

**114th Meeting of the
Maryland Community Health Resources Commission**

**Monday, October 13, 2022
Virtual Meeting**

1:00 PM – 2:10 PM

The meeting (call) was called to order at approximately 1:00 PM.

In addition to Chair Kasemeyer and Vice Chair Howard, Commissioners Thornton-Davis, Gibson, Giusti, Lehr, Lichtenstein, and Ramjohn were present for the virtual meeting. Commissioners Loker, Masden and Muqueeth were absent from the meeting.

MEETING MINUTES

A review of the October 3, 2022, minutes was held. Vice Chair Howard made a motion to accept the minutes as presented, and the motion was seconded by Commissioner Lichtenstein. The minutes were approved unanimously, without edits.

DISCUSSION OF DEFINITION OF UNDUPLICATED INDIVIDUALS SERVED

Chair Kasemeyer opened the discussion advising that the Commission is not changing the eligibility requirements for community health resources and this discussion is intended to discuss the measuring of the number of unduplicated individuals served by our grants. Chair Kasemeyer also advised that he would be convening an *ad hoc* workgroup to further clarify the Commission’s position on this definition. Commissioner Gibson inquired whether grant applications supporting large community events, for example, health fair screenings, would meet the Commission’s definition for unduplicated individuals served. Commission Executive Director Mark Luckner responded that absent a closed referral from the screening/event, an individual reached through a community event would not be counted as an unduplicated individual served. Commissioner Lichtenstein asked whether an applicant who could not provide a proposed number of unduplicated individuals would be considered for funding. Chair Kasemeyer replied that all applications would be competitively reviewed, however, that applicants would be less likely to be funded if they cannot count the number of unduplicated individuals served by Commission funds. Commissioner Giusti asked how community-based organizations, who may not have access to CRISP, could comply with demographic requirements for unduplicated individuals served, particularly for ethnic minority populations. She also asked how the Commission determines if a project is community-based. Mr. Luckner advised that empaneling individuals in CRISP would be encouraged but not mandatory, and that projects should reflect the needs of the community and involve residents in their development.

Vice Chair Howard recommended that the Commission consider defining “encounters” as well. Commissioner Lehr said he would be disinclined to support projects that cannot produce outcome data for unduplicated individuals served. Commissioner Lehr further advised that CRISP ties health outcomes to the total cost of care and that many kinds of organizations are enrolling individuals in CRISP. Commissioner Ramjohn asked how the Commission would assess the quality of the documentation of services. Michael Fay, CHRC Program Manager, responded that grantees must explain their processes to collect and record data, and that the Milestones & Deliverables reports must identify a data source for both process and outcome measures.

Chair Kasemeyer asked what documents an applicant should provide to demonstrate “fundability” as the Commission safeguards state dollars. Mr. Luckner advised that applicants / future grantees could provide documentation such that a reasonable person would conclude their program will serve the projected number of individuals. Commissioner Gibson offered that the Commission formally adopt the following definition of “Unduplicated Individuals Served:” 1) that the grantee can demonstrate that the individual is unduplicated (i.e., the same individual is not counted more than once), and 2) that the grantee can provide documentation that the services, have, in fact, been provided; and that applicants that cannot project the total number of unduplicated

individuals served not be considered for funding under the RFP. Commissioner Lichtenstein noted that she agrees with Commissioner Gibson's suggestion but was concerned about the organizations that don't have access to CRISP. Commissioner Lehr recommended that CRISP present to the Commission about how community organizations can use the system.

Commissioner Gibson offered a motion to adopt the following definition of "Unduplicated Individuals Served:" 1) that the grantee can demonstrate that the individual is unduplicated (i.e., the same individual is not counted more than once), and 2) that the grantee can provide documentation that the services, have, in fact, been provided; and that applicants that cannot project the total number of unduplicated individuals served not be considered for funding under the RFP. Vice Chair Howard seconded the motion and Chair Kasemeyer opened the floor for discussion. Commissioner Ramjohn asked what counts as a unit of service or fundable activity, e.g., screened and counted? Commissioner Giusti offered that "served" means that they engage in activities that result in services – e.g., in order to "serve" 20 individuals, it may mean "touching" 100 individuals. Mr. Luckner further offered that screenings are fundable, but not counted as serving an "unduplicated individual served." Chair Kasemeyer suggested that the Commission take time to fully explore the proposed definition and instead continue the Commission's current practice for the FY 2023 Call for Proposals. Commissioner Lichtenstein suggested the Commission could encourage but not require the guidelines that Commissioner Gibson offered in his motion.

Commissioner Gibson stressed that the new definition is necessary. In the recent Pathways awards, he said, without the clarified definition for "unduplicated individuals served," proposals had not been sufficiently clear in projecting the actual number of individuals that would receive services, which then required grantees to revise their service projections downward after awards had been made.

With that, Commissioner Gibson restated his motion to adopt the following definition of "Unduplicated Individuals Served:" 1) that the grantee can demonstrate that the individual is unduplicated (i.e., the same individual is not counted more than once.), and 2) that the grantee can provide documentation that the services, have, in fact, been provided; and that applicants that cannot project the total number of unduplicated individuals served not be considered for funding under the RFP. The motion was approved unanimously via a roll call vote.

FY 2023 CALL FOR PROPOSALS

Following the vote on the Commission's definition of unduplicated individuals served, Chair Kasemeyer invited discussion among Commissioners regarding the draft of the FY 2023 Call for Proposals. Commissioner Lehr made a motion to approve the release of the FY 2023 Call for Proposals with the revised definition of unduplicated individuals served. Commissioner Thornton-Davis seconded the motion, and the motion was approved unanimously.

GRANT MODIFICATION REQUESTS

Mr. Luckner reviewed the grant modification request from The Coordinating Center. The grantee requested a no-cost extension, reduction of service goals (160 to 110 individuals served), an expansion of service area and budgetary changes. Commissioner Lichtenstein advised the Commission that she would recuse herself from the vote on this modification. Commissioner Giusti made a motion to accept the grant modification request by The Coordinating Center. Commissioner Lehr seconded the motion, and the motion was approved, with Commissioner Lichtenstein abstaining from the vote.

CREATION OF AN AD HOC WORKGROUP

Chair Kasemeyer reminded Commissioners of the creation of an *ad hoc* workgroup to further refine the Commission's definition of unduplicated individuals served and appointed Commissioners Thornton-Davis, Giusti, Loker, Lehr and Lichtenstein to the workgroup.

ADJOURNMENT

Chair Kasemeyer requested a motion to adjourn the meeting. Commissioner Lichtenstein made a motion to adjourn, and Commissioner Lehr seconded the motion. The motion was approved unanimously, and the meeting adjourned at 2:10 PM.