

# Greater Baltimore HIV Health Services Planning Council

## Minutes of the Meeting of April 19, 2011

Vol. VIII, No. 2

Draft • April 25, 2011

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### Meeting Attendance

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<b>Present</b> <sup>1</sup>	S. Alston	T. Hawkins
	M. Becketts	D. Henson
	K. Bellesky	S. Jenkins
	R. Bradley	D. Kelson
	D. Brewer	J. Keruly
	V. Burrell-Gibson	H. Lambert
	D. Clark	C. Massey
	W. Commander	G. Olthoff
	R. Disharoon	M. Reese
	C. Edmonds	M. Richmond-Ward
	B. Fitzsimmons	E. Saber*
	J. Flemming	W. Samuel
	A. Fowlkes	D. Shamer
	V. Graves	L. Sowah
	L. Green	T. White
R. Haden		
C. Harvey Sr.		
<b>Absent</b>	D. Broadway	R. Johnson
	C. Brown	L. Servance
	R. Gore-Simmons	J. Winslow
	M. Hitch	
<b>BCHD</b>	R. Brisueno	
<b>Visitors</b>	L. Banks	T. Davis
	M. Brazil	D. Dawson
	M. Buranen	C. Gibson
	S. Cherry	K. Hale
	P. Church	
	H. Smith	
<b>Staff</b>	D. Gorham	K. McGinley
	T. Lenna	N. Slaughter

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<sup>1</sup> Attendance is based on sign-in sheet

\* Proxy for A. Middleton.

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| <b>Handouts</b> | <ul style="list-style-type: none"><li>• PC Packets (April 2011)</li><li>• Pool List Applicant Bios</li><li>• Non-Medical Case Management Standards of Care (April 2011)</li><li>• Medical Case Management Standards of Care (April 2011)</li></ul> |
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## **Executive Summary**

The council met on April 19, 2011. The council reviewed the minutes of the March meeting. The chair gave his monthly report and the council discussed the code of conduct. The council heard reports from the grantee and the Part A and Part B providers. The council heard committee reports and voted to accept the Continuum of Care Committee's revisions to the Oral Health standards of care. The committee voted to move two applicants to the Pool List.

## **Council Proceedings**

### ***Introductions***

The committee convened with quorum at 6:40 p.m. with introductions from the council members and visitors. M. Reese conducted roll-call. Council chair L. Green asked that the committee convene with a moment of silence so that each member may take a second to "focus on the goal of serving that has been put before us."

### ***Review of Minutes***

The council reviewed the minutes from the March 15, 2011 meeting. D. Shamer, M. Richmond-Ward, A. Fowlkes, and W. Samuel stated that their names needed to be added to the attendance roster. L. Green reminded the council that it was important for every member to sign-in when they arrive at the meeting.

<b>Motion</b>	To accept the minutes of the March 15, 2011 meeting with corrections.
<b>Proposed by:</b>	T. White
<b>Seconded by:</b>	S. Jenkins
<b>Action:</b>	Motion passes, 0 objections, 2 abstentions

## **Chair Report**

L. Green presented the chair report. He spoke of the death of E. Martin and asked the council to remember his efforts in the community and to continue to honor his memory. The chair thanked the University of Maryland Dental School, Dr. Valli Meeks, Dr. Oxiris Barbot, and Ms. Heather Hauck (IDEHA) for their participation in the April Stakeholders Meeting.

The chair asked that in the upcoming months, the council consider creating a membership slot for a prevention planning representative.

L. Green reviewed the code of conduct memo that went out to all council and committee members. W. Samuel questioned the memo, asking why, if he did not agree or support a member's position, he would be asked to support that decision in public. L. Green stated that the section of the memo W. Samuel was referencing was copied directly from the bylaws, and that it was not meant to put a damper on discussion, but is meant to encourage members to support the final decisions of the council. M. Reese also stated that this was not limited solely to the council or committee meetings, but to the representation of the council in the community at large.

