

WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**WEDNESDAY, APRIL 3, 2024**

**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, Chair, at 1:31 p.m. |
| ROLL CALL AND INTRODUCTIONS | See attached attendance list.  As an icebreaker, Chair E.S. Myles asked everyone to pick one word to describe themselves. |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| MOMENT OF SILENCE | Myles led everyone through a moment of silence. |
| ADOPTION OF MINUTES | Members reviewed the minutes for the February 7, 2024 and March 6, 2024 meetings.  **The meeting minutes from February 7, 2024 were approved (M: Finn, S: Kellogg) (15 yes, 0 no, 0 abstain).**  **The meeting minutes from March 6, 2024 were approved (M: Devine, S: Molnar) (15 yes, 0 no, 0 abstain).** |
| CHAIR/VICE CHAIR’S REPORT | Chair, E.S. Myles, reported that he was working on some non-partisan voter registration events coming up in Hillsborough and Pinellas and that more information would be available at a later date. |
| RECIPIENT’S REPORT | Part A Recipient staff, Aubrey Arnold, began his report thanking everyone who was in attendance for helping make quorum that day. He then went on to report that the Part A program has not received its full grant award yet but has received a partial award of $3,196,341. The Ending the HIV Epidemic program has also received a partial award. Congress passed a continuing resolution ten days prior, so should be working on ironing out final federal budgets soon.  Part A has been working with Part B staff on a case management training that will be held on April 18th. The local AIDS Education and Training Center (AETC) will be offering a training on self-care for case managers. The training will be recorded, and there will be two sessions, a morning session and an afternoon session, so that agency staff can split staff time between the two sessions.  Part A staff is preparing for the upcoming site visit from the Health Resources and Services Administration (HRSA). The site visit will be June 11-14, 2024. HRSA staff will not be here for a Care Council meeting so will meet with the Standards, Issues, and Operations Committee instead.  The next Ryan White Conference will be August of this year and it will be hybrid, with an online portal and in-person attendance in Washington, D.C. Registration is now open and Aubrey encouraged anyone interested in attending to register.  Aubrey then let the Care Council know that the Part A program did not spend 95% of formula funds for the 2023-2024 grant year. The program received a large carryover from the previous year totaling $446,680 and was able to spend the carryover funds but as a result, was unable to spend all the formula funds leaving $469,759 on the table. Fortunately, the area received a waiver and will not receive a penalty and will get the full amount back as carryover funds in the next year. Aubrey went on to say that he does not expect any waivers to be available in the upcoming grant year, so the area will need to work to make sure all funds are spent in the next year. He said that the reallocation process will be very aggressive and if any service categories have large balances by October, money will be reallocated.  Nolan Finn asked whether the carryover funds could be used for one-time purchases and Aubrey answered that the fund had to go into existing contracts. He shared some ideas for spending, including funding housing in Pinellas and Hillsborough (which is currently only funded under Ending the HIV Epidemic. He also mentioned considering making a onetime contribution to the ADAP Premium Plus program for clients in our area benefiting from the health insurance program, which is something that has been done in the past. Aubrey said he was very concerned about the lack of spending the past two years and that he takes it very seriously, but that he was optimistic for the year ahead. There are new providers at the table, rates have increased across services, and there should be some new opportunities for spending the funds this year. One difficulty with spending carryover is that it usually comes late in the grant year, with funds not received until October. Angela Kellogg commented that it puts smaller agencies at a disadvantage because they may not have the budgets to support spending ahead until funds are received. Marylin Merida asked if agencies had been identified that were not spending down their contracted funds. Aubrey said that he is aware and is working with staff to identify what happened. There may have been some issues with billing. Nolan commented that the Care Council should take advantage of the upcoming site visit in June to get guidance from HRSA on creative ways to use the carryover funds. |
| LEAD AGENCY REPORT | For the Part B Lead Agency report, Joshua Cardwell reported that he expects level funding for the next funding year beginning on July 1st. All contracts have been renewed and executed and his office is fully staffed. Staff have been working on contract monitoring, which is currently wrapping up. Contract monitoring for the next fiscal year will be starting earlier than last year and should begin in July. Final expenditures for federal Part B funds should be available for the May RPARC meeting. Joshua also reported that he was working on an amendment to provide emergency financial assistance in the four outlying counties of Polk, Hardee, Highlands, and Manatee, as well as food bank home deliveries. This would be a new type of service that has not been previously provided by Part B and Joshua said he was optimistic that it would work very well. Joshua went on to say that he was expecting there to be a procurement in the fall but that he had not heard any further information about the statewide fiduciary agent. |
