

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, SEPTEMBER 13, 2018**

**9:30 A.M. – 11:00 A.M.**

**MINUTES**

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| **CALL TO ORDER** | The meeting was called to order by Chair, Jim Roth, at 9:31 a.m. |
| **ATTENDANCE** | Members Present: Jim Roth, Lisa Condor, Charlie Hughes, Marylin Merida, Sheryl Hoolsema, Kirsty Gutierrez  Members Absent: Elizabeth Rugg  Guests Present: Nolan Finn  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Floyd Egner, Darius Lightsey  Health Council Staff Present: Naomi Ardjomand-Kermani |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | The minutes for August 9, 2018 were approved **(M: Hughes, S: Merida)**. |
| **CARE COUNCIL REPORT** | Aubrey Arnold informed Care Council members that two abstracts were accepted to be presented at the Ryan White National Conference. One is entitled, “Using Data, Automation, and Process Improvement to Increase Viral Load Suppression” and the other is, “Saving Time and Money With Automated Fiscal Management”. David Cavalleri will be sitting on a panel for the first presentation.  Aubrey told the Council that Part A will be involved in two studies, performed by ABT Associates. One will be the “Models of Care” study and the other will be a “Suppression Rates” study.  Procurement is coming up and the Request for Applications (RFA) will be released later this month, at which time the RFA will be communicated to the public.  A new project officer, Michael Carrigan, has been assigned to Part A. Michael comes to us from Part C and has previously worked for the Part A Recipient in Washington D.C.  The Part A grant application is currently in the internal review stage and is due on September 21, 2018. We are ahead of schedule and are requesting 10.7 million dollars from the Health Resources and Services Administration (HRSA).  Aubrey also announced that the program income provider training, held August 31, 2018 at the Children’s Board of Hillsborough County, was successful and well attended. There will be another training held before the end of the calendar year.  Floyd Egner announced that Part B’s first quarter of the fiscal year is complete. Contracts are performing as expected and are on-track for complete spend-out. Outpatient/Ambulatory services are running slightly ahead of track. General Revenue (GR) contracts began July 1, 2018 and are also on-track.  There will be no AIDS Drug Assistance Program (ADAP) rebate dollars available to our area this year. Rebate funds are being directed to enhancements for Central Pharmacy.  The HIV Prevention Request for Applications (RFA) 18-001 is closing September 6, 2018. Approximately 10 million dollars are being dispersed statewide, following the National HIV/AIDS Strategy Goals, with 506,000 thousand available for Area 5, 755,000 thousand for Area 6, and 236,000 thousand for Area 14.  Finally, the revised bylaws are currently sitting for 30 days before being voted on and adopted. |
| **PCPPG REPORT** | Co-Chair, Kirsty Gutierrez requested Integrated Plan data to present at the next Patient Care Prevention Planning Group (PCPPG) meeting, scheduled in November. Such data includes activity accomplishments, priorities and impact on plan progress. PCPPG members will be discussing the need to develop a system of tracking data for integration. |
| **MINIMUM STANDARDS OF CARE** | Members reviewed the Minimum Standards of Care (MSOC) and made revisions to the current iteration, in regards to definitions and specific measures. The vote for the MSOC was rolled to the October, 2018 meeting per needed revisions and input from the Health Services Advisory Committee (HSAC). |
| **CHAIR AND CO-CHAIR ELECTIONS** | Kirsty Gutierrez was nominated for Chair and approved by the committee (**M: Merida, S: Hughes**).  Sheryl Hoolsema was nominated for Co-Chair and was approved by the committee (**M: Hughes, S: Merida**).  Kirsty Gutierrez and Sheryl Hoolsema were voted in as Chair and Co-Chair, respectively, and the vote passed with acclamation. |
| **MEETING DAY, TIME, LOCATION** | Members decided to retain the meeting day, time, and location for the second Thursday of every month, from 9:30am-11:00am, at the Suncoast Hospice, until January 2019. Come January 2019 we will move our meeting location to the Metro Wellness St. Petersburg office.  (**M: Hughes, S: Merida**) |
| **COMMITTEE WORK PLAN** | Members reviewed the committee work plan and made several small changes to wording as well as dates. Under “Implement the Integrated Plan” a step 4 was added to gather data to create a measurable outcomes report for PCPPG representatives.  (**M: Hughes, S: Hoolsema**) |
| **REVIEW INTEGRATED PLAN** | Members reviewed the integrated plan and made additions and modifications to plan goals and activities. Edits will be made to the integrated plan, by staff, to be presented at the Florida HIV/AIDS Comprehensive Planning Network (FCPN) meeting. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | Guest, Shaquira Robinson, announced the zeropinellas.org collaboration that is taking place in Pinellas County to address the HIV epidemic in the area.  Member, Marilyn Merida, discussed her attendance at the United States Conference on AIDS (USCA) and told members that there is a need for provider level gender and sexual orientation cultural competency trainings. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:53 a.m. |
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