

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**EMPATH HEALTH - CLEARWATER**

**THURSDAY, MAY 8, 2025**

**9:30 A.M. – 11:00 A.M.**

**MINUTES**

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| **CALL TO ORDER** | The meeting was called to order by Nolan Finn, co-chair at 9:32 a.m. |
| **ATTENDANCE** | Members Present: Nolan Finn, Sheryl Hoolsema (*virtual*), Allyson Jones (*virtual*), Angela Kellogg *(virtual*), Marylin Merida (*virtual*), Gina Puglisi  Members Absent: Nicole Kish, Jeffrey Lluberes  Guests Present: None  Recipient Staff Present: Aubrey Arnold  Lead Agency Staff Present: Nicole Houston  Suncoast Health Council Staff Present: Abigail Dees, Katie Scussel |
| **CHANGES TO AGENDA** | There were no changes to the agenda. |
| **ADOPTION OF MINUTES** | **Members voted to approve the minutes from April 10, 2025 (M: Puglisi, S: Hoolsema).** |
| **CARE COUNCIL REPORT** | Nolan Finn reported that the Care Council met on May 7, 2025 and had quorum. Staff provided a refresher training on the Care Council and the Ryan White program. For the Part A report, Aubrey Arnold reported that Part A still has not received its full award. We may receive another partial award before receiving the full award. The 2024-2025 fiscal year has been closed out with $59,138 left on the table, which means 99% of the grant was spent. Hillsborough County has hired a new contract manager, Amanda Bruno, to fill in MT’s position. There will be a Medical Case Management training on June 24th on Zoom. The statewide needs assessment survey is still not ready to be released by the Florida Department of Health, so the committee will need to discuss whether the local area should do its own survey. For the Part B report, Nicole Houston reported that despite the delay, all but one contract have been successfully executed for the new grant year. There have been no updates on whether a statewide fiduciary agent has been selected. The next Florida Comprehensive Planning Network (FCPN) meeting will likely be postponed. There will be a Pinellas Ending the HIV Epidemic (EHE) meeting on May 22nd at EPIC in St. Pete.  Planning Council Staff presented the all committee work plan and work product schedule. Members voted to approve the Service Priorities and voted in two new members, one who is a client and one who represents the State Medicaid Agency.  The next Care Council meeting will be on June 4, 2025, at Lee Davis Community Center. |
| **SERVICE CAPS AND LIMITS** | Members reviewed the Service Caps, Limits, and Eligibility, which was last updated in April 2024. Members said they did not see any need for any changes. Katie Scussel, staff, asked how it was going having no cap on Medical Case Management, which was a change made the previous year. Aubrey Arnold answered that it was going well and has not caused any issues.  Members discussed a note at the bottom of the document which said, “It is the Provider’s responsibility to respond flexibly to a changing environment as long as they do not exceed the cap established for a particular service.” Members thought it was an accurate statement but weren’t sure why it was there or what the context was. Staff looked through old documents and found the background paper and minutes from the meetings where this item was voted on and shared that it stemmed from a conversation that was had about the Insurance Services Program. Members decided the statement didn’t need to be there and decided to remove it. Members also updated the statement “All limits are established per client per contract year beginning with the ’07 program year unless otherwise indicated” to just “All limits are established per client per contract year” for simplicity.  **Members voted to approve the language changes to the Service Caps, Limits, and Eligibility document (M: Kellogg, S: Merida).**  Sheryl Hoolsema noted that food vouchers are available under Part B and asked if the caps and limits should be reflected in the document. Angela Kellogg pointed out that the food vouchers under Part B are technically part of the Emergency Financial Assistance category, rather than Food Bank and Nutritional Supplements. |
| **MINIMUM STANDARDS OF CARE (MSOC)** | Members reviewed the Minimum Standards of Care (MSOC) and discussed the changes made the previous year. Nolan asked if the committee saw any need for any changes. Members answered that they did not see any need for changes. Katie mentioned that the Health Services Advisory Committee had added it to their work plan to review the MSOC at an upcoming meeting, so they may have possible notes on the standards for Outpatient Ambulatory Health Services (OAHS).  **Members voted accept the Minimum Standards of Care as is with no changes (M: Hoolsema, S: Merida).** |
| **COMMUNITY INPUT/**  **ANNOUNCEMENTS** | Aubrey brought up at Care Council that we are behind in the needs assessment process because of the delay with the state on the survey. Members discussed conducting a separate survey just for the area and decided if the statewide survey still wasn’t ready by May, to have something drafted for the June meeting.  Katie said she had a few examples she could pull from and asked how much demographic information members would like to collect in the survey. Members suggested zip code, age, race, and gender. Aubrey said that he would get a copy of the survey that Palm Beach County is using. |
| **ADJOURNMENT** | There being no further business to come before the committee, the meeting was adjourned at 10:37 a.m. |