

Planning Council

Minutes of the Meeting of August 15, 2006

Vol. III, No. 6

Final • September 19, 2006

Meeting Attendance

Present¹	L. Green	D. Brewer	
	K. Allston	S. Ashley	
	D. Baker	H. Carter	
	N. Drew	B. Flint	
	A. Foyles	B. Grant	
	T. Gray	R. Haden	
	P. Hall	R. Hamlett	
	R. Johnson	J. Keruly	
	W. Merrick	W. Miller	
	M. Reese	B. Tucker	
	Absent	M. Cole	L. Credit
		M. Graves	D. Henson
		B. C. Jones	S. Jones
J. Keller		G. Manigo	
C. Massey		D. McKelvin	
M. Obiefune		W. Samuel	
A. Santiago		K. J. Taylor	
S. Woods		L. Chapman	
Proxy	D. Cooper	R. Bradley	
	P. Henry	S. Smith	
ABC	C. Edmonds	G. Williams-Glasser	
BCHD	R. Brisueno	R. Matens	
	J. Ungard		
Visitors	T. Gross	J. Hurtt	
	M. Brice	B. Claiborne	
	V. Little	C. Mock	
	J. Simmons	D. Hunter	
	G. Nelson	W. Fenwick	
	M. Patterson	S. Mills	
	W. Commander	J. Thomas	
	H. Roberts, Jr.	B. Thomas-EL	
	M. Becketts	C. Davis	
	K. Matthews	M. Flint	

¹ Attendance is based on sign-in sheet.

	M. Moise	
Staff	K. Hale J. Miller D. Munro	C. Lacanienta N. Curtis
Handouts	August PC packet Committee Reports Ryan White FY 2007 Percentage Allocation with Waiver Spreadsheet EMA Ryan White FY 2007 Percentage Allocation with Waiver Spreadsheet STSC Ryan White FY 2007 Percentage Allocation without Waiver Spreadsheet for both the EMA and STSC Recommendation for the Pool List Pamphlet: National Black Justice Coalition Draft: Transition of Service Categories and Committee Structure September Planning Council Meeting Schedule Health Services Committee August Minutes Article: AIDS, Emergency not over in HIV/AIDS Battle QIP Newsletter August 2006 Moore News Quarterly Summer 2006	

Introductions

L. Green convened the meeting with introductions at 6:30 p.m.

Review of Minutes

The council had two sets of minutes to review and approve. The council did not have any corrections for their June minutes. A motion was put forward:

Motion	To accept the June minutes as written.
Proposed by	H. Carter
Seconded by	M. Reese
Action	Motion passed with no abstentions or objections.

The council had one correction and a clarification on their July minutes. The correction is on page 6, J. Khan's name is misspelled and the clarification under the Medicaid presentation is that the primary adult care program (PAC) has absorbed the pharmacy assistance and primary medical care program. The council did not have any other corrections for their July minutes. A motion was put forward:

Motion	To accept the July data presentation minutes with edits.
Proposed by	H. Carter
Seconded by	J. Keruly
Action	Motion passed with no abstentions or objections.

The council heard a presentation from D. Munro of IGS on the EMA and STSC final allocations from both Priority Settings. The council was given four sets of spreadsheets showing the funding-allocation percentages with and without a waiver for the EMA, STSC and MAI service categories.

Motions were put forward:

Motion	To accept the Fy07 medical transportation final allocations except STSC for decreased funding, level funding and up to 5 percent increased funding (with no waiver), which had been approved by unanimous vote of the planning council.
Proposed by	S. Ashley
Seconded by	D. Brewer
Action	Motion passed with five abstentions and no objections.

Motion	To accept the FY07 STSC Health Insurance Assistance final allocations for level funding and up to 5 percent increased funding (with no waiver), which had been approved by unanimous vote of the counties committee.
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Motion passed with one abstention and no objections.

Motion	To increase STSC medical allocations by 1.91 percent for level and increased funding (with waiver).
Proposed by	D. Brewer
Seconded by	H. Carter
Action	Motion passed with no abstentions or objections.

