

Palm Beach County HIV CARE Council
CARE Council Meeting
Monday, July 30, 2018

Minutes

Members Present

Mary Kannel
Lilia Perez
Kim Enright
Mary Jane Reynolds
Chris Dowden
Chris McCoy
Alejandro Rodriguez
Cecil Smith
Olga Sierra

Guests

Beatrice Manning
Geoffrey Downie
Anil Pandya
Alex Dikhow
Psyche Doe
Arlene Griffiths

*Denotes an excused absence

Members Present

Glenn Krabec
Kristen Harrington
Quinton Dames

Members Absent

Rob Scott
Mark White
Sinteria Cooper
* Shirley Samples
Dale Smith
Thomas McKissack

Paola Gonzalez
Erica Washington
Susie Brinson
Ashnika Ali
Anne Costello
Vicki Rossy

Grantee Staff

Thomas Eaton
Shoshana Ringer
Jorge Batista
Helene Hvizd
Mary Woodard
Shirley Lanier

CARE Council Staff

Neeta Mahani

Matthew Tochtenhagen
Quasia Cowan
Elio Imbert
Kristine Rowe
Keisha Jackson

I. The CARE Council Meeting was called to order at 2:00p.m. by the Chair, Chris Dowden 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 Glenn Krabec, **second** by Mary Kannel to accept the excused absence of Shirley Samples. **Motion carried.**

IV. **Motion** by Mary Kannel, **second** by Lilia Perez to accept the July 30, 2018 CARE Council Meeting Agenda as presented. **Motion carried.** The LGBTQ Committee is added to the agenda as a standing report. **Amended Motion** by Mary Kannel, **second** by Lilia Perez to approve the July 30, 2018 CARE Council Meeting agenda as amended. **Motion carried.**

- V. **Motion** by Chris McCoy, **second** by Glenn Krabec to accept the June 25, 2018 CARE Council Meeting Minutes as presented. **Motion carried.**
- VI. **Comments by the Chair:** The Chair asked that as we go through everything to please ask questions if you do not understand, remember you can ask for a point of information within Robert's Rules. He wants to make sure everybody understands the issues we're voting on today.
- VII. **Public Comments:** There were no public comments.
- VIII. **Educational Moment:** Helen Hvidz provided a very informative educational moment on the Palm Beach County Government as it pertains to the Palm Beach County HIV CARE Council: why we are here and who appoints members of this board. She went on to explain Article VII – Voting and Conflict of Interest of the PBC HIV CARE Council Bylaws (page 14). Helene provided copies of form 8B Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers and explained who should complete the form.
- IX. **Standing Reports & Updates:**
- A. **Legislative/ACA Update:** There was no one present to give an update.
 - B. **CPP Updates:** Quasia Cowan informed that CPP will be updating the Redbook, the HIV/AIDS services directory in Palm Beach County. Ms. Cowan stated that if anyone is interested in helping, the CPP will be meeting on August 10 @ 9:00am at the Department of Health (FDOH) on Clematis.
 - C. **Part B Report:** Psyche Doe reported that the Part B is on track with their spending network. She provided the ADAP/Patient Care/Prevention/Surveillance report and HIV data charts from Florida Charts.
 - D. **HOPWA:** Mark White was not present.
 - E. **C.A.G.:** There was on representative present to give a report.
 - F. **Part A Report:** Mary Woodard reported that the Community Awareness Committee presented a proposal for a community wide event in the Glades area. She gave an update on the status of the H.E.R.R. service category. She then gave reasons (reduction in funding and a greater need for specialty medical) for her request of not funding this service category. Mary informed that the grant application is due September 21 and requested that the P & A Committee and CARE Council meet before August 27 to allow time to make adjustments get the application uploaded and approved in-house.
Motion by Mary Kannel, **second** by Glenn Krabec to reschedule the August 27, 2018 CARE Council meeting to August 20, 2018 at 2:30pm, and a P & A Committee meeting at 1:00pm on August 20, 2018. **Motion carried.**
Mary also informed that next year's funding cap is \$7,796,721 (grant application). She stated that today, they will be recommending an allocation of \$240,000 in specialty medical and then gave a brief explanation of why. She stated that they are having a Six Sigma project to look at case management and asked for a representative from each agency. She gave an

update on the corrective action plan for HRSA. The CARE Council board is one of the areas that is still not in compliance. The grantee evaluation needs to be completed, she requested that they be completed today.

G. Expenditure Report: Thomas Eaton provided the GY17 and GY18 expenditure reports for review.

H. LPAP: Chris McCoy reported that the dates for the LPAP meetings will change and will probably not be the same day every month due to his work schedule.

I. P & A: Nothing other than what's being voted on today.

J. LGBTQ: Kim Enright reported that the LGBTQ had its first meeting. She stated there are two priorities that they will be focusing on: training and education for providers to address barriers to care for LGBTQ HIV individuals and outreach and engagement in the LGBTQ community. The next meeting will be in the evening next at Compass. Kim proposed the appointment of Alejandro Rodriguez as Chair of the committee. Alejandro stated that he would have to think about it, as his schedule is very busy.

X. Unfinished Business and General Orders: There was no unfinished business or general orders.

XI. New Business

A. Vote: Approval of Committee Recommendations:

1. **Motion carried** to approve the Bylaws Ad hoc Committee recommendation for approval of the revisions to the Palm Beach County HIV CARE Council Bylaws.

2. **Motion carried** to approve the Priorities and Allocations Committee recommendation for the approval of the GY18 Service Category Priorities with Health Education Risk Reduction added as number 11.

3. **Motion by Glenn Krabec, second by Chris McCoy** to approve the Priorities and Allocations Committee recommendation for approval of the GY18 Budget as presented. Mary Kannel – FDOH, Alejandro Rodriguez – Compass, Kristen Harrington – AHF, Lilia Perez – FoundCare, and Quinton Dames – FoundCare, all abstained. **Motion carried.**

B. Notice of Award – Mary Woodard reported that the notice of award was received on May 22, 2018 for \$7,426,449.

C. H.E.R.R. – previously addressed.

D. Grantee Assessment – was distributed to all CARE Council members.

XII. Other Business:

A. Leave of Absence for Shirley Samples – to be addressed at the Membership Committee meeting.

XIII. Announcements:

P & A training at 9:30am on August 1 at PBC Community Services, 810 Datura, West Palm Beach.
LGBTQ Committee meeting on August 27 at 5:30pm at Compass.1

Erica Washington announced the starting of an agency called Big Sister House.
Chris McCoy introduced Angel Cure, the new manager of Walgreens Pharmacy on Flagler.

IVX. Adjournment: With no further business, the CARE Council Meeting adjourned at 3:38p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr. Blvd., Riviera Beach, FL.

Approved as presented 08/20/2018sw.