

MINUTES: PLANNING COUNCIL

October 20th, 2020 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202



Facilitator (Chair)	J. Keruly/M. Cole	PCSO Lead	Vanessa Graves
Time started:	5:36 p.m.	Quorum:	There was quorum at the start of the meeting
Members present:	Jeanne Keruly, Markton Cole, Sara Zisow-McClean, Fernando Mena-Carrasco, Sean Thames, Dennis Rivera, Vanessa Lathan, Dr. Victoria Cargill, Christopher Stuckey, Akil Patterson		
Members absent:	Pamela Kurowski, , Monique Thomas, Reginald Douglass, Carlisle Harvey, Sr., Carlton Gross, Shalyta Campbell, Kemahn Jones, Shalyta Campbell, Wendy Merrick, Charles Culver, Sr., Peter De'Martino, Shakima Richardson, Judtih Shaw, Kimberly Whitaker		
Visitors:	Kyle King Reynold, Evelyn Nicholson, Michael Snowden, Carlton Smith, Jocelyn Stenhouse, Dale Brewer, Cassandra Stewart, Ken O'Bryant, Adam Huebner		
Ryan White Part A:	Sonney Pelham, Lauren Wagner, Alberta Ferrari, Michelle Muhammad, Ricky Moyd, Jr.		
Handouts:	Agenda, Part A & B reports, September Meeting Minutes		

AGENDA

1: Welcome

Presenter: J. Keruly/M.Cole

J. Keruly

- Welcomed all to the meeting.
- Reminded all that the meeting was being recorded.
- A moment of silence was observed.

2: Approval of Meeting Minutes

Presenter: Committee

Motion:	Who made the motion? Second?	Motion passed?
Motion to accept the September 2020 meeting minutes.	M.Cole/C. Stuckey	Passed

Motion:	Who made the motion? Second?	Motion passed?
	Opposed	Abstain 1

3: Chair Report

Presenter: Jeanne Keruly

Jeanne Keruly

- Submitted a chair report.
- Asked all to take some time to read this.
- Stated she went over the things she felt under a very challenging time the things that people were able to achieve as well as some of our challenges.
- She apologized to the group for last months meeting.
- She again appealed to the committee members all that were eligible to consider submitting their names for leadership positions as she feels this will enhance the PC process greatly.

4: Ryan White Part A

Presenter: Dr. Victoria Cargill

Dr. Victoria Cargill

- We successfully met our October 7th, deadline for the application.
- Thanked all on the Part A team and those members of the council who helped with this.
- This appears to be the last year for annual competition. HRSA had a webinar today to discuss multi year changes.
- The application that is submitted for 2021 is a critical one. We really need to do our best on this because this will set the funding targets for the next three (3) fiscal years.

CQM

- The team has been working with BCHD Prevention to look at operational changes for their linkage and outreach and testing since COVID has really halted their activities.

CAREWARE

- Has a new version that will allow us to put some additional features as well as graphs that will help us identify trends.

Additional Items to be aware of include:

- We have received a confirmation that our carryover has been approved.
- We have an EHE program that we are funded for and so far we have been tasked with presenting this both at the national RW meeting and then again at the National Conference on AIDS.
- We have also been asked by Boston Massachusetts and the University of Pa CFAR if we could present the model and include our community health worker because they will be including community health workers in their work of HIV.

5: Ryan White Part B

Presenter: V. Lathan

Vanessa Lathan

- The Maryland Department of Health continues to telework.
- The state will be closed next month on the following dates;
 - 11/3, 11/11/, 11/26 & 11/27.
- We are continuing to create and plan for innovative ways to give funding out to our vulnerable populations.
 - We are doing various procurement processes right now.
 - We are working to make sure those living with HIV are having their needs met in a COVID environment.
- We are currently coming up with strategies for communities/client engagement. We wanted to hear from the community whether HIV positive or negative a status neutral approach on the services they are receiving from an HIV prevention and care standpoint.
- Asked that all save the date for December 3rd for the HIV Planning groups virtual meeting.
- NASTAD updates are also in the report.

