



## Broward County HIV Health Services Planning Council

Broward Regional Health Planning Council, Inc.  
200 Oakwood Lane, Suite 100  
Hollywood, Florida 33020

T (954) 561.9681 F (954) 561.9685



### Joint Client/Community Relations Committee

#### Meeting Agenda

April 3, 2012 at 1:00 P.M.

**Karen Creary, Part A Co-Chair**

**Leslie Washington, Part B Co-Chair**

1. **Call to Order**
2. **Welcome and Introductions**
3. **Moment of Silence**
4. **Ground Rules and Approvals**
  - Review Meeting Ground Rules and Statement of Sunshine
  - Review Public Comment Process (Please Sign-in at Front of Room)
  - Review Excused Absences
  - Approval of Today's Agenda
  - Approval of 03/06/12 Meeting Minutes
5. **Testimonials**
6. **Public Comment**
7. **Grantee Reports**
  - A. Part A
    - Update on Part A Grievances
    - Newsletter Update
  - B. Part B
    - Part B Expenditures
    - ADAP Update
8. **Review and Update Committee Work Plan**
9. **Old Business/New Business**
  - JCCR Policies and Procedures
  - JCCR Reference in the By-Laws
  - Grievance Policy/Form (Parts A and B)
  - Social Marketing
10. **Resources and Announcements**
11. **Public Comment**
12. **Agenda Items for Next Meeting**
13. **Next Meeting Date: Tuesday, May 1, 2012 at 1:00 p.m.**
14. **Adjournment**

### IMPORTANT NOTICE

*Please be aware this meeting and all information stated thereof is a matter of public record under FL's Government in the Sunshine Law (Florida Chapter 119.01). Acknowledgement of HIV status is not required, and if disclosed becomes a part of the public record.*





**Joint Client/Community Relations Committee**  
 200 Oakwood Lane, Suite 100, Hollywood, FL 33020  
 March 6, 2012 at 1:00 p.m.  
**Meeting Minutes**



<b>Attendance</b>				<b>Guests</b>	<b>Grantee Staff</b>
	<b>Members</b>	<b>Present</b>	<b>Absent</b>		
1	Karen Creary, Part A Co-Chair		X	Debbie Wilkins	William Green (Part A)
2	Leslie Washington, Part B Co-Chair	X		Kathleen Myers	Ann Mercer (Part B)
3	H. Bradley Katz	X			
4	Herb Franks	X			
5	Mychell Stoakley	X			
6	Ronald Hernandez	X			<b>HIVPC Support Staff</b>
7	William Marcoviche	X			Faikah Hosein
8	W. James Perigny	X			Michele Rosiere
	<b>Quorum = 5</b>	<b>7</b>	<b>1</b>		

**1. Call to Order**

The Part B Co-Chair called the meeting to order at 1:15 p.m.

**2. Welcome and Introductions**

The Part B Co-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. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

The Part B Co-Chair reported the resignation of Judith Ihme from JCCR.

**3. Moment of Silence**

*A moment of silence was observed.*

**4. Ground Rules and Approvals**

It was reminded that meeting ground rules were present for reference.

**Approval of 03/06/12 Meeting Agenda**

<b>Motion #1</b>	To “approve 03/06/12 Meeting Agenda
<b>Proposed by:</b>	H. Bradley Katz
<b>Seconded by:</b>	Mychell Stoakley
<b>Action:</b>	Passed Unanimously

**Approval of 01/03/12 Minutes**

<b>Motion #2</b>	To “approve 01/03/12 Meeting Minutes
<b>Proposed by:</b>	Mychell Stoakley
<b>Seconded by:</b>	William Marcoviche
<b>Action:</b>	Passed Unanimously

**5. Testimonials**

Sisters Organizing to Survive (SOS) review: Grantee, everyone needs to be included as HIV is affecting minority populations eg heterosexual women. The ones out there who are not getting the message are the ones we need to reach. Guest, Debbie Wilkins, reported she was honored to be on the panel. The Part A Grantee noted that the Children’s Services Council puts out a community calendar where all community activities in Broward County are at a glance.

