



**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL  
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, TAMPA  
WEDNESDAY, FEBRUARY 5, 2014  
1:30 P.M. - 3:30 P.M.**

**MINUTES**

- CALL TO ORDER** The meeting of the Ryan White Care Council was called to order by Nolan Finn, Chair at 1:33 p.m.
- ROLL CALL AND INTRODUCTIONS** See attached attendance list.
- CHANGES TO AGENDA** None.
- ADOPTION OF MINUTES** The minutes for December 4, 2013 were approved as written (M: Geoit, S: Maldonado).
- CHAIR/VICE CHAIR'S REPORT** Nolan asked everyone to sign in on a form for the Children's Board.  
  
Joe Parramore discussed the National Minority AIDS Commission training event he attended in January. Joe has shared the materials with Care Council staff who will be creating a library on the website and through Info Share. Joe also has some materials available on disk and anyone interested can contact him. Joe also discussed his participation in Connect 2 Protect's recent Youth Pastor Summit.
- GRANTEE'S REPORT** Aubrey Arnold announced that they had received the Part A Partial Notice of Grant Award for \$2,615,213.00. The amount is approximately 1/3 of the expected amount. The grantee's office does not know when to expect the balance from HRSA.  
  
Contract renewal recommendations are going to the Hillsborough Board of County Commissioners for 13 contracts. The remainder of contracts for Ryan

White services will go to the Board on February 19. The grantee is expecting to add a contract for CAREWare assistance with the Florida Department of Health. All contracts will begin March 1, 2014.

The CAREWare transition continues with several providers helping with beta-testing for billing. March 1<sup>st</sup> remains the transition date for reporting needs.

Aubrey reminded case managers and clients that March 31<sup>st</sup> is the deadline for enrolling in the insurance exchange. Clients who are eligible should register ASAP to avoid being left without insurance and Ryan White or having to pay a penalty.

Members asked Project AIDS Care (PAC) Waiver clients who are being waitlisted and the associated impacts with Medicaid and ADAP (AIDS Drug Assistance Program). The Council was told that for Part B only, if the client is on the PAC waiting list and that is documented in their case management file they will be able to receive assistance from ADAP.

## **LEAD AGENCY REPORT**

Shelley Taylor-Donohue introduced Suzanne Stevens from the Florida Department of Health who is in town doing monitoring visits. They reiterated that Part B will not pay for premiums or co-pays for marketplace plans at this time.

The Florida Department of Health is conducting site visits this week for technical assistance and monitoring. Shelley announced that the lead agency had submitted the coordinated funding plan and they are monitoring contracts. They are also busy moving clients from AICP to ADAP Premium Plus.

## **CARE COUNCIL SUPPORT REPORT**

Lisa Nugent reminded members that everyone should have an alternate selected and should notify staff in advance of the Care Council meeting if their alternate is going to be sitting in for them. Ashley Richards reminded the Council about the mileage policy. If members have any questions about the policy or completing the mileage forms they should contact Ashley.

## **COMMITTEE REPORTS**

### **A. Community Advisory Committee- Brandi Geoit, Chair**

The committee met on January 23<sup>rd</sup> at the Hillsborough County Health Department. There were 2 members and 2 guests present. The committee discussed the Client Satisfaction Survey (CSS). The CSS is postage paid and can be mailed directly by the client. It does not need to go back to the case manager after it is completed. The committee also discussed clients getting the 501 training and working with an agency as a volunteer. The next meeting will be February 27, 2014 at the Hillsborough County Health Department from 2:00pm-3:30pm.

## **B. Health Services Advisory Committee (HSAC)- Barry Rodwick, Chair**

The committee met January 16, 2014 at the Children's Board of Hillsborough County. There were 6 attendees. They discussed the provider survey and the Affordable Care Act. The next meeting will be March 20, 2014 at the Children's Board of Hillsborough County from 1:30pm- 3:00pm.

## **C. Membership – Ashley Richards, Staff**

The Membership did not meet in January.

The next committee meeting will be on February 17, 2014 at Metro Wellness and Community Centers in Ybor City from 11:00am- 12:30pm.

## **D. Planning and Evaluation (P&E) –Jim Roth, Chair**

The committee met on January 9, 2014 at the Suncoast Hospice in Clearwater. There were eight members and 2 guests present. The committee and discussed two action items: the Needs Assessment: Executive Summary Report and the Demographics and Epidemiology Report.

Jim presented the following motion:

### **Background**

The 2013 Demographics and Epidemiology Report examines the following demographic characteristics: gender, ethnicity, county of residence, mode of transmission and age at diagnosis. Information is broken out by geographic area including Total Service Area (TSA), Eligible Metropolitan Area (EMA) and non-EMA counties. Incidence data is provided to assess the increases and decreases in the epidemic.

Due to the length of the report, it will be emailed and copies will be available at the meeting.

### **Action Required**

THAT THE CARE COUNCIL ADOPT THE FY 2013 DEMOGRAPHICS AND EPIDEMIOLOGY REPORT.

**The Demographics and Epidemiology Report was approved with minor edits ( 16 yes; 0 no; 0 abstain).**

Next, Jim presented the following motion on the Executive Summary Report:

## **Background**

The 2013 Needs Assessment Executive Summary Report summarizes all the components included in the needs assessment process. The individual component reports mentioned in the Executive Summary have all been previously reviewed and accepted by the Planning and Evaluation Committee as well as the final Executive Summary in its entirety.

