

MINUTES: PLANNING COUNCIL

November 19, 2019 / 5:30 – 7:30 pm / War Memorial, 101 N. Gay Street, Baltimore, MD 21202



Facilitator (Chair)	Jeanne Keruly	PCSO Lead	Vanessa Graves
Time started:	5:45 p.m.	Quorum:	There was quorum at the start of the meeting
Members present:	Markton Cole, Charles Culver, Sr., Peter DeMartino, Carlisle Harvey, Sr., Kemahn Jones, Jeanne Keruly, Fernando Mena-Carrasco, Wendy Merrick, Evelyn Nicholson, Abby Plusen, Shakima Richardson, *Dennis Rivera, Sean Thames, Brande Ward, Sara Zisow-McClean,		
Members absent:	Shalyta Campbell, Dr. Victoria Cargill, Reginald Douglas, Carton Gross, Pamela Kurowski, Akil Patterson, Christopher Stuckey, Monique Thomas, Kimberly Whitaker, Jonathan Wright		
Visitors:	Adam Huebner, PJ Gouldmann, Roshanda Ingram-Harvey, Dale Brewer, Kyle King Reynolds, Hope Cassidy-Stewart, Sierra Cary-Brown, Howard Lambert, Judith Shaw, Olivia Romano, Krista Hein, Gennifer Robinson, James Euleless-Deroussell,		
Ryan White Part A:	Sonney Pelham, Lauren Wagner, *Alberta Lin Ferrari		
Handouts:	PC Packet, Expenditure report, Part A Report		

AGENDA

1: Introductions

Presenter: J. Keruly -Chair

Discussion:

- The meeting was called to order and a moment of silence was observed.
- Introductions were made.
- All were reminded that World Aids Day is just around the corner

2: Approval of Minutes

Presenter: Committee

Motion:	Who made the motion? Second?	Motion passed?
To approve the October 2019 meeting minutes.	C. Harvey, Sr./	Passed

3: Chair Report

Presenter: J. Keruly- Chair

Jeanne Keruly

- The Executive committee set aside its regular meeting agenda to support the EHE planning group's efforts to develop the EHE initial draft.
- The Executive committee was joined by the Baltimore City HIV Planning Group.
- In December the committee will review its Memorandum of Understanding between BCHD and the PC.
- All were asked to support World Aids Day activities.
- All were asked to join the Transgender Response Team on Wednesday from 6-8 pm at the Transgender Day of remembrance event at First Unitarian Church of Baltimore.
- The committee will be voting on leadership positions tonight.

Cyd Lacanienta

- For the first time the committee will be voting electronically.
- Ballots have been submitted to your emails.

Available positions

Chair

Vice Chair

Nominating Chair

Nominating Committee Members

- There is only one name for Chair – J. Keruly
- There is only one name on ballot for Vice Chair – M. Cole
- Nominating Chair
 - Carlisle Harvey, Sr.
 - Jonathan Wright
- Candidates for Nominating Committee
 - Carlisle Harvey, Sr.
 - Jonathan Wright
 - Fernando Mena-Carrasco
 - Wendy Merrick
 - Akil Patterson

Results will be announced at the conclusion of the meeting.

4: Ryan White Part A Report

Presenter: Sonney Pelham

Program Updates

HRSA

Sonney Pelham

- The FY20 core waiver has been approved.
- The monthly HRSA call was conducted on November 12th, 2019.
 - Stephen Young has retired as Director of the Division of Metropolitan HIV/AIDS program at HRSA.
 - Chryis Abrahams will serve as the Interim Director.
 - The National AIDS conference will be held in Washington DC, August 11-14, 2020
 - HRSA will review and rank the FY20 part application 12/3-12/5/19.
 - Our Project Officer has several clarifying questions that will require our responses before they commence the review.
 - The FY20 EHE application will be reviewed 12/10-12/12/19.
 - Our Project Officer stated the application was clear and well written.
 - The FY19 program terms report and FY18 expenditure report has been approved.
 - The next monthly call with HRSA will be Tuesday, December 10th, 2019.

Grant/Program Administration:

- 7th month reprogramming exercise was held on Monday, November 18th, 2019.
- 4 comprehensive site visits were completed in October.
 - 6 have been completed YTD.
 - 5 are scheduled for November 2019.
 - 15 Sub-recipients will receive desk audits in FY19 and will receive date notification this week.
- The Recipient will not submit the FY18 Carry Over Request due to Malware.
 - Instead the focus will be placed on ensuring the potential unexpended funds for FY19 are addressed.
- They will continue to work with one of their Part A Sub-recipients who has had fiscal compliance issues.

