

Planning Council

Date of meeting: November 15, 2016
Time started: 5:39 p.m.
BCHD Staff: A. Ferrari*
 S. Pelham
 L. Wagner
TWG Staff: M. Bhatia
 D. Gorham
 A. Onyeabo
 J. Stenhouse
 D. Taylor
 C. Wright

Present: K. Arbaugh H. Lambert
 L. Bank V. Lathan
 D. Brewer J. Loken
 P. Chaulk T. Luft
 M. Cole E. Nicholson
 J. Fleming O. Njuhigu
 C. Foxx M. Poku*
 J. Furtado D. Rivera
 J.P. Gomez M. Scriber
 K. Gray C. Smith
 C. Harvey S. Spriggs
 G. Jones-Childs B. Ward*

** Participated via teleconference*

Absent: R. Buchanan-Gunthrop D. Kelly Jr.
 E. Nash
 S. Flournoy-Lindsay J. Simmons

Visitors: M. Berg M. McVicker-Weaver
 R. Brown
 G. Epps A. Patterson
 L. Ford T. Sherrer
 P. Foster V. Woolums
 K. King-Reynolds

Handouts:

- Bios (TWG, 2016)
- Planning Council Packet (TWG, November 2016).
- Budget Narrative (TWG, 2016)
- Program Budget Summary (TWG, 2016)
- 7-Month Reprogramming Update (BCHD, 2016)

Introductions

Planning Council

- The meeting convened with quorum at 5:39 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the October council meeting.

Motion: To accept the October meeting minutes as written.

Made by: D. Rivera

Second: E. Nicholson

Action: Passed

Opposed: 0

Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer thanked the council for their dedication and hard work.
- D. Brewer stated that the council would be addressing the 7-month reprogramming needs of the EMA at tonight's meeting.
- D. Brewer stated that the elections for planning council chair, vice-chair, nominating chair, and nominating members would be held at the end of tonight's meeting.
- D. Brewer thanked all members who had been nominated for a position.
- D. Brewer stated that the planning council's annual meeting would be held next month.
- D. Brewer stated that the meeting is a time to reflect on the successes of the year and to show appreciation for members whose terms ended this year.
- D. Brewer stated that the support office is collecting nominations for the Heroes Among Us Award.
- D. Brewer stated that Jocelyn Stenhouse should be contacted for nominations.
- D. Brewer stated that the support office would be presenting a special report on the budget at tonight's meeting.
- D. Brewer asked that the council play close attention and ask questions.
- D. Brewer stated that it was a pleasure serving as part of the council's leadership this year.
- D. Brewer stated that she was proud of the hard work and accomplishments of the council and that she looks forward to working with new leadership.
- D. Brewer wished everyone a joyful and peaceful holiday season.

Ryan White Part A Update

S. Pelham, BCHD

HRSA Updates

- S. Pelham presented the Part A report to the council.
- S. Pelham stated that BCHD completed the FY17 HRSA Application, which was submitted on October 18th.
- S. Pelham stated that the monthly HRSA monitoring call was held on Thursday, November 3rd.
- S. Pelham stated that the following topics were discussed on the call: Integrated Plan next steps, 2017 application confirmation, and the 2016 unobligated balance.
- S. Pelham stated that on October 31st, BCHD received the Baltimore TA EMA Risk Assessment Site Visit report from their September 2016 visit.
- S. Pelham stated that the planning council chair and vice-chair received the report on November 7th.

Meetings/ Conference Calls

- S. Pelham stated that planning council leadership and BCHD held a conference call.
- S. Pelham stated that the next PCSO and BCHD meeting was originally supposed to be held on Wednesday, November 16th but would be rescheduled.

Program Updates

- S. Pelham stated that TWG was paid on October 25th.
- S. Pelham stated that on 10/20, BCHD received the September's sub-recipient invoice report from ABC; ABC received payment from BCHD on 10/25; the providers received their payments on 10/27.

Site Visits

- S. Pelham stated that three comprehensive site visits were conducted in October and that brings the total to four completed for the year.
- S. Pelham stated that seven comprehensive site visits are scheduled for the month of November.

