

# Greater Baltimore HIV Health Services Planning Council

## Minutes of the Meeting of September 16, 2008

Vol. V, No. 7

Final • October 7, 2008

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### Meeting Attendance

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<b>Present<sup>1</sup></b>	M. Becketts K. Bellesky R. Bradley D. Brewer C. Brown V. Burrell-Gibson V. Clark C. Edmonds* A. Foyles C. Gibson R. Gore-Simmons M. Graves L. Green	R. Haden P. Hall C. Harvey R. Johnson D. Kelson C. Massey R. Matens A. Middleton W. Miller G. Nelson N. Robinson L. Smith
<b>Absent</b>	G. Clark M. Cole R. Green D. Henson D. Hunter W. Jones J. Keller	J. Keruly A. Leverette G. Manigo W. Samuel B. Thomas-El J. Winslow
<b>Proxies</b>	D. Shamer (for A. Leverette)	
<b>BCHD</b>	R. Brisueno A. Ferrari	
<b>Visitors</b>	S. Alston L. Servance D. Smith M. Reese L. Clark J. Hunter	S. Cherry N. Guest F. Rogers-Smith S. Bosley R. Rubino H. Armstead
<b>Staff</b>	K. Hale M. Komosinski E. Saber	N. Slaughter R. Vaishnav Rhyne
<b>Handouts</b>	Planning council packet (September 2008). Chair's Report (September 2008). PLWH/A position paper — "Ryan White as the Ultimate System of	

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

\* Present but did not sign in.

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Comprehensive Care.”  
Assessment tool for the administrative mechanism (FY 2008).  
Evaluation Committee’s minutes (September 3, 2008).  
Evaluation Committee’s summary of assessment findings (August 7, 2008).  
Summary report for the assessment of the administrative mechanism.  
FY 2008 five-month expenditure and service delivery report (September 4, 2008).  
“Light Health and Wellness 10<sup>th</sup> Anniversary Celebration” (flier).  
“Third Annual Legends and Young’uns: Phenomenal Women Living Longer with the Challenge of HIV” (flier).  
“HERO AIDS Walk Maryland” (flier).

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## **Executive Summary**

The meeting convened with quorum at 6:35 p.m.<sup>2</sup>

The chair discussed the beginning of a new planning cycle and the opening of the nomination period. The chair welcomed new members.

The grantee representative reported:

- The FY2008 five-month expenditure and service delivery (ESD) report was presented to the Evaluation and Counties committees at joint reprogramming<sup>3</sup>.
- No reprogramming recommendations were proposed.
- Clinical Quality Management (CQM)<sup>4</sup> reviews have started for several categories.
- The Baltimore City Health Department (BCHD) is relocating to 1001 East Fayette Street, Baltimore, Maryland.

There were no updates for part B and D.

Committee co-chairs reported on their respective committee’s activities:

- The Comprehensive Planning Committee scheduled the priority setting and resource allocation review group for September 25, 2008. The committee continues to review chapters of the comprehensive plan.
- The Continuum of Care Committee will review the final draft of the psychosocial support services standards of care at their October meeting.
- The Evaluation Committee did not have quorum at their last meeting and required the Executive Committee to act on its behalf to accept the updated EMA five-month ESD

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<sup>2</sup> Quorum is defined as attendance of at least 51 percent of members.

<sup>3</sup> Joint reprogramming meetings are convened twice yearly for both Part A and MAI funding by the Evaluation Committee, in conjunction with the Counties Committee, to receive ESD reports from the grantee. The meetings are used to determine whether or not funds need to be reallocated among the currently funded categories.

<sup>4</sup> The CQM team conducts site visits of Part A services providers. It is responsible for ensuring that services are being provided in accordance with the standards of care approved by the planning council.

report, the grantee's letter stating they accept the scores of the assessment tool and the assessment tool.

