

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**RESOURCE PRIORITIZATION AND ALLOCATION RECOMMENDATIONS**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, MARCH 12, 2020**

**11:00 A.M. – 12:30 P.M.**

 **MINUTES**

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| CALL TO ORDER | The meeting was called to order by the Chair, Dave Konnerth, at 11:00 a.m.  |
| ATTENDANCE | Members Present: Nolan Finn, Dave Konnerth, Priya Rajkumar, Elizabeth Rugg, Marylin Merida, Joy WinheimMembers Absent: None.Guests Present: David Cavalleri, E.S Myles, Lillie Bruton, Maria Alex CarioRecipient Staff Present: Aubrey ArnoldLead Agency Staff Present: Darius LightseyHealth Council Staff Present: Lisa Nugent, Naomi Ardjomand-Kermani |
| CHANGES TO AGENDA | None. |
| ADOPTION OF MINUTES | **The minutes for February 13, 2020 were approved by acclamation (M: Rajkumar; S: Rugg).** |
| CARE COUNCIL REPORT | Co-Chair, 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.  |
| RECIPIENT UPDATE | Recipient, Aubrey Arnold, reported that the Part A expenditure report was reviewed by Care Council members at the March 4, 2020 meeting. He went on to inform all present that Coronavirus has been a serious conversation among the Hillsborough County Board of County Commissioners (HCBOCC) and much is yet to be discussed about how internal operations will continue as time progresses. Per Finn’s report, regarding the Sunshine Law’s rule, in-person quorum must be reached to conduct business. He will be speaking more to the county attorney about how this will affect Care Council should the county order them to continue abstaining from in-person meetings. HCBOCC staff are all teleworking, to maintain social distance, but he stressed that offices were not closing.Part A continues to await the total 2020-2021 grant award, but he noted that Health Resources and Services Administration (HRSA) is likely overwhelmed with the burgeoning pandemic. He went on to note that Ending the HIV Epidemic services will not be procured until April 2020. Upon start of services they will determine how the funding will be expended based on the decrease of funding they were awarded. |
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| LEAD AGENCY UPDATE | Lead Agency Staff, Darius Lightsey, announced that Floyd Egner retired from the Pinellas County Health Department. New candidates to fill his position are slated to begin March 2020, but this will likely be delayed due to internal issues at the state level. Approval at this level is required prior to the candidate beginning their new role. Lightsey concluded his report by asking members to be patient with the Ending the HIV Epidemic progress, the AIDS Drug Assistance Program (ADAP), and Part B services as the Health Department is overwhelmed with handling the community’s concerns regarding the Coronavirus. |
| AAM SURVEY DISCUSSION | Quality Management consultant, David Cavalleri, presented the Assessment of the Administrative Mechanism (AAM) surveys to members of the committee.He reminded members why the AAM is conducted every year:* Required by HRSA for Part A funding.​
* Evaluation of the administrative processes conducted by the Recipient Office. ​
* Ensures that services are being funded as indicated by the Care Council priorities and reimbursed within a timely manner to providers.​
* Reviews the Request for Application (RFA) process, contracting and contract modifications, provider reimbursement and adherence to the Care Council priorities.

He then went on to review the AAM’s methodology:* Provider Survey​
* Care Council/RPARC Survey​
* Review of Care Council Approvals of Allocations and Re-allocations​
* Review of Provider Contracts and Contract Modifications​
* Review of Provider Invoices and Reimbursement Records​
* Review of Committee Meeting Minutes​
* Interviews with Recipient Staff, Providers, and Care Council/RPARC Members
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| COMMUNITY INPUT/ ANNOUNCEMENTS  | None. |
| **ADJOURNMENT**  | There being no further business to come before the committee, the meeting was adjourned at 12:08 p.m.  |
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