

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**METRO INCLUSIVE HEALTH – ST. PETE**

**WEDNESDAY, NOVEMBER 2, 2022**

**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 E.S. Myles, Chair, at 1:33 p.m. |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  As an icebreaker, Myles asked everyone to share what they would like to see more of in the world of HIV. Members shared ideas such as more education, more awareness of HIV and sexual health in young people, and more equity. |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| MOMENT OF SILENCE | Myles led everyone through a moment of silence honoring those living with HIV and those we’ve lost. |
| ADOPTION OF MINUTES | **The minutes from October 5, 2022 were approved (M: Molnar, S: Finn) (18 yes, 0 no, 0 abstain).** |
| CHAIR/VICE CHAIR’S REPORT | Chair, E.S. Myles, reported that the ad hoc committee on the Rules of Engagement met again in October and discussed bringing back committees. The group has discussed possibly combining committees or having them meet less frequently. Once committees start meeting again, each committee can decide how they would like to move forward. The Care Council will be updating the bylaws at the December meeting.  Myles went on to give an update on the Hillsborough County Planning Committee that he has been working to establish. The committee met for the second time and is working towards holding their first event in February in the Tampa Heights area. More details will be announced soon. Myles said that anyone who wants to attend meetings or just join the email list to get more information can get in touch with him. |
| RECIPIENT’S REPORT | Part A Recipient staff, Dorinda Seth, began her report noting that Part A currently has a Request for Applications (RFA) out. They are procuring for housing and substance abuse services in Pasco and Hernando Counties and Health Education/Risk Reduction (HERR) in Hillsborough, Pinellas, Pasco, and Hernando. The RFA is due around the middle of November. Dorinda also reported that Part A held a training on filling out the new Notice of Eligibility (NOE) form. As of November 1st, whenever a client’s NOE expires, they will fill out the new NOE form that will be good for one year. In the second year, they will fill out a self-attestation form to confirm if their income, county of residence, etc. are the same.  **1. Part A 2022-2023 Reallocation Recommendations and Carryover**  Dorinda presented the reallocation recommendations, which included $183,048 in carryover. Funding was recommended to be decreased from outpatient/ambulatory health services (OAHS) in Hernando, medical case management in Hillsborough, health insurance premium and cost sharing, and oral health across all Part A counties. Funding was recommended to be reallocated to OAHS in Hillsborough and Pinellas, medical case management in Pinellas, mental health across all counties, and substance abuse outpatient care in Hillsborough and Pinellas. Dorinda explained part of the decrease in utilization in OAHS may be due to people being enrolled in Affordable Care Act health plans without realizing it. There are rumors that clients are being offered gift cards by insurance companies in exchange for their information. They may also be under the impression they are signing up for free health insurance, only to find they are responsible for paying very large co-pays and deductibles. Dorinda went on to explain that passing these recommendations is important to ensure that the area fully spends down the grant award. Last year, the Tampa-St. Petersburg EMA spent down around 98% of Part A funding and was the only EMA in Florida to spend down over 95%.  Dorinda then discussed that the Recipient is seeking approval from the Care Council to allow the Hillsborough County oral health provider to spend $22,500 to buy a panorex machine. Dorinda explained that this process of seeking approval from the Care Council to purchase equipment is not something the program has really done before, but that they were informed by the Health Resources and Services Administration (HRSA) that they would need to get Care Council approval. Dorinda went on to explain that this oral health provider is one of the subrecipients that is having their funding decreased. Rather than give the full unexpended amount back, the provider would like to keep some to buy this machine. This facility sees HIV clients exclusively, so the machine would only be used by clients in the program.  Nolan Finn asked whether this provider was third party, subcontracted provider. Dorinda answered that the provider is not subcontracted, they are a directly contracted provider. Nolan then asked what guarantee we have that this machine will stay within the Ryan White program, if something changes within this company. Dorinda explained that the machine will have a Hillsborough County tag and barcode that will be scanned once per year. Nolan asked who pays for maintenance and repairs and Dorinda answered that these costs come out of the provider’s normal allocations. Dorinda also explained that Hillsborough County will be paying for the machine in full, so it will not be split with another funding source. The $22,500 amount is based on a few quotes given by the provider, so the amount may be slightly more. If the amount is more than $22,500, the remaining amount will come from the provider’s existing allocation.  