

**Palm Beach County HIV CARE Council
CARE Council Meeting**

May 19th, 2025 @ 5:00 P.M. Compass 201 N Dixie Hwy, Lake Worth Beach, FL 33460/Belle Glade Library - 725 NW 4th St, Belle Glade Library –Dinner will be served @ both the locations.

<https://pbcgov.zoom.us/j/87908476180?pwd=incZCdjkDI9jSKcm1BOVZaroOTp8si.1>

**Meeting ID: 879 0847 6180
Passcode: 169402**

Meeting Attendance Table

Members Present

1. Ashnika Ali
2. Hector Bernardino
3. Lysette Perez
4. Richardo Jackson – Chair
5. Kristen Harrington – Secretary
6. Miguel Vasquez
7. Youssef Motti – Treasurer
8. Brittany Henry
9. Tad Fuller – Vice Chair
10. Nancy McConnell
11. Kim Rommel-Enright
12. Cynthia Walker
13. Ashaki Sypher
14. Dominique Lane (Excused)
15. Mary Jane Reynolds
16. Damion Baker
17. Cecil Smith
18. Rosie Hayes

Members Absent

- Denise Grigoriou
Dr. Jyothi Gunta
Dr. Berthline Isma
Annette Dunn
Tyrina Pinkney

Guests

- Lilia Perez
Mathew Jackson
Ashley Viggers
Allyssa Sullivan
Erin McSpadden
Brad Barnes
Robert Scott
Hardeep Singh
Norma Collazo
Caroline Hill
Orquidea Aceveda
Susan Mintz
Fabiola Gonzalez
Jose Castillo
Lou Monte Fioni

Staff Attendance Table

Recipient Staff

Jeffrey Lesanti
Andres Correa
Geneve Simeus
Shoshana Ringer

Recipient Staff (Absent)

Dr Casey Messer
Anna Bala
Jasmine Parrish
Dr Daisy Wiebe

CARE Council Staff

Neeta Mahani – Present

Note: If you have any question or require special accommodations, please contact Neeta Mahani at 561-355-4820 or Nmahani@pbcgov.org.

Recipient Staff

Tammy Fields
Jason Gross
Chloe Bagley
Lia Head Rigby
Helene Hvizd

Recipient Staff (Absent)

CARE Council Staff

- I.** Call to order. Roll, Introduction of Guests – Neeta Mahani took the roll call and Quorum was present.

- II.** A Moment of Reflection

A Moment of Silence – Tad Fuller

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 HIV. 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.

- II.** Motion to accept the Excused absence – Dominique Lane
First – Miguel Vazquez Second- Ashaki Sypher

- IV.** Motion to accept May 19th, 2025, CARE Council Meeting
Kristen Harrington – first and Youssef Motii – Second - Motion carries

- V.** Motion to Table the March 24th 2025 CARE Council Meeting
Min until next meeting. First – Cecil Smith and Second- Kristen Harrington- Motion Carries
Motion to Table the April 28th 2025 CARE Council Meeting
Min until next meeting. First –Kim Rommell Enright and Second- Lysette Perez- Motion Carries

VI. Comments by the Chair- Chair Belle welcomed everyone and thanked members for their patience as the meeting resolved initial technical issues. No additional comments were made by the Chair beyond the scheduled agenda.

