

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

GOTOWEBINAR

**WEDNESDAY, NOVEMBER 4, 2020**

**1:30 P.M. – 3:30 P.M.**

**MINUTES**

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| **CALL TO ORDER** | The meeting of the Ryan White Care Council was called to order by Nolan Finn, Chair, at 1:33 p.m.  |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  |
| CHANGES TO AGENDA | Line items for Ending the HIV Epidemic (EtHE) have been added to the agenda for updates from Pinellas and Hillsborough Counties.  |
| MOMENT OF SILENCE | Vice-Chair, Edward (Myles) Myles, asked members to take a moment to give honor and recognition to those that we have lost to HIV, those living with HIV, and those who are currently unaware of their serostatus.  |
| ADOPTION OF MINUTES | No adoption of minutes took place as actionable business can no longer be conducted virtually, due to the Florida Sunshine Law; however, members reviewed the minutes for their October 7, 2020 Care Council meeting, nevertheless. No changes or modifications were requested. |
| CHAIR/VICE CHAIR’S REPORT | Vice-Chair, Myles, quickly informed members that a Standards, Issues, and Operations Committee (SIOC) meeting was called on October 30, 2020 at 9:30 a.m., by way of GoToWebinar (GTW). He went on to note that quorum was met, with representation from all committees, as well as guests. Chair, Nolan Finn, interjected to inform members that the Governor did not extend the executive order (EO) to conduct business virtually. As a result, a SIOC was called to conduct all actionable business before the EO’s expiration date of November 1, 2020.Finn went on to share that staff determined that the safety of participants was of the utmost important as we brace for a third wave of COVID-19. By calling a SIOC, Care Council and committees will continue to be able to meet virtually through, at least, the end of the year. Typically, there is little business conducted at this time of the funding year, as is, so this arrangement will allow for both safety and convenience.Chair, Nolan Finn, reminded members that the National Minority AIDS Council (NMAC) held their annual United States Conference on HIV/AIDS (USCHA), virtually, on October 19-21, 2020. He noted that he enjoyed the virtual format as it allowed for more movement between sessions.He went on to applaud Jim Roth and Darius Lightsey, from Hillsborough and Pinellas County health departments, respectively, for their presentations at the Florida Comprehensive Planning Network (FCPN) Ending the HIV Epidemic (EtHE) update meetings on October 21 and 23, 2020 as well as on October 27 and 29, 2020.Finn ended the Chair report by asking members to respond to the surveys e-mailed out to them, by quality management (QM) consultant David Cavalleri.  |
| RECIPIENT’S REPORT  | Recipient, Aubrey Arnold, began his report by addressing the elephant in the room and recognized that the Presidential Election took place the day before, with decisions still undetermined. Turning to the positive, Arnold informed members that local elections ran smoothly, and two new commissioners have taken seats on the Hillsborough County Board of County Commissioners (HCBoCC), our local Ryan White CEO. These newly elected commissioners, Gwen Myers, and Harry Cohen will be coming on board in December 2020. Pat Kemp will now take a different seat on the Board. He hopes to have them caught up to speed to understand the function of the West Central Florida Ryan White Care Council. A new HCBoCC Chair will be elected once the new board is set, with more news forthcoming.Arnold went on to share that there is much work being done internally with the Part A contract as amendments are made to ensure that approximately $600,000 in allocations are spent by February 28, 2021. He lauded that, despite the challenges faced due to the COVID-19 pandemic, providers have done well in their transition to telehealth services, and he is certain that 99% or higher of the Part A grant award will be expended.He wrapped up by mentioning that he will have more updates to share when the EtHE Update occurs later in the meeting. |
