

Planning Council

Date of meeting: January 19, 2016
Time started: 6:30 p.m.
BCHD Staff: A. Ferrari
 S. Pelham
IGS Staff: A. Onyeabo
 J. Stenhouse
 C. Sutherland
 C. White

Present:	K. Arbaugh L. Bank D. Brewer A. Brown *P. Chaulk J. Fleming J. Gomez K. Gray G. Jones-Childs H. Lambert	V. Lathan T. Luft E. Nicholson D. Rivera K. Rogers M. Scriber J. Simmons C. Smith S. Spriggs B. Ward
Absent:	L. Abrams J. Bagley R. Buchanan-Gunthrop A. Fowlkes	D. Kelly, Jr. J. Keruly J. Singletary E. Watson, Jr.
Visitors:	D. Akbar S. Bosley M. Cole J. Furtado	C. Harvey D. Kelson D. Valentine

*Participated via teleconference

Handouts:

- Planning Council Packet (IGS & PC, January 2016).
- Ryan White Part A/MAI FY15 October Expenditure Summary (BCHD, 2016)

Introductions

Planning Council

- The meeting convened with quorum at 6:30 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Review of Minutes

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- D. Brewer asked the Planning Council to review the minutes of the November meeting.

Motion: To accept the November meeting minutes as written.	Made by: K. Gray	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0

Chair Report

D. Brewer, Chair

- D. Brewer presented the chair report to the council.
- D. Brewer welcomed members and guests to the first planning council meeting of 2016.
- D. Brewer stated that this past month the Comprehensive Planning and the Continuum of Care Committees

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hosted a community discussion with HIV providers in the EMA.

- D. Brewer stated that the planning council reprogrammed funds at the January meeting in order to spend down before the end of FY2015 and asked council members to pay close attention to the figures.
- D. Brewer stated that BCHD and the planning council support office are working to complete the 75-25 waiver application for submission. A meeting was scheduled for the following day to discuss the application documentation.
- D. Brewer reminded all council members that per planning council bylaws members are required to declare a primary committee.
- D. Brewer asked that planning council members without a primary committee contact the support office to select a primary committee.
- D. Brewer also stated that council members may select any secondary committee they would like.
- D. Brewer stated all committees would be hosting co-chair elections during the months of January and February, and to contact the support office with any nominations.
- D. Brewer wished all council members and guests a happy and prosperous new year on behalf of planning council leadership.

Ryan White Part B Update

R. Buchanan-Gunthrop, DHMH

- R. Buchanan-Gunthrop presented the Part B report to the Planning Council.
- R. Buchanan-Gunthrop stated that the Statewide Coordinated Statement of Need (SCSN) is a HRSA requirement for all grantees, which in the past has been completed every three years.

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administrative, or fiscal staff who are new to the Ryan White HIV/AIDS Program.

- R. Buchanan-Gunthrop stated the next WICY meeting was scheduled for Friday, March 4, 2016.
- R. Buchanan-Gunthrop stated that the next MAI Roundtable meeting was scheduled for Friday, April 15, 2016.

Planning Council Updates

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Comprehensive Planning Committee

- C. Smith presented the Comprehensive Planning Committee report.
- The committee met on January 7, 2016.
- The committee reviewed the minutes of the November Meeting.
- The committee closed nominations for co-chair positions.
- The committee elected V. Lathan and D. Kelly as committee co-chairs.
- The committee held a joint meeting with the Continuum of Care Committee and hosted a community discussion with health care providers in the HIV field to provide insight to retention in HIV medical care.
- D. Rivera presented client level data from three clinics in the EMA that have the highest number of Ryan White clients during the community discussion.

