

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

June 30th, 2025 @ 2:00 P.M. @ Belle Glade Library - 725 NW 4th St, Belle Glade Library /1440 Martin Luther King Jr Blvd, Riviera Beach, Florida - 33404 /– Lunch was provided @ Belle Glade Location / Light snacks will be provided @ Riviera Beach location.

<https://pbcgov.zoom.us/j/82079724153?pwd=AWPs4UVfHIC8Bd0ftbia3cVIY1sOE.1>

Meeting ID: 820 7972 4153
Passcode: 576300

Meeting Attendance Table

Members Present

1. Ashnika Ali
2. Hector Bernardino
3. Lysette Perez
4. Richardo Jackson – Chair
5. Kristen Harrington – Secretary {Excused}
6. Miguel Vasquez
7. Tyrina Pinkney
8. Brittany Henry
9. Tad Fuller – Vice Chair
10. Nancy McConnell
11. Kim Rommel-Enright
12. Cynthia Walker
13. Ashaki Sypher
14. Dr. Berthline Isma
15. Cecil Smith
16. Rosie Hayes
17. Annette Dunn

Members Absent

- Denise Grigoriou
Dr. Jyothi Gunta
Youssef Motii
Mary Jane Reynolds
{Excused}
Dominique Lane

Guests

- Lilia Perez
Deborah Harris
Ashley Viggers
Patricia Jackson
Erin McSpadden
Brad Barnes
Robert Scott
Hardeep Singh
Norma Collazo
Cynthia Acosta
Orquidea Aceveda
Susan Mintz
Dr Sandra Anderson
Sandra Steward
Glenn Krabec
Gena Grant
Keri Ramnarez
Alicia Tramel
Samona Powell
Darlene
Funderburk
Patricia Morgan
Samona Powell

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

Staff Attendance Table

<u>Recipient Staff</u>	<u>Recipient Staff</u>	<u>CARE Council Staff</u>
Jeffrey Lesanti	Jasmine Parrish	Neeta Mahani
Jason Gross	Dr Daisy Wiebe	
Anna Bala	Willie Joseph	
Geneve Simeus		
Shoshana Ringer		
Lia Head Rigby		
Dr Casey Messer		
Helene Hvizd		

- I.** Call to order. Roll, Introduction of Guests – Neeta Mahani took the roll call and Quorum was present @ 2:13 p.m.

- II.** A Moment of Reflection

A Moment of Silence – Richardo Jackson

*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.*

- III.** Motion to accept the Excused absence – Mary Jane Reynolds
First – Kristen Harrington Second- Rosie Hayes- Motion carries
Motion to accept the Excused absence – Kristen Harrington
First – Tad Fuller Second- Miguel Vazquez - Motion carries
- IV.** Motion to accept of June 30, 2025, CARE Council Agenda by removing
The meeting agenda was reviewed and accepted without changes.
- V.** Motion to accept the March 24th 2025 CARE Council Meeting
Min. First – Cecil Smith and Second- Brittany Henry - Motion Carries
Motion to accept the April 28th 2025 CARE Council Meeting
Min. First - Cecil Smith and Second- Brittany Henry - Motion Carries
Motion to accept May 19th, 2025, CARE Council Meeting
Cecil Smith – First and Brittany Henry – Second - Motion carries

VI. Comments by the Chair- Chair, Richardo Jackson welcomed everyone and thanked members for their attendance @ Belle Glade.

VII. County Staff Comments- County staff Neeta Mahani :

- Neeta noted the Belle Glade meeting cost \$526 for food, suggesting consideration of alternative venues in the future.
- Emphasized the importance of member engagement and punctuality.

Standing Reports: Standing Reports – Detailed Summary

1. CPP Update – Dylan or Rob Scott

Rob Scott provided a verbal update, covering:

- New HIV prevention outreach strategies in Palm Beach County.
 - Challenges in engaging in rural communities.
 - Upcoming regional planning coordination.
 - Ongoing collaboration with local CBOs to:
 - Align prevention messaging.
 - Expand Prep access.
 - Increase HIV testing outreach.
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2. Part B Expenditure Report – Rob & Erin

shared updates including:

- Continued steady utilization of core medical and support services.
 - Coordination efforts to reduce service duplication.
 - Insights into current fund distribution trends.
 - Emphasis on aligning Part A and Part B services, especially:
 - Medication access.
 - Eligibility verification.
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3. HOPWA Report – Miguel Vazquez & Tad Fuller (WPB)

Miguel Vazquez reported:

- Current housing assistance and waitlist updates.
- Ongoing efforts to secure stable housing for clients.
- Barriers including:

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- Increased rental costs.
 - Limited landlord participation.
 - Coordination efforts with housing providers to address gaps.
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4. Recipient Report – Dr. Casey Messer

Dr. Messer briefed the Council on:

- HRSA’s updated travel policy:
 - Funding is now restricted to HRSA-sponsored events only.
 - Implications for USCHA conference attendees.
 - Encouragement to explore non-Ryan White funding sources.
 - Ongoing planning for next fiscal year allocations.
 - Emphasis on using data to drive funding decisions.
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5. Expenditure Report Part A – Jeffery Lesanti

Jeffery Lesanti presented:

- A detailed breakdown of current year’s grant expenditures:
 - Categories included: outpatient care, MCM, oral health, and admin.
 - Identification of underspending and overutilization in specific areas.
 - Reminder to sub-recipients to submit pending invoices timely.
 - Motions to reallocate funds were introduced and discussed.
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Committee Reports

6. Executive Committee – Ricardo Jackson

No updates as Committee did not meet.