- Joint reprogramming was held as planned. The committee also participated in Part A joint reprogramming for the counties.
- The Nominating Committee opened nominations for the planning council's electe positions for 2009: planning council chair, vice chair, nominating committee and nominating committee chair.
- The PLWH/A Committee completed its latest position paper, "Ryan White as the Ultimate System of Comprehensive Care."
- The Counties Committee received a presentation on outreach in the EMA's surrounding counties, reviewed directives submitted to the planning council support office (PCSO) and participated in Part A joint reprogramming for the counties.

The meeting adjourned at 7:30 p.m.

## **Proceedings**

### *Introductions/Review of Minutes*

The chair convened the meeting at 6:35 p.m. with introductions and the approval of minutes from the August meeting.

<b>Motion</b>	To accept the August 19, 2008 minutes as written.
<b>Proposed by</b>	K. Bellesky
<b>Seconded by</b>	A. Foyles
<b>Action</b>	Passes, 0 abstention, 0 objections

### *Chair's Report*

The chair discussed the beginning of the new planning cycle and the submission of the grant application to HRSA at the end of September.

The chair welcomed and introduced the members recently appointed to the planning council.

The chair noted that some members will be transitioning off of the council and committees and that nominations are open for chair, vice chair, nominating chair and six seats on nominating committee. The chair encouraged the council to carefully consider the responsibilities of being a planning council or committee leader prior to accepting a nomination. The chair reported that he is not eligible to remain as planning council chair,— however, he is eligible to act as a planning council member. The chair reported that his co-chair will step down from her planning council position.

***Grantee's Report***

The grantee reported:

- The grantee will continue to monitor Part A and Minority AIDS Initiative (MAI)<sup>5</sup> awards through site visits, assessing performance outcomes and providing technical assistance when needed.
- The FY2008 five-month ESD report was presented at joint reprogramming and no recommendations were proposed. The grantee will continue to monitor providers' expenditures and move money within categories as needed.
- A non-mandatory request for proposals (RFP) meeting will be held at city hall on October 14, 2008 from 1:30 p.m. – 3:30 p.m.
- CQM reviews have started for the following categories: outpatient ambulatory health services, medical transportation, childcare, housing services and health insurance premium and cost sharing.
- The BCHD is relocating to 1001 East Fayette Street. The move will be completed by the end of October and BCHD may be closed for a few days because of the move.
- The seven-month ESD report for the November joint reprogramming may be delayed as a result of the relocation of the BCHD offices.

***Part B Report***

The Part B representative was not present, however, had informed the council that there was nothing to report.

***Part D Report***

The Part D representative was not present, however, had informed the council that there was nothing to report.

***Committee Reports***

**Comprehensive Planning Committee**

The committee co-chair reported the following:

- The committee reviewed drafts of chapters two and six of the plan.
- The committee identified six sub-populations for the planning council to focus on during FY2009; these sub-populations are to be included in the FY 2009 Part A grant application per HRSA's application guidance.
- The committee scheduled a meeting for the priority setting and resource allocation review group for September 25, 2008.

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<sup>5</sup> MAI is a funding stream authorized under the Ryan White Treatment Modernization Act to provide additional funding, beyond Part A, to minority areas affected by HIV/AIDS. These funds have different reporting requirements than Part A funds, but are subject to the same planning process.

### **Continuum of Care Committee**

The committee co-chair reported the following:

The committee reviewed stakeholder recommendations for draft two of the psychosocial support services standards of care and will review the final draft at their October meeting.

### **Evaluation Committee**

The committee co-chair reported the following:

- The committee met with the Counties Committee to receive the FY2008 five-month ESD report from the grantee and conduct joint reprogramming. No reprogramming recommendations were made by the grantee or the committee.
- The committee completed its assessment of the administrative mechanism. The committee did not have quorum so it agreed to forward the final results and the committee's recommendations to the Executive Committee for approval.
- The planning council chair reported that the Executive Committee acted on behalf of the Evaluation Committee on three motions:
  1. To accept the updated FY2008 five-month ESD report provided by the grantee.
  2. To accept the grantee's letter stating that they accept the scores of the assessment tool and will work with the planning council on a corrective action plan.
  3. To accept the assessment tool on behalf of Evaluation Committee.

