

MINUTES: PLANNING COUNCIL

January 19, 2022 / 5:30 – 7:30 pm / Virtual



| | | | |
|----------------------------|---|------------------|--|
| Facilitator (Chair) | Sam Zisow-McClean | PCSO Lead | Dwayne Smith |
| Time started: | 5:35p.m. | Quorum: | There was quorum at the start of the meeting |
| Members present: | Sam Zisow-McClean, Michael Snowden, Wendy Merrick, Adam Huebner, *Jenny Bradenbaugh, Kelsey Markie, *Charles Culver, Gennifer Robinson, Bruno Benevidas, Jonathan Wright, Brande Ward, Dale Brewer Ken O'Bryant, Brittany Kelly | | |
| Members absent: | Judith Shaw, Kemahn Jones, Kimberly Whitaker, Markton Cole, Shalyta Campbell, Fernando Mena-Carrasco, Dennis Rivera. | | |
| Visitors: | Erica Bullo, Genevieve Barrow, Genevieve Beninati Hope Cassidy-Stewart, P. J. Gouldman Robert DeSantis, Alexcia Wattie, Nancy Oniovosa, Jasmine Pope. | | |
| Ryan White Part A: | Lauren Wagner, Ricky Moyd Jr Alberta Ferrari, Sonney Pelham, Victoria Cargill | | |
| Handouts: | Meeting agenda, November PC minutes, November Chair report, Part A and B reports, COCC/CPC Co-Chair report, Nominating Committee Chair report, Fiscal Committee Co-Chair report, FY21 Expenditure Service Delivery Report - November YTD POST | | |

*Left meeting Early

AGENDA

1: Introductions/Moment of Silence

Presenter: S.Zisow-McClean

Discussion:

- Introductions were made.
- A moment of silence was observed.

2: Approval of Meeting Minutes**Presenter:** Committee

| Motion: | Who made the motion? Second? | Motion passed? |
|---|---|---------------------------|
| Motion to approve the November 2021 PC meeting minutes with the correction of Sam Zisow-McClean's name as the facilitator | Dale Brewer/Brandie Ward | Passed |
| | Opposed | |

3: PC Orientation**Presenter:** Dwayne Smith

- The committee completed its annual training.

Questions from the Training

Genevieve Beninati - How do you define the role of visitors to the planning council?

Sam Zisow Mclean- The whole point of having a planning council is to have the community engage in the planning process. There should not be a false binary in terms being a member and not being a member. We need everybody to be here and everyone to continue to be here. Encouraged everyone who are not members to become members.

Hope Cassidy- Stewart- Can visitors be members of committees?

Sam Zisow Mclean- Yes.

3: Chair Report**Presenter:** S.Zisow-McClean

- The PC leadership along with the Recipient's office joined the monthly monitoring call with the Baltimore EMA's HRSA Project Officer, Ms. Deborah Medina on Tuesday, January 11th, 2022.
- Ms. Medina is pleased with the PC's progress and encouraged us to continue our work toward increasing membership, reflectiveness and representation of PLWHA's in our work. Dates to Remember;
 - The National RW Conference on HIV Care and Treatment will take place, August 23rd -26th, 2022.
 - The plan is to have a hybrid model with limited in person attendees

HRSA Updates

- We have learned that this year again we will receive a partial award. 49% of the award will be formula and 32% will be MAI.
- There are also some changes to the submission of the program terms report.
- These reports are now due 60 days after receipt of the final award. In the past we had 90 days.
- We have a HRSA site visit scheduled for May 2nd through May 6th. We will provide further information in next month's report.

Administration

- The monthly HRSA monitoring call was conducted on Tuesday, January 11, 2022.
- The final FY21 reprogramming report was presented to the Fiscal Committee on Monday, January 10th.
- The Ryan White Part A & MAI Virtual Sub-Recipient meeting was held on December 21st. It was well received; copies of the presentations have been distributed to the attendees. A recording of the meeting is available upon request.
- The FY22 core medical services waiver request has been approved by HRSA.
- The FY22 Continuation Applications are due from the sub-recipients by COB January 19, 2022.

Fiscal

- We received the November invoices at the end of last week so we did not have sufficient time to update the report.
- All provider reimbursements (March through October 2021) have been received and successfully disbursed as of 1/04/2021. The provider November invoices have been received and the report is currently in preparation.
- All FAA reimbursements (March through November 2021) have been received and successfully disbursed as of 1/04/2021. The FAA December report will be submitted in 2 weeks.
- COVID: - All Desk Audits are complete.
- Contracts – Two sub-recipients have failed to submit audit reports by the due date. One program will be terminated

QM

- The CQM team is planning Phase 4 of the QI Sub-Committee, the BCHD team plans to continue to have sub-recipient and consumer participation; the kickoff is planned for Spring 2022.
- The Baltimore EMA Movers and Improvers (BEMI) team has started an intervention and PDSA cycle focused on implementing patient self-care plans among youth clients in care as a part of the Create Equity Collaborative; the start date of the PDSA was on 11/29/21.
- The BEMI team is looking for a consumer liaison to join the team, if interested please contact Dr. Lauren Wagner, lauren.wagner@balitmorecity.gov
- On February 8th, providers from the BEMI team will present their intervention work to the Age Affinity Group within the Create+Equity Collaborative.
- Sub-recipients Quarterly Narratives for Quarter 3 were due on December 20, 2021. Sub-recipients continue to receive technical assistance on QM plans and Plan-Do-Study-Act Cycles (PDSA).