Staff, Katie Scussel, read a question from the chat: What facility would be using this x-ray machine? Is the facility capable of appropriate shielding for use of x-ray machines? Is there access to other agencies who provide healthcare within the area to utilize this service, if it is funded by RW funding? Dorinda answered that this provider has been the only dental provider in this county for as long as she has been involved with the program (30 years). There is really only one dental provider in each county. Nolan commented that he knows these types of machines only take very specific kind of x-rays, so there are appropriate protections. Dorinda then said the provider already has an x-ray machine in their facility but it is no longer working, so they need to replace it.  Nolan suggested changing the wording to reflect that the Recipient will not give more than $22,500 towards the cost of the machine. Members discussed different wording options and decided on the following:  “The Recipient will provide a one-time funding reallocation in the amount of $22,500 towards the purchase of a panorex machine.”  **Background**  The Care Council is responsible for approving the allocation of Part A Funding. The following funding recommendations were made by the Part A Recipient, based on unmet need. A total of $434,000 is recommended to be reallocated to direct services, including $183,048 of carryover funding from the previous fiscal year.  The Recipient is also seeking approval from the Care Council to allow the Hillsborough County Oral Health provider to purchase equipment for their practice. The equipment is a Panorex machine and the cost is approximately $22,500. The funds will be derived from underutilized funds in their oral health allocation, which will not otherwise be spent on patient care this year.  **Action Required**  **THAT THE WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL ADOPT THE PART A FY 2022-2023 REALLOCATIONS RECOMMENDATIONS AND CARRY OVER AS FOLLOWS:** (See Attachment).  **Members voted to approve the 2023-2024 Part A Reallocations and MAI Allocations, with a one-time funding reallocation in the amount of $22,500 towards the purchase of a panorex machine (M: Finn, S: Devine) (18 yes; 0 no; 0 abstain).** |
| LEAD AGENCY REPORT | Lead Agency staff, Darius Lightsey, reported that Part B intended to provide an expenditure report that day but was unable to do so due to a staff member having a personal emergency. Darius thanked everyone who participated in the Pinellas Ending the HIV Epidemic (EHE) meeting the previous week and said it was one of the best meetings EHE has had. The next EHE meeting will be in January. |
| **HOUSING OPPORTUNITIES FOR PEOPLE WITH HIV/AIDS (HOPWA) REPORT** | Anne Cronyn with the City of Tampa began her report saying that she and her alternate, Indira Palamino, had attended the United States Conference on HIV/AIDS (USCHA) and brought back materials to share at the meeting. Anne stated that HOPWA is in year three of its three-year agreements with providers, so they are in the process of closing out this grant year and planning for the new agreements. There will be an upcoming RFA in March, which will be a universal RFA for a lot of the federal programs that the city manages. Anne said she would share more information as the date gets closer. The housing market has changed considerably within the last three years, so the program is looking at ways that money may be better used. One of the things they are considering is including permanent housing placement, which would allow HOPWA providers to provide security deposits. Indira has polled HOPWA providers that may be interested in offering this service and there will be a time set up with the HUD/HOPWA technical assistance provider to provide technical assistance on how they would run a program like this.  Anne went on to say that the City of Tampa is still doing their rental assistance program (RMAP). (This is a City of Tampa program, not a HOPWA program.) It is open to anyone within the city limits of Tampa and covers security deposits, move-in costs, and rental subsidy. Information about that program is available online and people can get in touch with Anne if they would like more information. Anne then told Myles that she would like to have City of Tampa staff attend the Hillsborough planning committee event he mentioned that was being planned for February. |
| CARE COUNCIL PLANNING SUPPORT (PCS) STAFF REPORT | Planning Council Support (PCS) Staff, Katie Scussel, began her report saying that the 2022 HIV Care Needs Survey is now live and everyone should have received links to the survey via email the previous week. This is a statewide survey conducted every three years coordinated by the HIV/AIDS section through the Florida Comprehensive Planning Network (FCPN). We need as much help as possible pushing this survey out to clients, as the survey is only conducted once every three years and is one of the main ways we get community feedback on what the needs are, especially from people that aren’t necessarily coming to meetings like the Care Council. The survey is available electronically and Suncoast Health Council will be distributing some paper copies.  Katie went on to mention that there would be a new member orientation offered virtually the following Monday (November 7th). The orientation is for new members but all members are welcome to attend. Katie then noted that the Care Council will be meeting in-person again in December and then will meet virtually in January and will have an abbreviated meeting followed by a training.  1. 2021-2022 Needs Assessment Report  Katie presented a PowerPoint on the Needs Assessment Report. Katie explained that when people hear needs assessment, they usually think survey, but the needs assessment survey is just once piece of that. The full needs assessment process is a summary of all the pieces of information the Care Council looks at to set priorities for funding, including epidemiological data, service gaps, an analysis of available funding streams, and other items. Katie gave an overview of each section of the report.  