

**Palm Beach County HIV CARE Council  
Care Council Meeting  
Minutes  
Monday September 25<sup>th</sup>, 2023 @ 2pm**

**Members Present**

Ashnika Ali  
Chris Dowden  
Lilia Perez  
Lysette Pérez  
Thomas McKissack  
Richardo Jackson  
Kenny Talbot  
Tyrina Pinkney  
Ashaki Sypher  
Miguel Vasquez  
Brittney Henry  
Lisa Kemp  
Dr. Youssef Motii (online)  
Hector Bernardino  
Tad Fuller  
Denisse Grigoriou  
Dominique Lane  
Sandra Anderson

**Members absent**

Damion Baker  
Kristen Harrington  
Nancy McConnell  
Angelie Diya

**Guests**

Brianna Pec  
Steffary  
Mary Jane Reynolds  
Cynthia Walker  
Carolyn Aelem  
Barbary Aelem  
Alise Chebarria  
Susan Mintz  
Cecil Smith  
Colleen Williams  
Roe Toussaint  
Robert Scott  
Sandra Lazarus  
Cynthia Acosta  
Yolexis Pena Ramirez

**CARE Council Staff**

Neeta Mahani

**Recipient Staff Present**

Helene Hvizd  
Jeffrey Lesanti  
Dr. Daisy Wiebe  
Sean Conklin  
Thomas Eaton  
Dr. Casey Messer  
Anna Balla  
Gecica Tibert  
Genève Simeus  
Jason Gross

**Recipient Staff Absent**

Shoshana Ringer

- I. The Palm Beach County HIV CARE Council Committee Meeting was **called to order at 2 P.M.** by Kenny Talbot. Roll call was taken, guests were introduced and there **was a quorum.**

**II.A Moment of Reflection:** Kenny Talbot- Sandra Anderson's daughter was tragically killed in a car accident in Georgia last week. Our thoughts and prayers are with her and her family

**A Moment of Silence**

*A moment of silence is observed in respect to the memory of those individuals  
Who have succumbed to AIDS and those who are living with HIV. Let us  
Remember why we are here today. Let us have the strength to make the decisions that*

*Will improve the care of those we serve. Let us be thankful for what we have accomplished to date.*

**III. Acceptance of Excused Absences: Dr. Youssef Motii**

Motion to accept Dr. Youssef's excused absence: First Motion- Thomas McKissack. Second Motion-Richardo Jackson. Motion Carries.

**IV. Acceptance of the September 25<sup>th</sup>, 2023 CARE Council Meeting Agenda:**

Motion to accept the September 25<sup>th</sup>, 2023 CARE Council Meeting Agenda: First Motion- Chris Dowden. Second Motion- Tyrina Pinkney. Motion Carries.

**V. Acceptance of the August 28<sup>th</sup>, 2023 CARE Council Meeting Minutes**

Motion to accept the August 28<sup>th</sup>, 2023 CARE Council Meeting Minutes with the proposed changes: First Motion- Lysette Pérez. Second Motion- Ashnika Ali. Motion Carries.

**VI. Comments by the Chair: USCHA Update**

The conference was very informative. There is no about us without us. This is a reminder that everyone is here in hopes of ending the HIV Epidemic. We are a team. This CARE Council is far above and beyond what Kenny Talbot sees when he goes to the conferences. Should consider becoming presenters as this council gets their job done. Thank you to everyone and a special thank you to Dr. Casey Messer.

**VII. Public Comments:** Dr. Youssef Motii states that when you get the opportunity to go out and hear from various stakeholders involved from HRSA themselves down to Agencies and Individuals, it resonates to see what a great job this CARE Council has done. When we are put up against others, we are in a really good spot. Should really start using platforms to see what we have been able to accomplish and set an example for others. Thanks to everyone, it was truly an honor to represent the CARE Council.

Ashnika Ali got the chance to be in a lot of discussions and hear from different providers and individuals. It was heartwarming and touching. Enjoyed spending time with Kenny. If anyone ever has the opportunity, they should definitely go.

**VIII. Educational Moments: None**

**IX. Unfinished Business and General Orders: None**

X. **Old Business:**

XI. **New Business:**

A. **PBC HIV CARE Council Retreat Update**

• **Date, Location, Time, Speaker, Outreach Materials and Agenda**

- Have been sending out flyers constantly
- Will be at the Wellington Community Center
- From 10am-5pm
- Michael Hager is the speaker
- Invite all Case Mangers
- The registration cap is 150 and so far about 60 people have signed up
- **Have to register each people separately as it does not allow plus 1 to be added**

• **Review Administrative Mechanism**

- We don't have much of a timeframe left for the year
- Have the retreat in October and won't be having a CARE Council Meeting
- Will have a CARE Council Meeting in November but not December
- Have to do it once a year
- Has to be started by December
- Have the mechanism reviewed for language and making sure it is not above a third grade language just to make sure it is super clear for everyone to understand
- Language in the survey is one we use in the CARE Council
- Will be both online and in hardcopy
- Will be updated

Motion to refer the language to staff to evaluate to make sure it's a third grade leaving level along with other necessary changes: First Motion- Chris Dowden. Second Motion: Lysette Pérez. Motion Carries.

