

Palm Beach County HIV CARE Council
CARE Council Meeting
Monday, June 24, 2019

Minutes

Members Present

Ashnika Ali
Lilia Perez
Kim Enright
Lysette Perez
Chris Dowden
Thomas McKissack
Quinton Dames
Dale Smith
Felisha Douglas
Kristina Rowe
Keisha Jackson
Mary Jane Reynolds
Glenn Krabec
Mark White
Kathlyn Belizaire

Guests

Matthew Tochtenhagen
Angela Cure
Chevelle Banks
Skyler King
Marie Presmy

*Denotes an excused absence

Members Absent

Cecil Smith
*David Shamer
Whitney Davis
*Eileen Perry
Vickie Rossy
Latonia cox

CARE Council Support Staff

Shirley White
Neeta Mahani

Guests

Denise Brown
Linda Cledanord
Gail Stein
Anil Pandya
Caroline Hill
Hector Bernardino
Hailey Gascoigne
Meghan Parnell
Stessy Cocerez
Damion Baker
Arlene Griffiths

Grantee Staff

Anna Balla
Shoshana Ringer
Helen Hvizd
Jorge Batista
Daisy Wiebe
Shirley Lanier
Taruna Malhotra
Gillian Moxey
Casey Messer
Thomas Eaton

Guests

Beatrice Manning
Dominique Nealy
Pierrette Cazeau
Phil Dulmage
Quasia Cowan
Rob Scott
Kylee White
Paul Lisker
Kristen Harrington
David Rafaidus
Tad Fuller

I. The CARE Council Meeting was called to order at 1:08p.m. by the Chair, Chris Dowden 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.

III. **Motion** by Thomas McKissack, **second** by Lysette Perez to accept the excused absences of David Shamer and Eileen Perry. **Motion carried.**

- IV. Motion** by Glenn Krabec, **second** by Thomas McKissack to approve the June 24, 2019 CARE Council Meeting Agenda as amended. **Motion carried.** Amended as to order of business.
- V. Motion** by Glenn Krabec, **second** by Thomas McKissack to approved the April 29, 2019 CARE Council Meeting Minutes as amended. **Motion carried.** Amended as to the meeting date. **Motion** by Lilia Perez, **second** by Kim Enright to approved the May 20, 2019 CARE Council Meeting Minutes as presented. **Motion carried.**
- VI. Comments by the Chair:** The Chair spoke about the meeting process and procedure. He spoke words of encouragement to new members and attendees and he thanked the previous committee chairs. The Chair asked that everybody respect each other.
- VII. Public Comments:** There were no public comments.
- VIII. Educational Moment:** There was no education moment.
- IX. Standing Reports & Updates:**
- A. Legislative:** None.
 - B. CPP Updates:** None.
 - C. Part B Report: Patient Care & 4BNWK Report:** Rob Scott stated that the expenditure spreadsheet is on the table and there is no written narrative today. He said that the ADAP emergency fill is ending June 30. The transition to CVS pharmacy is not happening right away, there is a slight delay, that contract will start in August. ADAP will closely monitor to make sure there is no delay in anyone receiving medications. Central pharmacy will still provide medications until the CVS pharmacy goes through. In-home rapid HIV test program, there was a soft launch in early June. Knowyourstatus.com is the new HIV program webpage, there is an option on that site where you can click and order a test kit (Oraquick Advance).
 - D. HOPWA:** Mark White introduced Tad Fuller, the CFO for the Housing Authority. He gave a reminder that the city going through its annual action plan for HUD. The action plan is on the website wpb.org/housing. Mark stated that the city has submitted a proposal for additional funding from the state HOPWA carryover funds that was mentioned at the last meeting.
 - E. C.H.A.G. Report:** Denise Brown stated that they are still revising the case management manual, tomorrow is the final draft of the brochure and application, and they are still putting together the PBC advisory committee.
 - F. Part A:** Dr. Casey Messer informed that Sheron Hoo-Hing has transferred to the PBC Library. He state that if you have specific needs for GTI related things submit them directly to GTI. Shoshana Ringer is the contact person in the recipient's office for anything related to Provide, quality improvement, or data related requests.