- The Recipient is currently preparing the FY20 Continuation application guidance.
 - No service categories will be up for bid
 - Currently funded Sub-recipients have the option to apply for expansion into new service categories
 - Similar to opportunities available in FY19.

CQM Updates:

Lauren Wagner

- FY18 performance measures (March 1- February 28for service categories will be released within the next week.
 - For this edition, the performance of the Sub-recipient agency will be unblended (agency names will be displayed)
 - This decision was made to promote transparency of performance and to promote collaboration between Sub-recipient sites.
- The QI sub-committee released an electronic flyer to Sub-recipients to participate in phase 2 QI sub-committee.
 - Focus will be on training quality improvement concepts
 - Following the training the Sub-recipient agency will engage in a QI project.
 - One agency has participated so far
 - Four agencies are scheduled over the next two months
- Several agencies continue to receive technical assistance on their current QM plans and QI projects.

CAREWare:

Lauren Wagner

- CAREWare version 6 will be implemented statewide.
- The Maryland CAREWare team has established a timeline for full compliance by 12/20/19
- Version 6 has a redesigned and user friendly client interface and it is web based.
- On Friday, November 8th, there was a CAREWare version 6 open house for BCHD Prevention CAREWare users.
- Friday, November 15th there was a webinar on the new Department of Health and Human Services PrEP donation program.
 - This initiative is part of the EHE plan
- Thursday, November 21st, there will be a webinar on Syringe Service Programs: The essential roles of non-governmental and community based organizations.
 - Visit www.HIV.gov to register or view the recorded webinar at a later date.
- The Center for AIDS Research's event time "A Conversation with the Architects of the Proposed 10 year Federal Initiative to End the U.S. HIV Epidemic" has changed to 10:00 am – 11:00 am.
 - The essential roles of Non

5: Ryan White Part B Report

Presenter: P. DeMartino

Peter DeMartino

- The last HPG meeting will happen on Thursday, December 5th in Annapolis.
- We will be reviewing some of the feedback we got from our local engagement gatherings that happened around the state in October.
- A vast majority of the meeting will focus on our solicitation planning process with local health departments.
 - We are changing the way we deliver funds and support to our local health departments.
- We are considering a theme for 2020
 - The state is seriously thinking about building a community conversation around "Replicating Success: Celebrating Perinatal Programs"
 - What can we learn from our successes and how do we translate this to other populations.

Continuum of Care

Sara Zisow-McClean

- Save the date for the COCC's upcoming listening session on "Accessing Substance Use Treatment" Wednesday, January 8th, from 5:30 pm – 7:30 pm
- Wendy Merrick a fellow PC member will facilitate this discussion.
- All were asked to send any burning SAT access burning questions to the PCSO.

Comprehensive Care Committee

Fernando Mena-Carrasco

- The consumer survey workgroups are continuing to meet.
 - If anyone has any ideas or would like to join the group, contact the PCSO.
- The survey project is a multi-partner collaboration.
 - If you know of organizations/groups that would be interested in being part of the implementation of the consumer survey, we would love to hear from you.
- We have begun the discussion to re-conceptualizing the PC's HIV continuum dashboard.
 - This is being informed by the direction of the community conversations around EHE planning.
 - We want to be more intentional and strategic in how we look at sub-populations disproportionately impacted by health disparities.
 - Within the next few months, we hope to provide you with recommendations on how we as a council can monitor how well we are planning for the needs of our community.

Fiscal Committee

P. J. Gouldman

- The committee met on Monday, November 18th, 2019 to review the 7th month expenditure and service delivery report.
- One of the goals of the committee is to work closely with the Recipient to reprogram funds during the year to ensure that funds are spent before the end of the fiscal year.
- The committee reviewed information about expenditures.
 - For the EMA funds, there were \$355,424 in unexpended funds from various categories based on updates from providers to the RW office.
 - For MAI, \$120,653 was projected to remain unspent.
 - The providers also provided feedback on services that have the capacity to absorb additional dollars.
- The intent of the next set of motions is to move money from categories that have reported that they would not able to spend funds allocated and move them to categories that are needed in the community and who can use additional funds for services.

