

Date of meeting:	October 17, 2011	Volume:	VIII
Time started:	6:30 p.m.	Present:	R. Bradley D. Brewer D. Clark W. Commander R. Disharoon B. Fitzsimmons J. Fleming A. Fowlkes V. Geffard C. Harvey Sr. T. Hawkins D. Henson S. Jenkins S. Johnson ¹
BCHD Staff:	J. Ungard		D. Kelson H. Lambert C. Massey A. Middleton M. Reese D. Rivera K. Ruby ² M. Richmond-Ward W. Samuel D. Shamer L. Sowah T. White
IGS Staff:	D. Gorham K. McGinley C. Lacanienta N. Slaughter T. Lenna T. Tolson		
Handouts:	<ul style="list-style-type: none"> ▪ Assessment of the Administrative Mechanism. ▪ Ballots for Special Elections (October 2011). ▪ Nominees for Special Election (October 2011) ▪ PC Packets (October 2011). ▪ Nominating Committee Minutes (October 2011). ▪ Pool List Bio: Brian Shird (October 2011). 	Absent:	S. Alston E. Anderson M. Becketts C. Edmonds R. Gore-Simmons R. Haden
		Visitors:	J. Richmond S. Cherry G. Daniels D. Hunter F. Poindexter

Chair Report

M.Reese

Discussion:

- Meeting convenes with quorum at 6:40 p.m.
- M. Reese asked that the council observe a moment of silence.
- All PC related narrative sections from the Part A application have been completed and forwarded to the grant-writer for inclusion in the final application.
- Due to the tight deadline for the application, the Executive Committee's acted on behalf of the council to approve the narrative for the application and to submit a letter of assurance from the chair.
- Reminder that special elections for the council chair position will take place this month.

Motion: To ratify Executive Committee's decision to approve PC narrative for the application to HRSA and to submit a letter of assurance from the chair.	Made by: R. Disharoon	Second: D. Kelson
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Action: Passed	Opposed: 0	Abstain: 1
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Motion: To amend the agenda and allow Nominating Committee to present their report first, and to host the special election.	Made by: C. Harvey	Second: S. Jenkins
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Action: Passed	Opposed: 0	Abstain: 0
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¹ Proxy for G. Olthoff

² Proxy for K. Bellesky

Review of Minutes

Council

Discussion:

- The council reviewed the minutes from the September 20, 2011 meeting.

Motion: To accept the minutes of the September 20, 2011
planning council meeting.

Made by: D. Brewer

Second: T. White

Action: Passed

Opposed: 0

Abstain: 0

Special Elections

A. Middleton, PC Leadership, Council

Discussion:

- A. Middleton, Interim Nominating Committee Chair, announced that the nominations for the special election to fill the council chair position would close at the meeting and asked anyone who wished to nominate themselves or another council member to do so.
- General elections for PC leadership and Nominating Committee members will take place in November 2011.
- Nominating Committee recommends that the council votes on whether or not to suspend the bylaws and allow for the person elected in the October 2011 special election to serve from October 2011 – November 2012. General elections for all other PC leadership positions would still take place as scheduled in November 2011.
 - This is an action that the council has done in previous situations.
 - A suspension of the bylaws would require a super-majority to pass.
 - Currently only one member, C. Massey, had been nominated and has accepted the nomination.
- **Council Discussion:**
 - Concerns were voiced that closing the elections tonight would not give council members 30 days notice that the elections would close, and that members not present at the October meeting that may wish to run may not have an opportunity to do so.
 - Some council members stated that nominations for special and general elections have been open for more than thirty days, which should have given anyone interested in running an opportunity to nominate themselves or another council member.
 - The need for strong leadership to be in place during a time of transition for the council was discussed.
 - D. Kelson nominated W. Samuel, who declined the nomination.
 - W. Samuel nominated J. Keruly, who was not present at the meeting. PCSO informed the council that J. Keruly had been nominated previously and had declined the nomination.
- C. Massey was elected as the planning council chair with two abstaining votes and one opposed.

Motion: To amend the meeting agenda and host the special
election during Nominating Committee's report.

Made by: C. Harvey

Second: S. Jenkins

Action: Passed

Opposed: 0

Abstain: 0

Motion: To suspend the bylaws and allow the member elected at
the October meeting to serve one additional month in their term
– serving from October 2011 – November 2012.

Made by: A. Middleton

Second: C. Harvey

Action: Passed

Opposed: 5

Abstain: 1

Motion: To close nominations and hold special elections to fill the
vacancy of PC chair.

Made by: D. Kelson

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 0

Motion: To close nominations and hold special elections to fill the
vacancy of PC chair.

