

# Planning Council

<b>Date of meeting:</b>	June 16, 2015		<b>Present:</b>	K. Arbaugh	V. Lathan
<b>Time started:</b>	5:32 p.m.			L. Bank	T. Luft
<b>BCHD Staff:</b>	Y. Abaineh	C. Skipper		D. Brewer	M. Moiforay
	J. Covey	R. Sumpter		A. Brown	E. Nicholson
	V. Graves			J. Fleming	D. Rivera
	S. Pelham			A. Fowlkes	K. Rogers
<b>PCSO Staff:</b>	D. Gorham	D. Munro		K. Gray	M. Scriber
	B. Hamlet	A. Onyeabo		T. Hawkins	J. Singletary
	C. Lacanienta			S. Johnson	J. Simmons

- Handouts:**
- Planning Council Packet (IGS & PC, June 2015).
  - Ryan White Part A Program Services Client-Level Data Report – FY2014
  - Maryland Medicaid Program & HIV Service Delivery presentation
  - HIV in the Baltimore-Towson Metropolitan Area presentation
  - GBHHSPC DHMH HIV-related Allocations presentation
  - JHU Adult HIV/AIDS Services presentation
  - Baltimore-Towson EMA Oral Health Capacity Assessment Summary presentation
  - MD Health Connection Medicaid Renewals presentation

<b>Absent:</b>	J. Bagley	L. Sowah
	A. Bradford	E. Watson, Jr.
	S. Jackson	
<b>Visitors:</b>	S. Bosley	J. Keruly
	S. Cherry	J. McCarthy
	G. Daniels	S. Moreno
	C. Flynn	S. Robilotto
	K. Johnson	

## Introductions

Planning Council

- The meeting convened with quorum at 5:32 p.m. and introductions were made.

## Review of Minutes

Council

**Discussion:**

- The council reviewed the minutes of the May meeting.

<b>Motion:</b> To approve the May planning council minutes	<b>Made by:</b> C. Smith	<b>Second:</b> A. Fowlkes
<b>Action:</b> Passed	<b>Opposed:</b> 0	<b>Abstain:</b> 2

## Chair Report

D. Brewer, Chair

- D. Brewer presented the chair report to the council and the new members were recognized.
- The planning council leadership announced that it received the letters of appointment for the nine applicants who had previously been pending at the Mayor's office.
- Leadership thanked the Mayor's office staff and Deputy Mayor Dawn Kirstaetter for their support in moving the process along.
- Leadership and the Executive Committee had meetings with the HRSA team and consultants on June 15<sup>th</sup> and 16<sup>th</sup>, and will continue to do so through June 19<sup>th</sup>. These meetings are in regard to the council and its committees.
- The planning council will have a special election for the positions of nominating committee chair and member. On May 27<sup>th</sup>, the list of council members who are eligible to run for these positions was circulated. Nominations have been open since last month's planning council meeting and will be closed at the end of tonight's meeting. The special election will take place at the end of the meeting.
- We will be hosting extended planning council meetings to allow for data presentations for the Priority Setting and Resource Allocation Conference this month and next month.
- In order to participate in PSRA, members must: 1) attend a PSRA training or review the manual and submit the form stating that

they have completed review and 2) attend the data presentations or review the data presentations online and submit the form acknowledging review of data.

- The support office will provide information on priority setting training once the dates have been finalized.

## Data Presentations

- The following presentations were made:
  - Ryan White Part A Program Services Client-Level Data Report (Y. Abaineh, June 2015)
  - The Maryland Medicaid Program & HIV Service Delivery (A. Brown, June 2015)
  - HIV in the Baltimore-Towson Eligible Metropolitan Area (C. Flynn, June 2015)
  - DHMH HIV-related Allocations (J. Hitt, June 2015)
  - JHU Adult HIV/AIDS Services (J. Keruly, June 2015)
  - Baltimore-Towson EMA Oral Health Capacity Assessment Summary (R. Sumpter, June 2015)

