

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**RESOURCE PRIORITIZATION AND ALLOCATION**

**RECOMMENDATIONS COMMITTEE (RPARC)**

**EMPATH HEALTH, CLEARWATER**

**THURSDAY, NOVEMBER 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, Chair, at 11:06 a.m. |
| ATTENDANCE | Members Present: Nolan Finn, Angela Kellogg, Kevin Williams, Joy Winheim  Members Absent: Lillie Bruton, Nicole Kish, Bernice McCoy, Marylin Merida, Elizabeth Rugg  Guests Present: None  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Joshua Cardwell  Health Council Staff Present: Abigail Dees, Katie Scussel |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| ADOPTION OF MINUTES | **The minutes from October 12, 2023 were approved (M: Williams, S: Kellogg).** |
| CARE COUNCIL REPORT | Committee Chair, Nolan Finn, reported that the Care Council met on November 1, 2023 and had an abbreviated meeting followed by a training. Members passed the Reallocation Recommendations and Carryover Allocations, had a brief update on the Assessment of the Administrative Mechanism, and voted in one new member.  The training was presented by The AIDS Institute and covered the federal budget and legislative process. Nolan commented that it was a very good presentation. Aubrey Arnold commented that the deadline on the most recently passed continuing resolution is the following Friday, November 17th. Kevin Williams asked if the slides from the training could be sent out. Abigail Dees, staff, said that she would send them.  The next Care Council meeting will be on December 6, 2023 at 1:30 PM at the Children’s Board of Hillsborough County. |
| PART A RECIPIENT UPDATE | Aubrey Arnold, Part A Recipient, reported that Part A staff are currently focused on the procurement and making sure reviewers are lined up to review applications. The application deadline is November 14th. He noted that there was a training for reviewers held the previous day, November 8th. Staff at Hillsborough County are also preparing for the upcoming HRSA site visit for the Ending the HIV Epidemic (EHE) grant. The site visit will be December 6th-8th. There will be a meeting with community stakeholders on December 7th and Aubrey will make sure anyone interested in attending has the information. |
| PART B LEAD AGENCY UPDATE | Joshua Cardwell, Part B Lead Agency staff, reported that he is hoping to be fully staffed in January. Joshua noted that he and Nicole Houston, HIV/AIDS Program Coordinator, will be attending the upcoming Florida Comprehensive Planning Network (FCPN) meeting in December. He said that he hopes to get more information during the meeting on the transition to the statewide fiduciary agent. Joshua also noted that he is currently wrestling with the purchasing department trying to get contract continued for the next year.  A. Expenditure Reports  Members reviewed the Part B and state quarterly expenditure reports. Joshua prepared a new report format to make the reports easier to read. The Part B report reflected spending through the second quarter and the state funds report reflected spending through the first quarter. Joshua explained that state funds are spent by county health departments and are not always reported in time to be up-to-date within the report. Most services are currently on track for spending, except Oral Health. Joshua explained that one county health department was missing data, so there may be more expended than what is reflected in the report.  Members noted that difference in format from the Part A reports. Part A reports show the encumbrance rate, or how much has been spent so far, and Part B reports show the percent of remaining budget, or how much is left. Members noted that it would be important to explain this at Care Council meetings so members are not confused.  Nolan thanked Joshua for his time and effort on these reports and commented that having this information helps with the planning process. |
| COMMUNITY INPUT/ ANNOUNCEMENTS | Staff, Abigail Dees, announced that the Membership and Community Outreach Committee currently has a survey out for all Care Council and committee members to gauge satisfaction with membership. Abigail encouraged everyone to take the survey and said that anyone who hasn’t received it can get in touch with her.  Members discussed the next meeting in December and decided to cancel it, as they did not anticipate any items to discuss.  Kevin Williams announced that he recently lost his father-in-law, who was HIV positive and a longstanding member of the gay community in Tampa. Kevin said that his father-in-law is the reason he knew about HIV and that he is here doing this work today. Members offered their condolences to Kevin and his family.  Nolan shared that he was recently a victim of a scam involving someone posing as his employer and asking him to purchase gift cards. Thankfully, he was able to get his money back, but warned others to be cautious about similar scams. |
| **ADJOURNMENT** | There being no further business to come before the committee, the meeting was adjourned at 11:52 p.m. |