Motion:	Who made the motion? Second?	Motion passed?
To reduce Oral Health by \$47,391.	P. J. Gouldman/	Passed
	Opposed:	Abstain: 1

Motion:	Who made the motion? Second?	Motion passed?
To reduce OAHS by \$14,502	P.J. Gouldman/ C. Harvey, Sr.	Passed
	Opposed:	Abstain: 4

Discussion:

Sonney Pelham

- The first page of the handout shows each service category.
- The last column is the recommendations from the fiscal committee.
- OAHS, the spending variance is a result of vacancies that have also created salary savings resulting in a request for reduction.
 - Additional request for reduction is based on fewer lab and specialty consultations than expected.
 - The category did receive a \$30,000 increase at 5 month reprogramming.

Motion:	Who made the motion? Second?	Motion passed?
To reduce Medical Case Management by \$165,347.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 4

Discussion

Sonney Pelham

- Spending variance is a result of vacancies that have also created salary savings, prompting request for reduction from the Sub-recipients.
 - This service category received a \$127,553 reduction at 5th month reprogramming.

Motion:	Who made the motion? Second?	Motion passed?
To reduce EIS by \$3,930	P.J. Gouldman/	Passed
	Opposed:	Abstain: 1

Sonney Pelham

- As of July 1, 2019 Part A stopped supporting this service category and it is now funded under Part B.
 - This balance represents the amount that was left.

Motion:	Who made the motion? Second?	Motion passed?
To reduce Home and Community based Health Services by \$12,000.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 2

Sonney Pelham

- The service category received a \$7,023 increase at 5 month reprogramming.
 - The request for funding will provide 20 under insured/medicare eligible clients with additional 75 units of durable medical equipment.
 - Medicare does not pay for this equipment.

Motion:	Who made the motion? Second?	Motion passed?
To reduce SAT – Outpatient by \$61,736.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 2

Sonney Pelham

- Previous vacancies filled in September.
- The current vacancy is scheduled to be filled.
- This new SATO model at a housing program is still receiving TA to begin services appropriately, all of which caused spending variance and salary savings.

Questions:

D. Brewer – there are no persons currently on the wait list to obtain SAT at this time?

S. Pelham - there was nothing reported to the Recipient's office.

Motion:	Who made the motion? Second?	Motion passed?
To reduce Medical Nutritional Therapy by \$42,276.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 4

Sonney Pelham

- This was the result of a vacancy for a registered Dietician not being filled until September.
 - This created a spending variance.

Motion:	Who made the motion? Second?	Motion passed?
To reduce Hospice by \$2000	P.J. Gouldman/	Passed
	Opposed:	Abstain: 0

Sonney Pelham

- There were fewer than anticipated clients reducing funding needs for patient care cost.

Motion:	Who made the motion? Second?	Motion passed?
To increase Housing by \$100,000.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 1

Sonney Pelham

- There was additional funding to address a waiting list and potential increase in clients.

Question

S. Zisow-McClean

- The amount is more than the capacity, could you explain?

S. Pelham

- That was the original amount that came from the Sub-recipients
- Through discussions in the meeting yesterday, because there were some additional funds coming back the thought was to put additional in this service category.

Motion:	Who made the motion? Second?	Motion passed?
To Increase EFA by \$105,592.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 6

Motion:	Who made the motion? Second?	Motion passed?
To reduce Outreach by \$2,978.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 0

Sonney Pelham

- The category received a \$13,378 reduction at 5 month reprogramming.
 - Request for additional reduction is based on budget modification as a result of leveraging other funding sources.

Motion:	Who made the motion? Second?	Motion passed?
To increase Psycho Social Support services by \$73,820.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 5

Sonney Pelham

- The original capacity was to increase this category by \$33,808 to help support 41 clients on a housing wait list.
 - The committee decided to put extra funding in this category that would support additional clients beyond the 41 clients mentioned.

Motion:	Who made the motion? Second?	Motion passed?
To increase Food Bank by \$64,012	P.J. Gouldman/	Passed
	Opposed:	Abstain: 3

Sonney Pelham

- This additional capacity was \$24,000.
- This is the 3rd service category that the committee felt additional funding could be used.

Motion:	Who made the motion? Second?	Motion passed?
To decrease Medical Transportation by \$15,264.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 5

Sonney Pelham

- This reduction is based on fewer than anticipated cab rides, a reduction in cost/ride using UBER health and an increase in other funding sources.

