



**RESOURCE PRIORITIZATION AND ALLOCATION RECOMMENDATIONS
HOSPICE, CLEARWATER
THURSDAY, JUNE 10, 2010
11:00 A.M. - 12:30 P.M.**

MINUTES

- CALL TO ORDER** The meeting was called to order by Marty Clemmons, Chair at 11:05 a.m.
- ATTENDANCE** Members Present: Ginny Boucher, Marty Clemmons, William Harper, David Hasiba, Dave Konnerth, Suzanne Lewis, Vince Lisbon, Marilyn Merida, Andrew Paquette, Billy Quertia, Bob Reynolds, Jim Roth, Elizabeth Rugg, Woody Wilbanks
- Members Absent: Lisa Cohen, Lorraine Langlois,
- Guests Present: Nolan Finn, Rick Mendiola, Cheryl Owens, Priya Rajkumar, Karen van Caulil, Trish Wesson
- Grantee Staff Present: Aubrey Arnold, Dorinda Seth
- Health Councils Staff Present: Collette Tomberlin
- CHANGES TO AGENDA** Members agreed to make Items VI. AAM Tools and IX. Aligning MAI for FY 10-11 action items.
- ADOPTION OF MINUTES** The minutes for May 13 were approved (M: Roth, S: Harper) with 14 yes votes and 0 no votes.
- CARE COUNCIL REPORT** Marty shared that the Care Council Chair asked everyone to limit their e-mails and to not conduct committee business via e-mail since it does not allow full participation by all members. All items should be brought directly to a committee meeting.
- The Grantee had shared that the Hillsborough County government is working on a plan to control a \$50 million budget shortfall. Ryan White program and staff should remain intact, but may be impacted by ancillary staff and restructuring of other departments.
- The state AICP (AIDS Insurance Continuation Program) received a recent \$339,000 budget cut at the state level. As they attempt to sustain the current service level for enrolled clients, the wait list is growing.
- As of June 1, ADAP (AIDS Drug Assistance Program) has capped enrollment and started a wait list. The current ADAP formulary will be reduced August 1, 2010. ADAP staff has produced cost containment guidance. Aubrey stated that our local area will be making adjustments to respond to the ADAP crisis - working to limit our local formulary to sustain funds for our local pharmacy

program.

Bob shared that Membership Committee is currently recruiting new members and looking at revisions to the bylaws. Marty shared that the Minority Advocacy Committee has moved their meeting location to Spring Oaks. The Care Council adopted the Resource Analysis from P&E. Rural Issues will be holding their next meeting in Dade City in Pasco and WICY&F will hold an event for youth on July 13th.

AAM TOOLS

Karen van Caulil stated that last month she shared with the committee that our AAM (Assessment of the Administrative Mechanism) assessment should be more tailored to what HRSA (Health Resources and services Administration) is asking and it had previously gone beyond the scope of what is needed. She presented the draft of the e-mails that will be sent to Care Council members and providers along with the survey questions for each. In reviewing some of the survey questions, members feel that the Care Council needs more frequent reports of expenditures rather than an annual report after the fiscal year has closed. The following motion passed (M: Rugg, S: Hasiba) with 14 yes votes and 0 no votes:

A WRITTEN DOCUMENT WILL BE PROVIDED TO THE CARE COUNCIL ON A QUARTERLY BASIS THAT REPORTS EXPENDITURES AGAINST ALLOCATIONS AND REALLOCATIONS BY SERVICE CATEGORY.

Cheryl Owens will be tracking funding allocations and reallocations and they will provide an ongoing status review and communication throughout the process of the assessment. The idea is to fix items as they are discovered and not wait for months until a report can be produced.

Based on some questions from the group, Karen stated that the AAM is intended to assess and evaluate the grantee's office while contract monitoring is used to assess providers. The following motion passed (M: Hasiba, S: Merida with 14 yes votes and 0 no votes:

ACCEPT THE AAM TOOLS (E-MAILS AND SURVEY QUESTIONS) WITH THE AMENDMENTS MADE AT THE MEETING

PARTS A & B FINAL EXPENDITURE REPORTS

Members reviewed the final FY 09-10 expenditure reports. Part A and Part B each spent out over 99% of the grant funds. We easily met the un-obligated balances provision of spending at least 95%. A question was raised and Aubrey clarified that if both a non-profit and for-profit entity bid for the same contract that the procurement rules state that it must be given to the non-profit entity. If both applied at the same time and knew that the non-profit would be subcontracting the service out then they would be considered equal. Dorinda stated that there has never been any competition in the bidding for dental services in Pinellas. A non-profit stepped in and agreed to manage the administrative requirements and subcontract the actual services to a for-profit dental office.

MAI AND GR EXPENDITURE REPORTS

Members reviewed the expenditure reports for MAI (Minority AIDS Initiative) and GR (General Revenue). The grantee’s office reminded everyone that MAI has adjusted their fiscal year and contracts that are awarded in August will only have seven months to spend their funds because the grant year will end with Part A fiscal year end in February. Beginning March 1, MAI and Part A will again operate on the same fiscal year.

ALIGNING MAI FOR FY 10-11

Part A MAI (Minority AIDS Initiative) funds are being synchronized with the Part A cycle effective this year (FY 10-11) and in order to accomplish that the allocations need to be realigned to reflect the actual grant award, which was a *decrease* for MAI.

The FY 09-10 award totaled \$558,209, but the FY 10-11 MAI award is \$532,414. Actual service dollars must decrease \$23,216. The recommendation to decrease the Substance Abuse/Hispanic allocation is based on the fact that this is the only service category that is not being completely utilized in the current funding cycle. The Grantee’s office is working with the provider and larger Ryan White network to identify and resolve performance and communication issues.

The following motion passed (M: Quercia, S: Lisbon) with 14 yes votes and 0 no votes:

Decrease the MAI allocation as follows with all other allocations remaining the same for FY 10-11.

Service	County	FY 09-10 Allocation Amount	Amount Decreased	FY 10-11 Allocation Amount
Substance Abuse/Hispanic	Hillsborough/ Pinellas	\$39,177	\$23,216	\$15,961

Members requested that the full list of MAI allocations for FY 10-11 be provided to Care Council for approval.

COMMUNITY CONCERNS/ ANNOUNCEMENTS

Members announced upcoming community events.

Andrew stated a concern about the local pharmacy program in light of capped enrollment and limited formulary for ADAP. Rick stated that local ADAP offices can run provider reports to find prescribing doctors not funded by Ryan White so they can be trained on how to refer clients for Patient Assistance and to other community resources. Aubrey indicated that the Grantee’s office is planning to coordinate some training efforts and establish local protocols to make the process as simple for clients as possible.

RPARC will meet again on July 8th.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 12:45 p.m.