



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

Approved May 8th, 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	Wilson, Carol	X	
11	Wooten, Lonnie		X
12	Wyatt-Sweeting, Michele	X	
Quorum =5			

Guests	
Carlos A. Marin	
Carla Valle-Schwenk	
Staff	
Ariela Eshel Bernstein	Marlen Hernandez
Christina Bontempo	Susy Martinez
Clarice Evans	Sandra Sergi
Beth Hayden	Kimberly Tardalo

I. Call to Order/Introductions

The chair-elect, Carol Wilson, called the meeting to order at 10:12 a.m., welcomed everyone and asked for introductions.

II. Resource Persons

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

III. Review Agenda

Members reviewed the agenda.

IV. Review/Approve Minutes of February 13th, 2009

Members reviewed the minutes of February 13th, 2009.

Motion to approve the minutes of February 13th, 2009, as presented.

Moved: Rick Siclari

Seconded: Barbara Messick

Motion: Passed

V. Membership

Carol Wilson

Dan Wall resigned from the committee.

There are three committee applicants; Carla Valle-Schwenk was the only applicant present. Ms. Valle-Schwenk briefly described her qualifications and members voted on her application.

Motion to accept Carla Valle-Schwenk as a member of the Strategic Planning Committee.

Moved: Lisa Metsch

Seconded: Rick Siclari

Motion: Passed

Members were asked to send additional member recommendations to staff.

Four members will term off following this meeting: Christine Stroy-Martin, Lawrence Friedman, Lisa Metsch and Nancy Rivera. Members thanked them for their participation in the committee and presented certificates of appreciation.

VI. Standing Business

▪ Ryan White Program Update

Carla Valle-Schwenk

The partial Part A grant award, forty percent of formula funding, or approximately eight million dollars, has been received.

The fiscal year 09 Service Delivery Guidelines have been issued and edits are pending, including correction to the AIDS Insurance Continuation Program (AICP) entry and an increase in mental health therapy eligibility to 400% of the Federal Poverty Level (FPL) because it is a core service.

The Minority AIDS Initiative (MAI) application will be submitted prior to the deadline; the amount of the award is \$2.5 million, approximately \$1,000 more than last year.

The Office of Grants Coordination (OGC) will release the Community Based Organizations (CBO) Request For Proposal (RFP) in late March or early April.

▪ Comprehensive Plan Assignments

- 3.2.1: Identify funding* (community) resources, public and private, that are available for PLWHA and service providers.
 - The committee discussed creating a resource guide. However, maintaining a comprehensive resource guide that would encompass all the resources in the county and be regularly updated, is a huge undertaking that may be beyond the committee's and staff's capacity.
 - Information is regularly provided at Service Provider Forums and Medical Case Management Trainings.
 - * Replace the word "funding" with "community".
 - Assigned to: OGC and Continuous Quality Improvement (CQI) staff with help from the Department of Health (DOH) and AIDS Education and Training Centers (AETC)
 - Review Date: December 2009
- 3.2.2: Promote optimization of non-Ryan White funds** (resources) for PLWHA and service providers as available.
 - If a resource guide is created it should be distributed to medical case managers and agencies.
 - **Replace the word "funds" with "resources".
 - Assigned to: OGC and CQI
 - Review Date: February 2010, to be presented at the May 2010 Provider Forum
- 3.2.3: Monitor eligibility screening to ensure Ryan White funds are used appropriately.
 - CQI technical assistance visits will focus on eligibility documentation to assist agencies with compliance.
 - OGC conducts chart reviews and may impose penalties if eligibility criteria are not properly documented.
 - Assigned to: CQI technical assistance visits and agency supervisors
 - Review Date: Continuous

- 3.2.4: Support Ryan White grantees in creating policies that award extra application points for providers that leverage outside funding for HIV/AIDS related services.
 - Assigned to: OGC
 - Review Date: On hold pending release of future RFPs
- 3.2.5: Maximize cooperation with the City of Miami and the HOPWA Program.
 - Assigned to: The Housing and Strategic Planning Committees, OGC, BSR and the City of Miami
 - Review Date: Continuous, following review of Housing Needs Assessment and Housing Committee Comprehensive Plan goals (both pending).
- 3.2.6: Support and promote transitional housing for formerly incarcerated PLWHA reentering Miami-Dade County.
 - Assigned to: CQI with assistance from Lisa Lugo-Manns, Department of Corrections, and the City of Miami
 - Review Date: September 2009
- 3.3.1: Increase availability of information on HIV/AIDS resources to the PLWHA, HIV/AIDS service providers and the general community.
 - Assigned to: OGC and BSR
 - Review Date: Continuous
- 3.3.2: Facilitate training for consumers on client rights and responsibilities, grievance procedures and the service provider system
 - Assigned to: Community Coalition Committee, the Partnership, OGC and CQI
 - Review Date: August 2009
- 4.1.1: Develop a simple, easy-to-understand report to communicate trends in incidence and changes in utilization patterns in various formats and in various settings (forums, focus groups, training sessions, etc.).
 - Assigned to: Strategic Planning Committee with assistance from DOH
 - Review Date: August 2009
- 4.2.1: Develop a legislative education packet.
 - Assigned to: Strategic Planning Committee and BSR
 - Review Date: Continuous
- 4.4.1: Update current information on an ongoing basis related to epidemiology, updates in treatment standards, legal challenges, entitlement programs, insurance issues and demographic shifts within the EMA.
 - Assigned to: Strategic Planning and Care & Treatment Committees and BSR with assistance from DOH
 - Review Date: Continuous
- **2009 Needs Assessment**
 - *Targeted Medical Case Management and Outpatient Medical Care Survey* *Clarice Evans*

Members briefly reviewed the 2009 Client Satisfaction Survey (copy on file). This year's survey will focus on medical case management and outpatient medical care. The survey has been vetted through several other committees. Staff explained the process for recruiting respondents and noted that this is an

▪ **2009 Meeting Schedule**

Members discussed canceling the April meeting in order to allow time to attend one or more of the Consumer Forums and the June meeting to allow time to attend one of more of the needs assessment meetings.

Motion to cancel the April 10th Strategic Planning Committee meeting.

Moved: Carol Wilson

Seconded: Ray Louis

Motion: Passed

Motion to cancel the June 12th Strategic Planning Committee meeting.

Moved: Ed McGowan

Seconded: Barbara Messick

Motion: Passed

VII. New Business

▪ **Assessment of the Administrative Mechanism Timetable**

The 2008 Assessment of the Administrative Mechanism survey and results were in today's meeting materials (copies on file). Members were asked to review the documents prior to the next meeting; revisions to the survey, if any, will be a standing business item on the May agenda.

VIII. Announcements

No announcements.

IX. Next Meeting

The next meeting is May 15th, 2009 at BSR.

X. Adjournment

Ms. Wyatt-Sweeting adjourned the meeting at 12:07 p.m.