

**Palm Beach County HIV CARE Council**  
**CARE Council Meeting**  
**Monday, May 20, 2013**  
*Minutes*

**Members Present**

Rafael Abadia  
Cindy Barnes  
Marsharee Chronicle  
Kim Enright  
Julie Graham  
Don Hilliard  
Mary Kannel  
Glenn Krabec  
Shantreirra Monroe  
Larry Osband  
Mary Jane Reynolds  
Shirley Samples  
Cecil Smith  
Vicki Tucci

**Members Absent**

Rosalyn Collins  
Elaine Esplin  
Lorenzo Lowe  
\*Melissa McGee  
Thomas McKissack  
Juny Tetevi

**Lead Agency Staff**

Amy Moyer  
Latoya Osborne

**CARE Council Staff**

Pat Cruzata

**CARE/Network**

Mitchell Durant

**Grantee Staff**

Tammy Fields  
Sonja Holbrook  
Nadia Najarro  
Shoshana Ringer  
Anna Balla  
Tom Eaton

**Guests**

Metris Batts  
Felix Rivera

Yvette Bonnet  
Rob Scott

Tiffany Coutee

\*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 Shirley Samples to accept excused absences. **Motion carried.**
- IV. **Motion** by Larry Osband **second** by Mary Kannel to accept the May 20, 2013 CARE Council Meeting Agenda as amended. **Motion carried.**
- V. **Motion** by Mary Kannel, **second** by Larry Osband to accept the April 29, 2013 CARE Council Meeting Minutes as presented. **Motion carried.**

- VI. Comments by the Chair:** The Chair of the CARE Council received a letter requesting to join a national movement against the Criminalization of HIV. The committee went through the legal recommendation process; as a committee, we can make a recommendation to the County. This task would be assigned to the Planning Committee to draft a letter and bring to the CARE Council.
- VII. Public Comments:** There was none.
- VIII. Educational Moment:** Vicki Tucci gave an informative presentation on the Affordable Care Act. Vicki noted that the State's role is to create an American Health Benefit Exchange and a Small Business Health Options Program (SHOP) Exchange for individuals and small businesses and provide oversight of health plans with regard to the new insurance market regulations, consumer protection, rate review, solvency, reserve fund requirements, premium taxes, and to define rating areas.
- IX. Standing Reports & Updates:**
- A. **Legislative Update:** Vicki Tucci -There was no report.
  - B. **Health Care Reform:** Nadia Najarro –There was no report.
  - C. **CPP Updates:** Rob Scott reported that the next CPP meeting would be held on Friday, July 12, 2013, from 10:00am to 12:00 noon, everyone is welcome.
  - D. **ADAP Update:** Mitchell Durant gave an overview on the ADAP updates, it was noted that currently as of May 17, 2013, there are there are 1,330 clients in the ADAP program.
  - E. **Patient Care & 4BNWK Report and Part B Report:** Mitchell Durant gave an overview on the balance sheets of the Patient Care & 4BNWK and Part B Report. Mitch noted that this is their 1<sup>st</sup> year as lead agency; Part B had money left over, approximately \$10,000 remaining from a six-month contract. The new fiscal year began April 1, 2013.
  - F. **MAC Report:** Metris Batts provided the committee with a list of the National HIV Observance Days Conference call list. Metris informed the committee of the upcoming events with dates and times.
  - G. **Patient Care Update including ADAP:** Mitchell Durant gave the committee an overview on the County Health Department performance snapshot; Mitch noted that 85% of clients who routinely pick-up ADAP medications each month in 2011. He stated the percent of new HIV positives with documentation of linkage to medical care within 90 days of diagnosis; however, the date is not available until 2014.
  - H. **Medicaid Report:** Cindy Barnes- There was no report.
  - I. **Part A Report:** Sonja Holbrook gave the committee updates from Part A.
    - Sonja reported that our IT department developed an Eligibility Module. The Eligibility Workgroup participated in a demonstration of the module last week. They were pleased with the tool. This will result in more consistency across all eligibility screenings and functions as a checklist.
    - Monitoring schedules are being confirmed with our providers. For many of our providers we are combining fiscal, program and SOC reviews to be completed at the same time to lessen the burden on the providers. A system-wide summary of the monitoring will be provided to the CC.
    - We are continuing to work with the State to make improvements to CAREWare. One specific improvement is that we will soon be able to run reports showing the agency

site locations where clients are receiving services. This will result you being able to better plan for services. We are considering how to use this data in a GIS map. Currently we provide GIS mapping for known cases, shaded by level of impact, and includes markers for the provider locations.

- We were selected as one of four areas in the state to participate in a research project being completed by Research Triangle International (RTI). The research project will examine how public health, primary care, and community organizations work together as a system to identify, enroll in care, and follow HIV patients.
- The needs assessment is underway, gathering surveys. We currently have 180 of the 366 surveys out in the community.
- The Program Manager position was re-advertised last week. Interviews will be scheduled shortly.
- You will be completing the Grantee Assessment in July. The Grantee has been working very 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 355-4730.
- Review expenditure report. March reimbursements are just now being processed since the contracts were approved May 7. Sonja stated that the Grantee office was able to contract 79% of the CARE Council allocations amount, due to only receiving a partial award.

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

**XI. New Business:**

A. Approval of Committee Recommendations

1. **Motion carried** to approve the Planning Committee Needs Assessment 2013-2015 Provider as presented.
2. **Motion carried** to approve the Planning Committee Comprehensive Needs Assessment 2013-2016 Focus Group Script as presented.
3. **Motion carried** to approve the Planning Committee Special Populations for Focus Groups for:
  - MSM (Men who have sex with men)
  - Haitian Born
  - Black Heterosexual
  - Hispanic
  - 50 +age group
  - Recently released from Incarceration

**XII. Other Business:**

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. Larry Osband announced that on Thursday, May 23, 2013, The Council Chair and Community Liaison would be at Drop-in Center at Foundcare to answer any questions from the clients about CARE Council.

**XIII. Adjournment:** With no further business, the CARE Council Meeting was adjourned at 3:21 pm at the Mayme Fredrick Building, 1440 Martin Luther Blvd., Riviera Beach, FL.

*Approved as Presented 7/29/13 PC*