



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

MEETING AGENDA

Thursday, May 23, 2013 at 9:00 a.m.

Samantha Kuryla, Chair

Brad Gammell, Vice Chair

Reminder: Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. WELCOME AND PUBLIC RECORD REQUIREMENTS**
 - a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
 - b. Council Member and Guest Introductions
 - c. Excused Absences and Appointment of Alternates
 - d. Approval of 5/23/13 Meeting Agenda
 - e. Approval of 4/25/13 Meeting Minutes
- 4. PUBLIC COMMENT (Up to 10 minutes)**
- 5. FEDERAL LEGISLATIVE REPORT (Kareem Murphy) (Handout A)**
- 6. CONSENT ITEMS**

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| Consent #1 | To appoint Marsha McBain to fill the State Medicaid Agency seat |
| Justification: | To ensure that Mandated seats are filled |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 2 | To appoint Devon Burgess and Alton Fields to the MCDC Committee |
| Justification: | Continued attendance at the meetings |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 3 | To appoint Brad Gammell to the Quality Management Committee |
| Justification: | To apply the knowledge he obtained from the National Quality Center’s Training of Consumers in Quality (NQC TCQ) to the Committee |
| Proposed by: | Quality Management Committee |

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| Consent # 4 | To approve the proposed HIVPC Job Descriptions (Handout B) |
| Justification: | To provide clear duties, qualifications, and responsibilities for each Planning Council seat |
| Proposed by: | Membership/Council Development Committee |

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

7. DISCUSSION ITEMS

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| Discussion #1 | To approve the proposal of the recommended By-Laws Changes (Handout C) |
| Justification: | The changes allow the By-Laws to be more clear and up to date with the current process |
| Proposed by: | Ad Hoc By-Laws Committee |

8. MAY COMMITTEE REPORTS

a. **MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)**

May 2, 2013

Chair: K. Creary, Vice Chair: T. Wilson

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| A. Work plan item update / Status Summary: |
| <p>Work plan item 1.1, 1.4 -- The Committee reviewed the Council makeup to ensure it reflects the epidemic; discussed filling mandated seats; ensured 33% of members are unaffiliated PLWHA</p> <p>Work plan item 1.1 --The members moved to recommend the appointment of Marsha McBain to the State Medicaid Agency seat.</p> <p>Work plan item 1.2-- Per Part A Executive Committee’s directives, the Committee reviewed and revised the HIVPC Job Descriptions for #2: Non-Elected Community Leader and #14: Representatives of Individuals who formerly were Federal, State, Or Local Prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released job description.</p> <p>Work plan item 4.1-- Members tabled the review and revision of the mentoring plan until the next meeting in essence of time; however, a sign-up sheet will be provided at the Council meetings for members who are interested in participating in the program.</p> <p>Work plan item 1.5, 1.7-- The Committee tabled review of the Reimbursement Plan. A fact sheet will be created for members to be aware of the services available to them.</p> |
| B. Rationale for Recommendations: |
| <p>Appointing the individual to the State Medicaid Agency seat while tabling other applicants until the next meeting ensured that mandated seats by virtue of position would be filled while maintaining the reflectiveness of unaffiliated consumers.</p> <p>The Committee will continue to table the review of current council members’ applications until the member update forms are completed by all HIVPC members.</p> <p>The Job Descriptions provide a clearer expectation of what is expected of individuals who are in various seats on the Council. Specific descriptions were edited to incorporate more language from HRSA.</p> <p>Members moved to appoint Devon Burgess and Alton Fields to the Membership/Council Development Committee due to their continuous attendance at the meetings.</p> <p>Members voted to recommend that the Ad Hoc By-Laws Committee review the excused absence policy so that council members that are consumers will receive an excused absence if they obtain the opportunity to go to a conference or training to improve specific and direct HIV knowledge or leadership abilities, considering that the excused absence is requested in advance.</p> |
| C. Data Reports / Data Review Updates: |
| <p>The Committee reviewed the demographics of the Council as it reflects the epidemic of Broward County.</p> |
| D. Data Requests: |
| <p>None.</p> |

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| E. Other Business Items: |
| None. <i>Agenda Items for Next Meeting:</i> Review and Revise Mentoring Plan; Review Reimbursement Fact Sheet; Review Work Plan; Training on Demographics and Council Seats; Review Recruitment Plan; Decide July Meeting Date. <i>Next Meeting Date:</i> June 6, 2013 |