CAREWare

- The 2021 RSR reporting season has begun. The CAREWare Administrator has begun to audit Part A FY20 and Part A FY21 contracts in preparation for the Recipient Report.
- The CAREWare Administrator has begun to work with the Maryland Department Health (MDH) CAREWare Team to audit Part B/State Special.

Dale Brewer- The service provider that was terminated, does it affect the consumers in any way?

Alberta Ferrari MD- We will be working with that program to transfer any clients that are impacted by the termination.

5: Ryan White Part B

Presenter: Bruno Benevidas

Plan and Budget Request FY 2023:

- Unlikely to be implemented due to COVID and network outage
- Likely to redistribute allocations across funding sources to increase management efficiency
- Considering two approaches according to available surveillance data:
- Jurisdictions facing epidemic conditions (Anne Arundel, Baltimore, Baltimore City, Charles, Howard, Montgomery, Prince George's, and

Wicomico counties): Increased emphasis on improving engagement with vulnerable populations, target HIV testing, and linkage to care

- Jurisdictions facing transitioning to endemic conditions: Increased emphasis on improving case management

Program Development:

- Assessment of HIV test kits postponed due to COVID

Program Improvement:

- Startup of QM activities with new CBOs providing EIS in Anne Arundel, Baltimore County, Montgomery, and Prince George's.
- Open invitation to join the Maryland Quality Management Group, with emphasis on the participation of clients and community members. Please contact Linda Knapp (linda.knapp@maryland.gov)

Jasmine Pope

- What will testing look like in those jurisdictions to find people who could be possibly positive?
- Do those jurisdictions who don't get EIS also report higher HIV testing so that there aren't any positives in that area or we are assuming that based on who they are testing they are not finding any positives that there aren't positives there.

Bruno Benevidas

- The assumption is that different to other STI's, HIV at some point is going to be visible. When we say no new HIV infections, it means that people in those jurisdictions are not showing HIV infection transitioning to AIDS.

Hope Cassidy- Stewart

- Remember that early intervention services are one type of intervention with one funding source. Our Bureau funds all sorts of activities that help get testing to folks who are at risk for being HIV positive and undiagnosed. All of our jurisdictions have core public health services that includes partner services for HIV and STI. They should be still using their local data to follow up and offer testing to individuals who might be at high risk and need testing through partner services

8: Committee Reports Reports

Presenter: Committees

COCC/CPC

- The committee met on January 5th, 2022.
 - The committee received trainings for CPC and COCC.

- The committee approved October and November 2021 meeting minutes.
- The committee has agreed to move forward with working on the
 - Standards of Care.
 - The deadline for completing this work is by May 2022, which is when the HRSA site visit will be.
 - The committee has agreed to create a small team to review the Needs Assessment data, describe the findings in a narrative, and make recommendations.
 - This team will be led by Bruno Benavides, Brande Ward, and Dennis Rivera.
 - The committee passed a vote to approve the COCC/CPC FY22 Work Plan with the following changes.
 - Transferring February’s Directives training to the February Planning Council meeting.
 - Replacing March’s mega-committee for conducting the high, medium, and low activity with spreading out approximately 5 service categories each month from February to May.
 - This includes conducting pre-work for service categories during scheduled COCC/CPC meetings, and presenting recommendations during scheduled Planning Council meetings.
 - Break-out groups would be eliminated.
 - The committee will work on gathering potential data presenters for the upcoming PSRA.
 - The committee agreed upon having Dr. Wheeler to be the facilitator for the upcoming FY22 PSRA.

Action Items

| Motion: | Who made the motion? Second? | Motion passed? |
|---|-----------------------------------|----------------|
| Motion to Approve COCC/CPC FY22 Work Plan | Made by Kelsey Markie/Dale Brewer | Passed |
| | Opposed | Abstain |

Nominating

- The committee met on January 6th, 2022.
- The committee had its training on processes and procedures.
- The committee reviewed and approved August meeting minutes.
- The committee reviewed council and committee membership and vacancies.
- The committee reviewed membership applications.

- The committee discussed assignment of 4 new applications for PC membership.
- The committee discussed that recruitment opportunities will continue to focus on non-aligned consumers.
- The committee approved its 2022 work plan.