| LEAD AGENCY REPORT | Lead Agency staff, Yashika Everhart, began the report by announcing that Part B will have an expenditure report to share with the Resource Prioritization & Allocation Recommendations Committee (RPARC) at their November 12, 2020 meeting. Everhart went on to remind members that Part B is in monitoring season and is happening off-site, with the first virtual site visit successfully executed in September 2020. She added that due to the virtual nature of this monitoring, the process takes longer than one day. Client review on the first day and the tool portion of the visit on the second day. The report ended with mention that the AIDS Drug Assistance Program (ADAP) has been approving and updating marketplace plans in time for open enrollment, November 1 – December 15, 2020.Recipient, Aubrey Arnold, offered adulation to Yashika Everhart for the case management (CM) training, two weeks ago, that was held to prepare the CM network for enrolling their clients in ADAP approved marketplace plans. |
| CARE COUNCIL PLANNING STAFF REPORT | Staff, Naomi Ardjomand-Kermani, reiterated that information regarding virtual meetings will be ongoing, but will continue meeting entirely virtually at least through the end of the calendar year.  |
| NATIONAL MINORITY AIDS COUNCIL (NMAC) GUEST | Chair, Nolan Finn, introduced National Minority AIDS Council (NMAC) representative, Terrell Parker, to the Care Council and thanked Parker for attending the meeting. Parker thanked Katie Scussel and Naomi Ardjomand-Kermani, in turn, for inviting NMAC into the Care Council. Parker shared his excitement with attendees to begin the process of launching the “ELEVATE” (Engage Leadership through Employment, Validation, and Advancing Transformation & Equity) for People Living with HIV (PLHIV) program. NMAC was awarded a cooperative agreement from the Health Resources and Services Administration (HRSA) to launch the four-year national training program, “ELEVATE” for People Living with HIV. This program will integrate five of HRSA’s community programs. ELEVATE will prepare PLHIV within planning bodies, advocacy actions, and the HIV workforce to be meaningfully engaged and central to decision-making. Parker went on that PLHIV will be supported to earn leadership roles by advancing their power and voices. Planning Council Support staff invited NMAC to strengthen and build the Care Council (CC) to ensure that people feel appreciated and meaningfully involved in the CC. This process will be kicked-off by two virtual listening sessions with current and former members of the CC, respectively, with the goal of gaining a better understanding of the thoughts, feelings, and experiences with people who have previously engaged with the CC.They will be asked to share their experiences with learning about the CC, why they desired to join the CC, how they were recruited, and what the onboarding process was for them. NMAC recognizes that successful onboarding includes learning about all the CC’s central functions and what their roles, within these processes, are. Parker went on that they will also attempt to gain more insight as to why former members exited and what can be amplified or built upon.Parker plans to produce a report, from these sessions, to share at the December Care Council meeting. The first of these listening sessions will include current CC members and will take place virtually on November 12, 2020 at 6:00 p.m. Flyers and registration links will be distributed by staff. Facilitated by NMAC staff, to ensure honest and unbiased feedback, sessions should last 60 – 90 minutes.The Tampa – St. Petersburg Eligible Metropolitan Area (EMA) will be among the first to engage in the ELEVATE curriculum, which will be tailored specifically to our Care Council, based on needs collected in these listening sessions. The first phase of the program is set to begin in the first quarter of 2021. Tailoring this curriculum to the EMA will be critical to ending the HIV epidemic as those most affected by HIV should serve central roles on the Care Council. These roles influence how funds are allocated and how decisions are made, and these individuals should be best prepared and equipped to make an impact on their community.Chair, Nolan Finn, made a personal commitment to attempt to incorporate the ELEVATE curriculum within the monthly Care Council meetings as to avoid additional obligations. Finn hopes that all CC members will be able to participate to have their voices and opinions heard. In doing so we will create the strongest possible Care Council to affect change.Recipient, Aubrey Arnold, welcomed Terrell and thanked him for his participation and engagement with the Care Council. |
| COMMITTEE REPORTS | 1. **Standards, Issues, and Operations Committee (SIOC) – Edward (Myles) Myles**

