

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of March 18, 2008

Vol. V, No. 1

Final • April 15, 2008

Meeting Attendance

Present ¹	S. Ashley	D. Hunter
	K. Bellesky	R. Johnson
	R. Bradley	J. Keller
	D. Brewer	J. Keruly*
	C. Brown	A. Leverette
	G. Clark	F. Lowman, Jr.
	D. Cooper	C. Massey
	A. Foyles	A. Middleton
	R. Gore-Simmons	W. Miller
	M. Graves	G. Nelson
	L. Green	N. Robinson
	R. Green	W. Samuel
	R. Haden	L. Smith
	P. Hall	B. Thomas-El
	Absent	D. Baker
M. Becketts		R. Matens
M. Cole		M. Obiefune
C. Harvey, Sr.		B. Tucker
D. Henson		J. Winslow
W. Jones		
Proxies	V. Burrell	P. Henry
	A. Ferrari	S. Ntiri
BCHD	R. David	B. Ntiri
	R. Brisueno	J. Ungard
	C. Fowell	
Visitors	S. Alston	L. Holley
	S. Cherry	C. Martin
	R. Disharoon	R. Rubino
	S.K. Felder	D. Shamer
	C. Gibson	R. Shattuck
Staff	T. Cooke	M. Komosinski
	D. Gorham	N. Lewis
	K. Hale	

¹ Attendance is based on sign-in sheet.

* Present, but did not sign in.

Handouts	Planning council packet (March 2008) Chair's report (March 2008) Grantee monthly report (March 2008) Final action items (March 2008) Part B and Part D monthly report (March 2008) Clinical Quality Management Newsletter (March 2008) Medical nutrition therapy standards of care, draft one Health insurance premiums & cost sharing assistance standards of care Regional advisory committee and community planning group packet HRSA notice of FY 2008 grant award Women & girls HIV/AIDS summit (flier) Chase Brexton's 30 th anniversary gala (flier)
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Executive Summary

The planning council meeting convened with quorum² at 6:47 p.m.

The planning council chair discussed:

- The need for planning council members to update their conflicts of interest.
- Executive Committee's review of work plans for 2008.
- The importance of primary committee and planning council meeting attendance by planning council members.

The grantee representative announced:

- The responsibility for all administrative functions has officially transitioned from Associated Black Charities (ABC) to Baltimore City Health Department (BCHD).
- The FY 2008 Part A award and Minority AIDS Initiative (MAI) award.
- The submission of an application for a competitive grant for client-level data capacity building.
- The upcoming quality management and capacity building workshops.

The Part B and D representative reported:

- An overview of the Maryland AIDS Administration's Regional Advisory Committee (RAC) and Community Planning Group (CPG).
- The status of FY 2009 Part B competitive applications and of the Part B FY 2008 award announcements.
- Part D youth programs will undergo a site visit at the end of the month.

The committee co-chairs reported on committee activities:

- The Comprehensive Planning, Services to Surrounding Counties and People Living with HIV/AIDS (PLWH/A) committees did not meet last month.

² Defined as attendance of at least 51 percent of membership.

- The Continuum of Care Committee reported its progress on revisions to several standards of care and the analysis of service delivery. The planning council approved the final draft of the health insurance premiums and cost sharing assistance standards of care.
- The Evaluation Committee elected its co-chairs for 2008, completed its revisions to the administrative mechanism assessment tools and approved the hiring of a consultant to collect data for the assessment.
- The Nominating Committee recommended and the planning council approved three applicants for the pool list (for potential planning council appointment).

The planning council support office representative reported:

- Technical assistance was provided to all committees and committee co-chairs.
- Interviews are being conducted to collect data for the comprehensive plan.
- New member orientation was held.

The support office also provided a reminder for PLWH/As requesting transportation services.

There were several announcements made before the planning council adjourned at 7:16 p.m.

Proceedings

Introductions/Review of Minutes

The meeting was convened at 6:47 p.m. with introductions and the approval of minutes from the February meeting.

Motion	To accept the February 19, 2008 minutes as written.
Proposed by	D. Cooper
Seconded by	R. Green
Action	Passes, 1 abstentions, 0 objections

Chair's Report

The planning council chair announced:

- March 1, 2008 marked the beginning of the Part A 2008 fiscal year.
- Planning council members are responsible for updating their individual conflicts of interest³ with the planning council support office and to remember to abstain from voting on those issues in which they are in conflict. There were several questions raised at the Executive Committee regarding conflicts of interest. Representatives from the planning council support office told the committee that they would seek

³ An interest by a member in an action that could result in personal, organizational or professional gain.

legal guidance on the planning council's conflict of interest policy because even the perception of a conflict could invite a grievance against the planning council.