L. Green informed the committee that E. Walsh had resigned as co-chair of Evaluation committee. The chair thanked E. Walsh for her service as a co-chair, and stated that the vacancy due to her resignation would mean that Evaluation committee would need to hold emergency elections.

The chair reminded the council that Priority Setting and Resource Allocation dates have been set for July 28-29, and asked that anyone who is unable to come identify a proxy.

### **Grantee's Report**

R. Brisueno presented the grantee's report to the council. R. Brisueno provided an update from the Health and Resources Service Administration (HRSA) and stated that currently the Baltimore EMA does not have project officers and that HRSA was currently looking to appoint the Baltimore EMA with a project officer from another region. He stated that though the budget had been passed, HRSA had not yet had access to any Ryan White funds.

R. Brisueno said that due to lateness in the award, the scheduling of the Allocations Report will be delayed. He stated that the deliverables for these reports will be based on the date that these rewards are released. He also stated that any major efforts, initiatives, or developments to the comprehensive plan should be delayed until the HRSA HIV/AIDS Bureau (HAB) Performance Measures for such have been released.

Other updates provided included that the Health Literacy advisory committee will meet in June, and that the week prior to the meeting, J. Ungard of BCHD facilitated a national conference call on clinical quality management to great success.

R. Brisueno stated that the grantee's office was moving forward with the development of the RFP. K. Bellesky asked if there had been any decisions made about site visits. R. Brisueno said that every sub-branch of a provider must have a site visit within the year, and that HRSA is having training on those tools next quarter, with visits to be scheduled following that training.

### **Part B Report**

T. Hawkins presented the Part B report to the council. She said that IDEHA had received a partial award from HRSA representing approximately 47% of the 2010 award amount. Administration staff is in the process of allocating those funds for FY2010.

The next Central Region Advisory Committee is scheduled for May 16, 2011 from 12:30-3:00 PM.

### **Part D Report**

T. Hawkins presented the Part D report to the council. She stated that the Part D grants for Coordinated HIV Services and Access to Research for Women, Infants, Children, and Youth Non-Competitive Continuation Program Guidance was released on March 15, 2011. IDEHA will be applying for these funds.

The Part D Youth Initiative Non-Competitive Continuation Program Guidance was released on March 15, 2011, and IDEHA will also be applying for these funds.

## **Committee Reports**

### ***Comprehensive Planning Committee***

L. Sowah presented the committee report for the Comprehensive Planning Committee. He stated that the committee met on March 17, 2011. The committee reviewed the minutes from the February 17, 2011 meeting, and received a presentation from on the 2010 Consumer Needs Assessment findings.

The committee also reviewed carryover requests from the grantee, as well as requests from the PLWH/A committee.

The committee voted to establish a workgroup that would deal specifically with work related to the development of the Comprehensive Plan.

L. Sowah also thanked the University of Maryland Dental School and all the participants in the stakeholders meeting for making it a successful venture.

### **Continuum of Care Committee**

M. Becketts presented the Continuum of Care Committee update. The committee met on April 6, 2011. The committee reviewed the Chair's memo on the Code of Conduct. The committee finalized the Oral Health Standards of Care. The committee submitted recommendations for FY 2010 Carryover funds to the Comprehensive Planning Committee.

K. Bellesky asked if service deliveries were based upon COMAR regulations. N. Slaughter said that the service definition is verbatim from HRSA's definitions, and that the council cannot change that language.

K. Bellesky stated that under section 2.2.2..8 the standards did not include the word "emergency" but instead has the word "preliminary." She asked if the council could add the words "refer back" to the standards, which she said would indicate that there had been initial primary care provided to a patient. She asked the council to consider adding this "subtle nuance" to the language of the standards.

M. Becketts said that he believed the language of the standards was broad enough to encompass what K. Bellesky was asking without changing the language.

