

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**WEDNESDAY, AUGUST 2, 2023**

**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, Member, at 1:36 p.m.  |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| MOMENT OF SILENCE | Myles led everyone through a moment of silence, asking everyone to remember those we’ve lost. |
| ADOPTION OF MINUTES | Members reviewed the minutes from March 1, 2023 and June 7, 2023.**The minutes from March 1, 2023 were approved (M: Cronyn, S: Washington) (11 yes, 0 no, 0 abstain).****The minutes from June 7, 2023 were approved (M: Washington, S: Kellogg) (11 yes, 0 no, 0 abstain).** |
| CHAIR/VICE CHAIR’S REPORT | Myles reported that his organization, We Are The Change, hosts Day of Giving events as an opportunity to serve the community. These events provide meals, clothing, free testing, and more. Myles is in the process of planning the last event for the year and will have more details soon. Myles also reported that the Hillsborough Planning Committee is working to plan a Red Ribbon Ball event in the next few months. The committee meets on the second Thursday of each month and members can get in touch with Myles if they would like to join in. |
| RECIPIENT’S REPORT | For the Part A Recipient’s report, Aubrey Arnold reported that the Non-Competing Continuation (NCC) Progress Report for fiscal year 2024 has now been released and is due October 2nd. This application is the shorter, non-competitive grant application the Part A program completes in the off years in between the longer grant applications every three years. The program will be requesting the ceiling amount, which is approximately $11.3 million, but expecting to receive slightly less. Aubrey then gave an update on the procurement coming up this fall. This will be a large procurement and will include most of the services that Part A funds. The application process will be through the e2-Hillsborough database for the first time this year, so organizations applying for funds will be able to upload documents directly to e2, rather than having to email files. Aubrey’s staff is currently doing testing with the vendor to make sure the procurement portal is easy to use. It should be ready later in the fall. The state has signed off on the self-attestation form that clients may now use to update eligibility at the twelve-month mark. If there have been no significant changes, clients can sign this form to renew eligibility for another year. At twenty-four months, clients will need to go through the full eligibility process again. Aubrey then reported that he is working with Health HIV to plan a training for all providers on program income. This training will be offered in-person sometime this fall. More details will be available soon. Marylin Merida added that she would like Part D to participate as well. Kamaria Laffrey asked if the training will include 340B, which Aubrey said yes, he believed 340B would be covered.Bernard Washington asked about the self-attestation form for renewing eligibility, asking for clarification on what is considered a significant change in income. Aubrey answered that there will be set criteria, and that he didn’t know it off the top of his head, but that there will be guidelines released along with the form. |
| LEAD AGENCY REPORT | For the Part B Report, Nicole Houston reported that Joshua Cardwell had been working on formatting Part B expenditures into the same expenditure report format that Part A uses, and that those reports would be ready for the September Resource Prioritization and Allocation Recommendations Committee (RPARC) meeting. |
| HOUSING OPPORTUNITIES FOR PEOPLE WITH HIV/AIDS (HOPWA) REPORT | For the HOPWA report, Anne Cronyn with the City of Tampa reported that her team is preparing an action plan for the Department of Housing and Urban Development (HUD) that will go to city council tomorrow. Funding agreements for the next three years are in the process of being finalized. Anne said that she could share programs and funding amounts at the next meeting.  |
| CARE COUNCIL PLANNING SUPPORT (PCS) STAFF REPORT | For the Planning Council staff report, Katie Scussel reported that the Care Council has switched its online meeting platform for virtual and hybrid meetings from GoToMeeting to Zoom. The decision was made because Zoom tends to be more user-friendly, has good closed-captioning features, and is able to be used more easily by the laptops at the Children’s Board. Katie then when on to note that the Care Council would not be meeting in September, to accommodate members and staff who would be traveling to attend the United States Conference on HIV/AIDS (USCHA). |
| FCPN AREA 5-6-14 REPRESENTATIVE NOMINATIONS | Kim Molnar shared that the Florida Comprehensive Planning Network (FCPN) is seeking nominations for the following seats: Patient Care Representative and Alternate, Prevention Representative and Alternate, and Department of Health (DOH) Representative and Alternate. Nolan Finn is the current Patient Care Representative, Chris Gudis is the current Prevention Representative, and Bernice McCoy is the current Prevention Alternate. Chris and Bernice both indicated that they would reapply for their seats. Nolan was not present at the meeting to confirm whether he would like to continue in his seat. Kevin Williams asked about the role of the alternate. Kim explained that it means attending FCPN meetings in place of the representative when they are unable to attend. Anyone interested in serving on the FCPN can get in touch with Kim for more information. |
| COMMITTEE/WORKGROUP REPORTS | **A. Planning and Evaluation (P&E) Committee – Katie Scussel, Staff**P&E met on July 13, 2023 at Empath Health in Clearwater. The committee presented two items for voting. PCS Staff Katie Scussel gave a PowerPoint presentation on the 2022-2023 HIV Care Needs Survey Report.  **1. Revised Service Caps, Limits, and Eligibility****Background**The Care Council is responsible for maintaining the Service Caps, Limits, and Eligibility, a document that outlines the caps, limits, and eligibility criteria for each Ryan White Part A and Part B funded service category. All caps/limits are per client per program year. The Planning and Evaluation Committee (P&E) has reviewed the Service Caps, Limits, and Eligibility for all services. Prior to this update, the document had not been revised since 2016. The document was reformatted to separate Core and Support Services. Language changes included updating names of service categories. New caps and limits were added for Housing Services, which were not previously funded by Ryan White in the Total Service Area (TSA). The Committee recommends raising the caps and limits on the following services: Health Insurance Premiums and Cost Sharing Assistance, Oral Health, and Medical Case Management. No other services have established caps or limits.The revised Service Caps, Limits, and Eligibility document is attached. Additions are underlined and deletions are ~~struck through~~. **Action Required****THAT THE REVISED SERVICE CAPS, LIMITS, AND ELIGIBILITY BE ADOPTED BY THE CARE COUNCIL (SEE ATTACHMENT).****Members voted to approve the revised Service Caps, Limits, and Eligibility (M: Lluberes, S: McCoy) (11 yes, 0 no, 0 abstain).**Aubrey asked when the new caps will go into effect. Members and staff agreed that new caps go into effect immediately for Part A. For Part B, contracts will need to be amended first.**2. 2022-2023 HIV Care Needs Survey Report****Background**Every three years, the eight county Tampa-St. Petersburg Total Service Area (TSA) participates in a statewide HIV Care Needs Survey orchestrated by the Florida Department of Health HIV/AIDS Section to assess services needs among people with HIV. The survey asks participants about demographics, care utilization, service gaps, barriers to receiving care, and to identify the top five service needs of people with HIV. The 2022 survey also asked respondents to answer questions about HIV services during and after incarceration, awareness and utilization of Pre-Exposure Prophylaxis (PrEP), and attitudes and beliefs about HIV stigma.Results from this survey are summarized in the following report, which was reviewed by the Planning and Evaluation Committee (P&E). These survey results are part of the larger needs assessment process, which the committee uses to update the Care Council’s Service Priorities each year.**Action Required****THAT THE CARE COUNCIL ADOPT THE 2022-2023 HIV CARE NEEDS SURVEY REPORT (SEE ATTACHED REPORT).****Members voted to approve the 2022-2023 HIV Care Needs Survey Report, with a typo corrected on page 14 (M: Kellogg, S: Lluberes) (11 yes, 0 no, 0 abstain).**Nicole Houston suggested working with linkage providers on promoting the next survey, to increase responses from clients who have been out of care.**B. Resource Prioritization and Allocation Recommendations Committee (RPARC) – Katie Scussel, Staff**RPARC met on July 13, 2023 at Empath Health in Clearwater. The next meeting will be on August 10, 2023, also at Empath Health in Clearwater.1. Part B FY 2023-2024 AllocationsThe committee presented the Part B FY 2023-2024 Allocations to the Care Council. Funded service categories under Part B and Patient Care Network and General Revenue funds include: Outpatient Ambulatory Health Services, Medical Case Management, Non-Medical Case Management, Medical Nutritional Therapy, AIDS Pharmaceutical Assistance, Oral Health Care, Outreach Services, and Health Insurance Premiums and Cost-Sharing Assistance. Part B will have expenditures to report at the September RPARC meeting.**C. Membership and Community Outreach – Abigail Dees, Staff**Membership and Community Outreach met on July 17, 2023 at the Children’s Board. Members reviewed the Client Satisfaction Survey, which was overwhelmingly positive. The next meeting will be on August 21, 2023 at the Children’s Board.1. **Care Council Guiding Principles**

