

Southwest Florida Regional HIV/AIDS Council (RHAC)

DRAFT Minutes from March 19, 2008, Regular Meeting of RHAC

Charlotte County Health Department Punta Gorda, Florida 9:30-11:00AM

Attendees:

- I. Bill Little called the meeting to order and led introductions for the group. It was determined that quorum was present and the minutes from the January 19, 2008 meeting were presented. Pat Dobbins motions the minutes be approved as presented. Jeff Trout seconded the motion. The minutes from the January meeting were approved.

- II. Lead Agency Financial Report
 - a. Mike Waite presented the RW Budget from 4/1/07-3/14/08. The YTD budget total for the RW contract is \$1,688,754.00. The total amount of money spent as of 3/14/08 is \$1,669,632.13. The current amount of money left to be spent is \$19,121.87. The RW contract ends 3/31/08 and we are on track to spend down the rest of the RW budget. The state of Florida needs to spend a total of 98% of the monies allotted or there is risk of budget cuts next contract year. Area 8 is on track to spend down the rest of the money in the budget. However, unless the rest of the district of Florida follows than all of Florida could be affected. The HOPWA budget from 7/1/07-2/29/08 was presented. The YTD budget total for HOPWA is \$527,000.00. The total amount spent as of 2/29/08 is \$356,475.88. The budget is underspent by 32%. As of now, there will most likely be money left at the end of the contract year. There was a letter drafted and sent from the RHAC to Tom Liberti regarding the expenditure of HOPWA money being used to open support services. There was a memo received from Tom Liberti denying the request to open support services. It has been decided if Sarasota County, HUD grant, experiences shortage of funds and Area 8 clients are not experiencing need, HOPWA money could be used in Sarasota. The City of Sarasota will not change any of the voted guidance's that are in place. There was a representative from Bradenton at the last HUD Consortia meeting. Bradenton is considering no taking the HUD grant. The next HUD Consortia meeting is June 11 2008 and there will be another representative from Bradenton there with additional information.

- III. Local Advisory Groups
 - a. Sarasota – Jim McCloud reported the local group has been working on a project called “Out in the Open.” The LAG voted to form a collaborative group that will focus and serve the MSM. A survey will be given out to focus groups to collect more information and better understand the MSM population. Trinity Charities has created a website called “Freebay” in which persons living with AIDs can go on and get free donated items that they may need.
 - b. Collier – Scott Tims reported for the local group. In the meeting in February GAP analysis was focused on. The LAG has been continuing to work on GAP analysis. Kathy Hire will be coming this summer to do reauthorization training.
 - c. Charlotte – Bill McBurnie reported the local group is working with The Haven to offer some free services to clients in need. The Haven has received their 501-C3

paperwork and can now begin business. The services will include support groups, mental health services, and testing.

- d. Hendry/Glades – Robert Bobo reported for the local advisory group that the next meeting was scheduled for tomorrow. Also, the HPC focus group results had not been distributed as of yet.
- e. Desoto – Mary Kay Burns stated that Desoto County has also not received the focus group results.
- f. Lee – no report at this time.

IV. Committee Reports

- a. Clinical Committee – Sharon Murphy reported that the clinical committee has been working on updating the demographics and scorecards data that is collected quarterly. Also, the AETC monitoring has begun and so far has been going very well.
- b. Case Management Committee – Brenda Lastinger reported the Nuts & Bolts and Eligibility Trainings presented by Suzanne Stevens, that the case managers attended on March 18, 2008, was a big success. All the case managers that were in attendance thoroughly enjoyed the training and felt they got a great deal of information out of it. Brenda stated that future trainings, like the attended training, would be valued and appreciated by the case managers. A subcommittee may be formed to obtain more training's, such as suicide or hospice training, to aid case managers in their work with clients. Many supervisors attended the training held and it was thought that this will be very helpful for the case managers. The supervisors will understand some of the issues seen by case managers daily. Jim McCloud asked about the retention of case managers in Area 8. There has not been much turn over in case management lately. Turn over that is seen is usually due to the money.
- c. Prevention Committee – Peter Bright reported the next Statewide Prevention Meeting is April 9th & 10th in Tampa. There have been some proposed changes made to the Prevention Group Bylaws. Some of the changes include the types of meetings needed to be attended by the members of the committee, an electronic meeting and 1 face-to-face. Also, if you are an at-large member and you miss two meetings you will be voted off. Amy Zamot is the at-large DOH Representative who assists with bringing items to put on the Prevention Agenda for presentation. It was reported that statewide funding for prevention is level and steady. Gail Counts added that the TOPWA funding for Lee/Hendry/Glades Counties has been cut. A total of \$100,000 has been denied by the state from the Source of Light and Hope. There were 9 applicants for the grant and the state could only fund 7. As of June 30, 2008, TOPWA funding will no longer be available. Bill Little asked that data and impact of the loss of the TOPWA grant be brought to the next RHAC meeting.
- d. Bylaws Revision
 - i. Dillard Larson presented in place of Dr. Hartner. The bylaws were reviewed and commented upon. There were multiple changes that needed to be implemented and presented to Dr. Hartner, the chair of the bylaw

committee. The bylaws have been tabled until the beginning of the next RHAC meeting, May 28, 2008.

