

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**RESOURCE PRIORITIZATION AND ALLOCATION**

**RECOMMENDATIONS COMMITTEE (RPARC)**

**EMPATH HEALTH, CLEARWATER**

**THURSDAY, MARCH 9, 2023**

**11:00 A.M. – 12:30 P.M.**

**MINUTES**

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| CALL TO ORDER | The meeting was called to order by Nolan Finn, member, at 11:12 a.m. |
| ATTENDANCE | Members Present: Lillie Bruton, Nolan Finn, Angela Kellogg, Nicole Kish, Bernice McCoy, Elizabeth Rugg, Joy Winheim  Members Absent: None  Guests Present: David Cavalleri  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Joshua Cardwell  Health Council Staff Present: Abigail Machtel, Katie Scussel |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| CARE COUNCIL REPORT | Nolan Finn, Member, reported that the Care Council met on March 1, 2023 at the Children’s Board of Hillsborough County and had quorum. The Part A Recipient, Aubrey Arnold, reported on a statewide meeting with all Part A and B areas. They discussed the data-sharing agreement between Part A and Part B that will allow data to be more easily shared between the programs, such as when clients have fallen out of care. They also discussed the new self-attestation form, which will allow clients to continue their eligibility at the 12-month mark, rather than going through the full eligibility process, if there have been no significant changes to their income or circumstances. Aubrey reported that the new Part A grant year started on March 1, as well as the new Ending the HIV Epidemic (EHE) grant year. Both programs have received partial awards to start the year and expect full awards by May. Part A staff is working internally on updates to the Policy and Procedures Manual to account for the new housing services offered under Part A in Pasco and Hernando. Planning and Evaluation will also need to update the Minimum Standards of Care.  For the Part B Lead Agency Report, Joshua Cardwell introduced himself and announced that he would be stepping into the grants manager role. Darius Lightsey, the former HIV/AIDS Program Coordinator (HAPC), has stepped down from his position. JoAnne Lamb is the interim HAPC in Pinellas County. Aubrey commented that the HAPC role is also open in Hillsborough County.  For the HOPWA report, Anne Cronyn announced that HOPWA is halfway through year three of its three-year agreements. Metro Inclusive Health has been awarded funding for a tenant-based rental assistance (TBRA) program, using unspent funding from the previous year. The City of Tampa’s Universal Request for Applications (RFA) will be coming out within the next couple months.  The Care Council voted in one new member, Ashley Hill, a pharmacist with AIDS Healthcare Foundation (AHF). The Council also reviewed the Integrated Plan monitoring tool, which Planning and Evaluation will also be looking at.  Women, Infants, Children, Youth, and Families met in February and decided to start meeting every other month. They will meet again in March to plan their upcoming Mother’s Day event, then will meet again in May.  The next Care Council meeting will be virtual. The Care Council will meet on April 5, 2023 on GoToMeeting. |
| PART A RECIPIENT UPDATE | The Part A Recipient, Aubrey Arnold, reported that Part A is in the middle of grant close out for the 2022-2023 fiscal year, which ended on February 28th. The deadline for providers to submit claims is the next day, March 10, 2023. The grant is currently 88-90% expended and Aubrey reported that he expects to get to 95% or higher. The program received a waiver, in case it is below 95% spent, Part A will still receive its carryover funds and will not get a penalty. The underspending has been unusual this year, as the program is usually closer to 99% spent. With the new fiscal year, Part A began funding housing and substance abuse services in Pasco and Hernando Counties, so Aubrey expects these new services to help. Aubrey also commented that the program will be looking at reprioritizing services this fiscal year, after receiving responses back from the 2022 HIV Care Needs Survey. As of early March, the survey is only at approximately 350 responses. Aubrey noted that it was unfortunate that there hasn’t been a more robust response to this survey, but clients may be over-surveyed.  Elizabeth Rugg asked how the surveys are going out. Angela Kellogg answered that, at Metro Inclusive Health, each case manager has to get a certain number reflective of their case load. Joy Winheim asked whether we might be able to provide an incentive for the survey in the future. Members discussed how an incentive might help in the future, as people appreciate being compensated for their time. Incentives would need to come from a private source or from program income and could not come from Ryan White funds. Angela noted that providers outside of the Ryan White network don’t have the same responsibility to collect responses, so are less likely to get their clients to take it. |