7 Month Reprogramming

- S. Pelham stated that the 7-month reprogramming report was presented to the Fiscal Committee on Monday, November 7th and the Executive committee on Wednesday, November 9th.
- S. Pelham stated that BCHD requested that \$370,000 in unused CQM Administrative dollars be moved to Part A direct service dollars for the health care providers in the Baltimore EMA.
- S. Pelham stated that the following categorical changes were requested:
 - Decrease Medical Case Management by -\$22,143
 - Decrease Medical Case Management Co-Morbidity by - \$58,822
 - Increase OAHS-Primary Medical Care by \$189,457
 - Increase OAHS-EFA by \$3,140
 - Increase Mental Health Services by \$60,000
 - Decrease Substance Abuse Treatment Outpatient by -\$9,800
 - Decrease Medical Nutritional Therapy by -\$16,500
 - Increase Oral Health by \$81,050
 - Increase Health Insurance and Cost Sharing Premiums by \$3,616
 - Increase Outreach by \$5,136
 - Decrease Non-Medical Case Management by -\$24,711
 - Increase Medical Transportation by \$18,018
 - Increase Housing-Transitional by \$129,115
 - Increase Housing-EFA by \$11,400
 - Decrease Substance Abuse Residential Care by -\$15,000
 - Decrease Psychosocial Support Services by -\$3,036
 - Increase Legal Services by \$19,080
 - Decrease MAI Medical Case Management by -\$35,826
 - Decrease MAI Medical Case Management Co-morbidity by -\$3,650
 - Decrease MAI Substance Abuse Treatment Outpatient by -\$8,966
 - Increase MAI Oral Health by \$46,442
 - Decrease MAI Outreach by -\$8,000
 - Increase MAI Medical Transportation by \$10,000

CQM Updates

- L. Wagner stated that the Standards of Care workgroup met on Thursday, October 27th at BCHD.
- L. Wagner stated that the workgroup discussed the proposed workflow, meeting dates, and reviewed HRSA's Policy Clarification Notice (PCN)16-02.
- L. Wagner stated that the next meeting would be held on Wednesday, November 30th at BCHD from 2 p.m. to 4 p.m. and the group would begin review service categories.
- L. Wagner stated that the Standards of Care are projected to be uploaded to the planning council website in June 2017.
- L. Wagner stated that the June 2017 deadline includes time for provider feedback and approval from the COCC, the Executive Committee, and the planning council.
- L. Wagner stated that the last Quality Management Committee meeting was held on Monday, November 14th from 2 p.m.- 4 p.m. at BCHD..Rodrique Sumpter conducted a data summary presentation on young adults ages 13-24 in the EMA at the meeting.
- The goal of the presentation is to begin to use data to inform disparities in the EMA and to begin discussions on how to improve health outcomes for the population.

Planning Council

Quality Management Training

- L. Wagner stated that the CQM Deputy conducted a quality management training for administrative program officers on Monday, November 7th.
- L. Wagner stated that the program officers reviewed quality management concepts and the process for how to review quarterly narratives from providers.
- L. Wagner stated that previous CQM officers would act as quality management “mentors” for administrative program officers as they learn and work on quality management activities.

Maryland Regional Group

- L. Wagner stated that the next Maryland Regional Group would be held on Monday, December 5th.
- L. Wagner stated that members from Parts A, B, and C would be participating.
- L. Wagner stated that the meeting would focus on disparities among the Ryan White population.

CQM Technical Assistance

- L. Wagner stated that HRSA and the Ryan White program had a call on Thursday, November 3rd to discuss technical assistance (TA) for the program.
- L. Wagner stated that HRSA would be conducting a TA with the CQM program on Friday, December 9th.
- L. Wagner stated that the agenda is currently being developed to discuss priorities for the EMA.

CAREWare Update

- L. Wagner stated that phase 1 meetings with sub-recipients are complete and that final onboarding of phase 1 sub-recipients should be complete by November 2016.
- L. Wagner stated that phase 2 meetings with sub-recipients have begun with an anticipated final onboarding to the CAREWare application for December 2016.
- L. Wagner stated that data validation and integrity would begin January through February 2017 in preparation for the Ryan White Service report.

Discussion:

- C. Harvey asked for HRSA’s site visit findings.
- P. Chaulk stated that there were programmatic findings related to quality assurance.
- D. Brewer stated that the findings in CQM led to the \$370,000 that could not be used and was allocated to Part A direct services.
- D. Brewer stated that the findings in the report were not related to the planning council.
- C. Smith asked if there would be a trial run of the CAREWare program.
- L. Wagner stated that trial runs are being done and that the CAREWare administrator has a process for getting providers on board.

Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop was unavailable to present the Part B report.
- Council members were asked to read the report and to let the support office know if they had any questions.

Special Report

D. Taylor, TWG

- D. Taylor presented the special report.
- D. Taylor asked the council to view the program budget summary.
- D. Taylor stated that the budget for PCSO was originally \$400,000.

