

Palm Beach County HIV CARE Council  
CARE Council Committee Meeting  
*Monday, September 26, 2016*

Minutes

**Members Present**

Vicki Krusel  
Quinton Dames  
Wisny Marcellus  
Patrice Huntley  
Christopher Dowden  
Mark White  
Lilia Perez  
Jeannette Tomici

**Members Present**

Kim Enright  
Don Hilliard  
Mitchell Durant  
Glenn Krabec  
Denise St. Joy  
Thomas McKissack  
Mary Jane Reynolds

**CARE Council Staff**

Shirley White

**Grantee Staff**

Helene Hvizd  
Geoffrey Downie  
Berthline Isma  
Shoshana Ringer  
Frank Frank  
Matthew Tochtenhagen

**Members Absent**

Cecil Smith  
Stephanie Jordan  
Shirley Samples  
\*Mary Kannel

**Lead Agency/CARE Council Support**

Anil Pandya  
Indira Case

**Guests**

Joy Herring  
Arleatha Henderson  
Jillian Mason  
Ryanmarie Rice  
Kristen Harrington

Jarvis Freeman  
Beatrice Manning  
Olga Sierra  
Quinn Paton

Marie Presmy  
Phil Dulmage  
Rob Scott  
Richardo Jackson

\*Denotes an excused absence

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I. The CARE Council Meeting was called to order at 2:45p.m. by Chair, Don Hilliard, 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. There were no excused absences.

IV. Leave of absence for Mary Kannel, P & A committee- sweeps and reallocation of NMCM (non-medical case management), and meeting procedure is added to the agenda under new business.

**Motion** by Patrice Huntley, **second** by Mary Jane Reynolds to accept the September 26, 2016 CARE Council Meeting Agenda as amended. **Motion carried.**

V. **Motion** by Lilia Perez, **second** by Denise St. Joy to accept the August 29, 2016 CARE Council Meeting Minutes as presented. **Motion carried.**

VI. **Comments by the Chair:** There were no comments by the Chair.

VII. **Public Comments:**

Indira Case informed the Council that she had cards to sign for Mary Kannel.

Arleatha Henderson from Prudential introduced herself and informed every one of some of the services Prudential offers.

The Chair reiterated to visitors that this is time to address any item on the agenda that may be of interest to them.

Joy Herring introduced herself; she has experience as a nurse in skilled nursing facilities.

VIII. **Educational Moment:** There was no educational moment.

IX. **Standing Reports & Updates:**

A. **Legislature Updates:** Vicki Krusel did not have a report today.

B. **CPP Updates:** Quinn Paton reported, their last meeting was September 9 and the next meeting is November 18 @ 2:30pm at compass. They have 3 committees: collaboration, education and recruiting. Rob Scott announced their 2 new members for PCPG/PPG - the new community representative is Wisny Marcellus and the alternate is Dillian Brooks.

C. **Part B Report; Patient Care & 4BNWK Report:** Mitchell Durant provided the ADAP/Patient Care/Prevention/Surveillance Report and a RW Part B (2016-2017), Patient Care Network, and Patient Care Funding (2016-2017) Expenditure Report. Mitchell reported that all 3 budgets are on target.

D. **Surveillance Report:** None.

E. **Medicaid Report:** None.

F. **PBC Housing Authority—Update on HOPWA:** Mark White announce that the City was invited to the USCA by the White House Office of National AIDS Policy to do a presentation on the City's Data Integration Plan with the County. They were able to put the spotlight on Palm Beach County; he stated that the takeaway was very impressive from HRSA.

G. **Florida Statewide Consumer Advisory Group (PBAG):** Denise St. Joy reported that there is a statewide meeting tomorrow. The PBAAG retreat was very successful, there were about 60–65 people in attendance.

H. **Part A Report:** Geoff Downie reported that the grant application has been completed; it does not get submitted until October 18. Mr. Downie also reported that the local Prevention Patient Care Integrated Plan on September 30. We are in the process of conducting the 3 year Needs Assessment, the goal is to get 330 surveys; there will be a series of focus groups

and semi-structured interviews. Housing workgroup meeting is on the 4<sup>th</sup> Friday of the month.

