

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**THURSDAY, SEPTEMBER 17, 2015**

**9:00 A.M. – 10:30 A.M.**

**MINUTES**

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| **CALL TO ORDER** | The meeting was called to order by Jim Roth, Chair at 9:11 a.m. |
| **ATTENDANCE** | Members Present: Martin Clemmons, Jr., Kristy Gutierrez, Sheryl Hoolsema, Jim Roth, Elizabeth Rugg  Members Absent: Ginny Boucher, Marylin Merida, Vicky Oliver  Guests Present: Nicole Frigel, Manuela Thomas, Sonia Franco  Grantee Staff Present: Aubrey Arnold  Lead Agency Staff Present: Demarcus Holden, Shelley Taylor-Donahue  Health Council Staff Present: Samantha West, Lisa Nugent, Julie Gnage |
| **CHANGES TO AGENDA** | There were no changes to the agenda at this time. |
| **ADOPTION OF MINUTES** | **The minutes for August 13, 2015 were approved (M: Clemmons, S: Hoolsema).** |
| **CARE COUNCIL REPORT** | Jim Roth gave the Care Council report for the meeting held on September 2, 2015.  Nolan announced that there are HIV/AIDS resources available on www.thebody.com, including a column on Aging with statistics that are paralleling our local area’s Aging with HIV statistics.  Aubrey Arnold discussed that the Part A grant guidance was received last week on the 28th and the writing team is putting together a timeline and establishing deadlines for when specific sections should be completed. The application is due November 2nd. He announced that the draft narrative will be available electronically for those who are interested in seeing it. There is generally a 5 day turn-around on receiving the draft copy. The Grantee will be asking for $10.792 million this year, an increase of 5% over last year’s award. The Grantee will likely not find out the status of the award until February. Aubrey also mentioned that the Request for Application (RFA) closed.  The Grantee’s office is continuing to work on the roll out and implementation of the new Part A database, E2. It is set to launch on January 1, 2016. Aubrey explained that last year’s Part A carryover funds of $97,000 were approved. He also mentioned that he will be going to the United States Conference on AIDS (USCA) during the week of September 8th along with various other Care Council members and staff.  Shelley Taylor-Donahue announced that there is an updated schedule for AIDS Drug Assistance Program (ADAP) participants. She also mentioned that the updated ADAP Eligibility Manual has arrived. It can be found on the Department of Health’s website. The Lead Agency has paper copies for anyone who needs one. Eligibility trainings are available online.  The Lead Agency has hired a new contract manager, Uneeda Brewer, who will be starting on September 14th.  Shelly also discussed that the Florida/Caribbean HIV/AIDS Education and Training Center (AETC) online modules are no longer available. They will likely be transferred to the Health Department’s website, but the transition has not happened yet.  Shelley also announced that open enrollment for the Affordable Care Act (ACA) Marketplace as well as Medicaid is from November 1, 2015 - January 31, 2016.  Samantha West discussed that the Suncoast Health Council staff are beginning to start writing sections of the Part A grant application. She also reminded members who are eligible for mileage reimbursement to submit all forms monthly to Julie Gnage.  One new member application was presented and passed by acclamation. The Care Council welcomed Bernice McCoy as a voting member  The slate for the Chair and Vice-Chair elections was presented and passed by acclamation. The Care Council welcomed Martin Clemmons, Jr. as Chair and Brandi Geoit as Co-Chair.  A bylaw revision regarding excused absences was reviewed and passed by acclamation.  Aubrey thanked Nolan Finn for his service as Chair of the Care Council and presented him with a certificate and gavel on behalf of the Care Council.  The next Care Council meeting will be held on October 7, 2015. |
| **ELECTION OF CHAIR AND CO-CHAIR** | **Martin Clemmons nominated Jim Roth for Chair and Kristy Gutierrez for Co-Chair. Sheryl Hoolsema seconded the nomination. The motion passed by acclamation.** |
| **MEETING DAY, TIME AND LOCATION** | **The committee approved by acclamation to continue to meet on the second Thursday of every month at 9:30am at Empath Health in Clearwater.** |
| **COMMITTEE WORKPLAN** | **The committee voted on a new work plan for the next year. (M: Hoolsema, S: Clemmons)** |
| **CDC/HRSA INTEGRATED PLAN** | Jim Roth discussed that representatives from the EMA/TGAs across the state agreed to participate in a statewide integrated plan versus separate plans for each area. Each EMA/TGA will be responsible their own chapter in the statewide plan. The overarching goals of the plan align with the National HIV/AIDS strategy as well as the Continuum of Care. The statewide writing team will consist of the Patient Care Planning Group (PCPG), the Prevention Planning Group (PPG) and the AIDS Institute. A template should be created within the next few weeks that will be sent out to each local area. The AIDS Institute will develop the timeline. There will be a joint PCPG/PPG meeting on the 16th-18th of November at the USF Embassy Suites to discuss the plan.  The committee discussed the benefit of obtaining new client data to utilize for the local area’s piece of the plan. The group mentioned creating a short, 5 question survey to ask consumers why they left care and what brought them back to care. Linkage to Care Coordinators in the area can be utilized to capture this information from clients. Questions can include: Why did you leave care? How long were you out of care? Why are you back in care? What could we have done to keep you in care? The group then discussed that the questions could be multiple choice as well as short answer so there is both qualitative and quantitative data to analyze. The committee will create a workgroup to work on the survey.  The group discussed the Financial and Human Resources Inventory piece of the Integrated Plan guidance. The Human Resources piece should include funded providers in the area as well as full-time equivalent (FTE) employees. |
| **AFFORDABLE CARE ACT/ADAP UPDATE** | Shelley Taylor-Donahue announced that there are staff changes at the ADAP office. She urged organizations with case management programs to remind clients not to automatically renew marketplace plans as there are plans that ADAP does not support. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | Aubrey mentioned that he would like to add an additional agenda item to next month’s meeting to discuss a shift in resource allocations for the pharmacy assistance program. Funds should be re-categorized from Local AIDS Pharmaceutical Assistance (LPAP) to Emergency Assistance as many of the drugs on the current formulary are wrap-around drugs, not just HIV-specific medications. Per HRSA, these wrap-around medications should be classified under Emergency Assistance instead of LPAP. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:31 a.m. |