

Palm Beach County HIV CARE Council
CARE Council Meeting
Monday, September 24, 2012
Minutes

Members Present

Rafael Abadia
Cindy Barnes
Marsharee Chronicle
Roselyn Collins
Kim Enright
Elaine Esplin
Julie Graham
Don Hilliard
Mary Kannel
Glenn Krabec
Melissa McGee
Thomas McKissack
Shanrierra Monroe
Larry Osband
Mary Jane Reynolds
Shirley Samples
Cecil Smith
Kenny Talbot
Vicki Tucci

Members Absent

Bobbie Cleveland
*Lorenzo Lowe
Lorenzo Robertson
Juny Tetevi

Grantee Staff

Bob Guarascio
Tammy Fields
Sonja Holbrook
Sheron Hoo-Hing
Shoshana Ringer
Nadia Barreto

CARE Council Staff

Pat Adams

Lead Agency Staff

Kim Bradley
Latoya Osborne

Guests

Metris Batts
Yvette Bonnet
Jeff Fuller
Beatrice Manning
Robert Miller
Hygette Joseph
Marie Presmy
Randy Rich

*Denotes an excused absence

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- 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 Don Hilliard to accept excused absences. **Motion carried.**

 - IV. **Motion** by Glenn Krabec, **second** by Larry Osband to accept the September 24, 2012 CARE Council Meeting Agenda as presented. **Motion carried.**

 - V. **Motion** by Larry Osband, **second** by Don Hilliard to accept the July 30, 2012 CARE Council Meeting Minutes as presented. **Motion carried.**

- VI. Comments by the Chair:** The Chair welcomed Marsharee Chronicle, Elaine Esplin, Julie Graham and Lorenzo Lowe as new CARE Council members. Sonja Holbrook presented Pat Adams with a certificate for her outstanding work with the CARE Council. Rafael Abadia and Mary Kannel gave Pat Adams a special thank you for her services.
- VII. Public Comments:** There was none.
- VIII. Educational Moment:** Tammy Fields gave an informative refresher presentation on the Sunshine Law. Tammy pointed-out that any meeting between two or more members is subject to the sunshine law if the two members engage in discussion, for example: engage in an official act. Tammy stated that public meetings must be opened to the public. Tammy also explained what happens if the sunshine law is violated. If you have any questions, please call Tammy's office at 355-2592.
- IX. Standing Reports & Updates:**
- A. **Legislative Update:** Vicki Tucci: There was no report.
 - B. **Health Care Reform:** Nadia Najarro gave a brief report on the News Release about Health Care Law that gives women control over their care on eight new prevention-related services and offers free preventive services to 47 million women, which includes HIV screening and counseling for sexually-active women.
 - C. **CPP Updates:** No report, there would be a new person to give CPP Updates at future meetings.
 - D. **ADAP Update:** Hyguette Joseph reported that currently there are 25 people in Palm Beach County on the wait list. There are currently 1,029 people enrolled in the ADAP program.
 - E. **Patient Care & 4BNWK Report:** Chris English: There was no report
 - 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 is currently working on a 2013 calendar for upcoming trainings/events.
 - G. **Patient Care Update including ADAP:** There was no report.
 - H. **Medicaid Report:** Cindy Barnes stated that Area 9 is moving in the right direction.
 - I. **Part A Report:** Sonja Holbrook discussed and gave an overview of the following topics.
 - Reviewed 2012 Grantee Assessment with 86% member participation, rated the Grantee Agree or Strongly Agree, at or above 95% for all 19 statements.
 - Congress approved a Continuing Resolution in lieu of an annual budget to keep the government running through mid-March. We are not sure how this will affect the Ryan White GY2013 budget at this time.
 - One of the Case Management providers did implement a waitlist for a very short time but there was not a waitlist system-side. Clients were able to access all services by being referred to other Case Management agencies this was not a barrier to care. The waitlist was due to staffing levels.
 - The monthly utilization data will be presented at the next meeting to assist in re-allocation the FY 2012 and allocating the FY2013 funding. This will be a new tool to use in decision-making.
 - The eligibility system has rolled out smoothly for the most part. There are some challenges at the 45th Street Health Department site. We are working on ensuring

additional training for the Eligibility Specialist, as well as assessing necessary staffing levels at this site.

