

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, NOVEMBER 8, 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, Kirsty Gutierrez, at 9:39 a.m. |
| **ATTENDANCE** | Members Present: Elizabeth Rugg, Charlie Hughes, Marylin Merida, Sheryl Hoolsema, Kirsty Gutierrez  Members Absent: Jim Roth, Nolan Finn  Guests Present: Alfred McGugin  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Yashika Everhart  Health Council Staff Present: Naomi Ardjomand-Kermani, Lisa Nugent |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | The minutes for and September 13, 2018 **(M: Hughes, S: Hoolsema)** and October 11, 2018 **(M: Hughes; S: Merida)** were approved by acclamation. |
| **CARE COUNCIL REPORT** | 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.  Aubrey went on to report that the full grant award, for Part A, will be received by March 2019. The award is reported to be granted in full, which is a change from past years in which only a partial award was received at that time.  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 and no issues have been reported in the provider network at this time.  Floyd Egner announced that a mandatory Part A and Part B medical case management (MCM) training will take part in two sessions (9 a.m. – noon; 1 p.m. – 4 p.m.) on January 29, 2019 at the Children’s Board of Hillsborough County. Attendees can help set the agenda by visiting [www.surveymonkey.com/r/3BB5J9H](http://www.surveymonkey.com/r/3BB5J9H). The rankings, from most voted to least voted, are: Medical Alternatives: When, How, and Why to use Emergency Financial Assistance (EFA); Case Management Best Practices and Good Habits; De-Escalating: An Interactive Role-Playing Exercise; a tied between Motivational Interviewing: Understanding Diversity and A Consumer’s Perspective; and finally Trans Pronouns: They, them, and maybe y’all. Opportunities for write-in topic suggestions will also be provided.  Contract monitoring for Ryan White Part B is now complete and no serious problems have been found. Contract Monitoring for General Revenue/Patient Care Network (GR/PCN) contracts will begin in the new year, including monitoring of Lead Agency funding of County Health Departments in Hillsborough, Pasco, and Polk.  Contracts are running on track. Some line items adjustments have been made within some provider contracts, but continue to be headed towards a 100% spend-out. Reallocations, if necessary, will be discussed at the Resource Planning and Reallocation Committee (RPARC) meeting in [January].  Finally, two new members were voted in to the Care Council at the November Care Council meeting. |
| **MINIMUM STANDARDS OF CARE** | Members reviewed the Minimum Standards of Care (MSOC) and members voted **(M: Rugg; S: Hoolsema)** for the MSOC to be brought forth to the Care Council at the December meeting. This vote passed by acclamation. |
| **SERVICE PRIORITIES** | 1. Members reviewed the Ryan White Program Services Definitions and determined Service Priorities based on defined core services.  Service priorities were reviewed and members voted **(M: Hughes; S: Merida)** for the Service Priorities to be forwarded to the Care Council at the December meeting. This vote passed by acclamation. |
| **REVIEW INTEGRATED PLAN** | Members reviewed the Integrated Plan and discussed how to effectively monitor and track how/if/when the goals and objectives are being reached.  1. Members reviewed the Integrated Plan Data Indicators and Chair, Kirsty Gutierrez, mentioned software that can be used to monitor goals and objectives more effectively. Members discussed whose responsibility it is to track and monitor this data. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | The Pinellas Planning Partnership will be celebrating World AIDS Day (WAD) from 3 p.m. – 7 p.m. on Friday, November 30, 2018 at the Walgreens located at 330 Central Avenue, on the corner of US 19 and Central, in St. Petersburg. For more information or to become a vendor, please contact Shirley Lightsey at 727 321 3854 X 1232 or email her at [shirlenel@metrotampabay.org](mailto:shirlenel@metrotampabay.org). There will be an additional event planned for December 5, 2018 from 1 p.m. – 5 p.m. at the Walgreens on the corner of 49th Street and 9th Avenue.  Free HIV and Hepatitis testing will be offered from 7 a.m. – 2 p.m. at the Hillsborough County Health Department on December 1, 2-18 for WAD.  Premier Hernando will be offering behavioral health care for uninsured persons on Tuesdays in Brooksville and Wednesday and Thursdays from 8 a.m. – 4 p.m.  There will be no meeting in December and P&E will reconvene on January 10, 2019. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:07 a.m. |
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