

Planning Council

Date of meeting: October 17, 2017

Time started: 5:50 p.m.

BCHD Staff: S. Effinger
A. Ferrari
S. Pelham
L. Wagner

PCSO Staff: C. Lacanienta
V. Graves
J. Stenhouse

Present: K. Arbaugh D. Lohan
L. Bank T. Luft
D. Brewer W. Merrick
P. Chaulk* F. Mena-Carrasco
M. Cole E. Nicholson
P. DeMartino O. Njuhigu
J. Fleming A. Patterson
C. Foxx M. Poku
J. Furtado C. Smith
J.P. Gomez M. Thomas
G. Jones-Childs B. Ward*
J. Keruly J. Wright-Kimble

** Participated via teleconference*

Absent: R. Buchanan-Gunthrop J. Loken
C. Harvey V. Millhouse
D. Kelly M. Scriber
H. Lambert

Visitors: M. Berg E. Holmes
S. Campbell G. Owens
P. Dale K. Reynolds
P. Gouldmann S. Thames
A. Woyah

Handouts:

- Planning Council Packet (OPCE, October 2017).
- FY17 July YTD Expenditure Summary (BCHD, 2017)

Introductions

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- The meeting convened with quorum at 5:50 p.m. and introductions were made.
- D. Brewer asked for a moment of reflection.

Approval of Minutes

Committee

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

Motion: To accept the September meeting minutes as written. Made by: M. Cole Second: J. Furtado

Action: Passed Opposed: 0 Abstained: 0

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer welcomed everyone to the October planning council meeting.
- D. Brewer thanked the council for their hard work during this busy time of the year.

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- D. Brewer stated that PC leadership and the grantee's office joined the monthly monitoring call with HRSA project officer, Lt. Commander Worrell on Thursday, October 5th.
- D. Brewer stated that Lt. Commander Worrell discussed the question and answer document provided as a follow up to the HRSA webinar.
- Lt. Commander Worrell also discussed planning for the HRSA Conference to be incorporated into next year's budget.
- D. Brewer stated that at last month's council meeting, the council addressed the 5 month reprogramming report.
- D. Brewer encouraged all those interested in reprogramming to attend the November Fiscal Committee meeting.
- D. Brewer stated that the Nominating Committee is continuing to work to fill vacancies.
- D. Brewer asked that the council refer good candidates for the planning council to the Nominating Committee.
- D. Brewer stated that the planning council elects new leadership every year in November.
- D. Brewer stated that at tonight's meeting, the council would open nominations for planning council chair, vice-chair, nominating chair, and nominating members.

Special Report

M. Bahr, Chair

- M. Bahr thanked the council for inviting her.
- M. Bahr stated that MADAP is in the process of streamlining their process.
- M. Bahr stated that there is data sharing through surveillance and that the form that MADAP recipients and their provider is no longer needed.
- C. Smith asked if the form would be removed.
- M. Bahr stated that it is still a requirement.
- M. Bahr stated that on October 17th, MADAP had 5,700 clients enrolled across the state.
- M. Bahr stated that 50% of the individuals were from the Baltimore metropolitan area.
- M. Bahr stated that MADAP clients are 90% insured.
- M. Bahr stated that MADAP now has a community outreach that is starting to see an incline in requests.
- M. Bahr stated that with open enrollment, it is the time of the year to make changes to health coverage.
- M. Bahr stated that the shorter enrollment time is in line with the original plan.
- M. Bahr stated that the open enrollment for Medicare is around the same time as Medicare.
- M. Bahr stated that 33% of the clients have Medicare.
- M. Bahr stated that they are building the capacity within the staff to provide greater assistance for clients.
- M. Bahr stated that more clients applied on and off exchange for coverage in the last year.
- M. Bahr stated that MADAP is working closely with the case management network to find clients who they have not received invoices for their services.
- D. Brewer asked if M. Bahr brought the color-coded letters that MADAP sends to consumers.
- M. Bahr stated that she had.
- D. Brewer stated that at the Executive committee meetings, P. DeMartino discussed the letters and the committee was interested in hearing more about them.
- D. Brewer stated that MADAP is no longer doing recertification due to have clients information stored already.
- M. Bahr stated that there are 250-300 case managers focused on Ryan White services that can provide assistance to clients.

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- M. Bahr stated that only around 17% of MADAP clients do not have case managers.
- M. Poku asked for the typical turnover on a year-to-year basis for clients served.
- M. Bahr stated that she was unsure.
- J. Fleming stated that he would be checking in with his case manager to make sure that he has all of his required activities completed.

Ryan White Part A Update

A. Ferrari / Lauren Wagner, BCHD

- S. Pelham presented the Part A report.