VII. County Staff Comments- County staff provided

- **Recipient Report (Dr Casey Messer)**
 - Palm Beach County has received a partial Notice of Award; remaining funds are still pending.
 - Agencies are advised to continue operating as though full funding will be received.
 - Introducing the Maintenance of Effort (MOE) requirement:
 - Counties must maintain a minimum level of local funding for HIV services.
 - There is currently a gap between required MOE and available funding.
 - Input was invited on how to close this funding shortfall.
- **PSRA Training Reminder (Ms. Sharma)**
 - All sub-recipients must ensure fiscal staff attend the upcoming training.
 - The PSRA (Priority Setting & Resource Allocation) training is scheduled for June 5.
 - Hybrid format: available both in-person and virtually.
 - Agencies were encouraged to coordinate internally to ensure attendance.
- **Technology Concerns & Hybrid Meeting Issues**
 - Participants reported audio/video difficulties, especially from Belle Glade.
 - County staff will:
 - Collaborate with the Technology Committee to improve hybrid meeting systems.
 - Check internet connectivity at the Belle Glade site.
 - Consider a mobile hotspot if needed.
 - Develop clear procedures for remote participants, including:
 - Zoom chat monitoring to ensure engagement.
 - Better mic and AV support at hybrid locations.
- **Community Calendar Coordination- Neeta Mahani**
 - All agencies are asked to submit their 2025 event calendars.
 - Purpose: to build a comprehensive community calendar and improve outreach coordination.

VIII. Standing Reports:

- **CPP Update (Dylan or Rob Scott)**
 - Due to technical difficulties, a full CPP report was not presented.
- **Part B Report (Rob Scott & Dr. Jyothi Gunta made an announcement)**
 - CDC EHE (Ending the HIV Epidemic) prevention funding will end in May 2025.
 - Funding cuts will impact on staffing and community partner contracts at FDOH-PBC.
 - The team is actively seeking alternative local funding options.

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- **HOPWA – West Palm Beach (Miguel Vazquez & Tad Fuller)**
 - 34 HOPWA-funded housing units have been constructed and placed.
 - 14 units designated as rental homes for people with HIV, following HUD guidelines.
 - 20 additional units are planned, including configurations for single-parent households.
 - **Funding challenges persist:**
 - Construction funds are lacking; only housing coordinator and support services are covered.
 - The Council emphasized the need to preserve affordability in perpetuity.
- **Palm Beach County Recipient Report (Dr. Casey Messer)**
 - Reviewed the proposed FY2025-26 HIV program budget.
 - Discussed the upcoming consolidation of housing funds (Ryan White + State Housing).
 - Noted potential changes in program allocations as a result.
- **Part A Expenditure Report (Jeffery Lesanti)**
 - Most categories are near 100% expenditure.
 - Two areas significantly underspent: Ambulatory Outpatient and Oral Health.
 - The council discussed strategies to improve utilization.
- **Executive (Ricardo Jackson)**
 - No report (Mr. Jackson was absent).
- **Community Engagement (Kristen Harrington)**
 - Urged stronger collaboration on community events.
 - Requested that all agencies submit their 2025 event schedules to avoid overlaps and improve coordination.
- **P&A (Dr. Youssef Motii)**
 - No report was provided.
- **QMEC – Quality Management & Evaluation Committee (Hector Bernardino)**
 - No report presented for this meeting.
- **Planning (Lysette Perez)**
 - Committee to review:
 - Data presentation formats.
 - Revisions to the Care Council Bylaws.
 - Mentioned potential schedule adjustments due to upcoming holidays.

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- **Housing (Miguel Vazquez & Andres Correa)**
 - Updates covered under HOPWA report.
- **Ad Hoc Bylaws Committee (Tad Fuller)**
 - Committee will review terminology and policy language updates (e.g., “Planning Council” vs. “Planning Body”).
 - Proposed rescheduling the May 23 retreat to a future date for better attendance after the holiday weekend.

IX. Old Business

There were no unfinished Old Business items requiring action at this meeting.

X. New Business

1. Bylaws and Retreat Schedule:

- Discussion held to reschedule the May 23rd Retreat due to expected low attendance around the holiday weekend.
- A new proposed time of 12:00–1:30 PM was suggested.
- The Bylaws Committee will:
 - Review terminology updates
 - Incorporate feedback into future meetings.

2. Agency Event Calendars

- Mr. Tad Fuller reminded agencies to submit their 2025 event calendars.
- Purpose: to build a comprehensive community calendar and enhance coordination of outreach efforts.

