for clients of Manna House to access. This computer-based program would allow clients to access to numerous resources in Baltimore City. Manna House has begun working on the software and has received the hardware in which the software will be implemented. This program will be instructional, tutorial and user friendly for those with different levels of computer literacy.

Discussion on Proposed Changes to State AIDS Administration

The planning council was given an Action Alert that spoke to the proposed changes to the State AIDS Administration and was given a draft, written, testimony from the planning council to the Health and Human Resources Subcommittee. D. Brewer introduced both documents to the council.

Maryland's AIDS Legislative Committee (ALC) Action Alert

D. Brewer reported:

- The Governor has proposed to eliminate thirty-three contractual positions from the AIDS Administration's budget. These include positions for surveillance activities in Baltimore City and Prince George's County, for prevention services and in the Maryland AIDS Drug Assistance Program (MADAP). As written, the Governor's proposed budgets would eliminate these positions and divert \$1.7 million into unspecified HIV/AIDS programs-with no staff to implement those programs. If this budget proposal were not stopped, this would represent a thirty-three percent decrease in AIDS Administration staffing-probably the greatest single staff reduction in the history of the AIDS Administration.
- The Governor wants to divert all funds in voluntary rebates from pharmaceutical companies away from MADAP and into the general state fund. Maryland's AIDS Drug Assistance Program is a statewide program that helps low to moderate income Maryland residents who are infected with HIV receive assistance purchasing the

medications they need to treat HIV. Currently, many pharmaceutical companies offer specially negotiated, voluntary, rebates to Maryland in order to offset the cost of very expensive HIV/AIDS medications. These rebates are paid to the state, with the expectation that they will be used exclusively to support MADAP.

- In his FY 2007 budget, the Governor has proposed an accounting change that would divert these voluntary rebate funds away from MADAP and toward the State's general fund. He has fully funded MADAP for FY 2007 but there is no guarantee how the funds will be used in the future or that any additional rebates above those estimated will be used for the MADAP program. If the rebates received by the State are not used to fund MADAP, the pharmaceutical companies may discontinue this voluntary program, a move that could cripple Maryland's highly successful AIDS drug assistance program.

Question posed, "Is MADAP funded by the Ryan White CARE Act and can the government take this funding away from HIV/AIDS programs?" Answer: Every year the state gets approximately fifty million in rebate funding from pharmaceutical companies. HRSA sees that as program income, which in turn becomes carryover dollars, which in turn is put back into MADAP. The issue is that the federal government does not want the State to use the rebates for MADAP. The federal government sees this issue as a local issue and should be resolved on the local level.

The planning council agreed that in order to speak freely about this issue and to begin working on an action plan to combat this issue. The council chair decided to end the meeting since all council business was completed.

Meeting ended at 8:17 p.m.

The council ended its discussion on the MADAP issue and needed to approve the draft, written, testimony described previously. Procedurally, the council had to reopen the meeting with a motion. A motion was put forward:

Motion	To reopen the council meeting.
Proposed by	R. Shattuck
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections.

Motion	To accept the draft, written, testimony from the planning council to the Health and Human Resources Subcommittee.
Proposed by	H. Carter
Seconded by	L. Creditt
Action	Motion passed with three abstentions and one not in favor.

Meeting ended at 8:35 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

Lennwood Green

March 22, 2006

March 22, 2006