6: Committee Reports

Presenter: Committee's

Fiscal

- We are in receipt of a letter from the Recipient's office explaining their processes regarding fiscal reporting.
- Information will be presented to the fiscal committee.
- The fiscal committee will present to Executive and PC for consideration.

Action Items

Motion:	Who made the motion? Second?	Motion passed?
Motion to reduce medical case management by \$61,001	M. Cole/S. Zisow-McClean	Passed
	Opposed	Abstain 4

- Request is due to salary savings due to vacancies.

Motion:	Who made the motion? Second?	Motion passed?
Motion to reduce Health Insurance co payments by \$1,660.	M. Cole/V. Lathan	Passed
	Opposed 1	Abstain 2

- Request is being made due to expenditures related to this are directly related to COVID.
- Tele medicine model prohibits charges of facility fees creating additional savings.

Motion:	Who made the motion? Second?	Motion passed?
Motion to reduce medical nutritional therapy by \$28,562	J. Keruly/ C. Stuckey	Passed
	Opposed	Abstain 2

- For two months staff salaries were covered by payroll protection act creating savings.
- COVID has also affected expenditures on the budget line items such as travel to clients.

Motion:	Who made the motion? Second?	Motion passed?
Motion to reduce Non Medical Case Management by \$6,620	S. Zisow-McClean/C. Stuckey	Passed
	Opposed	Abstain 1

- Reduction is due to vacancies with expected hire dates for October.

Motion:	Who made the motion? Second?	Motion passed?
Motion to reduce medical transportation by \$75,707	/M.Cole	Passed
	Opposed 1	Abstain 3

- Covid 19 has affected activity in this service category.
- The Recipient will continue to monitor for additional reduction at 7th month reprogramming.
- COVID affected the amount of client activity. With telehealth there was less transportation and therefore less usage than what was anticipated.
- This impacts tokens, bus passes, taxi rides.

Motion:	Who made the motion? Second?	Motion passed?
Motion to increase oral health services by \$28k	J. Keruly/C. Stuckey	Passed
	Opposed	Abstain 1

- The category anticipates fully expending.
- The dentist vacancy will be filled by October 12th, 2020 working one and one half to two days weekly.
- Additional funding can increase this to 3-4 days per week.

Motion:	Who made the motion? Second?	Motion passed?
Motion to increase housing services by \$ 90k	J. Keruly /S. Zisow-McClean	Passed
	Opposed	Abstain

- Current increase will address wait list and meet current need.
- Will provide approximately 2,813 additional bed nights.
- COVID 19 needs includes PPE equipment, cleaning services, touchless door knobs, switches and faucets, hygiene supplies, mattress, linens, blankets and bed replacements, cleaning and replacing storage bins.

Sonney Pelham

- The explanation was for \$151,344 but the fiscal committee put \$90k in the category and that was for true housing and it did not include the PPE and the other items that would have brought it up to \$151k

- This was part of the discussion on the fiscal committee.
- The other \$61k has been put in a place that could be used for future reprogramming if the need arises.
- The \$90k is for true transitional housing services.

Question(s)

- Are there any clients on the wait list.
 - response was that there were 36 clients on the weight list.
- Is there any reason why they are on the weight list?
 - There was an update and this was down to 7.
 - A lot of this is being addressed but they still need additional funds.

Motion:	Who made the motion? Second?	Motion passed?
Motion to increase EFA services by \$ 53,850	S. Zisow-McClean /M. Cole	Passed
	Opposed	Abstain 4

- Additional funds can accommodate an influx of request due to the lifting of a moratorium against evictions and gas/electric cut off as well as an expansion of program youth 13-24 who are experiencing financial hardships.
- This is mostly rental and utility assistance.