Chair's Report

L. Green reported:

- Dale and I want to thank everyone who participated in the EMA and STSC priority setting conferences. Special thanks goes to the ABC team: Gail, Bertram, Michael and Patricia for their efforts in presenting information about changes in services and the data information used for making allocation decisions. Special thanks goes to BCHD team: Richard, Ralph and QIP for their input during the conferences.
- This year's priority setting was one of the most challenging events in all that I have participated in during my time with the council. This is also the most challenging reauthorization in the history of the Ryan White CARE Act.
- The planning council has completed the first part of the transition to its service system. It is now time to begin the next phase which is to begin planning how the

changes, we voted to fund, will be carried forward. Keep in mind that we will not get increased funds in coming years. Yet we still need to improve access to care, reduce health disparities and improve the quality of healthcare.

- To do this, we will need to bring those not in care into our care system. To accomplish this with less money, we will need to help those who are long-term Ryan White clients to move on to more stable health and support systems. The planning council, BCHD and the AA working together will be developing a plan to implement these changes.
- The executive committee agreed to direct the Comprehensive Planning, Health Services, Support Services and Services to Surrounding Counties committees to incorporate the planning for these changes to the treatment and support systems into this year's work plans. It is critical that Support Services and Health Services work together. Support Services needs to identify the core elements of each service that will move from support to core medical services. Health Services needs to incorporate the guidance and information from Support Services regarding how to retain the service core while converting it to a health service.
- The comprehensive planning committee will need to begin examining the 2006-2008 Comprehensive Plan and develop new goals and objectives to meet the changes in the care system.
- PC leadership will be convening meetings with our partners to discuss the transition and ensure that we are all in sync with the implementation of the plan.
- I would like Dale to make the next part of the report.

D. Brewer reported:

- Lennie and I would like to thank Phyllis Hall for hosting the Services to Surrounding Counties Priority Setting Conference. We also want to express our appreciation to Dr. Pierre Vigilance for speaking on the second day of the conference.

L. Green reported (cont'd.):

- I had been working with Dr. Gourdine prior to Priority Setting on concerns related to names-based reporting. While working with Dr. Gourdine, I invited Dr. Gourdine to speak to the council at priority setting about where the AIDS Administration is in the names-based reporting transition. I would like to specially thank Dr. Gourdine for speaking to us on short notice.
- I would like for everyone to focus on the draft transition plan that is in your packet. This chart shows the reorganization of the service categories and committees.
- At this time, I would like to gently remind you that you have been appointed by the mayor of Baltimore to serve in a certain role and function which is critical. The Ryan White CARE ACT and planning bodies are one of the most unique healthcare systems in this country in that there is no planning body as active and charged with so tremendous a responsibility as this body. Therefore, we have a public responsibility,

role and are held accountable for the decisions made that impact hundreds of lives. The planning council must always be credible in your personal lives and in the public eye.

Administrative Agent Report

G. Williams-Glasser reported:

- Monitoring is a major responsibility of the AA. To date, 6 full site visits, 3 orientation site visits and 2 chart reviews have been conducted. The findings are shared with the Grantee and coordinated with QIP findings.
- The AA staff attended all Planning Council meetings, including the training held on July 24. The AA worked with the council during the recent EMA Priority Setting meeting held July 28 and 31. The AA is responsible for providing recommendations for the different funding scenarios that serve as the basis for priority-setting allocations.
- The AA completed the Conditions of Award, CRC and Listing of Contractors that was due in July.
- We are continuing our review of the impact of PAC. Questions generated at the June Primary Care meeting are circulating among providers for the purpose of obtaining answers for providers from DHMH. All providers have been told to continue service to anyone who has been assigned to PAC. This issue is still pending.
- The AA is working on the upcoming 5 month ESD report that is due August 22 to BCHD along with reprogramming recommendations.
- We are still in mediation with one provider concerning award decisions.