**6. Public Comment**

There was no public comment.

## **7. Grantee Reports**

### **A. Part A**

The Ryan White Part A Program Office representative (Mr. Green) reported receipt of Grant Award was on March 2, 2012 in the amount of \$15,390,658.00 (an increase of \$348,397.00). The Minority AIDS Initiative (MAI) RFP is out (\$900K). There is new initiative for Case Management based on the Peer Navigation model, and ADAP/ARTAS.

#### **i. Update on Grievances**

There were no grievances filed for months of January/February.

#### **ii. Newsletter Update**

The Part A Grantee reported the newsletter is at the printers.

### **B. Part B**

The Part B Grantee reported on expenditures to January 31, 2012: Non Medical Case Management conducted 399 eligibility interviews in January of which 104 were new clients. Medication co-payment served 279 clients in which 7 were new to the program. There were 265 clients served in January for Med Co Pay and 14 clients served in January for mail orders. Cost avoidance for Med Co-Pay program is \$35,744.14. Total cost avoidance from April-January is \$174,077.00. Bus passes have been purchased for the next year and are being distributed and is working with Part A with regards to eligibility as once Part A bus passes are depleted, all bus passes will be under Part B and clients must be eligible. There are many bus passes to cover clients through the transition period. Case Managers are urged to work with clients during this period.

Member noted to the Part B grantee that he had difficulty getting his prescription found on the computer system when he knew his doctor's office faxed it. He was surprised that three people were looking for his prescription and only when he gave them his prescription number did they find it. He felt it was

#### **ADAP Update**

The ADAP report as at 02/29/12: Total ADAP "Open" Enrollment: 2,227; Total ADAP Clients Served in Last 30 Days\*:1,436; Total ADAP Waitlist Enrollment: 228; Category A: 2; Category B: 45; Category C: 172; Category D: 9; Total ADAP/Medicare Part D Enrollment: 187; Number of Appointments in January: 676; Number of Missed Appointment in January: 258; Percentage of January Appointments Missed: 38%. The Grantee was notified by the State that 74 people in Broward County were removed from the waiting list. Once the clients are contacted and they submit a prescription, they will be placed into the Pharmacy system. "Clients Served" are defined as having at least one "pickup" in the period. The category definitions are as follows:

##### **Category A**

- Diagnosis of AIDS and/or CD4 < 200 cells/mm<sup>3</sup> and/or CD4% < 14%
- Diagnosis of active opportunistic infection
- Diagnosis of HIV-associated nephropathy (HIVAN)

##### **Category B**

- Persons who are currently on ARV therapy
- Persons who were previously on ARV therapy but therapy was interrupted
- Treatment naïve clients with CD4 cell count between 201-350 cells/ mm<sup>3</sup>

##### **Category C**

- Treatment naïve clients with CD4 cell count > 350 cells/mm<sup>3</sup>

##### **Category D**

- Unknown/Other

Clients are removed from the Wait List by medical category in the order they were placed on it.

This serves as a reminder to people that if they are on the wait list they MUST recertify at 6 months or they will lose their position on the Wait List.

## **8. Review and Update Committee Work Plan**

The Work Plan was reviewed. The format was discussed and it is agreed that it needs to be more

comprehensive and ‘speak’ to the committee. It was suggested to have either one of ‘target date’ or ‘due date’, not both. The Part A Grantee noted that staff should sit with the Chairs at the beginning of the year to create the work plan for the fiscal year. The Chair of MCDC requested that MCDC and JCCR have a joint committee meeting in view of recruitment and reaching out into the community as there are areas of duplication of services in both committees. The following motion was thus made:

<b>Motion #3</b>	To “recommend that the JCCR and MCDC of Parts A and B to conduct a joint meeting in May 2012 to formulate plans to reach out into the community”
<b>Proposed by:</b>	H. Bradley Katz
<b>Seconded by:</b>	Herb Franks
<b>Action:</b>	Passed Unanimously

