

Palm Beach County HIV CARE Council
CARE Council Meeting
Monday, August 20, 2018

Minutes

Members Present

Mary Kannel
Lilia Perez
Kim Enright
Keisha Jackson
Chris Dowden
Mark White
Alejandro Rodriguez
Cecil Smith
Olga Sierra

Guests

Beatrice Manning
Ashnika Ali
Kristine Rowe
Marie Presmy

Members Present

Glenn Krabec
Kristen Harrington
Quinton Dames
Thomas McKissack
Rob Scott

Members Absent

Chris McCoy
* Shirley Samples
Dale Smith
*Mary Jane Reynolds

Rick Pavlescak
Arlene Griffiths
Susie Brinson
Patricia Saint Fleur

Grantee Staff

Thomas Eaton
Shoshana Ringer
Jorge Batista
Anna Balla
Mary Woodard via phone

CARE Council Staff

Neeta Mahani
Shirley White

Matthew Tochtenhagen
Psyche Doe
Eddie Sweet

*Denotes an excused absence

I. The CARE Council Meeting was called to order at 2:36p.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 Mary Kannel to accept the excused absence of Mary Jane Reynolds. **Motion carried.**

IV. Membership Manual and Bylaws Ad hoc – travel policy discussions are added as Other Business A & B. **Motion** by Glenn Krabec, **second** by Thomas McKissack to approve the August 20, 2018 CARE Council Meeting Agenda as amended. **Motion carried.**

V. **Motion** by Glenn Krabec, **second** by Lilia Perez to accept the July 30, 2018 CARE Council Meeting Minutes as presented. **Motion carried.**

- VI. Comments by the Chair:** The Chair wished Shoshana Ringer a Happy Birthday. He asked that we please be respectful of anybody who has the floor. And, stated if you have any questions, please speak up. You can always ask for a point of information. It's very important that we all understand the matter that we are voting on.
- VII. Public Comments:** There were no public comments.
- VIII. Educational Moment:** There was no educational moment.
- IX. Standing Reports & Updates:**
- A. Legislative/ACA Update:** There was no one present to give the legislative/ACA update.
 - B. CPP Updates:** Rob Scott reported that the CPP is working on the Redbook. They've reviewed the table of contents and what will be included in the Redbook; the groups are working on the individual assignments. Monthly CPP meetings have been schedule for September 21, October 12, and November 16. They hope to publish the Redbook by December of this year or January 2019.
 - C. Part B Report:** Psyche Doe gave a brief summary of the Part B expenditures. She provided the ADAP/Patient Care/Prevention/Surveillance report for review. Mrs. Doe stated that she added information about the HIV Prevention RFP; the submission deadline is September 4, 2018. She still do not have the HIV continuum data, it will not be out until the data matching is completed. She do not have the EPI profile data either, but as soon as it is available, she will provide it.
 - D. HOPWA:** Mark White stated that HOPWA does not have anything to report other than their fiscal year is getting ready to wrap-up at the end of September and their new grant year start October 1st.
 - E. C.A.G.:** There was no representative present to give a report.
 - F. Part A Report:** Mary Woodard reported that the PIR (Program Terms Report) is due on August 30, 2018, the notice of award requirements are due tomorrow (8/21/18), and she's looking to have the grant application internal review on August 28, 2018. The Health Professionals Workgroup is scheduled August 30, 2018. She is requesting the CARE Council's input and asked that if you are interested please contact Shirley Lanier of Shirley White. The objectives of the Health Professionals Workgroup is to enhance our medical services.
 - G. Expenditure Report:** Thomas Eaton provided the GY18 expenditure report for review. He stated that we're doing good, and have gotten reimbursements in most categories through June. They are continuing to see a better process rate from the agencies at submitting timely reimbursement requests. We've made changes to the allocations at the last meeting and we will be reviewing our spending probably within the next six to eight weeks to try to make adjustments for the rest of the grant year.
 - H. LGBTQ:** Kim Enright reported that they have not met since last meeting and the next meeting is next Monday, August 27 @ 5:30pm at Compass.
 - I. LPAP:** No LPAP update.

- J. **Membership:** Olga Sierra reported that the committee voted to remove Sinteria Cooper for lack of participation (she is not attending meetings). Kim Enright asked everyone to reach out and help recruit new members.
- K. **P & A:** Glenn Krabec reported that P & A has nothing other than the business that they were going to cover in the motion. The motion for the budget has been withdrawn, as more information is needed. There will be a meeting next Monday.
- L. **QMEC:** Lilia Perez encouraged all members attend the meetings; at the last few meetings they did not had a quorum. Shoshana Ringer gave an update on the Quality Improvement Project (QIP) that the committee have been working on – Emergency Housing.

X. **Unfinished Business and General Orders:** There was no unfinished business or general orders.

XI. **New Business**

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

1. **Motion carried** to approve the Membership Committee’s recommendation for the approval of Arlene Griffith for membership on the CARE Council into seat #15.
2. **Motion carried** to approve the Membership Committee’s recommendation for the approval of Ashnika Ali for membership on the CARE Council into seat #10.
3. The Priorities and Allocations Committee recommends the approval of the GY19 Grant Application Budget. **Motion withdrawn.**
4. The Quality Management and Evaluation Committee by consensus recommends the approval of the WPB EMA Quality Management Plan.

Motion by Kim Enright, **second** by Glenn Krabec to take a 10-minute recess. **Motion carried.** The meeting recessed for 10 minutes to allow the board members time to read the WPB EMA Quality Management Plan. **3:19pm – 3:29pm.**

Motion by Glenn Krabec, **second** by Mary Kannel to approved the WPB EMA Quality Management Plan. **Motion carried.**

XII. **Other Business:**

- A. **Membership Manual:** Glenn Krabec requested that the Membership Manual be more of a resource book that deals with all CARE Council business issues, including conflicts of interest, financials, etc.
- B. **Bylaws Ad hoc – Travel Policy:** Kim Enright informed that the Bylaws Ad hoc will reconvene to address CARE Council policy 11 – travel reimbursements.

XIII. **Announcements:**

Kim Enright announced that she will be directing the plat titled Love! Valor! Compassion! The first week of December at Compass. Tickets are on sale now at Maplewoodplyhouse.org \$25 and at Goldstar.com \$12.50.

XIV. Adjournment: With no further business, the CARE Council Meeting adjourned at 3:38p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr. Blvd., Riviera Beach, FL.

Approved as presented 082/27/2018sw.