

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, MARCH 12, 2020**

**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 9:29 a.m. |
| **ATTENDANCE** | Members Present: Nolan Finn, Elizabeth Rugg, Kirsty Gutierrez, Sheryl Hoolsema, Marylin Merida  Members Absent: None  Guests Present: Peggy Wallace, Angela Kellogg  Recipient Staff Present: Aubrey Arnold, Maria Teresa Jaureguizar  Lead Agency Staff Present: Darius Lightsey  Health Council Staff Present: Lisa Nugent, Naomi Ardjomand-Kermani |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | **The minutes for February 12, 2020 were approved by acclamation (M: Hoolsema; S: Finn).** |
| **CARE COUNCIL REPORT** | Member, Nolan Finn, reported that the Care Council allowed members and guests to attend the meeting by conference call, due to COVID-19. Vice-Chair, Kamaria Laffrey, was welcomed back and she thanked the Council for all their support and well-wishes in her time of grief. He went on to tell the committee that there has been no further word on the total 2020-2021 grant award and will be operating on a partial award at this time. The Recipient informed the Council that although Hillsborough and Pinellas Counties requested $4 million, as part of the Ending the HIV Epidemic initiative, the counties only received $1 million for their total award. The majority of these funds ($800,000) will be put towards direct services, while the remainder will be spent on administrative costs. This amount will be split between the two counties based on HIV prevalence.  Finn noted that the Recipient has reported that the 2019-2020 grant award will be totally spent and the final expenditure report will be presented at the May 2020 RPARC meeting. The Lead Agency reported that the 2019-2020 grant award will be just about totally spent at the end of this month, marking the end of the contract year. The Department of Health is busy managing community concerns about the Coronavirus and fielding constant phone calls from the public. The Lead Agency concluded by announcing Floyd Egner’s retirement and the Council offered their well wishes to him in his future.  Two Care Council members were removed due to their absences and failure to respond to Planning Council Staff when contacted. The Membership Committee presented the revised Mission and Vision Statements which will now sit on the table for 30 days before they are voted into adoption. The Planning and Evaluation Committee shared their progress revising the Minimum Standards of Care and RPARC presented both Part A and Part B expenditures to the Council for review. The Women, Infants, Children, Youth, & Families Committee announced that their Spring event will be held on May 15, 2020 from 11:00am – 1:00pm at Metro Inclusive Health’s Ybor office. Finn concluded his report by announcing that Pinellas County’s next Ending the HIV Epidemic Initiative meeting will be held on March 25, 2020 at Metro Inclusive Health’s Saint Petersburg office. |
| **2019-2020 EPIDEMIOLOGY REPORT** | Planning Council Staff, Naomi Ardjomand-Kermani, presented the 2019-2020 Tampa-St. Petersburg Eligible Metropolitan Area (EMA) Epidemiology Report for members’ review. They noted the changes in the EMA’s total population, total HIV incidence and prevalence, HIV incidence and prevalence among races, and the number of HIV and AIDS cases for each county in the EMA. Members had no questions or concerns and **The 2019-2029 Epidemiology Report was approved by acclamation (M: Merida; S: Rugg).** |
| **2018 HIV CARE CONTINUUM** | Planning Council Staff, Naomi Ardjomand-Kermani, presented the 2018 Care Continuum for the Tampa-St. Petersburg EMA, for members’ review. Care Continuums for the total number of persons with HIV in the EMA, along with continuums of care for the following three minority groups in the EMA: Black persons, Men Who Have Sex with Men (MSMs), and Heterosexual Women. These minority populations were specifically documented as they are the most impacted by HIV in the EMA.  Members had some confusion related to the numbers noted in the graphs versus the specific statistics listed beneath them. Ardjomand-Kermani explained that the graph depicted the stages of the continuum for all persons living with HIV in the EMA, whereas the statistics beneath are specific to persons living with HIV who are receiving Part A services in the EMA. The comparison between these numbers illustrated the important of engaging those diagnosed into care as those who are enrolled in Ryan White have higher rates of viral suppression than the general public. Member, Marylin Merida, requested that this be clearly noted in the document to clear up any potential confusion that Care Council members may have. With these revisions to be made **The 2018 Care Continuum was approved by acclamation (M: Merida; S: Rugg).** |
| **RYAN WHITE MEMBERSHIP DEMOGRAPHICS** | Recipient, Aubrey Arnold, presented the year-to-date Ryan White Membership Scorecard, the current Ryan White Membership Demographics, Ryan White Membership Counts, and the year-to-date Ryan White Membership Demographics for members to review. Arnold pointed out that there are more men than women enrolled in the program, most likely white or Black, and between 25-64 years of age. He went on to note that most clients are the sole member of their household and are most often below 100% of the federal poverty level. Zip codes with the highest prevalence of HIV, by county, are: 33612 and 33619 (Hillsborough), 33712 and 33713 (Pinellas), 34668 and 34652 (Pasco), 34608 and 34609 (Hernando). |
| **MINIMUM STANDARDS OF CARE (MSOC) REVISIONS** | Staff, Ardjomand-Kermani, presented members with the template created by them and Recipient staff, MT. MT explained that this template was created using Atlanta and other EMA’s MSOC as examples. MT and members noted that many of the standards can be used globally across all service categories. Suncoast Health Council staff, Lisa Nugent, asked if the Recipient would have a global grievance and cultural competency policy that all agencies must adhere. MT responded that agencies will follow their own internal standards for each, but must follow the Recipient’s process if grievances are escalated. Some members felt that these policies should be standards set by the Recipient to avoid agencies’ differing policies to ensure quality of services across the Part A program. Member, Marylin Merida, added that these policies should be written in plain language and given to clients so they know their rights. Chair, Kirsty Gutierrez, pointed out that these standards are specific to the MSOC, which is not given to clients.  Recipient, Aubrey Arnold, interjected that global policies have been discussed between Recipient and Planning Council Support staff and will be sure to incorporate the escalation process within these. Member, Elizabeth Rugg, pointed out that that these processes are outlined in the Memorandum of Understanding between Part A, Part B, and the Care Council. Member, Nolan Finn, added that timeframes should be clearly noted in these processes and Lead Agency staff, Darius Lightsey, added that Part B MSOC guidelines could be useful as a reference when they have been completed.  Arnold shifted the conversation to express the need for an ad hoc committee dedicated to the MSOC revisions to ensure that the deadline of September 2020 is met. In light of the coronavirus, business will not be as usual and these revisions need to be continued and brought back to the group at a later time for approval. Members asked Arnold to reach out to the County attorney for guidance in regards to the Sunshine Law and action items as the current state will prohibit quorum from being met. Arnold agreed to follow-up with the attorney and report back as soon as possible. |
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| **COMMUNITY INPUT/ANNOUNCEMENTS** | None. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:31 a.m. |