

Walter Samuel

Greater Baltimore HIV Health Services Planning Council

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of September 21, 2010

Vol. VII, No. 8

Final • October 6, 2010

Meeting Attendance

Present ¹	S. Alston	D. Kelson	
	D. Clark	J. Keruly	
	C. Edmonds	C. Massey	
	J. Fleming	R. Matens	
	R. Green	A. Middleton	
	R. Haden	M. Reese	
	C. Harvey Sr.	R. Rubino	
	T. Hawkins	W. Samuel	
	R. Johnson	D. Shamer	
	Absent	M. Becketts	D. Smith
		C. Brown	L. Sowah
		V. Burrell-Gibson	B. Thomas-El
		R. Gore-Simmons	J. Winslow
M. Moaney			
Visitors	K. Bellesky**	M. Hitch**	
	M. Brazil	T. Jones	
	D. Brewer	N. Knosla	
	A. Caroline	J. McNamara	
	R. Disharoon**	T. Parker	
	B. Fitzsimmons**	B. Purdy	
	A. Fowlkes**	L. Servance**	
	N. Guest	C. Smith	
	K. Hale	E. Walsh	
	D. Henson**	J. Young	
BCHD	R. Brisueno	J. Ungard	
	C. Song		
Staff	D. Behrendt	J. Reed	
	D. Gorham	E. Saber	
	C. Lacanienta	N. Slaughter	
Handouts	Meeting agenda (September 21, 2010).		
	Final action items and updates (September 21, 2010).		
	Draft planning council packet (September 21, 2010).		
	Grantee report (September 21, 2010).		
	Draft summary report of the Assessment of the Administrative Mechanism.		
	Overview of five-month FY 2010 MAI Reprogramming Recommendations.		
	Summary of FY 2010 MAI Reprogramming Recommendations.		
	FY 2010 5-month Expenditure and Service Delivery (ESD) Report.		
Counties Part A FY 2010 5-month ESD Report.			
Draft Evaluation Committee Minutes (August 31, 2010).			
Evaluation Committee emergency meeting summary (September 15, 2010).			

¹ Attendance is based on sign-in sheet.

* Present but did not sign-in.

** Pending appointment to the planning council.

Executive summary

The meeting convened with quorum at 6:44 p.m.²

The chair announced the due date for the Ryan White Part A (Part A) application for FY 2011 funding and thanked the Evaluation Committee for its completing its deliverables for submission into the application. The chair reminded the council that nominations would need to be opened at this meeting for planning council leadership and Nominating Committee.

The planning council approved the following motions during the September planning council meeting:

- Reprogramming recommendations made by the Executive Committee for the Minority AIDS Initiative (MAI) award.
- The final summary of the assessment of the administrative mechanism.
- To update the current continuum of care adopted by the planning council in the comprehensive plan.
- Reprogramming recommendations made by the Evaluation Committee.

The Part A grantee announced information on the Part A Administration including updates on the application for the FY 2011 Part A grant, the Clinical Quality Management program, city health department updates, program support services, and technical assistance and capacity building events.

The Ryan White Part D (Part D) representative reported for the Ryan White Part B (Part B) representative. She announced the next central Regional Advisory Committee (RAC) meeting and that the Part B guidance was released for FY 2011.

The Part D representative then announced her own extended leave. The Part B representative will be available to answer question during her absence.

Committee co-chairs reported on their respective committee's activities:

- The Comprehensive Planning Committee announced that recommendations for directives were distributed for review by planning council members and grantee. The committee held an emergency meeting to discuss the application submission requirements for FY 2011. The committee requested the planning council give the Executive Committee the ability to vote on behalf of the council to submit any documents needed for the FY 2011 application before the deadline of October 18, 2010.
- The Continuum of Care Committee provided an update on its review of the Medical Transportation standards of care. The committee will schedule the review of the Child Care Services standards during next year's work plan.
- The Counties Committee met to review the five-month Expenditure and Service Delivery (ESD) report and made recommendations to the Evaluation Committee.
- The Evaluation Committee completed its evaluation of the assessment of the administrative mechanism on behalf of the planning council for the application to the Health Resources and Services Administration (HRSA). The rescheduled five-month Part A and MAI reprogramming meeting was held and recommendations for reprogramming made. The Evaluation committee requested the Executive Committee act on behalf of the committee to finalize the summary of the assessment of the administrative mechanism.

