

# Planning Council

|                         |                |            |                  |                    |               |
|-------------------------|----------------|------------|------------------|--------------------|---------------|
| <b>Date of meeting:</b> | March 17, 2015 |            | <b>Present:</b>  | L. Bank            | H. Lambert    |
| <b>Time started:</b>    | 6:38 p.m.      |            |                  | A. Bradford        | V. Lathan     |
| <b>BCHD Staff:</b>      | S. Pelham      | C. Skipper |                  | D. Brewer          | M. Moiforay   |
|                         |                |            |                  | A. Brown           | F. Poindexter |
| <b>PCSO Staff:</b>      | D. Gorham      | D. Munro   |                  | A. Fowlkes         | D. Rivera     |
|                         | L. Laird       | A. Onyeabo |                  | K. Gray            | K. Rogers     |
|                         |                |            |                  | T. Hawkins         | M. Scriber    |
|                         |                |            |                  | S. Johnson         | J. Simmons    |
|                         |                |            |                  | G. Jones-Childs    | C. Smith      |
|                         |                |            |                  | D. Kelly, Jr       | L. Sowah      |
|                         |                |            |                  | P. Kurowski        |               |
|                         |                |            | <b>Absent:</b>   | T. Brown           | S. Jackson    |
|                         |                |            |                  | B. Fitzsimmons     | L. Lucas      |
|                         |                |            |                  | J. Hailey          | L. Tatum      |
|                         |                |            | <b>Visitors:</b> | D. Akbar           | M. Miller     |
|                         |                |            |                  | B. Allen           | E. Nicholson  |
|                         |                |            |                  | K. Arbaugh         | J. Singletary |
|                         |                |            |                  | S. Bosley          | J. Thomas     |
|                         |                |            |                  | N. Etheridge-Guest | J. Winslow    |
|                         |                |            |                  | C. Harvey          |               |

- Handouts:**
- Planning Council Packet (IGS & PC, March 2015).
  - Comprehensive Planning Committee Workplan (IGS & PC, February 2015).
  - Standards of Care – Outpatient Ambulatory Health Services (IGS & PC, March 2015).
  - FY 2015 Allocations and Reprogramming Requests (BCHD, March 2015).
  - Draft Planning Council Bylaws (IGS & PC, March 2015).
  - Explanation of Suggested Bylaws Changes (IGS & PC, March 2015).

## Introductions

**Planning Council**

- The meeting convened with quorum at 6:38p.m. and introductions were made.

## Review of Minutes

**Council**

**Discussion:**

- The council reviewed the minutes of the January and February 2015 meetings.

**Motion:** To approve the January planning council minutes  
**Action:** Passed

**Made by:** F. Poindexter  
**Opposed:** 0

**Second:** C. Smith  
**Abstain:** 0

**Motion:** To approve the February planning council minutes  
**Action:** Passed

**Made by:** C. Smith  
**Opposed:** 0

**Second:** J. Simmons  
**Abstain:** 1

## Chair Report

L. Sowah, Chair

- L. Sowah presented the chair report to the council.
  - Tonight, the council will be asked to ratify the changes from the 30-day period that was opened in February.
  - The council received word from HRSA in February that our request for a core medical services waiver for FY15 was granted.
  - Thank you to all the members of the workgroup for making this happen.
  - The receipt of the waiver means that the waiver allocations plans from PSRA will be used to determine category funding for FY2015. Based on this, the grantee is requesting initial reprogramming for a few categories, which will be discussed tonight.
  - PC leadership and the support office are working with the mayor's office to ensure that new appointments are received for the council. Information has been provided to the mayor's office and the health commissioner's office and leadership has requested clarification from HRSA on the guidelines for formerly incarcerated persons serving on the council.
  - I have decided to resign my position as PC chair effective after tonight's meeting, After tonight, Dale and McCay will serve as interim chair and vice-chair respectively until a new chair is elected.
  - As departing chair, I ask each of you to continue to respect each other's volunteer time by concentrating on planning for the needs of people living with HIV.
- D. Brewer asked the PLWHAs to stand in recognition of Dr. Sowah's contributions to the PLWHAs.
- D. Brewer gave a speech thanking Dr. Sowah for his work on the planning council.