- I. **Expenditure Report:** Frank Frank provided a RW GY16 Reimbursement spreadsheet. Mr. Frank reported that we've spent \$2,293,604.61 (\$1,668,847.86 core, \$624,756.75 support) which is roughly 35% spent. Mr. Frank also reported that we have submitted our Federal Financial Report for FY15 and they are still working on remedies for the 75/25 split. They had a conversation with the HRSA program officer; there are no penalties for not utilizing the GY15 carryover. If we do not utilize the carryover it would improve out percentages from 72.8 to 73.9. It would be less money if we had to pay back.
- J. **Membership:** Vicki Krusel reported there are no comments.
- K. **LPAP:** Chris Dowden reported that they spent the last several meeting discussing the 340B policy and procedures for the LPAP program.

X. **Unfinished Business and General Orders:** There is none.

XI. **New Business**

A. **Endorsement of the Committee Recommendations:**

- 1. The Membership Committee recommends the approval of Yen Vassell for membership on the CARE Council in seat #17. **Motion carried.**

B. P & A Updates: Geoff Downie gave an explanation of carryover money, when it is received and how it is usually spent. We do not have the options of spending the carryover on ADAP and health insurance this year. There is a list of ineligible clients due to them having health insurance, and the potential that agencies will have to pay back money they have received for these clients. Due to the issue of having possible payback money from agencies, sweeps and limited options to spend the money on, it's not a good idea to apply for the carryover. In an effort to eliminate our exposure to having a large amount of money to spend down at the end of the year, we are looking at the option of reallocating eligibility to medical case management. To do this the agencies would have to determine how many of their staff would work as medical case management and how many as non-medical case management. The total amount allocated to eligibility (non-medical case management) is \$478,467, if we move all of this to medical case management that will put us at an 80/20% but, if we reallocate 2/3 of this it will put us at around 78/22%. For next year we would not recommend allocating at 75/25% (historically done) because it doesn't give the margin of safety needed to avoid a payback situation. If we were to do nothing right now, we would be at 75.4/24.6% which is too close. If we can't reclassify the eligibility, the next alternative would be to cut some support services and reallocating them into core medical. To get support services to the 23% range would mean cutting about \$190,000. Reclassifying eligibility would be the best approach and be the least disruptive to the remaining support services.

C. Meeting procedure – Kim Enright addressed an issue of concern that was brought to her in regards to rushing the meetings along without everyone having a full understanding of the

topic. Discussion ensued. Geoff Downie announced that there will be series trainings to help members getting a better understanding of topics of discussion. The Health Council has developed a short survey for your feedback at the CARE Council meetings.

- D. Medical leave of absence for Mary Kannel: Mary Kannel requested a medical leave of absence from September 19, 2016 through November 21, 2016. The Executive Committee recommends approving the medical leave of absence for Mary Kannel from September 19, 2016 through November 21, 2016. **Motion carried.**

**XII. Other Business:** There was no other business.

**XIII. Announcements:**

Kim Enright announced the production of “Tick, Tick, Boom” by Jonathan Larson. This production is produced in partnership with FoundCare, Palm Beach County Health Dept., and Compass to provide information on services and testing. Tickets are \$25; dates of the show are November 4 – November 11 at a little theatre called the Betty Waldon Theatre.

New member orientation will be held on October 19, 2016 at Mayme Frederick. It’s open to everyone.

The Health Council has started the Needs Assessment surveys; Indira Case will be contacting agencies to have their clients fill out the survey. The clients will receive a \$15 gift card for filling out the survey.

The comment/feedback forms are on the back table.

National Gay Men HIV Awareness Day on September 27.

- XIV. Adjournment:** With no further business, the CARE Council Meeting was adjourned at 4:02p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr. Blvd., Riviera Beach, FL.

*Approved 10/31/2016sw.*