



**Strategic Planning Committee Meeting
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230
June 10th, 2011 Minutes**

Approved September 9, 2011

#	Members	Present	Absent
1	Batts, Metris	x	
2	Brooks, Andrea		x
3	DeVarona, Martina	x	
4	Holmes, Deborah		x
5	Iadarola, Dennis	x	
6	Louis, Ray		x
7	McGowan, Ed		x
8	Messick, Barbara	x	
9	Rosillo, Christine		x
10	Smith, Lynn	x	
11	Taquechel, Orlando	x	
12	Valle-Schwenk, Carla	x	
13	Wooten, Lonnie		x
14	Wyatt-Sweeting, Michele	x	
Quorum = 6			

Guests	
Frederick Downs	
Staff	
Petra Brock-Getz	
Ariela Eshel	
Beth Hayden	
Kimberly Tardalo	

I. Call to Order/Intros

Martina DeVarona

The chair elect, Martina DeVarona, called the meeting to order at 10:05 a.m., welcomed everyone and asked for introductions.

II. Resource Persons

Martina DeVarona

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

III. Review Agenda

Members reviewed the agenda.

IV. Review/Approve Minutes of May 13th, 2011

Members reviewed the minutes of May 13th, 2011. Orlando Taquechel requested a change, under Ryan White Program Update, page two, paragraph three, last sentence, to read: “Miami Beach Community Health Center (MBCHC) is now considering using the shuttle to transport clients to specialty care appointments within the MBCHC network.”

Motion to approve the minutes of May 13th, 2011 with the change noted above.

Moved: Orlando Taquechel

Seconded: Michele Wyatt-Sweeting

Motion: Passed

V. Membership

Staff reported that the Partnership and all committees are in need of members; applications are available online and at all meetings.

Lynn Smith reported that she has distributed two applications to potential applicants and she will update the Committee when they are returned to her.

VI. Standing Business

▪ Ryan White Program Update

Carla Valle-Schwenk

The full notice of the Fiscal Year (FY) 2011-2012 Part A grant award has not been received; it is expected late June. There was a reduction to Part A nationwide; Ms. Valle-Schwenk does not know what portion of that will be applied to Miami-Dade County.

The Office of Grants Coordination (OGC) and BSR are working on the progress report. There will be a section that discusses the challenges related to the AIDS Drug Assistance Program (ADAP) and the collaboration with the Department of Health and the Early Identification of Individuals with HIV/AIDS (EIIHA) program.

Beth Hayden reported that the EIIHA pilot between Ryan White Part A outreach workers and the Miami-Dade County Health Department (MDCHD) STD pilot is going well. There will be a mandatory training for Part A outreach workers on June 21st which will include presentations on the new outreach screens in the Service Delivery Information System (SDIS).

There is also collaboration with Ryan White Part A outreach workers and the Enhanced Comprehensive HIV Prevention Plan (ECHPP). Ms. Hayden suggested a memorandum of between the MDCHD contracted providers and Ryan White Part A outreach providers would facilitate the process.

Ms. Valle-Schwenk reported that of the 19 direct service providers, 12 have community advisory boards (CAB) or consumers on their board of directors. BSR will work with these providers to develop a consumer training on Ryan White services.

The Florida Department of Health, MDCHD, BSR and the South Florida Behavioral Health Network (SFBHN) have cooperated to submit an application for a Substance Abuse and Mental Health Services Administration (SAMHSA) grant.

▪ Research Update

Barbara Messick

Ms. Messick reported that Derek Dykxhoorn, Ph. D. from the University of Miami will present *Interfering with HIV: Novel Mechanisms to Inhibit HIV Transmission* at the August Care and Treatment Committee meeting and possibly at the Medical Care Subcommittee meeting.

Mr. Taquechel reported that MBCHC has been approved for its first HIV research project on HIV home testing. He would like to have the researcher come and discuss the project briefly. Ms. Messick will speak with other start up research projects and see if a few can present at the same meeting since the presentations will be brief.

Ms. Hayden reported that she discussed using the Tibotec questionnaire with Donna Sabatino and there are no copyright issues. Ms. Hayden and Mr. Taquechel will work on getting the questionnaire into one of MBCHC's locations for a pilot program.

