

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, JULY 11, 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 9:30 a.m. |
| **ATTENDANCE** | Members Present: Kirsty Gutierrez, Sheryl Hoolsema, Elizabeth Rugg, Nolan Finn, Marylin MeridaMembers Absent: Charlie HughesGuests Present: None.Recipient Staff Present: Aubrey ArnoldLead Agency Staff Present: Floyd Egner, Darius LightseyHealth Council Staff Present: Naomi Ardjomand-Kermani, Lisa Nugent |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | The minutes for May 9, 2019 were approved by acclamation **(M: Finn; S: Merida)**.The minutes for June 13, 2019 were approved by acclamation **(M: Finn; S: Rugg)**. |
| **CARE COUNCIL REPORT** | Care Council did not meet in the month of July.  |
| **REVIEW MINIMUM STANDARDS OF CARE** | Staff, Naomi Ardjomand-Kermani, presented Broward County’s Service Standards for the committee to consider using as examples. Members discussed the work involved in evolving the current minimum standards of care (MSOC) into standards similar to Broward’s. Member, Elizabeth Rugg, pointed out that Broward’s standards were developed by their quality management (QM) team, as opposed to their planning committee, as is the case with the West Central Florida Ryan White Care Council. Recipient, Aubrey Arnold, agreed that this would have to be collaboration between the P&E committee and QM in order to ensure that the area’s standards align with Health Resources and Services Administration’s (HRSA) recommendations. Members determined that providers would need to be involved in the MSOC development process as they are who must meet the standards for evaluation. Lead Agency staff, Floyd Egner, added that the new case management guidelines must be considered within the MSOC as well.Arnold considered making provider involvement in P&E mandatory per their contract and offered to get in touch with providers so planning can begin at the October P&E meeting. Several members noted that this process will take more than a year and will require dedication from providers; Arnold expects that the process will come to completion by December of 2020. Member, Nolan Finn, considered that beginning in October each meeting should be dedicated to a specific service category to keep the MSOC edits on track. Arnold continued by telling the committee that Recipient accountants, QM, and contract managers will need to be included for monitoring purposes.Other area’s service standards will be reviewed in order to consider all methods of establishing the local area’s MSOC. |
| **REVIEW REVISED INTEGRATED PLAN**  | The Integrated Plan, with edits determined at the June P&E meeting, was distributed among members with changes made to Goal #2. Members used their time during this meeting to review and make changes to Goal #3.The edits are as follows:Every instance of use of the term Hispanic was changed to Latinx for the entirety of the document.Objective A, Strategy #1:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| By the end of CY 2017 | Area 6 Florida Department of Health HIV/AIDS Program Coordinator (HAPC), Area 5 Florida Department of Health HAPC, Ryan White Part A Recipient  | ~~Compile~~ Report the number of outreach activities that were conducted targeting Latinx persons and Latinx clients served in CY 2017 | Latinx persons in the EMA  | Number of clients served Number of outreach activities conducted |
| January 2018 | Care Council Planning Staff  | Compile and analyze the number of outreach activities that were conducted targeting Latinx persons and Latinx clients served in CY 2017 based on information provided by the previously referenced responsible parties | Latinx persons in the EMA | Number of clients served Number of outreach activities conducted |

Objective A, Strategy #2:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| February 2018 – March 2018 | Care Council Planning Staff | Present results of the collected baseline data to community stakeholders  | Community groups Care Council HIV Planning Partnership | Number of clients served Number of outreach activities conducted |
| Annually  | Area 6 Florida Department of Health HIV/AIDS Program Coordinator (HAPC), Area 5 Florida Department of Health HAPC, Ryan White Part A Recipient  | Report the number of outreach activities conducted and clients served in CY 2018, CY 2019, CY 2020, and CY 2021 | Latinx persons in the EMA | Number of clients servedNumber of outreach activities conducted |
| Annually  | Care Council Planning Staff | Update community stakeholders on the area’s progress towards increasing outreach efforts by 25% | Community groups Care Council HIV Planning Partnership | Number of clients servedNumber of outreach activities conducted |

Objective A, Strategy #3:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| By December 2018, updated December 2020  | HIV Planning Partnership | Host a focus group to assess strategies for engaging Latinx persons in HIV prevention and care activities  | Latinx persons at high risk of HIV Latinx persons living with HIV/AIDS Community providers  | Focus Group Report  |
| By December 2018, updated December 2020 | Care Council  | Host a focus group to assess strategies for engaging Latinx persons in HIV prevention and care activities  | Latinx persons at high risk of HIV Latinx persons living with HIV/AIDS Community providers  | Focus Group Report |