Baltimore City Health Department

Concerning Title I Administration, R. Matens reported:

- BCHD has successfully submitted all required Conditions of Award on time to HRSA for FY 2006.
- The carryover request for unexpended FY 2005 funds will be submitted to HRSA during the month of August.
- The Title I RFP has been distributed by HRSA; the conference call regarding the application process will be conducted on Tuesday, August 15th. Per the teleconference call it was announced that those jurisdictions that were not recognized by CDC for their HIV reporting would only have their AIDS cases considered for the formula funding. Therefore next year, this EMA will be looking at a possible negative impact if this stands, in terms of the formula funding. CDC does not recognize Maryland's HIV reporting at this time.

Concerning the Quality Improvement Program, R. Matens reported:

- Case Management poster presentation at Title I conference in August.

- Primary Care poster presentation at APHA conference in November.
- Vendor reports for Primary Care near completion; distribute in late August; all other category and vendor reports complete for Case Management and Food/Nutrition.
- QIP beginning conference calls with providers to finalize plans for fall '06 QIP reviews.
- Recruiting new TA/Capacity Building staff member in October.
- QIP staff finalizing final versions of Agency, Chart and Consumer Instruments for use in Fall 2006 QIP reviews.

R. Matens had nothing to report concerning either the Division of Health Promotion and Disease Prevention or other Baltimore City HIV/AIDS initiatives.

State AIDS Administration

Concerning Title II, N. Drew reported:

- The Central Maryland HIV Care Consortium will hold their annual Open Forum on Thursday, September 14th from 11:30 a.m. to 2 p.m. at the Life Resource Center, 2990 S. Hanover Street. Lunch will be provided. This is an opportunity for consumers to discuss important issues about services and to provide input on planning services in the future. Transportation is available. To register and for further information, please call Nathalia Drew at 410-767-5063.
- The semi-annual statewide provider meeting will take place on Wednesday, September 20th at the Life Resource Center from 9 a.m. to 12 noon.
- Jessica Pollak-Kahn, Chief of the Center for HIV Health Services, will be leaving the AIDS Administration on August 18th.

Concerning Title IV, B. Grant reported:

- The Title IV Youth Initiative Youth CAB meeting took place on July 26th at Johns Hopkins Hospital.
- The next quarterly Title IV Network and Youth Initiative meetings will be held on Friday, September 8th at the AIDS Administration.
- The AIDS Administration has received notification of the Maryland Title IV award. The award is in the amount of \$1,019,662, which reflects a 1 percent decrease.

Committee Reports

Comprehensive Planning Committee

R. Haden reported:

- The committee met on Monday, July 24, 2006. The committee received copies of four sets of directives, including the capacity building directives. With the assistance of

IGS staff and the Grantee, the committee reviewed the directives for fiscal years 2005 and 2006 and final directives for FY 2007.

- The committee will meet on Monday, August 21, 2006 to begin a review of the Contingency Matrix, make any minor edits to the directives for FY 2007, review the 2000-2004 open directives, and discuss past priority-setting processes.

Carryover Task Group

R. Johnson reported:

- The carryover task group convened four meetings in total to review, discuss and approve carryover recommendations submitted by the planning council committees and providers.
- In its last meeting, the task group completed its work and forwarded the final projects to the Grantee. At this time, the Grantee will present the final projects to the planning council.

Also, R. Matens announced that the carryover projects were submitted to HRSA ahead of schedule and upon preliminary review were approved.

A motion was put forward:

Motion	To approve the final carryover projects to be moved forward for implementation.
Proposed by	R. Johnson
Seconded by	H. Carter
Action	Motion passed with no abstentions and no objections.

Evaluation Committee

H. Carter reported:

- The committee met twice this August to go through the Assessment Tools for both the grantee and the AA. The first meeting was on Thursday, August 3, 2006. The committee did not have quorum, so motions could not be made. Plans were made to secure votes from the committee members not present. Copies of the Tools were sent to members who could not make it to the meeting. They were asked to complete the rating of each category before the next meeting.
- The committee went through the Assessment Tool for the Grantee and evaluated each item in the Tool that had a standard rating system.
- The committee met again on Thursday, August 10, 2006 with quorum. At this meeting, a motion was made to accept the ratings of the Grantee that the committee voting generated. The committee then used the Assessment Tool to evaluate the AA.

