

**RYAN WHITE CARE COUNCIL
JAN PLATT LIBRARY, TAMPA
WEDNESDAY, JULY 5, 2006
1:30 P.M. - 3:30 P.M.**

MINUTES

- CALL TO ORDER** The meeting of the Ryan White Care Council was called to order at 1:35 p.m. by Mark Mischan, Chair.
- ATTENDANCE** See attached attendance list.
- CHANGES TO AGENDA** Michael Amidei requested that the Membership action items be moved from VIII-B to VIII-A. The Care Council members agreed by consensus to the requested changes to the agenda.
- ADOPTION OF MINUTES** The minutes of the June 7, 2006 meeting were approved (M: Amidei, S: Roth) with 14 yes votes, 1 no vote and 1 abstention (Merida).
- CHAIR'S REPORT** The Florida Patient Care Planning Group (PCPG) met on June 28th and 29th in Tampa. The group discussed the proposed legislation to establish a single client eligibility application for HIV/AIDS related State Department of Health programs under Administrative Rule, Chapter 64-D Section 4. Our local planning council has an ad hoc committee that will be looking into the alignment of Title I with Title II asset and income limits as well as establishing eligibility criteria for specific services. Currently John Melartin is our local representative to the PCPG and Mark Mischan is the alternate. Members were encouraged to inform staff if they are interested in applying for either position.
- The Care Act reauthorization is still stalled in Congress and may not be resolved before the end of this session. A new Florida legislative mandate will move screening criteria from individual case managers to having one individual screen consumers for accessing service.
- The Chair questioned if our AIDS Service Organizations have disaster plans in place and the Grantee stated that it is part of the contract with the state for the Grantee's office to have a disaster plan. A recent provider survey indicates that all providers in the community also have disaster plans in place. John Melartin encouraged case managers to include a disaster plan in each client's plan of care that would include emergency contact information. Hillsborough County has an emergency contact number for clients to access them in case of emergency. (813-273-5555)
- GRANTEE'S REPORT** Aubrey Arnold stated that there is a bid opportunity for the MAI funding dollars for Pasco/Hernando. The website review panel met on June 14 and will be working to establish written policies and procedures, creating a chart of persons responsible for specific parts of the website, and

creating guiding principles. The website review panel will meet quarterly with their next meeting scheduled for September 15. Aubrey reminded everyone that the website (www.thecarecouncil.org) is a good source of communication.

Aubrey announced that the All Titles conference will be held in Washington, DC in August. Aubrey and a member of his staff will attend in addition to the Care Council Chair and one council support staff member. The Title II lead agency conference was held this month in Tallahassee. They discussed the comprehensive plan and the client survey that will be used next year. We will not be doing a Title I client survey this year since we must do the Title II client survey next year in an effort to conserve resources and not limit client participation by overburdening them with multiple surveys. The Latino advisory group met on June 28 and will meet again on July 19th.

The Quality Management provider completed a pilot survey from mid April - mid June. The provider is currently doing an analysis on the outcomes and will report the results to the Planning and Evaluation Committee. The information will also be used for the Title I application this Fall. Aubrey announced that all conditions of award for our grant have been satisfied for FY06. The Centers for Disease Control (CDC) sets the target numbers and our area has met or exceeded in all categories. Anyone interested in the specific information can contact staff for a copy of the table.

The Chair requested information regarding the HOPWA (Housing Opportunities for People With AIDS) housing survey soon to be released. Vivian Candelaria reported that the City of Tampa contracted with Collaborative Solutions to complete a needs assessment specifically for housing in Hernando, Hillsborough, Pasco, and Pinellas. The survey tool (six pages) has been finalized and they are seeking incentives to offer clients who complete the survey due to the length. They are planning to distribute 800 surveys with Spanish translations available. An individual will be at specific locations on distribution day to assist those who have limited literacy. The group also plans to hold focus groups by county for clients, providers, and experts. The next planning meeting will be July 27th from 1:30-3:30 at Jan Platt Library.