b. **JOINT CLIENT COMMUNITY RELATIONS COMMITTEE (JCCR)**

May 7, 2013

Part A Co-Chair: H.B. Katz, Part B Co-Chair: L. Washington

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| A. Work plan item update / Status Summary: |
| Work plan item 1.2 -- The Committee received training on the Priority Setting and Resource Allocation Process by Carla Taylor-Bennett, Part A Co-Chair of the Joint Priorities Committee. The objective is to educate members on the PSRA process in order to make an informed decision when ranking service categories. The ultimate goal is ensure committee members are knowledgeable when relaying Ryan White information to other consumers and the community at large. Members then ranked the PSRA service categories, observed historical rankings from FY12/13 and FY13/14, and reviewed how consumers ranked services in the 2012 Client Survey. Members noted the differences in ranking and discussed what factors may have contributed to these differences: i.e., absence of JCCR Committee Members on the day of ranking who are community members living with the virus; personal stance at time of ranking. |
| Work plan item 1.2 --Members chose additional hot topics for future Committee meetings: Surveillance data education session by Department of Health and Affordable Care Act update as we approach 2014. Topics discussed for next meeting include: the scope of HIV/AIDS epidemic (the extent of the epidemic in relations to affected populations), the dental program for adults and children and Dr. Ana Puga: the future of HIV/AIDS (recent story involving an infant). |
| B. Rationale for Recommendations: |
| July meeting cancelled-quorum will not be achieved. The work plan will be adjusted accordingly. |
| C. Data Reports / Data Review Updates: |
| The Committee reviewed the core and support service category rankings from the following sources: FY12/13, FY13/14, 2012 Client Survey, and the ranking data from a previous Joint Client/Community Relations Committee meeting held on December 4, 2012. |
| D. Data Requests: |
| None. |
| E. Other Business Items: |
| None. <i>Agenda Items for Next Meeting:</i> Hot Topic Presentation; Recap of Previous Hot Topic; Develop Strategy for using Social Media to Reach Consumers; Discuss Location of 3 rd Community Event. <i>Next Meeting Date:</i> June 4, 2013 |

c. **JOINT PLANNING COMMITTEE**

Meeting Cancelled

Part A Co-Chair: Carl Roberson, Part B Co-Chair: Kim Saiswick

Current Month's Agenda Items: Develop Language of how best to Meet the Need; Review Unmet Need Estimate. *Next Month's Agenda Items:* Assess Needs of Special Populations. *Next Meeting Date:* June 10, 2013

d. **QUALITY MANAGEMENT COMMITTEE (QMC)**

May 20, 2013

Chair: C. Grant

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| F. Work plan item update / Status Summary: |
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Work plan item 2.3 – Review 3-Year Quality Management (QM) Work Plan. The Committee was informed that the 3-Year QM Work Plan is currently under review; Committee is anticipated to review and approve 3-Year Work Plan at the July meeting.

Work plan item 2.2 –Review Policies and Procedures (P&P). The Committee was informed that the P&P are currently under review. Committee is anticipated to review and approve P&P at the July meeting.

Work plan item 3.2- Review Findings from Client Needs Assessment and Joint Planning Committee Identified Barriers. The Committee heard a presentation on the 2012 Client Survey Summary of Findings. The presentation included findings related to: Consumer priority rankings; demographics; special populations; homelessness; barriers to care; lost to care; and newly diagnosed. FY 12-13 Part A service utilization was also presented.

Work plan item 1.1 – Quarterly Data Review. The Grantee queried members about their preference for reviewing PE data since there are multiple datasets available for review. The Committee requested that summary reports for HAB Measures, Broward Client Level Outcomes and Indicators, In+Care Campaign, and National HIV/AIDS Strategy (NHAS) Indicators be presented quarterly to identify areas needing further review and determine possible interventions.

G. Rationale for Recommendations:

Members recommended appointing Brad Gammell to the QM Committee. Mr. Gammell recently attended the National Quality Center’s Training of Consumers in Quality (NQC TCQ) and will be applying the knowledge he gained at the training to the QM Committee’s work.

H. Data Reports / Data Review Updates:

Client Survey findings were presented.

I. Data Requests:

There were no requests for data.

J. Other Business Items:

There was no other business.

K. Agenda Items for Next Meeting:

Standing Agenda Items, Review of 3-Year QM Work Plan, Review of Committee Policies and Procedures, Quarterly Network Update, Identify Service Category for Annual Review, Review Performance Measures and Other Data Sources to Assess Linkage to Care, Quarterly Data Review. *Next Meeting Date:* July 17, 2013

e. **JOINT PRIORITIES COMMITTEE**

Meeting Cancelled *Part A Co-Chair: C. Taylor-Bennett, Part B Co-Chair: Lisa Agate*

Current Month’s Agenda Items: Review Updated Scorecard Format; Review PSRA Recommendations; *Next Month’s Agenda Items:* Review Scope of Services and Eligibility for each Service Category; Review Client Survey Results; Rank Part A and MAI Priorities. *Next Meeting Dates:* June 12, 2013 & June 19, 2013.

AD HOC PCIP (Pre-Existing Condition Insurance Plan) SUBCOMMITTEE

Meeting Cancelled *Acting Chair: Brad Gammell*

Agenda Items: Review Requested Data (AICP Data, Part B Co-pays; Undocumented Client Data Served in Part A); Review Part A FY 12/13 Cost Summary Data; Begin Developing Client Cost Profile. *Next Meeting Date:* May 30, 2013

LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

No meetings

Chair: Dionne Proulx

Next Meeting Date: To be determined

f. **JOINT EXECUTIVE COMMITTEE****Meeting Cancelled***Part A Chair: S. Kuryla, Part B Chair: J. Wynn**Agenda Items: Update on Patient Planning Group; Legislative Update.**Next Meeting Date: July 18, 2013*g. **PART A EXECUTIVE COMMITTEE****May 16, 2013***Chair: S. Kuryla, Vice Chair: B. Gammel*

