

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

**WEDNESDAY, SEPTEMBER 1, 2021**

**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 1:32 p.m.  |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  |
| CHANGES TO AGENDA | Chair, Nolan Finn, made a motion to include votes from all virtual Care Council member attendees, based on the following recent ruling from the County: *“However, if a quorum of a local board is physically present, “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness[;] . . . [w]hether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board.” AGO 03-41. For example, if a quorum of a local board is physically present at the public meeting site, a board may allow a member with health problems to participate and vote in board meetings through the use of such devices as a speaker telephone that allow the absent member to participate in discussions, to be heard by other board members and the public and to hear discussions taking place during the meeting. AGO 94-55. And see AGOs 92-44 (participation and voting by ill county commissioner), and 02-82 (physically-disabled city advisory committee members participating and voting by electronic means).”*- Sunshine Law ManualThis motion was approved by acclamation **(S: Devine) (13 yes, 0 no, 0 abstain)** and subsequently added to the proposed Rules of Engagement. |
| MOMENT OF SILENCE | Vice-Chair, E. Myles, requested a moment of silence to remember those we’ve lost and those who continue to fight the fight to end HIV. |
| ADOPTION OF MINUTES | The minutes for **August 4, 2021** (Attachment)were approved by acclamation **(M: Condor; S: Devine) (13 yes, 0 no, 0 abstain)** |
| CHAIR/VICE CHAIR’S REPORT | None. |
| RECIPIENT’S REPORT  | Recipient, Aubrey Arnold, reported that the upcoming funding year’s (FY) application process is running smoothly, although the area continues to wait for the State office to send epidemiology, care continuum, and unmet need data. The ceiling amount of $10.8 million has been requested, which includes $700,000 dedicated specifically to the Minority AIDS Initiative (MAI). This MAI funding request is a slight increase from the previous FY ($650,000). Arnold went on to call for volunteers to review the grant application narrative, upon draft’s completion.Health Resources and Services Administration (HRSA) has announced that the next National Ryan White conference will be held August 22 – 26, 2022, remarking that this will be the first in-person gathering since 2018.New Ending the HIV Epidemic (EHE) contracts are in the process of being executed, to include supportive housing, mental health, and substance misuse services. At this time, only Pinellas County is funded to provide housing, thus these additional funds will allow more spending flexibility. The area has received $1.6 million for year 2 of the EHE grant (up $600,000 from year 1), with the addition of carryover monies, for a total of $2.3 million. HRSA will be holding a community engagement session of the Southeast division, on September 14, to provide another opportunity to learn more information about EHE and how to get involved.Arnold continued that Part A would like to expand funding for housing as both Local Pharmacy Assistance Program (LPAP) and Emergency Financial Assistance (EFA) budgeted monies have been underspent. This change in spending is due to the successful expansion of the AIDS Drug Assistance Program (ADAP) and ADAP Premium+ (health insurance) Program. The expansion of eligibility for both programs, along with the expansion of the ADAP formulary, have made it so LPAP and EFA are mostly untapped for funding. Part A plans to bring recommendations for reallocating these funds to Oral Health, Housing, Mental Health, and Substance Misuse Services.Part A and Part B plan to hold two virtual case management trainings, for the 8-county area, in early October 2021.Arnold concluded his report by acknowledging those who are suffering because of Hurricane Ida, including two Part A programs who have been negatively impacted as well. |
| LEAD AGENCY REPORT | Everhart noted that the Part B expenditure report will be reviewed later on the agenda and went on to note that Part B is collecting technical assistance (TA) best practices for the upcoming Case Management training, as they approach open enrollment season. |
| CARE COUNCIL PLANNING SUPPORT (PCS) STAFF REPORT | PCS staff, Naomi Ardjomand-Kermani, informed members that an acronym glossary was included in the meeting packet to make this information more easily accessible by members. They concluded their report by thanking members who have been confirming their attendance at upcoming meetings, by way of electronic RSVPs, to ensure in-person quorum is achieved. |
| HOUSING OPPORTUNITIES FOR PEOPLE WITH HIV/AIDS (HOPWA) REPORT  | HOPWA representative, Anne Cronyn, reported that they are amid monitoring to close out the funding year. |
| COMMITTEE REPORTS | 1. **Standards, Issues, and Operations Committee (SIOC) – E. Myles, Chair and Nolan Finn, Care Council Chair**

