

Orlando EMA HIV Health Services
Planning Council
February 29, 2012

Meeting Opened

Having established a quorum David Cavalleri, Chair of the Planning Council called the meeting to order at 5:32 PM in the PCS Conference Room, 507 E Michigan Street, Orlando, FL 32806. The Following were present:

- Joseph Bowles, Council Member
- Luis Castro, Council Member
- David Cavalleri, Planning Council Chair
- Maria Fillion, Council Member
- Nicola Guerrero, Council Member
- Gerald Horton, Council Member
- Chevelle Howard, Council Member
- Sidney Lewis, Council Member
- Monica Rutherford, Planning Council Secretary
- Debbie Tucci, Council Member
- Rachel Veitch, Parliamentarian
- Lonnie Bell, CEO Representative
- Stephanie Bowser, Grantee's Office
- Blain Mustain, Grantee's Office
- Dwight Randolph, Grantee's Office
- Peggy Brockington, Grantee's Office
- Warren Lakhan, Grantee's Office
- Dean Blair, Grantee's Office
- Maria Hobbs, Planning Council Support
- Marilyn Lipsey, Planning Council Support
- Augie Rodriguez, Planning Council Support

The following were not present:

- Jim Aplin, excused
- Sheila French, excused
- Shirley Lanier, absent
- Jesus Roman, excused

Welcome and Introductions – David Cavalleri

Moment of Silence – David Cavalleri

Housekeeping – David Cavalleri

Explanation of the Retention of Bells – Monica Rutherford

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Mission Statement – Monica Rutherford
Vision Statement – Monica Rutherford
Conflict of Interest – Monica Rutherford

The agenda was accepted as edited by general consent.

The January 25th Planning Council Minutes were accepted as written by general consent.

The March 2012 Planning Council Calendar was accepted as written by general consent.

Presentation

Kendra Musselle gave a presentation on “Understanding Fiscal Utilization Reports”

Special Orders

Open nomination for Chair- Elect

In order for a Council member to be nominated for Chair- Elect, they must be unconflicted. Nominations will remain open through March. A letter of intent must be written and given to Planning Council Support by March 21st. The Council Members received a handout listing the qualified members and the requirements for being Planning Council Chair- Elect. David Cavalleri re-emphasized the importance and responsibility that the Chair- Elect has. Nicola Guerrero recommended Joseph Bowles to be Planning Council Chair- Elect. Joseph accepted and will be submitting a letter of intent.

Standing Reports

Part A Report

Stephanie Bowser reported that today is the last day of the grant year. The Grantee is working on closing out the grant. The Grantee’s Office met with the providers on Monday and Tuesday of this week.

The Comptroller’s office has started the eligibility audit.

Evaluation Committee Report

- The committee postponed the Non-Medical Case Management Standards of Care due to all Grantees working together to make system changes.
- The committee reviewed the Assessment of Administrative Mechanism survey tools and will discuss any possible edits at the next meeting.
- The committee reviewed the results of the Leadership Evaluations and forwarded a recommendation to the Executive Committee, based on a member’s attendance.

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- The committee discussed possibly holding monthly meetings at a later time of day to try and help increase attendance.

Planning Committee Report

- The committee received copies of the Understanding Fiscal Utilization Reports document and suggestions were made.
- The committee discussed both the Needs Assessment and the Case Management Needs Assessment surveys but no recommendations were made. This topic will be discussed further at the next meeting.
- The committee set the dates for the Town Hall meetings in Osceola, Lake and Seminole Counties.
- The committee received copies of the previous Priority Setting and Resource Allocation Processes and edited the Priority Setting process. The committee will look at the Resource Allocation process during the next committee meeting.
- The committee developed the training schedule for the Planning Council.

