



**MIAMI-DADE  
HIV/AIDS PARTNERSHIP  
Strategic Planning Committee Meeting  
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230  
July 31<sup>st</sup>, 2009 Minutes**

*Approved August 14<sup>th</sup>, 2009*

#	Members	Present	Absent
1	Batts, Metris		X
2	Messick, Barbara	X	
3	Louis, Ray	X	
4	McGowan, Ed	X	
5	Siclari, Rick		X
6	Valle-Schwenk, Carla	X	
7	Wilson, Carol		X
8	Wooten, Lonnie	X	
9	Wyatt-Sweeting, Michele	X	
<b>Quorum =4</b>			

Guests	
John Eaton	
Dennis Iadarola	
Michael Williams	
Staff	
Christina Bontempo	
Beth Hayden	
Marlen Hernandez	

**I. Call to Order/Introductions**

The chair, Michele Wyatt-Sweeting, called the meeting to order at 10:07 a.m., welcomed everyone and asked for introductions.

**II. Resource Persons**

Ms. Wyatt-Sweeting indicated Behavioral Science Research (BSR) staff as resource individuals.

**III. Review Agenda**

Members reviewed the agenda; staff was added to announcements.

**IV. Review/Approve Minutes of May 8<sup>th</sup>, 2009**

Members reviewed the minutes of May 8<sup>th</sup>, 2009.

**Motion to approve the minutes of May 8<sup>th</sup>, 2009, as presented.**

**Moved: Ed McGowan**

**Seconded: Lonnie Wooten**

**Motion: Passed**

**V. Membership**

*Michele Wyatt-Sweeting*

Currently, there are 15 vacancies on the committee; a formal vacancy report is available from staff.

**VI. Standing Business**

▪ **Ryan White Program Update**

*Carla Valle-Schwenk*

The Office of Grants Coordination (OGC) is working on executing the Minority AIDS Initiative (MAI) contracts for the program year beginning August 1<sup>st</sup> and working on closing out the current program year.

The Health Resources and Services Administration (HRSA) will release the Ryan White Program grant application guidance in August and the grant will most likely be due within 60 days of that release. The Care and Treatment Committee and the full Partnership approved a flat funding budget of \$23,640,348 and a grant application budget of \$24,799,089.

The County is facing serious budget cuts; budget hearings concerning cuts will be held on September 3<sup>rd</sup> and September 17<sup>th</sup> at 5:01 p.m. All interested parties are encouraged to attend. Due to cuts, the Community Based Organizations (CBO) Request For Proposal (RFP) is not expected to be funded. Ryan White Program funding will not be effected because it is Federally funded.

Ms. Valle-Schwenk announced that that the OGC is moving to the 19<sup>th</sup> floor of the Stephen P. Clark Building effective July 30<sup>th</sup>.

▪ **Assessment of Administrative Mechanism**

The committee reviewed the 2009 Assessment of the Administrative Mechanism Miami-Dade HIV/AIDS Partnership Members Survey. On page two, statement two, “Office of Strategic Business Management” should read, “Office of Grants Coordination”. Partnership members will be asked to fill out the survey at the August 10<sup>th</sup> meeting or to return the survey no later than August 24<sup>th</sup>.

The committee reviewed the 2009 Assessment of the Administrative Mechanism Ryan White Part A/MAI Service Provider Survey. This will be mailed to providers with completion date no later than August 24<sup>th</sup>.

**Motion to accept the 2009 Assessment of the Administrative Mechanism Miami-Dade HIV/AIDS Partnership Members Survey and the 2009 Assessment of the Administrative Mechanism Ryan White Part A/MAI Service Provider Survey, with changes noted above.**

**Moved: Ed McGowan**

**Seconded: Lonnie Wooten**

**Motion: Passed**

▪ **Annual Report**

Members discussed the Annual Report to the Mayor and Board of County Commissioners. The report will include Partnership accomplishments, epidemiological and utilization data, community needs, a description of the Miami-Dade County health service system and community collaborations. Development of a 4-page 8 ½ x 11 brochure with an accompanying Power Point presentation was discussed. Staff will collect data for the committee’s review beginning in September.

▪ **Comprehensive Plan Update**

Members received the full Comprehensive Plan update (copy on file). All committees have received their assignments; the committee reviewed all items that had a June 2009, July 2009 or quarterly review date; the following updates were discussed:

- 1.1.2: Create and implement strategies for sustained provider collaboration; and 1.1.3: Develop and administer a survey to identify each Part A provider’s referral process
  - Add to Performance Improvement Advisory Team (PIAT) agenda and update “Assigned To” on spreadsheet.
  - Next review date: September 2009.
  
- 1.1.4: Plan and deliver seminars on referrals and eligibility screening
  - Staff will make time for a presentation on referrals at the October Provider Forum.
  - The Service Delivery Guidelines include eligibility requirements.
  - Next review date: November 2009.