Action Items

- Send Carlton Smith’s application to PC the Mayor’s office for PC membership

| | | |
|---|---------------------------------|---------|
| Motion to Approve Nominating committee FY22 Work Plan | Dale Brewer/ Michael Snowden | Passed |
| | Opposed | Abstain |
| Send Carlton Smith’s application to the Mayor’s office for appointment to the council | Sam Zisow-McClean / Brande Ward | Passed |
| | Opposed | Abstain |

Fiscal

- The committee met on January 11th, 2022
- The committee had training on roles, responsibilities and deliverables
- A vote took place to allow the Recipient’s office to move MAI funds between service categories as necessary.
- The Recipient will provide updates at the next PC meeting.

| Motion: | Who made the motion? Second? | Motion passed? |
|--|-------------------------------------|-----------------------|
| Motion to reduce to medical case management \$9,000.00 | Made by PJ Gouldman/ Wendy Merrick | Passed |
| | Opposed | Abstain (6) |

| Motion: | Who made the motion? Second? | Motion passed? |
|---|-------------------------------------|-----------------------|
| Motion to reduce Outpatient / Ambulatory Health Services by \$14,241.00 | Made by PJ Gouldman / Dale Brewer | Passed |
| | Opposed | Abstain (4) |

| Motion: | Who made the motion? Second? | Motion passed? |
|---|-------------------------------------|-----------------------|
| Motion to reduce Oral Health by \$15,500.00 | Made by PJ Gouldman/ Wendy Merrick | Passed |
| | Opposed | Abstain (2) |

| Motion: | Who made the motion? Second? | Motion passed? |
|---|-------------------------------------|-----------------------|
| Motion to reduce Substance Abuse Treatment Outpatient by \$4,868.00 | Made by PJ Gouldman /Brande Ward | Passed |
| | Opposed | Abstain (2) |

| Motion: | Who m Who made the motion? Second? | Motion passed? |
|---|---|-----------------------|
| Motion to reduce Medical Nutritional Therapy by \$25,000.00 | Made by PJ Gouldman /Wendy Merrick | Passed |
| | Opposed | Abstain (2) |

| Motion: | Who made the motion to approve by consensus? | Motion passed? |
|------------------------------------|---|-----------------------|
| Motion to reduce EFA by \$4,750.00 | Made by PJ Gouldman /Brande Ward | Passed |
| | Opposed | Abstain (5) |
| | | |

| Motion: | Who made the motion to approve by consensus? | Motion passed? |
|--|---|-----------------------|
| Motion to reduce Medical Transportation by \$10,600.00 | Made by PJ Gouldman / Micheal Snowden | Passed |
| | Opposed | Abstain (6) |

| Motion: | Who made the motion? Second? | Motion passed? |
|---|--------------------------------------|-----------------------|
| Motion to Increase Psychosocial Support Services by \$21,800.00 | Made by S. Zisow-McClean / C. Culver | Passed |
| | Opposed | Abstain (4) |

| Motion: | Who made the motion to approve by consensus? | Motion passed? |
|--|---|-----------------------|
| Motion to Increase Housing Services by \$63,659.00 | Made by S. Zisow-McClean/ Michael Snowden | Passed |
| | | Abstain |

| Motion: | Who m Who made the motion? Second? | Motion passed? |
|--|--|----------------|
| Motion to reduce Hospice Services Therapy by \$1,500.00 | Made by C. Culver, Sr/Michael Snowden | Passed |
| | Opposed | Abstain |

Adam Hueber- Do we have Data points on the number of Ryan White clients seen in the last 6 months or one year even virtually vs in person and how that's evolved over time? Most of these reductions are due to covid and a lack of in person visits but I don't have a good sense of the shift in dynamic between in person and virtual visits. Is that something that's been shared in the recent past?

Sam Zisow mclean- We don't have that specific information but its certainly something that we can refer to our partners in the recipient's office.

Sonney Pelham-We don't have that specific data ~~on that~~ right now but that is something we can look into.

PJ Gouldman -Given that the amount of reprogramming left in MAI categories is under 5%. The recipient has the ability to move those monies without prior approval.

Sonney Pelham- We don't have any specific updates for tonight but there were a couple of service categories that total about 29,000 that look like it can go underspent.

By the end of the fiscal year, we identified a couple of service categories we thought could absorb that money but it turned out that they couldn't.

8: Maryland legal Aid

Presenter: Erica Bullo

- Maryland legal aid is the third largest law firm in Maryland
- Provide free legal assistance state wide, areas of law covered:
 - **Estate planning**
 - **Consumer**
 - **Housing**
 - **Employment**
 - **Family**
 - **Expungements**

Intake process

- Potential client contact MLA-phone or online portal or in person
- MLA call back with intake interview- determine eligibility and legal issue biographical info family size asset, etc.
- Eligible client/cases sent to attorney for service brief advice document drafting etc.
- Ineligible clients- referred to appropriate organizations
- Clients with ineligible legal issues- referred to appropriate
- Baltimore intake is open Mon, Wed, and Fri from 9:30AM-2:30PM

Contact Information

Call (866) 635-2948 or 410-951-7750

Email ebullo@mdlabor.org

Phone (410) 951-7629

12: Adjournment**Presenter:** Committee**Meeting Adjourned**