

Planning Council

Minutes of the Meeting of March 20, 2007

Vol. IV, No. 1

Final • March 28, 2007

Meeting Attendance

Present¹	L. Green D. Brewer A. Allston S. Ashley D. Baker H. Carter D. Cooper L. Creditt N. Drew A. Foyles B. Grant M. Graves R. Haden P. Hall	R. Hamlett J. Keller J. Keruly F. Lowman, Jr. G. Manigo W. Miller G. Nelson M. Reese H. Roberts, Jr. W. Samuel L. Smith B. Thomas-El B. Tucker J. Winslow
Absent	M. Cole B. Flint T. Gray D. Henson R. Johnson B. Jones	C. Massey W. Merrick M. Obiefune K. Taylor S. Woods
Proxies	C. Thomas, Jr.	R. Matens
ABC	G. Weston	
BCHD	R. Brisueno A. Ferrari	J. Ungard
Visitors	A. Allen K. Bellesky G. Clark M. Flint	D. Hunter J. Hurtt V. Thomas S. Smith
Staff	N. Curtis D. Gorham	K. Hale J. Miller

¹ Attendance is based on sign-in sheet.

Handouts March 20, 2007 planning council packet
April 2007 committee schedule, updated March 19, 2007
April 2007 POZ magazine
Unlawful Discrimination handout
Fair Housing and People with Disabilities pamphlet
Discrimination is Illegal pamphlet
Discrimination is Unlawful poster
Evaluation for Unlawful Discrimination presentation
March 19, 2007 memo from the Nominating Committee
Biographical sketch of person recommended for the pool list
March 16, 2007 Continuum of Care Committee meeting minutes
March 12, 2007 Nominating Committee meeting minutes
Preventing HIV in Maryland handout
Living Out Loud handout

Introduction

L. Green convened the meeting with introductions at 6:35 p.m.

Review of Minutes

Motion	To approve the February 20, 2007 planning council meeting minutes with no corrections.
Proposed by	A. Foyles
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

Chair's Report

L. Green reported:

- In light of recent events involving inaccurate reporting by the media regarding the council's decision making, I sent each of you a memo detailing recent actions that were out-of-process by one provider and led to inaccurate information reaching the media. I am informing you of this because I have pledged to always have the will of the council in mind and to keep all members informed of pertinent issues.
- I have been in close contact with the mayor, city hall, Congressman Elijah Cummings and several providers of HIV/AIDS services. All have assured me that the council has their full support and understand that the council's decisions were based on legislation and established process. HRSA has contacted the council directly to clarify exactly how Ryan White funds must be spent: food services must be limited to infected individuals and may not be used for the affected community.
- Members should feel proud of the sound decisions that the council has made. If you have questions related to this, contact me.

- I recently outlined the council's established process at a provider meeting. I explained the relationship between the grantee, the AA, and the planning council, noting that Federal law does not allow the council to designate funds to any specific provider. The council makes funding decisions for service categories based on documented need, then the grantee, through the AA, funds providers based on data.

Baltimore Community Relations Commission Presentation: Unlawful Discrimination

V. Thomas reported on unlawful discrimination: how it is defined, policies that protect individuals from it and steps that a person should take to report a case.

- Unlawful discrimination is harassment, retaliation or any difference in treatment based on race, sex, religion, color, national origin, ancestry, age, physical/mental disability, sexual orientation or gender identity and expression.
- Several laws prohibit discrimination in areas such as employment, housing, public accommodations, and education.
- Anyone can file a discrimination complaint. The first step is to contact your agency or department EEO Officer.
- It is important to keep records of the harassment and/or retaliation and complaints should be made within six months of the alleged discriminatory act.
- Agencies that enforce anti-discrimination laws include:
 - Baltimore Community Relations Commission (BCRC)
 - Equal Employment Opportunity Commission (EEOC)
 - Maryland Commission on Human Relations (MCHR)

Administrative Agent Report

G. Weston reported:

- Providers have received their FY 2007 grant awards. A summary of allocations by service category will be available for the council's review soon after its completion on March 30, 2007.
- The AA is working with large institutional providers to facilitate completion of expenditure reporting to insure that the year is finished with spending at or above 97%. We expect to finish the year at a level similar to last year (96.51%).
- All FY 2007 substance abuse outpatient and primary care contracts (EIS and OAHS) will include language regarding provision of buprenorphine treatment options. The language focuses on training for clinicians to provide buprenorphine treatment, referrals for sites that do not have a qualified clinician available and education for non-clinical providers on buprenorphine treatment.

