

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**WEDNESDAY, OCTOBER 4, 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 1:32 p.m. |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  Myles asked members to share anything special they have done recently. Antonio Miles shared that his organization, EVOLVE Tampa Bay, had recently received 501c3 status. EVOLVE was sponsored by Positively U, Inc. during the process. |
| 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 and those still in the fight. |
| ADOPTION OF MINUTES | **The minutes from August 2, 2023 were approved (M: Washington, S: Molnar) (17 yes, 0 no, 0 abstain).** |
| CHAIR/VICE CHAIR’S REPORT | Chair, E.S. Myles, highlighted some community events he had attended recently, including the Ms. and Mr. PrEP for Life pageant, which he said was a beautiful pageant. He also highlighted EVOLVE Tampa Bay’s Pillow Talk events, which are tailored to Black and Brown same gender loving men. |
| RECIPIENT’S REPORT | Aubrey Arnold began his report by recognizing Myles for being so involved in the community. He said is proud to work with people like him.  Aubrey went on to say that the Part A program had received its carryover funding from the previous year. The Resource Prioritization and Allocation Recommendations Committee (RPARC) will be discussing how those funds will be allocated. All funds must be spent by the end of the grant year.  The Eligible Metropolitan Area (EMA) now has a new HRSA project officer, Jonathan Fenner. Staff will meet Jonathan on a call the following Wednesday.  The Part A Request for Applications (RFA) was released that day, October 4th. It is being advertised in the Tampa Bay Times and on the Hillsborough County website. Applications will be submitted through e2-Hillsborough, in a manner that is similar to the grants.gov portal.  The final version of the client eligibility update form has been released. The form is transferable across the state and all Ryan White parts will be using it. |
| LEAD AGENCY REPORT | For the Part B report, Joshua Cardwell announced that he had sent the new client update form to all providers and highlighted the benefits it would have for clients not having to go through the full eligibility process.  Joshua then announced that there is a new clinical quality management task force starting up to ensure that Part B data is accurately reported to HRSA.  Joshua also announced that contract monitoring would be starting in November.  Bernard Washington asked what would be considered a drastic change for a client to have to re-do their eligibility, rather than signing the update form. Aubrey gave examples, such as acquiring new insurance or a drastic increase in income. He also said that guidelines were included with the form. |
| HOUSING OPPORTUNITIES FOR PEOPLE WITH HIV/AIDS (HOPWA) REPORT | For the HOPWA report, Anne Cronyn with the City of Tampa reported that the new HOPWA three-year agreements were starting that month. All agreements were going to city council the next day for approval. Anne also reported that she and her staff had attended the United States Conference on HIV/AIDS (USCHA) and met with the Department of Housing and Urban Development (HUD). Some of the discussion revolved around competitive funds, which the City of Tampa will not be applying for. HUD will be hosting a pre-application webinar to share more information on these competitive funds. More details will be available soon. |
| CARE COUNCIL PLANNING SUPPORT (PCS) STAFF REPORT | For the Planning Council staff report, Katie Scussel reported that there would be a joint call with the CDC and HRSA the following week to go over feedback on the area’s Integrated Plan. The chairs of Planning and Evaluation will be attending and the Care Council chairs have been invited as well. Katie said community participation is encouraged, so anyone else who would like to attend is welcome.  Katie then announced that the next Care Council meeting in November would be a short meeting so that members could attend a training with The AIDS Institute after. Katie said that the Membership and Community Outreach Committee would be talking more about the training, but that she wanted to remind members that attendance is required so to please try to stay through the training.  Katie then reminded all guests to sign the sign-in sheet. She said that names are sometimes missed during roll call and introductions, so if someone needs to show proof of attendance for their employer, they need to make sure they sign in. Voting members do not need to sign in, only guests. |
| COMMITTEE/WORKGROUP REPORTS | **A. Planning and Evaluation (P&E) Committee – Nolan Finn, Co-Chair**  P&E met on September 14, 2023 at Empath Health in Clearwater. The committee presented two items for voting.    **1. 2023-2024 Service Priorities**  **Background**  The Planning and Evaluation Committee sets service priorities based on information gathered in the 2022-2023 HIV Care Needs Survey and other information in the Needs Assessment.  The Care Council is reminded that priority rankings do not necessarily correlate directly with funding allocations. Actual allocations are made by the Resource Prioritization and Allocation Recommendations Committee (RPARC) and other sources of funding are considered in the process.  **Action Required**  **THAT THE CARE COUNCIL ADOPT THE FY 2023-2024 SERVICE PRIORITIES:**   |  |  | | --- | --- | | 1. Outpatient Ambulatory Health Services 2. Medical Case Management 3. Oral Health (dental) Care 4. Health Insurance Premium and Cost Sharing Assistance 5. AIDS Pharmaceutical Assistance (local) 6. Emergency Financial Assistance\* 7. Mental Health Services 8. Substance Use Services – outpatient 9. Housing Services 10. Health Education/Risk Reduction 11. Case Management (non-medical) 12. Food Bank/Home Delivered Meals 13. Early Intervention Services 14. Medical Transportation Services 15. Legal Services 16. Outreach Services | 1. Child Care Services 2. Treatment Adherence Counseling 3. Medical Nutrition Therapy 4. Psychosocial Support Services 5. Substance Use Services- residential 6. Home Health Care 7. Home and Community Based Health Services 8. Rehabilitation Services 9. Linguistic Services (interpretation & translation) 10. Hospice Services 11. Respite Care 12. Referral Services |   \*The Emergency Financial Assistance (EFA) category will cover ADAP medications only, for those eligible clients who have been approved for ADAP and are still in the waiting period, which will serve as a “bridge” program in the manner it has historically.  Nolan went over the changes that had been made from the previous year. The two pharmacy-related services, AIDS Pharmaceutical Assistance and Emergency Financial Assistance, were shifted down in priority so that they were no longer in the top four. Medical Case Management, Oral Health, and Health Insurances Premiums and Cost-Sharing Assistance were shifted up to the top four positions, beneath Outpatient Ambulatory Health Services. Housing Services was also moved up in priority, Early Intervention Services was moved up, and Childcare Services was moved down.  Joel Carrier asked if housing has to be a separate service or if Emergency Financial Assistance (EFA) can be used to support housing needs. Aubrey said it was a good question and that theoretically yes, that would be possible, but the reporting requirements make it much easier to keep housing separate from EFA. Dorinda then reminded members that Housing Services include not just helping people with rent but also providing housing in emergency situations, like when people are at risk of homelessness.  **Members voted to approve the 2023-2024 Service Priorities (M: Finn S: Molnar) (17 yes, 0 no, 0 abstain).**  **2. 2022-2023 Needs Assessment Report**  Staff, Katie Scussel gave a presentation going over the contents of the report, which include the Epidemiologic Overview, Access to Care and Service Gaps, Coordination of Services and Funding Streams, Planning and Resource Allocation, and Service Priorities.  **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 2023-2024 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 2023-2024 NEEDS ASSESSMENT.**  In the presentation, it was noted that there are five Ryan White services that are considered core services that are not funded with Part A dollars in this area: Medical Nutrition Therapy, Early Intervention Services, Home Health, Hospice Services, and Home/Community-Based Health Services. Katie noted that these services do have other sources of funding in the community. Peggy Wallace commented that even though these services might be covered under Medicaid, that does not mean all clients can access them.  **Members voted to approve the 2022-2023 HIV Care Needs Survey Report (M: Finn S: Miles) (17 yes, 0 no, 0 abstain).**  **B. Resource Prioritization and Allocation Recommendations Committee (RPARC) – Nolan Finn, Chair**  RPARC met on September 14, 2023 at Empath Health in Clearwater. Nolan Finn noted that the committee went over the Assessment of the Administrative Mechanism (AAM), which will be presented at the November meeting.  1. Part A FY 2023-2024 Quarterly Expenditure Report  Nolan briefly went over the quarterly expenditure report, explaining that there were some categories that were underspent. The committee will be looking at reallocations that month and also discussing the allocation of carryover funds.  **2. Part A FY 2024-2025 Allocation Recommendations**  Nolan presented the 2024-2025 Allocation Recommendations. These allocations will determine the amounts that will be procured for in the upcoming RFA. Amounts are based on the previous year’s grant award since we do not yet have the amount for the FY 2024-2025 award.  Nolan went through each of the service categories that will be procured for, noting which categories were receiving a different amount than the previous year. Members discussed Oral Health, which was recommended to be reduced. There has been difficulty delivering these services, largely due to staff shortages.  Kamaria Laffrey asked if amounts can change once they are voted on. Nolan said that yes, the Care Council can always do reallocations during the year. Aubrey also answered that each year his office puts out a survey to providers to determine where the needs for funding are and then his office recommends shifting around funding based on those needs. Kamaria also asked if dental offices can use people on externships coming out of dental school. Dorinda said that the problem is that under Ryan White, providers must be non-profits or health departments and salaries tend to be higher in for-profit settings.  Nolan requested a roll call vote to approve the allocations.  **Members voted via roll call vote to approve the Part A FY 2024-2025 Allocation Recommendations (M: Finn S: Lluberes) (17 yes, 0 no, 0 abstain).**  3. Part B FY 2023-2024 Quarterly Expenditure Report  Nolan went over the Part B Expenditure Reports. Joshua explained that there were two different reports, one for Part B funds and one for the state funds, including General Revenue and Patient Care Network. Joshua noted that there will be more data in the next report, which should be ready by the next month.  **C. Membership and Community Outreach – Joel Carrier, Chair**  Membership and Community Outreach met on September 18, 2023 at the Children’s Board. The committee is planning a membership engagement survey for Care Council and committee members to gauge satisfaction and engagement with the Care Council. The committee reviewed member attendance and will be discussing membership removals for a few members that have not been attending. As mentioned in the planning staff report, there will be a training next month with The AIDS Institute to discuss the legislative process and the federal budget as it relates to HIV funding. The next meeting will be on October 16, 2023 at the Children’s Board.  **D. Health Services Advisory Committee – Nicole Kish, Co-Chair**  Health Services Advisory Committee did not meet in September. The next meeting will be on November 16, 2023 at the Children’s Board.  **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 on November 15th at EPIC in St. Pete. The theme is “treat yourself to something nice – taking care of yourself while you care for your family and community.” The flyer should be out soon. The work group will meet on October 26, 2023 on Zoom to finalize event details. |
