

**Palm Beach County HIV CARE Council
CARE Council Meeting**

**September 23rd, 2024 @ 2:00 P.M. @ Mayme Fredrick Building, 1440 MLK Blvd.
Riviera Beach, FL 33404/ Belle Glade Library, 725 NW 4TH St. Belle Glade, FL 33404**

Council Members Present

Richardo Jackson- Chair

Kenny Talbot- Secretary

Mary Jane Reynolds
Hector Bernardino
Kristen Harrington
Tyrina Pinkney
Miguel Vasquez
Brittany Henry
Tad Fuller
Cecil Smith
Dominique Lane
Denise Grigoriou
Kim Rommel-Enright
Christian Johnston
Angelie Diya
Nancy McConnell

Members absent

Ashnika Ali
Damion Baker

Lysette Perez-Vice Chair

Thomas McKissack
'Ashaki Sypher

Dr. Youssef Motii-Treasurer

Cynthia Walker
Dr. Jyothi Gunta

CARE Council Staff

Neeta Mahani
Amy Viau

Recipient Staff Present

Helene Hvizd
Jeffrey Lesanti
Dr. Daisy Wiebe
Dr. Casey Messer
Thomas Eaton
Geneve Simeus
Shoshana Ringer
Jasmine Rohoman
Anna Balla
Chloe Bagley
Lia Head-Rigby
Tess Clemons
Bianca Murphy
Neera Maharajh
Jason Gross
August Frohnhoefer

Recipient Staff absent

None

Guests

Michelle-AHF
Brad Barnes-Poverello
Yolexis Pena
Alyssa Sullivan-FDOH
Lilia Perez-FoundCare
Erin McSpadden-FDOH
Sheila Volmar-Staff
Dr. Berthline Isma-FDOH
Patricia Jackson
Billy Jackson
Ken Rommerace-FDOH
Vicki Rossi
Denise Brown
Rob Scott-FDOH
Carrie-FDOH

Agenda

- I.** Call to order 2:09 P.M., Roll call by Neeta, Introduction of Guests. A Quorum was present.
- II. A Moment of Reflection:** Dr. Daisy shared a story of a dear friend of hers in Ghana that passed away.

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:

- **Motion to Accept Excused Absence ‘Ashaki Sypher**
First-Kenny Talbot, Second-Tad Fuller. Motion Carries.
- **Motion to Accept Excused Absence Thomas McKissack**
First- Kenny Talbot, Second- Kristen Harrington.
- **Motion to Accept Excused Absence Cynthia Walker**
First-Kenny Talbot, Second- Tad Fuller. Motion Carries.

IV. Acceptance of the September 23rd, 2024 CARE Council Meeting Agenda:

- **Motion to Accept September 23rd, 2024 CARE Council Meeting Agenda, by adding under New Business-Grant Application EHE Discussion.**
First- Kenny Talbot, Second- Tad Fuller. Motion Carries.

V. Acceptance of the June 24th, 2024 & August 12th, 2024 CARE Council Meeting Minutes:

- **Motion to Accept June 24th, 2024 CARE Council Meeting Minutes.**
First-Kenny Talbot, Second-Hector Bernardino. Motion carries.
- **Motion to Accept August 12th, 2024 CARE Council Meeting Minutes with changes by adding Angelie Diya to Staff Present.**
First-Kenny Talbot, Second- Mary Jane Reynolds. Motion Carries.

VI. Comments by the Chair:

- Richardo Jackson thanks everyone for being here today. He looks forward to seeing same happy faces at the CARE Council Retreat on Friday, October 18th, 2024 at the Wellington Community Center.
- Neeta encouraged that each and every agency invite their Case Manager's and 6 clients.

VII. County Staff Comments: Recipient and Care Council staff - Holding simultaneous public meetings of the CARE Council at locations in Belle Glade and WPB update and collaboration with library Staff and providing lunch at both the locations concerns. (Approval of \$ 20 gift card distribution only for CC affected board members to attend the meetings in Belle Glade Library). See attached CC budget.

- Kim Rommel-Enright discussed that this is a CARE Council Budget issue and it will be discussed later in today's Agenda under New Business.
- Neeta discussed she is still having a challenge of providing the food at both the locations and would like to know how CARE Council Members and Staff would like to proceed as it is not fair to the Belle Glade Members and Staff.
- Neeta brings up that Belle Glade Members and Staff have been there since 1:00 PM without lunch, and CARE Council Staff at attending at Mayme Fredrick are provided lunch.

