

**Palm Beach County HIV CARE Council**  
**CARE Council Meeting**  
*Monday, March 26, 2018*

**Minutes**

**Members Present**

Mary Kannel  
Lilia Perez  
Kim Enright  
Mary Jane Reynolds  
Chris Dowden  
Kristen Harrington  
Vicki Krusel  
Cecil Smith  
Thomas McKissack  
Olga Sierra

**Members Present**

Glenn Krabec  
Rob Scott  
Quinton Dames

**Members Absent**

Jeannette Tomici  
Mark White  
\*Shirley Samples  
Chris McCoy

**Grantee Staff**

Thomas Eaton  
Shoshana Ringer  
Frank Frank  
Bibi Baksh  
Mary Woodard  
Sheron Hoo-Hing  
**CARE Council Staff**  
Neeta Mahani  
Shirley White

**Guests**

Dale Smith  
Susie Brinson  
Beatrice Manning  
Shermaine Taylor  
Kathlyn Belizaire  
Ellesse Maestre

Psyche Doe  
Anne Costello  
Alejandro Rodrigues  
Miguel Vazquez  
Yesenia Bouza  
Rehan Siddiqui

Matthew Tochtenhagen  
Quasia Cowan  
Donna Sabatino  
Christina Salmon  
Roocha Joshi

\*Denotes an excused absence

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I. The CARE Council Meeting was called to order at 2:07p.m. by Chair, Kimberly Rommel-Enright, at the Mayme Frederick Building. Roll was taken, **a quorum was present**. Guests were introduced.

II. A Moment of Reflection:

**Moment of Silence**

*A moment of silence is observed in respect to the memory of those individuals who have succumbed to AIDS and those who are living with the disease. Let us remember why we are here today. Let us have the strength to make the decisions that will improve the care of those we serve. Let us be thankful for what we have accomplished to date.*

The Chair commented on the events of the past weekend – March for Our Lives and Pride Fest and she reflected on how far the we’ve come, what we’ve accomplished, and what we still have to do.

III. **Motion** by Vicki Krusel, **second** by Chris Dowden to accept the excused absence of Shirley Samples. **Motion carried.**

- IV. Peer Mentoring, Bylaws Ad hoc, LPAP Committee Appointment, and Recruitment discussions were added to the agenda. **Motion** by Glenn Krabec, **second** by Chris Dowden to accept the March 26, 2018 CARE Council Meeting Agenda as amended. **Motion carried.**
- V. **Motion** by, **second** by to accept the January 29, 2018 CARE Council Meeting Minutes as amended. **Motion carried.** The topic (Robert's Rules) of the educational moment was added to the minutes.
- VI. **Comments by the Chair:** The Chair reminded everybody to be respectful and to raise your hand to ask a question or for a point of information, if you do not understand before we vote on something.
- VII. **Public Comments:** There were no public comments.
- VIII. **Educational Moment:** Neeta Mahani provided an informative presentation on the transportation options for community members. The current cab service is charging \$200 round trip for one person plus an additional \$10 for each additional person. The other options being considered are Uber, Lyft, and Palm Tran. If the community members use their personal transportation, they will be reimbursed for mileage at the current IRS rate. We will have to go through the RFP process for transportation. The maximum amount that can be spent on any vendor is \$5000. The decision of which service will be used is internal but the CARE Council's input is important.
- Bibi Baksh spoke about the CARE Council recruitment video to be played on channel 20. She will need volunteers to participate.
- IX. **Standing Reports & Updates:**
- A. **Legislative/ACA Update:** Vicki Krusel reported that individual with (TPS) temporary protective status (immigration status) was scheduled to expire in January but the federal government extended the time period, however, new TPS press haven't been issued yet. In the Marketplace they are starting to hear that some individuals have received letters stating their status has been changed or their status has been lost they are going to lose their Marketplace insurance. She stated that is not the way it should be happening and if you have clients in that situation, to please let them (legal Aid) know. Since TPS has been extended, under the guidance/law that should not be happening. Her thought is that it's a documentation issue.
- B. **CPP Updates:** Quasia Cowan reported, they had a really good meeting, its biggest they've had in at least a year when it comes to attendance. They had at least 5 new people apply to become members. Their last patient care intervention planning group alternate resigned

and Richardo Jackson was voted in to be the PCPG alternate. The next meeting will be held at the Florida Department of Health on May 18 at 9:00am.

- C. Part B Report:** Psyche Doe provided the Part B Expenditure Report, ADAP Program Bulletin, and the ADAP/Patient Care/Prevention/Surveillance Report. She reported that Part B is on track in spending for all funding source. ADAP is going to a text messaging and email alert in their Provide system. The client have to consent to receive text messages or email alerts about medication deliveries, eligibility expiration, and once the online recertification goes live, clients will be able to do their recertification for ADAP online. It will be compatible for your computer, laptop, and phone. She also provided a tri-fold brochure with the 2016 Florida HIV Surveillance Summary. Surveillance data is provided once a year. The data in Florida charts is the data that you will receive when requesting data. The 2017 data will be available sometime in October.
- D. HOPWA:** Shermaine Taylor reported that there is no change with HOPWA. The HOPWA waiting list is closed.
- E. C.A.G.:** C.A.G. is the Community Advisory Group and is a functioning body. Mary Kannel will ask around for information.
- F. Part A Report:** Mary Woodard reported on the status of transportation for CARE Council members. Resolution 2018-0015 give authorization for the CARE Council to pay for transportation for perspective members.

