

Greater Baltimore HIV Health Services Planning Council
Minutes of the Meeting of January 19, 2010

Vol. VI, No. 10

Draft • January 20, 2010

Meeting Attendance

Present¹	M. Becketts	D. Kelson
	K. Bellesky	J. Keruly
	R. Bradley	C. Massey
	D. Brewer (proxy for W. Miller)	R. Matens
	C. Brown	A. Middleton
	C. Edmonds	M. Reese
	J. Fleming	R. Rubino
	M. Graves	W. Samuels
	R. Green	D. Shamer
	P. Hall	R. Shattuck (proxy for R. Disharoon)
	C. Harvey Sr.	D. Smith
	T. Hawkins	L. Sowah
	M. Hitch	J. Winslow
	R. Johnson	
	Absent	S. Alston
V. Burrell-Gibson		T. James
V. Clark		A. Leverrette
C. Gibson		M. Moaney
R. Gore-Simmons		L. Servance
R. Haden		B. Thomas-El
BCHD	R. Brisueno	A. Telzak
	A. Ferrari	J. Ungard
	S. Kazi	
Staff	D. Gorham	N. Slaughter
	J. Reed	E. Saber
Visitors	R. Booker	P. Gache
	D. Broadway	L. Haskins
	M. Carroll Sr.	E. Martin
	A. Fowlks	H. Smith
Handouts	Meeting agenda (January 19, 2010).	
	Planning council packet (January 2010).	
	Grantee report (January 2010).	
	Chair report (January 2010).	
	Final Action Items (January 2010)	
	Conflict of Interest revisions.	
	Work Plans – Nominating Committee, Continuum of Care Committee and Evaluation Committee.	

Executive summary

The Executive Committee meeting convened with quorum at 6:44 p.m.²

¹ Attendance is based on sign-in sheet.

* Present but did not sign in.

² Quorum is defined as attendance of at least 51 percent of membership.

W. Samuel, planning council chair, made announcements regarding changes and requirements due to new Ryan White legislation (Minority AIDS Initiative (MAI) and reporting of new HIV clients) and committee work plans for 2010. The planning council also discussed the following:

- To host a priority setting and resource allocation in April 2010 for MAI fiscal year (FY) 2010.
- To discuss capacity building projects at each committee meeting prior to the February Executive Committee meeting.
- Reviewed medical transportation and received an update from the grantee.

The Part A grantee announced changes with new Ryan White legislation and the effects on planning council activity. The grantee also announced all Part A service categories up for competitive bids in FY 2010. The grantee also noted clinical quality management and technical assistance activities.

The Part B representative announced the release of the Part B application and the request-for-proposal process for state service categories under Part B.

The Part D representative announced the release of the Part D application and that a youth consumer advisory board meeting has been scheduled.

The planning council support office reported on the technical and administrative support provided to the council and committee during the last month.

The committee developed its draft work plan for 2010. Committee co-chairs did not report on action items to make time for work plan development.

The meeting adjourned at 7:05 p.m..

Proceedings

Introductions/Review of Minutes

W. Samuel convened the Executive Committee meeting with introductions. The committee requested November 2009 meeting minutes and will review them at the February meeting.

Chair Report

The chair welcomed all planning council members back in the new year. The chair noted that all committee's, including the Executive Committee, have been developing work plans that will outline the entire planning council year's deliverables. The chair discussed new legislative requirements, including the FY 2010 MAI award.

The grantee noted that MAI contracts would begin in August 2010 for a seven-month period. Any excess funds could be used for capacity building within funded service categories.

The Executive Committee discussed possibilities for utilizing the MAI award and agreed to host a priority setting and resource allocation in April 2010.

The Executive Committee also agreed to have a work group meet in February to review recommendations for MAI capacity-building initiatives recommended by the council committees and grantee.

According to the grantee, capacity-building possibilities should have an emphasis on the purchase of durable goods and capacity expansion, rather than the creation of a new program or creating additional full-time equivalents (FTE). The Executive Committee will host a work group on February 9, 2010 to review all recommendations. The grantee agreed to review possibilities and request recommendations from providers before the February 9 meeting.

The chair stated that the Executive Committee reviewed the possibilities for utilizing the MAI award and agreed to host a priority setting and resource allocation in April 2010.

Motion	To host a priority setting and resource allocation meeting in April 2010 for the FY 2010 MAI award.
Proposed by	J. Keruly
Seconded by	D. Kelson
Action	Passed, 0 abstentions, 0 objections

Any excess MAI funds will be used for capacity building within specific service categories. The chair of the planning council requested that all committee co-chairs review capacity building possibilities and make recommendations to the Executive Committee in February. Capacity building possibilities will have an emphasis on the purchase of durable goods and capacity expansion, rather than the creation of a new program or creating additional full-time equivalents (FTE). The Executive Committee will host a work group on February 9, 2010 to review all recommendations. The grantee agreed to review possibilities and request recommendations from providers before the February 9 meeting.