- The planning council membership must be reflective of the Baltimore HIV epidemic and include at least 33 percent non-conflicted consumers.
- The Executive Committee has begun its review of committee and planning council work plans for 2008.⁴
- Planning council members' attendance at primary committees is as important as attendance at planning council meetings. The Nominating Committee will be working with committee co-chairs to monitor planning council members' primary committee attendance.

Grantee's Report

The grantee representative from BCHD reported:

- As of March 1, 2008, all administrative tasks have moved to BCHD.
- The Baltimore eligible metropolitan area (EMA) received \$18,382,678 in Ryan White Part A funding for FY 2008 (0.05 percent increase from FY 2007). The formula award is \$13,744,674 (4.9 percent increase from FY 2007) and the supplemental award is \$94,655 (10.6 percent decrease from FY 2007). Comments on the application have been received and shared with the administration.
- Funds have been distributed to programs in accordance with FY 2008 category allocations approved for an increase scenario and there were no unallocated dollars.
- The application for a competitive grant for client-level data capacity building was submitted on March 10, 2008. This fund would enable development of a web-based data system and the ability to produce unduplicated data.
- The MAI second-year continuation application was submitted to HRSA and it was announced that the EMA received \$2,211,594, a 5 percent increase from last year.
- Recruitment has begun for class 12 of Leadership Empowerment Advocacy Participation (LEAP),⁵ scheduled to begin May 8, 2008.
- Several technical assistance and capacity building workshops have been planned for the next few months.

Part B Report

The Maryland AIDS Administration's Part B representative announced:

- The next RAC meeting for the central region⁶ will be held Wednesday, March 19, 2008 from 1:00 to 3:00 p.m. at Mondawmin Mall.⁷ Anyone can attend these meetings.

⁴ The work plans outline the planning council's mandated deliverables and their associated deadlines.

⁵ The Gay Family Foundation's eight-week program that trains consumers to set goals, articulate consumer concerns and issues in professional settings, and gain a better understanding of bureaucracies.

⁶ Includes Baltimore City and the counties of: Anne Arundel, Baltimore, Carroll, Harford and Howard.

- The CPG, a statewide planning group mandated and funded by the U.S. Centers for Disease Control, is responsible for establishing Maryland's prevention plan. Membership reflects the HIV epidemic in Maryland and includes representatives from the five consortia regions. There is an application process for formally joining the group, but visitors are welcome to most meetings.
- Baltimore City FY 2009 Part B competitive applications are being reviewed and funding decisions will be made by March 31, 2008.
- The Part B fiscal year begins April 1, 2008; therefore, the announcement of the FY 2008 award should be received by March 31, 2008.

Part D Report

The Maryland AIDS Administration's Part B representative reported that Part B and D youth programs would be undergoing a Health Resources and Services Administration (HRSA) diagnostic site visit on March 27 and 28, 2008.

Committee Reports

Comprehensive Planning Committee:

The committee co-chair announced:

- The committee did not meet in February and the March meeting has been cancelled.
- Interviews are currently being conducted for the comprehensive plan data collection.

Continuum of Care Committee:

The committee chair reported:

- The committee approved its 2008 work plan, but was unable to hold its 2008 co-chair elections because there is still only one nominee.
- The first draft of the medical nutrition therapy⁸ standards of care was completed and has been disseminated to planning council members for review. The committee began reviewing service delivery in this category.
- Recommendations are being collected for revisions to the psychosocial support services⁹ standards of care and the committee will begin drafting the new standards in April.

⁷ In partnership with the Maryland AIDS Administration, the RAC reviews information and makes recommendations for HIV/AIDS care and prevention priorities in Maryland. The committee is run in each of the state's five consortia regions (central, eastern, southern, suburban and western).

⁸ The core-medical service category that funds the provision of appropriate nutritional therapy from a licensed, registered dietitian.

⁹ The support service category that funds the provision of support and counseling activities, including alternative services, child abuse and neglect counseling, HIV support groups, pastoral care, caregiver support and bereavement counseling. Includes nutrition counseling provided by a non-registered dietitian, but excludes the provision of nutritional supplements.

- The standards of care for health insurance premiums and cost sharing assistance has completed the editing process and is ready for planning council review.