Members requested that the Women, Infants, Children, Youth, & Families (WICY&F) committee review the integrated plan and plan focus groups for Latinx, Black, and Youth populations. Member, Marylin Merida, agreed to discuss these focus groups at the next WICY&F meeting and suggested that the committee select a graduate student to oversee this process. Recipient, Aubrey Arnold, mentioned that the committee should use venues, such as the fall and spring WICY&F events to conduct these focus groups in order to avoid adding more strain on the committee. It is important that the focus groups engage populations that are often unable to add their voices to planning processes. In order to do so, whilst stigma works against these efforts, opinion leaders in the community should be located to assist in planning. Key informant interviews will be considered as well.Objective B, Strategy #1:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| By the end of CY 2017 | Area 6 Florida Department of Health HIV/AIDS Program Coordinator (HAPC), Area 5 Florida Department of Health HAPC, Ryan White Part A Recipient  | ~~Compile~~ Report the number of outreach activities that were conducted targeting Black persons and Black clients served in CY 2017 | Black persons in the EMA  | Number of clients served Number of outreach activities conducted |
| January 2018 | Care Council Planning Staff  | Compile and analyze the number of outreach activities that were conducted targeting Black persons and Black clients served in CY 2017 based on information provided by the previously referenced responsible parties | Black persons in the EMA | Number of clients served Number of outreach activities conducted |

Objective B, Strategy #2:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| February 2018 – March 2018 | Care Council Planning Staff | Present results of the collected baseline data to community stakeholders  | Community groups Care Council HIV Planning Partnership | Number of clients served Number of outreach activities conducted |
| Annually  | Area 6 Florida Department of Health HIV/AIDS Program Coordinator (HAPC), Area 5 Florida Department of Health HAPC, Ryan White Part A Recipient  | ~~Compile~~ Report the number of outreach activities conducted and clients served in CY 2018, CY 2019, CY 2020, and CY 2021 | Black persons in the EMA | Number of clients servedNumber of outreach activities conducted |
| Annually  | Care Council Planning Staff | Update community stakeholders on the area’s progress towards increasing outreach efforts by 25%  | Community groups Care Council HIV Planning Partnership | Number of clients servedNumber of outreach activities conducted |

Objective B, Strategy #3:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| By December 2018, updated December 2020  | HIV Planning Partnership | Host a focus group to assess strategies for engaging Black persons in HIV prevention and care activities  | Black persons at high risk of HIV Black persons living with HIV/AIDS Community providers  | Focus Group Report |
| By December 2018, updated December 2020 | Care Council  | Host a focus group to assess strategies for engaging Black persons in HIV prevention and care activities  | Black persons at high risk of HIV Black persons living with HIV/AIDS Community providers  | Focus Group Report |

Objective C, Strategy #3:

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| **Timeframe** | **Responsible Parties** | **Activity** | **Target Population** | **Data Indicators** |
| By December 2018, updated December 2020  | HIV Planning Partnership | Host a focus group to assess strategies for engaging youth in HIV prevention and care activities  | Youth at high risk for HIV Youth living with HIV/AIDS Community providers  | Focus Group Report |
| By December 2018, updated December 2020 | Care Council  | Host a focus group to assess strategies for engaging youth in HIV prevention and care activities  | Youth at high risk of HIV Youth living with HIV/AIDS Community providers  | Focus Group Report |

Members voted, by acclamation, to bring the edited Integrated Plan to the August Care Council meeting to finalize all edits to the plan **(M: Merida; S: Finn)**. Planning Council staff, Naomi Ardjomand-Kermani, informed members that the integrated plan monitoring will be presented to the committee every six months from this point forward. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | The capacity building grant was awarded to Part A on June 24, 2019. Part A will be using these funds for enhancements to e2Hillsborough, as well as to create a shared database between Parts A and B. This shared database will create seamless data sharing between the parts and will make accessing this data easier for end users. Member, Nolan Finn, announced that the Florida Comprehensive Patient Network’s (FCPN) ad hoc committee focused on the new area layout has released a new proposed map structure. This change would name us Region 2 with the only change be the loss of Manatee County from the total service area (TSA). At this time there is no timeframe for the finalization of this proposal (#3) and further iterations are expected.The AIDS Drug Assistance Program’s (ADAP) transition away from the emergency financial cards has been delayed. As of July 1, 2019 the emergency financial card, for AIDS Drug Assistance Program (ADAP), was eliminated in anticipation for the new CVS prescription fill program to begin. Arnold noted that emergency financial assistance funds will be utilized to cover the gap in finances that this delay will create, until the new program begins early August.Lead Agency staff, Floyd Egner, announced that the CareWare6 training date is still unknown at this time, thus the rollout of the new program will be pushed to September, 2019. |
| **ADJOURNMENT**  | There being no further business to come before the Committee, the meeting was adjourned at 10:52 a.m. |
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