SIOC Chair and Care Council Vice-Chair, Edward (Myles) Myles, reiterated that a SIOC was held virtually on October 30, 2020 at 9:30 a.m. Quorum was met with representation from all committees and the agenda included a conversation about membership recruitment and actionable business items. Myles and Finn remarked the creativity of planning council staff in organizing a SIOC meeting prior to the expiration of the Governor’s Executive Order (EO), that allowed business to be conducted virtually. Myles went on to note that committees, who conducted business during SIOC, will go into greater detail during their committee reports.1. **Community Advisory Committee (CAC) – Katie Scussel, Planning Council Support Staff**

CAC met on October 22, 2020 by way of GoToWebinar at 1:30 p.m. Scussel reported that quorum was not met, with 2 members, 1 guest, and 1 staff present. Kamaria Laffrey provided a brief update from her participation in NMAC’s United States Conference on HIV/AIDS and members’ discussion focused on the engagement and recruitment of new members to the Care Council. They expressed their concerns with the lack of participation from funded case management agencies and requested that they do so as they have historically done in the past.The Committee is currently working to create a new recruitment flyer to distribute, with the hope to garner interest.CAC will not meet in November or December 2020 with January 2021 meeting information to be determined. **C. Health Services Advisory Committee (HSAC) – Naomi Ardjomand-Kermani, Staff**Staff, Naomi Ardjomand-Kermani, read the report sent by committee Chair, Elizabeth Rugg, on her behalf as Rugg was unable to attend the meeting.HSAC met on October 15, 2020 at 1:30 p.m. by way of GoToWebinar.The Committee met quorum with 5 members and 2 staff present and the absence of representation from the Recipient, provider’s office, and Lead Agency was noted. The lack of attendance from the Recipient and Lead Agency’s offices was particularly disconcerting because committee members have questions, would like to understand processes, and request data that is difficult to do with ongoing absences.Committee Co-Chair, Kim Molnar gave updates from the Florida Comprehensive Planning Network (FCPN) Medication Access Committee, which included a client survey on long acting injectables, issues with the 340b program, and an update on medical marijuana for Ryan White clientsThe Committee made updates to the workplan, including deadlines for existing items, and held both the Chair and Co-Chair elections. Elizabeth Rugg will continue as Chair and Kimberly Molnar remaining as Co-Chair. The current meeting date, time, and location will remain the same.HSAC will meet again on December 17, 2020 at 1:30 p.m. by way of GoToWebinar.**D. Membership - Tonicia Freeman-Foster, Chair**Membership met on October 19, 2020 and committee members discussed strategies to increase diversity, equity, and inclusion on the Care Council. In discussing some current challenges, the Committee decided to approach these strategically and, in doing so, will wait for the training and capacity building assistance that NMAC will be providing in 2021. Freeman-Foster emphasized that although the Committee will not actively recruit during this time, they will not turn away those interested in joining the Care Council.1. Membership Renewal (Attachment)

During the October 30, 2020 SIOC meeting the Committee reviewed the membership application of Vincent Kaborycha. He was recommended for voting membership on the Care Council based on his application scores, and the HRSA (Health Resources and Services Administration) category that he will fill. SIOC members voted to renew Kaborycha’s membership so he will continue to represent Pasco County on the Care Council.The Membership Committee will not meet in November, but will meet again virtually on December 21, 2020 at 11:00 a.m.**E. Planning & Evaluation Committee (P&E) – Member, Nolan Finn**P&E met on October 8, 2020 by way of GoToWebinar, at 9:30 a.m. 1. Service Priorities (Attachment)

The Planning and Evaluation Committee sets service priorities based on information in the Needs Assessment. Due to the expiration of the EO, the Service Priorities were added to the SIOC agenda for vote and adoption. After reviewing this information, P&E’s service priority ranking recommendations for the 2020-2021 funding cycle, were voted and approved by members of the SIOC.*Care Council is reminded that priority rankings do not necessarily correlate directly with funding allocations. Actual allocations are made by the RPARC and other sources of funding are considered in the process. The approved Service Priorities are as follows:***THE UPDATED FY 2020/2021 SERVICE PRIORITIES.**