## Ryan White Part A Report

**S. Pelham,**  
Baltimore City Health Department

- S. Pelham presented the Part A report to the council.
- HRSA has submitted the final FY 2015 Award.
- The HRSA Comprehensive Program Review Site Visit has commenced and will end on June 19<sup>th</sup>, 2015. The site visit team will access compliance with statutory and program requirements as well as focus on areas for clinical, financial, and administrative performance improvement.
- The monthly HRSA conference call was conducted on Thursday, June 4<sup>th</sup> at 12:30.
- HRSA has released a frequently asked question document related to Policy Clarification Notice 15 – (see attachment 1)
- The HIV/STD Services Assistant Commissioner, Dr. Patrick Chaulk, will now serve as the BCHD representative to the Planning Council.
- The final FY15 award is \$17,377,608 – see attachment 2. Part A: Formula - \$10,181,556; Supplemental: \$5,531,802; MAI: \$1,664,250
- The Baltimore EMA received a score of 97 out of 100 on the FY15 application.
- Final award notices were submitted to the administrative programs. The planning council award is attached, (see attachment 3). BCHD is finalizing the sub-grantees award.
- The final FY14 reprogramming exercise report is as follows: OAHS-PMC reduced (\$8,936); final allocation (\$4,829,177), Specialty Laboratory Services reduced (\$1,175); final allocation (\$241,098), Viral Load Testing increased (\$1,175); final allocations (\$148,205); Oral Health Care increased (\$2,195); final allocation (\$144,733), Housing-Transitional increased (\$6,741); final allocation (\$704,665).
- BCHD requested rescheduling of the June Fiscal Committee meeting to allow the fiscal agent sufficient time to receive the final FY14 invoices. The deadline for submitting final FY14 invoices to the fiscal agent was, June 10<sup>th</sup>, 2015. The Fiscal Committee meeting has been tentatively rescheduled for June 22. The final FY14 12-month Expenditure and Utilization report will be presented by BCHD at this meeting.
- 70% of contracts have been executed. BCHD has completed three comprehensive site visits to date. Four site visits are scheduled for June 2015.
- The QM committee met on May 14<sup>th</sup>. The group set ground rules and received a data presentation on fiscal year 2014 data collections. They planned data collections for fiscal year 2015. The next meeting will take place on June 24<sup>th</sup>. They also provided orientation webinar training for consultants who will assist with the CQM review. Consultants are used for oral health and primary care chart abstraction. CQM staffers have been assigned to individual programs to serve as the main point of contact. Programs will be notified of their contact person this week.
- CQM initiated quarterly narratives this year for all providers to report on how their programs are impacting the HIV Care Continuum and any success and challenges in these efforts. The first quarter narratives were due on June 10<sup>th</sup>.

### Discussion:

- D. Brewer asked that S. Pelham review report items 6 and 7.

## Part B and D Report

**T. Hawkins**

## Planning Council

- T. Hawkins presented the Part B and D report.
- All current Ryan White Part-B funded vendors will be on continuation funding for the upcoming state fiscal year which begins July 1, 2015. Please note the possibility of shifts in funding sources.
- Completed budget packages are due to BCHD by July 15, 2015.
- The Administration has requested a 6 month extension of the existing MOU with Chase Brexton and the Johns Hopkins University to continue to operate Seropositive Clinics in the Eastern and Western Regions of the State. An RFP will be issued in the next several months to identify programs to operate these mobile clinics beginning January 2016.
- The June meeting of Statewide HPG was held on Thursday, June 11, in Annapolis. The meeting was well-attended with representation from all five Regions of the State. Those in attendance offered suggestions for topics for a webinar to be scheduled during the summer. The next meeting of the Statewide HPG is scheduled for October.
- The next meeting of the Minority AIDS Initiative is scheduled for Friday, July 10, 2015 and will be held at 500 N. Calvert St. That will be the last meeting facilitated by Ms. Durkia Hudson, who will now be working for HRSA.
- Effectively July 1, 2015, DHMH will no longer be a direct grantee of HRSA Ryan White Part D funds.
- The Administration has agreed to provide a 'gap' funding to current Ryan White Part D sub-recipients to ensure continuity of care while awaiting HRSA announcement of awards for FY 2015 Ryan White Part D grantees,
- The next meeting of the WICY Network is scheduled for Friday, September 11, 2015.

