

# Planning Council

**Date of meeting:** June 21, 2016  
**Time started:** 6:38 p.m.  
**BCHD Staff:** A. Ferrari  
 S. Pelham  
 L. Wagner  
**TWG Staff:** D. Gorham  
 A. Onyeabo  
 J. Stenhouse  
 C. Sutherland  
 C. Wright

**Present:** K. Arbaugh\* J. Keruly  
 L. Bank\* H. Lambert  
 L. Beane V. Lathan  
 D. Brewer E. Nash  
 A. Brown\* E. Nicholson  
 P. Chaulk\* D. Rivera  
 M. Cole M. Scriber  
 J. Fleming J. Simmons  
 C. Foxx C. Smith  
 C. Harvey Sr. S. Spriggs\*  
 G. Jones-Childs B. Ward\*

*\* Participated via teleconference*

**Absent:** L. Abrams S. Lindsay  
 R. Buchanan-Gunthrop J. Loken  
 T. Luft  
 A. Fowlkes J. Simmons  
 J. P. Gomez J. Singletary  
 K. Gray E. Watson, Jr.  
 D. Kelly Jr.

**Visitors:** D. Akbar J. Furtado  
 M. Berg T. Sherrer

**Handouts:**

- Planning Council Packet (TWG, June 2016).
- FY16 YTD Expenditure Summary (BCHD, 2016)
- Planning Council FY16 Budget (BCHD, 2016)
- FY 2017 Part A and MAI Percent Allocations (of total award) (TWG, 2016)
- Part A Carryover \$1-\$50,000 (TWG, 2016)
- Part A Carryover \$50,001-\$100,000 (TWG, 2016)
- Part A Carryover \$100,001-\$250,000 (TWG, 2016)
- MAI Carryover \$30,000 (TWG, 2016)

## Introductions

Planning Council

- The meeting convened with quorum at 6:38 p.m. and introductions were made.
- A. Ferrari introduced Dr. Lauren Wagner as the new Executive Director of Quality Management at the Ryan White Office.
- D. Brewer called for a moment of silence.

## Review of Minutes

Planning Council

# Planning Council

<ul style="list-style-type: none"> <li>▪ D. Brewer asked the Planning Council to review the minutes of the May meeting.</li> </ul>		
Motion: To accept the May meeting minutes as written.	Made by: H. Lambert	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0

## Chair Report

**D. Brewer, Chair**

- D. Brewer presented the chair report to the planning council.
- D. Brewer stated that the priority setting and resource allocation conference was successfully held on June 16-17 at the University of Maryland School of Dentistry.
- D. Brewer thanked Drs. V. Meeks and R. Franklin for hosting the planning council.
- D. Brewer thanked planning council members, the grantee, the support office team, and Dr. D. Wheeler for all the work and efforts to ensure the conference was a success.
- D. Brewer thanked deputy commissioner D. O'Neill, Dr. V. Meeks, and Dr. R. Franklin for providing opening remarks.
- D. Brewer stated that the decisions made at the conference would serve as a starting point for FY2017.
- D. Brewer stated that the assessment of the administrative mechanism workgroup had a teleconference meeting on May 23 as well as an in person meeting on June 13. The workgroup is on target to meet their deliverables.
- D. Brewer stated that the final FY17 Part A and MAI allocations and carryover decisions could be found in the June Planning Council handouts and would be reviewed during new business.
- D. Brewer stated that the grantee would share the Planning Council budget summary and the March FY16 Expenditure Report at tonight's Planning Council meeting.

## Ryan White Part A Update

**A. Ferrari, BCHD**

- A. Ferrari presented the Part A report to the council.
- A. Ferrari stated that BCHD received the final FY2016 NGA from HRSA on May 19.
- A. Ferrari stated that HRSA conducted a webinar on May 19 to outline reporting requirements for the Annual Progress Report and the FY16 Program Terms Report.
- A. Ferrari stated that the reports contained components for the grantee, Planning Council, and Associated Black Charities, which were shared with all corresponding parties.
- A. Ferrari stated that the monthly HRSA conference call originally scheduled for June 2, 2016 was rescheduled for June 9, 2016.
- A. Ferrari stated that the integrated plan was due to HRSA by September 30, 2016 and that Ryan White Parts A and B must submit the report through the EHB.
- A. Ferrari stated that BCHD met with PC leadership on May 31, 2016.
- A. Ferrari stated that BCHD submitted revised FY16 Decision Document to Associated Black Charities (ABC) on May 24, 2016 and providers began receiving notifications of FY16 Final Awards.
- A. Ferrari stated that ABC completed distribution of contract amendment letters to providers on June 3, 2016 and providers had until June 10, 2016 to return signed copies.
- A. Ferrari stated that revised FY16 Budgets and Work Plans were due from providers on June 22, 2016.