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| 1. Outpatient/Ambulatory Health Services
2. AIDS Pharmaceutical Assistance (local)
3. Emergency Financial Assistance\*
4. Medical Case Management
5. Oral Health (dental) Care
6. Health Insurance Premium and Cost Sharing Assistance
7. Mental Health Services
8. Substance Abuse Services - outpatient
9. Health Education/Risk Reduction
10. Case Management (non-medical)
11. Housing Services
12. Treatment Adherence Counseling
13. Early Intervention Services
14. Medical Transportation Services
15. Legal Services
16. Outreach Services
 | 1. Child Care Services
2. Food Bank/Home Delivered Meals
3. Medical Nutrition Therapy
4. Psychosocial Support Services
5. Substance Abuse Services- residential
6. Home Health Care
7. Home and Community Based Health Services
8. Rehabilitation Services
9. Linguistic Services (interpretation & translation)
10. Hospice Services
11. Respite Care
12. Referral Services
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*\*The Emergency Financial Assistance (EFA) category will cover ADAP medications only, for those eligible clients who have been approved for ADAP and are still in the waiting period, which will serve as a “bridge” program in the manner it has historically.** 1. Coordination of Services and Funding Streams (Attachment)

Members were provided with a copy of the Coordination of Services and Funding Streams table to better inform members of the relationship between prioritization of services and allocation recommendations. Priority of services are determined by clients’ assessed needs, but do not necessarily reflect allocation recommendations. Ryan White is considered the payor of last resort, thus any available funding from other agencies for these services must be utilized first. The Recipient is required to comply with HRSA’s 75/25 rule in which 75% of funding must dedicated to direct core services while the remaining 25% can be directed to direct core or support services. The local EMA routes over 86% of funds into core services, such as outpatient ambulatory health services (OAHS).P&E will meet next on November 12, 2020 at 9:30 a.m. by way of GoToWebinar.**F. Resource Prioritization & Allocation Recommendations (RPARC) – Lillie Bruton, Co-Chair**Newly elected Co-Chair, Lillie Bruton, reported that RPARC met on October 8, 2020 at 11:00 a.m. through GoToWebinar. The Committee met quorum with 7 members, 1 guest, and 6 staff present. Members reviewed and approved Part A’s reallocation recommendations. Care Council Chair, Nolan Finn, asked Recipient, Aubrey Arnold to explain how monies are shifted. He asked Arnold to explain, for example, why monies are being shifted from Emergency Financial Assistance (EFA) to other services. Arnold explained that due to the streamlined nature of the AIDS Drug Assistance Program (ADAP), this year, EFA has not been spent down. As a result, these funds will be moved from EFA to other providers with unmet need. Finn pointed out the shift of funds in oral health, from Hillsborough and Hernando Counties, to Pinellas County and note that this is due to a shift in providers and need.1. Part A Reallocation Recommendations (Attachment)

Due to the timely nature of this business, SIOC added the Part A Reallocation Recommendations to their agenda and approved the following recommendations:1. Assessment of the Administrative Mechanism (AAM) – David Cavalleri, Quality Management (QM) Consultant

QM consultant, David Cavalleri, presented Part A’s AAM to participants which is required by HRSA for Part A funding. The AAM is an evaluation of the administrative processes conducted by the Recipient Office and ensures that services are being funded as indicated by the Care Council priorities and reimbursed within a timely manner to providers. It reviews the Request for Application (RFA) process, contracting and contract modifications, provider reimbursement and adherence to the Care Council priorities. Data is collected by provider survey, care council 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, andinterviews with Recipient staff, providers, and Care Council members.Provider Survey questions were revised by the Resource Prioritization and Allocation Recommendations (RPARC) Committee. These surveys were sent to 9 providers via e-mail, with a response rate of 88.9% (8 providers) compared with 87.5% last year. Surveys asked about contracts, reimbursements, communication regarding expenditures and technical assistance.Care Council Survey questions were revised by the Resource Prioritization and Allocation Recommendations (RPARC) Committee. Twenty (20) Care Council/RPARC members out of 23 responded, generating a response rate of 87%, higher than 65% from the previous year.This AAM for 2019-20 found stability in most areas with some needed improvements for recommendations:1. Continue to maintain the level of support that has been offered to the providers to continue its ease of use. It is recommended that the Recipient continue to maintain and update the frequently asked questions (FAQ)/manual and distribute updates when available.
2. Technical assistance regarding billing and payment processing should continue to assist providers in timely submission.
3. Maintain the efforts made by the Recipient to ensure that purchase orders for providers working directly with Hillsborough County Government continues.

