

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**RESOURCE PRIORITIZATION AND ALLOCATION RECOMMENDATIONS**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, OCTOBER 11, 2018**

**11:00 A.M. – 12:30 P.M.**

**MINUTES**

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| CALL TO ORDER | The meeting was called to order by the Chair, at 11:08 a.m. |
| ATTENDANCE | Members Present: Nolan Finn, Charlie Hughes, David Konnerth, Alfred McGugin, Elizabeth Rugg, Joy Winheim,  Members Absent: Nicole Kish, Marilyn Merida, Jim Roth, Priya Rajkumar  Guests Present: None.  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Floyd Egner, Darius Lightsey  Health Council Staff Present: Naomi Ardjomand-Kermani, Katie Scussel, Lisa Nugent |
| CHANGES TO AGENDA | None. |
| ADOPTION OF MINUTES | The minutes for August 9, 2018 **(M: Hughes, S: Winheim)** and September 13, 2018 **(M: Finn, S: Hughes)** were approved by acclamation. |
| CARE COUNCIL REPORT | Recipient, Aubrey Arnold, informed Care Council members that the procurement Request for Applications (RFA) was released mid-September. Three services are up for bid: Hernando County ambulatory, quality management (QM), and Planning Council Support. The deadline for submission is November 13, 2018. The scoring will take place on November 27, 2018 at the Children’s Board of Hillsborough County. The award announcement will be released on November 29, 2018. The pre-bid conference has already been held and was well attended.  Two presentations were accepted for the Ryan White conference held in December. Preparation for the presentations is running smoothly and they will soon be ready to submit their final product. This is the very first time that the Tampa/St.Petersburg Eligible Metropolitan Area (EMA) will be presented at a national level.  The Part A application was submitted September 14, 2018 ahead of schedule. The total grant award announcement will take place in February or mid-March. Part A does not anticipate budget cuts for this upcoming year. Carryover funds in the amount of $156,000 have been approved to be invested in direct care services. Recommendations will go to RPARC.  On-site monitoring for providers are currently being conducted and will continue through February. The monitoring will ensure that providers are consistent with federal standards and state requirements.  Planning is currently underway for World AIDS Day, December 1, 2018. PCHD is planning an event on November 30, 2018 for the occasion. HIV Testing will be available at all PCHD locations. Location and time are to be decided at this time.  Contract monitoring is about half way complete with very few serious problems found. Contracts are currently on track and look to be headed towards 100% spend-out.  Two new members were voted in as members of the Care Council and the Part B expenditure report was reviewed. In addition bylaws, with revisions, were adopted by the Care Council.  Member, Alfred McGugin, announced that Premier will be expanding services to Spring Hill and Brooksville. |
| RECIPIENT UPDATE | A request for carryover funds in the amount of $156,709, for direct services, has been approved, but no notice of award (NOA) has been received at this time. A discussion, with RPARC members, will take place at the November meeting in order for allocations to be determined. There will be a survey, distributed to network providers, to determine unmet need. This information will be used for re-allocations recommendations. |
| LEAD AGENCY UPDATE | Floyd Egner reported that Hurricane Michael has shut down the Tallahassee headquarters due to the closures of the central office. |
| ELECTION OF CHAIR AND CO-CHAIR | Dave Konnerth was nominated, by Nolan Finn, for Chair and was voted in by members by acclamation (M: Finn, S: Hughes).  Nolan Finn was nominated, by Dave Konnerth, to serve as Co-Chair (S: Winheim) and Charlie Hughes nominated himself (S: Winheim). By a show of votes, Nolan Finn was voted in as Co-Chair. |
| MEETING TIME, DAY, LOCATION | Meeting time, day, and location decisions were tabled as members may possibly change the time, day, and location of the meeting pending a discussion with Metro Wellness regarding space availability. |
| COMMITTEE WORK PLAN | The committee determined that the current workplan remains appropriate, however due dates will updated. |
| ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM) | David Cavalleri presented the AAM to members and discussed quality management performance, as well as the manner in which data is collected. |
| PART A EXPENDITURE REPORT | Members reviewed Part A expenditure report allocations; re-allocation recommendations will be presented at the November meeting. Recipient, Aubrey Arnold, discussed line item expenditures that are currently under target due to underutilization of services and staffing issues. Arnold stated that Hernando and Pasco Counties’ oral health allocations will be lowered, in contract amendments, to match current utilization of services. |
| **COMMUNITY INPUT/ ANNOUNCEMENTS** | None. |
| **ADJOURNMENT** | There being no further business to come before the committee, the meeting was adjourned at 12:30 p.m. |
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