## Ryan White Part A Report

C. Skipper,  
Baltimore City Health Department

- C. Skipper presented the Part A Report to the council.
- HRSA and CDC will release the Integrated HIV SCSN/ Comprehensive Plan guidance this spring. Although our current planning model is classified as integrated, committees should begin discussing this topic.
- HRSA has also scheduled a Comprehensive Program Review Site Visit for June 15-19, 2015.
- Award letters were issued to the administrative vendors – ABC, IGS & PC, and Taylor Wilks Group.
- The grantee requested a meeting to present the initial category recommendations to the planning council. The meeting was held on March 11, 2015.
- Fiscal Health Regional Training for Ryan White Grantees will be held from March 17-18, 2015.
- CQM hosted two meetings in February to set and discuss performance measures targets for FY15. A Performance Measures Dictionary was released on 3/3/15. A comment period was also issued to obtain additional feedback. The dictionary will be finalized on 3/18/15 – after the comment period ends.
- Drafts of the FY15 data collection tools will be submitted to the council in April.

### Discussion:

- C. Smith asked if the Performance Measures Dictionary could be sent to the PLWH/A committee.
- L. Laird stated that the planning council had representation at the fiscal training session in March.

## Part B and D Report

T. Hawkins,  
DHMH-PHPA

- T. Hawkins presented the Part B and D report.
- The Center for HIV Prevention and Health Services has experienced several staffing changes in the past 12 months.
- The administration has continued in its efforts to integrate HIV health services planning with prevention planning. The next meeting of the HIV planning group is scheduled for Thursday April 2, 2015 in Annapolis, MD.
- The next meeting of the MAI Roundtable is April 10, 2015 at the IHV Jacques Initiative.
- In December 2014, HRSA announced the availability of funds to support Ryan White Part D for two years. All current Maryland Part D funded grantees were invited to compete for funding. DHMH did not submit an application to seek funding for Ryan White Part D services but will continue to work with the existing funded programs.
- The Department provided support to all current Ryan White Part D-funded providers in their applications to HRSA. Applicants selected should be notified by July 2015.
- The March meeting for the Part D network was rescheduled for Friday March 27, 2015. The meeting will be held at 500 N. Calvert Street.

### Discussion:

# Planning Council

- C. Smith asked T. Hawkins if she could explain what will happen with Part D and the talks about merging with Part C.
- T. Hawkins stated that in February 2014, HRSA announced collapsing Part D into Part C and at that time DHMH began discussing how to support Part D providers in applying for the funds directly since the State would not be eligible to apply. In December 2014, HRSA decided to continue funding part D providers as a separate services category. All current part D providers except one applied for funds directly and have a good chance of receiving it.
- If these providers are not funded, Part B still has an obligation to target a certain percentage of funds to women and children. All our part B providers receive part D funds except one provider.

## Planning Council Updates

### Executive Committee

**D. Brewer**

- D. Brewer presented the Executive Committee report.
- L. Laird stated that the action items are based on the 75-25 waiver being received.
- F. Poindexter asked if the fiscal committee had reviewed the action items or if only the Executive Committee reviewed it.
- L. Laird stated that the fiscal committee looked at this with the executive committee and there was a quorum of the fiscal committee present.

**Motion:** To decrease the category of Medical Case Management by \$451,941      **Made by:** D. Brewer      **Second:** F. Poindexter

**Action:** Passed      **Opposed:** 0      **Abstain:** 6

**Motion:** To decrease the category of Mental Health Services by \$16,452      **Made by:** D. Brewer      **Second:** C. Smith

**Action:** Passed      **Opposed:** 0      **Abstain:** 7

**Motion:** To decrease the category of Substance Abuse Treatment - Outpatient by \$28,224.      **Made by:** D. Brewer      **Second:** C. Smith

**Action:** Passed      **Opposed:** 0      **Abstain:** 3

**Motion:** To decrease the category of Health Insurance Premium and Cost-sharing Assistance by \$25,274.      **Made by:** D. Brewer      **Second:** C. Smith

**Action:** Passed      **Opposed:** 0      **Abstain:** 8

**Motion:** To increase the category of OAHS-Primary Medical Care Co-morbidity by \$521,891.      **Made by:** D. Brewer      **Second:** C. Smith

**Action:** Passed      **Opposed:** 0      **Abstain:** 8

**Motion:** To change the CD4 count language in the OAHS-Primary Medical Care standards of care as recommended by the clinical quality management (CQM) team.      **Made by:** D. Brewer      **Second:** F. Poindexter

