

Greater Baltimore HIV Health Services Planning Council

Minutes of the Meeting of April 15, 2008

Vol. V, No. 2

Final • May 20, 2008

Meeting Attendance

Present ¹	S. Ashley	J. Keller
	D. Baker	J. Keruly
	R. Bradley	A. Leverette
	D. Brewer	C. Massey
	C. Brown	R. Matens
	G. Clark	A. Middleton
	D. Cooper	W. Miller
	A. Foyles	W. Samuel
	L. Green*	L. Smith
	P. Hall	B. Thomas-El
	C. Harvey, Sr.	B. Tucker*
	D. Hunter	J. Winslow
	Absent	M. Becketts
K. Bellesky		W. Jones
M. Cole		F. Lowman
R. Gore-Simmons		G. Manigo
M. Graves		G. Nelson
R. Green		M. Obiefune
R. Haden		N. Robinson
D. Henson		
Proxy	V. Burrell	D. Shamer
	S. Felder	R. Shattuck
	S. Ntiri	
BCHD	R. Brisueno	M. Ward
	J. Ungard	
Visitors	W. Commander	J. Hunter
	D. Davis	R. Parrish
	R. Disharoon	R. Rubino
	M. Flint	R. Saunders
	C. Gibson	M. Ward
	N. Guest	
Staff	T. Cooke	M. Komosinski
	K. Hale	N. Lewis
Handouts	Planning council packet (April 2008).	
	Part B and Part D administrative report (April 2008).	

¹ Attendance is based on sign-in sheet.

*Present, but did not sign in.

Draft planning council work plan (2008).
Planning council deliverables and committee tasks.
African American men's health conference (flier).
Poz magazines (March 2008, April 2008 and May 2008).

Executive Summary

The meeting was convened with quorum at 6:54 p.m.²

The planning council chair announced:

- The participation of new employees within the grantee's office in planning council new member orientation and their attendance at committee and council meetings.
- The FY 2009 Part A priority setting and resource allocation for the Baltimore eligible metropolitan area (EMA) will be held on July 28-29, 2008.³
- FY 2009 priority setting and resource allocation for the counties' set-aside will be held on August 11-12, 2008.
- The mandatory data presentations will be held in July for priority-setting participants.
- The planning council support office has updated the meeting minute format.
- The Executive Committee reviewed the committee and planning council work plans and the planning council must approve its work plan.
- The Health Services and Resources Administration HIV/AIDS Bureau (HRSA/HAB) will be conducting a site visit at the end of the month.

The grantee announced the following:

- The fiscal agent and grantee are reviewing implementation plans for the FY 2008 grant award.
- The HRSA/HAB site visit will include a meeting with planning council leadership.
- The Clinical Quality Management (CQM) program will be reviewing six service categories in FY 2008, conducting a survey to collect data on cervical cancer screening this summer and holding several technical assistance workshops in the next two months.⁴
- The health department is funding the provision of rapid HIV testing in five hospital's emergency rooms.
- Several capacity-building activities will be held throughout the next few months.

The Maryland AIDS Administration's representative reported for Part B and D:

² Quorum is defined as attendance of at least 51 percent of membership.

³ The process used by a planning council for identifying service priorities for the use of Ryan White funds that are consistent with locally identified needs and for the allocation of funds to service categories.

⁴ The quality assurance program that seeks to maintain high quality care at Part A-funded agencies by assessing the extent to which providers are meeting the minimum local standards of care as established by the planning council, and providing recommendations on crafting quantifiable and measurable standards of care based on public health guidelines.

- The next Regional Advisory Committee (RAC) meeting for the central region will be held Monday, May 12, 2008.⁵
- The Part B award was level funded for FY 2008.
- The FY 2008 Part B Minority AIDS Initiative (MAI) application was recently submitted, but the award has not been announced.
- HRSA/HAB conducted a site visit of the Part D and Part D-youth programs.
- Continuation applications were submitted for the Part D and Part D-Youth Services Initiative grants.