VIII. Old Business: None

IX. Standing Report: (5 – 10 min each)

- CPP Update:** Rob Scott let members know that CPP Meeting from November 15th was changed to, Friday, December 13th.
- Part B Report: Patient Care & 4BNWK Report:** Christian Johnston gave an update on Part B expenditure, goes over Care Council Expenditure 2023-2024 Report document. This covers Allocation reporting three funding streams through the month of August see below, Christian discussed the following sections:

Section 1: Ryan White Part B Consortia

- Currently it should be about 42% expended
- Going by line administration is currently sitting at 20%.
- Ambulatory/Outpatient Lab w/ eligibility at 28%

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- Clinical Nutrition at 12%
- As a whole Ryan White Part B Consortia is overall 21%

Section 2: Patient Care Network

- Patient Care Network should be about 17% expended.
- Administration is currently at 22%
- Ambulatory/Outpatient IDC Clinics w/ Eligibility is at 5%
- Oral Health is at 24%
- Referral for HealthCare/Support Services at 14%
- Our total for that one right now is at 14 out of the 17 projected

Section 3: Patient Care General Revenue

- Should also be about 17% expended
- Administration is at 12%
- Ambulatory/Outpatient Lap w/ no Eligibility is at 19%
- Mental Health Services and Treatment Adherence are both at 5%
- Referral for Health Care/Support Services are at 19%
- Food Bank and Home Delivered Meals have no expenditures
- Clinical Quality Management is at 8%
- Oral Health is at 2%
- Funding stream is currently at 10% as a whole

C. HOPWA (West Palm Beach): Tad Fuller gives quick update:

- Tad Fuller discussed that today we had a quick call with the Florida HIV care treatment program director trying to like the city HOPWA programs together with their sources and their HOPWA, so that they can get a good feel for the entire State of Florida.
- Tad mentioned that currently, the State of Florida's HOPWA program only deals with the jurisdictions that it serves.
- The State of Florida doesn't really see the numbers they would like to see or be able to present to city HOPWA clients. This would include Miami-Dade, Ft. Lauderdale, West Palm Beach, Tampa, Orlando & Jacksonville. These are main areas with higher concentration. They are asking that each jurisdiction to do a presentation of their synapse of clients served and things that they deal with on an annual basis.
- Tad explains that he will be getting with the county himself and trying to work on getting the last 10 years of date to be able to do presentation of HOPWA funds that we've received.

- Miguel Vazquez let everyone know that he is still receiving referrals from clients that need emergency housing. Program for this is very similar to Section 8. Clients can enroll into this program through a wait list.
- Miguel discussed that the moment there is no budget for the clients on the waiting list & explained that clients are added to waiting list through an assessment.
- Andres is not here today. Miguel would like for Andres to give update on H20 Program at next meeting.

D. Palm Beach County Recipient Report: Dr. Casey Messer welcomes new Recipient Staff hires, and asks them to introduce themselves and roles.

- Lia Rigby introduced herself, she is the new Public Relations Specialist, and she is very excited to be here and be a part of the team.
- Dr. Messer discussed that we have a new Registration Clerk & a new Case Manager Trainee that joined our team in Delray.
- Dr. Messer discussed that we're working diligently on our Ryan White Grant Application and our EAG Grant Application simultaneously.
- He explained that there are a couple outstanding things for our grant applications that we will need assistance with to complete.
- The first of these is the Administrative Assessment Survey. CARE Council Members should have received this notification in their email to complete survey, along with two reminders to be sent every 2 days if survey is not yet completed.
- We have about 10 individuals that have not completed surveys.
- Our Grant Application is due next Tuesday & we would like 100% participation. If members have not yet completed their assessment, there are paper copies with us today.

E. Part A Expenditure Report GY24: Jeffrey Lesanti presents Palm Beach County Ryan White Expenditure Reporting GY24

- Jeffrey explains that the report covers how far behind the clip were running and what is the clip. A clip is where we should be in terms of spending. What this report shows is if we're spending above or below that clip.

