

Planning Council

Date of meeting: September 18, 2018
Time started: 5:38 p.m.
BCHD Staff: S. Pelham
 L. Wagner
PCSO Staff: C. Lacanienta
 V. Graves
 J. Stenhouse

Present: L. Bank T. Luft
 D. Brewer F. Mena-Carrasco
 M. Cole W. Merrick
 P. DeMartino E. Nicholson*
 C. Foxx* O. Njuhigu
 C. Harvey A. Patterson
 G. Jones- M. Scriber
 Childs C. Smith
 J. Keruly M. Thomas*
 H. Lambert B. Ward
 J. Wright-Kimble

** Participated
 via
 teleconference*

Absent: P. Chaulk C. Gross
 J. Fleming S. Thames
 J. Furtado

Visitors: D. Brewer M. McEnrue
 R. Douglas E. Reynolds
 K. Jones S. Richardson
 H. Lambert M. Terreforte

Handouts:

- Planning Council Packet (OPCE, September 2018).
- FY18 June YTD Expenditure Summary (BCHD, 2018)

Introductions

Committee

- M. Cole did roll call.
- C. Smith asked for a moment of reflection.

Approval of Minutes

Committee

- C. Smith asked the planning council to review the minutes of the August council meeting.

Motion: To approve the August planning council minutes.

Made by: C. Smith Second: M. Scriber

Action: Passed

Opposed: Abstain: 0

Chair's Report

J. Keruly, Vice-Chair

- J. Keruly welcomed everyone to the September Planning Council meeting.
- J. Keruly thanked everyone for their hard work.
- J. Keruly thanked the newly appointed members of the council.
- J. Keruly stated that the PC Leadership, the planning council support office, the HRSA Officer Kristina Barney, and the recipient held a teleconference on September 10th. During the call it was discussed that HRSA is anticipating to visit the EMA in April 2019.
- J. Keruly stated that tonight there is a copy of the most recent bylaws in the handouts for review over the next month.
- J. Keruly stated that members who have suggestions on the bylaws contact Vanessa in the support office for review by October 10th.
- J. Keruly stated that over the past few months, the council and its committees have been conducting consumer needs and exploring the complex issues regarding pathways from temporary and permanent housing for people living with HIV.
- J. Keruly thanked the committee leaders and our community partners at Maryland Department of Health, the Ryan White Part A office, and the mayor's office of Homeless Services for all of their hard work.
- J. Keruly stated that the Executive Committee has completed the assessment of the administrative mechanism for FY17 as part of the EMA's Part A application.
- J. Keruly thanked the executive committee and the grantee for all of their hard work.
- J. Keruly stated that at this month's meeting, the executive committee decided to begin the assessment process for the FY18 beginning next month.

Special Report

J. Keruly, Vice-Chair

- C. Smith stated that the council leadership has begun to transition himself out.
- C. Smith stated that his term would end in November.
- C. Smith stated that he asked J. Keruly to chair tonight's meeting and for M. Cole to chair October's meeting.
- J. Keruly stated that each December during the annual meeting, the council recognizes unsung heroes in the field of HIV who work tirelessly on behalf of people living with HIV.
- J. Keruly stated that the council would like to rectify an omission made at last year's annual meeting by honoring an unsung hero who was nominated as part of a team with Terry Hawkins.
- J. Keruly stated that T. Hawkins was honored in December and that they wanted to make sure that Edna Reynolds attended this meeting to receive the recognition she deserves.
- J. Keruly stated that Terry and Edna work tirelessly to make sure that their response to HIV in the community continues to meet the evolving needs.
- J. Keruly stated that they never lose sight of the lives behind the paperwork.
- J. Keruly thanked them on behalf of the council for all of their hard work.
- J. Keruly stated that it had been a wonderful experience for her to work with her.
- E. Reynolds stated that it is an honor and that she thanks P. DeMartino for the nomination.
- E. Reynolds stated that the recognition fills her heart and that she does the work because she enjoys it.
- She thanked everyone for the acknowledgement.

