

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**GOTOWEBINAR**

**THURSDAY, MAY 14, 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 9:32 a.m. |
| **ATTENDANCE** | Members Present: Nolan Finn, Kirsty Gutierrez, Sheryl Hoolsema, Marylin Merida  Members Absent: Elizabeth Rugg  Guests Present: None.  Recipient Staff Present: Aubrey Arnold, Maria Teresa Jaureguizar  Lead Agency Staff Present: None  Health Council Staff Present: Lisa Nugent, Naomi Ardjomand-Kermani, Katie Scussel |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | **The minutes for March 12, 2020 were approved by acclamation (M: Merida; S: Hoolsema).** |
| **CARE COUNCIL REPORT** | Staff, Naomi Ardjomand-Kermani, reported that the 2020 National Ryan White Conference would no longer be held in person, but rather virtually to reduce risk of exposure to COVID-19.  The full Part A award was received in early April in the amount of $10,484,379, a little over a 1% increase from last year. Discussion as to how these additional funds will be spent will take place at the upcoming RPARC meeting. The Recipient launched a survey to assess the community’s greatest needs in order to best distribute the funds. The Ending the HIV Epidemic (EtHE) is in the final stages of preparing for launch and request for applications (RFA) have been finalized and will be released shortly. Recipient, Aubrey Arnold, reminded Council members that the two services to be funded through EtHE, in year one, will be an expansion of the HIV Education and Risk Reduction (HERR) and Early Intervention Services (EIS) programs in both Hillsborough and Pinellas Counties. Part A received about $800,000 in EtHE grant funds that will be released through this procurement opportunity.  An additional grant was received through the 2020 Coronavirus Aid, Relief and Economic Security (CARES) Act which came unexpectedly on April 15. A total of $558,000 in COVID funding was received for the Tampa/St. Petersburg Eligible Metropolitan Area (EMA). These funds will be used to support providers who have incurred unexpected costs associated with the pandemic.  Arnold went on to remind members that we are entering the 2nd year of the capacity building and technical assistance grant around infrastructure for e2Hillsborough database. We are nearing end of year one for $100,000 annual award to expand reporting components and quality management dashboards. A training around implementation of these dashboards will be forthcoming.  The upcoming bi-annual Florida Comprehensive Planning Network (FCPN) meeting will be held virtually as well. Going forward all meetings will be held virtually until we enter a recovery period with COVID. The Council will be using GoToWebinar for various meetings that Council holds. Arnold ended his report by announcing the new Hillsborough County administrator, Bonnie Wise, who will be taking the helm from Mike Merrell as he retires on July 1, 2020.  Lead Agency staff, Lightsey announced that Yashika Everhart will be the new grants manager, starting May 15, 2020. Everhart will be overseeing the Lead Agency and ADAP program. He informed members that Pinellas’ EtHE has received their planning dollars, but still awaits the implementation dollars.  Council members voted on and adopted, by acclamation, the revised mission and vision statements. The Planning and Evaluation Committee presented the 2019-2020 Epidemiology report, for the Tampa/St. Petersburg Eligible Metropolitan Area (EMA), along with the EMA’s 2019 Care Continuum. Council members voted on and adopted both documents by acclamation.  Finally, Ardjomand-Kermani shared that the Quality Management consultant, David Cavalleri, announced that 8 out of 9 providers have responded to the Assessment of the Administrative Mechanism (AAM) survey. Only 12 Care Council and RPARC members have completed the survey at this time. Cavalleri then noted that he will be sending out the continuous quality management (CQM) survey to providers within the week. |
| **MINIMUM STANDARDS OF CARE (MSOC) REVISIONS** | Chair, Kirsty Gutierrez, shared the work completed by the MSOC Revisions ad hoc committee and announced that all revisions have been completed, for a first draft, at this time. P&E members reviewed the revised document and Recipient, Aubrey Arnold, was requested to present revisions to the Health Resources and Services Administration (HRSA) for approval prior to the June 2020 P&E meeting. At that time, members will vote to forward the revisions on to the Care Council for review and adoption.  Staff, Naomi Ardjomand-Kermani, shared a question raised by Care Council Co-Chair, Kamaria Laffrey:  *“Regarding section VIII. Case Closure, and every section that reference case closure:*  *A. Adult cases will be closed upon death or permanent discharge from the clinic.*  *I noticed that there isn't a time limit/cut off period for when the case will be closed in this instance. Does it reference this somewhere else? Is it 30 days of the client's death or permanent discharge, 6 months? Is documentation required to support justification of closing a file? Does this close it on the local, state, and CDC/federal level?”*  Arnold offered to take these questions to case management agencies to confirm their case closure procedures prior to the June 2020 meeting. Member, Marylin Merida, added that in regard to permanent discharge, Part D has a tiered process to clients are able to correct their behavior prior to discharge. P&E Co-Chair, Sheryl Hoolsema, noted that Empath Partners in Care (EPIC) follows a similar process and may move clients to a new case manager and give multiple opportunities to correct their disruptive actions.  Chair, Kirsty Gutierrez, asked members if the committee should share the revised MSOC document with providers prior to taking it to Care Council and Arnold agreed to do so. He plans to bring any comments back to the committee for review in June 2020. Members expressed their hope to vote on the MSOC revisions at either the July or August Care Council meeting.  Members made minor edits to service standards within the MSOC and staff noted that the document will be formatted in it’s final first draft form for presentation at the next meeting. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | Chair, Kirsty Gutierrez, announced that Metro Inclusive Health is beginning to open their doors on a limited basis for clients who are unable to access telehealth. These appointments will begin by the end of the week. Co-Chair, Sheryl Hoolsema added that EPIC is in the process of doing the same. Gutierrez clarified that this would apply to case management as well, with 1-2 case managers in the office, on a rotating basis, per day. Limited staff will be added to thee office over the next 4-6 weeks. Mandatory curbside testing will be held for all clients prior to allowing them entrance. All staff and clients will be required to fill out a health questionnaire, have their temperature checked, and wear a mask at all times. The Ybor office has 1-way hallways to avoid congestion and traffic. Limited chairs in the lobby will allow for distance between clients and both clinics have fogged their offices to destroy any potential pathogens.  Recipient, Aubrey Arnold, closed announcements by informing committee members that quality management (QM) and e2Hillsborough will be offering a web-based training on May 28, 2020 to introduce the launch of the enhanced QM dashboard. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:09 a.m. |