Motion:	Who made the motion? Second?	Motion passed?
To decrease MAI Oral Health by \$60,000.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 1

Sonney Pelham

- This was a new Oral Health program that focused on Housing clients.
 - They have received technical assistance to begin this program.
 - The lag in program start day created a savings.
 - We will continue to work with this program.

Motion:	Who made the motion? Second?	Motion passed?
To decrease MAI Mental Health by \$24,414.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 2

Sonney Pelham

- This was the result of a spending variance and salary savings due to delay in hiring of previously vacant positions.

Motion:	Who made the motion? Second?	Motion passed?
To increase MAI Case Management by \$27,256	P.J. Gouldman/	Passed
	Opposed:	Abstain: 4

Sonney Pelham

- This additional capacity is the result of additional funding from budget modification for increased efforts for linkage to care specialist.

Motion:	Who made the motion? Second?	Motion passed?
To increase MAI ADAP by \$93,397.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 2

Sonney Pelham

- This would provide services for approximately five HIV positive clients with 40 units of service.

Motion:	Who made the motion? Second?	Motion passed?
To decrease MAI Outreach by \$31,241	P.J. Gouldman/	Passed
	Opposed:	Abstain: 5

Sonney Pelham

- This is the result of one outreach vacancy that will be filled in November 20, 2019
 - Another is still vacant at this time.
 - Vacancies have created spending variance and salary savings.

Motion:	Who made the motion? Second?	Motion passed?
To decrease MAI HERR by \$4,998.	P.J. Gouldman/	Passed
	Opposed:	Abstain: 1

Sonney Pelham

- There is a facilitator that is expected to be hired in November.
- The delay in hiring resulted in salary savings.

P. J. Gouldman

- The fiscal committee will meet with the Executive committee on December 10th, 2019 to discuss carry over request.

Executive Committee Update:

Markton Cole

- The Executive committee deferred its normal business to meet with the Baltimore City HIV Planning group to continue the plan to EHE in Baltimore.
- Thanks to Dr. Greenbaum, Dr. Cargill and their teams gathering input from the community over the last several months.
- Thanks to Dr. DeMartino for agreeing to facilitate the discussion.
- Next month we will be working with the fiscal committee to review and approve the initial carry over plan for FY20 based on estimated unobligated funds that is due to HRSA by December 31st.
- We will also be working with BCHD to review and revise the MOU between BCHD and the PC as per HRSA's guidance from the April site visit.

Nominating Committee

Carlisle Harvey, Sr.

- Please help us invite prospective candidates to the council to the committee's first holiday meet and greet event on December 3rd.
 - We are actively recruiting for unaffiliated consumers to be members of the PC

Action Item

Motion:	Who made the motion? Second?	Motion passed?
To send V. Lathan's application to the Mayors Office for a seat on the PC.	C. Harvey, Sr./	Passed
	Opposed:	Abstain:

PLWHA Committee

Evelyn Nicholson

- The committee is supporting the Nominating Committee's recruitment efforts by holding 3 committee meetings in the community.
 - These meetings are hosted by community advisory boards
 - In December we will be joining Moveable Feast.
 - If you are a provider and would like the committee to meet with your CAB, please contact the PC support office.

7: PC Support

Presenter: Cyd Lacanienta

Cyd Lacanienta

- It should be no surprise to you that all of your committee's have been very busy.
- Kudos to the CPC and the workgroup for the survey.
 - Volunteers
 - Kemahn and Chris – methodology workgroup
 - Nicole and Rachel – survey design
- Kudos to the support teams from BCHDs prevention and treatment and the RW office.

Voting Results

Markton Cole

- Congratulations to our PC Chair Ms. Jeanne Keruly
 - Vice Chair – Markton Cole
 - Nominating Committee Chair – Carlisle Harvey, Sr.
- Nominating Committee Members
 - Carlisle Harvey, Sr.
 - Jonathan Wright
 - Fernando Mena-Carrasco
 - Wendy Merrick
 - Akil Patterson

Heroes Among Us

Cyd Lacanienta

- Votes still need to be tallied.
- We will let everyone know who the top 5 persons are.
- There were 8 candidates submitted

8: New Business

Presenter: Chair

N/A

9: Adjournment

Presenter: Chair

Meeting Adjourned at 6:45 p.m.