



**RYAN WHITE CARE COUNCIL
HEALTH SERVICES ADVISORY COMMITTEE
HILLSBOROUGH COUNTY HEALTH DEPARTMENT - TAMPA
THURSDAY, SEPTEMBER 17, 2009
2:00 P.M. – 3:30 P.M.**

MINUTES

CALL TO ORDER The meeting was called to order by Brent Laartz, Co-Chair at 2:10 p.m.

ATTENDANCE Members Present: Vicki Kenyon, Brent Laartz, John Melartin, Steve Palermo, Theresa Pellek, Bill Quertia, Priya Rajkumar, Bonnie Tiemann, Michael Wagner
Members Absent:, Gene Bundrock, Barbara Clark-Alexander, Don Kurtyka, Bobbi Lambert, Jim Roth, Donnette Waul-Santiago
Guests Present: none
Grantee Staff Present: Dorinda Seth
Health Councils Staff Present: Collette Tomberlin

CHANGES TO AGENDA There were no changes to the agenda.

ADOPTION OF MINUTES The minutes for July 16, 2009 were approved (M: Kenyon, S: Palermo) with 8 yes votes and 0 no votes.

CARE COUNCIL REPORT Brent Laartz and John Melartin shared that the Care Council approved the MAI allocations for FY 09-10, adopted the minimum standards of care for peer support services, approved the revisions to the service caps/limits document, approved two new voting members and approved a bylaw revision regarding conflict of interest.

09-10 WORK PLAN The committee reviewed the draft of the work plan and discussed a few items. The following motion passed (M: Kenyon, S: Palermo) with 8 yes votes and 0 no votes:

APPROVE THE 09-10 COMMITTEE WORK PLAN AS PRESENTED

CHAIR AND CO-CHAIR ELECTION Members nominated Don Kurtyka as Chair and Brent Laartz as Co-Chair. Both accepted the nomination and were approved by consensus.

APPROVE DON KURTYKA AS CHAIR AND BRENT LAARTZ AS CO-CHAIR

**MEETING DAY,
TIME , LOCATION**

Members discussed the advantages and disadvantages of meeting locations and times. The members agreed by consensus to keep the same meeting day, time and location.

HOLD COMMITTEE MEETINGS ON THE THIRD THURSDAY OF EACH MONTH AT 2:00 PM. HOLD MEETINGS AT CURRENT LOCATION AT THE HILLSBOROUGH COUNTY HEALTH DEPARTMENT

**INSURANCE
SERVICES
UPDATE**

The provider prepared annual data by quarter on expenditures and utilization for the Insurance Services Program. Data sets included the measurable outcomes such as number of clients enrolled and wait-listed for premium assistance and co-pay assistance, the annual amount paid for premium assistance and co-pays and the average turn around time for issuance of payments.

**CONTROLLED
SUBSTANCES
EXPENDITURES
REVIEW**

The controlled substances contracted provider generated a report of expenditures from July 1, 2008 through June 30, 2009. The expenditures were sorted by number of prescriptions and by total cost with a comparison to 2008 expenditures on the top ten prescriptions based on total cost. The number of scripts by prescribing doctor was also shared with the committee. The committee agreed that all expenditures seemed to fall within the range of acceptability and that there was no obvious misuse or abuse.

The following motion passed (M: Palermo, S: Melartin) with 8 yes votes and 0 no votes:

REVIEW CONTROLLED SUBSTANCES EXPENDITURES PERIODICALLY AS NEEDED INSTEAD OF AN ANNUAL REVIEW.

**QUALITY
MANAGEMENT**

The committee discussed the completion of the most recent data collection period and some ongoing concerns about the analysis of certain data that has erroneous conclusions drawn in the reports. Members will review the grant application section before final submission and would like to have further discussion with the provider and the Grantee's office on ways to have data reported more accurately.

**ANNOUNCEMENTS/
COMMUNITY
CONCERNS**

John shared that the Client Services Committee is routing a suggestion for case management minimum standards of care to increase contacts with clients to assure compliance with their eligibility requirements. Providers stated that they felt that everyone was already going above and beyond reasonable expectations for eligibility appointments.

Brent Laartz announced that the West Coast AIDS Foundation is hosting a MasquerAIDS Ball fundraiser on October 17th at Innisbrook Resort in Palm Harbor.

ADJOURNMENT

There being no further business to come before the Health Services Advisory Committee, the meeting was adjourned at 3:30 p.m.