

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, August 13, 2015**

**9:30 A.M. - 11:00 A.M.**

**MINUTES**

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| CALL TO ORDER | The meeting of the Planning and Evaluation Committee was called to order by Jim Roth, Chair at 9:40 a.m. |
| ATTENDANCE | Members Present: Ginny Boucher, Martin Clemmons, Jr., Marylin Merida , Jim Roth, Sheryl Hoolsema  Members Absent: Kirsty Gutierrez, Vicky Oliver, Elizabeth Rugg, Kristen Whitesell  Guests Present: None  Grantee Staff Present: Dorinda Seth  Lead Agency Staff Present: Demarcus Holden, Shelley Taylor-Donahue  Health Council Staff Present: Samantha West, Julie Gnage |
| CHANGES TO AGENDA | There were no changes to the agenda at this time. |
| ADOPTION OF MINUTES | **The minutes for July 9, 2015 were approved (M: Boucher, S: Clemmons).** |
| CARE COUNCIL REPORT | Jim Roth gave the Care Council report for the meeting held on August 5, 2015 at the Children’s Board of Hillsborough County.  Nolan congratulated Lisa Nugent on moving into her new position as Planning Director at Suncoast Health Council and announced Joe Paramore resigned from his position as Co-Chair. Nolan also announced that August 18th, 2015 will be the 25th anniversary of the Ryan White Care Act. Dr. Rodwick was welcomed back to the committee.  Aubrey Arnold discussed that Hillsborough county has been the grantee for part A/Title One funding since 1992 and that they are about to celebrate their 23rd anniversary. They were one of the initial EMA’s (Emerging Metropolitan Areas) to receive funding; they have come a long way with this remarkable program.  Procurement is going on right now for the additional 3.5% increase awarded to the grantee, the deadline for the RFA (Request for Applications) was August 4th at 5:00 pm. There were bidders in all of the categories that were out for procurement. Team scoring for the RFA’s will start in approximately two weeks around the 18th of August. Any existing providers who are awarded funds will have them folded into their existing contracts and any new providers will have a new contract created.  We have not received the grant guidance as of today and we have not been given any indication as to when we will receive the guidance from HRSA (Health Resources and Services Administration). All of the conditions of our award for the FY 25-16 grant have been produced and transmitted successfully to HRSA including our carry over request for last year’s funding. The carry over will be placed in the direct services funding.  The replacement to CAREWare, E2 Hillsborough, was secured and the new system will formally begin on January 1, 2016. Aubrey reported that the grantee’s office has been having regular meetings with the developers, RDE Systems.  Demarcus Holden reported that the Lead Agency is beginning to schedule their monitoring for their Ryan White Part B contracts.  The Florida Department of Health- Pinellas is replacing a contract manager and they are hoping to have the position filled by the end of August. Donte Ross the new Linkage to Care person has hit the ground running and they are looking for any feedback to enhance the process.  The Director of the Florida Department of Health, Dr. Dharamraj, is retiring in November and Dr. Cho will be taking over the role.  ADAP will have a satellite office at Empath Hospice / ASAP in St. Petersburg starting in September creating a one-stop shop to open up for clients around October.  Julie Gnage reminded eligible members for millage reimbursement to submit all forms as close to the end of the month as possible, ideally after the last committee meeting that they attend.  Julie announced Lisa is officially in her new position as Planning Director at Suncoast Health Council and that Samantha West is new to Suncoast Health Council in the position of HIV/AIDS Program Manager.  Julie reminded the members that she has a new email addresses and asked that members use the new email when contacting her. Her new addresses is: Jgnage@thehealthcouncil.org.  Membership Committee presented one new member application and passed by acclamation. The Care Council welcomed Ramon Baez-Tellado. Membership also presented a bylaw revision regarding the attendance policy. The revision is to include the following: “Accepted excused absences will be considered for the following: illness/hospitalization of member, death in the immediate family of the member, jury duty or subpoena. Exemptions may be granted by the Care Council Chair under special circumstances (e.g. a member is on official Care Council business, such as at a meeting and conference on the Care Council’s behalf).” The Council will vote on the revision at their next meeting.  Membership presented the slate for the upcoming Chair and Vice- Chair elections. The floor was re-opened to nominations for Care Council Chair and Vice- Chair, due to the withdrawal of Joe Parramore for Chair. Brandi Geoit nominated Martin Clemmons Jr. for Chair.  Planning and Evaluation committee discussed the possibilities of a state wide plan or independent integrated plans completed by area.  The Women, Infants, Children, Youth and Families (WICY&F) committee discussed recruiting towards younger people and to make the meetings more women’s friendly.  The next Care Council meeting will be September 2, 2015. |
| **CDC/HRSA INTEGRATED PLAN** | Jim Roth discussed the Integrated Plan. On July 21st during the statewide Prevention Planning Group (PPG) call, Miami-Dade and Broward indicated they wanted to create their own plans. There is not clarity as to how this will impact the council, meaning if the plan will be completed statewide, at the local level, or a combination of both. The council’s HRSA program officer was asked if a local plan could be completed for Miami-Dade and Broward, while the other areas submit one statewide plan. The program officer will get back to the group with direction as to next steps.  The committee then discussed the elements of the integrated plan and if there will be a need for a new community survey as part of the statewide Needs Assessment. The group believes that they can use pieces from previous data to contribute to Needs Assessment. The overall role and work plan for all invested parties (Care Council, PPG/ PCPG) is still unclear as of now.  Regarding the Resource Inventory, the group discussed the difficulty of having community service providers fill out a survey about their funding sources. The Committee identified coming up with a list of people to approach for the resource inventory and utilizing previous funding stream analysis as a starting point for the inventory. |
| **AFFORDABLE CARE ACT/ADAP UPDATE** | There was a Florida ADAP “7 Things to Know in the Marketplace” memo sent out from Shelly Taylor-Donahue.  Jim Roth updated the group that the state’s new goal is to enroll a total of 8,000 enrollees in the ADAP program in the next two years. The state is meeting its goal of 85% pick-up rate, so they will be increasing their goal.  Sheryl Hoolsema announced that re-certification for the Affordable Care Act certified application counselors (CAC) is going on from August 17th-25th via an online training. |
| COMMUNITY INPUT /ANNOUNCEMENTS | The group discussed changing next month’s committee meeting to September 17th at 9am at the Children’s Board instead of September 10th due to a majority of members attending the United States Conference on AIDS on the 10th. |
| ADJOURNMENT | There being no further business to come before the Committee, the meeting was adjourned at 10:55 a.m. |