



Strategic Planning Committee Meeting
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230
November 13th, 2009 Minutes

Approved December 11, 2009

#	Members	Present	Absent
1	Batts, Metris	X	
2	Louis, Ray		X
3	Messick, Barbara	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	
Quorum =4			

Guests	
Carol Bontempo	
Andrea Brooks	
Kevin Callo	
Dennis Iadarola	
Staff	
Christina Bontempo	
Beth Hayden	
Marlen Hernandez	
Kimberly Tardalo	

I. Call to Order/Introductions

The chair, Michele Wyatt-Sweeting, called the meeting to order at 10:20 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 September 11th, 2009

Members reviewed the minutes of September 11th as presented.

Motion to approve the minutes of September 11th, 2009, as presented.

Moved: Barbara Messick

Seconded: Metris Batts

Motion: Passed

V. Membership

Andrea Brooks submitted an application; Ms. Brooks introduced herself and members voted to accept her application.

Motion to accept Andrea Brooks as a member of the Strategic Planning Committee.

Moved: Carla Valle-Schwenk

Seconded: Barbara Messick

Motion: Passed

VI. Standing Business

▪ Ryan White Program Update

Carla Valle-Schwenk

The Fiscal Year 2011 grant application was submitted to the Health Resources and Services Administration (HRSA) prior to the deadline.

Food bank services are no longer on hold. The food bank service definition was corrected; HIV + symptomatic was changed to HIV +, and the food stamp allowance was reduced from \$50 to \$25.

▪ Miami-Dade County General Funds Update

Carla Valle-Schwenk

Seventy percent of last year's award for Community Based Organizations (CBO) general funds was approved for the next Fiscal Year for most programs; farm share and senior programs received 100% funding. Letters of agreement have been sent as a way to temporarily begin payment until the formal contracts are completed. The general funds Request for Proposal (RFP) is expected to be released during the next Fiscal Year.

▪ Research Ad-Hoc Committee Report

Barbara Messick

The Research Ad-Hoc Committee met on November 2nd.

The committee elected Martina de Varona as a new member.

The Partnership approved the recommendation that the Strategic Planning Committee be granted the authority to approve and schedule research presentations and report the schedule to the Partnership, with the additional stipulation that recommended presentations are approved by the Partnership chair.

The following presentations and schedule are proposed:

December 14th, 2009 to the Partnership

- Allan E. Rodriguez, MD, Associate Professor at the University of Miami Miller School of Medicine
- Ongoing research on several interventions to improve the retention of patients in HIV medical care.
- This presentation will also be considered for the Care and Treatment Committee and the Performance Improvement Advisory Team (PIAT).

January 11th, 2010 to the Partnership

- Victoria Mitrani, Ph.D., Professor, University of Miami School of Nursing and Health Studies, and co-investigator Daniel Feaster.
- Completed research on efficacy of a family intervention to help HIV positive women in substance abuse recovery on outcomes of substance abuse relapse, adherence to care and psychological functioning.

January 27th, 2010 at the Ryan White Provider Forum

- Lisa R. Metsch, Ph.D., Professor, Dept. of Epidemiology and Public Health, University of Miami Miller School of Medicine.
- Presentation topic to be announced.

February 4th, 2010 to the Care and Treatment Committee

- Amanda Cotter, MD, Director, Perinatal HIV Services at the University of Miami Miller School of Medicine.
- Ongoing research on state of the art care and treatment for preventing perinatal HIV transmission of HIV.

Motion to approve the scheduled presentations as presented.

Moved: Barbara Messick

Motion: Passed

- *Assessment of Administrative Mechanism*

Members reviewed the results of the 2009 Assessment of the Administrative Mechanism. Staff noted that there were fewer written comments than in previous years and that scores were generally favorable.