Made by: D. Kelson

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 0

Part A Report

J. Ungard

Discussion:

- BCHD has received the Assessment Report from HRSA and has requested an extension for the response. The grantee is currently working on multiple deliverables including the application and reprogramming.
- Mr. Cole will conduct monthly conference calls with BCHD and as needed with the PC.
- BCHD has begun receiving the 7-month data from providers and is preparing the 7-month ESD & Reprogramming report.
- **Committee Discussion:**
 - Were consumers that were turned away referred somewhere else? What kind of data on these individuals was collected at the client level?
 - BCHD indicated that providers make their own reports, and no written reports from consumers that have been denied services have been received.
 - BCHD will review whether or not any client level data had been collected on any consumers that were denied services.
 - PC leadership will have teleconference with HRSA project officer and the grantee to review concerns about unspent funds.

Part B and Part D Report

T. Hawkins

Discussion:

- No update from Part B and D.

Continuum of Care Committee

Discussion:

- Neither co-chair was present to give committee report.
- The committee had no action items.
- The Continuum of Care Committee met on October 5, 2011.
- The committee continued to discuss the medical case management standards of care. The committee made extensive recommended changes and will continue to do so next month.
- The committee received a presentation from Alice Middleton on medical case management services as provided through Medicaid.
- The committee will continue to discuss the medical case management standards of care on November 2, 2011.

Counties Committee

D. Kelson

Discussion:

- The committee met on October 4, 2011.
- The committee reviewed the Planning Council activities as related to the deliverables for the FY 2012 application to HRSA and provided feedback specific to EIIHA and how the continuum of care model encompasses this.
- The committee received an update on the development of the Comprehensive Plan.
- The committee will host its seven-month reprogramming meeting with the Evaluation Committee on November 1, 2011..

Comprehensive Planning Committee

L. Sowah

Discussion:

- The committee met on September 20, 2011.
- The committee received an update on the development of the Comprehensive Plan.
- The committee reviewed the list of FY 2012 Directives and submitted to the grantee and council for final feedback.
- The committee reviewed the council activities for the FY 2012 application to HRSA. The committee provided specific feedback related to the Early Identification of Individuals with HIV/AIDS (EIIHA) and how the goals of EIIHA align with the current goals of

the EMA's continuum.

- The committee also identified emerging populations with special needs based on data received at FY2012 priority setting for inclusion into the application.

Evaluation Committee

R. Disharoon

Discussion:

- The committee met on October 3, 2011 from 4:30 p.m. to 8:30 p.m.
- The committee completed the assessment of the administrative mechanism.
- The committee discussed next steps for the planning council and recommendations for the grantee's office.
- The committee finalized the letter of assessment for the assessment of the administrative mechanism.
- The committee will meet on November 7, 2011 with the Counties Committee to complete the 7-month reprogramming exercise.

Action Items:

- To accept the Administrative Assessment narrative, findings and recommendations for the FY 2012 application to HRSA.
- For the Executive Committee to request technical assistance from HRSA on multi-year contracts and how they improve funding utilization in troubled times.

Nominating Committee

A. Middleton

Discussion:

- The committee met on October 10, 2011.
- The committee reviewed the council membership tables for HRSA.
- The committee approved the slate of nominees for the special election to fill the vacancy of the council chair.
- The committee voted to move two applicants from the pool list to the mayor's office in recommendation for appointment to the council to fill two vacancies.
- The committee voted to move one applicant directly to the mayor's office with the recommendation for appointment.
- The committee voted to send one member a letter informing them that they are eligible for inactive status on their primary committee.
- The committee voted to send three committee members letters informing them that they are eligible for removal from their committee, and warning letters to eleven committee members.
- The committee voted to re-appoint one committee member whose first term will end in November 2011.

Action Items:

- The committee recommends that the council vote to permit the member elected as Chair by special election in October serve as Chair from October 2011 – November 2012.
- To move B. Shird to the mayor's office with the recommendation of appointment to the council.
- To re-appoint M. Reese to serve second term on the council.

Motion: To move B. Shird to the mayor's office with the recommendation of appointment to the council.

Made by: A. Middleton

Second: T. White

Action: Passed

Opposed: 0

Abstain: 0

Motion: To re-appoint M. Reese to serve a second term on the council.

Made by: A. Middleton

Second: D. Brewer

Action: Passed

Opposed: 0

Abstain: 0

PLWH/A Committee

J. Fleming

Discussion:

- The committee met on September 21, 2011.
- The committee discussed the impact of FY 2011 funding delays on clients and the Evaluation Committee's summary report to the planning council. The committee began drafting a letter to HRSA on the impact of funding delays and cuts on consumers.
- The committee reaffirmed the top five core medical and support service categories critical to linking and maintaining a PLWH/A in care as described in its position paper entitled *Essential Services* (March 2008).
- The committee discussed its position paper on health care reform.
- The committee will meet again on October 19, 2011.

Time adjourned: 8:30 p.m.	Date of approval:
Signature:	Electronic signature of chair (PC Minutes only):