Dorinda Seth noted that in the list of service gaps, oral health was cited as the number one service that clients needed but could not get or were not aware it was available. Dorinda asked whether there was a breakdown by county of where people were reporting not being able to access oral health. Katie said that she is not sure if that information is broken down by county but that she would look into it. Katie then explained that these service gaps were derived from the last HIV Care Needs Survey, which was conducted in 2019, and that it had been confusing that the greatest need was reported in oral health, yet utilization of this service has been low. Lisa Nugent answered in the chat that the majority of the responses to this survey came from Pinellas and Hillsborough.  Anne Cronyn noted that on page 19 there was an asterisk next to Emergency Financial Assistance (EFA) without explanation. Katie said she would make sure to edit that for the final version but that she believed that in other listings of the service priorities that asterisk notes that EFA is used exclusively to cover the costs of medications.  Nolan Finn asked who the audience of the document is and whether it goes to HRSA. Katie explained that HRSA requires the Care Council to conduct a needs assessment annually, but they do not need to see the report. The audience for this document is the Care Council. Nolan then requested that all mentions of the term Planning Council be changed to Care Council.  Katie said she would make these edits and bring the final report to the December meeting. |
| WOMEN, INFANTS, CHILDREN, YOUTH & FAMILIES (WICY&F) WORKGROUP REPORT | PCS staff, Katie Scussel, reported that WICY&F met on October 27, 2022. She noted that attendance at the meeting has started to drop over the last few months. The group was planning an event for Thanksgiving, as was previously held each year before the pandemic, but members wanted to hold the event outside and were unable to secure an outdoor venue in time, so the event has been postponed.  WICY&F does not meet in November or December due to the holidays, so the next workgroup meeting will be held at 10:00 AM on Thursday, January 26, 2023 on GoTo Meeting. |
| PREVENTION ACTIVITIES/QUALITY MANAGEMENT | Quality Management Consultant, David Cavalleri, explained that the Assessment of the Administrative Mechanism had been presented in draft form at the meeting in October and the Care Council now had the final report to approve. Electronic copies were sent out in advance of the meeting and printed copies were available for those present in-person. David asked whether there were any questions or feedback.  **The Care Council voted to approve 2021-2022 Assessment of the Administrative Mechanism (M: Finn, S: Washington) (18 yes; 0 no; 0 abstain).**  David then mentioned that quality management is looking at annual syphilis screenings and HIV risk screenings as a continuous quality improvement project. The goal is to get to 90% for clients who are eligible. At the end of September, the EMA was at 77% for both measures but, within the past month, these screenings jumped to 82%, so we are getting closer to the goal. These measures are recommended from the federal government as performance measures. |
| COMMUNITY INPUT | None. |
| PUBLIC POLICY REPORT | None |
| **ANNOUNCEMENTS** | Kim Molnar mentioned that last month, the Care Council selected a prevention alternate for FCPN. FCPN is also looking to fill some statewide at-large seats, including substance misuse and youth. Representatives may either be part of these groups or work with them. If anyone is interested, please get in touch with Kim.  Nolan then mentioned that Jim Roth, who has been involved with the Care Council for many years, had recently stepped down from his position as HIV/AIDS Program Coordinator (HAPC) with the Florida Department of Health in Hillsborough County and has accepted a new role with Hillsborough County government. Nolan sends his thanks to Jim for many years supporting the Care Council. Nolan then mentioned that Jim also served as the FCPN Co-Chair, so there is need for a new HAPC representative.  Antonio Miles announced that that coming Friday, November 4th, EVOLE Tampa Bay is hosting its second annual Connect and Collect, which is a Black and Brown LGBTQ talent showcase at The Grove in Ybor. There will be HIV and Hep-C testing throughout the night. The flyer will be in the next InfoShare.  Nolan mentioned that the night before he saw an ad for injectable PrEP for the first time.  Lisa Nugent asked where Jim Roth was going. Dorinda answered he would be working in her department, the Health Care Services Department, but would not be working in Ryan White. |
| ADJOURNMENT | There being no further business to come before the Care Council, the meeting was adjourned at approximately 2:38 p.m. |
| Note: A recording of the meeting is available by request | For further details about this Care Council meeting, please visit thecarecouncil.org to access meeting minutes and handouts. |
| LIST OF HANDOUTS AND ATTACHMENTS | 1. November 2, 2022 Agenda 2. October 5, 2022 Minutes 3. Background: Part A FY 2022-2023 Reallocations Recommendations and Carryover 4. Part A FY 2022-2023 Reallocation Recommendations and Carryover Handout 5. Draft 2021-2022 Needs Assessment Report 6. 2021-2022 Part A Assessment of the Administrative Mechanism 7. November 2022 Calendar |
| WEBSITES CITED | 1. City of Tampa Rental and Move-in Assistance Program - Tampa.gov/RMAP |