COMMITTEE REPORTS

A. Membership – Michael Amidei, Chair

The Membership Committee presented the ballot for election of the Care Council vice chair which included Dave Konnerth and Bob Reynolds. No additional nominations were made. Each delegate spoke briefly regarding their background and involvement with the planning council. Members cast their ballot, votes were counted, and the new vice chair was announced. Dave Konnerth is the newly elected Vice Chair of the Care Council with his term beginning July 5, 2006.

The committee presented two bylaw revisions at the June meeting for a

30 day review. The following motion passed (M: Kitchen, S: Lewis) with 17 yes votes, 0 no votes, and 0 abstentions:

**MOTION
07/06-01**

THAT THE CARE COUNCIL ACCEPTS THE REVISION TO THE BYLAWS REGARDING A PAST MEMBER WHO HAS SERVED TWO CONSECUTIVE TERMS OF SERVICE SITTING OUT FOR ONE FULL YEAR BEFORE RETURNING.

The following motion passed (M: Lewis, S: Candelaria) with 18 yes votes, 0 no votes, and 0 abstentions:

**MOTION
07/06-02**

THAT THE CARE COUNCIL ACCEPTS THE REVISION TO THE BYLAWS REGARDING IN PERSON INTERVIEWS OF NEW CARE COUNCIL APPLICANTS

The Membership Committee presented the proposed slate of new members for adoption by the Care Council. The committee chair thanked the scoring team and the interview team for their time and effort to attend to those additional duties. The following motion passed (M: Konnerth, S: Robinson) with 17 yes votes, 0 no votes and 1 abstention (Martin):

**MOTION
07/06-03**

THAT THE SLATE OF MEMBERS FOR THE 2006-2009 TERM BE ADOPTED BY THE CARE COUNCIL.

The new Care Council voting members will begin their terms in September 2006.

B. Health Services Advisory – Jim Roth, Co-Chair

The committee created an ad hoc committee to review the medication formulary. The Grantee requested an expedited process to have a formulary to submit to Express Scripts to facilitate the invoicing system. The formulary ad hoc committee and the Health Services Advisory Committee accepted the draft via e-mail vote so that it could be presented to Care Council. The following motion passed (M: Amidei, S: Candelaria) with 16 yes votes, 0 no votes and 1 abstention (Dolphin):

**MOTION
07/06-04**

THAT THE CARE COUNCIL ACCEPTS THE DRAFT MEDICATION FORMULARY WHILE USAGE AND COST DATA IS COLLECTED OVER THE NEXT 3-6 MONTHS.

The dental ad hoc committee is planning to meet soon.

C. RPARC - David Konnerth, Chair

Dave Konnerth gave a summary of the meeting which included the RPARC allocations work group meeting. RPARC discussed two contracts that were not applied for through the RFA process and formulated a plan for utilization of those funds. The following motion

passed (M: Lewis, S: Martin) with 16 yes votes, 0 no votes, and 0 abstentions:

**MOTION
07/06-05**

THAT \$100,000 IN TITLE I FUNDS (FY 2006-07) BE DELETED FROM HILLSBOROUGH DRUG REIMBURSEMENT AND ADDED TO PROGRAM SUPPORT (MIS). THE PASCO/HERNANDO MAI CONTRACT WILL BE PUT OUT FOR BID AGAIN.

The committee also considered the request to merge medication contracts to facilitate pharmacy claims and allow the provider to best meet client needs. The following motion passed (M: Roth, S: Robinson) with 16 yes votes, 0 no votes, and 0 abstentions:

**MOTION
07/06-06**

THAT THE CONTROLLED SUBSTANCES CONTRACT BE MERGED WITH THE REGULAR MEDICATIONS CONTRACT FOR TITLE I AND TITLE II WITH IMPLEMENTATION EFFECTIVE JULY 5, 2006.

D. Client Services – Janet Kitchen, Chair

The committee is still working on the newly diagnosed brochure with graphics assistance from Georgette King at USF. The committee is also considering merging the client service comment forms with the customer satisfaction survey being created as part of the Quality Management program. The form will be available in Spanish and English. The committee is seeking information on low or no cost physical fitness opportunities. Several members mentioned the YMCA provides discounted or no cost memberships based on proof of disability or income.

E. Minority Advocacy

There was no one present to report from the MAC committee.

