

Palm Beach County HIV CARE Council  
CARE Council Committee Meeting  
*Monday, November 28, 2016*

Minutes

**Members Present**

Mary Kannel  
Quinton Dames  
Stephanie Jordan  
Patrice Huntley  
Shirley Samples  
Mark White  
Lilia Perez

**Members Absent**

\*Jeannette Tomici  
Denise St. Joy  
Wisny Marcellus  
Vicki Krusel

**Guests**

Kenneth Bogan  
Olga Sierra  
Leroy Rouse  
Psyche Doe

**Members Present**

Kim Enright  
Don Hilliard  
Mitchell Durant  
Glenn Krabec  
Mary Jane Reynolds  
Thomas McKissack  
Cecil Smith  
Chris Dowden

**Lead Agency/Support Staff**

Indira Case  
Anil Pandya

Jillian Mason  
Beatrice Manning  
Wilson Rios  
Ryanmarie Rice

**Grantee Staff**

Sheron Hoo-Hing  
Shoshana Ringer  
Frank Frank  
Helene Hvizd  
Geoffrey Downie  
Berthline Isma  
Thomas Eaton  
Matthew Tochtenhagen

**CARE Council Staff**

Shirley White

Elizabeth Pierre-Paul  
Phil Dulmage  
Courtney Draine  
Kristen Harrington

\*Denotes an excused absence

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I. The CARE Council Meeting was called to order at 2:33p.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. **Motion** by Glenn Krabec, **second** by Mary Kannel to accept the excused absences of Jeannette Tomici. **Motion carried.**

IV. The year is corrected to 2016.

**Motion** by Glenn Krabec, **second** by Mary Kannel to accept the November 28, 2016 CARE Council Meeting Agenda as amended. **Motion carried.**

V. **Motion** by Mary Kannel, **second** by Glenn Krabec to accept the October 31, 2016 CARE Council Meeting Minutes as presented. **Motion carried.**

VI. **Comments by the Chair:** The Chair informed that the SMART Ride raised \$1,000,040 and acknowledged the members who have participated in the SMART Ride: Chris Dowden, Glenn Krabec and Matthew Tochtenhagen.

The Chair asked Indira Case to read a thank you card from CARE Council member Stephanie Jordan.

VII. **Public Comments:** There were no public comments.

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

IX. **Standing Reports & Updates:**

A. **Legislature Updates:** Vicki Krusel was not present, there was no legislature update.

B. **CPP Updates:** Phil Dulmage reported that the last CPP meeting was on November 18, they packed bags to handout to the local high schools containing wrap it up stickers.

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 also gave a brief updated on what's going on with Test and Treat.

Geoff Downie reported that the grantee office is looking at supporting people who have not been linked to care for transportation to their first appointment, paying for their first appointment and paying for their first lab tests under EIS funding.

D. **Surveillance Report:** Psyche Doe provided surveillance reports for the month; if anyone should have any questions her contact is on the documents.

E. **Medicaid Report:** None.

F. **PBC Housing Authority—Update on HOPWA:** Mark White stated there are no new updates to report.

G. **Florida Statewide Consumer Advisory Group (PBAAG):** Denise St. Joy was not present to give a report.

H. **Part A Report:** Geoff Downie reported that the grantee will be working on an application to HRSA for a waiver of 75/25 split, it is due by February 18 and hopefully they will know the answer by the end of March.

I. **Expenditure Report:** Frank Frank provided a RW GY16 Reimbursement spreadsheet and a maximum allowable to maintain core/support percentages handout. He reported that we are currently spent at \$3,262,061 which puts us around 50% level of expenditures; we should be more around 58% through September. Some reimbursements are missing that should have at least \$100,000. Percentage levels - core is at 74% and support is at 26%.

The maximum allowable handout gives a visualization of what we need to spend to maintain a 75/25 split with core being spent at 95% and support at 100%. Our maximum of unobligated for unspent balance would be \$248,353.80 in core medical.

J. **Membership:** Glenn Krabec gave a brief update on the Membership Committee's recommendations.

K. **LPAP:** Chris Dowden gave a brief update on the status of the LPAP Committee's 340B policy and procedures.

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 Olga Sierra for membership on the CARE Council in seat #23. **Motion carried.**

2. The Membership Committee recommends the approval of moving CARE Council member Lilia Perez from seat #6 (Social Service Provider) to seat #1 (FQHC – Federally Qualified Health Center). **Lilia Perez – FoundCare abstained. Motion carried.**

3. The Priorities and Allocations Committee recommends the approval of giving the Grantee the authority to make adjustments to core medical allocations in this grant year in order to spend down \$468,000. **Motion carried.**

B. 77/23 Allocation Split: Glenn Krabec gave a brief explanation for the 77/23 allocation split. Discussion ensued.  
The Executive Committee recommends the approval of a 77/23 allocation split. **Motion carried.**

**XII. Other Business:**

A. **Holiday Potluck and Annual CARE Council Retreat** – Indira Case announced the Holiday Potluck will be held on Friday, December 9; she informed that the sign-up sheet is on the back table. The Annual CARE Council Retreat was not addressed.

**XIII. Announcements:**

Comment cards are on the back table.

World AIDS Day is coming up and a list of events has been sent out.

Welcome back Mary Kannel.

The West Palm Beach Health Center is having a lunch on World AIDS Day.

XIV. **Adjournment:** With no further business, the CARE Council Meeting was adjourned at 3:32p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr. Blvd., Riviera Beach, FL.

Approved 12/09/2016sw.