After much discussion, the following Rules of Engagement have been proposed to replace the bylaws, as read by Care Council Chair, Nolan Finn:1. **Suspension of Bylaws: Rules of Engagement** (Attached)

**Background**In early 2021, the Ryan White Care Council (RWCC) Chair proposed to collapse some or all Care Council’s committees. The Chair called for SIOC to meet to discuss the suggestion further. Chairs and Co-Chairs of each RWCC committee participated in a Standards, Issues, and Operations Committee (SIOC) meeting, in May, July, and August 2021, to discuss and plan for this or any other potential change(s). Prior to the adjournment of this meeting, SIOC members agreed that further research and planning was required before any procedural changes were made.Planning Council Support (PCS) staff were asked to draft *Rules of Engagement (ROE)*, based on research and technical assistance (TA) from planning bodies nationwide to ensure a strong and productive body. PCS staff focused on forming operating procedures that will encourage engagement and cover key topic areas such as Membership, Voting, Quorum, Vision/Values, and RWCC Requirements (including, but not limited to: Sunshine Law, Conflict of Interest, and HRSA dictates). The goal was to define some basic guiding principles that are not as cumbersome as the current by-laws but cover all operational procedures and both member and community engagement. The following is a suggested draft of the *ROE*, based on the research conducted by PCS staff, along with input and guidance from the Recipient, Lead Agency, RWCC Chair and Vice-Chair:Suspend the current bylaws for a trial period of one year beginning [\_\_\_\_\_\_\_\_]* 1. In doing so, the RWCC will collapse all committees (apart from the Women, Infants, Children, Youth, and Families Committee) and integrate all Health Resources and Services Administration (HRSA) required deliverables into the workplan of the general Care Council e.g., Priority Setting and Resource Allocation, etc.

Membership:1. All current committee Chairs, Co-Chairs, and committee members will be given the option to join the RWCC as a voting member, upon the suspension of bylaws.
	* 1. Those who do not choose to join, within 30 days after the suspension of bylaws, will be required to undergo the membership application process (application, interview, voted-in)
2. All members will be required to complete and sign the following documents:
	* 1. Demographics
		2. Code of Conduct
		3. Conflict of Interest
3. Chair and Vice-Chair will share governing responsibilities and may designate RWCC voting members as facilitators of agenda items if they so choose e.g., Minimum Standards of Care, Reallocation Recommendations, etc.
4. At the next Care Council meeting, with in-person quorum, of the vote to suspend the bylaws, the Chair and Vice-Chair will be elected by the membership to serve a one-year term.
5. Recommendations to remove voting members is at the eligible voting members’ discretion.
6. All unaligned RWCC members who live with HIV will be eligible for mileage reimbursement.

Voting:* 1. Quorum will be defined as ~~a fixed number of (8) of eligible voting members present in-person.~~ Quorum will be defined as 33% +1 of eligible RWCC voting members

All voting members present in-person (or voting member-assigned alternates) are eligible to vote. * 1. All voting members present in-person are eligible to vote.
		1. Per the Bylaws and Operating Procedures:

