



**MIAMI-DADE  
HIV/AIDS PARTNERSHIP  
Strategic Planning Committee Meeting  
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230  
February 13<sup>th</sup>, 2009 Minutes**

*Approved March 13<sup>th</sup>, 2009*

#	Members	Present	Absent
1	Batts, Metris	X	
2	Friedman, Lawrence		X
3	Messick, Barbara	X	
4	Louis, Ray	X	
5	McGowan, Ed	X	
6	Metsch, Lisa		X
7	Rivera, Nancy		X
8	Siclari, Rick		X
9	Stroy-Martin, Christine		X
10	Wall, Daniel T.		X
11	Wilson, Carol	X	
12	Wooten, Lonnie	X	
13	Wyatt-Sweeting, Michele	X	
<b>Quorum =4</b>			

Guests	
Sheridan Castellanos	
Damarys Parada	
Maria Sevaes	
Ivonne del Valle	
Carla Valle-Schwenk	
Staff	
Ariela Eshel Bernstein	Marlen Hernandez
Christina Bontempo	Susy Martinez
Clarice Evans	Sandra Sergi
Beth Hayden	Kimberly Tardalo

Prior to reaching quorum, the chair, Metris Batts, welcomed everyone and asked for introductions. Ms. Batts called for non-business items.

▪ **Membership**

Staff reported that there are several vacancies on the committee and that five committee members are terming off this year. If members know any interested parties, they are asked to forward the names to staff.

▪ **Ryan White Program Update**

*Carla Valle-Schwenk*

The Part A award will be received in two parts; 40% of the formula funds will be awarded in March and the rest of the formula funds as well as the supplemental funds will be awarded at a later date. In anticipation of level funding, provisional award letters were sent to providers this week. This is the second of five one year options for contract renewal following the 2006 request for proposals (RFP). The Service Delivery Information System has been modified to bar providers from drawing down funding over and above the initial 40%.

Updates to Service Delivery Guidelines should be available online the week of February 23<sup>rd</sup>; each provider agency will receive one hard copy. The changes are minimal and include reimbursement rate updates and language clarifications.

The County has been notified of the Minority AIDS Initiative (MAI) funding for this fiscal year which begins in August; the award is approximately 2.5 million dollars. The application is due to the Health Resources and Services Administration (HRSA) by March 20<sup>th</sup>.

The Office of Grants Coordination (OGC) is preparing the RFP for the Community Based Organization; it is currently scheduled for release in March.

▪ **South Miami-Dade County Recommendations**

*Beth Hayden*

In today's meeting materials there is data (copy on file) including various tables with rudimentary statistical

comparisons regarding newly diagnosed and prevalence data in 2002 and 2007 for zip codes south of Kendall Drive. Ms. Hayden noted that members should have reservations about the 2007 surveillance data due to problems encountered implementing electronic reporting. Ms. Hayden briefly discussed the data; members expressed concern about the lack of access to education, prevention, testing and medical care in the South since the closing of Project Outreach. Staff will map the data and break it down by life zones for the March meeting. Staff received Client Information System (CIS) numbers of former Project Outreach clients from the University of Miami; the data had some problems and will be presented at the March meeting.

#### **I. Call to Order/Introductions**

Quorum was reached at 10:42 a.m.

#### **II. Resource Persons**

Ms. Batts indicated Behavioral Science Research (BSR) staff as resource individuals.

#### **III. Review/Approve Minutes of January 9<sup>th</sup>, 2009**

Members reviewed the minutes of January 9<sup>th</sup>, 2009.

**Motion to approve the minutes of January 9<sup>th</sup>, 2009, as presented.**

**Moved: Ed McGowan**

**Seconded: Michele Wyatt-Sweeting**

**Motion: Passed**

#### **IV. Standing Business**

##### **▪ Research Presentations Update**

*Barbara Messick*

Members discussed establishing a protocol for presenting research to the Partnership and committees based on the draft Research Communication Plan (copy on file), developed by Ms. Messick and Dr. Lisa Metsch. Members decided to add Provider Forums to the list of appropriate venues and to remove the names of suggested members for a review committee. The committee decided to recommend to the Partnership the formation of an ad-hoc committee for research review to implement the Research Communication Plan.

**Motion to recommend that the Partnership assign an ad-hoc committee for research review to report to the Strategic Planning Committee, based on the Research Communication Plan, with changes noted above.**

**Moved: Ed McGowan**

**Seconded: Lonnie Wooten**

**Motion: Passed**

##### **▪ Elections/Passing of the Gavel**

Ms. Batts' term as chair officially ended in December 2008; Larry Friedman's term as chair elect ends in March 2009 when he is terming off the committee. Members agreed to elect both officers at this meeting. After some discussion regarding the eligibility of members for the positions, members voted to accept the ballot for chair with Ed McGowan, Lonnie Wooten and Michele Wyatt-Sweeting as the nominees.

