

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**METRO INCLUSIVE HEALTH – ST. PETE**

**WEDNESDAY, DECEMBER 7, 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 Rachel Brown, Vice Chair, at 1:31 p.m. |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  As an icebreaker, Rachel asked members to share the best piece of advice they had ever been given. |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| MOMENT OF SILENCE | Rachel led everyone through a moment of silence, honoring those who were unable to be with us today. She asked that everyone make a conscientious decision to be part of this discussion, to make themselves present, engaged, and focused. |
| ADOPTION OF MINUTES | Members reviewed the minutes from the November 2, 2022 meeting. Staff, Katie Scussel, asked members to be sure they reviewed the language agreed upon around the one-time funding reallocation for the purchase of the panorex machine, since there had been a lot of back-and-forth discussion about this topic.  **The minutes from November 2, 2022 were approved (M: Molnar, S: Finn) (15 yes, 0 no, 0 abstain).** |
| CHAIR/VICE CHAIR’S REPORT | There was no Chair or Vice Chair report. |
| RECIPIENT’S REPORT | Part A Recipient staff, Dorinda Seth, began her report mentioning that Part A successfully submitted the 2022-2026 Integrated Plan to HRSA, ahead of the deadline. There was a procurement out that is now closed. Scores were posted last week and the program will be proceeding with those contracts in the new fiscal year starting in March 2023. Dorinda then mentioned that the larger procurement for the full spectrum of services was delayed this year until next year. The decision was made in part so that the procurement would take place after there were results back from the 2022 HIV Care Needs Survey, so that we could have a better understanding of the needs in the community and how they have changed over the last few years. |
| LEAD AGENCY REPORT | There was no Lead Agency Report. |
| **HOUSING OPPORTUNITIES FOR PEOPLE WITH HIV/AIDS (HOPWA) REPORT** | Anne Cronyn with the City of Tampa began her report saying that HOPWA is in year three of its three-year agreements with providers. The City of Tampa has recently amended its agreement with EPIC to include additional tenant-based rental assistance (TBRA) in Hillsborough County. The City is in the process of amending its agreement with Metro Inclusive Health to include TBRA in Hillsborough and Pinellas Counties as well.  The City of Tampa will be releasing their universal Request for Applications (RFA) in March 2023, which will include several federal housing programs that the City of Tampa administers, including HOPWA. The City of Tampa will be looking for some grant reviewers to look at all of the applications that are submitted. If anyone is interested in being a reviewer, they can get in touch with Anne. She said they typically have about three people but would like to have as many people from the community as possible. Anne then said that they usually receive fifteen or more applications for HOPWA. There will be training for the reviewers and reviewers will receive rating forms and all the materials they will need. Reviewers must not have any conflict of interest, meaning no employment or affiliation with any of the applicants.  Marylin Merida, member, asked for more information about the contract amendments with EPIC and Metro. Anne clarified that they have existing contracts with these two providers and have additional funding they will be allocating to them. Marylin also asked how many applications each grant reviewer would be reviewing. Anne answered that each reviewer will read all of them. They typically receive 12-15 in total. J. Carl Devine, member, commented that if anyone is interested in learning how to write grants, being a reviewer is the perfect way to learn. |
| CARE COUNCIL PLANNING SUPPORT (PCS) STAFF REPORT | Planning Council Support (PCS) Staff, Katie Scussel, began her report saying that Abigail Machtel was now on board as the new planner. Members clapped and welcomed Abigail. Katie said that Abigail would now be the lead staff person for the Women, Infants, Children, Youth, and Families (WICY&F) Work Group, as well as 1-2 additional committees once committees begin meeting again in the new year.  Katie went on to mention that the Care Council had a table at Pinellas Planning Partnership’s World AIDS Day event that past Saturday at the Sanderlin Family Center in St. Petersburg. Katie said that the Care Council has not done much in-person outreach during the pandemic, so this was the first in-person event we have tabled in a while. Katie said if any members are interested in tabling events in the future, to help spread the word about the Care Council, they can always get in touch with her and she will provide materials.  Katie then gave an update on the 2022 HIV Care Needs Survey, reporting that there are currently a little over 100 responses recorded from the eight-county service area. Katie had paper copies available at the meeting and encouraged anyone to take some, if they would like them for their agency. The deadline for the survey has now been extended through March 31, 2023.  To close, Katie noted that the next meeting on January 4th would be virtual and that it would be an abbreviated meeting so that Bernice McCoy could present an update on the Hillsborough County IDEA Syringe Exchange Program. |
| WOMEN, INFANTS, CHILDREN, YOUTH & FAMILIES (WICY&F) WORKGROUP REPORT | WICY&F did not meet in November and will not be meeting in December, due to the holidays. The next workgroup meeting will be held at 10:00 AM on Thursday, January 26, 2023 on GoTo Meeting. |
| 2021-2022 NEEDS ASSESSMENT REPORT | PCS Staff, Katie Scussel, explained that the 2021-2022 Needs Assessment report was presented at the last meeting in November. At the time, it was presented as a draft. Katie made a few changes based on feedback from that meeting, updating the term “Planning Council” to “Care Council” and fixing a footnote.  **Background**  The Tampa**-**St. Petersburg Eligible Metropolitan Area (EMA), located on the west central coast of Florida, is comprised of Hernando, Hillsborough, Pasco, and Pinellas Counties. The EMA utilizes Ryan White HIV/AIDS Program (RWHAP) Part A grant funds in support of a comprehensive continuum of high-quality care and treatment for People with HIV in the EMA.  The purpose of this needs assessment is to achieve the goals as defined in the National HIV/AIDS Strategy (NHAS) and to facilitate, support, and execute the mission of the West Central Florida Ryan White Care Council:  *The mission of the West Central Florida Ryan White Care Council 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.*  The 2021-2022 Needs Assessment summarizes all the components included in the needs assessment process in the last year.  **Action Required**  **THAT THE CARE COUNCIL ADOPT THE FY 2021-2022 NEEDS ASSESSMENT.**  **Members voted to adopt the 2021-2022 Needs Assessment report (M: Merida, S: Finn) (15 yes; 0 no; 0 abstain).** |
