

**Palm Beach County HIV CARE Council**  
**CARE Council Meeting**  
**Monday, February 25, 2013**  
*Minutes*

**Members Present**

Rafael Abadia  
Cindy Barnes  
Rosalyn Collins  
Kim Enright  
Elaine Esplin  
Julie Graham  
Mary Kannel  
Glenn Krabec  
Shantreirra Monroe  
Larry Osband  
Mary Jane Reynolds  
Shirley Samples  
Cecil Smith  
Vicki Tucci

**Guests**

Martha Allen  
Ingrid Dixia  
Tony Loncke  
Randall Rich  
Todd Champagne  
Henry Fequiere

**Members Absent**

Marsharee Chronicle  
\*Don Hilliard  
Lorenzo Lowe  
\*Melissa McGee  
Thomas McKissack  
\*Juny Tetevi

**Patient CARE/Network**

Mitchell Durant

**Lead Agency Staff**

Amy Gyau-Moyer  
Latoya Osborne

**CARE Council Staff**

Pat Adams

**Grantee Staff**

Tammy Fields  
Sonja Holbrook  
Anna Balla  
Bob Guarascio  
Sharon O'Neill  
Nadia Najarro

Rik Pavlescak  
Quinton Dames  
Chris English  
Rob Scott  
Domingo Santos

\*Denotes an excused absence

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I. The CARE Council Meeting was called to order at 2:31pm by Chair, Rafael Abadia, at the Mayme Fredrick 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 Larry Osband, **second** by Shirley Samples to accept excused absences. **Motion carried.**

IV. **Motion** by Larry Osband, **second** by Shirley Samples to accept the February 25, 2013 CARE

Council Meeting Agenda as amended. **Motion carried.**

V. **Motion** by Larry Osband, **second** by Shirley Samples to accept the December 3, 2012 CARE Council Meeting Minutes as presented. **Motion carried.**

VI. **Comments by the Chair:** The Chair stated that the Governor decided that Florida is going to be part of the expansion of Medicaid. The Chair stated that the expansion of Medicaid starts at the beginning of 2014, and enrollment starts in October, which means there will be changes. The Chair stated that CARE Council needs to be on top of what is happening. Many of the clients being served through Ryan White may be moved to Medicaid, so that is one thing to be receptive to.

The Chair encouraged everyone to continue attending the Planning Committee, which is the committee who is staying on top of the Affordable Care Act Forum. The Chair stated that he spoke to Elaine about holding the Joint Medical & Support Services meeting monthly. The Chair stated that the change is going to be an adjustment for all. The Chair stated that changes are happening so quickly that we need to be aware.

VII. **Public Comments:** The floor was opened for comments from the public.

- A. Marie Presmy from CAP voiced her concerns about the food pantry; they are currently serving 435 clients. Marie stated if P & A committee is allocating funds that she wanted to remind the committee about adding funds to the food category. It was noted, that new clients would be on a wait list.
- B. Rik Pavlescak followed-up with uncertainty of what is going to happen with the next grant period. Rik stated that their agency has a large number of clients who are receiving food pantry under the current contract. Rik wanted the Council to be aware, if more clients are moving under Medicaid, less money is needed under Medical Services. We still need to maintain the 75/25 split; but there may be a need to add more money into the food category.

VIII. **Educational Moment:** Domingo Santos, EIS Program gave an informative presentation on Early Intervention Services Program (EIS). Domingo stated that the main goal is to bring new clients to care or lost to care into medical care and case management. Domingo explained the four risk reduction sessions for pre and post-testing counseling session. Domingo provided some of the services rendered for EIS.

- Outreach testing to identify and link new positives to care.
- Visits to patients who are out of care.
- Partner services for all patients, including testing of partners
- Linkages to medical, mental health, therapist, case management agencies, etc.
- Barriers removal: bus pass

In conclusion, Domingo stated that all people living with HIV who are found to be out of care are being scheduled for medical evaluations at the PBCHD or where ever the client chooses for medical services. All people who are in the Palm Beach County Jails are being referred to case management and clients who do not complete all four sessions are referred to a mental health therapist.

The Chair reminded the committee that EIS is a newly funded service under Ryan White Part A. Mitchell Durant thanked the Grantee for visiting EIS program. Mitchell added that he, Rik, Mary and Domingo are working on a work plan for next year. In the work plan, it clearly would state that all new positives would be linked to the new ARTAS program. The Chair thanked Domingo Santo and EIS staff.