Baltimore City Health Department

R. Brisueno reported:

- The Baltimore EMA's FY 2007 "formula award" for the Ryan White Treatment HIV/AIDS Modernization Act, Part A is \$13,101,233, slightly less than a \$3,000,000 increase compared to the FY 2006 formula award. HRSA will be distributing the supplemental award before April 30, 2007.
- The administrative agent is working to complete the final FY 2006 Condition of Award, which will be included with the supplemental award. HRSA has not given any information on COA due dates, which may impact the work plans of some committees and the submission of reports to the council during FY 2007.
- The Counties Outreach Initiative program is receiving positive responses. The grantee's office is developing a plan to work with local colleges to transfer the campaign to campuses across the EMA.
- The Quality Improvement Program is working to analyze the FY 2006 chart extraction data. EMA-wide category reports will be released to the council in June and we will be planning the tool and revisions to protocols for the 2007 category reviews.
- The capacity-building event, "Critical Linkage, The Role of Case Management in HIV Comprehensive Care" was successful. The next workshop is scheduled for April 25, 2007 at Sheppard Pratt Conference Center and will focus on best practices for retaining HIV-positive youth and persons over age fifty in care.
- National Quality Center is sponsoring two Train the Trainer events in April and June 2007. NQC also has Quality Management slide shows available at: <http://nationalqualitycenter.org/QualityAcademy/>
- The Fourth Quarter Program Support Report was released to the planning council for distribution to applicable committees. Program support activities now fall under the grantee's office. Due to reduced funding allocated for program support activities, the priority initiatives in FY 2007 will only include LEAP, the Positive Self Management Program and selected workshops.

Part B Report

N. Drew reported:

- HRSA should make federal funding amounts for Part B known in April, at which time letters of intent and notices of award for agencies that participated in the Request for Proposal process will be sent.
- Due to changes in legislation, it is difficult to anticipate the amount of funding the state will receive. Previously, states were awarded Part B funding based on the individual state's portion of the total estimated number of living AIDS cases, and it is now based on a state's actual HIV/AIDS cases.
- The Regional Advisory Committee Meeting for the Central Region will be held on April 23, 2007 at the Clarence Du Burns Center located at 1301 S. Ellwood Avenue, Baltimore Maryland 21224. For additional information, please contact Donna Devonish at 410-767-5109 or ddevonish@dnhm.state.md.us.

Part D Report

B. Grant reported:

- The Title IV Network Meeting took place on Friday, March 9, 2007.
- HRSA is conducting grantee field visits to the Title IV Youth Initiative Programs. The next scheduled visit is in April.

Chair's report (continued)

L. Green reported:

- There has been discussion of folding the Bylaws and Grievances Committees into the Executive Committee in order to streamline processes.

Motion	To fold the Bylaws and Grievances Committees into the Executive Committee.
Proposed by	D. Brewer
Seconded by	R. Haden
Action	Passes, 0 abstentions, 0 objections

Committee reports

Comprehensive Planning Committee

J. Keller reported:

- The CPC did not meet in February and will meet next on March 26, 2007.
- The committee is working to improve the format in which data presentations are given. In order to help members absorb more information, data presentations will be given in the five months leading up to priority setting, with a review of the information at the meeting prior to priority setting. Tonight there will be a presentation on prevention programs in the Baltimore EMA.