RPARC will meet next on November 12, 2020 at 11:00 a.m. by way of GoToWebinar.**G. Women, Infants, Children, Youth, & Families (WICY&F) – Lisa Condor, Member**WICY&F met on October 22, 2020 at 10:30 a.m. by way of GoToWebinar. The Committee met quorum with 7 members and 1 staff present. The election for Co-Chair was held, with Brandi Butler elected, but the Chair election was postponed.The Committee approved their workplan and decided to maintain all committee meeting specifics and details.WICY&F will not meet in November or December but will reconvene on January 28, 2021. |
| ENDING THE HIV EPIDEMIC (EtHE) INITIATIVE UPDATES | 1. Hillsborough County

Recipient, Aubrey Arnold, reported that the committee will meet the first business day of the month, from this point forward. He reminded attendees that both Hillsborough and Pinellas Counties are funded by EtHE and remarked that the provider for both counties, Metro Inclusive Health, is off to a great start providing two new funded services: Early Intervention Services (EIS) and an extension of the existing Health Education & Risk Reduction (HERR) program.Internally, they are working on writing a non-competing continuation grant application that is due December 1, 2020. This second round of funding will begin on March 1, 2021, with hopes that additional monies will be awarded to expand services, as will be noted in the application. Aubrey expressed gratitude for everyone involved. He concluded with an announcement that a new project officer has been assigned to the area.1. Pinellas County

Lead Agency staff, Darius Lightsey, announced the in-house hire of two new EtHE coordinators: Christopher Walker and Nicole Houston. Internal meetings and discussions around implementation are taking place at this time and the committee will meet again on November 18, 2020 from 10:00 a.m. – 12:00 p.m. Details regarding proposal submissions for funds will be presented at that time. Lightsey hopes to see many smaller local community-based organizations submit proposals for funding. |
| PUBLIC POLICY REPORT / COMMUNITY INPUT | Donna Sabatino, the Florida Policy and Advocacy Director for The AIDS Institute commented on national and local elections and noted that not much has changed in the House or Senate. She added that Amendment 2 passed $15/hr minimum wage and that there is no word that Medicaid expansion will be reviewed at the legislative level, at this time. She and Recipient, Aubrey Arnold, expressed their frustration with the constraints of the Sunshine Law, as virtual meetings have made the Care Council more accessible whilst continuing business safely. |
| PREVENTION ACTIVITIES / QUALITY MANAGEMENT (QM) | None. |
| ANNOUNCEMENTS | None. |
| ADJOURNMENT | There being no further business to come before the Care Council, the meeting was adjourned at approximately 2:35 p.m. |
| Note: A recording of the meeting is available for review at the Suncoast Health Council. | For further details about this Care Council meeting, please visit thecarecouncil.org to access meeting minutes and handouts. |
| LIST OF HANDOUTS | 1. November 4, 2020 Agenda
2. October 7, 2020 Minutes
3. Background: Membership Renewal
4. Background: Reallocation Recommendations
5. Reallocation Recommendations
6. Coordination of Services and Funding Table
7. Background: 2020-2021 Service Priorities
8. Assessment of the Administrative Mechanism Powerpoint
9. November Calendar
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**ATTENDANCE LIST: NOVEMBER 4, 2020**