**IX. Standing Reports & Updates:**

- A. **Legislative Update:** Vicki Tucci gave a brief update on the Affordable Care Act, she said that the governor is making a decision with the expansion in Florida, and how we really have to get together and work through this and see what effect it would have on our clients. The proposal is based on facts if the federal government agreed to provide funds for it and there are still hurdles. Vicki noted that this is a three-year expansion at this point. Vicki noted that this expands potential coverage to many of clients who never had coverage before. Vicki reminded the committee to stay on top of what is going on with the Affordable Care Act.
- B. **Health Care Reform:** Nadia Najarro reported that governor Scott is in support of a three-year Medicaid expansion in Florida. Nadia stated that the expansion is pending, and if it should pass, the feds will cover the expansion at 100% for the first three years the governor has stated that the Medicaid expansion will sunset in Florida after three years and it would need to be reauthorized. Nadia stated the feds would run the insurance marketplace in Florida. The Chair reminded the committee that the Planning Committee works on a monthly basis at this point with the Affordable Care Act and the changes.
- C. **CPP Updates:** Rob Scott reported that CPP had an election at the last meeting. Rob noted that new officers were elected. Rob stated that Marlinda Jefferson is working on a plan to recruit the private sector – having businesses involved at CPP meetings. Rob stated that this is a long-term goal.
- D. **ADAP Update:** Henry Fequiere gave an overview on the ADAP updates, it was noted that currently as of February 22, 2013 there are 1,286 clients in ADAP program. Henry stated that the ADAP report is not called a waiting list any longer; it is called administration review, which consists of a 2-3 day wait. Mitchell Durant thanked Henry for giving the ADAP report at the last minute. Mitchell stated that the State is looking at ending the administrative review. Mitch stated that he is hoping that the State has sufficient funding for the ADAP Program –while looking to eliminate the administrative review with the understanding if things change, they may have to implement other measures.
- E. **Patient Care & 4BNWK Report:** Chris English gave an overview on the balance sheets of the Patient Care t & 4BNWK Report. It was noted that they are on target with their spending. Chris informed the committee that Palm Beach County Health Department name changed to Florida Health. It was noted that any stationary would reflect the changes.
- F. **MAC Report:** Rob Scott reported that Metris Batts has made conference calls throughout this year prior to each National AIDS Observance Day. It was noted that each event is planned to get press release. Metris is the main force behind planning these days. Rob stated that he has volunteered to be the recipient of agencies events. There was a press release for March 3-9, 2013 and there were three community events listed. Rob encouraged everyone to get on Metris Batts' email list to participate.
- G. **Patient Care Update including ADAP:** Mitchell Durant stated that there were no Patient Care updates at this time.
- H. **Medicaid Report:** Cindy Barnes gave a brief Medicaid Report, it was noted that a letter of intent from the Fed was sent out to the area of Palm Beach, Martin, Indiana and St Lucie

counties.

I. **Part A Report:**

- Sonja Holbrook provided the committee with brief description of accomplishments during the reporting period, and the goals for the upcoming year. Sonja noted that HRSA would be visiting in March. HRSA would be doing a series of visits. HRSA will visit Executive, Planning, Community Awareness and Provider Meetings. They will also visit the Comprehensive AIDS Program of Palm Beach County and the PBC Health Department. Sonja highlighted that the Project Officers would meet with Community Awareness Committee on March 7 with only the consumers and staff cannot be present. Sonja encouraged folks to attend. If you have any questions, please call Sonja Holbrook at (561) 355-4730.
- Sonja stated that the current GY ended. She stated that there was a large unspent balance. So moving forward, there was a MOA established for \$700,000 to ADAP. Sonja recommended establishing a MOA going forward with ADAP at the state.
- Sonja stated that the new contracts were issued, and would be processed at the April 16, 2013 Board of County Commissioners meeting. We are only receiving partial funding, so Sonja was able to contract the GY12 Formula and MAI award amount is 79% total of the Grant Award. Once we know the full award, contracts would be amended accordingly. Sonja added that we should expect a cut.
- Shoshana Ringer reviewed the Client Satisfaction Survey Summary (2012) and the Client Satisfaction Survey 2012. Shoshana stated that the clients were satisfied with the provider and support services received. It was noted that compared to last year's survey there was an increased in responding and a decrease in the returned mail.
- Sonja Holbrook added that Shoshana completed an Eligibility Manual for Part A.
- We had our first Grantee Retreat; we included CARE Council Support Latoya Osborne and Amy Gyau-Moyer as well. We worked on Team Building, LGBT Awareness and knowledge of HIV /AIDS.
- The Needs Assessment would be implemented by Nadia Najarro.
- Sonja Holbrook informed the committee again of her resignation from Ryan White Program Manager position.
- Bob Guarascio explained the expenditure report, it was noted that he had received a large amount of reimbursements. The Chair asked for an updated Expenditure report for the next Executive Meeting.
- Tammy Fields stated that the Board of County Commissioners took action a couple of weeks ago regarding the advisory boards. Tammy stated that CARE Council is an advisory board to the Board of County Commissioners and the law requires it. There were some changes made, for instance from this point forward no one would be

able to serve more than nine years on the CARE Council. The next appointed or reappointed member would be affected by these changes as of March 1, 2013 of these changes. The Board of County Commissioners will have a workshop meeting to determine what to do with the advisory boards in general. They could be staff intensive. Tammy reminded the members that the term limit has changed. The reason for the three-year terms because it is the cycle of taking the ethics training.