² Quorum is defined as attendance of at least 51 percent of membership.

- The Nominating Committee reviewed applications and attendance records. The committee will recommend two applicants to be placed onto the pool list in October.
- The People Living with HIV/AIDS (PLWH/A) Committee received a presentation by the Baltimore City Health Department's Clinical Quality Management program regarding health literacy. The committee began work on a new position paper.

The planning council support office (PCSO) reported its activities over the course of the month and made an announcement regarding the new National AIDS Strategy.

The meeting adjourned at 8:05 p.m.

Proceedings

Introductions/Review of Minutes

The chair convened the meeting with introductions, role call, and a review of the August minutes. The committee made one change, to add K. Bellesky to the list of members present at the August meeting.

Motion	To accept the August 2010 planning council minutes with one change.
Proposed by	R. Matens
Seconded by	M. Reese
Action	Passed, 0 abstention, 0 objections

Chair's Report

The chair reported the following:

- The chair thanked the grantee, the support office, and the Evaluation Committee for their hard work on the application.
- The chair announced the due date for the FY 2011 Part A application for Ryan White funding is October 18, 2010.
- The chair thanked the Evaluation Committee for its hard work on completing the assessment of the administrative mechanism and 5-month reprogramming exercise. The chair stated that reprogramming recommendations would be made at this meeting.
- The chair reminded the council that it would vote to open nominations at this meeting for the planning council chair, vice-chair, Nominating Committee chair, and Nominating Committee members, according to bylaws.

The chair brought forward motions made by the Executive Committee. The vice-chair spoke in favor of each recommendation.

Several recommendations pertained to the same service category. The PCSO explained that certain funds were removed from the MAI service categories because they were specially allocated for capacity building projects. Any additional funding not requested by providers for the capacity building project was recommended for reprogramming. These recommendations will ensure that money can be spent by expanding service delivery and were no longer needed for the specified capacity building projects.

The grantee and Evaluation Committee members noted that the correct process was followed and that all information was reviewed appropriately. The grantee submitted all recommendations to the Evaluation and Executive Committee for review and all pertinent questions were answered at the Executive Committee meeting. The grantee noted that any additional language changes would be made between the grantee's office and the PCSO.

Motion	Decrease MAI Substance abuse by \$51,506.
Proposed by	J. Keruly
Seconded by	M. Reese
Action	Passed, 0 objections, 0 abstentions

Motion	Decrease MAI PMC Co-morbidity by \$26,000.
Proposed by	J. Keruly
Seconded by	D. Kelson
Action	Passed, 0 objections, 1 abstention

Motion	Decrease MAI Child Care by \$12,914.
Proposed by	J. Keruly
Seconded by	C. Harvey Sr.
Action	Passed, 1 objection, 1 abstention

Motion	Move to reconsider MAI PMC Co-morbidity by \$26,000.
Proposed by	R. Rubino
Seconded by	C. Massey
Action	Passed, 0 objections, 0 abstentions

Motion	To decrease the MAI PMC Co-morbidity by \$26,000.
Proposed by	R. Rubino
Seconded by	R. Green
Action	Passed, 1 objection, 1 abstention

Motion	Increase MAI PMC Co-morbidity by \$14,463.
Proposed by	J. Keruly
Seconded by	C. Massey
Action	Passed, 0 objections, 1 abstention

Motion	To increase the MAI EMA medical transportation \$5,507.
Proposed by	R. Matens
Seconded by	R. Green
Action	Passed, 0 objections, 1 abstention

Motion	Decrease the MAI Counties Medical Transportation by \$26,635
Proposed by	R. Rubino
Seconded by	C. Harvey Sr.
Action	Passed, 1 objection, 1 abstention

Motion	Increase the MAI PMC Co-morbidity by \$43,226.
Proposed by	J. Keruly
Seconded by	D. Kelson
Action	Passed, 0 objections, 1 abstention

Motion	Increase the MAI Oral Health service category \$53,859.
Proposed by	J. Keruly
Seconded by	D. Kelson
Action	Passed, 0 objections, 0 abstentions

The Executive Committee moved forward a document it produced as a summary of the assessment of the administrative mechanism.