*“No two members of one agency may sit on the Care Council, unless the Council and/or staff has determined that the inclusion of an individual who represents the same agency as an existing member is integral to the Care Council planning and decision-making process. If it is determined that two individuals from one agency will sit on the Care Council, one must be a PLWH. Members may decide to table action items at their collective will.”* – IV.D.4. (Page 10 of the current bylaws)* + 1. *“However, if a quorum of a local board is physically present, “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness[;] . . . [w]hether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board.” AGO 03-41. For example, if a quorum of a local board is physically present at the public meeting site, a board may allow a member with health problems to participate and vote in board meetings through the use of such devices as a speaker telephone that allow the absent member to participate in discussions, to be heard by other board members and the public and to hear discussions taking place during the meeting. AGO 94-55. And see AGOs 92-44 (participation and voting by ill county commissioner), and 02-82 (physically-disabled city advisory committee members participating and voting by electronic means).”*

- Sunshine Law ManualValues:* 1. The mission of the West Central Florida Ryan White Care Council (RWCC) is to manage a high quality, cost-effective, easily accessible, culturally responsive, and comprehensive continuum of care that improves the lives of all individuals living with and impacted by HIV.
	2. The vision of the RWCC is a community where all persons living with and vulnerable to HIV have access to the resources and support necessary to lead healthy lives.

Finn explained that the fixed number of 8 members, for quorum, was influenced by a SIOC guest’s assertion that the Orlando Planning Body was successfully achieving in-person quorum by operating in this manner. Planning Council Support (PCS) staff, met with PCS staff for the Orlando Planning Body to learn more and were told that they do **not** operate in this manner. Due to fluctuating membership numbers, they advised against doing so as this fixed number may negatively affect the Care Council’s ability to achieve in-person quorum. The Orlando Planning Body instead reduced the definition of in-person quorum from 50% + 1 to 30% + 1 and have been successful in transacting business since this change was made. Due to this additional information, Finn requested that the Care Council consider changing the definition of in-person quorum from 50% + 1 to 33% + 1, to account for fluctuations in membership. Visuals for these options were presented by PCS staff and, after much discussion and clarification, members voted, by way of a roll-call vote, to enact this change in the definition of in-person quorum **(S:Devine) (14 yes, 0 no, 0 abstain)**.This change, along with the additional allowance for virtual members’ vote to be counted (if an in-person quorum has been achieved) are reflected above and the Rules of Engagement were officially adopted by way of a roll-call vote **(S:Devine) (13 yes, 1 no, 0 abstain)**. In doing so, all committee business will henceforth be absorbed and conducted by the Care Council, effective immediately.PCS staff reminded those eligible to opt-in for Care Council membership, must do so prior to the October 6, 2021, Care Council meeting as they will then be eligible to be nominated for Chair and/or Vice-Chair in the elections that will be held at the October 6, 2021, meeting. 1. **Community Advisory Committee (CAC) – Vincent Kaborycha, Chair**

CAC did not meet in August 2021. **C. Health Services Advisory Committee (HSAC) – Elizabeth Rugg, Chair**Met on August 19, 2021, and members reviewed quality management data for mental health and substance misuse service utilization for the consideration of expanding provider availability. Unfortunately, Part A will not allow for the contracting of for-profit agencies.Rugg then asked to revisit the Rules of Engagement for clarification of language used to define in-person quorum as it initially read as though quorum would be based on 33% + 1 of solely voting members present in the room, rather than 33% + 1 of the total voting members present in-person. This language was adjusted for clarification.Care Council member, Lisa Condor, requested that meeting materials be sent out sooner than one week ahead of meetings and PCS staff, Ardjomand-Kermani, apologetically replied that this would not be possible due to workload timelines of Part A, Part B, and PCS staff. Care Council member, Vincent Kaborycha, raised concerns that materials are not provided prior to the meeting for review and Ardjomand-Kermani responded by noting that the packet of materials are always sent out 7 days prior to the meeting, for review and the opportunity to submit questions to PCS staff. They went on to strongly encourage members to check their e-mail and review this packet prior to meetings, as is expected of all voting members of the Care Council.**D. Membership, Nominations, Recruitment & Training Committee – Jeffrey Lluberes, Co-Chair**Members met virtually in August and reported that there are currently 17 members of the Care Council, with one new membership application in queue. Lluberes noted that this application will be reviewed and voted on at the October 6, 2021, Care Council meeting now that the Membership Committee has been dissolved. He went on to report that the Care Council 59% of all Care Council members are People with HIV. The Care Council needs members who are 20-29 years old, 60+, and representatives for Manatee and Hernando Counties. **E. Planning & Evaluation Committee (P&E) – Naomi Ardjomand-Kermani, Planning Council Support Staff**P&E met virtually on August 12, 2021, with no business conducted. With the enactment of the ROE, the Needs Assessment will be presented at the next Care Council meeting for adoption.**F. Resource Prioritization & Allocation Recommendations (RPARC) – Nolan Finn, Member**1. Part B Expenditure Report (Attachment)