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| L. Work plan item update / Status Summary: |
| <p>Work plan item 1.2 --Committee chairs reported on their work plan progress to ensure that goals are being met. Chairs utilized the new meeting summary template as a guide for their Committee's progress.</p> <p>Work plan item 4.1 --The Committee briefly reviewed the proposed changes recommended by the Ad Hoc By-Laws Committee that was previously mailed out to Planning Council members for review. Members will vote on the package at the upcoming meeting on May 23, 2013. The By-Laws Chair updated the Committee on their work with the grievance policy and procedure.</p> |
| M. Rationale for Recommendations: |
| <p>The Part A Executive Committee members recommended that the proposed HIVPC Job Descriptions be forwarded to the May HIV Planning Council meeting to be voted on, with a few additional changes. The Committee wanted to specify that individuals apply to be an individual who was formerly incarcerated within the last 4 years, had to meet that criteria at the time of appointment. This would prevent applying a term limit on that specific seat as well as avoid continuous turnaround. Members also felt that representatives of this seat should adequately advocate for their needs in regards to health and support services.</p> <p>Members reaffirmed that they would not hold a PSRA Data Presentation in the Community this year; the Committee previously decided this at the last Executive meeting. Members also agreed that the Joint Priorities Committee would discuss if a video is needed in preparation for the next PSRA process.</p> |
| N. Data Reports /Data Review Updates: |
| None |
| O. Data Requests: |
| None |
| P. Other Business Items: |
| <p>The Committee reviewed and approved the proposed changes to the HIVPC Job Descriptions sent by the Membership/Council and Development Committee. Membership revised the HIVPC Job Descriptions for #2: Non-Elected Community Leader and #14: Representatives of Individuals who formerly were Federal, State, Or Local Prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released job description. The Executive Committee members mentioned that these descriptions should only apply to new members beginning June 1, 2013.</p> <p><i>Items for Next Meeting: Discuss Impact of the Affordable Care Act on Ryan White Part A Services; Discuss Legislative Report; Review and Approve Mentoring Plan. Next Meeting Date: June 18, 2013 at 9:30 a.m.</i></p> |

h. **AD HOC BY-LAWS COMMITTEE****May 9, 2013***Chair: W. Spencer*

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| Q. Work plan item update / Status Summary: |
| <p>The Committee discussed the work it has done thus far and reviewed the remaining documents for revision. Members briefly discussed the formal proposal for recommended By-Laws Changes that will be voted on at the HIV Planning Council meeting on May 23, 2013.</p> |
| R. Rationale for Recommendations: |

The Committee continued editing the Planning Council Grievance procedure and form. The new language would assign grievances to be handled by the Part A Executive Committee; Language relating to Part B and SFAN was removed. This ensured that the grievance procedure was specific to Part A and that the steps to file a grievance were stated clearly. The titles of the documents were changed to reflect that this type of grievance was only in regards to Planning Council actions and decisions. Members decided to hold off from removing language relating to mediation since it is stated in the HRSA Guidance on grievance procedures. Further information is being gathered and this item will be revisited at the next meeting.

Members reviewed a proposal sent from the Membership/Council Development Committee, which was to review the excused absence policy so that council members that are consumers will receive an excused absence if they obtain the opportunity to go to a conference or training to improve specific and direct HIV knowledge or leadership abilities, considering that the excused absence is requested in advance. Members believed that the administrative code could not be changed; however, the Chair of a committee has the discretion to grant excused absences. Members will revisit and vote on this issue at the next meeting since quorum was lost at the time this discussion was conducted.

S. Data Reports / Data Review Updates:

None

T. Data Requests:

The Ad Hoc Committee requested that 1) staff ask the County if there are any current policies in place that are related to grievance procedures for advisory boards so that members can tailor the policy and procedure to reflect the Planning Council Process; 2) the grantee ask the county attorney for feedback on our current grievance process and form in order to seek a legal opinion as it relates to the grievance policy. The Chair also requested that the HRSA guidance on grievance procedures be sent to the Ad Hoc By-Laws Committee members.

U. Other Business Items:

No other business. *Items for Next Meeting:* Review and Revise Planning Council Grievance Procedure; Review and Revise draft policy on reporting violations; Review remaining items on the Parking Lot list. *Next Meeting Date:* TBD.

9. GRANTEE REPORTS (up to 10 minutes)

- a) Part A
- b) Part B

10. OTHER REPORTS (up to 10 minutes)

- a) Part C
- b) Part D
- c) HOPWA
- d) Prevention

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. ANNOUNCEMENTS

14. PUBLIC COMMENT (Up to 10 minutes)

15. REQUEST FOR DATA

16. AGENDA ITEMS FOR NEXT MEETING: June 27, 2013 at 9:00 a.m. VENUE: BRHPC

17. ADJOURNMENT



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING MINUTES
 200 Oakwood Lane, Suite 100, Hollywood FL 33020
April 25, 2013

| Attendance | | | |
|-------------------|---------------------------|-----------|----------|
| # | Members | Present | Absent |
| 1 | Kuryla, S. Chair | X | |
| 2 | Gammell, B., Vice-Chair | X | |
| 3 | Baner, S. | X | |
| 4 | Creary, K. | X | |
| 5 | Dyer, L. | X | |
| 6 | Grant, C. | X | |
| 7 | Hayes, M. | X | |
| 8 | Bhranger, R. | X | |
| 9 | Holness, Comm. D. V.C. | | X |
| 10 | Katz, H. B. | X | |
| 11 | Marcoviche, W. | X | |
| 12 | Moragne, Dr. T. | X | |
| 13 | Proulx, D. | X | |
| 14 | Roberson, C. | X | |
| 15 | Siclari, R. | X | |
| 16 | Spencer, W. | X | |
| 17 | Taylor-Bennett, C. | X | |
| 18 | Tomlinson, K. | | X |
| 19 | Wilson, T. | X | |
| 20 | Wynn, J. | | X |
| A1 | Coscarelli, M. (Alt) | | E |
| A2 | Parker-Maysonet, P. (Alt) | | E |
| | Quorum=11 | 17 | 5 |