Staff, Abigail Dees presented the Care Council Guiding Principles. Abigail explained that every member of the Care Council needs to have a signed Standards of Conduct form on file, per Hillsborough County. The committee came up with its own set of Guiding Principles, as a supplement to this conduct form, to add extra things that are applicable to the Care Council, like keeping information about peoples HIV status confidential. **Background**It is recommended by HRSA that all planning councils have a set of guidelines that all members and guests must abide by to maintain an inclusive and welcoming space for all individuals. The Membership and Community Outreach Committee has developed the Guiding Principles to serve as the Care Council’s guidelines for conduct for members and guests. In addition to the Board of County Commissioner’s Standards of Conduct, this document will be signed by all members of the Care Council and will serve as a reference point for any future disputes between members or guests. This document will be reviewed annually by the Membership and Community Outreach Committee and updated as needed. **Action Required**The Committee recommends the adoption by the Care Council of the following motion:**THAT THE GUIDING PRINCIPLES BE ADOPTED BY THE CARE COUNCIL.****Members voted to approve the Guiding Principles (M: Merida, S: Miles) (11 yes, 0 no, 0 abstain).****D. Health Services Advisory Committee – Nicole Kish, Co-Chair**Health Services Advisory Committee met on July 20, 2023 at the Children’s Board. The committee did not have quorum but had a lively discussion covering several topics, such as uptake of long-acting injectables and stigma. The next meeting will be on September 21, 2023 at Metro Inclusive Health in Tampa.**E. Women, Infants, Children, Youth, and Families (WICY&F) Work Group – Abigail Machtel, Staff**WICY&F met on July 27, 2023 on Teams. The group is working to plan their fall event, which will take place in November near Thanksgiving. More information will be available in future meetings. The next WICY&F meeting will be on September 28, 2023 on Zoom. |
| COMMUNTIY INPUT | There was no community input. |
| PREVENTION ACTIVITIES/QUALITY MANAGEMENT | Nicole Houston announced that the next Pinellas Ending the HIV Epidemic meeting would be on August 17, 2023 from 11:00 am to 1:00 pm at the James B. Sanderlin Neighborhood Family Center. Virtual attendance is available over Microsoft Teams. Nicole also mentioned that Southern HIV Awareness Day is August 20th. |
| PUBLIC POLICY REPORT | There was no public policy report. |
| **ANNOUNCEMENTS** | Kamaria Laffrey announced that the U.S. PLWHIV Caucus is hosting a community conversation on August 3rd at 5:30 pm on Zoom to discuss proposed Ryan White funding cuts, the impact of status neutral programming, and what can be done to fight back. Katie said she would send out the link via email.Bernard Washington announced that the Ybor Youth Clinic would be hosting their annual Hall-o-Screen event this year and opening the clinic for extended testing hours. A flyer with more information will be available soon.  |
| ADJOURNMENT | There being no further business to come before the Care Council, the meeting was adjourned at approximately 2:40 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. August 2, 2023 Agenda
2. March 1, 2023 Minutes
3. June 7, 2023 Minutes
4. Background – Service Caps, Limits, and Eligibility
5. Revised Service Caps, Limits, and Eligibility
6. Background – 2022-2023 HIV Care Needs Survey Report
7. Draft 2022-2023 HIV Care Needs Survey Report
8. Part B FY 2023-2024 Allocations
9. Background – Guiding Principles
10. Care Council Guiding Principles
11. August 2023 Meeting Calendar
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| WEBSITES CITED | None |

