

MINUTES: PLANNING COUNCIL MEETING (Virtual)**July 20th , 2021 / 5:30 p.m. – 7:30 pm**

Facilitator (Co-chair)	Sara Zisow-McClearn	PCSO Lead	Vanessa Graves
Time started:	Time: 5:30 p.m.	Quorum:	There was quorum at the start of the meeting

Members present:	Charles Culver, Sr., Charmaine Stern-Meggison, Dale Brewer, Dennis Rivera, Jeanne Keruly, Kelsey Markie, Jeanne Keruly, Kemahn Jones, Dr. Ken O'Bryant, Markton Cole, Markton Cole, Sam Zisow-McClearn, Wendy Merrick, Christopher Stuckey, Fernando Mena-Carrasco, Kelsey Markie, Jonathan Wright
Members absent:	Kimberly Whitaker, Peter DeMartino, Judith Shaw, Dr. Victoria Cargill
Visitors:	Brande Ward, Cassandra Stewart, Bruno Benavidas, Jeremy Myers, P.J.Gouldmann, Erica Bullo, Carmi Washington-Flood, Gennifer Robinson, Adam Heubner,
Ryan White Part A:	Alberta Ferrari, Sonney Pelham, Ricky Moyd, Jr., Dr. Lauren Wagner, Joan Carey
Handouts:	Agenda, Part A and B Reports

AGENDA**1: Moment of Silence/ Introductions/ Welcome****Presenter:** S. Zisow-McClearn-Chair**Discussion:**

- Welcomed all to the July 2021 PC meeting.
- Announced a name change, informing all that Sara moving forward will now be known as Sam.
- A moment of silence was observed.
- Introductions were made.

2: Chair Report**Presenter:** S. Zisow-McClearn

S. Zisow-McClearn

- Thanked all for making PSRA so successful.
- We continue our monthly HRSA calls with our Part A partners.

- We have a new Program Officer, Sera Morgan. She is filling in while our regular Program Officer has been reassigned to COVID.
- There are two upcoming webinars which we recommend taking advantage of.
 - One is tomorrow, “Screening People with HIV who are Aging”
 - The other is next week regarding the application.
 - Additional webinar information was sent out today “Overview of The Ryan White HIV/AIDS Program Part A Planning Cycle”
 - We currently have 587 survey completed with the Needs Assessment.
 - This has been a challenging project.
 - We continue to hit challenges however; the team continues to put the work first to ensure surveys are getting done.
 - There will be some transition done. We have new staff members that have come aboard.
 - We are having a change to the Project Manager position. Emma Bohannon has given her resignation.
 - We continue to seek persons for council membership. First and foremost, we need unaligned consumers.
 - Please share recruitment information with your network communities.

3: Approval of May PC Minutes **Presenter:** Committee

S. Zisow-McClean

- noted the date on minutes state May. This should be corrected to reflect that these are June minutes.

Motion:	Who made the motion? Second?	Motion passed?
Motion to approve May PC minutes with corrections.	M. Cole/ C. Stuckey	Passed
	Opposed	Abstain

4: Part A **Presenter:** Alberta Ferrari, MD

Administration

- We conducted our HRSA monthly call on 7/13/21.
- The FY21 reports including the PC’s priorities, allocations for FY21 and the membership roster have been submitted.
- We were unable to meet the June 30th, for the FY20 progress report. There are multiple reports within this report that must align.
 - Fiscal has provided the documents needed for this.

- They are in the process of reviewing this data in preparation for submission for the end of this month.
- The team is also working on preparing the five-month reprogramming document.
- They are also working on the FY22 fiscal year application which is due October 6th.
- We have multiple activities that are occurring concurrently.

Fiscal

- \$16,384,977.00 was awarded to the Part A program.
- \$15,297,029 was spent. We have a balance of \$1,087,948 unspent dollars. We will be requesting carry over however, we can only request the unobligated formula award.
- The sub recipient reimbursement for FY20 have been completed.
- We have submitted and this is a correction on the report. Providers have been reimbursed for March and partially reimbursed for April.
- We submitted a second advance to the Board of Estimates because the contractor's fiscal agent has not been executed. We are working to make these funds available for reimbursement for those months.
- The COVID grant has terminated and we have completed the work associated with it. We are working on the close out.

CQM

- We are still in phase three of the quality management plan.
- They are participating in the learning and improving collaborative.
- They held their 9th meeting on July 7th.
- The program is also involved another activity with the create equity collaborative which is focused on reviewing viral load suppression within the age group of 13-24.

CAREWare

- Under EIS the CAREWare variables for PrEp have been expanded to capture the various activities under this category.
- This is something that we have been working on for a while.
- The CAREWare administrator continues to provide support to recipients who are teleworking.

5: Part B

Presenter: Bruno Benavidas

- The state completed the comprehensive site visit of Baltimore City Health Department.
- This report was submitted on July 7th.
- We anticipate in the next couple of weeks to receive feedback and corrective action to correct the findings.
- The Regional Risk and Resiliency Assessment is moving forward. We continuing with data collection in collaboration with the BCHD.
 - We anticipate having preliminary results by October.

- The statewide client satisfaction survey is still ongoing. This will end by July 30th.
 - Considering the fact that the survey is electronic, the response rate has been very good.
 - We have approximately 700 responses. Out of this 40-50 correspond to phone calls.
 - The statewide meeting will be held and three save the dates. We will be sending formal announcements by email.
 - The meeting is scheduled for October 6th- 7th, 2021.
 - The theme of the meeting is “Addressing Inequities in Access to and use of HIV Prevention and Health Services”
 - This will be a virtual event.
 - In addition, there will be a pre-conference event that is going to be on “Analyzing the Lessons Learned During the COVID pandemic”
 - The Center for HIV Integration and Capacity is leading the implementation of a statewide survey for healthcare providers and organizational leaders.
 - Anyone who works in infectious disease, primary care, healthcare providers, behavioral health providers, etc.
 - The purpose of the survey is to inform, design, develop and deliver of the necessary competency-based curricula to strengthen clinical capacity of Maryland’s infectious disease and primary care workforce
 - An email was sent to the PCSO for distribution. Asked all to share with their network communities.

6: Committee Reports

Presenter: Committee’s

Needs Assessment

S. Zisow-McClean

- The chair report indicated that we had 586 surveys. This is actually the number of surveys that were initiated.
- 540 surveys were actually completed.
- We continue to be focused on the targeted populations.
- The strongest networks continue to be Baltimore City. Asked all to utilize their contacts in other the surrounding counties.
- Project is scheduled to go through the end of September.

Nominating Committee

- The committee did not meet in July.
- The Nominating Committee chair has resigned.

COCC/CPC

N/A – The committee did not meet in July

Executive

- The committee met on 7/14/21.
- The committee discussed moving to quarterly meetings.
- We are looking to change the regular executive committee meeting schedule.

7: New Business

Presenter:

None

8: Adjournment

Presenter:

Meeting Adjourned