## Planning Council

- A. Ferrari stated that BCHD was waiting for a revised budget from the Taylor-Wilks Group that would include a line item for conferences and training.
- A. Ferrari stated that BCHD received a revised budget from ABC on June 21, 2016.
- A. Ferrari stated that the Taylor-Wilks Group was paid on May 20, 2016 and sub-recipients were paid on May 27, 2016 and May 31, 2016.
- A. Ferrari stated that M. Muhammad of BCHD reviewed the service standards at PSRA trainings.
- A. Ferrari stated that site visits were scheduled from July 2016-January 2017.
- A. Ferrari stated that the Planning Council submitted July 6-8, 2016 as potential dates for technical assistance.
- A. Ferrari stated that Y. Abaineh presented FY15 Client Level Data at the May 2016 Planning Council Meeting and responses to submitted questions were submitted to the planning council support office on May 26, 2016.
- A. Ferrari stated that Y. Abaineh would no longer work for BCHD beginning June 24, 2016.
- A. Ferrari stated that the quality management committee met on May 23, 2016 to review the viral load suppression data for the EMA. The committee planned to further explore viral load suppression for 13-24 year olds.
- A. Ferrari stated that the contract for hosting CAREWare was approved by the Board of Estimates on June 2, 2016. A CAREWare meeting was scheduled for June 8-10 to discuss implementation and roll out of CAREWARE.
- A. Ferrari stated that the goal would be to have every provider connected to centralized CAREWare by December 31, 2016.
- A. Ferrari stated that the grantee could experience difficulty participating in HRSA learning collaborative while hiring for an epidemiologist position.
- A. Ferrari presented the planning council budget to the planning council and explained that a line item for conferences and trainings would be added.
- S. Pelham presented the FY16 March Expenditure Report to the Planning Council.
- S. Pelham stated that expenditures submitted for the month of March were based on partial awards, but the allocations do represent the full year award allocations.
- S. Pelham stated that more information would be available shortly regarding vacancies and waitlists.

**Discussion**

- D. Brewer asked what was being planned for National HIV Testing Day.
- P. Chaulk stated that the health department normally provides testing at Mondawmin Mall.
- P. Chaulk stated that there have been issues surrounding which entities can provide funding and resources.
- D. Brewer stated that a big turn out is important for this event.
- P. Chaulk stated that the health department was limited in resources and would need more collaboration to implement more activities.
- D. Brewer asked what was being done for publicity of testing at Mondawmin Mall.
- P. Chaulk stated that the event would be added to list serves.
- D. Brewer asked if there were a way to publicize more to consumers rather than providers.
- A. Onyeabo stated that any information sent to the planning council support office would be disseminated to consumers and on social media.
- L. Beane asked if the testing event could be advertised on the radio.
- E. Nash stated that the only information online was in regards to Baltimore County testing events on June 25.
- L. Beane asked if a press release could be sent out.
- P. Chaulk stated that BCHD has done press releases in the past and could send one out announcing National HIV Testing Day.
- C. Smith asked if there would a trial period built in to the implementation process of CAREWare.
- A. Ferrari replied yes.
- C. Harvey asked what CAREWare was.
- A. Ferrari replied that CAREWare is a database system that would allow providers to submit data more readily and would provide the grantee with more real time data.

## Planning Council

- M. Cole asked if all providers currently use CAREWare.
- A. Ferrari replied no.

### Part B Report

- A. Onyeabo stated that the planning council support office did not receive a Part B report.
- A. Onyeabo stated that if a Part B report was submitted, the support office would send it out to the planning council.

### Planning Council Updates

Planning Council

#### People Living With HIV/AIDS Committee

- H. Lambert presented the PLWH/A Committee report.
- The committee met on May 24, 2016.
- The committee reviewed Ryan White Part A Program Services Client Level Data- FY15.
- The committee prioritized Medical Case Management, Mental Health Services, Early Intervention Services, Health Insurance Premiums & Cost Sharing, and Oral Health Services as the most important core medical services for PLWHA sub the Baltimore EMA.
- The committee prioritized Psychosocial Services, Emergency Financial Assistance, Referrals for Health Care, Rehabilitation Services, Housing Services, and Outreach Services as the most important support services for PLWH/As in the Baltimore EMA.

#### PCSO Report

- A. Onyeabo presented the Planning Council Support Office Report.
- A. Onyeabo stated that the support office has facilitated committee meetings, a two-day conference, and held weekly meetings with planning council leadership over the past month.
- A. Onyeabo stated that the annual two-day FY17 Priority Setting and Resource Allocation (PSRA) conference was held on June 16-17, 2016 at the University of Maryland School of Dentistry.
- A. Onyeabo stated that the support office would like to thank everyone for making the conference a success.
- A. Onyeabo thanked Dr. Darrell Wheeler for facilitating to the conference.
- A. Onyeabo thanked Dawn O'Neill, Deputy Commissioner for providing opening remarks.
- A. Onyeabo thanked Dr. Valli Meeks and Dr. Renty Franklin for providing opening remarks and hosting the planning council.
- A. Onyeabo thanked the Planning Council and the BCHD team for providing recommendations for allocation scenarios and working with the support team to create a single binder for the conference.
- A. Onyeabo congratulated the Planning Council on completing another priority setting and resource allocation conference.
- A. Onyeabo stated that the support office was in the process of reviewing evaluations for improvements to future conferences.
- A. Onyeabo asked the planning council to mark their calendars for HRSA technical assistance from July 6-8, 2016.
- A. Onyeabo stated that any planning council members receiving transportation services from TWG must provide ample notice before the meeting date in order for the support office to coordinate the ride.

### New Business

Planning Council

- A. Onyeabo asked the Planning Council to review and approve the FY 2017 Part A and Minority AIDS Initiative (MAI) Percent Allocations (of total award).

# Planning Council

- A. Onyeabo asked the Planning Council to review and approve the FY 2017 MAI carryover scenario.
- A. Onyeabo asked the Planning Council to review and approve the FY 2017 Part A carryover scenarios.

Motion: To approve the FY2017 Part A and Minority AIDS Initiative (MAI) Percent Allocations (of total award)	Made by: E. Nash	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 1

Motion: To approve the FY 2017 MAI carryover scenario with the edit that \$30,000 be allocated to Medical Transportation.	Made by: M. Cole	Second: G. Jones-Childs
Action: Passed	Opposed: 0	Abstained: 0

Motion: To approve all FY 2017 Part A carryover scenarios.	Made by: M. Cole	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 2

Motion: To adjourn the meeting	Made by: C. Harvey	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0

Time adjourned: 7:27 p.m.	Date of approval:
Signature:	Electronic signature of chair (PC Minutes only):