| HOUSING OPPORTUNITIES FOR PEOPLE WITH HIV/AIDS (HOPWA) REPORT | Anne Cronyn, City of Tampa, shared that she had no big HOPWA updates. Her staff were not present at that meeting because they were out doing contract monitoring. Her office is currently undergoing a small internal audit of HOPWA. The Department of Housing and Urban Development (HUD) made it through appropriation so Anne shared that she believes HOPWA should see a small increase in funding. |
| CARE COUNCIL PLANNING SUPPORT (PCS) STAFF REPORT | Planning Council Support Staff, Katie Scussel, said that she was just getting back into the swing of things after returning from maternity leave and thanked everyone for being present at the meeting and making quorum. |
| COMMITTEE/WORKGROUP REPORTS | **A. Planning and Evaluation Committee (P&E) – Nolan Finn, Co-Chair**  The Planning and Evaluation Committee met on March 14, 2024 at Empath Health in Clearwater. The committee held Chair and Co-Chair elections and Sheryl Hoolsema was elected to continue as Chair and Nolan as Co-Chair. The committee reviewed the work plan and moved around some dates but did not make any big changes otherwise. The committee also learned that Empath Health is selling its property in Clearwater and will remain at its current location until the property sells and then may lease back the space for a period of time until moving to a different location. The next P&E meeting will be on May 9, 2024 at EPIC in Clearwater.  Nolan then presented the changes to the Service Caps and Limits, reviewing each change and explaining the need to spend down funds, especially with the large carryover this year.  **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 was last revised in August of 2023.  The Committee recommends the following changes to the Service Caps and Limits: removing language regarding tiered benefits in Health Insurance Premiums and Cost Sharing Assistance, removing the caps and limits from Medical Case Management, and simplifying eligibility criteria for categories in which the provider agency would not be completing the client’s Notice of Eligibility. 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).**  Angela Kellogg proposed one change to the background paper, saying that the phrase “simplifying eligibility criteria for categories in which the provider agency would not be obtaining the client’s Notice of eligibility” should read, “not be *completing* the client’s Notice of eligibility,” explaining that each client would have an NOE to access the service, it was just a matter of who would be completing it, as case management is typically the service that completes the NOE.  Members voted to approve the changes to the Service Caps and Limits **(M: Finn, S: Molnar) (15 yes, 0 no, 0 abstain).**  **B. Resource Prioritization and Allocation Recommendations Committee (RPARC) – Nolan Finn, Chair**  RPARC met on March 14, 2024 at Empath Health in Clearwater. The committee held Chair and Co-Chair elections and elected Nolan to continue as Chair and Angela Kellogg to Co-Chair. The committee reviewed the work plan and did not make any major changes. The next RPARC meeting will be on May 9, 2024 at EPIC in Clearwater.  Nolan presented the 2024-2025 Reallocation Recommendations, explaining the need to combine allocations for Pasco and Hernando Oral Health services into one allocation.  **Background**  The Care Council is responsible for approving the reallocation of Part A funds. The following recommendations were suggested by the Part A Recipient due to lack of provider applicants for Oral Health Services in Pasco and Hernando County. It is recommended that the funding for these two counties be combined for one provider. These allocations are $10,000 for Pasco County and $60,000 for Hernando County.  **Action Required**  **THAT THE WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL ADOPTS THE PART A FY 24-25 FUNDING REALLOCATIONS AS FOLLOWS** (See Attachment)**.**  Rachel Brown commented that Pasco and Hernando Counties cover a large area and asked if combining the funds into one allocation would make if difficult for clients to access services. Aubrey answered that he would love to find a mobile unit to be able to reach more clients and try something different. He then said that the reason the allocation is only $70,000 is because it is based on historic spending for the last few years. Once the program receives the full Part A grant award, he would like to have the Care Council allocate additional money to this service in order to attract a provider. He said that he would like the allocation to be closer to $150,000.  Angela Kellogg amended the original motion, raising the allocation up to $200,000 pending the receipt of the full grant award.  Members voted to approve the combination of the Pasco and Hernando Oral Health allocations into a combined budget of $200,000, pending receipt of the full Part A grant award **(M: Kellogg, S: Merida) (15 yes, 0 no, 0 abstain).**  **C. Membership and Community Outreach – Abigail Dees, Staff**  Membership and Community Outreach met March 12, 2024 at the Children’s Board of Hillsborough County. The committee elected Joel Carrier to continue as Chair and Nataliya Johnson as Co-Chair. Members voted to move the meeting to the second Tuesday of the month and reviewed the annual work plan. Abigail presented one membership application.  **Background**  The Membership Committee has reviewed the membership application of Antonio Luis. He is being recommended for voting membership on the Care Council based on his application scores, interview assessment, and the HRSA (Health Resources and Services Administration) category that he will fill.  **Action Required**  The Committee recommends that the Care Council members adopt the following recommendation:  **THAT THE COUNCIL ACCEPTS THE NOMINATION OF ANTONIO LUIS AS A VOTING MEMBER REPRESENTING HILLSBOROUGH COUNTY (2024-2027). THE COUNCIL WILL FORWARD THE NOMINATION TO HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS FOR FINAL APPROVAL.