Resource Allocation Committee Report

- Blain Mustain reviewed the Expenditure Report. Expenditures are 2.83% behind the projected target. All RFPs & IFBs are closed, but have not been reviewed. Contracts should be in place by April 1st. Current contracts will be extended through March 31st.
- Maria Hobbs reviewed the PCS budget. All funds left over have been swept by the Grantee's Office.
- The Grantee proposed changing the current rate paid to Mental Health & Substance Abuse providers. The current amount paid by the Grantee is much less than the industry standard, making it difficult to recruit new providers. Increasing the reimbursement rates for the two services would necessitate an increase in the Mental Health allocation of \$39,651 and an increase in the Substance Abuse allocation of \$54,960. The recommendation from the Grantee's Office included reducing the Oral Health allocation by \$94,611 to balance the increases. The committee adopted the recommendation and forwarded it to the Executive Committee in the form of an action item. Debbie Tucci made a motion to approve the action item as provided. Nicola Guerrero seconded the motion. A roll call vote was taken and the action was adopted unanimously by a vote of ten in favor.

Part B/ADAP/ AICP Report

Debbie Tucci reported that ADAP currently has 792 people enrolled. Eighty three people are on the wait list in Orange County. Seven individuals are on the list in Lake County, twelve in Seminole County and thirty in Osceola County. Statewide there are 1,171 people on the wait list.

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There was no AICP Report to present.

Part B will offer an RFP for a lead agency for next year. The 2 year client satisfaction survey will come out in March. It is important that everyone who gets an HIV test takes the survey.

PLWH/A Representative Report

○ GLBT Center & William Just Center Update

Luis Castro stated that on February 9th, members from the Planning Council, Planning Council Support and the Grantee's Office attended the GLBT Center and the William Just Center. They explained what the Planning Council is and services available to consumers navigating the system. They explained the benefits of attending the Caucus meetings and the difference between Planning Council meetings and the Caucus. March 20th is the next Caucus meeting and Peer Mentors will be in attendance.

Unfinished Business

Town Hall Meeting Recap

David Cavalleri reviewed the Town Hall meeting. It was held February 15th at the Pine Hills Community Center. About 12 consumers were present. They broke into groups and discussed accessing care, barriers to care and gaps in care. The next Town Hall meeting will be May 17th in Osceola County.

New Business

Meeting Location Update

The March Planning Council meeting will be in Sanford. Transportation for PLWH/As will be provided. One Planning Council meeting each quarter will be held outside of Orange County. An annual calendar with a list of where the Planning Council meetings will be held was provided to everyone in attendance.

Community Input

A community member spoke about bus passes and transportation. They are new to the state of Florida and want to get more information about services available. She is in need of a bus pass and is uncomfortable with everyone knowing her medical information. Stephanie Bowser explained that we have to show Ryan White is the Payer of Last Resort. The bus pass is not paid for by Ryan White; it is paid for by Lynx. Lynx does abide by HIPPA privacy laws. Everyone in Ryan White must be in the system. Consumers were given 60 days to fill out existing applications. They also check to see what the consumer may be eligible for. In some cases, a small amount may be required for the bus pass. If that is a problem, then they can contact case management to help them. Ryan White does give a 30 day bus pass but 2 medical visits are required to receive the pass. Ms. Bowser recommended getting a Medical Case Manager to help

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assist her with her needs.

Announcements

- Miracle of Love is having a celebration of their 20 years serving the community and 10 years serving the MSM community. This will be March 23rd from 5:30-8:30 PM, at the Varsity Club on Church Street.
- On March 16th, Maria Filion will be meeting with consumers and Medical Case Managers from 11-1 at OrCHD. Representatives from Lynx, NEED and the Grantee’s Office will also be present.
- A Mobile medical unit is now available in Osceola and Lake counties. People needing service are advised to use the mobile unit. The mobile unit will spend 2 days in Osceola County per week and 2 days in Lake County.
- International AIDS Conference will be held in Washington this year. Over 1,000 organizations have signed up. Scholarships are available.
- All Planning Council meetings held in Orange County will now be held at Marks Street Senior Recreation Complex.
- PLWH/A Caucus will be on March 20th. Peer mentors will be present.

Adjournment

6:47 PM

Approved by _____ Date _____