

Planning Council

TheDate of meeting: May 19, 2015
Time started: 6:31 p.m.
BCHD Staff: S. Pelham
PCSO Staff: D. Gorham D. Munro
 C. Lacanienta A. Onyeabo

Present: L. Bank P. Kurowski
 D. Brewer H. Lambert
 A. Brown V. Lathan
 B. Fitzsimmons D. Rivera
 A. Fowlkes K. Rogers
 K. Gray M. Scriber
 J. Hailey J. Simmons
 S. Johnson C. Smith
 G. Jones-Childs
 D. Kelly, Jr

Absent: A. Bradford M. Moiforay
 T. Hawkins F. Poindexter
 S. Jackson L. Sowah
 L. Lucas

Visitors: D. Akbar L. Ford
 K. Arbaugh C. Harvey
 S. Bosley K. Holt
 M. Cole T. Luft
 C. Edmonds E. Nicholson
 J. Fleming B. Ward

- Handouts:**
- Planning Council Packet (IGS & PC, May 2015).
 - PC Bylaws (IGS & PC, May 2015).

Introductions

Planning Council

- The meeting convened with quorum at 6:31 p.m. and introductions were made.

Review of Minutes

Council

Discussion:

- The council reviewed the minutes of the April meeting.

Motion: To approve the April planning council minutes **Made by:** C. Smith **Second:** M. Scriber

Action: Passed **Opposed:** 0 **Abstain:** 2

Chair Report

D. Brewer, Chair

- D. Brewer presented the chair report to the council and the new member awaiting official letters from the mayor's office were recognized.
 - PC leadership and the support office met with Deputy Mayor Dawn Kirstaetter this month and discussed the council and appointment letters for approved applicants.
 - The Deputy Mayor has given us permission to have candidates seated at the planning council table so that they can become involved in the process prior to the receipt of their official letters.
 - This evening the council will have a special election for planning council vice chair. Nominations have been open since last month's planning council meeting.
 - The Executive Committee has begun discussions on the assessment of the administrative mechanism and an ad-hoc committee will be appointed by me to complete the assessment. Please contact the support office if you would like to participate in the assessment.

- The COCC and CPC hosted a community forum for case managers and administrators on May 6. The forum was very well attended. Thank you to our host, Chase Brexton, facilitators – Dennis Rivera and William McColl, Dina Akbar for catering, and all who participated.
- HRSA will be visiting our EMA from June 15th – 19th. In preparation for the visit, we will be revisiting the bylaws tonight to address concerns recently raised by our project officer.
- Please mark your calendars now for priority setting FY 2016 which will be held from August 6-7th 2015. Data presentations will occur at the June and July extended planning council meetings.

Ryan White Part A Report

S. Pelham,
Baltimore City Health Department

- S. Pelham presented the Part A Report to the council.
- HRSA has scheduled a site visit for June 15-19, 2015 designed to provide a full operational assessment of all statutory and program requirements.
- The monthly HRSA conference call was held on Thursday May 7 at 12:30pm. HRSA has not released a date for the FY2015 award.
- FY15 partial awards were submitted to part A and MAI providers last month. Providers have begun invoicing for services rendered.
- Final FY15 invoices from providers were due to Associated Black Charities by Thursday, April 30th. The final FY14 part A expenditure rate is 98.6%, MAI rate is 99.5%, and the combined Part A and MAI expenditure is 75.06% core medical services and 24.94% support services for direct services only.
- Baltimore City Health Department conducted its first FY 2015 site visit webinar on April 23rd for Ryan White providers.
- Last week's civil unrest affected many services in the city including Ryan White programs: outreach staff were unable to perform field visits, several providers closed early and opened late for services, programs rescheduled patient appointments and site visits were postponed.
- CBO and FQHC contracts have been executed and all administrative contracts were renewed.
- The QM committee hosted its first meeting on April 15 where the purpose of the group was discussed as well as the findings of the organizational assessment conducted by the National Quality Center.
- The Maryland Regional Group also met via webinar on April 29th.

Discussion:

- D. Brewer asked S. Pelham to state the full forms of FQHCs and CBOs for the benefit of the new members at the table.
- S. Pelham stated that FQHCs stand for Federally Qualified Health Centers and CBOs stand for Community Based Organizations.

Part B and D Report

- The council read the Part B and D report
- A. Onyeabo asked that any questions about the report be given to her or sent via email for it to be forwarded to Terry Hawkins.

Planning Council Updates

Comprehensive Planning Committee

J. Hailey

- J. Hailey presented the Comprehensive Planning Committee report.
- The committee met on May 14, 2015.
- The committee reviewed a data presentation from the PLWHA community forum.
- The committee also reviewed the list of panelists from last year's PSRA data presentations and recommended panelists for this year.

