

Planning Council

Date of meeting: November 18, 2015
Time started: 6:22 p.m.
BCHD Staff: A. Ferrari*
 S. Pelham*
 C. Skipper*
IGS Staff: A. Onyeabo
 J. Stenhouse
 C. Sutherland
 C. White

Present: K. Arbaugh* E. Nicholson
 L. Bank D. Rivera
 D. Brewer M. Scriber
 J. Fleming J. Simmons*
 A. Fowlkes C. Smith
 K. Gray B. Ward
 G. Jones-Childs E. Watson, Jr. *
 H. Lambert
 V. Lathan
 T. Luft
Absent: J. Bagley D. Kelly, Jr.
 R. Buchanan- J. Keruly
 Gunthrop K. Rogers
 A. Brown J. Singletary
 P. Chaulk
Visitors: S. Cherry D. Valentine
 M. Cole S. Zisow-McClean
 C. Foxx
 C. Harvey
 K. Reynolds*

*participated via teleconference

Handouts:

- Planning Council Packet (IGS & PC, November 2015).
- FY15 Expenditure Summary March 1, 2015 through September 30, 2015 (BCHD, 2015)
- Final Response to the Assessment of the Administrative Mechanism (BCHD, 2015)
- Planning for FY16 and Beyond presentation (IGS & PC, 2015)
- Greater Baltimore HIV Health Services Planning Council Committee Workplans (IGS & PC, 2015)
- Greater Baltimore HIV Health Services Planning Council Standards of Care (IGS & PC, November 2015)
- Greater Baltimore HIV Health Services Planning Council: Bylaws (IGS & PC, 2015)

Introductions

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- The meeting convened with quorum at 6:22 p.m. and introductions were made.
- D. Brewer called for a moment of silence.

Review of Minutes

Planning Council

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

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| Motion: To accept the October meeting minutes as written. | Made by: A. Fowlkes | Second: K. Gray |
| Action: Passed | Opposed: 0 | Abstained: 0 |

Chair Report

D. Brewer, Chair

- D. Brewer presented the chair report to the council.
- D. Brewer stated that 7-month reprogramming decisions made by the Fiscal Committee would be discussed at the November Planning Council meeting.
- D. Brewer stated that the Planning Council’s committees have begun working on their workplans and timelines for the next fiscal year.
- D. Brewer stated that the Planning Council would review and approve the bylaws at the meeting tonight.
- D. Brewer stated that elections for the Planning Council Chair, Vice-Chair, Nominating Committee Chair, and Nominating Committee members would be held at the end of the meeting.
- D. Brewer stated that the next Planning Council meeting is the annual meeting, which is a time to reflect on the successes of the year and recognize and show appreciation for Planning Council members whose terms have ended.
- D. Brewer stated that the Planning Council support office is currently accepting Heroes Among Us nominations and asked that nominations be sent via email to C. Sutherland.
- D. Brewer stated that it has been a great pleasure serving on the Planning Council leadership this year and wished all members and guests a joyful and peaceful holiday season.

Special Report

**C. Lacanienta,
IGS & PC**

- C. Lacanienta presented the workplans for 2016 titled Planning for FY16 and Beyond to the Planning Council.
- C. Lacanienta thanked Planning Council members and guests for attending the meeting on short notice.
- C. Lacanienta stated that a realistic forecast of funding in the future is level funding or decreased funding.
- C. Lacanienta listed the Ryan White Legislative Requirements for the Planning Council as performing a needs assessment, participating in priority setting and resource allocation, allocating required funding for core medical and support services, participating in comprehensive planning, coordination with the state integrative plan, performing an assessment of the administrative mechanism, and allocation of funds for services to infants, children, youth, and women.
- C. Lacanienta listed tentative dates data partners could provide information to the Planning Council.
- C. Lacanienta presented proposed committee timelines for FY16 based on feedback from committee members and Planning Council leadership.
- C. Lacanienta presented the proposed Executive Committee timeline for FY16.
- C. Lacanienta stated that the assessment workgroup will meet as necessary and when needed by the grantee.
- C. Lacanienta presented the proposed Continuum of Care Committee timeline for FY16.
- M. Scriber stated that many of the activities listed in the Continuum of Care committee timeline overlap with activities of the Comprehensive Planning Committee.
- C. Lacanienta agreed that the activities of the two committees are similar but the Planning Council is trying to

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- hands full.
- C. Lacanienta presented the proposed Fiscal Committee timeline for FY16.
 - C. Lacanienta stated that the Executive Committee should be aware that the Fiscal Committee is proposed to only meet four times a year.
 - C. Lacanienta stated that the 75/25 waiver is still on the table to be requested.
 - C. Lacanienta presented the proposed Nominating Committee timeline for FY 16.
 - C. Lacanienta stated that the Nominating Committee is still scheduled to meet eleven times a year.
 - C. Lacanienta stated that the Nominating Committee is aware that there will soon be a new Mayor in Baltimore and that the committee aims to fill seats by June 2016.
 - C. Smith pointed out that the democratic primaries are scheduled for April 2016, so seats should potentially be filled before June.
 - C. Lacanienta presented the proposed PLWH/A Committee timeline for FY16.
 - C. Lacanienta stated that the PLWH/A Committee will meet six times a year in FY16 and will gather information from consumers about accessing care.
 - C. Lacanienta thanked the Planning Council for their patience during the presentation and asked if there were any questions.