**  Dr. Luis introduced himself and said that he is a doctor with a small community clinic focused on HIV and LGBTQ+ health in Pinellas Park.  **Members voted to approve the allocation of Dr. Antonio Luis (M: Cronyn, S: Finn).**  **D. Health Services Advisory Committee – Nicole Kish, Chair**  The Health Services Advisory Committee met on March 21, 2024 at the Children’s Board of Hillsborough County. The committee elected Nicole Kish to serve as Chair and Peggy Wallace to serve as Co-Chair. Members voted to keep the time, date, and location the same for the meetings (the third Thursday of every other month) and reviewed the workplan without making any major changes. The next meeting will be on May 16, 2024 at the Children’s Board.  Nicole presented the recommended change to the Part A formulary to include erectile dysfunction drugs.  **Background**  The Health Services Advisory Committee (HSAC) has made a motion to add erectile dysfunction medication to the Ryan White formulary without restriction, cap or limitation. HSAC reviews pharmacy expenditures twice annually and will pay special attention to the utilization of these drugs.  The HSAC recommends addition of erectile dysfunction medications to the Ryan White formulary without restriction, cap, or limitation.  **Action Required**  **ACCEPT THE ADDITION OF ERECTILE DYSFUNCTION MEDICATION TO THE RYAN WHITE FORMULARY WITHOUT RESTRICTION, CAP, OR LIMITATION.**  Members discussed that this recommendation was made following the Part B program, which has been covering erectile dysfunction drugs for the past year. Medications will be prescribed under the discretion of providers to make sure they are used appropriately. Angela asked whether they would be covered under co-pay assistance. Aubrey answered yes, if they are part of the formulary they may be covered.  **Members voted to approve the addition of erectile dysfunction medication to the Ryan White formulary without restriction, cap, or limitation (M: Kish, S: Washington).**  **E. Women, Infants, Children, Youth and Families (WICY&F) Work Group – Abigail Dees, Staff**  The Women, Infants, Children, Youth, and Families Work Group met on March 28, 2024 via ZOOM. The group does not have a chair or co-chair, as they are a work group. Attendees reviewed the work plan and the only major change was moving from two events per year to one, due to a decrease in attendance at these events. The next event will be in the fall, in September or October, rather than around Thanksgiving. The next meeting will be on May 23, 2024 via ZOOM. |
| COMMUNTIY INPUT | There was no community input. |
| PREVENTION ACTIVITIES/ QUALITY MANAGEMENT | Quality Management Consultant, David Cavalleri mentioned that invitations had gone out for the upcoming quality management training and asked people to reach out to him if they had not received one.  A. March 2024 System Wide HRSA Performance Measures  David presented the March 2024 HRSA performance measures. Some measures have gone up from the previous quarter, including viral load suppression, prescription of HART, and HIV risk counseling. David said that has been offering some technical assistance to providers, which may have to do with providers having to get data in recently for the recent Ryan White Program Services Report (RSR).  Nolan thanked David for presenting the performance measures and asked if the next round of data collection could be gathered early, ahead of the HRSA site visit.  The next Quality Management Technical Work Group meeting will be on June 20th. |
| **PUBLIC POLICY REPORT** | There was no public policy report. |
| **ANNOUNCEMENTS** | There were no announcements. |
| ADJOURNMENT | With no further business before the Care Council, the meeting was adjourned at 2:48 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. Meeting Agenda – April 2024 2. Meeting Minutes – February 2024 3. Meeting Minutes - March 2024 4. Background - Service Caps and Limits Revisions 5. Draft Revised Service Caps and Limits 6. Background - Part A FY 24-25 Reallocation Recommendations (Oral Health) 7. Part A FY 24-25 Reallocation Recommendations (Oral Health) 8. Background – New Member - Luis 9. Background - Part A Formulary Update 10. March 2024 System Wide HRSA HAB Performance Measures 11. April 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 |  |
| Joel Carrier |  |
| Anne Cronyn | In-person |
| J Carl Devine | In-person |
| Nolan Finn | In-person |
| Nataliya Johnson |  |
| Angela Kellogg | In-person |
| Nicole Kish | In-person |
| Kamaria Laffrey | *Virtual* |
| Jeffrey Lluberes | In-person |
| Antonio Luis | In-person |
| Bernice McCoy | In-person |
| Marylin Merida | In-person |
| Antonio Miles | In-person |
| Kim Molnar | In-person |
| Teriko Perkins |  |
| Anthony Trunzo |  |
| Peggy Wallace | In-person |
| Bernard Washington | In-person |
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| **Associate Members** | **Attendance** |
| Chris Gudis |  |
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| **Recipient Staff** | **Attendance** |
| Aubrey Arnold | In-person |
| Dorinda Creighton-Seth |  |
| Maria Teresa (MT) Jaureguizar |  |
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| **Lead Agency Staff** | **Attendance** |
| Joshua Cardwell | In-person |
| Nicole Houston |  |
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| **Health Council Staff** | **Attendance** |
| Abigail Dees | 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 |  |
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| **Guests** | **Attendance** |
| Holly Beaver | In-person |
| Veronica Brisco | *Virtual* |
| Daphne Dieudonne | In-person |
| Marcio Gonzalez | In-person |
| Candace Lewis | In-person |
| Kristin Lewis | *Virtual* |
| Mike Neuges | *Virtual* |
| Wanda Vasquez | In-person |

*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, May 1, 2024.

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