Ryan White Part A Update

S. Pelham / L. Wagner, BCHD

- S. Pelham presented the Part A report.
- S. Pelham stated that the monthly HRSA call was held on September 11th.

- S. Pelham stated that Lt. Commander Worrell has returned and led the call.
- S. Pelham stated that there was a call with Kristina Barney on August 27th.
- S. Pelham stated that they discussed questions that she had with the FY17 Progress report/ Implementation plan.
- S. Pelham stated that BCHD staff is currently updating these reports based on this discussion.
- S. Pelham stated that the support office had forwarded signed letters to BCHD that are necessary for the FY19 75/25 Core Medical Waiver submission.
- S. Pelham stated that the five month reprogramming exercise was conducted during the fiscal committee meeting on Tuesday, September 11th.
- S. Pelham stated that the following adjustments were recommended.
 - Reduce Outpatient Ambulatory Health Services by \$3,200.
 - Reduce medical Nutrition Therapy by \$3,200.
 - Reduce Hospice Services by \$8,000.
 - Reduce Medical Transportation by \$3,000.
 - Reduce Emergency Financial Assistance by \$33,446.
 - Increase Early Intervention Services by \$4,400.
 - Increase Health Insurance by \$29,446.
 - Increase Housing Services by \$26,800.
 - Increase Food Bank by \$10,000.
- S. Pelham stated that he met with the housing sub-recipients individually. The meetings included:
 - Funding case managers specifically for housing sub-recipients would help towards transitioning clients to permanent housing.
 - Revisiting grievance policies and procedures, and follow through with clients to let them know their concerns are being addressed.
 - Greater use of CAREWare to track and qualify (1) the clients moving from one transitional sub-recipient to another, (2) the clients moving to permanent housing and what that looks like, (3) how long clients are staying at each location, and (4) if clients are moving around locations.
- S. Pelham stated that Ryan White staff is on schedule for submission of the FY19 application by the deadline.
- S. Pelham stated that Ryan White staff has received the results of the FY17 Assessment if the Administrative Mechanism and will provide a written response to the planning council.
- S. Pelham stated that Ryan White staff will provide a written response to directives formed at COCC meeting by Friday, September 28th.
- S. Pelham stated that Ryan White Part A and MAI recipients have been reimbursed for July expenses.
- S. Pelham stated that seven FY18 site visits have been completed (19%) thus far. Five (5) site visits are scheduled for September.
- C. Smith asked if A. Ferrari had submitted the FY19 budget to HRSA.
- A. Ferrari stated that the budget would be included in the application and submitted the same week.
- C. Harvey stated that he told consumers to contact their case manager about their housing needs and that they are not receiving housing.
- S. Pelham stated that he would look into the situation and get an update.
- C. Smith asked S. Pelham for a letter to be released regarding C. Harvey's concerns within 30 days.
- P. DeMartino asked whom the letter should go and whether it should be providers.
- C. Smith stated that it should.
- C. Harvey stated that he is concerned that the case managers need to be more aware.