Questions

- What are the parameters that they are able to track this.
 - Each program has a policy and procedure wrapped around this.
 - They also have a sign off.
 - This is also verified on site visits.
 - There is also documentation of the housing/rental shortage which has to be on official letter head from the agency/landlord.
 - This category also ranks number one with retention and care.

Motion:	Who made the motion? Second?	Motion passed?
Motion to increase food bank home delivered meals services by \$ 1,700	J.Keruly/A. Patterson	Passed
	Opposed	Abstain 1

- Vacancies will be addressed in the upcoming month.

- The additional \$1700 will address a COVID project to enable all referral forms for service to be developed as interactive online forms.
- The funds will be used to create online application capacity so that people refer.
- An issue that has come up has been that people aren't in their offices.
- This would allow for the functionality to accept referrals when someone doesn't have a fax machine.

Motion:	Who made the motion? Second?	Motion passed?
Motion to decrease MAI Medical Case Management services by \$ 4,821	M.Cole/S. Zisow-McClean	Passed
	Opposed	Abstain 2

- COVID has impacted benefit rates creating salary savings.

Motion:	Who made the motion? Second?	Motion passed?
Motion to increase Outreach services by \$ 4,821	S. Zisow-McClean/M. Cole	Passed
	Opposed	Abstain 2

- Vacancies have created salary savings.
- Positions to be filled by October.
- There is an outreach program that is separate from the prison related program.
 - They want to use the funds to identify and re-engage clients who have not attended medical appointments or have had a viral load test within the last 10 months.
 - A portion of this was covered within the service category but there was an additional request of \$12,348 of which \$4,821 can be addressed right now.

Question

- We are approving a pilot program for an organization but we are not sure what it is?
- Has a detailed plan been submitted that would include what the outcomes and expectations are for this program?
 - We will receive further details if they received the award.
 - This agency will be doing outreach for the prison program.

- They do not have a Part A program.
- They have other clients within their overall program that are not prison related that they would like to address because they are seeing that this is becoming an issue.
- They have clients that are not in that prison program that are falling out of care and they want to be able to take care of this to get them back.
- Can we have received additional information about the program at the next meeting?
 - Yes, we will have discussions with them to obtain this information.

7: Community Break Out Activity

Presenter: All

- The committee had a break out activity that was scheduled.
- There are several facilitators for each group
- COCC committee hosted this activity to do its high, medium and low activity.
- Last year we did a prioritization exercise where we broke into small groups and discussed a sub set of categories.
- The COCC wanted to make sure they had the opportunity to do this again and to obtain feedback from the PC and from interested community members.
- Each group will discuss approximately 7-8 categories.
- This is not a ranking exercise, this is to get a sense of how people feel about the high medium and low prioritization and to look at the categories that the PC may see has high importance to us.
- It is also important to keep in mind that when we are prioritizing things when we say something is low priority that we are talking about things from a funding aspect.
- We are not trying to say that any of these categories are actually low priority but rather we are looking at the other ways that they are being funded.
- Once completed we will come back together as a large group with some announcements.

8: New Business**Presenter:** Committee

- Reminder for all to submit nominations for elections of PC Chair, Vice Chair, Nominating Chair and members.
- The CPC committee would like to discuss the dashboard in the November PC meeting.
- They would like to get insight from the community on what kinds of data would be useful and if this would be useful.
- We will have a similar conversation on how we can collaborate with our partners to make this more user friendly.
 - How you want this presented. How you find this information useful etc.

Adam Huebner

- They are currently working on the EHE plan.
- We have to turn in a version to the CDC by the end of the year.
- We are collecting feedback. They will put all this together and will send out a draft in mid-November.
- They will hold a webinar to see if they can get kind of a vote on this before it gets turned into CDC.

Jeanne Keruly

- Nominating committee is going to be our highest priority.

Fernando Mena-Carrasco

- Before the pandemic we had several people lined up.
 - We have this information and it can be included in the information that Jeanne mentioned we will begin working on.

9: Adjournment**Presenter:** Committee's

Meeting Adjourned at 7:31 p.m.