

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**EMPATH HEALTH - CLEARWATER**

**THURSDAY, MARCH 14, 2024**

**9:30 A.M. – 11:00 A.M.**

**MINUTES**

|  |  |
| --- | --- |
| **CALL TO ORDER** | The meeting was called to order by the Co-Chair, Nolan Finn, at 9:32 a.m. |
| **ATTENDANCE** | Members Present: Nolan Finn, Allyson Jones, Angela Kellogg, Nicole Kish, Jeffrey Lluberes, Marylin Merida, Gina Puglisi  Members Absent: Sheryl Hoolsema, Elizabeth Rugg  Guests Present:  Recipient Staff Present: Aubrey Arnold, Dorinda Seth  Lead Agency Staff Present: Joshua Cardwell  Health Council Staff Present: Abigail Dees |
| **CHANGES TO AGENDA** | Abigail Dees stated that she had added a discussion on the Service Caps and Limits to the agenda per request from the Recipient. |
| **ADOPTION OF MINUTES** | **Members voted to approve the minutes for February 8, 2024 (M: Merida, S: Lluberes).** |
| **CARE COUNCIL REPORT** | Committee Chair, Nolan Finn, reported that the Care Council met on March 8, 2024 and did not have quorum.  Care Council Chair, E.S. Myles reported that he had been to Tallahassee to lobby for Trans rights in the state legislature.  Part A reported that they had received a partial award and they expected to receive the full award in April or May. The Recipient is preparing for the competing grant application in the fall. All agreements for the new grant year were approved by the Board of County Commissioners. They held a new provider training and the deadline for claims for the previous grant year is on March 15th. The Council was not able to vote on the combination of funding for Pasco and Hernando Counties for Oral Health. It will be voted on at the April Meeting. HRSA will be conducting their site visit on June 11 -14 and will be visiting a Care Council SIOC meeting. The National Ryan White Conference will be held in August and there is an EHE Technical Assistance Conference in March. Part A and Part B have been collaborating on a Case Management training to be held on April 18th. The Recipient is confident that the program should reach a 95% spend down rate for the 2023-2024 grant year, but a waiver was obtained just in case.  Part B reported that they had concluded the State HIV/AIDS Section’s site visit. The Lead Agency stated that they had received positive feedback so far. All contracts had been renewed for one year. Funding was confirmed for level funding for the coming grant year. The changes to Part B structure in the future leads to uncertainty regarding funding amounts in grant years after the one year contracts expire. These changes also lead to questions regarding how the local area’s issues and concerns will be addressed with a statewide administrative agent.  HOPWA reported that they are in the monitoring phase of their grant cycle. They also have money available for rental assistance. Applications take place on Tuesdays and Thursdays at 9:00 AM. They are having issues keeping up with rent increases and therefore must serve less clients while there has been a 12% increase in homelessness in the area.  The Care Council reviewed the Part A and Part B expenditure reports. They also heard from two new members, but could not vote them in due to not having quorum. The Membership and Community Outreach Committee presented the findings of the Care Council Membership Satisfaction Survey and the results were positive.  The Quality Management Consultant reported that the performance measures were seeing increases in the right areas and he was focusing on data entry trainings.  Aubrey also mentioned that the virtual option for Care Council members will be going away soon. All Care Council members will need to attend Care Council meetings in person.  The next Care Council meeting will be on April 3, 2024 at 1:30 PM at the Children’s Board of Hillsborough County. |
| **ELECTION OF CHAIR AND CO-CHAIR** | Members reviewed the responsibilities of the committee chair and co-chair. Members discussed the provision that the chair or co-chair be a person living with HIV when possible. Nolan shared that although Sheryl Hoolsema was not at the meeting in person she had virtually accepted being nominated to serve as chair again. Nolan nominated Sheryl Hoolsema for Chair. Angela Kellogg nominated Nolan Finn for Co-Chair.  **Members voted to approve Sheryl Hoolsema as Chair and Nolan Finn as Co-Chair. (M: Kellogg S: Merida).** |
| **MEETING TIME, DAY, AND LOCATION** | Members discussed the meeting time, day, and location. Gina Puglisi and Jeffery Lluberes shared that Empath Health had put the campus at which the committee meets up for sale. Other locations could be available for this committee. Angela and Joshua shared that their agencies might have spaces available for the committee. Abigail agreed to look into alternative locations.  Members agreed to keep the meeting at Empath Health on the second Thursday of the month at 9:30 AM until a change needed to be made. |
