

**Palm Beach County HIV CARE Council**  
**CARE Council Meeting**  
*Monday, January 28, 2019*

**Minutes**

**Members Present**

Ashnika Ali  
Lilia Perez  
Kim Enright  
Alejandro Rodriguez  
Glenn Krabec  
Thomas McKissack  
Quinton Dames  
Cecil Smith  
Olga Sierra  
Kristen Harrington  
Vickie Rossy

**Guests**

Marie Presmy  
David Shamer  
Linda Cledanord  
Susie Brinson

\*Denotes an excused absence

**Members Present**

Mary Kannel  
Kristina Rowe  
Rob Scott  
Mark White

**Members Absent**

Chris Dowden  
\*Shirley Samples  
Dale Smith  
Kathlyn Belizaire  
Keisha Jackson  
\*Mary Jane Reynolds

Latonia Cox  
Denise Brown  
Matthew Tochtenhagen

**Grantee Staff**

Julie Dowe  
Shoshana Ringer  
Helen Hvizd  
Jorge Batista  
Taruna Malhotra  
Sheron Hoo-Hing  
Doris Davis  
Shirley Lanier

**CARE Council Staff**

Shirley White  
Neeta Mahani

Neka MacKay  
Psyche Doe  
Whitney Davis

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I. The CARE Council Meeting was called to order at 2:03p.m. by the Vice Chair, Kimberly Rommel-Enright 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 Mary Kannel, **second** by Thomas McKissack to accept the excused absence of Shirley Samples and Mary Jane Reynolds. **Motion carried.**

IV. **Motion** by Lilia Perez, **second** by Glenn Krabec to approve the January 28, 2019 CARE Council Meeting Agenda as presented. **Motion carried.**

V. **Motion** by Glenn Krabec, **second** by Thomas McKissack to accept the November 19, 2018 CARE Council Meeting Minutes as presented. **Motion carried.**

**VI. Comments by the Chair:** The Vice Chair spoke about the moment of silence and stated that we need to remember why we are here, those of us that are providers, and what we are doing. And, for everybody, every decision that we make should be guided by two things – that we are serving the clients, first and foremost in a way that our government has asked us to (guidelines) and every decision by all of us need to be guided by those we serve. She then talked about what she got out of the RW Conference. She said it was very interesting and a lot of the information pick up there will be discussed at the CC Retreat on February 22.

Taruna Malhotra spoke briefly, about what she saw and experienced at the RW Conference. She stated that we are doing a lot great things and have great strength of our providers and our CARE Council. But, we could work on using technology to our advantage. She mentioned that many EMAs have been doing a great job using texting, especially reaching out to the youths. She thinks there where we could invest our time and effort the next grant year to see how we can use technology. She mentioned that funding has been getting cut and stated that we just got the funding award for next grant year and there was cut from last year (close to \$75,000). She stated we should to look at how we can get more efficient in our operations, keep the services, which are needed in our community, and use technology to get more efficient. She said another thing we need to strengthen is our quality improvement projects. In the coming grant year, you will see a couple of projects we are working on. We have hired Marlinda Jefferson to work with the three case management agencies (Compass, FoundCare, and AHF) specifically for case management and look for high viral load clients, and what interventions we could put in place to make improvements. She stated that maybe at the next conference we should do a presentation to showcase some of our work.

Shirley Lanier state she mostly attended tracks at the Ryan White Conference on needs assessments and integrated plans. Most of the workshops she attended were on needs assessments, some areas are doing needs assessments without using paper, and they conduct them online. One area used a billboard to give out the number for people to call to get a gift certificate for doing the survey. She said they discussed how to reach people who are not in care. Shirley Lanier will present an educational moment on the Integrated Plan at the next CARE Council meeting.

Mark White mentioned that he and Taruna presented a poster on the RAND data integration project (Ryan White and City of West Palm Beach). He stated that it was moving to here Ryan White's mother speak.

Lilia Perez stated that one thing she noticed is that we are ahead of the game in eligibility, as far as documents and determining the eligibility of our clients.

**VII. Public Comments:**

Neka Mackay asked that everyone speak loudly to be heard in the back.

- VIII. Educational Moment:** Shirley Lanier gave a brief overview of the 2019 EMA Survey Report. This EMA Survey compares the funding allocations, case management spending, number of clients served and other areas of program operations of EMAs/TGAs similar to PBC's Part A Program. Shirley mentioned that she is currently updating the Needs Assessment with current information collected from focus groups and monitoring interviews that conducted over the past year.

**IX. Standing Reports & Updates:**

**A. Legislative:** None.

**B. CPP Updates:** Rob Scott reported that the CPP met in January and elected new officers: Chair – Dillian Brooks, Co-chair – Caroline Hill, and Secretary – Keisha Jackson. They will be meeting quarterly this year, the next meetings will be April, July, October, and a special meeting in November to pack red ribbon stickers to distribute to high school students. All meetings will be held at Compass @ 10:00am. The Redbook update is still underway. The Health Department is going to take over the project. It was suggested that the Integrated Plan be brought to the next CPP meeting. Next meeting will be April 12, 2019 @ 10:00am at Compass.