**Discussion:** P. Kurowski asked where the recommendation came from.

A. Onyeabo stated that the recommendation came from AIDS.gov.

C. Skipper stated that Dr. Laura Cheever also supported the recommendation.

**Action:** Passed      **Opposed:** 0      **Abstain:** 0

**Motion:** To ratify the suggested changes to the planning council bylaws as opened for comment in February including the amendments submitted on March 16, 2015.      **Made by:** F. Poindexter      **Second:** J. Simmons

**Action:** Passed      **Opposed:** 0      **Abstain:** 1

**Continuum of Care Committee**

**D. Rivera**

- D. Rivera presented the Continuum of Care Committee report.
- The committee met without quorum and reviewed the CQM recommendation and grantee clarification regarding CD4 monitoring being optional and recommended it by consensus to the Executive Committee.
- The committee also reviewed the 2015 directives and discussed the system change for transitional housing providers. The committee requested further clarification from the grantee.
- The committee continued its discussion on the case management system and prepared questions for the upcoming joint meeting with CPC.

**Nominating Committee**

**M. Moiforay**

- M. Moiforay presented the Nominating Committee report.
- The committee met on March 2, 2015.
- The committee reviewed and updated the membership table and reviewed the existing vacancies.
- The committee reviewed four screened applications and distributed one application for screening.
- The committee tabled the discussion for assistant co-chair until the April meeting.

**Motion:** To move T. Luft to the pool list.

**Made by:** M. Moiforay

**Second:** F. Poindexter

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To move M. McClinton to the pool list.

**Made by:** M. Moiforay

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To move C. Meekins to the pool list.

**Made by:** M. Moiforay

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To move J. Thomas to the pool list.

**Made by:** M. Moiforay

**Second:** F. Poindexter

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To move S. Colbert to the pool list.

**Made by:** M. Moiforay

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To move C. Kamamia to the pool list.

**Made by:** M. Moiforay

**Second:** M. Scriber

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To send warning letter to five committee members due to lack of attendance at COCC meetings.

**Made by:** M. Moiforay

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 2

**People Living With HIV/AIDS (PLWH/A) Committee**

**C. Smith**

- C. Smith presented the PLWH/A Committee report.
- The committee met on February 18, 2015.
- The committee received training on its functions, roles, and responsibilities.
- The committee began discussions of its community forums.

**Discussion:**

- C. Smith stated that leadership told him that the forums might not happen due to funding.
- L. Sowah stated that leadership is prioritizing at the moment based on funding.

**PCSO Report**

**L. Laird**

- L. Laird presented the support office report.
- The support office has facilitated four meetings within the past month.
- Members of the Fiscal Committee are working to develop carryover recommendations for FY2014 unobligated funds.
- L. Laird explained the conflict and disclosure form to the planning council. All council members are required to disclose affiliations or conflicts with all Ryan White funded programs.
- The support office is working with the mayor’s office and PC leadership to ensure that new appointees are named to the planning council.
- As stated tonight, Dr. Sowah has submitted his resignation from the PC chair position. PCSO is working with leadership to ensure that the planning council experiences a smooth leadership transition.

**New Business**

- F. Poindexter asked if the Fiscal Committee was a standing committee.
- L. Laird stated that it is a standing committee that meets quarterly, receives monthly reports, and reports questions to the grantee.
- P. Kurowski asked who the co-chairs of the Fiscal Committee are.
- L. Laird stated that the co-chairs are Brian Fitzsimmons and Grace Daniels.
- C. Smith announced that AIDS Walk/Run hosted by Chase Brexton would be held at the Maryland zoo on May 3, 2015.
- C. Smith nominated D. Brewer for planning council chair.
- A. Bradford nominated F. Poindexter for planning council chair.
- A. Onyeabo stated that an email would be sent out to the entire planning council with a list of council members eligible for the planning council chair position.
- A. Onyeabo asked that nominations be made again via email and stated that the support office would verify that nominees are eligible and accept the nominations.

**Motion:** To open nominations for a special election for planning council chair.

**Made by:** D. Brewer

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Adjournment**

**Presenter**

- The meeting adjourned at 7:39 p.m.

**Motion:** To adjourn the meeting.

**Made by:** M. Scriber

**Second:** C. Smith

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

|                 |  |
|-----------------|--|
| Time adjourned: | Date of approval:                                |
| Signature:      | Electronic signature of chair (PC Minutes only): |