| Guests | |
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| Wells, L. | LLaQue, J. |
| Fields, A. | Downy, J. |
| Majcher, B. | Sabatino, D. |
| Timmer, G. | Nottova, F. |
| Thornberry, A. | Deer, L. |
| DeSantis, M. | Burgess, D. |
| Reed, Y. | Murphy, K.* |
| Grantee Staff | |
| Green, W. (Part A) | |
| Jones, L. (Part A) | |
| Copa, R. (Part A) | |
| Mercer, A. (Part B) | |
| HIVPC Support Staff | |
| Crawford, T. | |
| LaMendola, B.* | |
| Rosiere, M. | |
| Solomon, R. | |
| *Attended via Phone | |

1. CALL TO ORDER

The Chair called the meeting to order at 9:11 a.m.

2. MOMENT OF SILENCE

A moment of silence was observed.

3. WELCOME AND INTRODUCTIONS

The Chair welcomed everyone and self-introductions were made. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. The Chair reviewed excused absences.

Approval of 4/25/13 Agenda

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| Motion #1: | To approve the 4/25/13 Agenda |
| Proposed by: | Katz, H.B. |
| Seconded by: | Dryer, L. |
| Action: | Passed Unanimously |

Approval of the 3/28/13 Meeting Minutes

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| Motion #2: | To approve the 3/28/13 Meeting Minutes |
| Proposed by: | Creary, K. |
| Seconded by: | Wilson, T. |
| Action: | Passed Unanimously |

4. PUBLIC COMMENT

There was no public comment.

5. FEDERAL LEGISLATIVE REPORT – Kareem Murphy

A written handout of the April 2013 Federal Legislative Report was provided. Via phone, Mr. Murphy reported on the President’s FY 2014 budget. There will be a \$20 million increase overall. Part A would receive \$666.1 million and ADAP would receive \$943 million. Appropriations bills for FY 2014 are not expected until spring. Mr. Murphy reported that reauthorization of Ryan White is unlikely. Ryan White funding caps set to sunset in September. It was noted that Ryan White does not need to be reauthorized in order to continue. As long as Congress allocates funding, the program will continue to function. Stakeholders, led by Federal AIDS Policy Partnership, continue to press for a full reauthorization.

6. CONSENT ITEMS

The following seven (7) consent items were presented for ratification by the Council:

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| Consent #1 | To appoint Rhonda Sampson to the Joint Client/Community Relations Committee |
| Justification: | Consistently attended meetings for the past few months |
| Proposed by: | Joint Client/Community Committee |

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| Consent # 2 | To Mario DeSantis as a member of the HIV Planning Council Seat |
| Justification: | To fill the Grantees of other Federal HIV programs: HOPWA seat |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 3 | To appoint Rosemarie Williams as a member of the HIV Planning Council |
| Justification: | To fill the mandated formerly incarcerated PLWHA of their representatives seat |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 4 | To appoint Patricia Parker-Maysonet as a member of the HIV Planning Council |
| Justification: | To have greater consumer representation on the HIVPC (unaffiliated consumer seat) |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 5 | To approve the amended MCDC Policies and Procedures (Handout B) |
| Justification: | To provide clarification between mandated seats by virtue of job title and other seats |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 6 | To approve changes to the HIVPC application (Handout C) |
| Justification: | To ensure that Planning Council requirements are clear |
| Proposed by: | Membership/Council Development Committee |

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| Consent # 7 | To draft a letter to Sherry Riley asking about the intent of the State in terms of ADAP and AICP as relates to the ACA for the upcoming year. |
| Justification: | To consider this information during the PSRA process |
| Proposed by: | Joint Priorities Committee |

The following motion was made:

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| Motion #3 | To approve all Consent Items except for consent item # 7 (moved to discussion item #1) |
| Proposed by: | Katz, H.B. |
| Seconded by: | Dryer, L. |
| Action: | Passed Unanimously |

DISCUSSION ITEMS

The following motion was initially moved from a consent item to a discussion item. However, after a presentation from Lorraine Wells and discussion from the members of the HIV Planning Council, the Part A Co-Chair of Joint Priorities withdrew the motion.