Planning Council

- J. Keruly suggested that the housing concerns be addressed at the Continuum of Care Committee meeting.
- C. Smith stated that the next meeting is October 30TH.
- L. Wagner stated that the standards of care workgroup met on September 10, 2018.
- L. Wagner stated that the workgroup discussed the oral health and TB testing for review.
- L. Wagner stated that the minor revisions made at the August meeting to mental health, substance abuse residential, substance abuse outpatient, hospice, outreach, outpatient ambulatory health services, psychosocial support, and medical case management will also be sent to providers for review.
- L. Wagner stated that they are continuing to provide technical assistance to several core medical and support service sub-recipients in the development of quality improvement projects.
- L. Wagner stated that BCHD is continuing its involvement in the Maryland Regional group and the national ECHO end+disparities initiative focusing on quality improvement activities in increasing viral load suppression among key populations (youth, transgender people, MSM of color, and African American and Latina women).
- L. Wagner stated that six sub-recipients are participating in the needs assessment on barriers to retention in care.
- L. Wagner stated that fifty-five surveys have been completed among Ryan White consumers who have missed a scheduled appointment in the last six months. The target to reach is 75.
- L. Wagner stated that the FY17 care continuums for support services sub-recipients are 70% complete.
- L. Wagner stated that roll-out to sub-recipients will be coordinated with the Deputy Director of Clinical Quality Management.
- L. Wagner stated that the CW Administrator is working with BCHD HIV/STD Prevention program and IT to begin the work of migrating Prevention data to CAREWare. The estimated time of completion is late 2018.
- L. Wagner stated that the city HPG U=U coalition of HIV treatment and care stakeholders is making progress in developing the U=U marketing and outreach. The website is to be launched for World AIDS Day 2018.
- L. Wagner stated that the HIV/STD Prevention program is planning the World AIDS Day 2017 event in collaboration with the BCHD Office of Policy and Community Engagement. The official program is being planned for Friday, November 30th, along with opportunities to highlight community activities commemorating World AIDS Day all week long.
- L. Wagner stated that the HIV/STD Prevention program's IMPACT campaign is planning to launch a new-recorded talk show called "Close the Gap". This forum will feature a diverse audience engaged in intimate health related conversations with a subject matter expert.
- L. Wagner stated that the goal of the CTG is to foster conversations that inspire, educate, and empower one community member at a time by engaging in meaningful health focused conversations intended to close the gap between public health and the community, ultimately contributing to a reduction in health disparities.
- L. Wagner stated that close the gap production begins in October 2018. The volunteers are needed for audience participation.
- L. Wagner stated that the next city HPG HIV planning group meeting will be held on Thursday, October 18th, 2018 at the Helping Up Mission from 9:00 am-12:30 pm.

Part B Update

P. DeMartino, MDH

Planning Council

- P. DeMartino stated that on Thursday September 20th, the state would hold the State HIV Planning Group meeting at the Doubletree in Annapolis.
- P. DeMartino stated that the Center for HIV Prevention and Health Services is continuing with its integration. They have completed the leadership for their Performance Improvement unit, which includes a division for data management, for program evaluation, and division for planning.
- P. DeMartino stated that there will be lots of changes as they are moving forward.
- P. DeMartino stated that L. Knapp is the Division Chief for Continuous Quality Improvement.
- P. DeMartino stated that the center is developing a competitive procurement for a comprehensive response to experienced health disparities among racial and sexual minorities.
- P. DeMartino stated that they are taking the federal idea of MAI as the floor for their program and building around it. They hope to have it rolled out by 2021.
- P. DeMartino stated that it takes a while to contract at the state.
- P. DeMartino stated that they have partnered with the Virginia department of health for a home testing kit.
- P. DeMartino stated that stated that Virginia was already doing it and advertising in DC Metropolitan area.
- P. DeMartino stated that it is free and available throughout the state.
- C. Harvey asked how the kits work.
- P. DeMartino stated that it specifically is targeting men and transwomen.
- P. DeMartino stated that anyone can get a kit and it is one kit per person every three months.
- P. DeMartino stated that they started an outreach program in Somerset County to make sure that people are receiving free and unfettered access to care.
- P. DeMartino stated that they are going to instruct all part B funded facilities to contract all of their clients who are unstably housed to contract HOPWA at the city.
- P. DeMartino stated that they are creating operating procedures for how to do that properly.
- P. DeMartino stated that the passed out the HIV federal portfolio.
- P. DeMartino stated that this has been an interesting year for appropriations.
- P. DeMartino stated that the house has requested many cuts but none of them have followed through.
- P. DeMartino stated that the ADAP is still the largest chunk.
- P. DeMartino stated there were no major changes expected.
- C. Smith stated that there has been talk of the democrats taking over the house. Do you think that there will be cuts with this is mind.
- P. DeMartino stated that the purse strings belong to congress and it is their job to appropriate dollars.
- P. DeMartino stated that it is the House of Representatives job to appropriate the dollars.
- F. Mena-Carrasco asked what the follow up is for a person who tests positive.
- P. DeMartino stated that every kit given out is geo-coded to the persons address.
- P. DeMartino stated that they would compare the Virginia data to their surveillance data.
- P. DeMartino stated that stated that there is a hotline and email address associated.