B. **Membership Committee update: September 21<sup>st</sup>, 2023**

- **Two prospective member Interview approval for December 5<sup>th</sup>, 2023 BOCC Approval**
- **Kim Rommel Enright**  
Motion to approve Kim Rommel Enright- Motion Carries
- **Mary Jane Reynolds**  
Motion to approve Mary Jane Reynolds- Motion Carries

C. **Membership Committee update from the September 21<sup>st</sup>, 2023 meeting: Lysette Pérez**

- **Planning Council and Planning Body Requirement and Expectations Letter Update by HRSA (Please see attached)**
- **FAQ's Letter on Planning Council and Planning Body Requirement and Expectations by HRSA(Please see attached)**
  - Are in compliance with but wanted to bring it forth
  - There are 13 categories and which we have to be in compliance with
  - Went from 10 vacant seats earlier in the year and after everyone is approved by the Board of County Commissioners, there will only be 1 Vacant seat
  - Cant double up
  - Although there are exceptions, there isn't anyone in the Council meets the required Exceptions
  - Have terms limit and Membership rotation
  - Have been working hard to track the attendance of all committees
  - This council is one of the most lenient bodies
  - It is a requirement to active in at least one committee to retain membership in the CARE Council

#### **D. CARE Council Budget**

- **Grants Statement of Expense**
  - Current budget is \$41,000 allocated into several different categories
  - Encumbered is money set aside that we know is going to be expend
  - Expended is money that has already been spent and have invoices for
  - Balance is what is remaining
  - Halfway through the grant Year and have about \$20,000 to spend
  - There still expenses coming that are not encumbered
  - The budget needs to be readjusted
  - Allocated \$10,000 towards the retreat and its forecasting that it will be fully spent
  - Need to reduce and pullout from money that has not been spent or used
  - Forecasting 6, 662 dollars to be expended in the Members Incentive category
  - There will be one more order of the gift cards
  - After the purchase, the category will have to be reduced by 1,737.49
  - Had \$5,000 in the CARE Council budget for Travel but was overspent and now is \$10,000
  - Administrative budget was overspent

- Need to anticipate the travel beforehand and get ahead of it
- The Food and Beverage Budget started at \$5,000 but an extra \$1,000 was eventually added
- When the forecast was done, an additional \$4,000 had to be added in order to spend \$800 a month for food and beverages
- Need to readjust
- Should consider not holding meetings during lunch time

**E. Final Draft of Special Studies Survey (Planning Committee): Chris Dowden and Genève Simeus**

- **Special Studies Sample size**
- **Sample Plan Stratification**
  - Added Ryan White Clients to the third option
  - Added 35-44 for the age ranges
  - Dr. Daisy suggested to change the wording to How many People in your household rely on your income including children and anyone else
  - How many do you claim on your tax returns? Might be a better question
  - Trying to calculate income and poverty level
  - How many people live in your house?
  - Ranges of income has changed into a type box so that Federal poverty level can be assessed
  - Branching logic were assigned for questions 9 and 10
  - Dairy should be a branching logic for vegans'
  - Should it be how often they are able to get the prod
  - New Budget amount is as follows- CC Outreach:\$10,000, CC Member Incentive: 4,262.41, CC Member Travel: \$10,000, CC Food and Beverages: \$7,000, CC Outreach and other: \$1,537.96, Needs Assessment: \$8,199.53

Motion to accept the new CARE Council Expense Budget: First Motion- Chris Dowden. Second- Miguel Velasquez. Motion Carries

**XII. Standing Reports**

**A. CPP Update: Jennifer Kuretski or Dylan or Rob Scott**

- No update

**B. Part Report: Patient care and 4BNWK Report: Rob Scot**

- No Update

**C. HOPWA (West Palm Beach): Miguel Vasquez**

**D. Palm beach count recipient report: Dr. Casey Messer- Housing and Healthcare Opportunities Program Perimeters**

- There are currently two activities

- First would be the Ryan White Part A MAI Notice of Funding
- There are currently 164-165 activities in the Integrated Plan
- Currently planning to work on the high impact and high feasibility
- Reorganizing responsible for the Integrated plan based on the recipients times current resources and times
- There are some activities that the CARE council might be responsible for and that list will eventually be provided
- All the Sub-Recipients are working on a Project called IDEA (Identifying Disparities to Engage Action)
- Doing it as a group collaborative
- E. Part A expenditure report: Jeffrey Lesanti**
  - **Awaiting carry Over Approval**
  - **Delayed due to HRSA technical issues**
  - **Sent out notice to agencies requesting UOB by October 6<sup>th</sup>, speeding up process**
  - **Had conversations with other EMA jurisdictions on Program Income**
  - **Five months into the Grant Year**
- F. Executive: Kenny Talbot**
- G. LGBTQ+: Kim Enright**
  - Did not meet
- H. LPAP: Chris Dowden**
  - Did not meet
- I. Membership: Lysette Pérez**
  - FAQ's
  - Requirements and Expectations by HRSA
  - Vacant Seats and New members
- J. P & A: Dr. Motti**
  - Did not meet
- K. QMEC: Hector Bernardino**
  - Met last month and reviewed the standards of care
- L. Planning: Chris Dowden**
  - Special studies and the sample plan
- M. Community Awareness: Richardo Jackson**
  - Had a great meeting
  - Town hall meetings
  - Creating a space where community members can come in and speak their minds
- N. Housing Committee: Miguel Vasquez**
  - Inaudible
- O. Adhoc Bylaws: Kenny Talbot**
  - Did not meet

**XIII. Other Business:**

**XIV. Announcement**

**XV. Adjournment:** Meeting was adjourned at 3:58pm

**\*Conflict of Interest**

*A CARE Council member who has an identified conflict of interest must abstain from voting on issues related to that conflict. A member who does not abstain from voting on issues where a conflict is identified by the County's Commission on Ethics designated legal counsel may be removed from the CARE Council.*