- G. Expenditure Report:** Thomas Eaton provided the GY19 Reimbursements expenditure report for review and discussion. He said they have started getting in reimbursements March and April. The GY18 closeout documents have been completed and it looks like the carryover request is going to be \$216,000.
- H. LGBTQ:** Kim Enright reported that the LGBTQ Health Equity survey is out.
- I. LPAP:** Glenn Krabec reported that the LPAP committee is working on the formulary.
- J. Membership:** Thomas McKissack reported that there was not a quorum at the last meeting but by consensus, the committee wanted to request that an exception be given to Kristen Harrington to remain on the counsel although she missed three consecutive meetings. Helene Hvizd informed that it is not allowed. Kristen would have to reapply.
- K. P & A:** There was no P & A this month. The CARE Council chair mentioned items that was discussed at a previous meeting.
- L. QMEC:** Lilia Perez gave a brief update on three QA projects the committee is working on.

X. Unfinished Business and General Orders: There was none.

XI. New Business:

A. Vote: Approval of Committee Recommendations (Documents are on the table)

1. **Motion carried** to approve the Bylaws Ad hoc Committee’s recommendation to approve the changes made to Article III, Section 5 and Article V, Section 9 of the Palm Beach County HIV CARE Council Bylaws.
2. **Motion carried** to approve the Bylaws Ad hoc Committee’s recommendation to approve of the revisions in the Membership Seating Categories.
3. **Motion carried** to approve the Bylaws Ad hoc Committee’s recommendation to approve the revisions to the Palm Beach County HIV CARE Council Policy 10.
4. **Motion** by Glenn Krabec, **second** by Mark White to approve the Bylaws Ad hoc Committee’s recommendation to add Policy 28 “Confidentiality Regarding CARE Council Members” to the Palm Beach County HIV CARE Council Policies. **Motion carried as amended.** Amended as to the wording of Policy 28.

B. Committee Chair Appointments:

Community Awareness – Mary Jane Reynolds

LPAP – Felisha Douglas

LGBTQ Health Equity – Kim Enright

Planning – Lysette Perez

QMEC – Lilia Perez

Motion by Glenn Krabec, **second** by Kristina Rowe to ratify the list of committee chairs.

Motion carried.

C. CARE Council Budget – Thomas Eaton provided a GY19 CARE Council Budget for review and discussion. The annual CARE Council budget is \$29,000.

Motion by Felisha Douglas, **second** by Mary Jane Reynolds to amended the budget to separate the outreach (\$2,000) from the Community Festival (\$10,000). **Tabled.**

Motion by Glenn Krabec, **second** by Lysette Perez to table the budget discussion. **Motion carried.**

Motion amended by Felisha Douglas, **second** by Glenn Krabec to amend the budget to

Annual Retreat	\$7,000
Member Travel	\$7,000
Food/Snacks	\$1,500
Promotional Materials	\$1,500
Outreach/Other	\$2,000
Comm. Festival	\$9,000
Other	\$1,000

Motion carried with 1 opposition.

D. Community Awareness Health & Wellness Festival Budget Proposal – The Community Awareness Committee presented the Health & Wellness Festival Budget to the CARE Council.

E. Data Presentation:

Daisy Wiebe presented the Epidemiological Profile and Continuum of Care Data.

Shoshana Ringer presented the Ryan White HIV/AIDS Program Service Report (RSR), Minority AIDS Initiative, and Quality Improvement reports.

Shirley Lanier presented the Data from the Needs Assessment and the Integrated Plan.

XII. Other Business: There was no other business.

XIII. Announcements:

Thursday, June 27 is HIV Testing Day.

Community Services is in the process of updating HIV/AIDS information in Palm Beach County.

XIV. Adjournment: With no further business, the CARE Council Meeting adjourned at 4:47p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr Blvd, Riviera Beach, FL 33404.

Approved as presented 07/29/2019.sw