Planning Council

- D. Taylor stated that the initial request for salaries was \$237,648 and that there was a salary savings of \$8,329.67.
- D. Taylor stated that the modified budget for salaries was \$229,318.33.
- D. Taylor stated that the fringe column represents benefits such as medical and dental.
- D. Taylor stated that PCSO originally requested \$57,071.17 for fringe and received a \$2,000.37 reduction. The modified budget for the category is \$55,070.80.
- D. Taylor stated that \$2,200 was added to transportation.
- D. Taylor stated that \$1,000 was added to the budget for internet and \$4,330.67 for meetings.
- D. Taylor stated that PCSO attempted to go paperless but were not able to fully execute the initiative.
- D. Taylor stated that \$2,600 was added to the budget for printing.
- D. Taylor stated that the communications category was completely eliminated to supplement printing and internet costs.
- D. Taylor stated that the total direct costs were originally \$360,000 and with the total \$3,190 reduction, the modified budget is \$356,810.
- D. Taylor stated that the budget for indirect cost was \$40,000 and received a reduction of \$354 to total \$396,456.
- D. Taylor stated that the total modified budget for PCSO is \$396,456.
- D. Taylor asked the council to view the budget narrative handout.
- D. Taylor stated that the budget narrative corresponds with the budget summary.
- D. Taylor presented the PSMP Program Expanded Implementation presentation.
- D. Taylor stated that the Positive Self Management Program (PSMP) would replace the Leadership, Empowerment, Advocacy, and Participation Program (LEAP.)
- D. Taylor stated that PSMP is about behavior modification and that LEAP is about recruitment and an explanation of roles of the planning council.
- D. Taylor stated that PSMP is a very effective Stanford-based Curriculum around HIV/AIDS.
- D. Taylor stated that the PSMP program is a four, six, or eight-week curriculum in the community on behavior modification techniques for people with HIV.
- D. Taylor stated that TWG would be doing a 4-week program.
- D. Taylor stated that people would be recruited from STD clinics.
- D. Taylor stated that the following would be components of the program:
 - How to best integrate medication regimens into daily life.
 - Techniques to deal with problems such as frustration, fear, fatigue, pain, and isolation.
 - Appropriate exercise for maintaining and improving strength, flexibility, and endurance.
 - Communicating effectively with family, friends, and health professionals.
 - Nutrition.
 - Evaluating symptoms.
 - Advanced directives.
 - Decision-making.
 - Sex and intimacy.
- D. Taylor stated that TWG has trained 800 consumers and 200 leaders/ peer educators using PSMP's train-the-trainer format.
- D. Taylor stated that the Positive Self Management Leader program is a 24-hour intensive training program that is executed as a 4-day, 6-hour format.
- D. Taylor stated that TWG would recruit 30 consumers and 15 providers to go through the training to perform a fast-track program.
- D. Taylor stated that the PSMP consumer program would follow up with participants to make sure they are active in the planning council.
- D. Taylor stated that working with the STD clinics allows the program leadership to make sure

Planning Council

participants are receiving care through medical records.

- D. Taylor stated that progress in the consumer program would be monitored over time.
- D. Taylor stated that recruitment would start in the second week of December.
- D. Taylor stated that leadership training and consumer training would begin in January.
- D. Taylor stated that in February, the consumer training would end and the evaluation report would be written by March.
- D. Taylor stated that he would need everyone’s help with recruitment and implementing the program.

Discussion:

- D. Brewer stated that with an accelerated program, participants cannot miss any days of the program.
- D. Taylor stated that the goal for participation is 80%.
- C. Harvey stated concern with the program being expedited.
- D. Taylor stated that the curriculum has been steadily reduced over the years.
- D. Brewer stated that the expedited program is a result of budget cuts and a condensed time period left to execute the program.

Motion: To approve the revised planning council support office budget.

Made by: E. Nicholson

Second: H. Lambert

Action: Passed

Opposed: 0

Abstain: 1

Planning Council Updates

Fiscal Committee:

- L. Bank presented the Fiscal Committee report.
- The committee met on November 7th, 2016.
- The committee conducted its 7-month reprogramming exercises and recommended activities to the Executive Committee for approval.

Motion: To open reprogramming.

Made by: L. Bank

Second: H. Lambert

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Medical Case Management – Regular be reduced by \$22,143.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that there are vacancies that will not be filled that created a salary savings.

Action: Passed

Opposed: 0

Abstain: 11

Motion: To recommend that the category of OAHS – Primary Medical Care be increased by \$189,457.