F. Planning and Evaluation – Jim McGarvey, Chair

The committee has coordinated their meeting location with RPARC for the convenience of members who attend both meeting. The next meeting will be held July 18th at Park Station. The committee discussed the concern of case management agencies filling vacancies due to the low salary, requirement of both a Bachelor's degree and experience with HIV. If they do find qualified applicants, they quickly lose them once they are trained to jobs with more pay and less stress. The committee did not determine a solution to this issue without the agencies having more money to offer higher salaries. The P&E committee is seeking information on the unmet need survey from any of the sites where it was piloted on World AIDS Day.

G. Rural Issues – Deborah Robinson, Chair

The last meeting was brief since a transportation provider was invited to the meeting but failed to show up. The provider contributed 93 bus passes in apology. Each Rural Issues meeting is preceded by a lunch and learn. There will be no meeting in July and the August 22nd meeting will be held at the Highlands County Health Department.

H. Standards, Issues, and Operations – Mark Mischan, Chair

There was no SIOC meeting in June. The committee will meet on August 2nd from 10 A.M. -12 P.M. at Jan Platt Library.

I. Women, Infants, Children, Youth & Families

There was no one present to report from WICYF. Marylin Merida announced the Town Hall is July 20th in Pinellas. (Note that the calendar sent with meeting packets included a typo of the 22nd.)

PUBLIC POLICY REPORT

Vivian Candelaria reminded everyone of the importance of client involvement with the upcoming policy changes.

Bill Thomas asked what would happen with upcoming contracts that will be for a five year period when we currently have no definition of case management as a medical model. Aubrey indicated that we must work from what we have now until that becomes official and then amend contracts as needed. HRSA will have to provide technical assistance once reauthorization happens and language is defined. Polk County already functions like a medical model so they will be a great source of information. Joe Robinson stated that either Dallas or Houston Texas functions as a medical model and could also be a source of assistance. John Melartin stated that the current best practices show case managers out-posted in major medical facilities and some of our counties are doing that.

COMMUNITY CONCERNS

Marylin asked if there was a fee scale for clients needing to obtain birth certificates for Medicaid eligibility. Anyone can request a birth certificate at the local health department but there is a fee involved, and it may be cost up to \$75 if you request a birth certificate from certain states. Tina Van Doren-Ruppell stated that the USF Clinic is helping infected children get their birth certificates. Mark stated that there is a witness certification form, but it is used in very restricted circumstances.

ANNOUNCE- MENTS

Wendell Martin has some brochures targeted at youth that may be of interest to others. He also stated that some pharmaceutical companies are willing to provide medications at no charge to clients who can prove a hardship.

Donette Waul-Santiago stated that Medicaid is covering hearing and vision for adults as of July 1.

John Melartin reminded everyone to make sure that case managers are

aware that the AWAPP (AIDS Wrap Around Pilot Program) is up and running. John also stated that he attended a Black Leaders and a Latino Leaders update meeting. Both groups are working on videos and Public Service Announcements (PSA) to target specific communities.

ADJOURNMENT There being no further business to come before the Care Council, the meeting was adjourned at 3:30 p.m.

Note: A tape recording of the meeting is available for review at The Health Councils.

ATTENDANCE LIST

July 5, 2006

Care Council Members

Robbie Bouplon	X
Barbara Clark-Alexander	A (Marylin Merida)
Linnwood Davis	X
Marie Dolphin	X
Carla Foster	A (Michael Amidei)
Lois Hall	X
Natalie Jackson	X
Janet Kitchen	X
David Konnerth	X
Jeannie Lewis	X
Kyle Lidge	
Wendell Martin	X
Aritus Miller	X
Mark Mischan	X
Andrew Paquette	X
Priya Poulimas	A (Vivian Candelaria)
Gail Prichard	
Bob Reynolds	X
Deborah Robinson	X
Jim Roth	X
Donnette Waul-Santiago	X
R. Allen Wesnitzer	

Associate Members

Michael Amidei	X
Keith Edwards	
Debbie Langhorne	X
John Melartin	X
Robert Tate	
Bill Thomas	X

Staff

Aubrey Arnold	X
Nicole Brown	X
Allison Gibbons	X
Collette Tomberlin	X