V. Lead Agency Report

a. Program Report

- i. PADR Data – Susan Barrows presented RHAC with a breakdown of the PADR 2007 data that HPC provided for the state. The breakdown of the data presented does not include the Hendry County Health Dept., Collier Health Services in Immokalee, or the AIDS Resource Council due to the fact these agencies receive Part C funds. Robert Bobo inquired as to why Part C funded agencies were removed from this breakdown. In 2007, there were a total of 1,815 clients served. Of those clients 411 were new clients, averaging 34 new clients per month. These numbers are lower than last years CADR 2006 data. It was asked that HPC review the percentage of perinatal transmission due to this number being much higher than expected. Many of the counties requested that a breakdown be done per county to review their specific percentages. HPC will request the Part C PADR numbers to add to Part B numbers to provide a complete picture of Area 8. HPC will also provide a county by county breakdown.
- ii. Case Management Survey – HPC provided all agency providers with a short survey to give feedback on improvements needed from the Lead Agency. A total of 8 surveys were received and analyzed for presentation.
- iii. Scorecard Comparison – The Clinical Committee is working on updating the information that is reported in the Scorecard. Some of the changes being looked at will include removing things being reported and changing some of the time frames in which numbers are being reported. AETC reviewed the standards being collected on the scorecard and gave feedback. Clinical Committee is reviewing and updating to get an overall good “snapshot” of Area 8.
- iv. Input and Accountability – The Input and Accountability document was presented to RHAC with the changes made. The document changes need to be reviewed and voted upon by RHAC members so this can be added as an Amendment to the 2007-2008 RW contracts. The formatting of the document was determined to be overwhelming and needed to be reviewed and changed. The required changes will be made to formatting and the document will be emailed out for review. The Input and Accountability document has been tabled until the next RHAC meeting.
- v. RHAC Action Plan and Structure/New Model Committee – The Action Plan and the structure of RHAC needs to be reviewed and updated. In 2005 the New Model was presented and a committee was formed. Clarke Kirby would like to reconvene the New Model Committee. The members of the committee will be Kim Hustad, Mary Kay Burns, Robert Bobo, Steve Mitnick, Dillard Larson, Sharon Murphy, Susan Barrows, Kim White, Gail Counts, and Clarke Kirby. The RHAC Agenda was reviewed by Sarasota County. Outdated goals and objectives need to be reviewed and changed.

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The next RHAC meeting, May 28, 2008, from 9:00-1:00 will be devoted to updating this action plan. The RHAC structure will be tabled until the Action Plan is updated.

b. Planning Report

- i. Charlene Fricker gave a brief overview of the Needs Assessment Focus Groups, Case Management Focus Group, Provider/Administrator Needs Assessment Survey, and the Comp. Plan Update. All focus groups have been completed and complete data is still being copulated. There were a total of 72 clients that participated in all county focus groups. Many of the clients reported that they were unaware of what services were available to them and what program was actually paying for the services received. Transportation and lack of providers was also reported as barriers faced. The case management focus group was held on February 8, 2008. Charlene Fricker served as moderator and recorder of the meeting and presented case managers with questions in which their input was recorded. The Provider/Administrator Needs Assessment is being created and will be given out in order to receive feedback from administration. The deadline for these surveys is April 2008. The new 2008 version of the Comp. Plan was distributed. A conference call with Ken Hart stated that Section 4 of the Comp. Plan will be eliminated. Each area is responsible for collecting information for Section 1-3 of the Comp. Plan.

