

**Palm Beach County HIV CARE Council**  
**CARE Council Meeting**  
**Monday, July 28, 2014**  
*Minutes*

**Members Present**

Charles Brooks  
Marsharee Chronicle  
Rosalyn Collins  
Quinton Dames  
Kim Enright  
Julie Graham  
Don Hilliard  
Mary Kannel  
Glenn Krabec  
Kelly Martes  
Thomas McKissack  
Larry Osband  
Mary Jane Reynolds  
Cecil Smith  
Vicki Tucci

**Members Absent**

Mitchell Durant  
\*Lavan Harper  
\* Melissa McGee  
Elizabeth Robinson  
Randy Rich  
\*Shirley Samples

**Support Staff**

Sam Freels

**CARE Council Staff**

Pat Cruzata

**Grantee Staff**

Anna Balla  
Geoff Downie  
Tom Eaton  
Tammy Fields  
Bob Guarascio  
Nadia Najarro  
Sharon O'Neill  
Shoshana Ringer

**Guests**

Yvette Bonnet  
Anita Byrd  
Psyche Doe  
Chris English

Justin Ferrill  
Nicole Ferguson  
Michael Green  
Beatrice Manning

Lila Perez  
Denise St Joy  
Jeannette Tomici  
Linda Warren

\*Denotes an excused absence

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I. The CARE Council Meeting was called to order at 2:35p.m. by Chair, Mary Kannel, 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 Don Hilliard to accept excused absences, Lavan Harper, Melissa McGee and Shirley Samples as presented. **Motion carried.**

IV. *With additions under New Business to add Etiquette and Voting on New Members. Motion by Larry Osband, second by Thomas McKissack to accept the July 28, 2014 CARE Council Meeting Agenda as amended. Motion carried.*

V. **Motion** by Larry Osband, **second** by Vicki Tucci to accept the June 30, 2014 CARE Council Meeting Minutes as presented. **Motion carried.**

VI. **Comments by the Chair:** The Chair welcomed Charles Brooks as a new member to the CARE Council; she welcomed him and looks forward to working with him.

VII. **Public Comments:** There was none.

VIII. **Educational Moment:** Sunshine Law, Florida Statutes presented by Tammy Fields. Tammy gave an informative presentation about the Sunshine Law Refresher to the committee. Tammy pointed-out that at any meeting between two or more members are subject to the *sunshine law*.

Tammy gave examples of the sunshine law violations; such in the parking lot, there should be *no* conversation about CARE Council business or as being transported to a CARE Council meeting by public transportation there should be *no* CARE Council business discussed.

Any group convened to take part in the decision making process, even if its staff, is subject to the sunshine law. Tammy stated that public meetings must be opened to the public. The public notice must be reasonable calculated to give interested members of the public the opportunity to attend the meeting.

It was noted in the event of a bona fide emergency, to post the notice as soon as possible. Tammy reviewed the consequences of knowing the violations. Tammy explained that when voting, there are no secret ballots and that all ballots must be signed. If you have any questions or concerns, please do not hesitate to contact Tammy's office at (561) 355-2592.

X. **Standing Reports & Updates:**

A. **Legislative Update:** Vicki Tucci provided the committee updates, it was noted that the Social Security Office in West Palm Beach is in the midst of cutting services/staffs due to the environment situation at that office. They moved 50 workers; there are limited services available at the West Palm Beach Social Security Office;

- Benefit verifications
- Change of address
- Direct deposit changes
- Obtain a print-out of Social Security Number

Vicki addressed various changes /updates about the ACA –letters are being sent out asking for addition information and she gave examples. If assistance is needed, please contact a navigator or contact Legal Aid. Vicki added that Florida is a Federal Marketplace Exchange - which means that people who lives in Florida should not have been eligible for the tax credit— simultaneously as the court decides on what to do, everything will remain as is; Vicki will keep the committee updated. Vicki also stated that there is a proposed changed

in the Ryan White Part A asking for clarification on advanced premium credit. If someone owes money for taxes, could Ryan White funds be utilized?

- B. **Health Care Reform:** Nadia Najarro gave a brief report.
- C. **CPP Updates:** Larry Osband reported that the next CCP meeting is scheduled for August 7, 2014 @ 10:00am at 800 Clematis Street, West Palm Beach. Larry gave a Palm Tran update, they voted to move the bus stop from the Health Department Building onto the street. The existing shelter will be in place and it would be the Connection location—until the driveway is repaired and the bus is back in route.
- D. **Part B Report:** Chris English explained and provided the committee with a copy of Part B Report.
- E. **Patient Care Update:** Justin Ferrill explained and provided the committee with a copy of the updated Patient Care/ Prevention documents.
- F. **Surveillance Report:** Psyche Doe provided the committee a copy of the Surveillance Report; it was noted if you have any questions, please contact her at (561) 840-3137.
- G. **Medicaid Report:** Kelly Martes stated that there are no updates.
- H. **Part A Report:** Geoff Downie reported that there are two RFPs that are in process, Ryan White Part A Grant and it is on target. The second RFP is being reviewed internal for Placement Data Management System and it should be implemented beginning of GY 2015. He noted that he is working on the Ryan White Grant Funder for the Health Resources Services Administration and it is due September 21 and the process is in production. Geoff noted that there was a discussion on the next ACA opened enrollment period.