Committee co-chairs reported on their respective committee's activities:

- The Continuum of Care Committee reported the status of several standards of care.
- The Evaluation Committee reported the completion of revisions to the assessment tool and questionnaires.
- The Nominating Committee announced that they had completed revisions to the application screening tool. The committee recommended an applicant be moved to the pool list and the planning council approved the recommendation.
- The People Living with HIV/AIDS (PLWH/A) Committee began its first service category review and presented its completed position paper.
- The Comprehensive Planning Committee and Services to Surrounding Counties (STSC) Committee did not meet in the past month.

The planning council support office reported its activities over the last month.

The planning council reviewed its work plan for 2008 and approved it as a working document.

Several announcements were made before the meeting adjourned at 8:12 p.m.

Proceedings

Introductions/Review of Minutes

The chair convened the meeting at 6:54 p.m. with introductions and the approval of minutes from the March meeting.

Motion	To accept the March 18, 2008 minutes as written.
Proposed by	A. Foyles
Seconded by	D. Cooper
Action	Passes, 0 abstentions, 0 objections

Chair's Report

The planning council chair announced:

⁵ In partnership with the Maryland AIDS Administration, the committee reviews information and makes recommendations for HIV/AIDS care and prevention priorities in Maryland. The committee is run in each of the state's five consortia regions (central, eastern, southern, suburban and western).

- The new employees in the grantee's office participated in the planning council's new member orientation and have begun attending committee meetings as technical support.
- Preparations are underway for the Baltimore EMA's FY 2009 Part A priority setting and resource allocation conference, which will be held on Monday and Tuesday, July 28-29, 2008.⁶ The STSC committee will conduct priority setting and resource allocation for the counties' set-aside monies on Monday and Tuesday, August 11-12, 2008.
- The planning council must consider the most current information when making funding decisions at priority setting. Data presentations will be made at the July planning council meeting and will be mandatory for all council members, their proxies and all STSC committee members planning to attend either priority setting conference.
- The planning council support office has begun incorporating the feedback from planning council members on streamlining the meeting minutes and the planning council packet format to make the documents more concise and easy to interpret for individuals unfamiliar with planning council terminology. Planning council members are urged to submit feedback to the support office on the new format.
- Each standing committee's major work products are brought to the Executive Committee and then to the planning council for final ratification. These work-item deadlines are included in the planning council's work plan. Work plans are subject to revisions, as necessary, but are to be approved by the planning council.
- As the sunset of Ryan White approaches, members are encouraged to individually participate in local advocacy initiatives and be mindful that, as an organization, the planning council's role is to educate, not to lobby. The planning council leadership will keep members informed of relevant events to participate in.
- HRSA/HAB will be conducting a site visit of the Baltimore EMA's Ryan White Part A program.

Grantee's Report

The grantee representative reported:

- The fiscal agent and grantee are collaborating to review scope of work and budgets associated with implementing FY 2008 contracts.
- HRSA planned a site visit of the Ryan White Part A Program for April 28-30, 2008, with time scheduled on Monday, April 28, 2008 to discuss planning council activities. Planning council members are asked to forward any questions or concerns they want addressed to the planning council support office by April 22, 2008.
- The CQM team has multiple projects planned for the next few months, including:

⁶ The process used by a planning council for identifying services priorities for the use of Ryan White funds that are consistent with locally identified needs and for the allocation of funds to service categories.

- Reviewing six categories in FY 2008: outpatient ambulatory health services (OAHS),⁷ early intervention services (EIS),⁸ medical transportation (including MAI),⁹ childcare services (including MAI),¹⁰ housing assistance¹¹ and health insurance premiums and cost sharing.¹²
- Conducting a comprehensive survey this summer to collect data on attitudes and beliefs women have regarding cervical cancer screening.
- Holding several technical workshops in the upcoming months.
- The health department is funding five hospitals (Mercy, Maryland General, Bayview, Bon Secours and Sinai) to provide rapid testing in emergency rooms.
- Recruitment is underway for the Leadership Education Advocacy Program (LEAP) 12 class, to begin May 2008.¹³
- The Office of Minority Health will be facilitating several capacity building and technical assistance workshops.