The recommended service priority rankings are included. Care Council is reminded that priority rankings do not necessarily correlate directly with funding allocations. Actual allocations are made by the RPARC and other sources of funding are considered in the process.

## **Action Required**

THAT THE CARE COUNCIL ADOPT THE FY 2013 NEEDS ASSESSMENT:  
EXECUTIVE SUMMARY

**The Executive Summary Report was approved with minor edits (16 yes; 0 no; 0 abstain).**

The next Planning and Evaluation Committee meeting will take place on March 13, 2014.

## **E. Resource Prioritization and Allocation Recommendations Committee (RPARC) – Marty Clemmons, Chair**

The committee met on January 9, 2014 at the Suncoast Hospice in Clearwater; 13 members, 4 guests, and 6 staff attended. The committee had a presentation by Sara Sullivan of the Health Council of East Central Florida. Sara presented the Part A Grantee Assessment/Assessment of the Administrative Mechanism.

Sara presented the Care Council with the report summary and findings. The Grantee had a very good report and there were no findings for improvement. At the conclusion of Sara's presentation, Marty presented the following recommendation:

## **Background**

Each year the Care Council is required to conduct an assessment of the administrative functions of the Ryan White Part A Grantee. The purpose of this assessment is to ensure that the Grantee is performing its required duties efficiently and effectively.

Included in the meeting packet is a copy of the final draft of the Assessment of the Administrative Mechanism Report that will be shared and discussed at the meeting.

### **Action Required**

The committee recommends that the Care Council members adopt the following motion:

THAT THE CARE COUNCIL APPROVES THE 2013 ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (GRANTEE ASSESSMENT)

**The Assessment of the Administrative Mechanism was approved with no edits (16 yes; 0 no; 0 abstain).**

The next RPARC meeting will be March 13, 2014 at the Suncoast Hospice in Clearwater from 11:00am-12:30pm.

### **F. Standards, Issues and Operations (SIOC) – Joe Parramore, Chair**

SIOC did not meet. This committee meets on an as needed basis.

### **G. Women, Infants, Children, Youth and Families (WICY&F) –Barbara Szelag, Chair**

The committee met on January 23<sup>rd</sup> at Metro Wellness in Tampa and had a quorum present. Member Marilyn Merida presented a funding stream overview. The committee is looking at WICY data and discussing barriers to the consistent attendance of members.

The next meeting is scheduled for February 27, 2014 at Suncoast Hospice in St. Pete.

## **PUBLIC POLICY REPORT &COMMUNITY INPUT**

A member of the community inquired whether the Council had a Consumer Committee or Consumer Only group. The meeting would serve for consumers to get together and talk about Ryan White issues and explain the happenings of the Care Council. This is something that used to happen but has not for some time. It was explained that the Council does not have a separate stand-alone Consumer group and that the function of the Community Advisory Committee was to address consumer's concerns and needs. In addition it was stated that the Care Council meetings also serve a forum. It was also explained that due to the vast area the Council covers, we created our Facebook page to hopefully connect consumers.

PAC Waiver clients are reminded to maintain contact with their case

managers so they do not fall off PAC and be moved to the waiting list. If a client has to be put on the statewide waiting list there is no guarantee they will get back on PAC in a timely manner.

**PREVENTION  
ACTIVITIES/  
QUALITY  
MANAGEMENT**

Quality Management met in January and discussed CAREWare and HRSA's HIV performance measures. The committee is prioritizing them for 2014. The next QM meeting is scheduled for February 21<sup>st</sup>.

**ANNOUNCE-  
MENTS**

Members announced upcoming community events which will be shared through the information share e-mails.

**ADJOURNMENT**

There being no further business to come before the Care Council, the meeting was adjourned at 3:04 p.m.

Note: A tape recording of the meeting is available for review at The Health Councils.

**ATTENDANCE LIST: FEBRUARY 5, 2014**

<b>Care Council Members</b>	<b>Attendance</b>
Nolan Finn (Chair)	X
Belinda Alexander	X
Cristian Chandler	X
Nicole Frigel	X
Brandi Geoit	X
Kirsty Gutierrez	X
Reva Iman	
Lomia Irby	
Charles Keay	
Dave Konnerth	X
Andrew Maldonado	X
Joe Parramore	X
Guttenberg Pierre, Jr.	X
Barry Rodwick	X
Pamela Sabella	X
Christopher Spall	X
Barbara Szelag	X
Kristen Whitesell	X
JaDawn Wright	X
Jackson Youmas	X
<b>Associate Members</b>	<b>Attendance</b>
Marty Clemmons	X
Tonica Freeman-Foster	
Mac McDougle	X
<b>Grantee Staff</b>	<b>Attendance</b>
Aubrey Arnold	X
<b>Lead Agency Staff</b>	<b>Attendance</b>
Lisa Cohen	X
Shelley Taylor-Donahue	X
<b>Health Councils Staff</b>	<b>Attendance</b>
Lisa Nugent	X
Ashley Richards	X

ALT= Alternate present  
 EX = Excused absence