| COMMUNTIY INPUT | Dorinda commented to members that attendance at RPARC the following week was very important so that Part A reallocations could be passed. Aubrey added that this time of year is very busy as we plan for the next grant year, so attendance will be important for the next several months. |
| PREVENTION ACTIVITIES/QUALITY MANAGEMENT | David Cavalleri presented the September 2023 System-Wide HRSA HIV/AIDS Bureau Performance Measures. Several of the measures, including HIV viral load suppression, prescription of HART, retention in care, and syphilis screening are lower than when they were last reported from June 2023. David said that there may be issues with data not being entered into the databases. He said that he believes the work is being done but that it is not always reported, due to staffing issues and staff having many competing priorities. Nolan Finn commented that having accurate data will be important for the HRSA site visit in the spring. He asked whether providers could be incentivized to enter data. Dorinda answered that that would only be possible under a contract modification. Bernice McCoy asked if the clients reflected in this data were all people who are eligible for services. David answered that the data is reflective of people who are receiving Outpatient Ambulatory Health Services under Part A or Part B.  Bernard Washington commented that as someone on the ground seeing clients every day, he believes that the work is happening but that it is not being entered into the databases. He also said that having just gone through a site visit, he understands the importance of having the data in. He said there is a need for annual or every six-month training. With so much staff turnover, sometimes the person who was entering data moves on and no one fills their place. He also noted that staff have to work with multiple databases, including e2-Hillsborough and separate versions of CareWARE for Part B and Part D, which can be difficult. Other members echoed the need for training on data input. David said he was always happy to help with training. |
| PUBLIC POLICY REPORT | There was no public policy report. |
| **ANNOUNCEMENTS** | Because the meeting was almost out of time, staff asked members to send any announcements to staff so they could be sent out over email.  Nolan Finn asked for support letters for the Florida Comprehensive Planning Network (FCPN) nominations. |
| ADJOURNMENT | There being no further business to come before the Care Council, the meeting was adjourned at approximately 3:29 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. October 4, 2023 Agenda 2. August 1, 2023 Minutes 3. Background – 2023-2024 Service Priorities 4. Background – 2023-20234 Needs Assessment Report 5. 2023-2024 Needs Assessment Report 6. Part A FY 23-24 Quarterly Expenditure Report 7. Background – Part A FY 24-25 Allocation Recommendations 8. Part A FY 24-25 Allocation Recommendations 9. Part B PCN/GR 23-24 Quarterly Expenditure Report 10. Part B FY 23-24 Quarterly Expenditure Report 11. System-Wide Performance Measures 12. October 2023 Meeting Calendar |
| WEBSITES CITED | None |

**Attendance**

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| **Care Council Members** | **Attendance** |
| (Myles) Edward Myles *(Chair)* | In-person |
| Rachel Brown *(Vice-Chair)* | In-person |
| Lillie Bruton | In-person |
| Joel Carrier | In-person |
| Anne Cronyn | In-person |
| J Carl Devine | In-person |
| Nolan Finn | In-person |
| Ashley Hill |  |
| Nataliya Johnson | In-person |
| Riley Johnson |  |
| Vincent Kaborycha |  |
| Angela Kellogg | ALT |
| Nicole Kish | In-person |
| Kamaria Laffrey | In-person |
| Jeffrey Lluberes | In-person |
| Bernice McCoy | In-person |
| Marylin Merida | In-person |
| Antonio Miles | In-person |
| Kim Molnar | In-person |
| Teriko Perkins |  |
| Peggy Wallace | In-person |
| Bernard Washington | In-person |
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| **Associate Members** | **Attendance** |
| Chris Gudis | In-person |
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| **Recipient Staff** | **Attendance** |
| Aubrey Arnold | In-person |
| Dorinda Creighton-Seth | In-person |
| Maria Teresa Jaureguizar | *Virtual* |
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| **Lead Agency Staff** | **Attendance** |
| Joshua Cardwell | In-person |
| Nicole Houston | 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 | *Virtual* |
| Emily Hughart | *Virtual* |
| Elizabeth Rugg | In-person |
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| **Guests** | **Attendance** |
| Chase Barrs | *Virtual* |
| Dave Cousineau | In-person |
| Sheryl Hoolsema | *Virtual* |
| Allyson Jones | In-person |
| Bobbi Lambert | *Virtual* |
| Kristen Lewis | *Virtual* |
| Darius Lightsey | In-person |
| Mike Neuges | *Virtual* |
| Jeannie Padilla | In-person |
| Indira Palomino | In-person |
| Michelle Scavnicky | *Virtual* |
| Kevin Williams | *Virtual* |
| Wanda Vazquez | *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, November 1, 2023.

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