### **Nominating Committee**

The committee co-chair reported the following:

- The committee did not meet in September because it did not have quorum. It will meet on October 13, 2008.
- Bylaws for planning council leadership eligibility were reviewed.

The committee co-chair announced that nominations are now open for nine positions:

- Planning council chair
  - W. Miller accepted the nomination by R. Haden.
- Planning council vice chair
  - A. Foyles accepted the nomination by D. Kelson.
- Nominating Committee chair
  - A. Middleton accepted the nomination by D. Brewer.
  - D. Kelson declined the nomination by G. Nelson.
  - C. Massey declined the nomination by D. Shamer.
- Nominating Committee members (six seats open)
  - M. Graves accepted the nomination by D. Kelson.
  - N. Robinson accepted the nomination by M. Graves.
  - C. Harvey accepted the nomination by V. Burrell-Gibson.
  - C. Brown accepted the nomination by M. Graves.
  - C. Massey nominated herself.

- V. Burrell-Gibson accepted the nomination by A. Foyles.
- L. Smith declined the nomination by R. Haden.
- G. Nelson declined the nomination by D. Kelson.

The committee co-chair announced that nominations are being accepted by the PCSO until October 31, 2008. Nominations can be sent to the PCSO or made at the October 21, 2008 planning council meeting.

All candidates will be screened for eligibility by the PCSO prior to the close of the nomination period.

### **People Living with HIV/AIDS Committee**

A member-at-large representative reported the following:

- The committee approved the final draft of its position paper, “Ryan White as the Ultimate System of Comprehensive Care.”
- Members of the committee presented three position papers at the Ryan White All Grantee Meeting in Washington, D.C.
- The committee will attend the Regional Advisory Council (RAC) meeting on September 22, 2008 as its September committee meeting.

### **Counties Committee**

Committee co-chairs were not in attendance. The vice chair reported the following:

- The committee received a presentation of research findings on outreach activities and best practices for the surrounding counties.
- The committee reviewed directives submitted to the PCSO. Additional directives proposals should be submitted to the PCSO to be finalized by the Comprehensive Planning Committee.
- The committee met with the Evaluation Committee for receipt of the FY2008 five-month ESD report from the grantee and to conduct joint reprogramming. No reprogramming recommendations were made from the grantee or the committee.
- The committee passed a motion to accept the FY2008 five-month ESD report provided by grantee.

### ***Planning Council Support Office Report***

InterGroup Services, Inc. (IGS) reported:

- Notices, agendas, materials and meeting minutes were prepared for the planning council and seven committee meetings.
- Technical assistance was provided to committees that met in September and their co-chairs.
- Scorecards were prepared for joint reprogramming.
- Chapters are being drafted for the 2009-2011 comprehensive plan for HIV services.
- Collaboration with the grantee to prepare the Part A application.
- Attendance at the Ryan White HIV/AIDS All Grantees Meeting in Washington D.C. and collaboration with the grantee on delivering four presentations.

- Attendance at the AIDS Administration’s Community Planning Group meeting and the Part A quarterly provider meeting.

***New Business***

The planning council chair and co-chair spoke about the “Legends and Young’ns” event for women and encouraged participation.

Regina Johnson made an announcement for Light Health and Wellness’ 10<sup>th</sup> anniversary event.

C. Massey reminded members about the RAC meeting on September 22, 2008 at 5:00 p.m. and made an announcement about an advocacy event at the national memorial on September 27, 2008 at 10:00 a.m.

N. Guest made an announcement regarding the “Dine Out” event in Baltimore on Thursday September 18, 2008.

Meeting adjourned at 7:35 p.m.

<b>Motion</b>	To adjourn.
<b>Proposed by</b>	D. Kelson
<b>Seconded by</b>	R. Haden
<b>Action</b>	Passes, 0 abstention, 0 objections