| PART B LEAD AGENCY UPDATE | Joshua Cardwell, the new grants manager for the Part B program, introduced himself. He noted that like Part A, Part B is also working to close out the grant year. The Part B fiscal year ends on March 31st. Joshua noted that the program will receive level funding in the new fiscal year. He also noted that the Florida Department of Health is still working to fill the HIV/AIDS Program Coordinator (HAPC) position, which was vacated by Darius Lightsey. JoAnne Lamb is currently serving as the interim HAPC. |
| ELECTION OF CHAIR AND CO-CHAIR | Members reviewed the responsibilities of the Chair and Co-Chair. Angela nominated Nolan Finn for Chair. Nolan nominated Joy for Co-Chair.  **Members voted to approve the election of Nolan Finn for Chair and Joy Winheim for Co-Chair (M: Kellogg, S: Bruton).** |
| MEETING TIME, DATE, & LOCATION | Members discussed the meeting time, day, and frequency of meetings. Earlier that morning, the Planning and Evaluation Committee (P&E) voted to keep their meeting time the same as it was previously: the second Thursday of the month at 9:30 a.m. Members stated they would like to keep RPARC the same so that it continues to correspond wit the P&E meeting, as many of the same people attend both meetings. Members discussed whether to meet monthly and decided to maintain the monthly meeting time but cancel when there are no action items.  **Members voted to approve the meeting time, date, and location (M: Rugg, S: Bruton).** |
| COMMITTEE WORK PLAN UPDATE | Members reviewed the previous committee work plan. Staff, Katie Scussel, explained that she had updated the National HIV/AIDS Strategy Goals to the current year and updated the committee description to be reflective of the current bylaws.  Members made changes to dates to reflect the current year. They then discussed the phrasing under responsible parties and updated “All Collaborative Partners” to “All Members.” Members also discussed PLWH membership on the committee. Historically, this committee has struggled to maintain PLWH membership. Members discussed the workplan item, “Achieve or exceed 33% PLWH membership in committee composition.” HIV status of committee members is not currently tracked, as there is no application process to join committees. Members updated the phrasing to “Encourage non-affiliated membership in committee composition” to reflect the need for more membership that is not affiliated with any of the funded provider agencies.  **Members voted to approve the changes to the work plan (M: Kellogg, S: Rugg).** |
| AAM PROVIDER AND CARE COUNCIL SURVEYS | Quality Management Consultant, David Cavalleri, introduced himself and gave an overview of the Assessment of the Administrative Mechanism (AAM) process. The AAM is a process that examines how well the Part A Recipient is doing at administering the grant funds, looking at factors like how fast invoices are paid and whether the Recipient is following the service priorities set by the Care Council. David reminded members that his process is only for Part A, and that Part B conducts its own assessment through the state.  Members reviewed the provider and Care Council member surveys. David noted that a question had been added to the Care Council survey in recent years that allowed members to opt out if they had joined the Care Council recently and felt that they didn’t have enough knowledge yet to answer the questions. Nolan asked whether the length of time for having joined recently should be defined. Angela said it should probably be kept vague because it reflects an individuals’ level of comfort with the material, which may vary. Members also discussed the question about length of time serving on the Care Council, because some people may have been members and then left and come back over a period of several years.  Nolan asked when the survey would go out and David answered it would go out at the next Care Council meeting.  Katie asked who answers the provider survey, whether there is one designated person at each agency. David answered it’s usually someone in the administrative staff. Angela added that at Metro, for example, sometimes one person fills it out but gets assistance from various staff members familiar with different areas of the program.  Nolan asked, given all the investment put into enhancements in the e2-Hillsborough database, if there should be a question related to technology and whether people feel the enhancements have made their work easier. Angela and Joy noted that a lot would depend on who in the agency filled out the survey and whether they worked in the program or in administration or fiscal.  To close, David said he would be at the next Care Council meeting to discuss the survey going out. |
| COMMUNITY INPUT/ ANNOUNCEMENTS | Katie let members know that paper copies of the 2022 HIV Care Needs Survey were still available and that she had some with her that day, if anyone wanted to grab any. |
| **ADJOURNMENT** | There being no further business to come before the committee, the meeting was adjourned at 12:19 p.m. |