

MINUTES: PLANNING COUNCIL MEETING (Virtual)March 16th, 2021 / 5:30 – 7:30 pm

Facilitator (Co-chair)	Sara Zisow-McClean	PCSO Lead	Vanessa Graves
Time started:	Time: 5:43 p.m.	Quorum:	There was quorum at the start of the meeting

Members present:	Sara Z. McClean, Charles Culver, Sr., Jonathan Wright, Fernando Mena-Carrasco, Jeanne Keruly, Dr. Victoria Cargill, Shalyta Campbell, Wendy Merrick
Members absent:	Kimberly Whitaker, Christopher Stuckey, Peter DeMartino, Markton Cole
Visitors:	Cassandra Stewart, Jenny Bradenbaugh,, P.J. Gouldmann, Kyle King Reynold, Erica Bullo, Root Woldu, Emma Bohannon, Emily Leonard, Evelyn Nicholson, Krista Hein, Dale Brewer, Jocelyn Stenhouse, Tom Lindstrom, Bruno Benevidas, Tom Lindstrom, Frieda White, Charmaine Stern-Megginson
Ryan White Part A:	Alberta Lin Ferrari, Sonney Pelham, Lauren Wagner, Michelle Muhammad, Joan Carey, Ricky Moyd, Jr.
Handouts:	Agenda, YTD Report, Part A and B Reports

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

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

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

Sara Zisow-McClean

- We participated in our monthly HRSA call on March 8th.
- As of March 1st, we have completed 304 surveys for the Needs Assessment.
- We have a draft budget in place.
- An overhaul of the PC's website was not included in the budget. We will continue to review this very closely to evaluate for any other opportunities to meet a project of that nature.

3: Minutes

Presenter: Committee

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to approve PC February 2021 meeting minutes.	F. Mena-Carrasco/J.Keruly	Passed

3: Ryan White Part A Report

Presenter: Alberta, Ferrari

Administration

- HRSA is providing an automatic waiver of the formula spending requirement.
- This means, this year and for FY20, FY21 we will not be penalized if we do not spend 95% of the formula award.
- In normal years programs that do not spend 95% of the formula dollars are not eligible for supplemental funds.
- Even with the waiver, you can only request formula dollars for carryover.
- The second automatic waiver that we are receiving from HRSA relates to the unobligated balance.
- Every year we have to submit an unobligated balance report to HRSA to request carry over dollars.
- For FY20/FY21 we will not have to complete this report.
- There are also other waivers that HRSA is issuing but they are not automatic.
 - You must request these if you want them.
- The core medical waiver which is an annual request and there is also the ability to request a waiver for maintenance of effort.
- HRSA plans to release the annual RFP in July 2021.
- This is the multi-year application and we maybe asked to outline the PRSA process that will be used during this period.
- HRSA will be expecting an annual budget.
- We are still operating with a partial award for FY21.
- We expect the full award sometime this month.
- ABC is using the initial partial award to initiate the contract process.
- We are expecting all providers to have an executed contract by mid April.

Fiscal

- There is a correction in the report. The table that contains the expenses that information is currently incorrect.
- We were able to fund the MADAP program. MADAP will receive \$480,762 which will drastically reduce our unobligated balance.

QM

- The learning and improving collaborative held its 5th meeting this month.
- The QI committee's focus is on working with Sub-recipients and consumers.
- These agencies that are participating have the opportunity to work on a joint project with consumers.

CAREWARE

- HRSA has expanded the scope of all eligible reporting for the RSR.
- We are reporting all persons who receive services using any funding source.

CARES ACT

- The expenditure rate appears rather low.
- We anticipate that Sub-recipients will spend at least 80% of the award.
- We expect the majority of these dollars to be spent.
- We will not be requesting an extension of the remaining funds.

4: Ryan White Part B Report

Presenter: B. Benavidas

- The state of emergency due to Corona virus continues and facilities are closed.
- Most of the services in local health departments are still disrupted.
- We just had a comprehensive virtual site visit from HRSA.
- Regarding current funding opportunities, we have HIV Medical Services for rural communities in the Eastern/Western regions that are currently under review.
- Next week we will have one RFA for two awards for community engagement for Marylanders at risk of HIV.
 - This will cover Montgomery/Prince Georges/ Anne Arundel and Baltimore counties.
- We have two awards for EIS for youth within the Baltimore EMA.
- We have a regional risk and resiliency assessment that was developed to understand the effects of the pandemic on access to care/services.
- There is an open invitation to join the Maryland Quality management group.
- Shortly we will be posting a dashboard for HIV services in the state.
- Aaron Davis is now the staffing Chief for suburban Maryland.

5: Committee Reports

Presenter: Committees

COCC/CPC

Brande Ward

- The committee met March 3rd, 2021.
- Reviewed and approved their combined work plan.
- Reviewed and approved with corrections a new user-friendly dashboard tool used with displaying matrix for the EMA.

- Discussed forming a separate standards of care workgroup to revise the fundamentals of the standards of care and materials.
- Discussed the development process for directives.
- Discussed data presentation presenters for the upcoming PSRA conference.

Sara Zisow-McClean

- Reminded all that COCC/CPC combined committees for FY21.

Nominating Committee

Christopher Stuckey

- The committee met on March 2nd, 2021
- Reviewed vacancies and pool list and discussed potential placement for candidates.
- Currently screening 8 applicants.
- Discussed forming a separate Nominating Committee Learning collaboration to aid with recruitment strategy.

Action Items

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to move Charmaine Stern-Meggison to the PC for approval to send applicant to the Mayor’s office for appointment.	J. Wright/F. Mena-Carrasco	Passed

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to send one-month attendance warning letters to PC member Reginald Douglas,	J. Wright/S. Zisow-McClean	Passed

Motion:	Who made the motion? Second?	Motion passed?
Motion to send one-month attendance warning letter to PC member Carlton Gross	J. Wright/W. Merrick	Passed

Motion:	Who made the motion? Second?	Motion passed?
Motion to send one-month attendance warning letters to PC member Carlisle Harvey, Sr.	J. Wright/W. Merrick	Passed
	Opposed	Abstain 1

Motion:	Who made the motion? Second?	Motion passed?
Motion to send one-month attendance warning letters to PC member Monique Thomas.	J. Wright/ W. Merrick	Passed

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to send one-month attendance warning letters to Comprehensive Planning Committee members Carlton Gross,	J. Wright/J. Keruly	Passed

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to send one-month attendance warning letters to Comprehensive Planning Committee members Carlisle Harvey, Sr.	J. Wright/W. Merrick	Passed

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to send a one-month attendance warning letter to Continuum of Care Committee member Monique Thomas	J. Wright/J. Keruly	Passed

6: PCSO **Presenter:** C. Stewart

None

7: New Business**Presenter:** Committees

- PLWHA Committee will host a town hall on CQI on March 24th, 2021.
- We are also encouraging all that are interested in joining the PC and/or its committee's please reach out to the PCSO.

8: Adjournment**Presenter:**

Motion:	Who made the motion? Second?	Motion passed?
Motion to Adjourn	C. Culver, Sr./	Passed

Meeting Adjourned 6:30 pm