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| Motion: To accept all proposed timelines as presented for FY 16. | Made by: C. Smith | Second: E. Nicholson |
| Action: Passed | Opposed: 0 | Abstained: 0 |

Ryan White Part A Report

**S. Pelham,
BCHD**

- S. Pelham presented the Ryan White Part A report.
- S. Pelham stated that the monthly HRSA conference call was conducted on Thursday, November 5th. The next call is scheduled for Thursday, December 3rd at 12:30.
- S. Pelham stated that HRSA has approved the FY15 site visit waiver.
- S. Pelham stated that HRSA will provide program technical assistance to BCHD the week of February 15, 2016.



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- A. Ferrari asked the Planning Council to read through the report and asked if there were any questions.
- C. Smith asked if the requests of the assessment workgroup will be considered.
- A. Ferrari stated that yes; there will be a calendar.
- C. Smith stated that on the master calendar meetings of the assessment workgroup should be listed.
- A. Ferrari stated that all options would be explored.

Ryan White Part B Report

R. Buchanan-Gunthrop, DHMH

- D. Brewer stated that R. Buchanan-Gunthrop was unavailable to present the Part B Report and asked council members to contact the Planning Council Support Office with any questions.

Planning Council Updates

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Executive Committee

- A. Onyeabo explained the proposed changes in the Planning Council Bylaws.
- A. Onyeabo stated that one proposed change can be found on page 10 of the Bylaws and limits the number of Baltimore City Health Department representatives to one Planning Council member. P. Chaulk is currently holding this position.
- A. Onyeabo stated that the second proposed change can be found on page 42 of the Bylaws and is an attachment of the Health Department’s representation policy.

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| Motion: To accept all proposed changes to the Bylaws. | Made by: C. Smith | Second: A. Fowlkes |
| Action: Passed | Opposed: 0 | Abstained: 0 |

Fiscal Committee

- L. Bank presented the Fiscal Committee report.
- The committee met on November 9, 2015.
- The committee reviewed the minutes of the September meeting.
- The committee reviewed its 7-month reprogramming exercises from the grantee.
- The committee reprogrammed funds into eleven categories.
- The committee reviewed the committee workplan presentation.
- S. Pelham explained the rationale for all changes in category funding.

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| Motion: To open reprogramming. | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 0 |

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| Motion: To decrease the category of Medical Case Management funding by \$27,026. | Made by: C. Smith | Second: E. Nicholson |
| Action: Passed | Opposed: 0 | Abstained: 4 |

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| Motion: To decrease the category of OAHS-PMC Co-morbidity by \$27,216. | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 3 |

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| Motion: To decrease the category of OAHS-EFA | Made by: L. Bank | Second: C. Smith |
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| funding by \$28,159. | | |
| Action: Passed | Opposed: 0 | Abstained: 4 |
| Motion: To decrease the category of Medical Nutritional Therapy by \$18,727. | Made by: L. Bank | Second: E. Nicholson |
| Action: Passed | Opposed: 0 | Abstained: 1 |
| Motion: To increase the category of Oral Health services funding by \$97,000. | Made by: D. Rivera | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 1 |
| Motion: To decrease the category of Health Insurance Premiums and Cost Sharing by \$3,000 | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 1 | Abstained: 5 |
| Motion: To decrease the category of Outreach Services by \$10,430. | Made by: L. Bank | Second: E. Nicholson |
| Action: Passed | Opposed: 0 | Abstained: 3 |
| Motion: To decrease the category of Medical Transportation by \$53,020. | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 4 |
| Motion: To increase the category of Housing Services-Transitional by \$21,000 | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 0 |
| Motion: To increase the category of Food Bank-Home Delivered Meals by \$44,578. | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 0 |
| Motion: To increase the category of Food Bank-EFA by \$5,000. | Made by: L. Bank | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 3 |
| Motion: To close out reprogramming. | Made by: L. Bank | Second: J. Fleming |
| Action: Passed | Opposed: 0 | Abstained: 0 |

Comprehensive Planning Committee

- V. Lathan presented the Comprehensive Planning Committee report.
- The committee met on November 12, 2015.
- The committee reviewed the minutes of the September meeting.
- The committee reviewed their committee workplan for 2016.
- The committee also reviewed Comprehensive Plan considerations.
- The committee opened nominations for co-chair positions.