The planning council approved the standards of care for health insurance cost premiums and cost sharing assistance.

Motion	To approve the health insurance premiums and cost sharing standards of care.
Proposed by	R. Bradley
Seconded by	D. Brewer
Action	Passes, 3 abstentions, 0 objections

Evaluation Committee:

The committee co-chair reported:

- The committee elected its 2008 co-chairs.
- Revisions to the administrative assessment tools were completed.
- An independent consultant is being hired to collect data for the assessment.
- The committee will be meeting in April: it will join the Services to Surrounding Counties Committee to receive the second MAI expenditure services delivery (ESD) report¹⁰ and conduct reprogramming.¹¹

Nominating Committee:

The committee chair announced:

- The process of reviewing the planning council membership application had begun.
- One newly-screened and two previously-screened applications were reviewed and these applicants were recommended to be moved to the pool list.

Biographical sketches were read for each of the applicants recommended for the pool list and the planning council approved the Nomination Committees recommendations.

Motion	To move C. Gibson to the pool list for planning council appointment.
Proposed by	W. Miller
Seconded by	J. Keller
Action	Passes, 0 abstentions, 0 objections

¹⁰ An aggregate report of fiscal and programmatic data collected monthly from direct-service providers. It documents the number and demographics of clients served, as well as outlines the service utilization for each for each category. The narrative includes explanations for any fiscal and/or performance variances greater than five percent.

¹¹ The movement of funds between prioritized service categories. This occurs twice per fiscal year and must receive the approval of the planning council.

Motion	To move M. Moaney to the pool list for planning council appointment.
Proposed by	W. Miller
Seconded by	D. Cooper
Action	Passes, 0 abstentions, 0 objections
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Motion	To move R. Johnson to the pool list for planning council appointment.
Proposed by	W. Miller
Seconded by	K. Bellesky
Action	Passes, 1 abstentions, 0 objections

People Living with HIV/AIDS Committee:

The committee co-chair reported:

- The committee had to cancel its February meeting due to weather conditions.
- Two committee members attended an Anne Arundel County consumer advisory board (CAB) to conduct a planning council recruitment presentation.

Services to Surrounding Counties Committee:

The committee co-chair reported:

- The committee did not meet in March, but will be meeting in April and joining the Evaluation Committee to receive the second MAI expenditure services delivery (ESD) report and conduct reprogramming.
- Three committee members attended the Continuum of Care Committee as representatives from the Services to Surrounding Counties Committee.

Planning Council Support Office Report

InterGroup Services, Inc (IGS) reported:

- Notices, agendas, materials and meeting minutes were prepared for the planning council meeting and five committee meetings.
- The comprehensive plan interviews are underway and will continue through April.
- Technical assistance was provided to all committees and committee co-chairs.
- The new member orientation manual and presentation was revised and presented. All new planning council members who did not attend the orientation need to contact the support office as it is required that all new members attend orientation.
- PLWH/A planning council members who request transportation services should call the planning council support office on the third Friday of each month to schedule transportation for the next month. Cancellation of transportation services must be made at least 24 hours in advance.

Greater Baltimore HIV Health Services Planning Council

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New Business

- C. Thomas, Jr. announced the Baltimore HIV/AIDS Commission’s town hall meeting that would be held on March 27, 2008 from 6:00 to 8:00 p.m.
- C. Massey announced an event that would be held April 30, 2008 from 6:00 to 8:30 at the New Samaritan Baptist Church and will include speakers Magic Johnson of the “I Stand with Magic” campaign and Ms. Steele of the Balm in Gilead.
- P. Hall informed the committee that the Baltimore County Health Commissioner, Dr. Pierre Vigilance, would be leaving to take a position at the Washington D.C. Department of Health. The Baltimore County Department of Health is hosting a farewell reception on March 27, 2008 from 3:00 to 5:00 p.m.
- K. Bellesky announced the Chase Brexton 30th Anniversary Gala, to be held on April 26, 2008 from 7:00 p.m. to 12:00 a.m. at the Scottish Rite Masonic Center.

The meeting was adjourned at 7:38 p.m.

Motion	To adjourn.
Proposed by	K. Bellesky
Seconded by	D. Cooper
Action	Passes, 0 abstentions, 0 objections

I certify these minutes to be accurate and inclusive record of the planning council meeting as amended and approved by the Greater Baltimore HIV Health Services Planning Council.

Lennwood Green

April 15, 2008

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