Arising from the Joint Executive Retreat, each committee’s work plan would be formulated as it relates to the Comprehensive Plan. The committee discussed that the work plan reflect the work the committee does and mentioned while bringing people in is integral it is not solely for them to become members but to inform them of services available. The Part B Co-Chair noted the JCCR Committee is charged with having three business meetings in the community to encourage PLWHA and this relates to recruitment of targeted special populations by JCCR Committee Members (rather than staff) through social marketing including media campaigns, outreach at HIV community events and advertisement at non-traditional venues. Member noted that JCCR should attend community events and noted that the old way - outreach – is the best way. Red Hispana Radio, is involved at different events support staff requested information on any/all community events. The Part A Grantee asked why go to places where we’ve already captured an audience? The places to go are those where there are persons unaware of Ryan White Services.

**9. Old Business/New Business**

**A. Review Committee’s:**

**(i) Policies and Procedures**

This was deferred to be review at another meeting.

**(ii) Grievance Policies/Procedures and Grievance Form**

This was deferred to review at another meeting.

**(iii) Social Marketing Guidelines**

This was deferred to review at another meeting.

**(iv) JCCR By-Laws Mission Statement**

This was deferred to review at another meeting.

**B. Strategies for Outreach**

This was discussed under the work plan discussion.

**C. Suggestions for Future Meetings**

This was discussed under the work plan discussion.

**10. Resources and Announcements**

- i.** The CEO of Red Hispana, James Perigny, offered his radio station Red Hispana as an outlet for community announcements to disperse any type information. There is a community calendar, HIV headline news. Recent group SOS used Red Hispana’s were SOS and there were programs on Ryan White eligibility and Medicare.
- ii.** Pride Fest, March 10-11 where Red Hispana and InFusion will have outreach posts at the event.
- iii.** Through SFAN, there is the ARCH committee where events and community announcements can be posted.

**11. Public Comment**

There was no public comment.

**12. Agenda Items for Next Meeting**

- Standing Agenda Items
- Review:
  - i. Policies and Procedures
  - ii. By-Laws
  - iii. Grievance Policy/Form (Parts A & B)
  - iv. Social Marketing Guidelines

**13. Next Meeting Date**

Tuesday, April 3, 2012 at 1:00 p.m. Venue: BRHPC 200 Oakwood Lane, Suite 100, Hollywood Fl 33020.

**14. Adjournment**

Meeting was adjourned at 2:55 p.m.

**Ryan White Part B  
Expenditure Report  
February 2012**

Service Category	Part B 2011-2012 Allocated	Part B 2011-2012 (February Spent/ Encumbered)	Part B 2011-2012 Monthly Average Left	Part B 2011-2012 ( YTD Spent/ Encumbered)	Part B 2011-2012 (% Left)	Part B 2011-2012 (Balance)
Home Delivered Meals	\$ 2,479		\$ 1,744	\$ 735	70%	\$ 1,744
Home Health Care Services	\$ 13,018		\$ 9,829	\$ 3,189	76%	\$ 9,829
Medication Co Pay	\$ 647,309	\$ 82,560	\$ 192,066	\$ 505,152	30%	\$ 192,066
Case Management (non-medical)	\$ 179,001	\$ 11,695	\$ 58,629	\$ 120,372	33%	\$ 58,629
Medical Transportation	\$ 149,930	\$ 99,938	\$ -	\$ 149,930	0%	\$ -
Administration	\$ 110,192	\$ 8,177	\$ 17,072	\$ 93,120	15%	\$ 17,072
<b>TOTALS</b>	<b>\$ 1,101,929</b>	<b>\$ 202,371</b>	<b>\$ 139,670</b>	<b>\$ 872,498</b>	<b>25%</b>	<b>\$ 279,340</b>