Planning Council Updates

Executive Committee:

- C. Smith presented the Executive Committee report.
- The committee met on September 12th, 2018.
- The committee approved the minutes.
- The committee reviewed the expenditure summary.

Planning Council

- The committee agreed to review conflict of interest guidelines to determine if the bylaws are in compliance.

Continuum of Care Committee:

- C. Harvey Sr. read the Continuum of Care Committee report.
- The committee met on August 29th, 2018.
- The committee had presentations on best practices from other cities in developing housing capacity.
- The committee had presentations on nonprofit affordable housing development.
- The committee reviewed and discussed housing directives from PSRA.
- Due to the lack of data directives were tabled to the October meeting.
- The committee agreed they would talk more about additional stakeholders that can be brought to the table.

Comprehensive Planning Committee:

- F. Mena-Carrasco read the comprehensive planning committee report.
- The committee met on September 6, 2018. We wanted to take this opportunity to thank Linda and MDH for moving forward with our data request to see whether intake processes have initial behavioral health screening indicators. Our thanks to Linda for gathering feedback regarding MDH's survey to see what types of behavioral health assessments Ryan White providers implement when encountering and assessing the needs of their clients.
- To better inform the directives referred to the committee by COCC, the committee discussed making the following data requests to the recipient and the state:
 - Requesting two years' worth of data on the language spoken at home for all Ryan White Part A and B clients seen at Chase Brexton, University of Maryland, and Johns Hopkins.
 - Requesting copies of all behavioral health/ substance abuse assessments used to assess Ryan White Part A and B clients.
- We will be providing an update of the dashboard by World AIDS Day. The goal of the updating the dashboard is to inform our planning goals and to guide our discussions accordingly.
- We would like to invite everyone to attend the following community discussions that will be held at Baltimore City health Department:
 - Reaching the Latino community on October 4th, 2018 from 4:30pm to 6:30pm. Reaching the youth on November 1st, 2018 from 4:30 pm to 6:30pm.
 - Reaching the transgender community on January 3rd, 2018 from 4:30pm to 6:30pm.
 - EIS and Outreach debate on February 7th, 2018.
 - The committee will be partnering with the PLWHA Committee to hold a town hall in February 2019 on the consumer perspective of EIS and Outreach needs.

Fiscal Committee:

- C. Smith read the Fiscal Committee report.
- The committee met on September 11th
- The committee conducted a 5-month reprogramming exercise.

Motion: To recommend that the category of Outpatient Ambulatory Health Services be reduced by \$23,000.

Made by: C. Smith

Second: P. DeMartino

Discussion:

- S. Pelham stated that the explanations started on page 6.

Action: Passed

Opposed: 0

Abstain: 3

Planning Council

Motion: To recommend that the category of Medical Nutrition Therapy be reduced by \$3,200.

Action: Passed

Made by: C. Smith

Second: C. Harvey Sr.

Opposed: 0

Abstain: 1

Motion: To recommend that the category of Early Intervention Services be increased by \$4,400.

Action: Passed

Made by: C. Smith

Second: M. Scriber

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Health Insurance Premium be increased by \$29,446.

Action: Passed

Made by: C. Smith

Second: M. Scriber

Opposed: 0

Abstain: 4

Motion: To recommend that the category of Hospice Services be reduced by \$8,000.

Action: Passed

Made by: C. Smith

Second: M. Scriber

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Medical transportation be reduced by \$3,000.