**Attendance**

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| **Care Council Members** | **Attendance** |
| (Myles) Edward Myles *(Chair)* | In-person |
| Rachel Brown *(Vice-Chair)* |  |
| Steven Becker |  |
| Lillie Bruton | In-person |
| Joel Carrier | *Virtual* |
| Anne Cronyn | In-person |
| J Carl Devine | *Virtual* |
| Nolan Finn | In-person |
| Sheryl Hoolsema | In-person |
| Nataliya Johnson | ALT |
| Riley Johnson | *Virtual* |
| Vincent Kaborycha |  |
| Angela Kellogg | ALT |
| Nicole Kish | *Virtual* |
| Kamaria Laffrey | *Virtual* |
| Jeffrey Lluberes | In-person |
| Bernice McCoy | In-person |
| Michelle McKinney |  |
| Marylin Merida | Excused |
| Antonio Miles | In-person |
| Amanda MIller |  |
| Kim Molnar | In-person |
| Teriko Perkins |  |
| Peggy Wallace | ALT |
| Bernard Washington | In-person |
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| **Associate Members** | **Attendance** |
| Chris Gudis | In-person |
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| **Recipient Staff** | **Attendance** |
| Aubrey Arnold |  |
| Dorinda Seth | In-person |
| Maria Teresa Jaureguizar |  |
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| **Lead Agency Staff** | **Attendance** |
| Darius Lightsey | In-person |
| Yashika Everhart |  |
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| **Health Council Staff** | **Attendance** |
| Lisa Nugent | *Virtual* |
| Katie Scussel | In-person |
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| **Regular Guests** | **Attendance** |
| David Cavalleri | In-person |
| Emily Hughart | *Virtual* |
| Mike Neuges | *Virtual* |
| Elizabeth Rugg | *Virtual* |
| Chris Walker |  |
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| **Guests** | **Attendance** |
| Lisa Conder |  |
| Antoinette Hagley | *Virtual* |
| Nicole Houston |  |
| Mac Jean |  |
| Dave Konnerth |  |
| Kristen Lewis |  |
| Corynne Nguyen |  |
| Indira Palamino | In-person |
| Nathan Remy |  |
| Brian Schenker | In-person |
| Michelle Simmons |  |
| Wanda Vazquez |  |
| Miyisha Wall |  |
| Kevin Williams | *Virtual* |

*ALT= Alternate present*  *EX = Excused*

I, Chair E.S. Myles, do certify that these minutes have been approved by me and the members of the Care Council on this day, December 7, 2022.

E.S. Myles, Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_