Made by: L. Bank

Second: M. Cole

Discussion:

- S. Pelham stated that \$263,000 of unused CQM dollars was moved to this category and will be used for equipment purchases.
- S. Pelham stated that there were vacancies that created salary savings and \$74,000 would be coming out of the category.

Planning Council



Action: Passed

Opposed: 0

Abstain: 9

Motion: To recommend that the category of Medical Case Management – Co-morbidity be reduced by \$58,822.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that there are vacancies that created a salary savings but there would be an employee hired in November.

Action: Passed

Opposed: 0

Abstain: 8

Motion: To recommend that the category of OAHS – EFA be increased by \$3,140.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that this category would like to provide services for additional clients.

Action: Passed

Opposed: 0

Abstain: 10

Motion: To recommend that the category of Mental Health Services be increased by \$60,000.

Made by: L. Bank

Second: C. Foxx

Discussion:

- S. Pelham stated that funding was requested to provide services for additional clients.
- S. Pelham stated that \$75,000 was requested to serve additional clients and \$15,000 was removed due to salary savings.
- D. Brewer asked how many new patients would be served.
- S. Pelham stated that around 75 new clients would be served.

Action: Passed

Opposed: 0

Abstain: 7

Motion: To recommend that the category of Substance Abuse Treatment Outpatient be reduced by \$9,800.

Made by: L. Bank

Second: M. Scriber

Discussion:

- S. Pelham stated that there was a vacancy that caused salary savings.

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Medical Nutritional Therapy be reduced by \$16,500.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated this category had salary savings.

Action: Passed

Opposed: 0

Abstain: 4

Motion: To recommend that the category of Oral Health be increased by \$81,050.

Made by: M. Scriber

Second: C.

Planning Council

Action: Passed	Opposed: 0	Harvey Abstain: 5
Motion: To recommend that the category of Health Insurance Premiums and Cost Sharing be increased by \$3,616.	Made by: L. Bank	Second: C. Harvey
Discussion: <ul style="list-style-type: none"> S. Pelham stated that the request would address the needs of 72 clients. 		
Action: Passed	Opposed: 0	Abstain: 8
Motion: To recommend that the category of Outreach Services be increased by \$5,136.	Made by: L. Bank	Second: C. Foxx
Discussion: <ul style="list-style-type: none"> S. Pelham stated that one provider in this category wants to address the needs of 25 additional clients. 		
Action: Passed	Opposed: 0	Abstain: 4
Motion: To recommend that the category of Non-Medical Case Management be reduced by \$24,711.	Made by: L. Bank	Second: C. Harvey
Discussion: <ul style="list-style-type: none"> S. Pelham stated that there were salary savings in the category. 		
Action: Passed	Opposed: 0	Abstain: 4
Motion: To recommend that the category of Medical Transportation be increased by \$18,018.	Made by: L. Bank	Second: C. Foxx
Discussion: <ul style="list-style-type: none"> S. Pelham stated that there were requests to address the needs of 170 additional clients. 		
Action: Passed	Opposed: 0	Abstain: 10
Motion: To recommend that the category of Housing Services – Transitional be increased by \$129,115.	Made by: L. Bank	Second: C. Harvey
Discussion: <ul style="list-style-type: none"> S. Pelham stated that this category had requests to address the needs of 47 additional clients. 		
Action: Passed	Opposed: 0	Abstain: 0
Motion: To recommend that the category of Housing Services – EFA be increased by \$11,400.	Made by: L. Bank	Second: C. Harvey
Discussion: <ul style="list-style-type: none"> S. Pelham stated that requests were made to address the needs of 19 clients. 		
Action: Passed	Opposed: 0	Abstain: 3

Planning Council

Motion: To recommend that the category of Substance Abuse Residential Care be reduced by \$15,000.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that this category has been reduced due to insurance coverage.

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Psychosocial Support Services be reduced by \$3,036.

Made by: L. Bank

Second: J. Fleming

Discussion:

- S. Pelham stated that the provider had experienced a lack of interest in various counseling sessions.

Action: Passed

Opposed: 0

Abstain: 5

Motion: To recommend that the category of Legal Services be increased by \$19,080.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that requests were made to address the needs of 25 clients.

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of MAI Medical Case Management – Regular be reduced by \$35,826.

Made by: L. Bank

Second: M. Scriber

Discussion:

- S. Pelham stated that one provider in this category would not be replaced, creating a salary savings.

Action: Passed

Opposed: 0

Abstain: 6

Motion: To recommend that the category of MAI Medical Case Management Co-Morbidity be reduced by \$3,650.

Made by: L. Bank

Second: C. Harvey

Discussion:

- S. Pelham stated that the category has a vacancy that created salary savings.
- S. Pelham stated that he position would be filled in November.