Summary

- The committee’s discussion was based on three indicators of the National HIV/AIDS Strategy. These indicators are:
 1. Increase the percentage of newly diagnosed persons linked to HIV medical care within one month of their diagnosis to at least 80 percent.
 2. Increase the percentage of persons with diagnosed HIV infection that are in care to at least 90 percent.
 3. Reduce the disparities in the rate of new diagnoses by at least 15 percent particularly among vulnerable communities.
- The committee addressed obstacles to linkage and retention such as being aware that HIV is not necessarily a PLWH/A’s first priority, as there are often other ongoing issues in the lives of PLWH/As, redefining what it means to be out of care, medical systems being aware of their patient’s treatment at other medical systems and collaborating between systems, patients being complacent in their treatment, lack of housing availability, lack of patient self-sufficiency, and patients falling out of care.

Nominating Committee

- J. Simmons presented the Nominating Committee report.
- The committee met on January 5, 2016.
- The committee received training on the roles and responsibilities, processes and procedures of the Nominating Committee.
- The committee reviewed the minutes of the October 5, 2015 meeting.
- The committee reviewed the existing vacancies on the council, and reviewed the membership tables.
- The committee reviewed the pool list and updated the buddy system.
- The committee distributed seven (7) applications for screening.
- The committee reviewed the Nominating Committee work plan for 2016.

Motion: To approve the 2016 Nominating Committee work plan.	Made by: J. Simmons	Second: D. Rivera
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one (1) committee member receive a two month warning letter from the Comprehensive Planning Committee based on	Made by: J. Simmons	Second: K. Arbaugh

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attendance.		
Action: Passed	Opposed: 0	Abstained: 0

PCSO Report

- A. Onyeabo presented the Planning Council Support Office Report.
- A. Onyeabo stated that over the past month, the support office has facilitated two meetings and the annual meeting in December.
- A. Onyeabo stated that the support office has also held weekly calls with planning council leadership.
- A. Onyeabo stated that the support office has been busy with preparations for the series of community discussions to inform the state integrated plan. On January 13, 2016, the support office submitted the 75-25 waiver documents requested by the grantee.
- A. Onyeabo stated the annual meeting was held in December, and thanked all those who helped make it a special evening for the planning council. It was a wonderful way to reflect on the accomplishments and challenges of the last year while preparing for the next year of planning.
- A. Onyeabo thanked Chase Brexton for hosting the event, mayoral candidates Sheila Dixon, Connor Meek, Nick Mosby, Catherine Pugh and Dr. Leana Wen, the Baltimore Health Commissioner, and Jeffrey Hitt, Director of the Infectious Disease Prevention and Health Services Bureau at DHMH for sharing their passion for the future of Baltimore.
- A. Onyeabo stated that each year, the support office provides individual trainings to each of the council's committees regarding roles and responsibilities and deliverables pertinent to that committee, with additional time spent on the code of conduct and HRSA legislation important to that committee's activities.
- A. Onyeabo stated that training has already been completed for the Nominating committee and the remaining committees will receive their training during the first committee meeting of 2016.
- A. Onyeabo stated that the support office assisted the Comprehensive Planning Committee and Continuum of Care Committee in executing the third community discussion on Thursday, January 7, 2016. The support office would like to thank Jordan White and the Johns Hopkins Bloomberg School of Public Health for hosting this event.
- A. Onyeabo stated that the support office has been working with the PLWH/A committee to plan the next community discussion. The fourth discussion in the series entitled Meeting the Needs of People with HIV was scheduled for January 26, 2016 from 4:30 p.m. to 8:30 p.m. at the University of Maryland, Institute of Human Virology (IHV). All consumers of HIV services are invited to participate.

Part A Report

A. Ferrari, BCHD

- A. Ferrari presented the Part A report to the council.
- A. Ferrari stated that Parts A and B are awaiting technical assistance from HRSA regarding implementation of CAREWare.
- A. Ferrari stated that the monthly HRSA conference call was held on January 7, 2016.
- A. Ferrari stated that BCHD has not received any information on the FY16 Part A MAI award, but it is expected to be a partial award.
- A. Ferrari stated that CQM has completed desk audits for all programs scheduled for desk audits in FY15.
- A. Ferrari stated that the next meeting of the MD Regional Group is Friday, February 5.
- A. Ferrari stated that the next meeting of the QM Committee fell on a holiday and a new date is being rescheduled.
- A. Ferrari stated that BCHD has been notified of Part A funding that a program experienced difficulty fully expending; the Fiscal Committee met with the Executive Committee to appropriately reallocate funding.
- A. Ferrari stated that the FY14 Carryover request has been approved, with the \$74,482 awarded to FY15 MAI Oral Health services already contracted and providing services.
- A. Ferrari stated that the FY15 October YTD Expenditure and Client Summary Report was presented to the Executive Committee on Wednesday, January 13th. All providers have been contacted in an attempt to address

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all expenditure concerns before the end of the fiscal year.