Continuum of Care Committee

D. Rivera

- D. Rivera presented the Continuum of Care Committee report.
- The committee hosted a community forum on May 6, 2015 that was well attended by Ryan White case managers and administrators.
- The case managers and administrators discussed the impact of health reform on Ryan White funds, planning for the future

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of Ryan White, and the service categories showing the most need.

Nominating Committee

J. Simmons

- J. Simmons presented the Nominating Committee report.
- The committee met on May 4, 2015.
- The committee reviewed the existing vacancies and updated the membership tables.
- The committee also reviewed the pool list and updated the buddy system.
- The committee reviewed two screened applications and distributed one application for screening.

Motion: To send K. Arbaugh to the mayor's office for appointment to the council.

Made by: J. Simmons

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 1

Motion: To move K. Brewer to the pool list.

Made by: J. Simmons

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Motion: To send a warning letter to a planning council member due to lack of attendance at primary committee meetings.

Made by: J. Simmons

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Motion: To send warning letters to three council members due to lack of attendance at planning council meetings.

Made by: J. Simmons

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

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

C. Harvey

- C. Harvey presented the PLWH/A Committee report.
- The committee met on April 22, 2015.
- The committee discussed ways to engage consumers in discussion about barriers to accessing care and the most needed services.
- The committee received technical assistance on systems planning and national trends in funding for Ryan White.
- The committee also planned for the community forum and listed possible panelists for the forum.

Executive Committee

J. Simmons

- J. Simmons presented the Executive Committee report.
- In preparation for priority setting data presentations, the Executive Committee is bringing its recommendations to extend the June and July council meetings.
- HRSA recently notified the council leadership of changes that need to be made to the bylaws. We will be reviewing the changes as recommended by the Executive Committee tonight.
- D. Munro provided clarification on the housekeeping change to the bylaws.

Motion: To extend the June and July planning council meetings by one hour, both meetings will begin at 5:30pm

Made by: J. Simmons

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Motion: To approve the changes to bylaws sections 4.2.1 and 4.2.2 to now read:

Made by: J. Simmons

Second: J. Hailey

" The council shall not elect or appoint or allow to serve as chair or vice chair an employee or representative of the grantee or the fiscal agency."

"The council shall not elect or appoint or allow to serve as chair or assistant chair (however the latter position, if

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operative, may be named) of the Nominating Committee an employee or representative of the grantee or the fiscal agency."

Action: Passed

Opposed: 0

Abstain: 0

Motion: To approve the changes to bylaws section 7.5.5 to now read:

Made by: J. Simmons

Second: J. Hailey

"Council members may also be recommended for removal from the council when they violate the conflict-of-interest policy (see article X section 10.3, "Conflict of Interest") or the code of conduct (section 2.6, "Code of Conduct"). A vote to remove any member for these reasons shall require a super majority vote as defined in these bylaws, provided the quorum requirement has been met."

Action: Passed

Opposed: 0

Abstain: 0

PCSO Report

A. Onyeabo

- C. Lacanienta presented the support office report.
- The support office has facilitated four meetings within the past month and participated in HRSA teleconference calls and meetings with BCHD.
- The support office also joined council leadership at a meeting with the Deputy Mayor this month and we are working with the mayor's office and Deputy Commissioner to ensure that all approved applicants receive their letters.
- The Continuum of Care Committee and the Comprehensive Planning Committee hosted a community forum with Ryan White case managers and administrators on May 6th at Chase Brexton. The forum was well attended and generated discourse on the future of Ryan White and the most needed services for Ryan White clients.
- Thank you to everyone for making it a success – especially our facilitators Dennis Rivera and William McColl, and Dina Akbar for providing catering.
- The support office is preparing for the HRSA site visit in June and also preparing for the PSRA conference in August.
- Please mark your calendars for the conference, which will be held on August 6-7, 2015.
- Please remember to RSVP for meetings you plan to attend, especially those who use transportation. Please schedule or cancel your ride by contacting Daurice in the support office.

New Business

- Nominations were closed for the position of vice chair of the planning council.
- C. Smith presented a speech to the council about his history of service, leadership, and volunteerism.
- C. Smith was announced as the new vice chair of the planning council.

Motion: To close nominations for the position of vice chair of the planning council.

Made by: J. Simmons

Second: C. Smith

Action: Passed

Opposed: 0

Abstain: 0

Adjournment

Presenter

- The meeting adjourned at 7:32 p.m.

Motion: To adjourn the meeting.

Made by: P. Kurowski

Second: A. Fowlkes

Action: Passed

Opposed: 0

Abstain: 0

Time adjourned:

Date of approval:

Signature:

Electronic signature of chair (PC Minutes only):