3. ARSV (Administrative Reverse Site Visit) Update

- Neeta shared new guidance from HRSA:
 - No dedicated Planning Council track at the upcoming ARSV.
 - Care Council staff are not required to attend in person.
 - Technical assistance will be delivered via webinars later in the year. But she showed interest if only she can attend the ARSV visit.

Motion to approve Neeta travels to ARSV visit – First Youssef Motii and second by Ashaki Sypher – Motion Carries
- Ms. Neeta will draft a memo summarizing this guidance, to be distributed via Director Tammy Fees.

4. USCHA Conference (NMAC’s U.S. Conference on HIV/AIDS)

- The Council reviewed plans for the September 2025 USCHA Conference.
- Due to budget limitations:
 - Up to two members may attend, each with a \$1,000 reimbursement cap.
 - Members must pay the bill and will be reimbursed per County policy.
- Members were asked to submit interest to Neeta before the next meeting.

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- Ms. Neeta will prepare a detailed conference info sheet (costs, interest, and available funds) for review in June.

5. Quorum Ordinance Change:

- Neeta & Helene reported that the Board of County Commissioners passed an ordinance changing the quorum requirement from one-third to 51%.
- The Council acknowledged the change.
- Helene will:
 - Inform all members of the new quorum rule.
 - Ensure future meeting notices reflect this update.

XI. Public Comments

There were no public comments at this meeting.

XII. Educational Moment

No educational presentation was given during this meeting.

XIII. Announcements:

- National HIV Testing Day (June 3): Ms. Sharma announced a proclamation event at the Board of County Commissioners (BOCC) Chambers on June 3rd for National HIV Testing Day. She requested that the Council identify a member to speak on behalf of the Care Council at that event. An email will be sent to solicit a volunteer speaker.
- Committee Meetings: Ms. Sharma reminded members of upcoming committee meetings and noted that revised calendars would be sent, including a new date for next year's PSRA training with more advanced notice.

XIV. Adjournment

The meeting was adjourned by Chair in Belle Glade and by Tad Fuller @ Compass at approximately 7:41 P.M.

Discussed Ongoing Initiatives

- County Team: Develop a plan to address the Maintenance of Effort (MOE) funding gap.
- Jeffery Lesanti: Work with County leadership to identify additional funding sources to meet MOE requirements.
- Neeta Mahani:
 - Send email invites for the June 5 PSRA training (virtual and in-person), including location details.
 - Draft a policy for Belle Glade remote participants outlining communication procedures (e.g., how to use the chat).
 - Check the internet connection at the Belle Glade library and arrange a hotspot if needed.
 - Share the link and information about the HOPWA Legacy Project “Hopper” units with all attendees.
 - Compile questions on Maintenance of Effort and forward them to the County Recipient’s office.
 - Send an email to agencies requesting their 2025 event calendars.
 - Coordinate with staff to monitor the Zoom chat during future hybrid meetings for Belle Glade participants.
 - Draft and distribute a memo (via Assistant County Administrator Tammy Feilds) regarding the USCHA update.
 - Prepare a detailed USCHA conference information sheet for the June agenda, including costs and budgeting.
 - Issue an email requesting a Care Council member to speak at the June 3rd National HIV Testing Day proclamation.
 - Update the Care Council meeting calendar, including next year’s PSRA training dates with earlier notice.
- All Sub-recipient Agencies: Send a list of all planned 2025 events and confirm fiscal staff attendance at the June 5 PSRA training.
- Technology Committee: Evaluate and improve technology setup for hybrid meetings, with priority on audio/video in the Belle Glade location.
- By Laws Committee: Review Bylaws language regarding terminology for consistency.
- Neeta Mahani (county staff): Schedule an educational session on oral health services (to be presented at a future Care Council meeting).
- Care Council Members: Contact Neeta by the next meeting if interested in attending the USCHA Conference, understanding the reimbursement process.

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