- 1.1.5: Facilitate linkages and enhance collaboration between outreach providers and non-out reach providers to ensure client retention in care
  - In August, Continuous Quality Improvement (CQI) will go on fact-finding visits at outreach agencies to develop an Outreach Review Tool
  - CQI is working with Automated Case Management Systems (ACMS) to track clients linked to care.
  - Next review date: October 2009.
  
- 1.2.1: Create and implement strategies for enhanced collaboration among all funding sources
  - Staff and OGC met have been meeting with Housing Opportunities for Persons Living with AIDS (HOPWA) Program to work on facilitate coordination between Ryan White medical case managers (MCM) and HOPWA housing specialists.
  - Meeting scheduled for August 4<sup>th</sup> between staff, OGC, AIDS Drug Assistance Program (ADAP), and the Florida Department of Health (DOH) to discuss data sharing and program coordination.
  
- 1.2.2: Streamline and simplify data collection screens in the Service Delivery Information System (SDIS)
  - Staff, OGC and Automated Case Management Systems (ACMS) meet regularly; MCM are kept up to date on changes through the monthly trainings; updates needed to SDIS are timely.
  - SDIS was modified so that MCM cannot bill until a progress note has been entered.
  
- 1.2.3: Create and implement strategies for data sharing agreement with ADAP
  - No progress has been made; an agreement to share client level data across sites is still being discussed.
  - The committee discussed electronic medical records as possibly being helpful for this objective.
  
- 2.1.1: Review Client Satisfaction Survey results and survey tool, and 2.1.2: Identify needs for customer service improvement through annual Client Satisfaction Survey
  - Presentation of methodology and sampling of preliminary results was presented at the July 31<sup>st</sup> Provider Forum; final report is pending.
  - Next review date: September 2009.
  
- 2.1.3: Develop and promote training of the *National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care* with a focus on areas identified as needing improvement.
  - Possibly a topic for a future Provider Forum; need to determine the appropriate audience for the training (executives, supervisors or MCM).
  - Florida Alcohol and Drug Abuse Association (FADAA) is holding a conference on CLAS in September; contact Dr. Larry T. Richardson, Imani Behavioral Healthcare Center, as a potential trainer.
  - One representative from each provider agency should be required to attend.
  - Also consider looking into web-based training options.
  - Next review date: September 2009.
  
- 2.1.4: Develop and promote training in customer service with a focus on areas identified as needing improvement
  - Completed during 2009 MCM training.
  - Next review date: October 2009.
  
- 2.2.1: Require attendance at monthly medical case management trainings
  - Case managers are required to attend 20 hours of training annually.
  - Attendance is monitored by CQI monthly and is improving.

- 2.2.2: Provide technical assistance, as required based on record reviews, and as requested by agencies.
  - CQI conducts regular technical assistance visits and reports regularly to the PIAT and Provider Forums.
- 2.2.3: Develop and promote methods to improve the quality and amount of medical case management supervision, and clarify supervisory responsibilities.
  - Beth Hayden will ask ACMS to run a report on supervisory codes in SDIS for the last quarter; the data will be presented to the committee and PIAT once it is available.
- 2.2.4: Comply with hours of service as indicated in the *Miami-Dade County Ryan White Part A Program System-wise Standards of Care*
  - Monitored during annual Part A and MAI contract renewals; all providers are in compliance.
  - The committee discussed changing the review date from quarterly to annually.

**Motion to change the review date for 2.2.4 from quarterly to annually.**

**Moved: Lonnie Wooten**

**Seconded: Ray Louis**

**Motion: Passed**

- 4.3.1: Support efforts to tie funding to subgroups and geographic areas that have the most severe need, and 4.3.2: Support and promote improved access to resources and capacity building in South Dade, specifically for medical providers.
  - The committee discussed options for expanding services into South Dade, where there is a demonstrated lack of core services.
  - The motions will be brought before the Partnership on August 10<sup>th</sup>.

**Motion to request the Office of Grants Coordination begin the process to reissue an RFP for Ryan White Program services.**

**Moved: Ed McGowan**

**Seconded: Lonnie Wooten**

**Motion: Passed**

**Abstained: Carla Valle-Schwenk**

**Motion to request that the Office of Grants Coordination look into the possibility of expanding services offered through existing contracted service providers with expansion agreements with non-contracted providers in areas of geographical need.**

**Moved: Ed McGowan**

**Seconded: Lonnie Wooten**

**Motion: Passed**

**Abstained: Carla Valle-Schwenk**

## **VII. New Business**

**Motion to carry the remainder of the agenda items to the August 14<sup>th</sup> meeting.**

**Moved: Lonnie Wooten**

**Seconded: Ed McGowan**

**Motion: Passed**

## **VIII. Announcements**

Christina Bontempo has revised [www.aidsnet.org](http://www.aidsnet.org) and asked that members review it at their leisure and make any suggestions for improvements; Ms. Hayden noted that it is very comprehensive and well done.

## **IX. Next Meeting**

The next meeting is August 14<sup>th</sup>, 2009 at BSR.

## **X. Adjournment**

Ms. Wyatt-Sweeting adjourned the meeting at 12:00 p.m.