| BYLAW REVISIONS | **Background**  In September 2021, the Care Council voted to suspend the current bylaws, enacting Rules of Engagement (ROE). The Rules of Engagement collapsed all but one Care Council committee, offered voting membership on the Care Council to former committee members, and eliminated term limits for membership, along with other changes to the Care Council structure. The ROE was to be enacted for a trial period of one year, beginning September 1, 2021. On August 3, 2022, the Care Council voted to extend the ROE until December 31, 2022, to take additional time to plan for the transition back to the old Care Council structure under the previous bylaws.  An ad hoc committee met in September and October 2022 to discuss the transition back to the former committee structure and to update the previous bylaws. The following bylaw revisions resulted from these ad hoc committee discussions (see attachment).  Please note that the additions to the bylaws are underlined and deletions are ~~struck through~~.  **Action Required**  **THAT THE CARE COUNCIL ACCEPTS THE PRESENTED REVISIONS TO THE BYLAWS.**  Member Nolan Finn presented changes to the bylaws, explaining that all suggested changes are underlined and deletions are struck through. Changes included updates to terminology to be more current, updates to procedures around member removals, and clarification on the Chair not voting unless to break a tie. There were also changes to the committee descriptions to include work groups, which are groups that may be created to work on projects or discuss special interests and do not have formal voting membership.  Staff, Katie Scussel, presented a new section to the bylaws that she proposed, after reviewing guidance from Planning CHATT. The new section outlines an emergency protocol to be enacted in a state of emergency, such as a major hurricane. The protocol allows for members who are displaced by an emergency to not count against quorum. It also allows member term expirations and Chair elections to be postponed. If enacted, the protocol would be in effect for three months, with the option to renew it. Members agreed with the protocol. Jeffrey Lluberes suggested adding provisions for when the Care Council would be meeting virtually. Katie explained that unless there is a governor’s order suspending the bylaws, we would still have to meet in-person to vote but that she could add something in explaining that process.  Members discussed bringing back committees and whether to combine the Planning and Evaluation Committee (P&E) with Resource Prioritization and Allocation Recommendations Committee (RPARC). Members noted that oftentimes it is the same people attending both meetings. Elizabeth Rugg asked in the chat, “by consolidating P&E with RPARC, is there any concern that the same committee members prioritizing services needs will be recommending the amount of funding allocated to each service need?” Katie Scussel commented that some Planning Councils combine these two committee functions into one process, Priority Setting and Resource Allocation, so it wouldn’t be out of the ordinary, but that Elizabeth brings up a good point about there being concern that the same people in charge of allocating money would also be setting the priorities. Historically we have kept these functions separate so that it is not just one group of individuals doing both. Kevin Williams said he agreed with Elizabeth and that he gets concerned with conflict of interest, specifically when it comes to allocation of funding. There should be significant oversight when it comes to funding allocation.  Members agreed with the changes to the bylaws but needed more time to come to a resolution about the committees. J. Carl Devine made a motion that the Council approve the changes to the bylaws as-is, but revisit the discussion about the committees at a later date. Marylin Merdia seconded the motion. Members discussed whether to adopt bylaws that day, as it would mean any future bylaw edits, such as the definitions of the committees, would have to sit on the table for thirty days before they could be voted on. Lisa Nugent said that the Council could extend the Rules of Engagement until the bylaws were completely ready to be finalized. Angela Kellogg commented that by doing that, the Council could actually have finalized bylaws faster, as they would not have to sit on the table for thirty days. The motion was amended to extend the Rules of Engagement, until new bylaws were enacted. Angela Kellogg seconded the motion. Katie will plan an ad hoc committee meeting for January to discuss committees.  **Members voted to extend the Rules of Engagement, until new bylaws are enacted (M: Devine, S: Kellogg) (15 yes, 0 no, 0 abstain).** |
| COMMUNITY INPUT | Marylin Merida asked where the Care Council currently stands in regards to the number of members who are living with HIV and unaffiliated. Katie said that, off the top of her head, we are just below the required 33%. She believes 31%, but would have to look it up. Katie then explained that that number is just the people who are living with HIV and unaffiliated, not necessarily those who are receiving services. HRSA does require that the 33% be actively receiving services from Part A, which is a difficult requirement to meet as not everyone stays in services indefinitely. They may receive services for a short time while in between jobs, or they may not necessarily know which Ryan White part their services are paid for. We also have members on the Council who live within the Part B service area, so they may be Ryan White clients, but not Part A clients. Angela Kellogg commented that some organizations also hire a lot of peer support roles, so these people may be clients but they become affiliated. Members agreed that it’s a good thing when these clients can be paid to do this work, and it shouldn’t negatively affect membership. Marylin Merida said she hopes if clients will advocate for a change in these policies that something will change. |
| PREVENTION ACTIVITIES/QUALITY MANAGEMENT | Darius Lightsey said that even though Monkeypox is dying down, we still want to make sure people are getting their vaccinations. The Florida Department of Health will be reaching out to providers to make sure that everyone who wants the vaccine can get vaccinated. Kim Molnar mentioned that the AIDS Institute worked with Dr. Choe to provide a series of webinars on Monkeypox and that these webinars can be shared with providers for education.  Nolan Finn mentioned that Quality Management will be meeting this month and will be looking at updated quarterly performance measures, which can be presented to the Care Council in February. |
| PUBLIC POLICY REPORT | Nolan Finn mentioned that he saw an article recently saying that England or Europe, he couldn’t remember which one, is confident they will be able to stop HIV transmission by 2030 because of Cabenuva. Angela Kellogg commented that she still sees a lot of barriers to people being able to access Cabenuva, especially if they are unstably housed or lack transportation, getting to their provider for a monthly or bimonthly appointment can be too difficult. Kevin Williams said that he agrees that it's not a silver bullet, but that he feels there are some other new treatments coming out that might have more success. J. Carl Devine commented that there’s too much money being made by pharmaceutical companies for them to invest in a cure. |
| **ANNOUNCEMENTS** | Katie asked whether everyone had seen Paula Delgado featured on Bay News 9. There was a nice piece on her that is up on the Care Council, Metro Inclusive Health, and the Burg Cares Facebook pages. Staff will also send it out in the next InfoShare. |
| ADJOURNMENT | There being no further business to come before the Care Council, the meeting was adjourned at approximately 2:44 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. December 7, 2022 Agenda 2. November 2, 2022 Minutes 3. Background: 2021-2022 Needs Assessment Report 4. 2021-2022 Needs Assessment Report 5. Background: Bylaw Revisions 6. Draft Bylaws 7. December 2022 Calendar |
| WEBSITES CITED | None |

