

Planning Council

Date of meeting: October 20, 2015

Time started: 6:34 p.m.

BCHD Staff: A. Ferrari
S. Pelham
C. Skipper

IGS Staff: D. Gorham
A. Onyeabo
J. Stenhouse
C. Sutherland
C. White

Present:	K. Arbaugh L. Bank A. Bradford D. Brewer P. Chaulk J. Fleming A. Fowlkes K. Gray G. Jones-Childs D. Kelly, Jr.	H. Lambert V. Lathan T. Luft E. Nicholson D. Rivera K. Rogers M. Scriber J. Simmons C. Smith B. Ward D. Smith E. Watson, Jr.
Absent:	J. Bagley A. Brown J. Singletary	
Visitors:	D. Akbar S. Bosley S. Cherry M. Cole J. Furtado S. Hall J. Harris	C. Harvey J. Hassell C. Hawkins G. Henderson J. Keruly M. Reese S. Spriggs

Handouts:

- Planning Council Packet (IGS & PC, October 2015).
- Greater Baltimore HIV Health Services Planning Council Application for Membership (IGS & PC, October 2015)
- Letter of Assurance (IGS & PC, October 2015)
- Ryan White Part A/MAI FY15 Expenditure Summary (BCHD, 2015)

Introductions

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- The meeting convened with quorum at 6:34 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Review of Minutes

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- D. Brewer asked the Planning Council to review the minutes of the September meeting.

Motion: To accept the September meeting minutes as written.	Made by: C. Smith	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0

Chair Report

D. Brewer, Chair

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- D. Brewer presented the chair report to the council.
- D. Brewer announced that the FY2016 Part A grant application funding opportunity announcement posted by HRSA last month is due on November 2, 2015.
- D. Brewer stated that the support staff and assessment workgroup recently submitted initial drafts for the application to the grantee, as well as the letter of assurance.
- D. Brewer stated that planning council leadership has been meeting with the grantee per the recommendations of HRSA. Leadership and the grantee have discussed timing for the release of administrative request for proposals (RFPs).
- D. Brewer stated that leadership is moving forward with collaborations and planning for the integrated care plan.
- D. Brewer stated that the Nominating Committee is continuing to work to fill planning council vacancies.
- D. Brewer encouraged council members to refer potential candidates to the nominating committee or the support office to begin the application process.
- D. Brewer announced that nominations for the positions of planning council chair, vice-chair, Nominating Committee chair, and Nominating Committee members would be opened at the end of the meeting.

Ryan White Part A Update

**S. Pelham,
BCHD**

- S. Pelham presented the grantee report to the Planning Council.
- S. Pelham stated that the monthly HRSA conference call was conducted on Thursday, October 1. The next call is scheduled for Thursday, November 5 at 12:30.
- S. Pelham announced that our HRSA project officer Commander Keisha Johnson has transitioned to a new position. The interim replacement is Lt. Monique Worrell.
- S. Pelham stated that on October 6th, BCHD received the final report on the Ryan White HIV/AIDS Program, Part A Fiscal Site Visit Technical Assistance conducted at Associated Black Charities on September 8th and 9th.
- S. Pelham stated that the grantee is expecting programmatic site visit technical assistance from HRSA at BCHD in early 2016.
- S. Pelham stated that the grantee received verbal approval from Commander Johnson that the FY15 site visit waiver application was approved. Fiscal site visits and desk audits will resume in November.
- S. Pelham stated that BCHD's HIV/STD program received funding from the CDC for two demonstration projects. The first project focuses on reducing HIV infections and improving engagement to care among MSM and transgender persons. The second project focuses on providing comprehensive prevention, behavioral health care, and social services for MSM at risk or living with HIV.
- S. Pelham stated that the FY15 5-month reprogramming exercise was conducted on Thursday, September 3rd.
- S. Pelham stated that the PCSO was informed of a verbal error during presentation of the recommendation for transitional housing services. The funding increase of \$48,726 as stated in the report is correct.
- S. Pelham stated that BCHD is preparing the FY15 7-month reprogramming exercise. The Fiscal Committee will receive the report on Monday, November 9th.
- S. Pelham stated that various BCHD staff attended the United States Conference on AIDS in Washington, DC from Thursday, September 10th through Sunday, September 13th.
- C. Skipper presented the CQM data.
- C. Skipper stated that the MD Regional Group met on Friday, October 9 during which each grantee or sub-recipient presented most recent viral load suppression data.
- C. Skipper stated that the next QM Committee will take place on Monday, October 19th.
- C. Skipper stated that parts A and B are planning a technical assistance learning collaborative to focus on viral load suppression in the first quarter of 2016.
- C. Skipper stated that the first two quarters of Part A viral load suppression data show suppression rates at 83%.

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- C. Skipper stated that the third quarter of Part A viral load suppression data show suppression rates at 79%, however, this is expected to improve when more data comes in to complete the quarter.
- A. Ferrari presented the grantee response to the assessment of the administrative mechanism.
- A. Ferrari stated that one of the grantee’s concerns is that there were 43 responses whereas there were only 41 recipients to the survey.
- A. Ferrari stated that another concern is that the answers may be inaccurately summarized.
- A. Ferrari stated that the assessment workgroup generally found late reimbursements to be the primary problem. In order to improve, BCHD will serve on the assessment workgroup and implement processes to eliminate bottlenecks.
- A. Ferrari stated that the fiscal agent will document initial receipt of original invoices from sub-grantees and will indicate which sub-recipients are not receiving payments because additional clarification and supporting documents are required. The fiscal agent will document when the request for reimbursement was sent to the grantee’s office.
- A. Ferrari stated that providers generally found BCHD staff courteous and able to respond to questions quickly.