Part B Report

The Maryland AIDS Administration's representative announced:

- The next RAC meeting for the central region will be held at 1:00 p.m. on Monday, May 12, 2008 at Nebo Christian Ministries 240 N. Franklinton Rd.
- The Part B funding was level funded at \$34,745,655. Of this grant, \$26,541,994 was earmarked for AIDS Drug Assistance (ADAP).¹⁴
- The AIDS Administration submitted the Part B MAI application for FY 2008 on March 28, 2008 and is waiting to receive the award announcement.

Part D Report

The Maryland AIDS Administration's representative reported:

⁷ The core-medical service category that funds the provision of professional diagnostic and therapeutic services rendered by a physician, physician's assistant, clinical nurse specialist, or nurse practitioner in an outpatient setting.

⁸ The core-medical service category that funds the counseling of individuals with respect to HIV/AIDS; testing; referrals; other clinical and diagnostic services regarding HIV/AIDS; periodic medical evaluations for individuals with HIV/AIDS; and providing therapeutic measures.

⁹ The support service category that funds conveyance services provided, directly or through voucher, to a client so that he or she may access health care services.

¹⁰ The support service category that funds the provision of care for the children of clients who are HIV-positive while the clients attend medical or other appointments or Ryan White Program-related meetings, groups or trainings.

¹¹ The support service category that funds the provision of short-term assistance to support emergency, temporary or transitional housing to enable an individual or family to gain or maintain medical care.

¹² The core-medical service category that funds the provision of financial assistance for eligible individuals living with HIV to maintain a continuity of health insurance or to receive medical benefits under a health insurance program. This funds ongoing medication and co-payments.

¹³ An eight-week program that trains consumers to set goals, articulate consumer concerns in professional settings, and gain a better understanding of bureaucracies.

¹⁴ The Ryan White program, administered under Part B, that provides medications to low-income PLWH/As that are uninsured or underinsured and lack coverage for medications.

- HRSA visited the Johns Hopkins IPC Clinic to conduct a site visit of the Part D and Part D-youth programs on March 27-28, 2008. Positive feedback was received, as well as some helpful recommendations for improving the program. A formal site-visit report will be issued within six to eight weeks.
- The AIDS Administration recently submitted continuation applications for the Part D and Part D-Youth Services Initiative grants, but it is unclear when award decisions will be announced.

Committee Reports

Comprehensive Planning Committee:

The committee co-chair announced:

- The committee did not meet in March because there was a conflict with the town hall meeting. The committee will be meeting in April and also holding a meeting in May to make up for the cancelled meeting in March.
- Stakeholder interviews are still being conducted for the comprehensive plan.

Continuum of Care Committee:

The committee chair reported:

- The second draft of the medical nutrition therapy standards of care was completed.¹⁵
- The committee began revising the psychosocial support services standards of care and will be continuing the first draft in May.¹⁶

Evaluation Committee:

In the absence of the committee co-chair, the planning council support office reported:

- A conference call was convened to complete revisions to the administrative assessment tool and questionnaires for the assessment of the administrative mechanism.¹⁷
- The committee will be meeting with the STSC committee to receive the six-month expenditure services delivery (ESD)¹⁸ report and make recommendations for MAI reprogramming.¹⁹

¹⁵ The core-medical service category that funds the provision of appropriate nutritional therapy from a licensed, registered dietitian.

¹⁶ The support service category that funds the provision of support and counseling activities, including alternative services, child abuse and neglect counseling, HIV support groups, pastoral care, caregiver support and bereavement counseling. Includes nutrition counseling provided by a non-registered dietitian, but excludes the provision of nutritional supplements.

¹⁷ The process used by the grantee to meet the planning council's plan of service priorities and funding allocation.

¹⁸ An aggregate report of fiscal and programmatic data collected monthly from direct-service providers. It documents the number and demographics of clients served, as well as outlines the service utilization for each for each category. The narrative includes explanations for any fiscal and/or performance variances greater than five percent.

¹⁹ The movement of funds between prioritized service categories. This occurs twice per fiscal year and must receive the approval of the planning council.