Evaluation Committee

H. Carter reported:

- The Evaluation Committee did not meet in March.
- The co-chairs of the committee have been discussing the February 20, 2007 proposal from the administrative agent, which the Executive Committee sent to the Evaluation Committee for review. This proposal was to reallocate funds that were set at the January priority setting and has since been withdrawn by the AA.
- In April, the committee will be working with the grantee and AA to ensure that services being funded with Ryan White dollars are of the best possible quality.

Health Services Committee

G. Manigo reported:

- The committee completed its review of the PMC adult standards and approved them to be forwarded for editing. The committee did not have sufficient time to review and approve comments/recommendations on the PMC pediatric standards.
- The committee responded to the Comprehensive Planning Committee's questions regarding the health services directives for FY 2007.

Needs Assessment Committee

W. Samuel reported:

- The committee did not meet this month. The NAC will begin looking at different ways to spread out the data presentations at the next meeting.
- Members of the committee will be attending the Comprehensive Planning Committee's March 26, 2007 meeting to discuss ways of streamlining the work of the two committees.

Nominating Committee

M. Reese reported:

- The committee met on March 12, 2007 to discuss applications that were screened for the pool list. The committee is bringing forward the following recommendation:

Motion	To add Robert Boston to the pool list.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

- The Nominating Committee would like to ask the council to move the following person forward to the mayor's office for planning council appointment. The reason for bypassing the usual nomination steps is because this person will fill the mandated slot for a representative of the mayor and health commissioner on the council.

Motion	To move Richard Matens forward to the mayor's office for planning council appointment.
Proposed by	M. Reese
Seconded by	H. Carter
Action	Passes, 1 abstention, 0 objections

- The committee discussed committee and council attendance and planned the necessary steps for the implementation of a temporary tracking period. Letters to the council, subcommittees and the committee chairs will go out this week.
- The committee discussed recruitment strategies and will develop these strategies in the coming months.

PLWH/A Committee

W. Miller reported:

- The committee presented a recommendation at the March 14, 2007 Executive Committee meeting to fund the transportation of PLWH/As to council meetings, whether or not the individuals are council members, so long as these individuals are in compliance with PC transportation procedures. This motion did not move forward because HRSA guidelines only allow for transportation of planning council members.
- The committee is looking at alternative ways of transporting committee members.
- The committee is in the process of completing its position paper.

Services to Surrounding Counties Committee

On behalf of the STSC co-chairs, L. Green reported:

- The STSC Committee met on March 6, 2007 to hold its priority setting. The committee allocated funds for a twenty percent decrease scenario and adjusted the allocations for the five percent increase and five percent decrease scenarios that it allocated in August 2007 as necessary to comply with new legislation.

Motion	To approve the STSC FY 2007 allocations set at the March 6, 2007 priority setting.
Proposed by	L. Green, on behalf of the STSC co-chairs
Seconded by	F. Lowman, Jr.
Action	Passes, 1 abstention, 0 objections

- The committee will meet next in May to discuss priority-setting presentations and procedures, put forward recommendations for community education and capacity building directives for FY 2008 and to make recommendations for carryover.

Continuum of Care Committee

A. Foyles reported:

- The planning group for the new services committee met on March 16, 2007. The committee will be called the “Continuum of Care Committee” until there is time to designate a permanent name.
- Membership was grandfathered for members of the Health Services and Support Services committees who attended the March 16, 2007 planning meeting, and those members granted membership to additional people who attended the meeting.
- Former members of the Health Services and Support Services committees will be invited to attend the next meeting of the Continuum of Care Committee. Those attending the next meeting will be granted immediate membership to the committee. Anyone that did not attend the March 16, 2007 planning group meeting and cannot

attend the first meeting of the committee will be able to apply for membership in the standard way, by attending four meetings and filling out the proper forms.