Motion	To approve the assessment report for the Assessment of the Administrative Mechanism.
Proposed by	J. Keruly

Seconded by	C. Harvey Sr.
Action	Passed, 0 objections, 1 abstention

Grantee's Report

The Part A grantee reported the following:

Part A Administration

- The grantee reported that it was collaborating with the PCSO, the Infectious Disease and Environmental Health Administration (IDEHA), and other Part A funded programs to develop the FY 2011 Part A application due on October 18, 2010. The grantee noted a new component in the application, Early Identification of Individuals with HIV/AIDS (EIIHA), which constitutes one-third of the total application score.
- The grantee reported that the FY 2009 MAI year ended on July 31, 2010. The year-end expenditure, as of this report, was 96.32 percent.
- Two new awards were given within the Outreach Services service category to conduct outreach services directed toward youth age 18-24.

Clinical Quality Management (CQM) Program

- The CQM team presented five poster presentations at the national Ryan White Conference on HIV in Washington DC in August. The grantee congratulated E. Bradley and I. Allen of the grantee's office who won Best Conference Poster for the category of Health Literacy.

Baltimore City Health Department

- The grantee announced the launch of a new health department website: www.baltimorehealth.org.

Program Support Services

- The grantee submitted an outline for future program activities by the Taylor-Wilkes Group.

Grantee/HRSA Sponsored Technical Assistance and Capacity Building

- The grantee announced that they recently hosted the quarterly Part A provider meeting.
- The grantee noted that three programmatic site visits were conducted and that there were no corrective action plans issued based on finding.

Part B Report

The Part B representative reported the following:

- Part B will host the next central RAC meeting on October 18, 2010. The focus of the meeting will be allocation and priority setting for Part B services.
- Part B guidance for FY 2011 was received. The application is due January 3, 2010.

Part D Report

The Part D representative reported the following:

- The Part D representative will be on leave and unavailable until October 20, 2010. Comments or questions should be forwarded to the M. Hitch, the Part B representative at the Infectious Disease and Environmental Health Administration (IDEHA).

Committee Reports

Comprehensive Planning Committee:

The committee co-chair reported the following:

- The committee met for an emergency meeting on September 15, 2010 to discuss the FY 2011 application for Part A funding. The committee acknowledged a shift in emphasis to EIIHA, which denotes a shift in funding and service delivery. The new model expanded the target populations to PLWH/As in the Baltimore EMA who are out of care and unaware of their status.

Motion	To accept the new comprehensive plan model to reflect new Ryan White and HRSA requirements.
Proposed by	C. Massey
Seconded by	R. Matens
Action	Passed, 0 objections, 0 abstentions

- The committee noted that the application for FY 2011 Part A funding is due on October 18, 2010, one day prior to the October planning council meeting. The committee, therefore, recommended the Executive Committee act on behalf of the council in the event of any emergent issues that may occur prior to submission of the application to HRSA.

Motion	To allow the Executive Committee to act on behalf of the planning council, as needed, to complete planning council deliverables in time for the application submission to HRSA.
Proposed by	R. Matens
Seconded by	C. Massey
Action	Passed, 0 objections, 0 abstentions

Continuum of Care Committee:

The committee co-chair reported the following:

- The committee will continue its work on the Medical Transportation standards of care at its October meeting.
- The committee and PCSO noted that since the committee did not have quorum, they would postpone the discussion on child care services until the next scheduled review of the Child Care standards of care in 2011.
- The committee requested that all committee members attend upcoming meetings. The committee has had a problem getting quorum at meetings since June.

Counties Committee:

The committee co-chair reported the following:

- The committee reviewed the five-month ESD report and made recommendations to the Evaluation Committee for the rescheduled reprogramming meeting.
- The committee reviewed all directives submitted at the FY 2011 counties priority setting and resource allocation and forwarded them to the Comprehensive Planning Committee for review.
- The committee will host one election in November for committee co-chairs. The committee currently has only one chair after the resignation of a previous co-chair. The committee has chosen to continue with only a chair until the November election.

