

Palm Beach County HIV CARE Council
CARE Council Meeting
Monday, July 30, 2012
Minutes

Members Present

Rafael Abadia
Cindy Barnes
Rosalyn Collins
Kim Enright
Don Hilliard
Marlinda Jefferson
Mary Kannel
Glenn Krabec
Melissa McGee
Thomas McKissack
Shantreirra Monroe
Larry Osband
Mary Jane Reynolds
Shirley Samples
Cecil Smith
Kenny Talbot
Vicki Tucci

Members Absent

Nicole Leidesdorf
*Lorenzo Robertson
Juny Tetevi

Grantee Staff

Anna Balla
Tammy Fields
Bob Guarascio
Sonja Holbrook
Sheron Hoo-Hing
Shoshana Ringer
Nadia Najarro

CARE Council Staff

Pat Adams
Latoya Osborne

Lead Agency Staff

Julie Graham

Guests

Metris Batts
Wismy Cius
Chris English
Beatrice Manning
Rik Pavlescak
Marie Presmy
Zakiyyah Williams

*Denotes an excused absence

- I. The CARE Council Meeting was called to order at 2:30pm 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 Larry Osband, **second** by Shirley Samples to accept excused absences. **Motion carried.**

- IV. **Motion** by Larry Osband, **second** by Shirley Samples to accept the July 30, 2012 CARE Council Meeting Agenda as amended. **Motion carried.**

- V. **Motion** by Mary Kannel, **second** by Larry Osband to accept the June 25, 2012 CARE Council Meeting Minutes as presented. **Motion carried.**

- VI. Comments by the Chair:** There was none.
- VII. Public Comments:** There was none.
- VIII. Educational Moment:** Dr. Bilger, Health Department gave an informative presentation on oral health. The dental clinic is open from 8:00am-5:00pm in Riviera Beach, Florida. HIV positive clients are welcome. Dr. Bilger noted that Medicaid has limited services; however, clients who are HIV positive can receive additional care. He emphasized the importance of oral health. If you have any questions, please call (561) 804-7950.
- IX. Standing Reports & Updates:**
- A. **Legislative Update:** Vicki Tucci gave a brief report.
 - B. **Health Care Reform:** Nadia Najarro gave a brief report, and reviewed a handout.
 - C. **CPP Updates:** Marlinda Jefferson stated that a press conference focused on promoting HIV testing took place, and will be on channel 20. Marlinda stated that there are 13 members on the CPP team, there are three members per agencies are allowed. Marlinda encouraged the members to participate or join.
 - D. **ADAP Update: Wismy Cius** reported that currently there are 10 people in Palm Beach County on the wait list.
 - E. **Patient Care & 4BNWK Report:** Chris English reviewed and explained both reports.
 - F. **MAC Report:** Metris Batts introduced herself and explained her duties to the committee. Metris stated that in September, there would be Senior Awareness Day, and that there will be upcoming workshops and training available. . The committee recommended for Metris Batts to present the Community Awareness Committee with an educational moment.
 - G. **Patient Care Update including ADAP:** There was no report.
 - H. **Medicaid Report:** Cindy Barnes reported that effective August 1, 2012 Medicaid has implemented the following limitations:
 - 1. Limit ER to six visits per year
 - 2. Limit general physician to two visits per month
 - 3. Home health limit from 4 to 3 visits per day
 - I. **Part A Report:** Sonja Holbrook discussed and gave an overview of the following topics.
 - Disseminated HRSA's letter detailing their directive regarding rent and utilities being covered under administrative costs, which is limited to 10%, with few exceptions.
 - Disseminated letters from the Miami Planning Council and the State's response regarding concerns about the ADAP program.
 - Ryan White grant application guidance has been released with a due date of September 21, 2012. The grant team has met and agreed upon a deadline of August 24, 2012 for all sections of the grant to be submitted to the County to compile. This may allow time for interested CARE Council members to review the grant application draft the last week of August. An update and possible review date will be provided at the August CARE Council meeting.
 - Visit from the State CAREWare staff: the Grantee staff had a two-day workgroup where they were able to resolve many issues related to the Grantee's data needs in CAREWare. A State CAREWare staff would be assigned to work closely with the Grantee for a six-month period beginning in October.
 - The Grantee is working with ISS (IT) department to complete a report on our systematic needs for CAREWare, and would include recommendations. Face to face,

interviews would be held with Grantee staff, providers, and State CAREWare staff. An invitation to complete a survey would be sent to all of our CAREWare users. Ultimately, action steps would be developed.

- Case management training was held on the topic of case notes. This would enhance the quality of the notes being entered into CAREWare by the case managers to better detail the work they do. The training covered the variety of activities medical case managers can do. This is important particularly since they are no longer doing eligibility screenings.
- Training was held for the eligibility workers. This would guarantee that eligibility is being done correctly and consistently across our system. There was a lot of positive discussion and ideas were shared. The eligibility work group would reconvene to continue the discussion.
- The DCF eligibility training was held. There was a great turn out. The participants were able to get a lot of clarification on the eligibility process to access services for their clients.
- Several reports were submitted to HRSA and would be shared with the CARE Council once approved by the Project Officer.
- The Grantee is completing their fiscal monitoring from last grant year. The Grantee is initiating the program monitoring for this grant year.
- The Grantee has been working hard over the past couple of years to meet the CARE Council needs and to bring ample information in order for the members to make sound decisions. If there is anything, the Grantee can do to better accommodate The CARE Council, please contact Sonja Holbrook at (561) 355-4730.