- The committee will meet on the first Wednesday of each month from 6:00 p.m. to 8:00 p.m., with the option of phoning in available for members who live far away.
- Purposes of the committee include:
 - Identifying existing gaps in services and assessing service capacity in the EMA
 - Formulating a list of priority services and definitions of services
 - Creating a plan for facilitating the delivery of priority services
 - Developing or enhancing performance standards
 - Developing or enhancing quality assurance criteria
 - Assisting in developing units of service, unit costs, and cost-outcome effectiveness
 - Monitoring Implementation Plan and sending representatives to the joint meetings
 - Reporting and serving as a technical resource to the PC on funded services
- Albert Foyles (former co-chair of the Support Services Committee) and Gregory Manigo (former co-chair of the Health Services Committee) are the temporary co-chairs of the Continuum of Care Committee.
- Agenda items for the next meeting include: reviewing all service definitions, nominating co-chairs for the committee, and developing a work plan.

H. Carter added:

- Everyone is encouraged to join the committee. There is a great deal of work to do this year and the committee needs all of the help and input that it can get.

Chair's report (continued)

L. Green reported:

- There is business to complete with regard to the FY 2007 priority-setting allocations. As you know, the STSC Committee has just completed its priority setting. The allocation changes made by that committee have slightly shifted the allocations for the entire EMA, as the STSC and EMA allocations are not separate when reported to HRSA. Therefore, the STSC must approve the final allocations, which can be found in the planning council packet behind the chair's report.

Motion	To approve the adjusted Ryan White FY 2007 Percentages Allocations table as presented to the council tonight.
Proposed by	B. Tucker
Seconded by	H. Carter
Action	Passes, 0 abstentions, 0 objections

D. Brewer reported:

- Two additional meetings have been added to the April 2007 meeting schedule that is in the planning council packet. Pick up an updated schedule in the back of the room.
- The dates for the FY 2008 priority setting have been selected. The conference will be held on Monday and Tuesday, August 6 and 7, 2007 from 9:00 a.m. to 5:00 p.m. The location has not yet been set.

The IGS Planning Council Support report

K. Hale reported:

- The support office prepared and distributed notices, agendas and minutes for six meetings and planned and facilitated the Services to Surrounding Counties Day 3 of priority setting.
- The office created the final draft of Adult Primary Care and Pediatric Primary Care standards.
- Data entry from the 2007 Consumer Survey has begun.

Data presentation: Prevention Services

A. Allen, chief HERR Program Division, Prevention Center, Maryland AIDS Administration, gave a PowerPoint presentation and distributed handouts regarding prevention services that are available in the Baltimore EMA.

- The Center for Prevention is dedicated to primary and secondary prevention of HIV transmission in Maryland.
- The center develops, funds and evaluates effective HIV prevention interventions and provides training, support and technical assistance to develop the capacity of agencies and individuals to successfully deliver those prevention interventions.
- The center uses several programs, targeting groups in the Baltimore EMA who are at the highest risk of contracting HIV/AIDS.
- Tables were presented to the council detailing the types of programs being provided by each vendor.

Question and answer session

- S. Ashley asked whether the AIDS Administration funds prevention programs targeting young adults, as this group is at a high risk. A. Allen responded that there are none, thus far.
- D. Brewer asked what is being done with regard to prevention of HIV/AIDS in the school systems, emphasizing the importance of educating children about HIV/AIDS early. A. Allen responded that the AIDS Administration collaborates with the school system for brief interventions. Nothing is being directly funded at this point. Louanda Davis is the program manager for youth services at the AIDS Administration, and she is a good source for information on this topic.

- H. Roberts noted that a big problem with the youth population is that mandatory parental consent deters kids from seeking services.
- L. Green suggested that council members bring their concerns to the Regional Advisory Committee Meeting for the Central Region, which will be held on April 23, 2007.
- M. Reese asked whether it is possible to see the number of people being served by prevention programs in the EMA. A. Allen responded that she could look up that information and asked M. Reese to e-mail her directly.
- B. Tucker asked who is providing Partner Counseling and Referral Services (PCRS). A. Allen responded that all health departments have it, and that STAR has begun providing this service.

New Business

No new business.

Meeting adjourned at 8:25 p.m.

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

Lennwood Green

April 17, 2007

April 17, 2007