

Palm Beach County HIV CARE Council
CARE Council Committee Meeting
Monday, July 25, 2016

Minutes

Members Present

Vicki Krusel
Shirley Samples
Wisny Marcellus
Patrice Huntley
Christopher Dowden
Mark White
Lilia Perez
Mary Jane Reynolds
Kim Enright

Members Present

Cecil Smith
Don Hilliard
Mitchell Durant
Glenn Krabec
Denise St. Joy
Thomas McKissack
Mary Kannel
Quinton Dames

CARE Council Staff

Shirley White

Grantee Staff

Helene Hvizd
Geoffrey Downie
Berthline Isma
Shoshana Ringer
Frank Frank

Members Absent

Jeannette Tomici
*Stephanie Jordan

Lead Agency/Support Staff

Indira Case
Anil Pandya

Guests

Marlena St. Fleur
Rob Scott
Beatrice Manning
Ryanmarie Rice
Olga Sierra

Psyche Doe
Marie Presmy
Phil Dulmage
Quinn Paton

Spenser Anderson
Courtney Drane
Jillian Mason
Richardo Jackson

*Denotes an excused absence

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- I. The CARE Council Meeting was called to order at 2:30p.m. by Chair, Don Hilliard, 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 Shirley Samples to accept the excused absence of Stephanie Jordan. **Motion carried.**

- IV. Motion** by Mary Kannel, **second** by Glenn Krabec to accept the July 25, 2016 CARE Council Meeting Agenda as presented. **Motion carried.**
- V. Motion** by Glenn Krabec, **second** by Shirley Samples to accept the May 23, 2016 CARE Council Meeting Minutes as presented. **Motion carried.**
- VI. Comments by the Chair:** There were no comments by the Chair.
- VII. Public Comments:** There were none.
- VIII. Educational Moment:** Chris Dowden, a pharmacist at Skyemed gave a very informative presentation on PrEP and PEP (pre- and post-exposure prophylaxis for HIV). Mr. Dowden explained that prophylaxis is a preventative treatment. He informed that PrEP is the pre-exposure prophylaxis and PEP is the post-exposure prophylaxis.
- IX. Standing Reports & Updates:**
- A. **Legislature Updates:** Vicki Krusel reported that there is no report today.
 - B. **CPP Updates:** Quinn Paton reported that CPP met on July 8 and the next CPP meeting is September 9.
 - C. **Part B Report; Patient Care & 4BNWK Report:** Mitchell Durant provided the ADAP/Patient Care/Prevention/Surveillance Report and a RW Part B (2016-2017), Patient Care Network and Patient Care Funding (2015-2016) Expenditure Report.
 - D. **Surveillance Report:** Psyche Doe provided the HIV surveillance monthly reports for April, May, and June and a PBC HIV/AIDS infection cases 5 year data trend spreadsheet.
 - E. **Medicaid Report:** None.
 - F. **PBC Housing Authority—Update on HOPWA:** Mark White stated they are currently in the 30 day common period for the grant year starting October 1 and are putting together the units for providers during the next few months.
 - G. **Florida Statewide Consumer Advisory Group (CAG):** Denise St. Joy reported that their statewide meeting is tomorrow and reminded that the PBAAG Retreat is coming up September 22.
 - H. **Part A Report:** Geoff Downie reported that Part A is in the in the middle of the HRSA reporting season, they are expecting the funding announcement for next year to be released mid August, the Program Evaluator will start the end of August, and are in the process of securing a memorandum of agreement with ADAP for funding thru this year. Mr. Downie also reported that the data integration plan has been submitted to the funder and they've had an initial meeting of the housing workgroup.
 - I. **Expenditure Report:** Frank Frank provided 3 documents. Mr. Frank stated, the 1) RW GY16 reimbursement spreadsheet shows up to date reimbursements, we are at 11% so far, and an addition to the spreadsheet is a box on the bottom left to track the percentage of expenditures for core and support. Documents 2) GY15 reimbursement spreadsheet and 3)

a colorful FY15 Expenditure Report that is used to report to the Feds (HRSA) and is based on actual expenditures. Mr. Frank explained that the federal report shows 1. Total Part A funds- \$7,685,411 (award amount) + \$261,888 (carryover) = \$7,947,299; 2. Total expenditures- \$4,713,810 (core medical) + \$1,665,263 (support services) + \$1,152,395 (Admin) = \$7,531,468; 3. Carryover- \$7,947,299 - \$7,531,468 = \$415,831. The document also shows that we are at 73.89% in core medicals and 26.11% in support services, which means we are over the 25% in support services. Mr. Frank stated that we stand to lose \$136,000 because of this overage. Discussion ensued.

It was clarified that the budgeting was at 75/25 split, it was the actual expenditures that are off. The Grantee office will be requesting a waiver of the 75/25 split.

- J. **Membership:** Vicki Krusel reported that Membership committee will be recommending the reappointment of Kim Enright, Don Hilliard, Thomas McKissack and Mitchell Durant and she briefly reviewed the term limits for membership.
- K. **LPAP:** Chris Dowden reported that the LPAP committee is working on a 340B policy and procedures.
- L. **P &A:** Glen Krabec reported that the P&A committee will work on a policy and procedures for the allocations process.

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

XI. **New Business**

A. **Endorsement of the Committee Recommendations:**

1. The Priorities and Allocations Committee recommend that the grantee ask for a waiver of the 75/25% split. **Motion carried.**
2. The Membership Committee recommends the reappointment of Kim Enright, Don Hilliard, Mitchell Durant and Thomas McKissack to the CARE Council. **Motion carried.**

XII. **Other Business:** There was none.

XIII. **Announcements:**

Denise St. Joy gave a reminder of the PBAAG (Palm Beach Advisory Action Group) Retreat on September 22, 2016.

Patrice Huntley reminded everyone of the PrEP townhall tomorrow at Compass @ 6:30pm.

Frank Frank gave acknowledged Denise St. Joy for a great job with the public forums.

Kim Enright informed that the Legal Aid (everybody in the Ryan White program) attorneys are not in office until next Tuesday; Vicki Krusel stated her paralegal is in the office x281.

XIV. **Adjournment:** With no further business, the CARE Council Meeting was adjourned at 3:36 p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr. Blvd., Riviera Beach, FL.

Approved 08/29/2016sw.