Part B representative, Yashika Everhart, reviewed the Part B Expenditure report, guiding attendees through each service category’s budget expenditures. Everhart noted that spending levels are improving among providers as more clients receive COVID-19 vaccinations. Finn called for questions and member, Peggy Wallace, asked if there are any consequences for Part B not being 100% spent and Everhart responded that they are not held to the same expectation as Part A (Part A is required to spend at least 95% of their total award).Care Council member, J. Carl Devine, asked if any packet-related questions can be sent to staff ahead of time, per concerns raised by members, and PCS staff confirmed that this has always been the case and encouraged members to take advantage of doing so for time-keeping purposes.**F. Women, Infants, Children, Youth, & Families (WICY&F) – Lisa Conder, Member**PCS staff reminded members that WICY&F will continue to meet as a workgroup, rather than as a committee that conducts business. Conder encouraged members to attend these virtual meetings going forward. |
| QUALITY MANAGEMENT (QM) | QM consultant, David Cavalleri, shared that he is revising the QM plan in terms of the Assessment of the Administrative Mechanism (AAM) and will have a draft to present to Care Council next month. |
| ANNOUNCEMENTS | Finn reiterated that all current voting members of committees are eligible to opt-in for Care Council membership up until October 6, 2021.Member, Kamaria Laffrey, announced that the Sero Project is hiring a communications director and a sexual justice coordinator, more information will be provided to staff and distributed to members. They are also hiring a temporary position for an HIV justice coordinator. Laffrey went on to call for resources for birthing people who are living with HIV, who would like to breastfeed, without penalized by the judicial system’s HIV criminalization laws. |
| ADJOURNMENT | There being no further business to come before the Care Council, the meeting was adjourned at approximately 3:07 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 AND ATTACHMENTS | 1. September 1, 2021, Agenda
2. Mock Agenda #1
3. Mock Agenda #2
4. September 2021 Calendar
5. **August 4, 2021, Minutes**
6. **Background (SIOC): Rules of Engagement**
7. HIV/AIDS Terms Glossary
8. Part B Expenditure Report
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| WEBSITE ARTICLES CITED |  |