HRSA Updates:

- S. Pelham stated that the monthly HRSA call was conducted on Thursday, October 5th. BCHD staff, the planning council support office, Associated Black Charities, and Planning Council Leadership all attended the call.
- S. Pelham stated that Lt. Commander Worrell discussed the following:
 - The September 15th HRSA webinar for the notice of funding opportunity for FY18 and the available documents on the TARGET Center website.
 - The application budget for FY18 should include funding for 8 persons from the EMA to attend next year's Ryan White Conference.
 - Suggestion to reach out to other EMA's for best practices on conducting yearly site visits for all providers. The site visits are a burden on the grantee, fiscal agent, and providers.
 - Requested a conference call that was held on Tuesday, October 10th between the grantee and HRSA to discuss the FY17 budget.
- S. Pelham stated that the next HRSA monthly call is scheduled for Thursday, November 2nd.

Program Updates:

- S. Pelham stated that \$83,693 of FY16 Carryover had been approved by HRSA.
- S. Pelham stated that for Part A \$10,950 went to EFA.
- S. Pelham stated that \$52,743 was distributed to MAI Outreach and \$20,000 to MAI Medical Transportation.
- S. Pelham stated that the 5-month reprogramming exercise was completed with all providers being notified of adjustments in FY17 awards.
- S. Pelham stated that the notifications for 7 month reprogramming requests have gone out to providers.
- S. Pelham stated that providers have until October 27th to let the grantee know if they need more or less funds.
- S. Pelham stated that additional funding may be transferred from CQM to direct services.
- S. Pelham stated that 35% of site visits had been completed year to date.
- S. Pelham stated that four site visits were scheduled for October.
- S. Pelham stated that 13 site visits had been completed in FY17.
- S. Pelham stated that the roundtable for housing providers had been rescheduled for October 23rd.
- S. Pelham stated that Baltimore MTA rebranded the transit system in June with the Baltimore Link system.
- S. Pelham stated that as a result of the changes to the transit system, Ryan White sub-recipients had reported that more clients need additional transfers to get to their destinations because of the changes in bus routes.
- S. Pelham stated that clients have to use different bus stop locations due to the changes.
- D. Brewer asked if the budget document she had signed was the \$83,000 documented in S. Pelham's report.
- S. Pelham stated that he did not know what the final amount would be yet.

CQM Updates:

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- L. Wagner stated that the universal standards work group had begun drafting the standards.
- L. Wagner stated that the workgroup is composed of planning council staff, planning council members, CQM staff and RW Parts A and B administrative staff.
- L. Wagner stated that this fiscal year, sub-recipients are submitting quality management plans to the Ryan White program.
- L. Wagner stated that QM plans outline the strategic direction of a provider's quality program and provides a blueprint for upcoming improvement activities by sub-recipient.
- L. Wagner stated that staff would begin data quality roundtables in November 2017.
- L. Wagner stated that the purpose of the roundtable is to identify gaps in data and gaps in quality of care.
- L. Wagner stated that the focus will be on:
 - Missing/unknown demographics/eligibility data.
 - Services rendered.
 - Clients who fail to meet clinical performance measures as they relate to the continuum of care.

CAREWare Database Updates:

- S. Effinger stated that CAREWare training was held on September 9th for sub-recipients.
- S. Effinger stated that the primary focus was documenting required fields in CW such as demographics, eligibility, and direct services provided and clinical data.
- S. Effinger stated that the next training is scheduled for November 2nd.
- S. Effinger stated that the training would focus on sub-recipient reports, performance reports, and advances reports for analysts.
- S. Effinger stated that BCHD continues to work with larger institutions to install MD CAREWare; they are verifying the stages of development.
- S. Effinger stated that some programs within the institution are submitting data from their old CAREWare system to MD CAREWare; others are entering the data.
- S. Effinger stated that one program within the institutions is experiencing delayed implementation stemming from 1) pending approval to release names based on client level data, and 2) pending resources to complete data coding.
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Part B Update

P. DeMartino, MDH

- P. DeMartino stated that the CDC released its STI prevention this year.
- P. DeMartino stated that Maryland does not have the same difficulties with syphilis as other states are having.
- P. DeMartino stated that the state recently received money from the CDC to do some work with congenital syphilis.
- P. DeMartino stated that there had been a major rise in Gonorrhea and Chlamydia.
- P. DeMartino stated that they are hoping to get more dollars out in the community to do more prevention for those two.
- P. DeMartino stated that the state submitted their Part B budget.
- P. DeMartino stated that Part B also receives partial awards.
- P. DeMartino stated that Part B will have more positions open.
- P. DeMartino the state is getting to the point that care is prevention and prevention is care.
- P. DeMartino emphasized that PrEP is for women as well as men.