**Attendance**

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| **Care Council Members** | **Attendance** |
| (Myles) Edward Myles *(Chair)* | In-person |
| Rachel Brown *(Vice-Chair)* |  |
| Steven Becker |  |
| Lillie Bruton | *Virtual* |
| Joel Carrier |  |
| Anne Cronyn | In-person |
| J Carl Devine | *Virtual* |
| Nolan Finn | ALT |
| Ashley Hill |  |
| Nataliya Johnson |  |
| Riley Johnson |  |
| Vincent Kaborycha |  |
| Angela Kellogg | In-person |
| Nicole Kish | In-person |
| Kamaria Laffrey  | *Virtual* |
| Jeffrey Lluberes | In-person |
| Bernice McCoy | In-person |
| Marylin Merida | In-person |
| Antonio Miles | In-person |
| Kim Molnar | *Virtual* |
| Teriko Perkins |  |
| Peggy Wallace | ALT |
| Bernard Washington | In-person |
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| **Associate Members** | **Attendance** |
| Chris Gudis | *Virtual* |
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| **Recipient Staff** | **Attendance** |
| Aubrey Arnold | In-person |
| Dorinda Creighton-Seth |  |
| Maria Teresa Jaureguizar |  |
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| **Lead Agency Staff** | **Attendance** |
| Joshua Cardwell | *Virtual* |
| Nicole Houston | In-person |
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| **Health Council Staff** | **Attendance** |
| Abigail Machtel | In-person |
| Lisa Nugent | *Virtual* |
| Katie Scussel | In-person |
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| **Regular Guests** | **Attendance** |
| David Cavalleri  |  |
| Emily Hughart | *Virtual* |
| Elizabeth Rugg | *Virtual* |
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| **Guests** | **Attendance** |
| Chase Barrs | *Virtual* |
| Lisa Conder | *Virtual* |
| Bobbi Lambert | *Virtual* |
| Kristen Lewis | In-person |
| April McGlasson | *Virtual* |
| Sean McIntosh |  |
| Martine Nelson | *Virtual* |
| Mike Neuges | *Virtual* |
| Michael Ruppal | *Virtual* |
| Michelle Scavnicky | *Virtual* |
| 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, October 4, 2023.

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