Nominating Committee:

The committee chair reported:

- The committee completed revisions to the screening tool.
- One application was screened and reviewed by the committee.

The council reviewed the biographical sketches and approved the recommendation to move the application to the pool list.

Motion	To move Cleo Edmonds' application to the pool list for planning council appointment.
Proposed by	W. Miller
Seconded by	R. Shattuck
Action	Passes, 3 abstentions, 0 objections

People Living with HIV/AIDS Committee:

The committee co-chair reported:

- The committee began its review of medical nutrition therapy service delivery and will continue to analyze the category at its April meeting.
- The committee completed its position paper on essential services.

The committee co-chairs presented the committee's position paper on essential services.

Several council members questioned the committee as to why certain services were not included in this list of essentials. In response, the committee co-chairs explained that the paper represents the position of the PLWH/A committee, but the committee appreciates council members' feedback. The meeting is only open to PLWH/As, so the committee requested that any comments be forwarded to the committee or support office in writing.

Services to Surrounding Counties Committee:

The committee co-chair reported:

- The committee had not met in April, but will be meeting in May and joining the Evaluation Committee for joint reprogramming.²⁰
- Two committee members attended the Continuum of Care Committee as representatives from the STSC.

Planning Council Support Office Report

InterGroup Services, Inc. (IGS) reported:

- Notices, agendas, materials and meeting minutes were prepared for the planning council and committee meetings, as well as a conference call for Evaluation Committee.

²⁰ Joint Reprogramming meetings are convened twice yearly for both Part A and MAI funding by the Evaluation Committee, in conjunction with the Services to Surrounding Counties Committee to receive ESD reports from the grantee. The meetings are used to determine whether funds need to be reallocated among the currently funded categories.

- Worked to schedule logistics for the priority setting and resource allocation conferences for the EMA and the STSC.
- Continued stakeholder interviews and began drafting chapters for the comprehensive plan.
- Technical assistance was provided to all committees and committee co-chairs.
- Representatives attended several collaborative activities.

New Business

- The planning council reviewed its work plan for 2008. No questions were raised and the council approved the work plan as a working documents.

Motion	To approve the planning council’s 2008 work plan.
Proposed by	D. Brewer
Seconded by	J. Winslow
Action	Passes, 0 abstentions, 0 objections

- B. Tucker announced:
 - Women Accepting Responsibility (WAR)²¹ has a vacancy provide permanent housing for HIV-infected through Housing Opportunities for People Living with AIDS (HOPWA).²² Preference will be given to a woman with children.
 - On May 15, 2008, WAR will be celebrating “Women’s Health Week” (May 11-7, 2008) from 5-8:30 p.m.
- D. Baker announced:
 - Dr. Joel Gallant’s book, *100 Questions and Answers about HIV/AIDS*, a very good resource for consumer or provider, is available for free to any interested planning council members.
 - Older Women Embracing Life (OWEL) holds a support group every first Wednesday of the month from 11:00 a.m. to 1:00 p.m. at Nebo Christian Ministries on 240 N. Franklinton Road, Baltimore, MD 21223.²³
- C. Massey reported that she recently returned from a service trip to Cape Town, South Africa where she conducted outreach through the Divinely Inspired Victoriously Anointed (DIVA) Foundation. The group will be returning to the Gugulettu Township again next year and welcomes anyone else who is interested.
- S. Ashley informed the council that Baltimore County Health Department now has a peer advocate and a women’s support group.

Motion	To adjourn.
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²¹ WAR is a Baltimore-based nonprofit organization serving HIV-infected women and adolescent females.

²² The HOPWA Program, administered under the U.S. Department of Housing and Urban Development, provides funding for housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families.

²³ OWEL is a support group for women who are affected or infected with HIV/AIDS. The group specifically targets women over fifty years old, but welcomes all women.

Proposed by	A. Foyles
Seconded by	D. Cooper
Action	Passes, 0 abstentions, 0 objections

Meeting adjourned at 8:12 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

May 20, 2008

Lennwood Green

May 20, 2008