Discussion:

- C. Smith asked if BCHD would follow through on the recommendations made by the workgroup.
- D. Rivera asked what was meant by inaccurate summaries to questions.
- A. Ferrari stated that because the non-responders were listed as a “no” response, this affected the questions summaries.
- D. Rivera stated that the survey had 100% participation.
- A. Ferrari stated that this was achieved by treating the non-responders as a “no” response.

Ryan White Part B Update

R. Buchanan-Gunthrop

- R. Buchanan-Gunthrop presented the Ryan White Part B update.
- R. Buchanan-Gunthrop stated that the HIV/AIDS Primary and Subspecialty Clinical Services in the Eastern Region will be effective starting January 1, 2016 and in the Western Regions of Maryland effective April 1, 2016.
- R. Buchanan-Gunthrop stated that the Maryland HIV Planning Group (HPG) meeting was held on October 1, 2015. All Maryland regions were represented.
- R. Buchanan-Gunthrop stated that discussion feedback for the presentation titled “Conceptual Framework for Intervention” will be summarized and shared with Part A and the Planning Council in December.
- R. Buchanan-Gunthrop stated that “Managing Priority Setting” is in transition across the regions. Original regional meetings have been cancelled and a new schedule for Spring 2016 is forthcoming.
- R. Buchanan-Gunthrop stated that the 2015 Client Satisfaction Survey was distributed to providers on October 1, 2015 and runs through November 30, 2015.
- R. Buchanan-Gunthrop stated that the 2014 CSS results were shared with the Statewide Coordinated Statement of Need (SCSN) committee and the University of Maryland Prevention Research Center for incorporation into the Comprehensive Plan/ SCSN.
- R. Buchanan-Gunthrop stated that the Regional Quality Initiative is a regular meeting of HRSA funded Ryan White Parts A, B, C, and D grantees in the state of Maryland designed to collaborate on shared Quality Management/ Quality Improvement Goals. The most recent meeting was October 9, 2015.
- R. Buchanan-Gunthrop stated that the next Regional Quality Initiative meeting is scheduled for February 3, 2016.
- R. Buchanan-Gunthrop stated the next meeting of the WICY Network is scheduled for December 4, 2015.

Planning Council Updates

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Continuum of Care Committee

- D. Kelly presented the Comprehensive Planning Committee report.

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- The committee met on September 24, 2015.
- The committee debriefed from PSRA and discussed the possibility of moving the PSRA conference to earlier in the year.
- The committee discussed approaches to improve and consolidate data presentations for FY16.
- The committee also discussed the CDC integrated plan for HIV treatment and prevention, its key elements, and the role of the planning council.

PLWHA Committee

- H. Lambert presented the PLWHA Committee report.
- The committee met on September 16, 2015.
- The committee reviewed forum documents and received a presentation on the community forum results from 2014.
- The committee opened nominations for co-chair and member-at-large positions for 2016.

Nominating Committee

- J. Simmons presented the Nominating Committee report.
- The committee met on October 5, 2015.
- The committee reviewed the September 2015 minutes and reviewed the existing vacancies on the council.
- The committee reviewed the pool list and distributed two applications for screening.

Motion: To recommend three applicants: S. Spriggs, J. Gomez, and L. Abrams to the mayor's office for the appointment to the council.	Made by: J. Simmons	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that five committee members receive two month and three-month warning letters from the Continuum of Care Committee based on attendance.	Made by: J. Simmons	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that one committee member receive a two-month warning letter from the Comprehensive Planning Committee based on attendance.	Made by: J. Simmons	Second: C. Smith
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that three committee members receive two month warning letters from the Fiscal Committee based on attendance.	Made by: J. Simmons	Second: T. Luft
Action: Passed	Opposed: 0	Abstained: 0
Motion: To recommend that changes made to the planning council application be accepted.	Made by: J. Simmons	Second: E. Nicholson
Action: Passed	Opposed: 0	Abstained: 0

Executive Committee

- J. Simmons presented the Executive Committee Report.

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Motion: To open nominations for the position of planning council chair and vice chair.	Made by: J. Simmons	Second: D. Rivera
Action: Passed	Opposed: 0	Abstained: 0

Motion: To open nominations for the positions of nominating committee chair and members.	Made by: J. Simmons	Second: K. Arbaugh
Action: Passed	Opposed: 0	Abstained: 0

PCSO Report

- A. Onyeabo presented the Planning Council Support Office Report.
- A. Onyeabo stated that during the month the support office facilitated meetings, two new member orientation sessions, and also held weekly meetings with planning council leadership.
- A. Onyeabo thanked the new council members who attended the training sessions and asked members who were unable to attend to see Catherine Sutherland for training materials.
- A. Onyeabo stated that the support office has been busy assisting with the FY2016 grant application, planning for the PLWH/A community forum, and aiding in the completion of other committee deliverables.
- A. Onyeabo stated that the support office has worked with the grantee’s office to assist in writing the narrative for the FY2016 Ryan White grant funding application. All narrative portions and documentation requested of the support office were submitted on Monday, October 5th.
- A. Onyeabo stated that the Nominating Committee is working diligently to fill vacancies on the planning council.
- A. Onyeabo asked the council to please direct any potential applicants to a Nominating Committee member or Daurice Gorham in the support office for assistance.
- A. Onyeabo announced that the support office is pleased to introduce a new member to the IGS & PC team, Ms. Jocelyn Stenhouse, who will be providing technical support as an analyst for the council and its committees.

New Business

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- There was no new business.

Motion: To adjourn the meeting	Made by: J. Simmons	Second: P. Chaulk
Action: Passed	Opposed: 0	Abstained: 0

Time adjourned: 7:30 p.m.	Date of approval:
Signature:	Electronic signature of chair (PC Minutes only):