75%

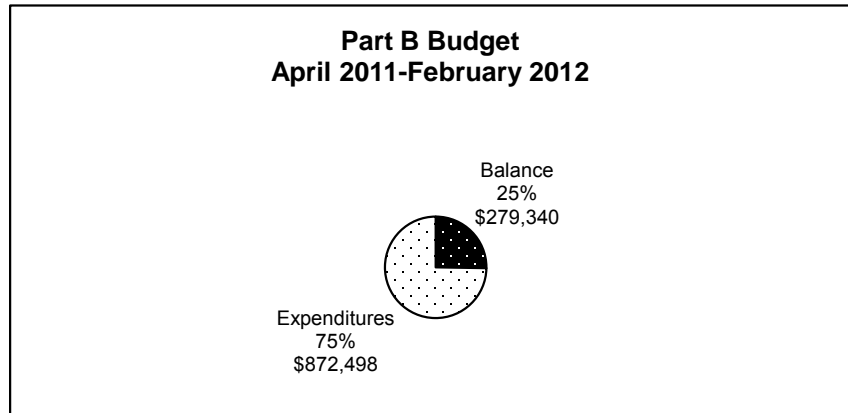
Non-Medical Case Management conducted 448 eligibility interviews in February of which 101 were new clients.

Medication Co Payment served 307 clients in February in which 7 were new to the program.

298 Clients served in February Med Co Pay

9 Clients served in February Mail Order

Cost Avoidance for Medication Co Payment Program for February is approximately \$39,655. Total cost avoidance from April-February is \$213,732



**Broward County Health Department ADAP Report as of 3/30/12**

<b>Total ADAP "Open" Enrollment</b>	<b>2,312</b>
<b>Total ADAP Clients Served in Last 30 Days*</b>	<b>1,525</b>
<b>Total ADAP Waitlist Enrollment**</b>	<b>171</b>
	Category A 8
	Category B 64
	Category C 97
	Category D 9
<b>Total ADAP/Medicare Part D Enrollment</b>	<b>187</b>
<b>Number of Appointments in March</b>	<b>771</b>
<b>Number of Missed Appointment in March</b>	<b>272</b>
<b>Percentage of March Appointments Missed</b>	<b>35%</b>

\*"Clients Served" defined as having at least one "pickup" in the period.

**\*\* Category Definitions:**

**CATEGORY A**

Diagnosis of AIDS and/or CD4 < 200 cells/mm<sup>3</sup> and/or CD4% < 14%  
 Diagnosis of active opportunistic infection  
 Diagnosis of HIV-associated nephropathy (HIVAN)

**CATEGORY B**

Persons who are currently on ARV therapy  
 Persons who were previously on ARV therapy but therapy was interrupted  
 Treatment naïve clients with CD4 cell count between 201-350 cells/ mm<sup>3</sup>

**CATEGORY C**

Treatment naïve clients with CD4 cell count > 350 cells/mm<sup>3</sup>

**CATEGORY D**

Unknown/Other

Clients are removed from the Wait List **by medical category** in the order they were placed on it. This serves as a reminder to people that if they are on the wait list they **MUST** recertify at 6 months or they will loose their position on the Wait List.



Rick Scott  
Governor

Steven L. Harris, MD, M.Sc.  
Interim State Surgeon General

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**Part B Core Eligibility hours available on going**

Core Eligibility appointments **Monday nights** 5, 6, & 7 p.m

**Call 954-713-3196** for an appointment. (Includes ADAP enrollment)

BCHD Ft. Lauderdale Health Center

2421 SW 6<sup>th</sup> Ave.

Fort Lauderdale, Florida 33315

***Effective March 19, 2012 – May 17, 2012***

**Part B Core Eligibility hours extended temporarily by appointment only as follows:**

Core Eligibility appointments only (no ADAP enrollments)

Tues, Wed, Thurs nights 5-6 p.m. Last appointment is 5:00 p.m.

BCHD Operations Bldg.

2421A SW 6<sup>th</sup> Ave.

Fort Lauderdale, Florida 33315

Call 954-467-4700-5661 for an appointment.