VII. New Business

▪ Comprehensive Plan Review: April and May 2011 Review

The Committee reviewed all items with April and May 2011 review dates; the following updates were discussed:

- 1.1.2: Enhance collaboration between Part A outreach and non-outreach providers and ensure collaboration and linkage with DOH to link newly diagnosed to care
 - This was discussed during the Ryan White Program update.
 - Review date: September 2011

- 1.1.3: Request, collect and analyze data received through the data sharing agreement with ADAP
 - Ms. Valle-Schwenk reported that she requested details on the 59% of clients on the ADAP waitlist who were previously ADAP clients to identify if these clients are getting medications somewhere else. It was discovered that the 59% applied statewide, not to Miami-Dade County. OGC and BSR are working with Dr. Romero to get the correct information from Tallahassee.
 - The Partnership will send a letter requesting the information.
 - A list of 37 clients past due on reenrollment was given to BSR. Staff was able to contact the clients and clarify their status with ADAP.
 - Review date: July 2011

- 2.1.2: Identify needs for customer service improvement and customer training through annual Client Satisfaction Survey
 - The Client Satisfaction survey is underway and data collection should be complete by early July.
 - Review date: September 2011

- 2.2.2: Provide technical assistance, as required based on record reviews, and as requested by agencies
 - The format of the technical assistance (TA) visits has changed at several agencies to encourage more involvement from the medical case managers and the supervisors. Each selected chart will be reviewed by BSR quality management staff along with the medical case manager and the supervisor to ensure areas of weakness are identified and addressed immediately.
 - Review date: September 2011

- 2.2.3: Develop and promote methods to improve the quality and amount of medical case management supervision, and clarify supervisory responsibilities
 - There was a supervisor training on May 25th. The revised Comprehensive Health Assessment was reviewed and supervisors participated in a plan of care exercise. REV and CON supervisory codes were reviewed. The CLAS standards were reviewed. The remainder of the training focused on health literacy. Supervisors were given a pre and post test; which will now be implemented at all medical case manager trainings. Petra Brock-Getz presented the health literacy results from last year's Client Satisfaction survey and Shelly Baer and Mitza Lacroix of the University of Miami presented on strategies to reduce health literacy barriers.
 - Review date: September 2011

- 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*
 - A report on hours of service is submitted with the scope of services to the County on an annual basis.
 - Providers are required to set aside daily slots of time for outpatient medical care and oral health care walk-ins.
 - Review date: June 2012

- 2.2.5: Invite all Part A providers to present at Part A medical case manager trainings on their agency's services and referral process
 - Ryan White Program Part A providers have been presenting throughout the year. In April

MBCHC presented on the referral process and in May Legal Services of Greater Miami presented on new services they provide. Quality management is trying to secure an oral health care speaker in July and a pastor to speak about pastoral care in August.

- Review date: September 2011
- 3.2.3: Monitor eligibility and entitlement screening to ensure Ryan White funds are used appropriately
 - The tool will be revised and the monitoring will begin once Sandra Sergi returns from maternity leave.
 - Eligibility is also reviewed on a smaller scale at all TA visits.
 - Review date: September 2011
- 3.2.4: Encourage Ryan White grantees to award extra application points for providers that leverage outside funding for services provided to HIV/AIDS clients
 - There will not be a Request for Proposal (RFP) for direct service providers this year.
 - OGC and BSR met with representatives of Homestead Hospital. The Hospital expressed interest in subcontracting with a current Ryan White Part A provider to allow the Hospital to provide Ryan White Part A funded services in South Dade.
 - Review date: February 2012
- 4.3.1: 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
 - Ms. Hayden received information on the newly diagnosed by reporting facility from Rodolfo and will put together a report for the July meeting.
 - Review date: July 2011
- Goal 5: Maximize the use of available funds for housing and increase availability of housing and Goal 6: Improve housing stability for PLWHAs
 - The Housing Committee approved revised housing goals, objectives and activities in May.
 - Strategic Planning Committee members reviewed the previous goals and the revised goals (copies on file) and voted to incorporate the revised goals into the comprehensive plan.

Motion to incorporate the revised housing goals into the Miami-Dade HIV/AIDS Partnership Comprehensive Plan.

Moved: Michele Wyatt-Sweeting

Seconded: Barbara Kubilus

Motion: Passed

- Review Date: September 2011

▪ **Follow Up Items**

Ariela Eshel reported on the medical case manager and peer educator attendance for the first quarter of trainings. The quarterly report (copy on file) will be sent to the agencies for tracking purposes. Ms. Hayden noted that attendance is way up since Ms. Sergi, Ms. Eshel and Susy Martinez have created trainings more focused on job-rated activities.

▪ **Development of 2012 Comprehensive Plan**

Members were asked to review the memo and executive summary (copy on file) of the Comprehensive Plan suggested format from HRSA. This will be discussed in detail at a later meeting.

VIII. Announcements

There were no announcements.

IX. Next Meeting

The next meeting is July 8th, 2011 at BSR.

X. Adjournment

Ms. DeVarona adjourned the meeting at 10:54 a.m.