



**Medical Care Subcommittee Meeting
Frankie Shannon Rolle Center, 3750 S. Dixie Highway, Room 115
February 27th, 2009 Minutes**

Approved March 27th, 2009

#	Members	Present	Absent
1	Bongato, Zenaida	X	
2	Clarke, Harold	X	
3	Cortés, Wanda		X
4	Ferron, Pansy		X
5	Gutierrez, Nancy	X	
6	Jayaweera, Dushyantha	X	
7	Illa, Lourdes		X
8	Keller, Mark R.	X	
9	Romero, Javier	X	
10	Santiago, Steven		X
11	Taylor, Jacqueline		X
12	Wohlfeiler, Michael	X	
13	Vasquez, Silvana	X	
14	Vazquez, Isabel	X	
Quorum: 6			

Guests	
Gisell Hernandez	
Tabitha Hunter	
Sergio Lindarte	
Angela Loboguerrero	
Duff Masterson	
Natalie Perez-Sosa	
Amy Polanco	
Staff	
Clarice Evans	
Beth Hayden	
Marlen Hernandez	
Kimberly Tardalo	

I. Call to Order/Introductions

The chair, Dr. Dushyantha Jayaweera, called the meeting to order at 9:08 a.m. He welcomed everyone and asked for introductions. Dr. Jayaweera announced that he is stepping down from his position as chair, making Harold Clarke the subcommittee chair; elections for chair elect will be held in March.

II. Resource Persons

Dr. Jayaweera indicated Behavioral Science Research (BSR) staff as resource individuals.

III. Review Agenda

The committee reviewed the agenda; Beth Hayden was added to new business.

IV. Review/Approve Minutes

The committee reviewed the minutes of January 23rd, 2009; page four, item seven should read, “Dr. Santiago is terming off as chair at the end of this meeting.”

Motion to accept into the record the minutes of January 23rd, 2009, with the correction noted above.

Moved: Harold Clarke

Seconded: Mark Keller

Motion: Passed

V. Membership

There are several subcommittee vacancies; interested parties may contact staff for the vacancy report and application.

VI. Reports

▪ Ryan White Program Update

Beth Hayden

All Part A contracts are currently under review and should be executed by April 20th. Last minute reallocations have been made per the allowance granted by the Miami-Dade HIV/AIDS Partnership. No grant award notice has been received but notice of 40% of the formula funds should be received in March.

▪ Expenditure Reports

○ Part A Pharmaceuticals (January)

– *AIDS Healthcare Foundation (AHF)*

Natalie Perez-Sosa

- 179 clients were served.
- The average cost per client was \$128.63.
- Remaining contract funds total \$511,763.89.

– *Citrus Health*

Staff

- Eight (8) clients were served.
- The average cost per client was \$84.35
- Remaining contract funds total \$49,125.94.

– *CHI*

Staff

- 91 clients were served.
- The average cost per client was \$61.30.
- Remaining contract funds total \$34,488.24.

– *Mercy Hospital*

Isabel Vasquez

- 379 clients were served.
- The average cost per client was \$203.39.
- Remaining contract funds total \$268,363.67.

– *Miami Beach Community Health Center (MBCHC)*

Mark Keller

- 46 clients were served.
- The average cost per client was \$123.08.
- Remaining contract funds total \$38,316.45.

– *SFAN*

Sergio Lindarte

- 410 clients were served.
- The average cost per client was \$56.46.
- Remaining contract funds total \$57,242.13.

○ ADAP Report (February)

Javier Romero

This month's report is not available yet; expenditures remain steady. The fiscal year ends March 31 but no notice of award for next year has been given. There will be a surplus of drugs and funds at the end of the fiscal year.

Regarding last month's discussion on the ADAP formulary medications being covered by Part A due to dosing requirements, Dr. Romero has not received the list of medications from the County. Ms. Hayden will provide him with a list.

- o SFAN/General Revenue (January)

Sergio Lindarte

- 451 clients were served.
- The average cost per client was \$168.98.
- Remaining contract funds total \$274,870.20.

VII. Standing Business

- Client Satisfaction Survey: Medical Care

Clarice Evans

Clarice Evans modified and added to the Client Satisfaction Survey according to responses to the previous draft from the subcommittee and the Performance Improvement Advisory Team (PIAT). Ms. Evans reviewed the new questions and the subcommittee provided feedback:

- Question C2: "I am not having HIV/AIDS symptoms" will be changed to "I am not feeling sick."
- Question C6b: Add "I don't know" as an option.
- Question C8: Change to, "On average, how long does it take you to travel to your medical/primary care provider?"
- Questions C10 and C11 are repeats of question C3 and will be removed.
- Questions C13 and C14 will be modified to differentiate between routine and urgent appointments.
- Questions C20 through C22 will be changed to various questions which address reasons for walk in agency visits and emergency room visits.
- Question C27: Wording will be changed to, "Does your medical/primary care provider manage other medical issues". A follow up question will address referrals.
- Question C28: "Yes" answer will be modified to "always" and "yes, but not every visit."
- Question E1: Additional question on materials, whether these were "read and understood."
- Questions E2 through E7 should read, "How would you describe what [fill in question topic] is?"
- Question E5: Add T-cell count in parentheses.
- Questions E6 and E7: State, "resistance to HIV medications" rather than just resistance.

- Update on Record Reviews (Medical, Oral Health Care)

Beth Hayden

The AIDS Education and Training Centers (AETC) have completed all medical record reviews with the exception of the exit interviews which should occur by May 29th.

All but one oral healthcare provider agencies have been reviewed; the final one will be reviewed in March. The agency specific reports are on the way out and the aggregate reports will be given to the subcommittee once all reviews are completed.

Quality Management will look at pharmaceutical services for the upcoming fiscal year's reviews.

VIII. New Business

- ADAP Day of Dialogue

A Day of Dialogue was announced at the November Patient Care Planning Group (PCPG) meeting. The next meeting is March 5th and 6th in Tampa; Dr. Romero or John McGuirk will report back on the Day of

Dialogue and updates on the meeting. Dr. Romero announced that a local listening tour is taking place at provider agencies.

- **May Meeting**

Ms. Hayden announced that Dr. Jeffrey Beal of AETC will be visiting Miami the fifth Friday of May. The subcommittee had invited him to attend a meeting. Members decided to move the May meeting from the 22nd to the 29th to accommodate Dr. Beal's visit.

Motion to move the Medical Care Subcommittee meeting from May 22 to May 29th.

Moved: Mark Keller

Second: Dushyantha Jayaweera

Motion: Passed

IX. Announcements

Staff announced the completion of the 2009-2011 Comprehensive Plan and distributed copies to attendees.

X. Next Meeting

The next meeting is March 27th at the Frankie Shannon Rolle Center.

XI. Adjournment

The meeting adjourned at 10:37 a.m.