| **COMMITTEE WORK PLAN UPDATE** | Members reviewed the previous year’s work plan.  Under the goal regarding the needs assessment, members discussed the timeline for the Needs Assessment, the service priorities, and the Epidemiology and Care Continuum Reports. Nolan asked if the committee would have the data to rank the service priorities in June. Abigail explained that when Katie had asked to confirm if the Recipient would want the service priorities ranked before the HRSA site visit. Aubrey stated that he did not feel like that would be necessary. HRSA would like to see that they are doing it systematically. Members asked what data is needed for the service priorities. Aubrey shared that updated epidemiological data is typically needed and that data does not become available until August at the earliest. The previous service priorities were adopted in June because the Client Needs Assessment Survey continued to be pushed back. Members discussed the timeline for the Epidemiology and Care Continuum Reports. Abigail stated that the Epidemiology Report and Care Continuum Reports would not be ready for presentation in October 2024. If the Committee wanted to wait until those reports were completed to vote on the service priorities than that would need to take place in November. Nolan recommended that the Epidemiology and Care Continuum Reports be separated into two separate steps on the work plan. Members discussed the workload if the Minimum Standards of Care were also to be reviewed this year.  Members discussed the Minimum Standards of Care. There were some changes that the committee would need to review this year per the Recipient. Jeffrey stated that the committee had agreed to review the MSOC yearly when they last reviewed them. Members agreed to review the MSOC in May. They also added the step to present them to the Care Council in June.  Members revisited the discussion on the Service Priorities and Epidemiology and Care Continuum Reports. Members agree to review the Epidemiology and Care Continuum Reports in October and presented to the Care Council in November. They also agree to review the Service Priorities to be reviewed in November 2024. Members discussed the Needs Assessment Survey and the issues with the most recent survey. Members agreed that the survey needs significant change and that they should work on a way to have those changes be made.  Members agreed to maintain the goals and steps for reviewing EHE monitoring. They updated the dates to May 2024 and November 2024.  Members made the change to add dates for the monitoring of the integrated plan. Members agreed on August 2024 and February 2025.  Members discussed the review of quality management. Members discussed that the quality management work group already meets to review the quality management standards. Aubrey confirmed that this would not interfere with the contracts for Quality Management and the Care Council reviews the data. Members agreed to remove this activity from the work plan. Members discussed the importance of client involvement on the quality management level. Marylin brought up that this is something that HRSA will be looking into at their site visit. Aubrey confirmed that there are clients involved in the QM groups.  **Members voted to accept the work plan with the mentioned changes (M:Puglisi, S: Merida).**  After the discussion on Service Caps and Limits later in the meeting, members decided to add the review of the Service Caps and Limits to the Work Plan. Members agreed to review the Service Caps and Limits yearly in April.  **Members voted to accept the work plan with the changes including the Service Caps and Limits (M: Kellogg, S: Merida).** |
| **SERVICE CAPS AND LIMITS UPDATE** | Abigail shared that Aubrey reached out to her to ask the Committee to review the Service Caps and Limits for proposed changes from the Recipient. Aubrey mentioned that the main changes are a simplification of language throughout. Under Health Insurance Services the proposed changes were to remove the language regarding different tiers of benefits based on usages. The changes were also made to change the eligibility criteria to just a Notice of Eligibility instead for agencies that would not be obtaining the NOE for the client. The next change would be to increase the cap for medical case management to $4000 per client. Members discussed the raising of the cap previously and if removing the cap would be beneficial. Angela stated that removing the cap would be helpful in spending all of the money from the grant and help get the spend down rate to 95%. Angela mentioned that the cap could always be put back in place if agencies started spending too much.  **Members voted to remove the cap on medical case management (M: Kellogg, S: Lluberes).**  **Members voted to accept the changes made to the Service Caps and Limits (M: Merida, S: Kellogg).** |
| **NEW MEMBER** | Abigail shared that it was Allyson Jones third meeting with the committee so she could be voted in as a member. Allyson agreed to join the committee.  **Members voted to accept Allyson Jones as a member of the committee (M: Kellogg, S:Merida)** |
| **COMMUNITY INPUT/**  **ANNOUNCEMENTS** | There was no community input or announcements. |
| **ADJOURNMENT** | There being no further business to come before the committee, the meeting was adjourned at 11:02 a.m. |