**Discussion:**

- T. Hawkins introduced D. Hudson, who will be taking a position at HRSA

## Planning Council Updates

**Nominating Committee**

**J. Simmons**

- J. Simmons presented the Nominating Committee report.
- The committee met on June 1<sup>st</sup>, 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.

**Motion:** To recommend that re-appointment letters be sent to eleven (11) council members. **Made by:** J. Simmons      **Second:** M. Moiforay

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

**Motion:** To recommend the one (1) council member receive a removal letter from the Planning Council due to attendance. **Made by:** J. Simmons      **Second:** D. Rivera

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

**Motion:** To recommend that two (2) council members receive warning letters due to lack of attendance at council meetings. **Made by:** J. Simmons      **Second:** A. Fowlkes

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

**Motion:** To recommend that four (4) committee members receive a removal letters from the Continuum of Care Committee due to attendance. **Made by:** J. Simmons      **Second:** D. Rivera

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

**Motion:** To recommend that three (3) committee members receive warning letters due to lack of attendance at committee meetings. **Made by:** J. Simmons      **Second:** A. Fowlkes

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

**Motion:** To recommend that one (1) committee member receive a removal letter from the Continuum of Care Committee due to being inactive on their primary committee. **Made by:** J. Simmons      **Second:** D. Rivera

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

**Motion:** To recommend that two (2) committee members receive warning letters due to a lack of attendance at committee meetings.

**Made by:** J. Simmons

**Second:** D. Rivera

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To recommend that a committee member receive a letter stating that they have fallen inactive from their primary committee.

**Made by:** J. Simmons

**Second:** K. Gray

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Motion:** To extend the Planning Council Meeting by 15 minutes.

**Made by:** M. Moiforay

**Second:** K. Gray

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

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

**Council**

- The committee met on May 20<sup>th</sup>, 2015.
- The committee discussed ways to spread the word about the forum especially to PLWH/As not in care and assigned information gathering tasks.
- The committee identified several avenues to advertise the forum.
- The committee received technical assistance on data usage and also received a preliminary report on the data trends from the case management and administrators forum. Some of the notable trends are: the need for copayment funds and housing for clients.
- The committee also opened nominations for the vacant co-chair position.

**Executive Committee**

**Council**

- The executive committee met on May 13<sup>th</sup>, 2015.

**PCSO Report**

**A. Onyeabo**

- A. Onyeabo presented the support office report.
- The support office has facilitated committee meetings and held weekly meetings with planning council leadership.
- The support office has been busy planning for the upcoming PSRA activities. This year's two-day conference will be held on August 6<sup>th</sup> and 7<sup>th</sup>. Please mark your calendars.
- Members whose affiliations have changed recently are reminded to update and complete new conflict of interest and disclosure forms and submit it to the support office.
- Bria Hamlet was introduced as a new addition to the IGS and PCSO team.
- The support office reminded everyone to RSVP for meetings that they plan to attend, as well as notify the support office if contact information changes.
- Please schedule or cancel your ride by contacting Daurice in the support office.

**New Business**

- D. Brewer announced the special session election for Nominating Committee Chair and Nominating Committee Member.
- The council closed the nominations and voted.
- J. Simmons was announced as the new Nominating Committee Chair and Howard Lambert as the new Nominating Committee member.

**Motion:** To close nominations for the position of Nominating Committee chair and member.

**Made by:** M. Moiforay

**Second:** K. Gray

**Action:** Passed

**Opposed:** 0

**Abstain:** 0

**Adjournment**

**Presenter**

- The meeting adjourned at 8:35 p.m.

# Planning Council



**Motion:** To adjourn the meeting.

**Action:** Passed

**Made by:** C. Smith

**Opposed:** 0

**Second:** K. Gray

**Abstain:** 0

Time adjourned: 8:35 p.m.	Date of approval:
Signature:	Electronic signature of chair (PC Minutes only):