- A. Ferrari stated that the December 17th provider meeting was successfully conducted at Sheppard Pratt. The next provider meeting was scheduled for March of 2016 and suggestions for informative speakers are always welcome.
- A. Ferrari stated that BCHD received one proposal in response to the Planning Council Support Office RFP. The proposal was reviewed Monday, January 11, 2016.
- A. Ferrari stated that proposals for the Fiscal Agent RFP are due on January 21, 2016.
- A. Ferrari stated that FY16 continuation applications are due in to the Baltimore City Health Department by January 29, 2016.
- A. Ferrari stated that the grantee is working to finalize the core medical services waiver application for FY16.
- J. Simmons asked how long it would take to go through procurement.
- A. Ferrari stated that hopefully procurement would take less than six weeks.
- J. Simmons asked if there would be a notification to the Planning Council if the deadline was not met.
- A. Ferrari replied yes.
- M. Scriber asked what the RFP that was reviewed was for.
- A. Ferrari replied that the RFP was for the Planning Council Support Office.
- S. Pelham explained to the planning council how to read the YTD Expenditure Summary.
- S. Pelham explained that in each category, the grantee may reprogram funds without the approval of the planning council if the funds are less than five percent of the funding in that category.
- S. Pelham stated that the funding that the grantee attempted to reallocate shortly before the January Executive Committee meeting was unsuccessful because the provider was not able to absorb the funding.
- S. Pelham stated that of the approximate \$130,000 in funding needing to be reallocated, \$86,227 could be formula dollars.
- C. Smith asked if the grantee would be able to reallocate the funds before the last Friday in January.
- S. Pelham stated that he believed that would be possible.
- D. Brewer asked if there were a chance the Planning Council would lose the funding.
- S. Pelham stated that every effort is being made to avoid that.
- A. Ferrari stated that only formula dollars can be carried over.

Motion: To decrease the category of OAHS- PMC Co Morbidity by \$75,527.	Made by: M. Scriber	Second: J. Simmons
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Action: Passed	Opposed: 0	Abstained: 5
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Motion: To decrease the category of Non-Medical Case Management by \$25,224.	Made by: M. Scriber	Second: C. Smith
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Action: Passed	Opposed: 0	Abstained: 3
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Motion: To decrease the category of MAI OAHS Primary Care Co-morbidity by \$40,824.	Made by: J. Simmons	Second: H. Lambert
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Action: Passed	Opposed: 0	Abstained: 4
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Motion: To increase the category of MAI Medical Nutritional Therapy by \$8,000.	Made by: M. Scriber	Second: J. Fleming
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Action: Passed	Opposed: 0	Abstained: 0
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Motion: To increase the category of MAI Oral Health Services by \$32,824	Made by: K. Rogers	Second: C. Smith
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Action: Passed	Opposed: 0	Abstained: 1
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New Business

Planning Council

- C. Smith announced that Monday, February 29th through Tuesday, March 1st is AIDSWatch 2016 and asked interested volunteers to sign up at aidswatch.org
- C. Smith announced that the AIDS Walk and Run is on May 1, 2016 at the Maryland Zoo in Baltimore.
- J. Simmons announced that there is an HIV Smart event at Grand Central, 1001 N. Charles Street, Baltimore MD on January 24, 2016. He asked that volunteers wear blue and red to show support.

Motion: To adjourn the meeting	Made by: P. Chaulk	Second: M. Scriber
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 7:23 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	