**Joint Client/Community Relations Committee FY2011-2012 Work Plan  
March 6, 2012**

HANDOUT A

<b>1. Develop Annual JCCR Plan</b>						
	<b>Objectives</b>	<b>Accountability</b>	<b>Outcome</b>	<b>Target Date</b>	<b>Due Date</b>	<b>Status</b>
A.	Decide on Committee Tasks and goals for the Fiscal year	JCCR	JCCR work plan	3/2011	3/2011	Completed 3/1/11
<b>2. Develop and Implement JCCR Committee Policies and Procedures</b>						
A.	Update Policies and Procedures	JCCR	Current JCCR P&P	3/2011	3/2011	Approved 6/23/11; To be reviewed 2/7/12
<b>3. Recommend Policies to increase PLWHA participation at all levels of Council activities.</b>						
A.	Discuss and recommend policies to increase PLWHA Participation.	JCCR	Increased PLWHA participation	Ongoing	Ongoing	Ongoing; Old/New Business 2/7/12
<b>4. Hold at least 3 business meetings in the community to increase awareness of the Council and encourage PLWHA participation</b>						
<b>JCCR Community Business Meeting #1</b>						
A.	Develop meeting #1 agenda; identify location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	5/2011	5/2011	
B.	Hold meeting #1	JCCR, HIVPC Staff	Meeting held	6/2011	6/2011	CHOOSE PROVIDER LOCATION
C.	Analyze effectiveness of meeting and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness	7/2011	7/2011	
<b>JCCR Community Business Meeting #2</b>						
A.	Develop meeting #1 agenda; identify location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	9/2011	9/2011	07/12/11: Special Agenda items: CIED and ADAP Eligibility; location: CDTC; materials: PowerPoint presentations (flowcharts)
B.	Hold meeting #2.	JCCR, HIVPC Staff	Meeting held	10/2011	10/2011	09/06/11: CDTC
C.	Analyze effectiveness of meeting and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness.	11/2011	11/2011	07/12/11: Recommended: Hollywood Beach Culture & Community Center and Memorial Community Access Center 09/06/11: Discussion of strategies for increased PLWHA participation and appropriate venues for maximizing attendance
<b>JCCR Community Business Meeting #3</b>						
A.	Develop meeting #1 agenda; identify location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	1/2012	1/2012	10/04/11: Broward House selected

B.	Hold meeting #2.	JCCR, HIVPC Staff	Meeting held	2/2012	2/2012	11/01/11: Meeting held at Broward House
C.	Analyze effectiveness of meeting and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness.	3/2012	3/2012	01/03/12: Recommended sites for future meetings: Broward House, Red Hispana, Pride Center where meetings before 4:00 p.m. are cost-free, Mount Olive Development Corporation (MODCO), and the African American Cultural Center, Broward County parks, Broward County Library, CDTC
<b>5. Conduct at least one public event in the community to increase awareness of the Council's purpose and activities and encourage the participation of PLWHA. (Meeting will consist of the annual Community PSRA Presentation)</b>						
	<b>Objectives</b>	<b>Accountability</b>	<b>Outcome</b>	<b>Target Date</b>	<b>Due Date</b>	<b>Status</b>
A.	Develop event #1 objectives, focal areas, and outcomes; identify speakers, location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	3/2011	3/2011	3/1 - Developed Objective Mizell is available Tues. and Wed.
B.	Implement social marketing strategy to achieve attendance goals.	JCCR, HIVPC Staff	Increased PLWHA attendance	4/2011	4/2011	April – May: Emailed Flyers, Plasma TV display at Government Center, Sun Sentinel Article (?), Displayed Flyers at Agencies, Distributed Flyers at HIVPC Meetings
C.	Hold event	JCCR, HIVPC Staff	Meeting held	5/2011	5/2011	5/10/11 at Mizell Center at 6:00 P.M.
D.	Analyze effectiveness of event #1 and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness	6/2011	6/2011	06/07/11: Committee received report on event evaluation
<b>6. Assist with Quality Improvement Training for Consumers</b>						
A.	Assist with marketing/outreach for QI Trainings for Consumers	JCCR, HIVPC Staff	Consumer involvement	Ongoing	Ongoing	Strategies for increased PWLHA participation on agenda for 2/7/12
<b>7. Conduct Annual JCCR Work Plan Evaluation</b>						
A.	Review progress towards completion of annual JCCR Work Plan	JCCR	Identify barriers	Ongoing	Ongoing	Ongoing; to be reviewed at 2/7/12 meeting