Made by: C. Smith

Second: M. Scriber

Discussion:

- W. Merrick asked if there was no longer a need for this services by the provider.
- S. Pelham stated that one of the sub-recipients requested the reduction based on the activity that they have for the fiscal year and no one else in the category presented a need for it.
- W. Merrick is it just tokens.
- S. Pelham stated that this would be tokens and taxis. This sub-recipient had multiple modes of transportation.
- C. Harvey asked if the other sub-recipients were notified that funds were available.
- S. Pelham stated that prior to the meeting, there is an email sent out letting them know to send their requests.
- S. Richardson stated that she is a case manager in the county and that most of her clients receive medical assistance and will not need tokens.

Action: Passed

Opposed: 0

Abstain: 3

Motion: To recommend that the category of Housing Services be increased by \$26,800.

Action: Passed

Made by: C. Smith

Second: J. Wright-Kimble

Opposed: 0

Abstain: 0

Motion: To recommend that the category of Food bank Home Delivered be increased by \$10,000.

Action: Passed

Made by: C. Smith

Second: C. Harvey

Opposed: 0

Abstain: 1

Motion: To recommend that the category of Emergency Financial Assistance be reduced by \$33,446.

Made by: C. Smith

Second: M. Scriber

Discussion:

Planning Council

- C. Harvey asked this is a large reduction.
- S. Pelham stated that a couple of recommendations ago they decreased this by \$30,000.
- S. Pelham stated that the same amount of services will be provided
- W. Merrick asked if it was for medical care or pharmacy.
- S. Pelham stated that it is for co=payments for medical care.

Action: Passed

Opposed: 0

Abstain: 5

Nominating Committee:

- M. Cole read the Nominating Committee report.
- The committee met on September 4, 2018.
- The committee discussed planning council vacancies, which include a mental health provider, a part C grantee, a part D grantee, a prevention planning group member, someone who is recently released from incarceration, and consumers who are not aligned with Part A organizations.
- At this meeting, the committee updated the pool list.
- For your review, the planning council leadership eligibility form has been provided as a handout.

Motion: To send K. Jones' application to the mayor's office for appointment to the council.

Made by: M. Cole

Second: J. Wright-Kimble

Action: Passed

Opposed: 0

Abstain: 0

Motion: To send M. McEnrue's application to the mayor's office for appointment to the council.

Made by: M. Cole

Second: C. Harvey

Action: Passed

Opposed: 0

Abstain: 0

Motion: To recommend that one member receive a two-month warning letter from the PLWHA Committee based on attendance.

Made by: M. Cole

Second: J. Wright-Kimble

Action: Passed

Opposed: 0

Abstain: 1

PLWHA Committee:

- D. Brewer read the PLWHA Committee report.
- The committee will hold its next meeting on September 25th, 2018.
- The committee will plan a town hall to talk about the consumer's perspective on EIS and Outreach. The committee would like to invite all consumers to attend this discussion,

PCSO Report

J. Stenhouse, PCSO

- J. Stenhouse stated that over the past month the support office held weekly meetings with planning council leadership.
- J. Stenhouse stated that the support office has facilitated eight committee meetings over the past month.
- J. Stenhouse stated that the support office attended the standards of care workgroup meeting and participated in the monthly HRSA call.
- J. Stenhouse stated that within the last month, the support office provided narrative, letters, and materials on behalf of the council for the FY18 Program Terms report, the Part A application and the EMA waiver request for the FY19 core medical waiver requirement.
- J. Stenhouse stated that over the last month, the council has welcomed two new members and received reappointment letters for six members. The support office is working with the mayor's office

Planning Council

to facilitate the approval for six pending members.

- J. Stenhouse stated that the nominating committee is working diligently to fill vacancies on the planning council.
- J. Stenhouse asked that any potential applicants be directed to a nominating committee member.
- J. Stenhouse reminded members with new affiliations to see any member of the support office to complete a new conflict of interest form.
- J. Stenhouse reminded all who receive transportation services to provide ample notice to the support office to coordinate your ride.

New Business

Planning Council

- No new business.

Motion: To adjourn the meeting	Made by: C. Smith	Second: J. Wright-Kimble
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:51 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	