

MINUTES: PLANNING COUNCIL MEETING (Virtual)

May 17th , 2022 / 4:30 p.m. – 7:30 pm

Facilitator (Co-chair)	Sam Zisow-McClean	PCSO Lead	Dwayne Smith
Time started:	Time: 4:35 p.m.	Quorum:	The committee did have quorum.

*Left meeting Early

Members present:	Adam Huebner, Brande Ward, Brittany Kelly Bruno Benevidas, Charles Culver Sr, PJ Gouldman, Charmaine Stern-Megginson, Carlton Smith, Dale Brewer, Fernando Mena-Carrasco, Gennifer L Robinson, Jenny Bradenbaugh, kelsey Markie, Michael Snowden, Montrell Vass, Sam Zisow-McClean, Shalyta Campbell, Wendy Merrick
Members absent:	Jerry Fleming, Howie Newton, Lance Nicholas, Christine Joy Cooper, Dennis Rivera, Ken O Bryant, Markton Cole
Visitors:	Genevieve Barrow, Hope Cassidy-Stewart, Robert DeSantis, Root Woldu, Michelle Muhammad, Meredith Lawler, Colin Flynn, Jocelyn Stenhouse, Carmi Washington-Flood, Andrea C Curley
Ryan White Part A:	Lauren Wagner, Ricky Moyd Jr, Alberta Ferrari, Sonney Pelham, Victoria Cargill, Joan Carey, Nargis Hussaini, Stephon Effinger
Handouts:	Meeting agenda, Data presentations, April 2022 PC minutes, Chair report, Part A and B reports, COCC/CPC Co-Chair report, PLWHA committee Co-chair report, Nominating committee Chair report, Service categories comparison

AGENDA

1: Moment of Silence/ Introductions/ Welcome

Presenter: Sam Zisow-McClean

Discussion:

- Welcomed all to the May 2022 PC meeting.
- A moment of silence was observed.
- Introductions were made.

2: Data Presentations**Presenter:** S.Effinger /C.Flynn**1. CAREWare**

Stephon Effinger, CAREWare Administrator
Ryan White Program

2. Epidemiological

Colin Flynn, Chief of Center for HIV Surveillance, Epidemiology and Evaluation
Maryland Department of Health

3: Chair Report**Presenter:** Sam Zisow-McClean

The HRSA site visit was initiated on May 2nd and concluded on May 6th. There were a total of 5 findings involving tasks that the PC is responsible for or involved in:

- Membership (legislative seats)
- Membership (unaligned consumer percentage)
- Documented open nominations process and appointment
- Documentation on conflict of interest of PC members
- Service standards out of date

The full corrective action plan will be due to HRSA within 30 days of our receipt of the official site visit report. PCSO staff will collaborate with Recipient staff to ensure that all findings are resolved in the appropriate timeframe.

Membership

Six applications are currently awaiting appointment at the Mayor's office.

- Once the next round of members is approved, the PC will meet its legislative mandate of at least 33% unaligned consumer membership.
- Once the next round of members is approved, we will still require two legislatively mandated seats to be filled:
 - State Medicaid Agency;
 - Grantee under other federal HIV programs.

As of today, we are back in compliance with the unaligned Consumer percentage with the appointments of six new members to the Planning Council.

- Howie Newton
- Christine Joy Cooper
- Lance Nicholas
- Carlton Smith
- PJ Gouldman
- Jerry Fleming

The executive committee has been made up of the co-chairs from various committees of the planning council. We been seating people on the executive committee as co-chairs who are not planning council members. We were told recently by HRSA that we can no longer continue this practice. Going forward we have to make sure that anyone running for office on a committee or in the planning council needs to be a full-time planning council member.

PJ Gouldman

- We should send letter of appeal; this operation has existed for 25 years and has ensured that there is full participation by the community.
- In this new edict from HSRA it dilutes that and almost eliminates it.

Motion:	Who made the motion? Second?	Motion passed?
Motion to send HRSA a letter of appeal contesting their policy of not allowing non planning council members to be part of the planning council executive committee.	PJ Gouldman /Carlton Smith	Passed

Dates to Remember

PSRA will be conducted on July 21st, 2022, with July 28th, 2022 reserved in case a second day is needed.

Upcoming HPG CELLS sessions for this month will be on May 17th (Women, session 1), May 19th (TBD, session 1), and May 31st (Women, session 2).

The National RW Conference on HIV Care and Treatment will take place August 23rd-26th, 2022.

- Registration is open and all are encouraged to register.

Carlton Smith asked will the PRSA be held virtually?

Sam Zisow McClean stated yes.