Action: Passed

Opposed: 0

Abstain: 5

Motion: To recommend that the category of MAI Substance Abuse Treatment Outpatient be reduced by \$8,966.

Made by: L. Bank

Second: E. Nicholson

Discussion:

- S. Pelham stated that this category had a salary savings.

Action: Passed

Opposed: 0

Abstain: 2

Motion: To recommend that the category of MAI Oral Health be increased by \$46,442.

Made by: M. Scriber

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 1

Planning Council

Motion: To recommend that the category of MAI Outreach Services be reduced by \$8,000. Made by: L. Bank Second: C. Harvey

Discussion:
 • S. Pelham stated that this category had a salary savings.

Action: Passed Opposed: 0 Abstain: 6

Motion: To recommend that the category of MAI Medical Transportation be increased by \$10,000. Made by: L. Bank Second: C. Harvey

Discussion:
 • S. Pelham stated that requests were made to address the needs of 55 additional clients.

Action: Passed Opposed: 0 Abstain: 5

Motion: To close reprogramming. Made by: C. Harvey Second: C. Foxx

Action: Passed Opposed: 0 Abstain: 0

Motion: To extend the meeting by 20 minutes. Made by: C. Smith Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 0

Nominating Committee:

- The committee met on November 1, 2016.
- The committee reviewed the minutes of the September meeting.
- The committee reviewed the existing vacancies on the planning council and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee also reviewed two screened applicants.
- The committee removed an applicant from the pool list. The applicant had been on the pool list for two years and the committee had been unable to contact the applicant despite various attempts.

Motion: To recommend the following applicant to the mayor's office for appointment to the planning council: V.M. Millhouse Made by: S. Spriggs Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 0

Motion: To recommend the following applicant to the mayor's office for appointment to the planning council: D. Lohan Made by: S. Spriggs Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 1

Motion: To recommend that five planning council members receive a two-month warning letter based on attendance. Made by: S. Spriggs Second: C. Harvey

Action: Passed Opposed: 0 Abstain: 0

Comprehensive Planning Committee:

- Council members were asked to review the comprehensive planning committee updates on their own.

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse presented the support office report.
- J. Stenhouse stated that the support office has facilitated committee meetings and held weekly meetings with planning council leadership over the past month.
- J. Stenhouse stated that the support office assisted the standards of care workgroup with their first meeting.
- J. Stenhouse stated that the workgroup discussed the standards of care timeline, ground rules, and the proposed workplan. The next meeting will be held on November 30th from 2:00 p.m. to 4:00 p.m. at BCHD.
- J. Stenhouse thanked planning council leadership for their hard work and service during the year.
- J. Stenhouse stated that the support office enjoyed working with leadership and will continue to work diligently with new leadership.
- J. Stenhouse stated that the support office is collecting nominations for the Heroes Among Us Award - people in the planning community who have gone above and beyond the call of duty.
- J. Stenhouse asked the council to contact her to place nominations.

New Business

Planning Council

- A. Onyeabo stated that elections were to be held and asked those nominated for leadership positions to make a short speech.
- A. Onyeabo read J. Keruly’s speech on her behalf.
- A. Onyeabo stated that J. Keruly had been involved with the planning council since 1994 and had been working in HIV since 1987. J. Keruly is an executive member of the Ryan White Coalition and has background as a Ryan White Director. She would be a spokesperson in the EMA and would be honored to serve as leadership on the council again. She has also served as the vice-chair of the planning council in the past.
- C. Smith stated that he is currently the vice chair and is a founding member of the planning council, Project LEAP, and the PLWH/A committee. He is a PLWH/A and serves as a member on multiple HIV boards. He feels that PLWH/A voices are very important as the country prepares for a shift in political interests.
- D. Brewer stated that it has been an honor serving and that everyone in the room has had an impact in the community. She is committed to making sure everyone’s voice is heard. She is committed to collaborating with multiple partners to make sure the job of this council is carried out. She has high expectations of the council and is committed to make sure that everyone is involved.
- A. Onyeabo stated that she and S. Pelham would tally the votes.
- The positions were filled as follows:
 - Planning Council Chair: Dale Brewer
 - Planning Council Vice Chair: Carlton Smith
 - Nominating Committee Chair: Shawnte’ Spriggs
 - Nominating Committee Members: Markton Cole, Jerry Fleming, Carlisle Harvey, Gail Jones-Child, and Brande Ward.

Motion: To adjourn the meeting	Made by: P. Chaulk	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:52 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	