- The Chair thanked Sonja Holbrook for all the work she has done with the Council; she would be missed.

J. **Part B Report:** Mitchell Durant stated that he anticipates in spending the funds from Part B by March 31. As of April 1, the Health Department would be using Part B funding for Laboratory services. There would be a purchase order with the Health Council of South East Florida to help with Quality Management & Quality Assurance activities.

K. **Membership Update:** Kim Enright stated the membership committee continued to monitor the attendance. One of the members was automatically removed pursuant to the bylaws due to attendance requirements. We are continuing to interview & recruit members, we did have a candidate, but their residency was not in Palm Beach County. Kim encouraged all members from the CARE Council Committee and the community to recruit members. Kim added that there is a large opening in non-elected community leader category. We are seeking African American and Hispanic males in the age group of 20-44 years of age to make the demographic to reflect the disease in Palm Beach County.

Glenn Krabec encouraged everyone that is a community chair, to see if anyone in his or her committee could be a committee member.

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

XI. **New Business:**

A. **2013 Officer Election Nominations:** The Chair stated the 2013 Officer for Nominees is to be filled out and returned to staff.

B. **Approval of Committee Recommendations:**

1. **Motion carried** to approve the Joint Medical & Support Services Committee recommends the approval of the Standards of Care –Housing Services as amended.
2. **Motion carried** to approve the Joint Medical & Support Services Committee recommends the approval of the Standards of Care—Food Bank/Home Delivered Meals Services as presented.
3. **Motion carried** to approve the Planning Committee recommends the approval of the 2013 CARE Council and Committee Work Plans as amended. **(Grammar corrections).**
4. **Motion carried** to approve the Planning Committee recommends the approval of the Updated Comprehensive Plan 2012-2015 2<sup>nd</sup> Quarterly Review as amended. **(Grammar corrections).**
5. **Motion carried** to approve the Membership Committee renewal of terms for the following members: Cecil Smith, Glenn Krabec, Laurence Osband, Mary Jane Reynolds, Mary Piper Kannel, Shirley Samples, Thomas McKissack, Juny Tetevi, Shantreirra Monroe, and Vicki Tucci as presented.

\*\*It was noted that the following renewals of terms are subject to the new Board of County Commissioners rules, and they are restricted to the new three-year terms.

- C. Bylaws Ad Hoc Committee: Glenn Krabec asked the Chair to activate the Bylaws committee. Glenn stated that Cecil Smith is the Vice Chair of the CARE Council would Chair the bylaws committee. Kim Enright and Glenn Krabec would be volunteering their assistance. Glenn stated that we need to update the bylaws and policy.

Rafael Abadia, Chair appointed Cecil Smith, Glenn Krabec, Kim Enright and Thomas McKissack to be in attendance to revised the bylaws and policy.

Sonja Holbrook stated that Jon Van Arnam, Assistant County Administrator requested for the bylaws and the policy procedures to give more details information about the HRSA mandated seats.

Tammy Fields requested for the CARE Council Policy& Bylaws revision, prior to going to the Executive & CARE Council Committee, to send to the County Attorney's office for review.

The Chair thanked and presented a certificate to Nadia Najarro, Pat Adams, Latoya Osborne and Amy Gyau-Moyer for their hard work at the Annual Retreat. Sonja Holbrook thanked and presented Rafael Abadia a certificate for his hard work at the Annual Retreat.

**XII. Other Business:**

1. Larry Osband announced that Don Hilliard is hospitalized and that he has a broken his leg. A get-well card was going for members to sign.
2. Shirley Samples announced that Melissa McGee is in the hospital.
3. Larry Osband informed the committee that the Drop-in center at Foundcare would be doing a lunch and learn.
4. Cecil Smith announced the Homeless Coalition did a homeless study in Palm Beach County.

**XIII. Adjournment:** With no further business, the CARE Council Meeting was adjourned at 3:37 pm at the Mayme Fredrick Building, 1440 Martin Luther Blvd., Riviera Beach, FL.