**ATTENDANCE LIST: SEPTEMBER 1, 2021**

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| **Care Council Members** | **Attendance** |
| Nolan Finn *(Chair)* | *In-Person* |
| (Myles) Edward Myles *(Vice-Chair)* | *In-Person* |
| Joel Carrier |  |
| Lisa Conder  | *In-Person* |
| Paula Delgado  | Virtual |
| J Carl Devine | *In-Person* |
| Kayon Henderson | Virtual Alternate |
| Vincent Kaborycha | Virtual |
| Nicole Kish | *In-Person* |
| Kamaria Laffrey  | *In-Person* |
| Jeffrey Lluberes | Virtual |
| Michelle McKinney |  |
| Antonio Miles | *In-Person* |
| Amanda Miller | *In-Person* |
| Teriko Perkins | *In-Person* |
| Peggy Wallace | *In-Person* |
| Charles Ware |  |
|  |  |
| **Associate Members** | **Attendance** |
|  |  |
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| **Recipient Staff** | **Attendance** |
| Aubrey Arnold | *In-Person* |
| Dorinda Seth |  |
| Maria Teresa Jaureguizar | Virtual |
|  |  |
| **Lead Agency Staff** | **Attendance** |
| Darius Lightsey | *In-Person* |
| Yashika Everhart | Virtual |
|  |  |
| **Health Council Staff** | **Attendance** |
| Lisa Nugent |  |
| Katie Scussel | Virtual |
| Naomi Ardjomand-Kermani | *In-Person* |
|  |  |
| **Regular Guests** | **Attendance** |
| Jim Roth |  |
| Dave Konnerth |  |
| Elizabeth Rugg | Virtual |
| Emily Hughart |  |
| David Cavalleri  | Virtual |
| Tonicia Freeman-Foster |  |
| Kirsty Gutierrez | Virtual |
| Allison Rapp |  |
| Lillie Bruton |  |
| Crystal Waddy |  |
| Angela Kellogg | Virtual |
| Michelle Keyes |  |
| Sam Quintero | *In-Person* |
| Donna Sabatino |  |
| Antonio Miles |  |
| Kim Molnar | Virtual |
| Sheryl Hoolsema |  |
|  |  |
| **Guests** | **Attendance** |
| Michael Alonso |  |
| Jasmine Alvarado |  |
| Katherine Barbera |  |
| Conrad Barzarea |  |
| Catherine Benson |  |
| Frances Benton |  |
| Shakayla Birch |  |
| Dawn Branley |  |
| Zack Brown | *In-Person* |
| Taryn Buckley |  |
| Jose Camino |  |
| Joshua Cardwell |  |
| Michael Carlton |  |
| Mike Catala |  |
| Gregory Clark |  |
| Everis Clarke |  |
| Donna Corpuz |  |
| Anne Cronyn | Virtual |
| Diamond Cunningham  |  |
| Scott Dartange |  |
| Luis Delgado |  |
| Michael Dunn |  |
| Darlene Duran |  |
| Lolita Emanuel-Brown |  |
| Brittany Frederick |  |
| Karlie Gallagher |  |
| Geneva Galloway |  |
| Beth Gotti |  |
| Tashann Grant |  |
| Pierre Guttenberg |  |
| Khalil Hall |  |
| Indica Harris |  |
| Tequila Harris |  |
| Chris Holland |  |
| Lovell Harp |  |
| Shayla Hobbs |  |
| Michael Holder |  |
| Sherri Hoover |  |
| Nicole Houston | Virtual |
| Karen Hoyle |  |
| Marylin Jones |  |
| Vicki Kenyon |  |
| Janet Kitchen |  |
| Josh Kratz |  |
| Topher Larkin | Virtual |
| Grace Levy-Clarke |  |
| Andrew Maldonado |  |
| Olinda Manjenje |  |
| Bernice McCoy |  |
| Kenisha McCoy |  |
| Andrew McFarbme |  |
| Sean McIntosh |  |
| Marylin Merida | Virtual |
| Mark Mischan |  |
| Carmen Millie Montanez |  |
| Lauren Miller |  |
| Jamie Morano |  |
| Denise Mote | Virtual |
| Michael Neuges | Virtual |
| Sheyla Nobles |  |
| James Ogedegbe |  |
| Vicky Oliver |  |
| Sebastian Osorio |  |
| Steve Palermo |  |
| Terrell Parker |  |
| Teriko Perkins |  |
| Guttenberg Pierre |  |
| Juliana Pinero |  |
| Dee Prendergast |  |
| Hope Sharon Proell |  |
| Ashley Quidaciolu |  |
| Dedra Richardson |  |
| Shaquira Robinson |  |
| Allison Ruby |  |
| Sheila Ruck |  |
| Christine Santos |  |
| Michelle Scavnicky |  |
| Dartange Scott |  |
| Garrett Sears |  |
| Ashley Smith |  |
| Ashley Snug |  |
| Diego Villalba |  |
| Chris Walker |  |
| Miyisha Wall |  |
| 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, October 6, 2021.

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