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| Discussion Item #1 | To draft a letter to Sherry Riley asking about the intent of the State in terms of ADAP and AICP as relates to the ACA for the upcoming year. |
| Justification: | To consider this information during the PSRA process |
| Proposed by: | Joint Priorities Committee |
| Action: | Withdrawn |

7. APRIL COMMITTEE REPORTS

a. **MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)**

April 4, 2013

Chair: K. Creary, Vice Chair: T. Wilson

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| A. Work plan item update / Status Summary: |
| Work plan item 1.1, 1.4 -- The Committee reviewed the Council makeup to ensure it reflects epidemic; discussed filling mandated seats; ensured 33% of members are unaffiliated PLWHA Work plan item 1.1 --The members moved to appoint Mario DeSantis (Grantees of other Federal HIV programs: HOPWA), Rosemarrie Williams (Formerly incarcerated PLWHA or their representatives), and Patricia Parker-Maysonet (unaffiliated consumer) to become members of the HIV Planning Council. Work plan item 2.1 -- Committee reviewed and approved changes to the application form so that Planning Council requirements were clearly worded |
| B. Rationale for Recommendations: |
| -Appointing these members ensure that mandated seats will be filled while maintaining the reflectiveness of unaffiliated consumers. -Members voted to now meet every month in order to conduct their work in a timely manner. -Changes to the application form ensured that Planning Council requirements are clear |
| C. Data Reports / Data Review Updates: |
| The Committee reviewed the demographics of the Council as it reflects the epidemic of Broward County. |
| D. Data Requests: |
| None. |
| E. Other Business Items: |
| The Committee reviewed conflict in the Policies and Procedures language as it relates to the application of the new members who fill mandated seats by virtue of their employment. Changes were made and voted upon. Members also reviewed their meeting dates for the year of 2013 and picked alternate dates that conflicted with federal and religious holidays. <i>Agenda Items for Next Meeting:</i> Review and revise mentoring plan; review work plan; discuss a joint meeting with JCCR; discuss July meeting date. <i>Next Meeting Date:</i> May 2, 2013 |

b. **JOINT CLIENT COMMUNITY RELATIONS COMMITTEE (JCCR)**

April 2, 2013

Part A Co-Chair: H.B. Katz, Part B Co-Chair: L. Washington

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| A. Work plan item update / Status Summary: |
| Work plan item 1.2 -- "Hot Topic" educational presentation on the Anti-Retroviral Treatment and Access to Services (ARTAS) program. Provided by Minority Development and Empowerment, Inc. (MDEI) and Broward House. Question and answer session followed. The Hot Topics serve a greater purpose; it enables individuals to be interested in and gain knowledge of the function of the Planning Council and its Committees. |
| Work plan item 2.2 -- Began discussing plans for conducting second JCCR community event. |
| B. Rationale for Recommendations: |
| The members appointed Rhonda Sampson as a member of the Joint Client/Community Relations Committee due to her faithfully attending the meetings for the past few months. |
| C. Data Reports / Data Review Updates: |
| None. |
| D. Data Requests: |
| None. |
| E. Other Business Items: |
| The Committee analyzed the successes and failures of the first community event held at Osswald Park on March 5, 2013. <i>Agenda Items for Next Meeting:</i> Choose additional "Hot Topics," Presentation on PSRA process, Rank PSRA Service Categories. <i>Next Meeting Date:</i> May 7, 2013 |

c. **JOINT PLANNING COMMITTEE**

April 8, 2013

Part A Co-Chair: Carl Roberson, Part B Co-Chair: Kim Saiswick

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| A. Work plan item update / Status Summary: |
| Work plan item 1.2 – The Committee heard results from the 2012 Client Survey, regarding those lost to care, newly diagnosed and special populations (MSM, non-Hispanic black women). Members expressed concern about clients reporting they are not receiving medications due to doctors' advice. Full results will be revisited in the future. |
| Work plan item 1.4 – Members reviewed the Priority Setting Resource Allocation timeline to be used by the Joint Priorities Committee. |
| Work plan item 2.2 – Members reviewed data on the epidemic. Also covered was data on populations experiencing disproportionate impact from HIV; members identified black heterosexuals and MSMs of all demographic groups. Also covered was data on groups underrepresented in Ryan White; the committee identified females in mental health and substance abuse; black clients in mental health; and Hispanics in substance abuse. Also covered was data on unmet need. Recommendations will be made in the future. |
| B. Rationale for Recommendations: |
| The Committee recommended that close attention be paid to MSMs and Black Heterosexuals in order to make recommendations by service category for how to best meet the need of these specific populations. This will tie into the focus groups for further review. |
| C. Data Reports / Data Review Updates: |
| Members reviewed key findings from the client survey; epidemiological reports; data on disproportionate impact and underrepresented groups; service utilization; priority setting tool for Florida (Broward County data). |
| D. Data Requests: |
| Members requested additional Client Survey details on Women, MSMs, and newly diagnosed individuals. Committee also requested staff to request the Part D FY 12/13 Utilization Report. |
| E. Other Business Items: |
| The Committee reviewed meeting dates for the year and tentatively moved a meeting to November 4, 2013 to avoid Veterans Day. <i>Agenda Items for Next Meeting:</i> Recommendations to Joint Priorities to guide rankings and allocations; recommendations to address unmet need; begin reviewing Language on How Best to Meet the Need. <i>Next Meeting Date:</i> May 13, 2013. |