7. Community Engagement Committee – Kristen Harrington

Kristen reported on:

- Recruitment updates:
 - Welcomed new members Rosie Hayes and Annette Dunn.
- Ongoing needs assessments across the community.
- Focused strategies to:
 - Boost awareness of available HIV services.

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- Increase participation in events like the HIV Stigma Walk.
 - Plans to launch post-retreat feedback survey.
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8. Priority & Allocations (P&A) Committee – Dr. Youssef Motii

Dr. Motii was absent but Jeffery explained

- June 5, 2025, committee recommendations:
 - \$85,802 reallocated into medical case management.
 - \$36,860 reduced from psychosocial support.
 - Use of:
 - Current service utilization data.
 - Sub-recipient input to guide decisions.
 - Reaffirmed need for data-informed allocations But will discuss more at New Business.
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9. Quality Management and Evaluation Committee (QMEC) – Hector Bernardino

Hector shared:

- Updates on client satisfaction results and performance indicators.
 - Evaluation of site visits and identified data reporting gaps.
 - Positive improvements in viral suppression rates.
 - Continued work on:
 - Linkage to care.
 - Timely client follow-up.
 - Plans to provide updated data dashboards and will work on administrative mechanism at future meetings on July 24th 2025
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10. Planning Committee – Lysette Perez

Lysette Perez noted:

- Progress toward the next Needs Assessment.
 - Analysis of:
 - Past survey findings.
 - Demographic trends.
 - Community-identified service gaps.
 - Emphasis on:
 - Cross-committee collaboration.
 - Engaging both providers and clients for future planning.
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11. Housing Committee – Miguel Vazquez & Andres Correa

Committee discussed:

- Urgent housing challenges across the county.
 - Barriers to stable housing:
 - Unpredictable income among clients.
 - Long waitlists and lack of available units.
 - Collaboration with local housing authorities to:
 - Streamline eligibility.
 - Expand capacity.
 - Need for stronger housing advocacy, particularly for PWH experiencing homelessness.
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12. Ad Hoc Bylaws Committee – Tad Fuller

Tad Fuller provided:

- The council approved all proposed changes.
- Neeta will upload finalized documents to the Council website.
- Members were encouraged to:
 - Review updated policies.
 - Familiarize themselves with new participation expectations

VIII. Old Business

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

VIII. New Business:

A. Priority and Allocation Motions:

- Motion passed to move \$85,802 in MAI funds to medical case management and reallocate \$36,860 from Psychosocial Support Services.

B. Bylaws Ad Hoc Committee Motions

- Council approved all proposed changes to bylaws and policies, including language revisions to reduce stigma around HIV.

C. Samsung Tablets

- Tablets received; Executive Committee to decide on password protocols and required uploads.

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D. USCHA 2025 Info

- Rosie Hayes requested updated travel policy details be emailed to him.
- Dr. Casey Messer to investigate alternative funding for conference attendees.

E. Community Engagement Committee Recommendations

- Membership Approvals: Rosie Hayes and Annette Dunn approved as new Community Engagement Committee members.
- Membership Removal: Tyrina Pinkney discussed due to three consecutive unexcused absences.
 - The council reviewed her attendance record; confirmed removal is automatic per policy and handled by Palm Beach County Board of County Commissioners.
 - Tyrina may reapply and continue attending meetings as a non-member.

F. Volunteer Sign-in Sheet: Annual Retreat and Data Presentation

- Event scheduled for July 15, 2025, at Wellington Community Center.
 - Volunteers signed up for setup, registration, lunch distribution, and cleanup.
 - Teams assigned specific roles and times (Setup at 8 AM, Cleanup until 4 PM).

XI. Public Comments (3 Minutes)

- Community members shared feedback on upcoming HIV Walk event and housing waitlist openings.

XII. Educational Moment: Helene Hvizd

- Quorum Ordinance Ord 2025-010 reviewed; quorum now requires 51% of appointed members (including those at satellite locations).
- Remote participation allowed excused absences but not for unexcused ones.

XIII. Announcements

- Upcoming HIV Awareness Walk on July 19, 2025, at Okeetchee Park. Members encouraged us to sign up and distribute event flyers.
- Agencies reminded me to submit upcoming event calendars for community planning.

XIV. Adjournment

- Meeting adjourned at approximately 4:30 PM.

Next Steps and Action Plan



Meeting Documentation & Follow-ups

- Update and Distribute Corrected Meeting Minutes
 - Incorporate correction noted by Geneve Simeus.
 - Ensure revised minutes are shared with all members and posted on the Council's website.
- Update Bylaws and Policies on Website
 - Reflect newly approved changes that reduce stigmatizing language.
 - Confirm updates are accessible under the appropriate section.



Membership & Attendance

- Onboard Newly Approved Members
 - Welcome and provide onboarding materials to Rosie Hayes and Annette Dunn.
 - Add them to the official contact list and invite to upcoming meetings.
- Address Attendance Issues
 - Follow up with Tyrina Pinkney to discuss attendance and communication.
 - Remind all members of updated quorum rules (51% in-person required).
- Excused Absence Documentation
 - Record the approved motion excusing Mary J. Reynolds' absence.



Event Coordination

- Volunteer Coordination for Upcoming Event
 - Confirm availability and roles of volunteers recruited during the meeting.
 - Assign tasks and finalize logistics for event day.
- Annual Retreat & Zero HIV Stigma Walk/Stroll
 - Share event details and ensure member participation.
 - Begin planning materials, transportation (if needed), and promotional content.



HRSA Travel Policy Update

- Explore Alternative Funding Sources for USCHA Conference Travel
 - Identify local/state funding opportunities or private sponsorships.
 - Communicate HRSA travel limitations to all members in writing.
 - Begin tracking events that fall outside HRSA's approved list.