**Attendance**

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| **Care Council Members** | **Attendance** |
| (Myles) Edward Myles *(Chair)* |  |
| Rachel Brown *(Vice-Chair)* | In-person |
| Steven Becker | *Virtual* |
| Lillie Bruton |  |
| Joel Carrier |  |
| Anne Cronyn | In-person |
| J Carl Devine | In-person |
| Nolan Finn | In-person |
| Sheryl Hoolsema |  |
| Nataliya Johnson | In-person |
| Riley Johnson | *Virtual* |
| Vincent Kaborycha |  |
| Angela Kellogg | In-person |
| Nicole Kish | In-person |
| Kamaria Laffrey |  |
| Jeffrey Lluberes | In-person |
| Bernice McCoy | *Virtual* |
| Michelle McKinney |  |
| Marylin Merida | In-person |
| Antonio Miles |  |
| Amanda MIller |  |
| Kim Molnar | In-person |
| Teriko Perkins |  |
| Peggy Wallace | ALT |
| Bernard Washington | *Virtual* |
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| **Associate Members** | **Attendance** |
| Chris Gudis |  |
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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 |
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| **Health Council Staff** | **Attendance** |
| Abigail Machtel | In-person |
| Lisa Nugent | In-person |
| Katie Scussel | In-person |
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| **Regular Guests** | **Attendance** |
| David Cavalleri |  |
| Emily Hughart | *Virtual* |
| Mike Neuges | *Virtual* |
| Elizabeth Rugg | *Virtual* |
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| **Guests** | **Attendance** |
| Sara Blanks | *Virtual* |
| Lisa Conder |  |
| Antoinette Hagley |  |
| Nicole Houston |  |
| Mac Jean |  |
| Dave Konnerth |  |
| Kristen Lewis |  |
| Corynne Nguyen | *Virtual* |
| Indira Palamino | *Virtual* |
| Nathan Remy | In-person |
| Christine Santos | *Virtual* |
| Brian Schenker |  |
| Michelle Simmons |  |
| Wanda Vazquez | *Virtual* |
| 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, February 1, 2022.

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