Evaluation Committee:

The committee co-chair reported the following:

- The Evaluation Committee completed its evaluation of the assessment of the administrative mechanism on behalf of the planning council for the application to HRSA.
- The committee requested that the Executive Committee act on behalf of the committee to finalize the summary of the assessment of the administrative mechanism.
- The rescheduled five-month Part A and MAI reprogramming meeting was held on September 15, 2010. The committee reviewed the five-month ESD report and made motions to reprogram funding between service categories.

Motion	To decrease the Counties Part A Housing Services service category by \$90,000.
Proposed by	C. Edmonds
Seconded by	D. Kelson
Action	Passed, 0 objections, 0 abstentions

Motion	To increase the Part A EMA-wide Housing Services service category by \$90,000.
Proposed by	C. Edmonds
Seconded by	M. Reese
Action	Passed, 0 objections, 2 abstentions
Motion	To decrease the Counties Part A Health Insurance Premiums service category by \$3,000.
Proposed by	C. Edmonds
Seconded by	C. Massey
Action	Passed, 1 objection, 0 abstentions
Motion	To increase the Part A Food Bank and Home-delivered Meals service category by \$3,000.
Proposed by	C. Edmonds
Seconded by	D. Kelson
Action	Passed, 0 objections, 0 abstentions

Nominating Committee:

The committee chair reported the following:

- The committee reported that it would present two applicants for pool list placement at the October planning council meeting.
- The committee noted that it was currently reviewing planning council and committee meeting attendance.
- The Nominating Committee chair made a motion to open nominations for 2011 elections.

Motion	To open nominations for planning council leadership positions.
Proposed by	M. Reese
Seconded by	D. Kelson
Action	Passed, 0 objections, 0 abstentions

People Living with HIV/AIDS (PLWH/A) Committee:

The committee co-chair reported the following:

- The committee received a presentation by the Baltimore City Health Department's Clinical Quality Management program regarding health literacy.
- The committee began work on a new position paper on a new patient's bill of rights.

Planning Council Support Office Report

The PCSO office gave the following report:

- C. Lacanienta reported information from a recent Communities Advocating Emergency AIDS Relief (CAEAR) Coalition meeting. J. Crowley, Director of the Office of National AIDS Policy, spoke about the implementation of the National AIDS Strategy and its main focus being prevention.
- A major theme within the CAEAR Coalition meeting was that all organizations should heed the blueprint set forth on a national level. All agencies should adapt their programs and evolve with new strategies. Organizations not adapting to new models may not be supported in future funding.
- The Ryan White program also should adapt to this strategy. By 2014, all programs should adapt to health care reform to ensure all PLWH/As have some form of insurance coverage.
 - C. Massey commented that change is still undefined and asked how consumers can start planning to make appropriate changes in accordance with the national strategy.

- The PCSO noted that the goal of Ryan White is to identify and remove barriers to care and fund services to keep PLWH/As in care. Many aspects of HIV care will not be covered under health care reform. Ryan White provides wrap-around coverage. An emphasis should be made on identifying barriers and services that will not be covered. These services need to be emphasized as in need and funded accordingly.
 - The planning council requested more information on technical assistance. The PCSO and committee members offered the following information on technical assistance.
 - CAEAR Coalition is advocating for technical assistance being provided to Ryan White planning council's and programs.
 - R. Haden stated that the creation of the national plan was not transparent. R. Haden believes that there is a phase-out process for agencies that will not provide wrap-around services. He thinks the federal government is working on maintaining numbers and not decreasing the death rate.
 - The PCSO noted that 2014 is the general timeline for the implementation of the national strategy.
 - J. Keruly, vice chair, noted that we cannot maintain current strategies and must embrace new possibilities to emphasize the national strategy.

New Business

Meeting adjourned at 8:05 p.m.

Motion	To adjourn.
Proposed by	D. Kelson
Seconded by	M. Reese
Action	Passes, 0 abstention, 0 objections