- *Comprehensive Plan Update*

The committee reviewed all items with an October or November 2009 review date; the following updates were discussed:

- 1.1.4: Plan and deliver seminars on referrals and eligibility screening
 - Continuous Quality Improvement (CQI) is working with providers to clarify the referral process. More work is necessary and the next medical case management training will focus on referrals. Changes are being made to simplify the SFAN/General Revenue referral process, as well.
 - Review date: February 2010
- 1.2.2: Streamline and simplify data collection screens in the Service Delivery Information System (SDIS)
 - CQI meets with Automated Case Management Systems (ACMS) monthly to make changes to SDIS. Recent additions to the certified referral should help to reduce paperwork; the intake and registration screens will be simplified shortly.
 - Review date: January 2010
- 1.2.3: Create and implement strategies for data sharing agreement with the AIDS Drug Assistance Program (ADAP)
 - The agreement has been drawn up and signed by the County; a Florida ADAP signature is pending.
 - Review date: January 2010
- 2.1.1: Review Client Satisfaction Survey results and survey tool
 - An internal staff meeting will be held Monday regarding the progress on analysis. The data should be ready to present by the January Provider Forum.
 - Review date: December 2009
- 2.1.2: Identify needs for customer service improvement through annual Client Satisfaction Survey
 - Pending review of final report.
 - Review date: January 2010
- 2.1.4: Develop and promote training in customer service with a focus on areas identified as needing improvement.
 - Pending review of final report.
 - Review date: January 2010
- 3.2.3: Monitor eligibility screening to ensure Ryan White funds are used appropriately
 - Eligibility screening is reviewed on a monthly basis through CQI technical assistance visits. The Pharmacy Record Review is underway which includes review of eligibility screening.
 - Review date: February 2010
- 3.2.5: Maximize cooperation with the City of Miami and the Housing Opportunities for Persons With AIDS (HOPWA) Program
 - Ray Louis from the City of Miami updates the Housing Committee and Partnership on HOPWA Program news monthly. The program is currently not placing clients due limited funding.
 - Review date: February 2010

- 3.2.6: Support and promote transitional housing for formerly incarcerated Persons Living With HIV/AIDS (PLWHA) reentering Miami-Dade County
 - There has not been an update on the Lifequest Property, which will potentially be considered for transitional housing; further updates will be reported at Housing Committee meetings and brought back to the committee.
 - The Re-entry Committee met last month; the next meeting is December 8. Interested parties should contact staff for details.
 - Review date: February 2010

- 4.2.1: Develop a legislative education packet
 - Data for inclusion in an annual report will be reviewed at today's meeting.
 - Review date: January 2010

- 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 Eligible Metropolitan Area (EMA)
 - The www.aidsnet.org website will eventually have the provider and services pages available in Spanish and Creole. A three language provider brochure is in development. Surveillance reports are available at all meetings.
 - A question was raised regarding increased positivity rates due to the Test Miami Initiative. Staff will request a report on findings of the initiative to date.
 - Review date: January 2010

- **Annual Report**

Members reviewed Partnership accomplishments and epidemiological and utilization data (copies on file). Members suggested elaborating on a few key Partnership accomplishments, highlighting epidemiological and utilization data by district, and highlighting consumer involvement and benefits for consumers. Members suggested giving the Partnership the list of their accomplishments at the December meeting so they can realize how valuable their work really is.

VII. New Business

- **2010 Election of Officers**

Ms. Wyatt-Sweeting is eligible for a second term as chair; she accepted and will continue in the seat for 2010.

VIII. Announcements

Christina Bontempo asked members to review the Partnership report (copy on file) in the meeting materials and noted that this report will go to all committees on a monthly basis.

Partnership brochures are available for attendees to take for themselves and for distribution.

The full Partnership meets the second Monday of each month at the Historical Museum. The Museum is now closed on Mondays due to budget cuts but meetings will continue to be held at the museum; attendees are urged to arrive on time in order to gain access.

Metris Batts announced that the 4th Annual Unity Awards will be held on December 13th; she distributed fliers (copy on file) to attendees and asked them to further distribute them. Ms. Batts noted that funding donations for clients tickets, donations of beauty make over services, and/or formalwear donations for clients would be greatly appreciated.

IX. Next Meeting

The next meeting is December 11th, 2009 at BSR.

X. Adjournment

Motion to adjourn.

Moved: Carla Valle-Schwenk

Seconded: Metris Batts

Motion: Passed

The meeting was adjourned at 11:40 a.m.