Motion	To have all committee co-chairs discuss capacity building possibilities at upcoming meetings and report back to the Executive Committee at the February 9, 2010 work group.
Proposed by	J. Keruly
Seconded by	K. Bellesky
Action	Passed, 0 abstentions, 0 objections

- Planning council's are now required to report on the early identification of people living with HIV/AIDS (PLWH/As). The application for 2010 funding required additional information about identifying new clients and the grantee and support office worked to submit this information within the deadlines.
- The planning council chair noted that one provider has cut back services of medical transportation in the counties. The grantee issued a response after further review with the provider. The grantee reported the following:
 - o The grantee reported to the planning council that Ryan White Part B funds are being utilized to fund medical appointments, dental appointments and psychiatric/therapist appointments until February 28, 2010 when the FY 2010 Part A funding award is given to providers.

- A. Middleton presented the revised bylaws and noted that all planning council members will be receiving a copy in the mail for their review. The support office noted that all comments should be submitted prior to the February Executive Committee meeting.

Part A

The Part A grantee made the following announcements:

- The grantee noted that MAI funding will be distributed to eligible metropolitan areas on a formula basis (HIV/AIDS data as of December 2008) on March 1, 2010. The grantee noted that additional funding may be available due to the overlap of FY 2009 and FY 2010.
- The grantee noted that Oral Health, Mental Health, Outreach Services and Psychosocial Counseling (counties) are up for Part A bid this fiscal year.
- The grantee affirmed the chair's announcement that planning council's are now required to report on the early identification of PLWH/As.
- The clinical quality management (CQM) team will host a series of technical assistance workshops related to primary medical care and medical case management.
- The grantee announced that primary medical care providers are eligible to receive funding for enhancing quality management practices.
- The grantee will host two training sessions on the Efforts-To-Outcomes (ETO) client level data system.
- As of January 31, the grantee has conducted two programmatic and 3 fiscal site visits of Part A programs. Technical assistance has been provided, but no corrective action plans were necessary.

Reports from Ryan White Partners

Part B Grantee

The Part B representative announced:

- The Infectious Disease and Environmental Health Administration (IDEHA) will apply for Part B HIV Ryan White program funding.
- IDEHA released its request for proposal for FY 2011 Part B Outpatient Ambulatory Medical Care, Medical Case Management and Treatment Adherence on November 18, 2009.

Part D Grantee

The Part D representative announced:

- IDEHA will be hosting a youth consumer advisory board meeting on January 27, 2010.
- IDEHA will be applying to receive grants for Coordinated HIV Services and Access to Research for Women, Infants, Children and Youth Non-competitive Continuation Program.

Planning Council Committee Reports

Comprehensive Planning Committee

The committee co-chair announced that the consumer needs assessment survey successfully launched in January and will continue through February 12, 2010. The

committee's next scheduled meeting is January 21, 2010 when the committee will finalize its 2010 work plan.

Continuum of Care Committee

The committee co-chair introduced the committee work plan for 2010. The committee held a work group meeting in January and will finalize the Outreach Services standards of care to be released for the 2010 fiscal year. The committee identified three standards of care to review in 2010: housing services, medical transportation and oral health services.

Counties Committee

The committee did not meet in January. The committee will meet on February 2, 2010 to finalize its work plan and discuss medical transportation.

The committee co-chair announced that after a work group addressing transportation in the counties was held in December, a letter showed that certain medical transportation services were being denied in one of the surrounding counties by one provider. The grantee asked for time to address the problem and contact the provider in question. The Executive Committee agreed to let the grantee investigate and report back to the planning council at the January planning council meeting.

Evaluation Committee

The co-chair reported that the committee work plan for 2010 had been drafted.

Also, the co-chair reported that it had been asked by council leadership to review new legislative requirements related to MAI and make a recommendation to the Executive Committee on the process for planning for FY 2010.

- The committee reviewed the new MAI requirements and announced that the new legislation has altered the fiscal year for MAI to coincide with the fiscal year of Part A (the previous fiscal cycle for MAI was August 1 through July 31).
- Now that MAI will follow Part A fiscal year (March 1 through February 28) the EMA should expect to receive a five-month overlap of funds in 2010.
- At this time, the FY 2010 MAI award is unknown and the committee recommended that any decision on how to utilize potential extra funds should not be made until the final award is made available.

Nominating Committee

The Nominating Committee co-chair introduced the committee work plan for 2010. The committee has created new recruitment goals, a recruitment packet of information and has begun working on revisions to planning council conflict of interest and application. The committee completed work on its conflict of interest form but the planning council decided to review it for an additional month before approving. The committee made the following changes to the conflict of interest form:

- Included the entire conflict of interest section from the bylaws.
- Clarified and consolidated sections within the form.
- Updated provider list.

People Living With HIV/AIDS Committee

The PLWH/A co-chair announced that the committee will meet on January 20, 2010 to create the 2010 work plan and elect co-chairs.

InterGroup Services Report

The planning council support office noted the following:

- The consumer needs assessment survey is under way and all those interested should contact Rachel Marie Kleinberg at the InterGroup Services Office.
- There will be new meeting sites for several committees and the support staff will keep committee members up to date with any meeting changes.

New Business

Meeting adjourned at 7:36 p.m.

Motion	To adjourn.
Proposed by	D. Kelson
Seconded by	C. Harvey Sr.
Action	Passes, 0 abstentions, 0 objections

Planning Council Approved Minutes

Walter Samuel

Walter Samuel
Planning Council Chair