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| **Care Council Members** | **Attendance** |
| Nolan Finn (Chair) | X |
| Joel Carrier | X |
| Lisa Conder  | X |
| Paula Delgado  | ALT |
| J Carl Devine |  |
| Tonicia Freeman-Foster | X |
| Kayon Henderson | X |
| Vincent Kaborycha |  |
| Kamaria Laffrey  | X |
| Jeffrey Lluberes | X |
| Michelle McKinney |  |
| Amanda Miller | X |
| Kimberly Molnar | ALT |
| (Myles) Edward Myles | X |
| Peggy Wallace | X |
| Charles Ware |  |
|  |  |
| **Associate Members** | **Attendance** |
| Nicole Kish |  |
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| **Recipient Staff** | **Attendance** |
| Aubrey Arnold | X |
| Dorinda Seth |  |
| Maria Teresa Jaureguizar |  |
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| **Lead Agency Staff** | **Attendance** |
| Darius Lightsey | X |
| Yashika Everhart | X |
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| **Health Council Staff** | **Attendance** |
| Lisa Nugent | X |
| Katie Scussel | X |
| Naomi Ardjomand-Kermani | X |
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| **Regular Guests** | **Attendance** |
| Jim Roth |  |
| Dave Konnerth |  |
| Elizabeth Rugg |  |
| Emily Hughart | X |
| David Cavalleri  | X |
| Kirsty Gutierrez |  |
| Allison Rapp |  |
| Lillie Bruton | X |
| Crystal Waddy |  |
| Angela Kellogg |  |
| Michelle Keyes | X |
| Sam Quintero | X |
| Donna Sabatino | X |
| Antonio Miles | X |
|  |  |
| **Guests** | **Attendance** |
| Michael Alonso |  |
| Jasmine Alvarado |  |
| Katherine Barbera |  |
| Conrad Barzarea |  |
| Shakayla Birch |  |
| Dawn Branley |  |
| Taryn Buckley |  |
| Jose Camino |  |
| Joshua Cardwell |  |
| Michael Carlton |  |
| Mike Catala |  |
| Gregory Clark | X |
| Everis Clarke |  |
| Donna Corpuz |  |
| Anne Cronyn | X |
| Diamond Cunningham  |  |
| Scott Dartange |  |
| Michael Dunn |  |
| Darlene Duran |  |
| Adrianne Emanuel  |  |
| Lolita Emanuel-Brown |  |
| Brittany Frederick |  |
| Karlie Gallagher |  |
| Geneva Galloway |  |
| Beth Gotti |  |
| Tashann Grant |  |
| Michael Gutierrez-Torres |  |
| Khalil Hall |  |
| Indica Harris |  |
| Lovell Harp |  |
| Shayla Hobbs |  |
| Demarcus Holden |  |
| Michael Holder |  |
| Sherri Hoover |  |
| Karen Hoyle |  |
| Marylin Jones |  |
| Vicki Kenyon |  |
| Janet Kitchen |  |
| Topher Larkin | X |
| Grace Levy-Clarke |  |
| Andrew Maldonado |  |
| Olinda Manjenje |  |
| Andrew McFarbme |  |
| Sean McIntosh |  |
| Mark Mischan |  |
| Carmen Millie Montanez |  |
| Jamie Morano |  |
| Denise Mote | X |
| Michael Neuges |  |
| Sheyla Nobles |  |
| James Ogedegbe |  |
| Vicky Oliver |  |
| Sebastian Osorio |  |
| Steve Palermo |  |
| Guttenberg Pierre |  |
| Juliana Pinero |  |
| Dee Prendergast |  |
| Hope Sharon Proell |  |
| Ashley Quidaciolu |  |
| Dedra Richardson |  |
| Shaquira Robinson | X |
| Allison Ruby |  |
| Sheila Ruck |  |
| Christine Santos |  |
| Michelle Scavnicky | X |
| Dartange Scott |  |
| Garrett Sears |  |
| Ashley Smith |  |
| Ashley Snug |  |
| Diego Villalba |  |
| Bernard Washington |  |
| Ronald Weston |  |

*ALT= Alternate present EX = Excused*

I, Chair Nolan Finn, do certify that these minutes have been approved by me and the members of the Care Council on this day, January 6, 2020

Nolan Finn, Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_