Geoff stated that the scenario is that ADAP will pay for all premiums, co-pays and deductible for Ryan White Part B clients with the FPL between 100%-200% poverty level. Geoff stated that at the last call –the suggestion was for Part A to look at everyone between the poverty level of clients between 250%-400% FPL as well. Geoff stated this there are ongoing discussions on this topic.

Thomas McKissack asked how the RFP will be advertised. Geoff noted that it would be public notice by the Palm Beach Post and posted on line, additionally it will be sent to the CARE Council distribution list as well.

- I. **Expenditure Report:** Tom Eaton reported and gave updates on the Expenditure Report to the committee. It was noted that reimbursements are being process. He added that that the reimbursements should be caught up in three to four weeks. Tom added that it is too early to forecast any spending patterns.
- J. **Membership Update:** Kim Enright stated that the committee would be voting later in the meeting. She informed the committee that six potential candidates were interviewed; the membership committee moved seats. The membership committee worked on member recruitment strategies to include letter to organizations, recommendation from community partners, networking, community outreach events, CARE Council newsletter and Social Media. Kim asked the CARE Council members for any suggestions or ideals for recruitment strategies to inform one of the Membership or Community Awareness members or staff.

Kim added that there was a discussion from the last CARE Council meeting regarding a relationship between the Membership and the Community Awareness Committee. The committee members collaborated and agreed to continue having a staff member and a

member from Membership at each of the community awareness event. This method will ensure that each attendee signs the ledger if there are interested in membership. Kim stated that the Membership supports Community Awareness Committee three events per year thought-out the County.

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

**XII. New Business:**

A. Vote: Approval of Committee Recommendations

1. **Motion carried** to approve the committees' motions as presented.

- a. The Priorities and Allocations Committee approving the Grantee request to HRSA for \$150,000 for Medical Nutrition Therapy.
- b. The Executive Committee approving to move \$10,000 into Substance Abuse Outpatient category and for the Grant application for the RFP purposes.
- c. The Executive Committee approving the Grantee to split the MAI dollars between Medical Case Management and Early Intervention Services.
- d. The Priorities and Allocations Committee approving the carryover dollars for \$127,701 and for the Grantee office discretion to be equally or as needed on how to disburse into the Florida ADAP and the Health Insurance Continuation as presented.
- e. Geoff explained that there a contract reduction was received from the federal funder, after the initiative Contracts –there was \$105,745 dollars over-contracted. At the last P & A meeting the committee was informed that one of the agencies had approximately \$56,000 unspent dollars due to carryover funds from other sources and another \$3,695 that was not contracted leaving a balance of \$45,288. Geoff provided the committee with two scenarios, the floor was opened for discussion, after discussion; **motion carried** to give the grantee the discretion to (1 )take the whole reduction from the agency that is getting the carryover dollars and unable to spend it—or (2) take the balance and apply the reduction to non-medical case management as presented. **1 abstained.**

*Marsharee Chronicle abstained is because of the Compass, Inc. Service Category and her relationship with Compass, and the law require it is in the minutes.*

f. The Membership Committee approving the following applicants for CARE Council Membership, Jeanette Tomici, Tony White and Lilia Perez.

- B. Etiquette: Mary Kannel, Chair reminded everyone to be patience with other members during committee meetings. She has asked Glenn Krabec to present the Robert's Rules at the next committee meeting on what is appropriated during meetings. She asked for the members not to hold sidebar conversations during a business meeting—Mary stated if we need to create ground rules on how to address conduct ourselves during meetings.
- C. Geoff revisited MAI Agency Application Grant, there is an upcoming RFP, and part of that funding is the MAI. He stated that in the past there has been qualification in order for an agency to apply for fund after further conversation; the floor was opened for discussion, **motion** by Larry Osband, **second** by Cecil Smith to table the MAI discussion for 30 days, as the grantee would continue with the current language in the RFP process. **Motion carried.**

**XIII. Other Business:**

A. Grantee Assessment: Geoff Downie provided the CARE Council members with the Grantee

- Assessment to be filled out and returned to staff.
- XIV. Announcement:**
- A. Sam provided a get-well card for Lavan Harper; she is currently out on medical leave. The Chair asked the committee to sign the card.
- XV. Adjournment:** With no further business, the CARE Council Meeting was adjourned at 3:55 p.m. at the Mayme Fredrick Building, 1440 Martin Luther Blvd., Riviera Beach, FL.

Approved 11/12/14 -pc