d. **QUALITY MANAGEMENT COMMITTEE (QMC)**

April 15, 2013

Chair: C. Grant

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| A. Work plan item update / Status Summary: |
| <p>Work plan item 1.1d – Broward Client Level Outcomes and Indicators. The Committee approved the revised Oral Health outcomes and indicators.</p> <p>Work plan item 2.4 – Review Service Delivery Models (SDMs) Submitted by Quality Improvement (QI) Networks. The Committee approved the Medical Case Management, Mental Health, Substance Abuse, Medical, Outreach and Pharmaceutical SDMs with amendments.</p> <p>Work plan item 2.3- Review, Update and Approve Annual Work Plan. The Committee reviewed and approved the FY 13-14 annual work plan.</p> <p>Work plan item 2.2 – Review, Update and Approve 3-Year Work Plan. The Committee tabled review and approval of the 3-year work plan until the May meeting.</p> <p>Work plan item 2.1 – Review Policies and Procedures (P&P). The Committee tabled review and approval of the P&P until the May meeting.</p> |
| B. Rationale for Recommendations: |
| <p>The Committee reviewed the SDMs and made recommendations to clarify language in the Medical Case Management (Reassessment) and Medical SDMs (Standard 18.2). The Committee recommended that the language referring to <i>Medicaid Reimbursement</i> be removed from the Mental Health and Substance Abuse SDMs as it is understood that Ryan White reimbursement rates match those of Medicaid. The Committee recommended that Staff review the AIDS Education and Training Center (AETC) recommendations for genotype testing in the Medical SDM (Standard 5). The Committee also asked that Staff review the in meeting notes for the Medical Network SDM review to clarify the addition of <i>Toxoplasma gondii CD4 < 100 if patient is toxoplasma positive</i> (Standard 24).</p> |
| C. Data Reports / Data Review Updates: |
| <p>There were no data reports or data review updates at this meeting.</p> |
| D. Data Requests: |
| <p>There were no requests for data.</p> |
| E. Other Business Items: |
| <p>There was no other business. <i>Agenda Items for Next Meeting:</i> Standing Agenda Items, Review of Three-Year QM Work Plan, Review of Committee Policies and Procedures, Review Client Survey Findings, Quarterly Data Review <i>Next Meeting Date:</i> May 20, 2013.</p> |

e. **JOINT PRIORITIES COMMITTEE**

April 17, 2013

Part A Co-Chair: C. Taylor-Bennett, Part B Co-Chair: Lisa Agate

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| A. Work plan item update / Status Summary: |
| <p>Work plan item 1.3-- Discuss strategy to develop an action plan to ensure PSRA process is coordinated with and adapts to changes that will occur with Affordable Care Act (ACA) implementation. Review data and document how these data sets will be utilized in the PSRA process.</p> |
| B. Rationale for Recommendations: |
| <p>-The Committee recommended that a system be set in place to move forward with unknown factors: a) Budget for Status Quo b) Identify “transition services” and dollar amount c) Create a “process” policy in the event of reductions we will have a priority of which services get reduced first and by how much d) Exempt Dental and other non-covered services.</p> <p>-The Committee also requested that a letter be sent to Sherry Riley asking about the intent</p> |

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| of the State in terms of ADAP and AICP as relates to the ACA for the upcoming year in order to consider these in the PSRA process. |
| C. Data Reports / Data Review Updates: |
| Members reviewed a presentation that focused on planning for the potential impact of the Affordable Care Act on the Ryan White Program. Severe need data was available for review. |
| D. Data Requests: |
| The members requested to look at following: Massachusetts' process/model; copy of the service delivery models of each service category from the Boston EMA; current specialty plans of PSN, PHCP, and Clear Health Alliance. The Committee will also review the data requested by the Ad Hoc PCIP Subcommittee (includes: two years of data on the Part B medication co-pay program i.e. utilization, cost, and demographics; a year of utilization, cost, and demographics of AICP; an estimate of the number of undocumented clients served in Part A). |
| E. Other Business Items: |
| The Committee heard updates on the Ad Hoc PCIP Subcommittee. <i>Agenda Items for Next Meeting:</i> Review update scorecard format and make recommendations, Review Joint Client/Community Relations and Joint Planning Committee PSRA recommendations. <i>Next Meeting Date:</i> May 15, 2013. |

AD HOC PCIP (Pre-Existing Condition Insurance Plan) SUBCOMMITTEE

April 17, 2013

Acting Chair: Brad Gammell

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| A. Work plan item update / Status Summary: |
| The Committee discussed the work it has done thus far and its future direction based on Joint Priorities' directives. |
| B. Rationale for Recommendations: |
| Members requested a letter be sent to Sherry Riley at the Florida Department of Health asking for the State's intent for ADAP and AICP in light of the ACA. The information is requested in preparation for the upcoming FY14-15 PSRA process. |
| C. Data Reports / Data Review Updates: |
| The Committee reviewed the following data: Ryan White Part A service utilization per FPL; Comparison of benefits packages for the current HIV Medicaid plans; The exchange subsidies for health insurance premiums and cost sharing. |
| D. Data Requests: |
| <ol style="list-style-type: none"> 1. Data on the Broward AICP for 2012-2013 (including cost, utilization, demographics) 2. Data on the Part B Medication Co-Pay Program for 2011-2012 and 2012-2013 (including cost, utilization, demographics) 3. Estimated number of undocumented clients served by Part A |
| E. Other Business Items: |
| <i>Agenda Items for Next Meeting:</i> Review AICP Data, Review Part B Medication Co-Pay Data; Estimated Number of Undocumented Clients Served in Part A. <i>Next Meeting Date:</i> May 9, 2013 |

LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

No meetings

Chair: Vacant

Next Meeting Date: To be determined

f. JOINT EXECUTIVE COMMITTEE

No meetings

Part A Chair: S. Kuryla, Part B Chair: J. Wynn

Next Meeting Date: May 16, 2013

g. PART A EXECUTIVE COMMITTEE

April 18, 2013

Chair: S. Kuryla, Vice Chair: B. Gammell

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| A. Work plan item update / Status Summary: |
| <p>Work plan item 1.2 --Committee chairs reported on their work plan progress to ensure that goals are being met. Chairs reviewed the new meeting summary template, which was used as a guide.</p> <p>Work plan item 4.1 --The Committee reviewed and discussed the changes recommended by the Ad Hoc By-Laws Committee. Members asked for clarification on certain recommendations. It was decided that the handout and the track changes version of the By-Laws will be shown this month for informational purposes only, but will be voted upon at the May HIV Planning Council meeting.</p> |
| B. Rationale for Recommendations: |
| <p>-The members voted to keep LPAC as an advisory committee to Priorities as opposed to a standing committee since the decisions they make have financial implications.</p> <p>-Members discussed the PSRA data presentation. After much discussion, Part A Executive recommended that a data presentation not be held this year due to multiple factors: 1) there is no requirement to hold annual data presentations; 2) participation at data presentations has historically been minimal; 3) multiple meetings will need to be held in order to present all the data; 4) development of a video PSA will require months of planning and legal approval. However, Part A Executive members suggested that Joint Priorities continue to think of ways to elicit community input into the PSRA process. It was also suggested that something be planned due to the implementation of the Affordable Care Act (ACA).</p> <p>-The Committee agreed that the current process of Committee appointments will stand according to the By-Laws since the process is working.</p> <p>-The changes to the HIVPC application as well as Membership's policies and procedures were approved since it allows the requirements to join the Council clearer.</p> |
| C. Data Reports /Data Review Updates: |
| None |
| D. Data Requests: |
| None |
| E. Other Business Items: |
| <p>The Committee reviewed and approved the proposed changes to the HIVPC application as well as Membership's Policies and Procedures. The revisions to the public comment sign-in sheet were also reviewed and approved through consensus. <i>Items for Next Meeting:</i> Review revisions to Mentoring Plan; Review additional By-Laws changes; Review revisions to HIVPC Job Descriptions. <i>Next Meeting Date:</i> May 16, 2013.</p> |

h. **AD HOC BY-LAWS COMMITTEE**

April 18, 2013

Chair: W. Spencer

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| A. Work plan item update / Status Summary: |
| <p>The Committee discussed the work it has done thus far and its future direction based on Part A Executive Committee's directives.</p> |
| B. Rationale for Recommendations: |
| <p>-By-Laws members agreed to keep LPAC as an Ad Hoc Committee to Priorities as opposed to a standing committee since the decisions they make have financial implications.</p> <p>-The Committee started making edits to the Planning Council Grievance procedure and form. The new language would assign grievances to be handled by the Part A Executive Committee. Language relating to Part B grievances was removed. The wording was clarified to say Council members could file grievances. This ensured that the grievance procedure was specific to Part A and that the steps to file a grievance were stated clearly. The grievance policy will be finalized at the next meeting.</p> |
| C. Data Reports / Data Review Updates: |
| None |

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| D. Data Requests: |
| None |
| E. Other Business Items: |
| No other business. <i>Items for Next Meeting:</i> Review draft policy on reporting violations; Review Planning Council Grievance Procedure; Final Review of the Parking Lot list. <i>Next Meeting Date:</i> May 9, 2013. |

8. GRANTEE REPORTS

Part A

The Part A program is receiving a 5% decrease in overall grant award, which was mentioned last month. The notice of the final grant award is expected late May or early June. The EMA received a partial grant award: 50% formula and 45% MAI; projected to last until July. The Grantee thanked HIVPC Members for completing the Administrative Mechanism Survey; results are currently under review. Lorraine Wells attended a meeting to discuss ADAP and ADAP Premium Plus. It was mentioned that there is a proposal of by-weekly calls with all Part A Grantees to increase communication moving forward with Affordable Care Act (ACA).

Part B

The written Part B Grantee report was provided detailing expenditures up to February 28, 2013.

Non-Medical Case Management conducted 863 eligibility interviews in February. Medication co-payment served 282 clients of which 16 were new to the program. There were 274 clients served in February for Medication Co-Payment and 8 clients served for Mail Orders. Cost avoidance for Medication Co-Payment program for December is \$45,493.64. Total cost savings April – February 2013 is approximately \$200,000. Home Delivered Meals served 3 clients. Medical Transportation for February 2013: A total of 288 (10 ride) and 389 (31 day) passes distributed.

Part B is finishing their contract year; final numbers expected in May. The Part B Needs Assessment Survey is currently underway; volunteers are entering results in to Survey Monkey. Administrative hold and wait time lifted for ADAP. There is a new ADAP Supervisor covering all eligibility; Charles Mayas. Ann Mercer will work on contracts for Part B moving forward. It was noted that the money returned to Tallahassee is due to rebates rather than under usage.