- The grant is completed and being reviewed internally by various departments within the County. The grant is expected to be submitted next week.
- The expenditure report was reviewed. Some of the agencies have indicated that they will be able to spend their funding. The low expenditure rate would be discussed at the Provider Meeting next Wednesday. Agencies would be contacted regarding additional sweeps.

J. **Part B Report:** Kim Bradley reported as of October 1, Part B is under spent.

K. **Membership Update:** Kim Enright announced that Members Orientation is scheduled for Friday, October 5, 2012. A sign-up list would be passed around for members to sign up for a mentor. Kim informed the committee on how the Demographic Matrix reflects the CARE Council membership. The CARE Council is lacking African American Males (AAM) in the age range of 20-44 years, if you know any people who are interested in joining the CARE Council, please contact Latoya Osborne. Glenn Krabec added that the Demographic Matrix is vital; recruiting is needed by April 2013.

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

XI. **New Business:**

Vote: Approval of PCPG Representative:

A. **Motion carried** to approve Nadia Najarro as the primary PCPG Representative and Julie Graham as the alternate PCPG Representative, as presented.

B. Approval of Committee Recommendations:

Motion carried to approve CARE Council and Executive Committee Work Plan, as presented.

1. **Motion carried** to approve Community Awareness Committee Work Plan, as presented.
2. **Motion carried** to approve the Joint Medical & Support Services Committee Work Plan, as presented.
3. **Motion carried** to approve the Membership Committee Work Plan, as presented.
4. **Motion carried** to approve the Planning Committee Work Plan, as presented.
5. **Motion carried** to approve the Priorities and Allocations Committee Work Plan, as presented.
6. **Motion carried** to approve the Quality Management and Evaluation Committee Work Plan, as presented.
7. **Motion carried** to approve the Joint Medical and Support Services Eligibility Criteria for Palm Beach County HIV/AIDS Services Food Bank/Home Delivered Meals to increase food stamps to \$100 per person per household a month or less, as presented.
8. **Motion carried** to approve the Joint Medical and Support Services Ryan White Part A Quality Management Nurse Coordination Services Delivery Model, as presented.
9. **Motion carried** to approve the Joint Medical and Support Services Ryan White Part A Quality Management Home & Community Based Health Service Delivery Model, as presented.
10. **Motion carried** to approve the Priorities and Allocations to move \$15,000 into Case Management (Non -Medical Determining Eligibility), as presented.
11. **Motion carried** to approve the Priorities and Allocations to move \$100,000 into Medical Case Management Services, as presented.
12. **Motion carried** to approve the Priorities and Allocations to move \$45,000 into Food

Bank/Home Delivered Meals, as presented.

13. **Motion carried** to approve the Priorities and Allocations to move \$29,000 into Medical Transportation, as presented.

14. **Motion carried** to approve the Priorities and Allocations to move \$62,598 into Outpatient/Ambulatory Medical Care, as amended.

15. **Motion carried** to approve the Membership Committee to approve Policy 3, as presented.

XII. Other Business:

A. The next CARE Council meeting would be held on Monday, December 3, 2012 @2:30pm. The Chair reminded the committee that the Annual Potluck Luncheon would be held on Monday, December 3, 2012 @ 12:00 noon at the Mayme Frederick Building, 1440 Dr. MLK Jr., Blvd., Riviera Beach.

XIII. Adjournment: With no further business, the CARE Council Meeting was adjourned at 3:58 pm at the Mayme Fredrick Building, 1440 Martin Luther Blvd., Riviera Beach, FL.