

Palm Beach County HIV CARE Council
CARE Council Meeting
Monday, April 29, 2013
Minutes

Members Present

Rafael Abadia
Cindy Barnes
Rosalyn Collins
Kim Enright
Elaine Esplin
Julie Graham
Don Hilliard
Mary Kannel
Glenn Krabec
Melissa McGee
Shantrierra Monroe
Mary Jane Reynolds
Juny Tetevi

Members Absent

Marsharee Chronicle
Lorenzo Lowe
Thomas McKissack
*Larry Osband
*Shirley Samples
Cecil Smith
Vicki Tucci

Lead Agency Staff

Amy Gyau-Moyer
Latoya Osborne

CARE Council Staff

Pat Cruzata

Patient CARE/Network

Mitchell Durant

Grantee Staff

Tammy Fields
Anna Balla
Thomas Eaton
Sonja Holbrook
Nadia Najarro
Shoshana Ringer
Sharon O'Neill
Channell Wilkins

Guests

Metris Batts
Chris English
Beatrice Manning

Rik Pavlescak
Marie Presmy
Hyguette Joseph
Cynthia Reynolds

Donna Sabatino
Marlinda Jefferson
Sasha Navas
Julius White

*Denotes an excused absence

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- I. The CARE Council Meeting was called to order at 2:37pm by Chair, Rafael Abadia, at the Mayme Fredrick 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 Don Hilliard, **second** by Rosalyn Collins to accept excused absences. **Motion carried.**
- IV. **Motion** by Mary Kannel, **second** by Elaine Esplin to accept the April 29, 2013 CARE Council Meeting Agenda as amended. **Motion carried.**

- V. **Motion** by Cindy Barnes, **second** by Shantrierra Monroe to accept the February 25, 2013 CARE Council Meeting Minutes as presented. **Motion carried.**
- VI. **Comments by the Chair:** The Chair was apologetic to the committee because of road construction outside the meeting location.
- VII. **Public Comments:** There was none.
- VIII. **Annual Elections:**
Annual Elections: The Chair stated that the annual election would get started; as the ballots are counted, we would continue the meeting. Latoya Osborne opened the floor for any other nominations. Tammy Fields reminded the committee members to print and sign their name legibly. As a reminder, there are no secret ballots. The ballots will become Public Record.
Tammy Fields counted the ballots and gave the results of election.
1. Rafael Abadia was re-elected as Chair for the CARE Council. Tammy Fields stated for the record, that Chair office vote was done by acclamation.
 2. Mary Kannel was elected as Vice-Chair for the CARE Council.
 3. Don Hilliard was re-elected as Treasurer for the CARE Council.
 4. Glenn Krabec was elected as the Secretary for the CARE Council.
***Please note for the record, Tammy Fields stated that one additional member arrived later and voted; the Secretary ballot for CARE Council has one additional vote.*
- IX. **Educational Moment:** Donna Sabatino gave a brief presentation on the Mobile Application process. Donna explained how it works, the mobile application sets-up reminders for medication and prescription refills, it receives helpful reminders for medication and prescription refills, improving adherence to your health plan, and it tracks and understands your progress. It was noted that it is not specific for HIV/AIDS medications, but for any chronic disease.
- X. **Standing Reports & Updates:**
- A. **Legislative Update:** Vicki Tucci—There was no report
 - B. **Health Care Reform:** Nadia Najarro gave a brief report on the Health Care Reform she stated it was effective. It was noted that we would see where it goes in the future.
 - C. **CPP Updates:** Marlinda Jefferson provided a prevention update on the HIV Testing Administrative Rule, it was noted that CHD is not required to offer pre-post test counseling, but the locations may vary. There will be a CPP meeting on May 3, 2013 @10:00a.m. at the Florida Health, 800 Clematis St. West Palm Beach location.
 - D. **ADAP Update:** Hyguette Joseph gave an overview on the ADAP updates, it was noted that currently as of April 26, 2013, there are there are 1,314 clients in the ADAP program.
 - E. **Patient Care & 4BNWK Report:** Chris English gave an overview on the balance sheets of the Patient Care & 4BNWK. Chris stated that they are on target. Mitchell Durant state that DOH stated that they would receive level funding as of July 1, 2013.
 - F. **MAC Report:** Metris Batts reported that the goal of the Minority AIDS Coordinator is to facilitate Palm Beach County's efforts to implement and coordinate HIV/AIDS prevention, early intervention and treatment programs for racial/ethnic minority communities. Metris provided the committee with some of the activities that would include trainings/workshops on such as; organizational development, grant writing, social media, understanding evidence