9. OTHER REPORTS

a) Part C

Part C has had no real change; still awaiting grant award. Part C anticipates a 5% decrease.

b) Part D

Part D submitted their grant application last month. Half of all new enrollees are pregnant. Children's Diagnostic Treatment Center (CDTC) continues to perform outreach to link HIV positive pregnant women to care. Part D clinic is currently working on educating women who unknowingly become infected by positive male partners. There was a discussion on perinatal HIV exposure compared to HIV infection. An HIVPC member asked Part D to send their report to the Joint Planning Committee; Part D to send report.

c) HOPWA

The first Tenant Based Rent Voucher (TBRV) meeting was held on April 24, 2013; meeting defined types of fraud and income. It was noted that there is still no decision on whether HOPWA will fund legal aid; recommended to fund case management if legal aid cannot be funded. HOPWA is anticipating a 5.2% reduction in grant award. HOPWA will meet with Stakeholders next year to discuss a paradigm shift; anticipate linking Ryan White Medical with HOPWA to reduce fraud from false positives and encourage medical appointments. There was a discussion on the number of TBRV available and priority going to homeless to stabilize housing and health. HOPWA clarified the

intentions of the Reunification Program.

d) Prevention

The Jurisdictional Plan is complete and available online. Prevention is working with the County to develop a combined plan between Prevention and Care.

e) Lorraine Wells

Lorraine Wells attended the HIVPC to discuss ADAP and ADAP Premium Plus. Ms. Wells thanked everyone for their hard work; HIV/AIDS death rates are down. The Council was informed of name changes at the state level; the formerly know Bureau of HIV/AIDS has changed their name to the HIV/AIDS and Hepatitis Division. Ms. Wells's presentation included: Funding and client enrollment; the three types of expansion (State, Partnership and Federally run); marketplace exchanges. It was noted that moving forward the Council can expect: The five facts about Marketplace; bi-weekly conversations with all Part A Grantees; strategizing to ensure that all clients are covered; actuaries confirming data; ADAP encouraging rebates to feed back in to the program. The Council was reminded that ADAP's solvency depends on being the payer of last resort. There was a question and answer session following the presentation. Discussion topics included: Marketplace exchanges; Medicaid expansion; potential rebates from using CVS Pharmacy; RFP for Marketplace Navigators (deadline June 7, 2013); undocumented clients; ADAP and AICP budget cuts. The PowerPoint will be sent to Staff.

10. UNFINISHED BUSINESS

There was no unfinished business.

11. NEW BUSINESS

a) Healthcare Reform Update

There was no Healthcare Reform Update.

12. ANNOUNCEMENTS

- Bike For Life benefits four organizations in Broward County; ride scheduled for May 11, 2013. Members encouraged to participate in the ride.
- Part C no longer utilizing Western Blot due to the 4th Generation Test. Part C wants to ensure that clients can still be put on ADAP without Western Blot results. It was noted that the 4th Generation Test only displays reactive results. Physicians can validate the 4th Generation Test. It was noted that ADAP is not primary care; therefore clients should receive primary care prior to trying to become eligible for ADAP. ADAP requires confirmatory test results for eligibility. Grantee to review ADAP qualifications.
- Members urged to attend the May 9th, 2013 By-Laws meeting if they have questions or concerns about Parking Lot items. It was noted that the Grievance Procedure will also be reviewed.

13. REQUEST FOR DATA

There were no requests for data.

14. AGENDA ITEMS FOR NEXT MEETING: May 23, 2013 at 9:00 a.m. VENUE: BRHPC

- Standing Agenda Items

15. ADJOURNMENT

Without objection, the meeting was adjourned at 10:59 a.m.

HIV PLANNING COUNCIL ATTENDANCE CY 2013

| 2013 MEETING DATES | | | | | | | | | | | | |
|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Indicate if no meeting was held. | | | | | | | | | | | | |
| Meeting Dates → | 24 | 28 | 28 | 25 | | | | | | | | |
| Member NAME | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Creary, Karen | √ | √ | √ | √ | | | | | | | | |
| Dyer, Leroy | √ | √ | √ | √ | | | | | | | | |
| Gammell, Bradford | √ | √ | √ | √ | | | | | | | | |
| Grant Claudette | √ | √ | √ | √ | | | | | | | | |
| Hayes, Marie | √ | √ | A | √ | | | | | | | | |
| Bhrangger, Ronald | √ | E | √ | √ | | | | | | | | |
| Holness, Dale V.C. (Comm) | A | A | A | A | | | | | | | | |
| Katz, Bradley | √ | √ | √ | √ | | | | | | | | |
| Kuryla, Samantha | √ | A | √ | √ | | | | | | | | |
| Marcoviche, William | √ | E | √ | √ | | | | | | | | |
| Moragne, Timothy | A | √ | √ | √ | | | | | | | | |
| Roberson, Carl | √ | √ | √ | √ | | | | | | | | |
| Siclari, Rick | √ | √ | √ | √ | | | | | | | | |
| Spencer, Will | √ | √ | √ | √ | | | | | | | | |
| Taylor-Bennett, Carla | √ | √ | √ | √ | | | | | | | | |
| Tomlinson, Karlene | √ | √ | √ | A | | | | | | | | |
| Wilson, Tara | √ | √ | √ | √ | | | | | | | | |
| Wynn, Joey | √ | √ | √ | A | | | | | | | | |
| Proulx, D. | N | √ | √ | √ | | | | | | | | |
| Baner, S. | N | √ | A | √ | | | | | | | | |
| Coscarelli, Monica (Alt 1) | E | E | A | E | | | | | | | | |
| Parker-Maysonet, Patricia (Alt 2) | A | √ | √ | E | | | | | | | | |