Planning Council Updates

Comprehensive Planning Committee:

- J. P. Gomez presented the comprehensive planning committee report.

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- The committee met on October 5th, 2017.
- The committee reviewed and approved the minutes of the September meeting.
- The committee had a presentation from C. Flynn and M. Gribbin on state data to inform the development of the evaluation tool for the integrated plan.
- The committee identified Ryan White service categories and activities helping the EMA meet the NHAS 2020 goals.
- The committee discussed guests they would like to invite to their next meeting.

Nominating Committee:

- C. Smith presented the Nominating Committee report.
- The committee met on October 3, 2017.
- 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 one (1) screened applicants and distributed two (2) applications for screening.
- The committee discussed skills building opportunities for planning council members.

Motion: To recommend that A. Brown be moved to the mayor's office for appointment.

Made by: C. Smith Second: A. Patterson

Action: Passed

Opposed: 0 Abstain: 0

Motion: To recommend that one comprehensive planning committee member receive a two-month warning letter based on attendance.

Made by: C. Smith Second: C. Foxx

Action: Passed

Opposed: 0 Abstain: 1

Motion: To recommend that one fiscal member receive a two-month warning letter based on attendance.

Made by: C. Smith Second: C. Foxx

Action: Passed

Opposed: 0 Abstain: 0

Motion: To recommend that one PLWHA member receive a two-month warning letter based on attendance.

Made by: C. Smith Second: G. Jones-Child

Action: Passed

Opposed: 0 Abstain: 0

Motion: To open nominations for the positions of planning council chair, vice chair, nominating chair, and nominating committee members.

Made by: C. Smith Second: G. Jones-Child

Action: Passed

Opposed: 0 Abstain: 0

PLWH/A Committee:

- J. Fleming presented the PLWH/A Committee report.
- The committee met on September 26, 2017.
- The committee reviewed the minutes of the August 22, 2017 meeting.
- The committee reviewed PCSO processes.
- The committee discussed emergent needs of the community.

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse presented the support office report.

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- J. Stenhouse stated that the support office facilitated five committee meetings over the past month.
- J. Stenhouse stated that the support office sent out a survey to planning council members to update their contact information and to identify their preferred method of communication
- J. Stenhouse asked that council members complete the survey by 5:00pm the next day.
- J. Stenhouse stated that the nominating committee is working diligently to fill vacancies on the council.
- J. Stenhouse asked that any potential applicants be directed to a nominating committee member.
- J. Stenhouse stated that there was a standards of care workgroup meeting on Monday, October 16th.
- J. Stenhouse stated that the support office is working carefully with BCHD, HIV/STD department and the mayor's office to coordinate the World AIDS Day city-wide event.
- J. Stenhouse asked that any organizations interested in participating are encouraged to contact Cyd.
- J. Stenhouse asked that those receiving transportation provide the support office with ample notice to coordinate their ride.
- C. Lacanienta stated that leadership had supported the movement of the annual meeting from the third Tuesday of September to World AIDS Day.
- C. Lacanienta stated that for World AIDS day the intervention and good things in the community will be amplified.
- C. Lacanienta stated that planners tend to think of the challenges and this is to celebrate to successes,
- C. Lacanienta stated that the theme is Hope and Solutions now.
- C. Lacanienta stated that the event would kick off at Union Memorial.
- C. Lacanienta stated that facebook live would be used to document the various activities.
- C. Lacanienta stated that the closing ceremony would be from 6:00 pm to 8:00 pm
- C. Lacanienta stated that at the closing ceremony Heroes Among us and longtime survivors would be honored.

New Business

Planning Council

- C. Lacanienta stated that the council is tasked with the duty to assess the administrative mechanism and the rapid movement of federal money.
- The council reviewed the administrative mechanism.
- C. Lacanienta stated that this is the first time the council has done a purely objective assessment of performance of the assessment.
- C. Lacanienta stated that of the program area, out of 52 points, the administrative team earned 49 out of 53.
- C. Lacanienta stated that in the fiscal scoring tool, there had not been a lost point as of yet.
- C. Lacanienta stated that the executive committee would give instructions to score fairly.
- C. Smith was nominated as planning council chair, Jeanne Keruly as Vice Chair, and Markton Cole as Nominating Chair.
- J. Stenhouse asked the council to send nominations via email.

Motion: To approve the assessment of the administrative mechanism.	Made by: C. Smith	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0
Motion: To approve the leadership moving forward with including the findings of the	Made by: C. Smith	Second: J. Furtado

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administrative mechanism and the letter of assurance.		
Action: Passed	Opposed: 0	Abstained: 0
Motion: To adjourn the meeting	Made by: P. Chaulk	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:10 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	