D. Henson stated that this issue with the standards had been brought up before, and if it was not dealt with it would come up again. He asked that the council address the issue now.

D. Shamer said that while he respected the remarks of the council members he believed that the language of the section in question was inclusive, and that it did not need to be changed

<b>Motion:</b>	To accept the Oral Health Standards of Care (SOC) with revisions.
<b>Proposed by:</b>	M. Becketts
<b>Seconded by:</b>	D. Kelson
<b>Action</b>	Motion passes, 1 objection, 3 abstentions

### Counties Committee

D. Kelson presented the update to the council from the Counties Committee.

The committee met on April 5, 2011. The committee reviewed the data collected from the March 2011 presentations by representatives of Anne Arundel, Baltimore, and Carroll Counties and identified any gaps in information. The committee began developing carryover requests for submission to CPC for review. The committee reviewed the standards of care for Medical Case Management and Non-Medical Case and provided feedback to COCC.

### Evaluation Committee

R. Disharoon presented the update to the council from the Evaluation Committee.

The committee met on April 4, 2011. Per the committee's March decision, the meeting was held from 5:00 p.m. to 7:30 p.m. The committee approved the March 2011 meeting minutes without changes. The committee reviewed the Chair's memo on the Code of Conduct. The committee received and discussed the Planned Allocations report from the grantee. The committee reviewed the Administrative Assessment process and finalized the first grantee and provider questionnaire tools.

The committee tabled discussion on the non-funded provider questionnaire tool until the next meeting. The committee submitted recommendations for FY 2010 Carryover funds to the Comprehensive Planning Committee.

<b>Motion:</b>	For the council to adopt Grantee Mechanism #1.
<b>Proposed by:</b>	R. Disharoon
<b>Seconded by:</b>	D. Kelson
<b>Action:</b>	Motion passes, 0 objections, 4 abstentions.
<b>Motion:</b>	For the council to accept the provider questionnaire.
<b>Seconded by:</b>	D. Kelson
<b>Proposed by:</b>	R. Disharoon
<b>Action:</b>	Motion passes, 0 objections, 5 abstentions.

### Nominating Committee

C. Massey provided the Nominating Committee update to the council. The committee met on March 15, 2011. The committee reviewed two applications for membership and voted to support the mayor's recommendation for appointment of one member to fill the Part A representative slot.

The committee met again on March 25, 2011 and reviewed the attendance tracking process and begin tracking planning council meeting attendance through the March 15, 2011 planning council meeting. The committee identified individuals who were eligible for warning letters and voted to send three members two month warning letters, and five people one month warning letters.

The committee met on April 11, 2011 and reviewed the attendance tracking process for the committees and began identifying those members who were eligible to receive warning letters. The committee reviewed two membership applications. The committee voted to move two applicants to the pool list.

<b>Motion:</b>	To move S. Rawls to the pool list.
<b>Seconded:</b>	K. Bellesky
<b>Proposed by:</b>	C. Massey
<b>Action:</b>	Motion passes, 1 abstention, 0 objections.

<b>Motion</b>	Move R. Averill to the pool list.
<b>Proposed by</b>	C. Massey
<b>Seconded by</b>	D. Kelson
<b>Action</b>	Motion passes, 2 abstentions, 0 objections.

### **PLWH/A Committee**

J. Flemming provided the PLWH/A update to the council. The committee met on March 16, 2011 and discussed the visitor policy and agreed to table the discussion to a future meeting. The committee received a presentation on the 2010 Consumer Needs Assessment findings and discussed FY 2010 Carryover and submitted several recommendations to the Comprehensive Planning Committee for consideration.

The committee reviewed the template for the Counties Committee jurisdictional presentations and reviewed the request of BCHD representative I. Allen to attend the PLWH/A Committee meeting in April 2011.

D. Shamer asked why his name was not listed as present in the meeting attendance. J. Flemming said that the PLWH/A committee did not release the names of committee members.

The meeting adjourned at 8:05 p.m.