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Continuum of Care Committee

- D. Rivera presented the Continuum of Care Committee report.
- The committee met without quorum on November 4, 2015.
- The committee reviewed the minutes of the September meeting.
- The committee discussed the directives process and feedback from the New York EMA.
- The committee reviewed the updated service definitions in all standards of care.
- The committee discussed workplan and workplan changes for FY16.
- The committee reviewed Part A continuum of care and viral load suppression rates data.

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| Motion: To approve all the Standards of Care. | Made by: D. Rivera | Second: C. Smith |
| Action: Passed | Opposed: 0 | Abstained: 0 |

Nominating Committee

- C. Smith presented the Nominating Committee report.
- The committee leadership reviewed and discussed its workplan with Planning Council leadership via teleconference on November 9, 2015.

PLWH/A Committee

- E. Nicholson presented the PLWH/A Committee report.
- The committee met on October 21, 2015.
- The committee reviewed the minutes of September 2015 meeting.
- The committee discussed planning and logistics for a PLWH/A retreat scheduled for January 2016.

PCSO Report

- A. Onyeabo presented the Planning Council Support Office Report.
- A. Onyeabo stated that the support office has facilitated meetings and teleconferences over the past month, as well as weekly calls with Planning Council leadership.
- A. Onyeabo stated that the support office has been busy assisting committees with their workplans, reprogramming, and planning for the annual meeting.
- A. Onyeabo stated that the support office would like to thank the Planning Council leadership for all their hard work and service during the past year.
- A. Onyeabo stated that as the Planning Council welcomes new leadership, the support office would continue to work diligently to support the work of the Planning Council in this EMA.
- A. Onyeabo stated that the support office has received a number of tickets for the 60th annual Goodwill Thanksgiving Dinner and Resource Fair taking place on November 25th at the Baltimore Convention Center on Pratt Street from 11:45 a.m. to 2:45 p.m. and to please see C. Sutherland for a ticket.
- A. Onyeabo stated that the support office is also collecting *Heroes Among Us* awards at this time and to please send any nominations to C. Sutherland.

New Business

Planning Council

- A. Onyeabo stated that elections are to be held and mentioned that no one is running opposed.
- A. Onyeabo asked all those running for leadership positions to make a short speech.
- D. Brewer stated that it has been an honor serving as Planning Council Chair and it would be an honor to serve again. The dedication of Planning Council members helps to save lives and together the council can accomplish many things with limited resources.
- C. Smith stated that he was one of the co-founders of the Greater Baltimore HIV Health Services Planning Council, the founder of project LEAP, and first chair of the PLWH/A committee.

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- C. Smith stated that he has been a vibrant team player and would be honored to be elected as Vice-Chair of the Planning Council.
- J. Simmons stated that he has been with the Planning Council for three years and understands the importance of meeting members where they are to build a strong Planning Council. For these reasons, J. Simmons would be honored to be re-elected as Nominating Committee Chair.
- E. Nicholson stated that she should be elected as a Nominating Committee member due to her previous experience performing interviews, her responsibility, and her diligence.
- E. Nicholson stated that she is an ally as well as an advocate for the HIV community and would be happy to be elected.
- B. Ward stated that she is a Project L.E.A.P graduate, active member of the Continuum of Care Committee, and a Jacques Initiative volunteer and that these experiences make her a good fit for the Nominating Committee.
- B. Ward stated that she was honored to receive a nomination and it would be an honor to be elected.
- A. Onyeabo announced the new leadership for the Planning Council in 2016: D. Brewer, Chair, C. Smith, Vice-Chair, J. Simmons, Nominating Committee Chair, B. Ward, E. Nicholson, J. Singletary, and J. Bagley, Nominating Committee members.
- A. Fowlkes announced that there are online scholarships available for the South Africa Reproductive Health Summit and to asked members to contact her for details.
- C. Smith stated that December 1 is World AIDS Day and to please contact him for details on how to volunteer at the Mount Vernon Place United Methodist Church celebration of life events from 3:00 p.m. to 9:30 p.m.

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| Motion: To close nominations for PC leadership positions. | Made by: A. Fowlkes | Second: J. Fleming |
| Action: Passed | Opposed: 0 | Abstained: 0 |
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| Motion: To adjourn the meeting | Made by: P. Chaulk | Second: A. Fowlkes |
| Action: Passed | Opposed: 0 | Abstained: 0 |
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| Time adjourned: 7:55 p.m. | Date of approval: | |
| Signature: | Electronic signature of chair (PC Minutes only): | |