VI. HAPC/RMAC – no report at this time.

VII. The next RHAC meeting is scheduled for May 28, 2008.

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RHAC Members and Guests Attendance List 2007-2008		5/23/07	7/18/07	9/19/07	12/5/07	1/16/08	3/19/08
RHAC County Health Department Members							
Steven Mitnick, Administrator	Charlotte CHD	✓	✓		✓	✓	✓
Joan Colfer, MD, Director	Collier CHD		✓			✓	✓
Mary Kay Burns, Administrator	DeSoto CHD	✓			✓	✓	✓
Pat Dobbins	Glades CHD		✓	✓	✓	✓	✓
Neftali Fernandez, MD, Director	Hendry CHD		✓	✓	✓	✓	✓
Judith Hartner, MD, Director	Lee CHD	✓	✓	✓		✓	
Bill Little, Administrator	Sarasota CHD	✓	✓	✓	✓		✓
RHAC Community Representative Members							
Lisa Crytser	Charlotte County		✓				
Ellen Cordoba	Collier County	✓			✓	✓	
Vacant	DeSoto County						
Art Gallagher	Glades County				✓		✓
Robert Bobo	Hendry County	✓	✓	✓	✓	✓	✓
Jeff Trout	Lee County	✓	✓			✓	✓
Jim McCloud	Sarasota County	✓	✓	✓		✓	✓
RHAC At-Large Members							
Dillard Larson	Patient Care Planning			✓	✓	✓	✓
Peter Bright	Prevention Planning	✓	✓		✓	✓	✓
Area 8 DOH Representatives							
Gail Counts	Area 8 HAPC	✓	✓	✓	✓	✓	✓
Clarke Kirby	Area 8 Contract Manager	✓		✓	✓	✓	✓
Lead Agency Staff							
Ed Houck	HPC	✓	✓	✓	✓	✓	✓
Susan Barrows	HPC	✓	✓	✓	✓	✓	✓
Mike Waite	HPC	✓		✓	✓	✓	✓
Kim White	HPC	✓	✓	✓	✓	✓	✓
Spencer Edwards	HPC	✓	✓	✓			
Amanda Harm	HPC		✓	✓	✓	✓	✓
Charlene Fricker	HPC		✓	✓	✓	✓	✓
RHAC Guests							
Al Perez	DeSoto CHD						
Amy Zamot	DOH	✓	✓	✓	✓		
Beth Smith	Sarasota CHD				✓		
Bill McBurnie	Charlotte CHD	✓	✓	✓	✓	✓	✓
Carolyn Moore	ICAN	✓					
Christine Griffith	Sarasota CHD		✓	✓	✓	✓	✓

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Joan Surso	Sarasota CHD	✓		✓	✓	✓	✓
John Runde	DOH, Prevention	✓	✓	✓		✓	✓
Sharon Murphy	McGregor Clinic	✓	✓	✓	✓		✓
Jesufran Pierre	Collier CHD						
Penny Kurtz	DeSoto CHD		✓				
Charlene Allan	Collier CHD		✓	✓			
Kim Hustad	Lee CHS	✓	✓	✓	✓		✓
Ruth Pinkerton	DeSoto CHD	✓	✓	✓	✓	✓	
Patti Kelly	ICAN	✓					
Pat Barrera	DeSoto CHD		✓	✓			
Susan Craig	Collier CHD	✓	✓	✓	✓	✓	✓
Natasha Speck	Sarasota CHD	✓					
Marie Boisol	McGregor Clinic				✓		
Martha Kennedy	CMS	✓		✓		✓	✓
William Mehall	ICAN	✓		✓			
Teresa Fuentes	ICAN	✓					
Jeff McQuilken	ICAN	✓					
Roxanne Smith	ICAN	✓					
Jeanne Wyman	Charlotte CHD	✓					
Tara Landers	Charlotte CHD	✓				✓	
George Filhour	The Haven	✓	✓			✓	✓
Betty Ford		✓					
Chloe Holden		✓					
Amy Pinter	Positive Healthcare	✓			✓	✓	
Scott Tims	Collier CHD		✓	✓		✓	✓
Susan Maurer	ATC		✓				
Bob Schwartz	Volunteer		✓				
Stacy Revay	Collier CHD		✓	✓			
Mark Cunningham	CAB McGregor Clinic		✓	✓			
William Shelley	McGregor Clinic		✓	✓			
Sharleen Traynor	Charlotte CHD		✓	✓		✓	✓
Susan Terry	CAN		✓		✓		
Dianne Nugent	Sarasota CHD		✓				
Brenda Lastinger	Hendry/Glades CHD			✓	✓		✓
Michelle Aellano	USF/SCHD			✓			
Lauren Zink	Sarasota CHD				✓	✓	
Donna Olson	Charlotte CHD				✓	✓	
Ronald Weston	Positive Healthcare				✓		
Eric Stockley						✓	
Lyzza Archipov	McGregor Clinic					✓	
John Acevedo	CAN					✓	
Cheryl Adams						✓	
Kris Thompson						✓	
Richard Sapp						✓	

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Marlene LaLota	Tallahassee						✓	
Suzanne Stevens	Tallahassee							✓