- We should be spending 8% of our Grant dollars every month.
- Report covers spending percentages from March 2024- July 2024.
- At the end of July we are 7% behind our clip meetings.
- Jeffrey explains that we have a full month's worth of expenditures that have not been submitted.
- Jeffrey shows report on second page that covers amount of invoices per month from March 2024- July 2024. And of which how many invoices that were missing or submitted by an agency.
- Jeffrey discussed, not included in this report he spoke with one of our sub recipients who had multiple missing invoices. What we asked them to do was to provide us in a chart format, every service category every month, and what amounts are supposed to be billed per month, in order to capture the invoices that they're missing.
- Jeffrey explained that we're expecting another 12 invoices to be submitted by this Friday. He would just like to let everyone know that we're working with these agencies to work through these issues.
- Jeffrey explains that it is very important for agents to submit reimbursements as soon as possible.
- Jeffrey discussed that we provided all our sub recipients an hour long UOB Training with 5 documents that were shared and only 2 agencies attended.
- Jeffrey explained that there are 6 other agencies that have not done this UOB Training, although he specifically requested that agencies do so, it is not required.
- Jeffrey mentions that when we do have meetings with these agencies, we make it very clear that this training is still available.
- Kenny Talbot suggests to Dr. Casey, to make a directive to Sub Recipient Staff to go through this UOB Fiscal Training. This discussion continued with Members and Staff and there was a suggestion to make a motion.
- **Motion to accept that at least one representative from each agency handling funds must attend the Unobligated Balance Fiscal Training, and that if they have a turnover or staff, that new person must also attend UOB Fiscal Training if they are to be submitting reimbursements.** First-Kenny Talbot, Second- Tad Fuller. Motion carries.

F. Executive Committee- Richardo Jackson, No update at this time

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G. Adhoc Health Equity Committee- Kim Rommel-Enright, no update at this time

H. LPAP- Kristen Harrington, No update at this time.

I. Community Engagement- Kenny Talbot discussed that we had our first Community Engagement meeting.

- Richardo Jackson explained that they could not really do much as Bylaws and Policies are not in place yet. Once these tasks are completed, the committee will be able to function as it should.
- Richardo explained at this Community Engagement Meeting, there were lots of conversation on how to get the work done and how the committee could continue to build and grow.
- Richardo mentioned that more people attended this meeting than the first one and he hopes that everyone keep up that momentum.
- Richardo discussed that the Community Engagement Committee is the merger of the Membership Committee and the Community Awareness Committee.

J. P&A-Neeta reminds Members and Staff who are part of Priorities and Allocations Committee that they will meet for the next P&A Meeting on October 10th, 2024.

K. QMEC-Hector Bernardino discussed that next QMEC Meeting will be held on October 3rd, 2024.

- Hector thanked Poverello for having an onsite presentation for residents and community showing all the options they had in comparison to the \$75 voucher for the pantry box that is not fully available to the county.

L. Planning- No Update.

M. Housing- Miguel Vasquez would like Andres to give an update on the H20 Program but Andres is absent.

N. Adhoc Bylaws Committee-Neeta gives update that Bylaws Committee was supposed to meet on September 12th, but they were not able to. Updated Bylaws are still being worked on.

X. Public Comments: 3 Minutes

- Tad Fuller suggests at next CARE Council Meeting Andres give update on H20 Program for Council Members and Staff to have a better understanding of what this program is.

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- Richardo discussed that at the CARE Council Retreat next month on Friday, October 18th, Andres will be giving a presentation on this particular program. Richardo encourages anyone inquiring information on H2O Program to attend CARE Council Retreat to have those questions answered.
- Richardo explained that there is a video about housing opportunities online that will be shared with Neeta to be posted on the county website.
- Dr. Casey Messer shares phone number for toll free hotline for any services related to HIV. That number is 833-PBC-HIV1 option number 7.
- Mary Jane Reynolds discussed the food situation during CARE Council Meetings in Belle Glade.
- Kim Rommel discussed that there is an item on today's agenda under CC Budget that this topic will be discussed.

XI. New Business:

- 1. October 18th retreat update and requesting for volunteers: Richardo Jackson reminds everyone that PBC HIV CARE Council Retreat will be held at the Wellington Community Center on Friday, October 18th, 2024 from 10:00 am to 3:30 PM. He encourages everyone to please register and attend.**
 - Neeta explained she will be send out a flyer with the registration link on it and a QR Code once it is approved. CARE Council Members should look out for this email tomorrow with calendar invite to have that day blocked.
 - Neeta discussed she would like to have at least 9 agencies, a Case Manager from each agency and 6 clients attend.
 - Richardo explained that there will be 3 ways to register, a registration link, QR Code and a phone number if you need further assistance with registration.
 - Amy Viau will be sending out an email to all agencies to have a vendor table together. We will not be reaching out to any outside agencies, only our Ryan White agencies.
 - Kenny explained that vendors can bring drinks, snacks (Non Alcoholic Beverages)
 - Neeta explains that she will need volunteers to help with set up and serving food.
 - Dr. Daisy Wiebe, Amy Viau, Tad Fuller, Jasmine Parrish & Jeffrey Lesanti all said they would assist Neeta with set up and food distribution.