Shoshana Ringer explained the 2011 Ryan White Medical Standards of Care Summary Report to the committee, it was noted that graphic reflects the comparison.

Tammy Fields defined what an Ex Officio duty is—the individual can attend the meetings, however cannot count as a quorum and cannot vote.

- J. **Part B Report:** Julie Graham gave a brief update.
- K. **Membership Update:** Kim Enright reported that Marie Presmy's name was withdrawn from going forward to the Board of County Commission for CARE Council membership due to not being a resident of Palm Beach County.

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

XI. **New Business:**

Vote: Approval of Committee Recommendations:

1. **Motion carried** to approve the Priorities and Allocations Committee's recommendation to approve the FY 2013-2014 Service Priorities as presented.
2. **Motion carried** to approve the Membership Committee's recommendation that Lorenzo Lowe, Elaine Esplin and Julie Graham to be forward for CARE Council for membership.
3. **Motion carried** to approve the Membership Committee's recommendation to approve Policy 10 as presented.
4. **Motion carried** to approve the Membership Committee's recommendation to approve Policy 25 as presented.

Motion carried to approve the Priorities and Allocations Committee's DNW I and II justify a request for \$11,326,959. Medical Core Services for \$7,244,917 and Support Core Services for \$2,382,998 to be allocated for services. CARE Council Support allocated for \$1,699,044 for Grantee (10%) and Quality Management (5%) for Grantee Administration.

Medical Core Services were allocated, as follows for a total of \$7,244,917:

1. **Motion carried** to accept as proposed Ambulatory/Primary Outpatient Medical Care for \$775,000.
2. **Motion carried** to accept as proposed Laboratory Diagnostic Testing for \$803,000.
3. **Motion carried** to accept as proposed Drug Reimbursement for the Local Supplemental for \$853,252 and the Nutritional Supplement for \$21,132.
4. **Motion carried** to accept as proposed Specialty Outpatient Medical Services for \$528,829.
5. **Motion carried** to accept as proposed Oral Health for \$518,471.
6. **Motion carried** to accept as proposed Early Intervention Services for \$170,321.
7. **Motion carried** to accept proposed Nurse Care Coordination for \$106,790.
8. **Motion carried** to accept proposed Health Insurance Premium & Cost Sharing Assistance for \$292,256.
9. **Motion carried** to accept proposed Home and Community Based Health for \$89,728.
10. **Motion carried** to accept as proposed Mental Health for \$107,735.
11. **Motion carried** to accept as proposed Medical Case Management for \$2,558,957.
Motion carried to accept as proposed Treatment Adherence for \$130,054.
Motion carried to accept as proposed Peer Mentor for \$270,048.
12. **Motion carried** to accept as proposed Substance Abuse Outpatient for \$19,344.

Core Support Services were allocated as follows for a total of \$2,382,998:

1. **Motion carried** to accept as proposed Case Management (non-medical) Supportive for \$239,444.
2. **Motion carried** to accept as proposed Case Management (non-medical eligibility) for \$959,037.
3. **Motion carried** to accept as proposed Emergency Housing for \$62,226.
4. **Motion carried** to accept as proposed Substance Abuse Residential for \$94,297.
5. **Motion carried** to accept as proposed Food Bank/Home Delivered Meals for \$270,581.
6. **Motion carried** to accept as proposed Emergency Financial Assistance for \$87,190.
7. **Motion carried** to accept as proposed Medical Transportation Services for \$166,399.
8. **Motion carried** to accept as proposed Legal Services for \$309,004.
9. **Motion carried** to accept as proposed Outreach for \$194,820.

Joint Support & Medical Services Committee

1. **Motion carried** to approve the Joint Support & Medical Services Committee recommends the approval of the Peer Mentor Program in the Eligibility Criteria for Palm Beach County HIV/AIDS Services provided by Ryan White Part A as presented.
2. **Motion carried** to approve the Joint Support & Medical Services Committee recommends the approval of the Medical Services Work Plan 2012 as presented.

XII. Other Business:

- A. Reauthorization Letter Review: Nadia Najarro gave an overview on the letter, it was noted that the address on the letter needed to be revised. After discussion, **motion** by Larry Osband, **second** by Cecil Smith to accept the Ryan White Re-Authorization Group for Part A Region 4 as amended. **Motion carried.**
- B. Grantee Assessment: Sonja Holbrook provided the CARE Council members with the Grantee Assessment to be filled out and returned to staff.

XIII. Adjournment: With no further business, the CARE Council Meeting was adjourned at 3:43 pm at the Mayme Fredrick Building, 1440 Martin Luther Blvd., Riviera Beach, FL.