

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**RESOURCE PRIORITIZATION AND ALLOCATION**

**RECOMMENDATIONS COMMITTEE (RPARC)**

**EMPATH HEALTH, CLEARWATER**

**THURSDAY, AUGUST 10, 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, Chair, at 11:02 a.m. |
| ATTENDANCE | Members Present: Nolan Finn, Angela Kellogg, Nicole Kish, Elizabeth Rugg, Joy Winheim  Members Absent: Lillie Bruton, Bernice McCoy, E.S. Myles  Guests Present: Kevin Williams  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Nicole Houston  Health Council Staff Present: Abigail Machtel, Lisa Nugent, Katie Scussel |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| ADOPTION OF MINUTES | **The minutes from July 13, 2023 were approved (M: Winheim, S: Kellogg).** |
| CARE COUNCIL REPORT | The Care Council met on August 2, 2023 at the Children’s Board of Hillsborough County. Action items included the approval of the changes to the Service Caps, Limits, and Eligibility, that were recommended by Planning and Evaluation. The changes are now considered to be in effect under Part A. Part B will need to amend contracts before changes take effect. The Council also approved the 2022-2023 HIV Care Needs Survey Report, which was brought by Planning and Evaluation, and approved the Care Council Guiding Principles, brought by the Membership and Community Outreach Committee. The Council also reviewed allocations from Part B, brought by the Resource Prioritization and Allocations Recommendations Committee (RPARC).  Part A Recipient, Aubrey Arnold, announced that the Non-Competing Continuation (NCC) Progress Report for fiscal year 2024 has now been released. This report is the shorter, non-competitive grant application the Part A program completes in between the longer grant applications every three years. The program will be requesting the ceiling amount, but expecting to receive slightly less, which is typical. There will be two site visits in the upcoming year: one in December 2023 for the HRSA Ending the HIV Epidemic (EHE) grant and one in June 2024 for Part A. Aubrey also reported that Care Council Chair, Myles, had just signed off on the unobligated balances request. The program should receive almost $500,000 in carryover funding from the previous year. It should be received in September or October at the latest.  For the Part B report, Nicole Houston shared that Part B was working on updating an expenditure report and would have it ready for the next Resource Prioritization and Allocations Recommendations Committee (RPARC) meeting in September.  The Care Council will not meet in September, to accommodate members and staff traveling to the United States Conference on HIV/AIDS (USCHA). The next meeting will be on October 4, 2023 at the Children’s Board.  Nolan Finn let RPARC members know that there would be a lot of voting items coming up in the next few months, including reallocations and allocating carryover funding. Attendance at committee meetings will be very important, to ensure that the committee has quorum and can vote on these items. Staff, Katie Scussel also mentioned that the Assessment of the Administrative Mechanism (AAM) would be coming up. Aubrey commented that he expects there will be some issues identified in the AAM this year, as the Part A program had some difficulty transitioning to a new payment system. |
| PART A RECIPIENT UPDATE | 1. Part A FY 2023-2024 Quarterly Expenditure Report   Aubrey Arnold, Part A Recipient, went over the expenditure report, explaining the difference between the encumbrance rate and expenditure rate. The encumbrance rate includes all invoices that have been submitted, even if they have not been paid yet. The expenditure rate is just what has been paid so far. At this point in the grant year, the encumbrance rate should be around 41.7%. Overall, the program is currently at 36.7%, so just a little bit behind.  Members went through the spending in each service category. The Insurance Services Program (ISP) was noted to be underspent at 26%, but Aubrey explained that that was not unusual for the program at this point in the year and that it’s customary for there to be higher need later in the year. Oral health is also underspent at 26%. Aubrey stated that he did not have an easy explanation for that category, but that it’s possible that not all billing has been entered yet for July.  The new housing program was noted to be very behind at just a 7% encumbrance rate. Aubrey explained that it is a new service and that it is taking some time to get off the ground. He explained that it also took a while for the Ending the HIV Epidemic (EHE) funded programs to get established in Pinellas and Hillsborough, so this was not unexpected. He hopes the program will be more successful in the second half of the year. Joy Winheim explained that in Pinellas and Hillsborough, some of this funding is used to pay hotel and motels, but that most hotels want a debit card for the transaction, rather than waiting for a check. It can take time to build a relationship with the business before they accept these checks.  Elizabeth Rugg asked whether program income was reflected in the report. Aubrey explained that there is not a consistent definition of program income across services.  Nolan Finn asked if Care Council could see an updated version of this report, when all billing has been entered. Aubrey said yes, that that would not be a problem. |
| PART B LEAD AGENCY UPDATE | Nicole Houston gave the Lead Agency update and said that Part B would have a similar expenditure report ready for the September RPARC meeting using the same format. |
| COMMUNITY INPUT/ ANNOUNCEMENTS | Nolan Finn announced that the Florida Comprehensive Planning Network (FCPN) has been reviewing a report from the Mercer Group looking at how all areas across the state operate in delivering Part B services. Overall, this area, area 5/6/14, did well conforming to the consortia model.  Kevin Williams asked how the reallocation process works. Nolan explained that HRSA expects the area to spend at least 95% of Part A funds. In the second half of the grant year, the committee looks at which categories are underspent versus which need more funding and votes to move funding between categories. Aubrey added that the program also gets money back in carryover funds that were not spent the previous year, so the committee votes to allocate this money to different categories as well.  Kevin also asked when applications will be out for the next procurement. Aubrey answered that they are finalizing the application portal in e2-Hillsborough. The applications should be out in October and the scoring will take place in December. There will be trainings held for all agencies on using the portal. Joy Winheim asked how reviewers are picked. Aubrey answered that a lot come from within Hillsborough County government and are staff that work in other programs. They also try to get people from outside the county government that want to volunteer. Sometimes they use people from other Ryan White funded areas; for example, Aubrey has served on the scoring team for Orlando and Palm Beach. Usually, teams of three people will score for each service individually and then come together to discuss the scores. |
| **ADJOURNMENT** | There being no further business to come before the committee, the meeting was adjourned at 12:01 p.m. |