The committee will complete its assessment and make recommendations to the PC chair regarding a letter of endorsement that is required as part of the application.

Health Services Committee

R. Hamlett reported:

- The committee met on August 2, 2006. The committee reviewed two directives developed before priority setting.
- The committee began its review of its primary medical care standards (adult and pediatric). The standards will be sent out to professionals in the field, the planning council, relevant committees and other prospective partners for a 3-week review.

Needs Assessment Committee

I. Davis reported:

- The committee did not meet in July and was not scheduled to meet in August. The committee will resume in September.

Nominating Committee

W. Merrick reported:

- The nominating committee met on August 14, 2006. The committee completed an internal review of its files and processes implemented through out the year.
- The nominating committee is bringing forward a pre-approved pool-list candidate to the planning council for final approval. In its July meeting, the executive committee pre-approved this candidate for the pool list.

A motion was put forward:

Motion	To place Rev. Terry A. Hawkins to the pool list.
Proposed by	W. Merrick
Seconded by	T. Gray
Action	Motion passed with no abstentions and no objections.

- The nominating committee would like the planning council to join us in congratulating and welcoming the new appointments (Gail Nelson, Darryl Payton, Hilton Roberts, Jr. and Bernice Thomas-EL) to the council and giving a “Welcome Back” to all reappointments.

PLWHA Committee

A. Foyles reported:

- The PLWHA committee met on July 19, 2006. The committee had a brief discussion on Priority Setting activities, especially information given at data presentations.

- The committee completed its review and discussion of its draft position paper on confidentiality/names-based reporting. The committee made additional changes to the paper and will forward the paper to the council in September.
- The committee is scheduled to meet August 16, 2006 from 6 p.m. to 8 p.m. at Bons Secours Family Center.

Services to Surrounding Counties Committee

M. Reese reported:

- The committee met on Monday, August 7 and Tuesday, August 8, 2006 for their Priority Setting Conference. The committee was successful in allocating funds for FY 2007.
- The committee considered four possible funding scenarios, allocating funds for each possibility. The scenarios included a funding decrease without a waiver, a funding decrease with a waiver, a funding increase without a waiver and a funding increase with a waiver.
- The committee moved to accept each scenario and to accept the respective percentages for increased and decreased funding percentages.
- The committee also moved to accept the two “increase” scenarios if level funds are awarded: if there is level funding (and a waiver), the STSC scenario for increase *with* waiver will be used; if there is level funding (but no waiver), the STSC scenario for increase *without* waiver will be used.
- The committee will meet next on Tuesday, September 5 at 1:00 p.m.

Support Services Committee

In the absence of the chairs, K. Hale reported that the committee is scheduled to meet on Tuesday, August 22, 2006 at its new location, which is Moveable Feast.

IGS Report

- Due to planning council members transitioning off the council in August, awards or certificates were given to those members in appreciation for their work efforts, leadership and support of the council.
- IGS staff reviewed the evaluation forms from both priority-setting conferences and implemented processes for next year’s priority settings.
- J. Miller was formally introduced to the planning council as the new Project Specialist at IGS.
- R. Brisueno of BCHD announced that this year has been the best year in the joint work efforts of all the partners.

New Business

- The planning council was given a copy of the draft transition process for the new service categories and the restructure of committees. If councilmembers have questions, concerns or recommendations, they are asked to submit them to the PC support office by 12 p.m. on September 21, 2006.
- D. Baker announced that Johns Hopkins AIDS Education Training Center is having a women's only seminar. A "Save the Date" flyer was distributed.

Meeting adjourned at 8:00 p.m.

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

Lenwood Green

September 20, 2006

Lenwood Green

September 20, 2006