Findings from the HRSA report as it relates to the CARE Council – there is no clear evidence that the recipient was carrying out its responsibility for insuring the EMA had a fully functioning Planning Council whose membership was consistent with Part A legislative requirements. At the time there were 33 seats with 13 vacancies, no representation for mental health and/or substance abuse, hospital planning agencies or other health care planning agencies, or representative of/formerly incarcerated PLWH. There was an issue with the demographics; the CARE Council do not have representation of Hispanics PLWH/A. Their recommendation is to have at least 2 Hispanic PLWH/A on the council and consider barriers that prevent participation (transportation).

New recruits are easily overwhelmed due to insufficient orientation.

There are seven standing committees and multiple workgroup that meet monthly during the 8:00am – 5:00pm workday, these meeting consume an extraordinary amount of staff time and make it difficult to recruit unaligned consumers to volunteer their time to serve on the CARE Council. Their recommendation is to look at scheduling some meetings between 4:30pm – 8:30pm on workdays.

Mary reported that she attended the Providers budget meeting and reiterated that they need to start processing those invoices on a regular basis. He understanding is that this year they are doing better, she is grateful because the project officer is watching and he knows who is spending their money. Frank has done an exceptional job reassuring the project officer that the money is being spent.

**G. Expenditure Report:** Frank Frank provided the RW GY17 Reimbursements Report for review. Mr. Frank reported that we are a little over \$5million spent, core is 79.6% and support is 20.4%.

He stated that they would start meeting quarterly with the fiscal staff for all the agencies to address the issue of submitting reimbursements timely. They will be reporting to the county what they project to be their unobligated balance by November 1.

He's thinking the carryover will be around \$40/50 thousand range, which is less than last year's \$87thousand. The agencies have started to submit their February reimbursements. Frank reported that we have received to notices of award, one in January for \$1.5million and another on March 16 for \$1.8million. In total, we have received \$3,352,675. Normally we get two notices but this year we will be getting three. He anticipate we will get \$7.6million.

As far as the GY18 funding, we had four contacts executed at the March 13 meeting and we have two going in early April. We still have one pending that will go in May. We will not have this problem next year because the contracts are for 3 years.

**H. Membership:** There is nothing other than what is being recommended for approval.

**I. LPAP:** Chris Dowden stated there is nothing from LPAP. The next meeting is scheduled for next month.

**J. P & A:** Cecil Smith stated there is nothing to report.

**X. Unfinished Business and General Orders:**

**A. Peer Mentoring** – Mary Jane Reynolds stated that she wants a better understanding of why the Peer Mentoring was removed. Mary Woodard explained that HRSA informed that we could not fund it as it was. The CARE Council voted to fund a similar service category – Health Education Risk Reduction (HERR).

**XI. New Business**

**A. Vote: Approval of Committee Recommendations:**

1. **Motion carried** to approve the Membership Committee's recommendation for the removal of Wisny Marcellus and Patrice Huntley.
2. **Motion carried** to approve the Membership Committee's recommendation of placing Sinteria Cooper in seat #6.
3. **Motion carried** to approve the Membership Committee's recommendation of moving Olga Sierra to seat #3 and moving Thomas McKissack to seat #18.

**B. Bylaws ad hoc Committee** – The Chair reinstated the Bylaws Ad hoc committee for the purpose of reviewing all of the policies to make sure they are up to date and current, specifically the transportation policy based on the information from the county about who we can provide transportation to. And, any other issues that the committee might see while having the meeting. The Vice-Chair of the CARE Council chairs the Bylaws committee and will appoint members to the Bylaws committee. Glenn Krabec selected Kim Enright, Chris Dowden, Rob Scott, Quinton Dames, and Kristen Harrington. Mary Kannel recommended

that Mary Jane Reynolds be included. Shirley White will set-up the meeting time and notice the members.

- C. LPAP Committee Appointment: Motion** by Chris Dowden, **second** by Thomas McKissack to appoint Glenn Krabec as a member of the LPAP Committee. **Motion carried.**

Shoshana Ringer stated that QMEC need an affected member in order to have a quorum. Mary Jane Reynolds stated that she was interested in being a member. **Motion** by Glenn Krabec, **second** by Thomas McKissack that Mary Jane Reynolds be appointed to the QMEC. **Motion carried.**

**XII. Other Business:**

- A. Recruitment** – Glenn Krabec spoke briefly about the need for affected members and informed that he has been invited to speak at the Provider’s meeting to speak on recruitment.

Neeta Mahani will bring CARE Council flyers, brochures at the next meeting.

Mary Kannel requested a list demographics needed for membership.

Dale Smith expressed an interest in becoming a member of the CARE Council.

**XIII. Announcements:**

CARE Council Officer Elections will be held at the May CARE Council meeting. See Shirley White for Nominations Form.

Thanks to Psyche Doe for the Surveillance pamphlet.

This is Frank Frank last week; he has accepted a position (promotion) at the Environmental Resource Department. Thanks to Frank.

Thanks to everyone who participated in Pride Fest.

- XIV. Adjournment:** With no further business, the CARE Council Meeting adjourned at 4:05p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr. Blvd., Riviera Beach, FL.

Approved as presented 05/21/2018sw.