- based interventions, understanding public health strategies, recruitment and retention.
- G. **Patient Care Update including ADAP:** Mitchell Durant reported that a recent collaboration between CDC and HRSA results in a new policy for linking newly identified persons with HIV to Ryan White services, it was noted that guidance for the policy is effective immediately.
 - H. **Medicaid Report:** Cindy Barnes reported that the Medicaid long term care is moving right along, there are webinars that are taking place, she encouraged everyone to sign-up for updates.
 - I. **Part A Report:** Sonja Holbrook gave the committee updates from Part A.
 - Sonja stated that HRSA site visit went well. She stated that it was rigorous but the visitors left with a solid picture of our system of care, planning council and the grantee structure. Sonja added that there were findings that were presented to our team during the exit interview as an effort to tweak the program.
 - The FY13 contracts would go before the Board of County Commissioners on May 7.
 - A partial award was received for approximate \$3.5 million. The project officer stated that we should receive another partial award within the next two months. HRSA understands the challenges posed in our planning efforts when we do not know our full award.
 - Sonja stated that the FY 12 UOB would be approximate \$417,000. Approximates \$225,000 is in Formula and would be applied for in carryover funding for this year (FY 13). This is substantially more than we have had in recent years. Sonja reported at the last CARE Council meeting that we had made a great effort to allocate funding to ADAP in the appropriate amount to avoid a large UOB. Sonja stated that she relied on agencies to accurately project spending. The only way she could have avoided this was for the Grantee to sweep funding from agencies when the agencies did not want to forfeit the funding. The grantee is putting several strategies in place to avoid this from occurring in the future by:
 1. Contracts would no longer be broken out by Formula, Supplemental, MAI, etc. the spending for these awards would be managed in our fiscal department.
 2. Providers would be asked to submit quarterly reports containing information regarding spending trends and projections. A template is being developed by the Grantee office.
 3. Contractual sweep authority would be exercised, unless solid justification is provided.
 4. We are establishing a MOA with the State ADAP without a commitment to a specific allocation. Therefore, something would be in place if needed.
 5. We would prepare a checklist for agencies to use when preparing their projections. (The Grantee would need CARE Council support to ensure a large UOB does not remain next year)
 - Sonja stated that the Needs Assessment data collection would be underway in May and June through surveys and focus groups
 - The Grantee office is putting together the fiscal, program and SOC monitoring schedule for FY13. They hope in most cases to complete all three reviews in the same period. A summary of the findings would be provided to the CARE Council. This would be from a system-wide perspective. This has not been done before and is another example of the Grantees' efforts to share data with you to assist you in your planning efforts.
 - The Program Manager position was advertised and interviews are underway.

- Expenditure report reviewed.
 - Thomas Eaton explained the expenditure report to the committee.
- J. **Part B Report:** Mitchell Durant stated that Chris English would report on Part B at future meetings.
- K. **Membership Update:** Kim Enright stated that her report is under new business.

XI. **Unfinished Business and General Orders:** There was none.

XII. **New Business:**

- A. Approval of Committee Recommendations
1. **Motion carried** to approve the Bylaws Ad Hoc Committee recommendation to change Policy 24 as presented.
 2. **Motion carried** to approve the Bylaws Ad Hoc Committee recommendation to revise the CARE Council Bylaws Article III, Section 3 as presented.
***please note that the renewals of terms are subject to the new Board of County Commissioners rules and they are restricted to the new three-year terms.*
 3. **Motion carried** to approve the Planning Committee Needs Assessment Survey Tool as presented.
- B. Priorities and Allocations
1. Don Hilliard announced that there would be three public forums. The Public Forums will be held during the months of May, June and July. The committee decided on the following dates, time and locations.
 - **May 21, 2013** –Public Forum I will be held at the Mayme Frederick, 1400 Dr. MLK Jr. Blvd., Riviera Beach, Florida @ 2:00pm.
 - **June 18, 2013**—Public Forum II will be held at the West County Senior Center, 2916 State Rd. 15, Belle Glade, FL @2:00pm.
 - **July 23, 2013** –Public Forum III will be held at CAP/FoundCare, 2330 S Congress Avenue, Palm Springs, FL @ 2:00pm.
 2. Don Hilliard informed the committee that the Priorities and Allocations Public Forums would be split into two agendas this year; the P & A would conduct the Public Forum for the first hour and then the P& A Committee meeting following the public forum. *The agenda will have time limits.*
 3. The public forum flyers would be in different colors to coincide with the demographic cards.
 4. Don stated that P & A requested before money is sent back to the State through a Memorandum of Agreement MOA, for it to be approved by CARE Council.
 5. Glenn Krabec stated that P & A Committee would like to review the financial report every month and recommend sweeps on quarterly basis and if needed, sooner. Glenn requested that the Grantee’s office to be more proactive with the providers.
 6. Don Hilliard stated that the P & A Committee recommends the approval of Quarterly Sweeps to prevent money being returned.
 7. Mary Kannel suggested bringing the Category Services Definition to the Public Forums.
 8. The Chair asked the secretary to email the Demographic Cards to the committee for review and if there are any recommendations, please inform the Grantee’s office.

9. The committee requested for the FPL to be increase up to 500%, please note that the FPL would be sent to the Joint Medical & Support Services for reconsideration.

XIII. Other Business:

1. Sonja Holbrook announced that meetings would be publicly notice, when there are more than two members attending any meeting dealing with CARE Council issues, it would be posted on the CARE Council calendar.

XIV. Adjournment: With no further business, the CARE Council Meeting was adjourned at 3:37 pm at the Mayme Fredrick Building, 1440 Martin Luther Blvd., Riviera Beach, FL.