

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, FEBRUARY 14, 2019**

**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 9:33 a.m. |
| **ATTENDANCE** | Members Present: Elizabeth Rugg, Charlie Hughes, Marylin Merida, Sheryl Hoolsema, Kirsty Gutierrez, Jim Roth, Nolan Finn  Members Absent: None.  Guests Present: None.  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Floyd Egner, Darius Lightsey  Health Council Staff Present: Naomi Ardjomand-Kermani, Lisa Nugent |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | The minutes for January 10, 2019 were approved by acclamation **(M: Hughes, S: Roth).** |
| **CARE COUNCIL REPORT** | Part A has received a full notice of grant award with a $79,000 increase in the budget, bringing the total award to approximately 10.3 million dollars.  Part A applied for a health information and capacity building grant on January 24, 2019. This grant award is for $100,000 with the potential for renewal, for a total of $200,000. If awarded, this money will be used to expand e2Hillsborough in order to expand the database’s utility function in order to extract information from electronic medical records to be populated into e2Hillsborough.  The Hillsborough County Health Care Plan (HCHCP) has eliminated the “3 strikes” rule from the plan, allowing individuals with more than three felonies to apply for the plan. HCHCP has also approved an increase in the maximum income to 138% above the federal poverty line.  Lead Agency staff, Darius Lightsey, informed members that the mandatory Part A and Part B medical case management (MCM) training on January 29, 2019 at the Children’s Board of Hillsborough County was a great success.  The sad sad news of the passing of Shelley Taylor-Donahue (former HAP-C for Pinellas CHD) was announced to Care Council members.. The Lead Agency informed members that new Part B State guidelines will be named after her.  Member, Nolan Finn, reported that at the Patient Care Prevention Planning Group (PCPPG) meeting Laura Reeves stated that Housing Opportunities for People with AIDS (HOPWA) money is being underutilized and five Florida counties had to have money redirected. HOPWA staff and Care Council member, Kayon Henderson, told members that HOPWA funds are difficult to spend down and are currently offering an increase in funding to all providers. Three year contracts are offered to be strategic in dispersing funds, however no new providers have applied for funding.  David Cavalleri presented the final Assessment of the Administrative Mechanism (AAM) report to members and told members that the Recipient received high marks for all parts.  Finally, members reviewed the Part B Expenditure Report and inquired about overspending in some categories and were assured that General Revenue funds will be used to offset excess funding needs. |
| **REVIEW INTEGRATED PLAN** | Members reviewed the Integrated Plan Indicators put together by previous Chair, Jim Roth and Lead Agency staff, Darius Lightsey. Members also reviewed Integrated Plan Indicators collected by the current Chair, Kirsty Gutierrez. These reports will be combined into one document for the March P&E meeting. Areas will receive licenses from the State for the new VMSG (Vision, Mission, Services, and Goals) Dashboard Public Health Performance Management System in order for Areas to track their Plan’s data indicators. Once plans are updated, they will be sent to the State to record data collected.  Members inquired as to whether local areas will have control of data entry and what deadlines will be set for these reports. They went on to discuss the party responsible for entering the Plan’s data and Aubrey Arnold mentioned that some areas are assigning this responsibility to Planning Council Staff.  Members reviewed the data collected by Jim Roth and Darius Lightsey and determined which data indicators are reasonable and which need to be reworded.  Chair, Kirsty Gutierrez, stressed to members that serious work and concentration must now be taken in modifying indicators in preparation for monitoring. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | Recipient Staff, Aubrey Arnold, reported on a conversation between himself and our Area’s Project Officer, Michael Carrigan: The HIV/AIDS Bureau has not issued guidance for the Integrated Plan to be update annually. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:58 a.m. |
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