**Motion to accept the ballot for chair with Ed McGowan, Lonnie Wooten and Michele Wyatt-Sweeting as the nominees.**

**Moved: Michele Wyatt-Sweeting**

**Seconded: Barbara Messick**

**Motion: Passed**

Staff tallied the member's votes; Ms. Wyatt-Sweeting was elected chair.

The Bylaws stipulate that at least one officer must be a Partnership member. Because neither of the other candidates for chair are Partnership members, the only eligible candidate, Carol Wilson, was nominated as chair elect. Members voted on the ballot for chair elect with Carol Wilson as the nominee.

**Motion to accept the chair elect ballot with Carol Wilson as the nominee.**

**Moved: Michele Wyatt-Sweeting**

**Seconded: Lonnie Wooten**

**Motion: Passed**

Staff tallied member's votes; Ms. Wilson was unanimously elected chair elect.

▪ **Comprehensive Plan Assignments**

- 2.2.1: Require attendance at monthly medical case management trainings.
  - Assigned to: OGC and Continuous Quality Improvement (CQI) staff
  - Review Date: Quarterly
- 2.2.2: Provide technical assistance, as required based on record reviews, and as requested by agencies.
  - Assigned to: OGC, CQI, and the Performance Improvement Advisory Team (PIAT)
  - Review Date: Quarterly
- 2.2.3: Develop and promote methods to improve the quality and amount of medical case management supervision, and clarify supervisory responsibilities.
  - Assigned to: OGC, CQI and PIAT
  - Review Date: Quarterly
- 2.2.4: Comply with hours of service as indicated in the *Miami-Dade County Ryan White Part A Program System-wide Standards of Care*.
  - Assigned to: OGC and CQI
  - Review Date: Quarterly
- 3.1.1: Improve coordination and collaboration between Part A funded providers and other community resources to ensure PLWHA in need of substance abuse treatment are efficiently connected to services.
  - Assigned to: OGC, CQI and South Florida Provider Coalition (SFPC) (or other managing entity)
  - Review Date: Continuous
- 3.1.2: Increase coordination between substance abuse providers and medical case managers.
  - Assigned to: OGC, CQI and SFPC (or other managing entity)
  - Review Date: Continuous
- 3.1.3: Improve compliance with service deliver guidelines for linkages and referrals to ensure residential substance abuse treatment clients are connected to outpatient substance abuse treatment or appropriate medical care upon discharge.
  - Assigned to: OGC, CQI and SFPC (or other managing entity)
  - Review Date: Continuous
- 3.1.4: Establish reasonable follow up guidelines for residential substance abuse providers referring clients to outpatient counseling.
  - Assigned to: OGC, CQI and SFPC (or other managing entity)
  - Review Date: Continuous
- 3.1.5: Publicize through SDIS available residential substance abuse slots.
  - Assigned to: OGC, CQI and SFPC (or other managing entity)
  - Review Date: Continuous

The committee will continue the 2009 – 2011 Comprehensive Plan assignments in March.

- **2009 Meeting Schedule**

The committee will revisit the 2009 meeting schedule in March; members discussed canceling the April meeting to allow time to attend the community forums to be held that month.

## **II. New Business**

- **2009 Needs Assessment**

- *Consumer Forums*

Staff will host a series of consumer forums throughout Miami-Dade County for the dual purpose of exploring unmet needs and access to care issues in South Dade. These forums will take the place of the public comment period held during the needs assessment in previous years. The Consumer Forum Survey and Consumer Forum Discussion Worksheet are in today's meeting materials (copies on file). At least one member of the committee should attend each forum. Staff asked members to review the documents and submit comments to staff prior to the March meeting; the documents will also be vetted through the Care and Treatment Committee.

- *Targeted Medical Case Management and Outpatient Medical Care Survey*

The focus of this year's survey has been narrowed to medical case management and outpatient medical care. The Medical Care Subcommittee and medical case managers have already made revisions; the document will go before PIAT for comment next week. The committee will review the updated document in March.

## **V. Announcements**

Ms. Batt's announced the Women and Girl's HIV/AIDS Awareness Day is March 10<sup>th</sup>; she will send information about upcoming events to staff for distribution.

Ms. Batt's announced that the Silence is Death march was a success.

## **VI. Next Meeting**

The next meeting is March 13<sup>th</sup> at BSR.

## **VII. Adjournment**

The meeting adjourned at 12:00 p.m.