2. CARE Council Budget: Tad Fuller and Kim Rommel Enright have discussion on CARE Council Budget.

- Kim Rommel-Enright discussed that we're trying to budget appropriately for the retreat & discussed where within the budget this money is coming from.
- Kim presents Palm Beach County, Florida Grants Statement Expense work sheet.
- Tad discussed that at our workshops, it was determined that there was a budget of \$2500 for the retreat. However, there was some money moved around from the first retreat meeting to bring this up to \$6000.
- Tad discussed that at last year's Retreat, 140 people attended and the cost was \$11,000.
- Tad proposed that we prioritize why we are here, to serve those who can't be heard. This retreat is designed for everyone in the community to attend and to listen and find out what the PBC HIV CARE Council is all about. He explains that the budget should be left for the retreat and not for us to spend money on food to fill ourselves up at these CARE Council Meetings.
- Tad makes a recommendation that we go back to sodas and refreshments like we've had at previous meetings at both Belle Glade and Mayme Fredrick sites, and that we discontinue the lunches that we have available for a 2 hour meeting.
- Tad explains with that being said, this is because we need the money to support the event. He also shares that why we're all really here is to get the information out to people within our communities.
- Kenny Talbot suggested Tad Fuller further explain where the budget money was shifted from to bring the budget from \$2500 to \$6000. \$1000 was moved from Coup, we moved \$2000 from Outreach, and \$500 was moved into travel. This brought us to a \$600 recruit budget and took food down to approximately \$4100.
- Tad explains that there are still some food invoices that were outstanding at the time so he felt comfortable saying that roughly about \$2000 was available to use of the food budget to put into the retreat. Another \$500 came from Travel, which made a total of \$8500 available for this retreat.
- Tad suggested a motion to discontinue the lunches provided at CARE Council Meetings and just to provide light refreshments and waters at both sites. This would help us to be able to serve as many people as we possibly can for the CARE Council Retreat.

- Tad explains that the Members and Staff could revisit this topic of lunches being provided at monthly CARE Council Meetings after March 1st 2025 when the new Grant cycle comes out.
 - Kim explains we would need 2 separate motions to be made, one to move the money around & one to discontinue lunches at monthly CARE Council Meetings.
 - **Motion to accept to discontinue food at the PBC HIV CARE Council meetings moving forward, and to now serve only water, sodas and light refreshments at both Belle Glade and Mayme Fredrick locations.**
First-Tad Fuller, Second-Kenny Talbot. Motion carries.
 - **Motion to revise the PBC HIV CARE Council budget by moving \$2,000 in Food Cost to Food Budget, \$2,000 in Outreach, and \$500 in Travel, all to go in the Retreat Line Item.**
First-Tad Fuller, Second-Kenny Talbot. Motion carries.
 - Dr. Daisy Wiebe & Kenny Talbot had a discussion regarding having speaker at retreat in order to save some money within the budget.
 - Kenny Talbot resigned from PBC HIV CARE Council.
 - Hector Bernardino had a discussion that as a house rule moving forward, that if next year we are limited on the budget, we should not have a large budget item
 - Tad Fuller requested if we can get the last 3 years of the CARE Council Budget to pin point where we have spent as a percentage of our budget on retreats over the years.
 - Jeffrey Lesanti discussed that our fiscal staff remotely is pulling the expenses from Grant Year 2023 for Speaker Costs. The Speaker Cost for Grant Year 24 is less than what it was for Grant Year 23.
 - Dr. Messer reminded Staff and Members to please complete the survey for the Administrative Assessment.
3. **CARE Council full time support staff assistance: Tabled for next meeting.**
 4. **October PBC HIV CARE Council Meeting Date: No PBC HIV CARE Council Meetings will be held in October.**

XII. Educational Moment: None

XIII. Announcements: None

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XIV. Adjournment: Meeting Adjourned 5:00 PM

***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 may be removed from the CARE Council.

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