

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, MARCH 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 9:35 a.m. |
| **ATTENDANCE** | Members Present: Elizabeth Rugg, Marylin Merida, Sheryl Hoolsema, Kirsty Gutierrez, Nolan Finn  Members Absent: Jim Roth, Charlie Hughes  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 February 14, 2019 were approved by acclamation **(M: Rugg, S: Merida).** |
| **CARE COUNCIL REPORT** | Aubrey Arnold let Care Council members know that a special study, regarding viral suppression, was conducted by ABT Associates Inc.; this study was completed the end of February, 2019. The study took place in an urban county (Hillsborough) and a rural county (Pasco) in the Eligible Metropolitan Area (EMA). The study’s final report is expected in a year or so.  A Part A Capacity Building grant application was submitted by our EMA on January 24, 2019. The grant award is $100,000 with potential for a 1 year renewal, for a total of $200,000. If awarded, this grant money will be used to enhance e2Hillsborough to build a system that will allow for Electronic Health Records (HER) to be directly transmitted to e2Hillsborough for system efficiency. The grant application is currently under review and the Recipient hopes to receive results in April 2019. If awarded, the grant will run from September 2019 – August 2020.  The 2019-2020 Fiscal Year contracts are in place and have been submitted to the Hillsborough Board of County Commissioners to be adopted in the County budget on March 6, 2019.  Aubrey Arnold presented an award to Steve Palermo for his positive impact in quality HIV treatment and care. Aubrey went on to tell Care Council members that Steve is a tremendous resource in the HIV/AIDS community. Steve thanks the Care Council for the award and expressed his passion for working in the field.  Lead Agency staff, Floyd Egner announced that seven Part B contracts will be renewed. These renewals are currently in progress for a total value of $1,707,795. Medical Case Management is the largest single category at $829,129.  He went on to inform Care Council members that the Lead Agency will be moving to a system of electronic routing of digital files during the coming year, beginning April 1, 2019. Electronic files with replace the physical processing of pages of paper.  Care Council Staff, Naomi Ardjomand-Kermani, interviewed Recipient, Aubrey Arnold as a “refresher” for current Care Council members.  The Community Advisory Committee Members decided to test floating meetings beginning with holding the next CAC meeting in Winter Haven.  Care Council members reviewed the Part A Expenditure Report and asked questions relevant to specific line items, especially in regards to under- and overspending among funded Counties in the EMA.  Member, Nolan Finn, informed Care Council members that the Part B Reallocations would no longer be presented by the Resource Prioritization & Allocation Recommendations Committee (RPARC) to be voted on by Care Council members as they were no longer relevant for review. An error in Part B billing was resolved and the reallocations are no longer necessary.  The Women, Infants, Children, Youth, and Families Committee members began planning for their Spring Event, “Petals of Purpose”, that will be held on May 9, 2019 from 11 a.m. to 2 p.m.  Finally, Recipient, Aubrey Arnold, announced the upcoming Statewide Consumer Needs Assessment which will be distributed to the consortia and the eight counties in the Total Service Areas. The last Statewide Consumer Needs Assessment took place in 2016 that concluded with the lowest response rate received by the State. Arnold went on to inform the Council of the number of responses received in past Statewide Consumer Needs Assessments with the hopes that the TSA will be able to collect at least 1,000 responses in 2019. |
| **EPIDEMIOLOGY REPORT** | Planning Council Staff, Naomi Ardjomand-Kermani, presented the Eligible Metropolitan Area’s (EMA) 2018-2019 Epidemiology report for members to review. The majority of the Committee’s questions were in regards to the system-wide HIV/AIDS Performance Measures as evaluated by Quality Management. Members noted the increase in Syphilis Screening and Viral Load Suppression.  Members voted, by acclamation, **(M: Hoolsema; S: Merida)** for the Epidemiology Report to be brought forth to the Care Council at the April 2019 meeting. This vote passed by acclamation. |
| **REVIEW CARE CONTINUUM** | Planning Council Staff, Naomi Ardjomand-Kermani, presented the EMAS’s 2017 Care Continuum for members to review. Members noted the high rates among Heterosexual Women and discussed potential barriers, such as childcare. |
| **2018-2019 NEEDS ASSESSMENT** | Planning Council Staff, Naomi Ardjomand-Kermani, presented the EMA’s 2018-2019 Needs Assessment for members to review. Members had few questions and voted by acclamation **(M: Merida; S: Rugg)** for the 2018-2019 Needs Assessment to be forwarded to the Care Council at the April 2019 meeting. This vote passed by acclamation. |
| **REVIEW STATEWIDE NEEDS ASSESSMENT SURVEY DRAFT** | Planning Council Staff, Naomi Ardjomand-Kermani, presented the Statewide Needs Assessment Survey Draft for members to review. Members had many questions, concerns, and edits to be forwarded to the AIDS Institute for consideration at the next Patient Care Prevention Planning Group Needs Assessment call. |
| **REVIEW QUALITY MANAGEMENT AND PROCESSES** | Quality Management Consultant, David Cavalleri, presented the EMA’s Continuous Quality Improvement Program for members to review. Members requested that provider performance, by zipcode, be measured for reports in the future. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | None. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 11:01 a.m. |
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