**C. Part B Report: Patient Care & 4BNWK Report:** Psyche Doe provided the Part B Expenditure Report, ADAP/Patient Care/Prevention/Surveillance Report and the 2017 Florida HIV Surveillance Summary for review and discussion.

**D. HOPWA:** Mark White reported that the recent government shutdown did not impact landlord checks. If a shutdown happens in a couple of weeks, they have the funding to make sure the landlords continue to be paid through the rest of the grant year, which ends in September. They start a new grant year on October 1, and they do expect to receive a cut of about 5% (about \$160,000). They are trying to make sure that no current tenants will be removed from the program. He said there is a potential that Congress can increase the pool of money for HOPWA.

**E. C.A.G. Report:** Denise Brown inform the C.A.G. stands for Consumes Advisory Group. She reported that they are revising the application for CAG and the brochures are being reviewed. She mentioned an updated in STD (a new campaign) in terms of mothers the new topic for this year is 'No one cares more for your baby than you'. The 2018 meeting was held and Psyche is the Program Director for area 9.

**F. Part A:** Taruna Malhotra announced that in December a notice was received from the Health Care District that they would not continue the pharmacy program for Ryan White clients. AHF will provide the pharmacy services; they have two pharmacies, one in West Palm Beach and the other in Delray. We will work with AHF to see will could have mail delivery program for those clients in the Glades area. Taruna informed that we just got the grant award and there was a cut of approximately \$75,000. She stated that due to the increased cost in specialty medical last year, money was cut from case management services which impacting the services within our providers. The

Providers will meet in February to look at different ways to see how we can absorb clients in between. One of the providers are at full capacity and cannot take on more clients for the dollars we have. Starting March 1 there will be some criteria in place for specialty medical. She stated that we have been working with the providers to see what the barriers are for getting the viral load data. She said we are working with the FDOH to get comorbidity information in our database; AHF is already doing this and we will work with FoundCare to get this information as well.

Sheron Hoo-Hing briefly informed on what is being done to make sure the data in Provide is the best quality as possible. She will start sending weekly reports related to any discrepancies in documented lab results and/or medical appointments and primary medical homes. She mentioned that she is facilitating an MIS (management information system) workgroup, which started last week on January 24. They discussed processes and best practices, the process and proper communication on how to notify, and how we can better make alerts in Provide. They also discussed making clients who have not received services in a year automatically inactive and working with GTI (the database vendor) to make our reports more user friendly.

Shoshana Ringer and Shirley Lanier reiterated that we are reviewing specifically our case management process and specialty medical. We are going to have to reassess all of our service programs to determine the best practices to provide the quality services and to ensure that client health outcomes are reflective of the program that we are running.

- G. Expenditure Report:** The RW GY18 Reimbursements report was provided for review and discussion. Jorge Batista reported that we have started to receive reimbursements for December. He said we expected to expense all the funds by the end of the year, and our core/support split percentages are well within the range of the HRSA requirements. Taruna stated that we used some of the admin dollars (from two vacant positions) to fund the case management shortage. The position for the Ryan White Manager has been posted.
- H. LGBTQ:** Kim Enright reported that the trainings have started and she will be reaching out to the providers to do the trainings. The committee have put in a formal request to the county to put the trainings into the contracts for next year. We will present our consumer survey at the next CARE Council meeting. Taruna asked that the specifics for the trainings be sent to her because the amendments will be going to the board in March.
- I. LPAP:** Shoshana Ringer stated that they have decided to go to quarterly meetings. A meeting will be scheduled in February. There is no chair for this committee, there is a vice chair. Glenn Krabec volunteered to chair the committee. The next meeting will be February 19 @ 1:00pm.
- J. Membership:** Nothing other than the motions in new business.
- K. P & A:** Glenn Krabec stated there is nothing to report.
- L. QMEC:** Lilia Perez reported they are working on their membership. Shoshana stated that a lot of the discussion we had earlier about case management, specialty medical, and viral loads, a lot of information coming from grantee looking into that are going to translate into

quality improvement projects which will be part of this committee's responsibility. She gave a brief update on the different projects the committee is working on.

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

**XI. New Business:**

**A. Vote: Approval of Committee Recommendations (Documents are on the table)**

The Membership Committee

1. **Motion carried** to approve the Membership Committee's recommendation to approve Matthew Tochtenhagen for membership on the CARE Council into seat #16.
2. **Motion carried** to approve the Membership Committee's recommendation to approve Felisha Douglas Bowman for membership on the CARE Council into seat #25.

**XII. Other Business:**

Neeta Mahani announced that Alejandro Rodriguez resigned from the CARE Council today. Latonia Cox, David Shamer, and Whitney Davis introduced themselves and expressed interest in being involved with the CARE Council.

**XIII. Announcements:**

P & A meeting on February 19, 2019 @ 2:30pm.

CARE Council meeting on February 25, 2019 @ 2:00pm.

February 6 is National Black HIV/AIDS Awareness Day event at Compass @ 6:00pm.

AHF events – Burlesques show National Condom Day

AIDS Walk on March 23 Shaggy will be the entertainment.

Happy Birthday to Cecil Smith.

**XIV. Adjournment:** With no further business, the CARE Council Meeting adjourned at 3:50p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr Blvd, Riviera Beach, FL 33404.

Approved as amended 02/25/2019.sw