Carmi Washington-Flood

- The HPG cell meetings are still taking place, we just started a new series that focuses on the discussion of women
- On May 19, 2022, we will be being a discussing behavioral health.
- These topics will be discussed throughout the course of the next six weeks
- The meetings are open for everyone to join in.

4: Approval of March PC Minutes**Presenter:** Committee

Motion:	Who made the motion? Second?	Motion passed?
Motion to approve the April 2022 PC meeting minutes.	Fernando Mena-Carrasco /Carlton Smith	Passed

5: Part A**Presenter:** Sonney Pelham**Administration**

- The HRSA Comprehensive Part A & MAI Site Visit was successfully completed from May 2nd through May 6th. We await the final report and the CAP to address the findings.
- Our bi-annual Sub-Recipient Meeting was conducted virtually on Wednesday, April 20th.
- S.O.A.R. Prison Release Program Updates:
 - SOAR coordinator regularly attends the Infectious Controls team monthly meeting occurring the first Wednesday of each month.
 - There are 3 custom reports developed in CAREWare for SOAR outcomes. Baseline data entered is used to guide the modifications of the outcome's reports.
 - FY21 (March 1, 2021 – February 28, 2022) there were 122 referrals from DPSCS for SOAR Program.
 - FY22 currently has 46 referrals from DPSCS for SOAR Program.
- Desk Audit / Site Visit Updates:
 - The site visit lead provided ABC an updated Part-A/MAI final report schedule for FY21. The updated schedule is requesting that ABC completes all final desk audit reports by May 20, 2022.
 - There are 2 desk audit reports remaining to be completed by the BCHD Part-B/SS compliance officer for the period July 1, 2021 – June 30, 2022. This is the overlap of the Part-A fiscal year since some of our programs are funded under both parts
 - The new FY22 Part-A/ MAI monitoring schedule first draft is complete. The site visit lead will send out the draft schedule to BCHD Ryan White admin team by May 12, 2022. The schedule will be finalized after the meeting with Connections thru Life (CTL) fiscal agent team.
 - BCHD administration will submit a site visit waiver per the feedback from HRSA site visit.

Fiscal

- Associated Black Charities is currently finalizing FY21 sub-recipient fiscal activity with a projected completion date of May 15th.
- The contract for CTL is currently being processed for completion.
- CTL's administrative budget has been reviewed and approved and is being forwarded to the Board of Estimates (BOE).
- All provider reimbursements for Part A & MAI, for the months March through February 2022 have been received and successfully disbursed as of 4.20.2022.
- Providers Final expenses are currently being reviewed.

CQM

- The CQM team is planning the Fourth Phase of the QI Sub-Committee; its goal is to expand quality leaders across the Baltimore EMA by providing a forum for participants to present their quality improvement QI work, share quality management experiences, and improve consumer involvement; the kickoff date is currently being scheduled. In preparation for Phase 4, the QI Needs Assessment survey was completed with providers in February-March, and consumer interviews are currently taking place with former participants
- The Baltimore EMA Movers and Improvers (BEMI) team is planning an outreach activity for their second PDSA cycle focusing on implementing patient self-care plans among youth clients in care. More details coming soon
- Performance measures for each service category from December 2020-November 2021 were recently sent to sub-recipients. Each sub-recipient's performance data is shown for funded service categories. The BCHD team will be conducting this exercise quarterly.
- Sub-recipients continue to receive technical assistance on QM plans and Plan-Do-Study-Act Cycles (PDSA) and individualized training on QI methodology and tools.
- Congratulations to the Baltimore CQM team for being recognized during the HRSA site visit for best practices that will be uploaded to Target HIV and shared widely.
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CAREWare

- The CAREWare Administrator is preparing for the Part A FY21 Client-Level Data Presentation to the Planning Council. The presentation will cover service utilization, key populations, and clinical outcomes for the eligible Ryan White clients in Baltimore City and the surrounding counties in the Baltimore EMA.
- BCHD HIV/STD Prevention (Early Intervention Services PrEP), in conjunction with the CAREWare administrator and the New York Department of Health will work together to develop local evaluation metrics for PrEP services, as well as define the stages of a PrEP cascade.
- The CAREWare Administrator is working with the Ryan White Senior Epidemiologist in finalizing the core reporting requirements for Oral Health Care Services. The revised requirements will have more clinical and diagnostic data elements specific to oral health diseases and infections. Oral Health data workgroups with sub-recipient providers begin in July 2022.

6: Part B**Presenter:** Bruno BenevidasHIV Integrated Program

- Final stage in SFY23 funds allocations
 - Inflation and resignations are two unexpected issues with planning and budgeting.

Coordination with DC HAHSTA:

- Quarterly meetings
 - We are having meetings with the DC HIV/AIDS hepatitis STI and TB administration (HAHSTA) with the purpose of sharing funding information and program data across jurisdictions
- Sharing funding information
- Service standards
- Strengthening case management and EIS
- Sharing client eligibility data

Case Management Community of Practice:

- We have written a project that was submitted to HRSA asking for supplemental funds.
- The purpose is to strengthen the work force competencies and the processes of case management.
- There have been issues that have been identified in the way that case management is provided.
 - One issue is that due to high turnover rate in workforce, there are case managers that are not fully aware of how the program works and all the opportunities for the clients.

Alive! Maryland

- Training and Capacity Building
 - The Maryland Department of Health has launched Alive! Maryland, the first-ever comprehensive capacity building initiative for the infectious disease and primary care workforce in the State of Maryland.

MADAP Website

Its highly recommended that you visit the MADAP website because of the frequent updates. We are still working in difficult conditions because of the network outage.

- Carlton Smith asked if the community of practice was open to clients or just providers?
- Bruno stated that both providers and clients can join the community of practice

7: Committee Reports**Presenter:****COCC/CPC**

- The committee met on May 4th, 2022.
- The committee approved April 2022 meeting minutes.
- The committee made updates to the following service categories:
 - AIDS Pharmaceutical;
 - Child Care Services;
 - Food Bank Home Delivered Meals;
 - Emergency Financial Assistance;
 - Mental Health;
 - Health Education/Risk Reduction;
 - Substance Abuse Outpatient.
- The committee reviewed data presenters for May and June PC meetings.
- The committee discussed suggestions for additional presenters for the June PC Meeting.

Action Items

- **None**

PJ Gouldman asked if the service standards are going to be presented to planning council for approval

Kelsey Markie

- The plan is to send the service standards to the providers for feedback and will make edits if necessary.
- After that the service standards will be presented to the executive committee for approval and after that they will be sent to planning council for approval

PLWHA

The committee met on April 27th, 2022.

- The committee approved January, 2022 meeting minutes.
- Results from recent PC prioritization activities were reviewed.
 - PLWHA committee members provided feedback along with their own rankings for each service category.
- PLWHA committee names from across the country were reviewed.
 - Members unanimously voted to rename this committee to People's Empowerment committee.
- The committee provided feedback on March and April data presentations in preparation of the upcoming PSRA.
- The committee identified issues that are impacting PLWHAs under the following categories:

- Housing services;
- Geriatric care;
- Medical transportation.

Action Items

- Motion to change the PLWHA committee name to People's Empowerment committee.

Motion:	Who made the motion? Second?	Motion passed?
To change the PLWHA committee name to People's Empowerment committee.	Carlton Smith/Brandé Ward	Passed

Nominating

- The committee met on May 5th, 2022.
- The committee reviewed and approved minutes from the April 2022 meeting.
- The committee discussed current recruitment opportunities
- The committee reviewed council and committee membership and existing vacancies on the planning council. Currently there are (5) vacancies which are listed below.
 - Health Care Provider
 - State Medicaid Agency
 - Grantee under other federal HIV programs
 - Representative of recently incarcerated
 - Community Based Organization
- The committee distributed one new application for screening.

Action Items

- Recommend that (1) COCC/CPC committee member receive a one-month warning letter based on attendance.
- Recommendation to remove a planning council member from the Community Based Organization slot to the affected community slot. The individual no longer fits the criteria for this slot.

Motion:	Who made the motion? Second?	Motion passed?
Recommend that (1) COCC/CPC committee member receive a one-month warning letter based on attendance	Jonathan Wright/PJ Gouldman	Passed

Motion:	Who made the motion? Second?	Motion passed?
Recommendation to remove a planning council member from the Community Based Organization slot to the affected community slot. The individual no longer fits the criteria for this slot	Jonathan Wright / Michael Snowden	Passed

8: Prioritization of Services**Presenter:** Committee**Health education and risk reduction**

- Category prioritization was ranked as Medium.

Housing Services

- Category prioritization was ranked as high.

Linguistic Services

- Category prioritization was ranked as medium.

Medical Transportation

- Category prioritization was ranked as high.

Non-medical case management

- Category prioritization was ranked as high.

Other professional services

- Category prioritization was ranked as Medium.

Outreach services

- Category prioritization was ranked as high.

Psychosocial support

- Category prioritization was ranked as Medium.

9: New Business**Presenter:** Committee

N/A

10: Adjournment**Presenter:**

Motion:	Who made the motion second?	Motion passed?
Motion to adjourn the meeting.	Carlton Smith / Jonathan Wright	Yes
	Opposed	Abstain