

**FOR INFORMATIONAL PURPOSES ONLY**

**Strategic Planning Committee Meeting  
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230  
August 12<sup>th</sup>, 2011 Minutes**

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<b>Committee Members</b>	<b>Guests</b>	<b>Staff</b>
Rosillo, Christine	Kevin Callo	Beth Hayden
Valle-Schwenk, Carla	Frederick Downs	Marlen Hernandez
Wooten, Lonnie	Theresa Fiaño	Elizabeth Ross
Wyatt-Sweeting, Michele	Donald Green	Kimberly Tardalo
	Damarys Parada	
	Maria Sevares	
	Randy Stovall	

No business was transacted because of lack of quorum.

The chair, Christine Rosillo, welcomed everyone and asked for introductions. Ms. Rosillo identified the resource persons then called for members to address all non-business items.

▪ **Standing Business**

▪ **Ryan White Program Update**

*-Theresa Fiaño*

Ms. Fiaño reported that the Health Resources and Services Administration (HRSA) had announced the notice of final grant award and then rescinded all notices nationally due to a calculation error. The Office of Grants Coordination (OGC) is waiting for the revised notice of final grant award and the conditions of award.

▪ **Membership**

Barbara Kubilus was appointed as a member to the Committee on July 11<sup>th</sup> by the Partnership Chair Frederick Downs.

Donald Green has applied for membership on Strategic Planning. Mr. Green has just joined the Care and Treatment Committee. Members can vote on Mr. Green's application in September.

Andrea Brooks has resigned because she is no longer a qualified elector in Miami-Dade County.

Lynn Smith has resigned because she no longer qualifies for committee membership.

There are vacancies on all committees and the full Partnership. Members are asked to promote committee membership opportunities and send suggested names of possible members to staff.

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▪ **Partnership Report**

Ms. Rosillo asked members to review the Partnership report (copy on file).

▪ **New Business**

▪ **Comprehensive Plan Review: July and August 2011 Review**

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

- 1.1.1: Ongoing collaboration with other (non-Ryan White Program) funding streams
  - The HIV/AIDS Bureau has given the Ryan White Program the ADAP data that was requested and provided a direct contact person in Tallahassee for future requests.
  - The ADAP report provided at the Partnership meeting illustrated monthly expenditures that exceeded monthly allotments. The Partnership should send a letter to the HIV/AIDS Bureau requesting the final version of their corrective action plan in response to the Health Resources and Services Administration (HRSA) audit report released several months ago to ensure that ADAP is not headed for the same issues as it faced in January.
  - AIDS Healthcare Foundation (AHF) still has funding available to cover five to ten days of anti-retrovirals for clients on the ADAP waitlist.
  - Review date: November 2011
  
- 1.1.3: Request, collect and analyze data received through the data sharing agreement with ADAP
  - See 1.1.1.
  - The Office of Grants Coordination (OGC) requested a list of ADAP patients and the drugs that they were receiving in 2009/2010 in order to develop a cost and utilization models. Ms. Valle-Schwenk received the information and has forwarded it to BSR.
  - Review date: October 2011
  
- 1.2.1: Review discharge procedures at Jackson Memorial Hospital
  - This is on the to-do list for BSR but will not occur until Fiscal Year (FY) 2012.
  - Ms. Rosillo stated she can assist with this task.
  - Review date: March 2012
  
- 1.3.1: Provide ongoing training to Part A outreach workers
  - A training was held on June 21<sup>st</sup> for outreach workers. They completed pre and post-tests; all outreach workers scored 100% on the post-test. There will be a follow up meeting/training this fall.
  - Review date: November 2011
  
- 1.3.2: Ongoing monitoring of outreach activity reports for effective linkage to care
  - The screens have been revised in SDIS to accommodate appropriate data entry. BSR is meeting with Automated Case Management Systems (ACMS) next week and will discuss what should be contained in outreach reports.
  - Review date: October 2011
  
- 2.1.1: Review of Client Satisfaction Survey results and survey tool A report on hours of service is submitted with the scope of services to the County on an annual basis.
  - Petra Brock-Getz is currently compiling the data.

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- Review date: September 2011
- 2.2.1: Require attendance at monthly medical case management trainings
  - Attendance is up; Sandra Sergi will give an update on attendance in October.
  - Review date: October 2011
- 3.1.1: Improve coordination and collaboration among Part A funded providers and other community resources to ensure PLWHA in need of substance abuse treatment are efficiently connected to services
  - The Substance Abuse and Mental Health Services Administration (SAMHSA) award should be announced in September.
  - Review date: September 2011
- 3.2.2: Promote optimization of non-Ryan White community resources for PLWHA and service providers as available There will not be a Request for Proposal (RFP) for direct service providers this year.
  - See 3.1.1
  - Review date: October 2011
- 3.3.2: Facilitate training for consumers on client rights and responsibilities, grievance procedures and the service provider system
  - The Community Coalition Committee meetings may serve for educational topics.
  - The annual SFAN support group trainings are coming up in January.
  - Review date: October 2011
- 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.)
  - The annual report is underway. Testimonials have been submitted and staff is updating the epi data.
  - Review Date: October 2011
- 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.
  - See 4.1.1
  - Review Date: October 2011
- Goal 5: Maximize the use of available funds for housing and increase availability of housing
- Goal 6: Improve housing stability of PLWHAs
  - Members reviewed a report (copy on file) provided by Ray Louis with updates on the Housing Opportunities for Persons Living with AIDS (HOPWA) Program.
  - Review Date: October 2011

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▪ **Bylaws Revision**

Members reviewed the revised Strategic Planning Committee section of the Bylaws (copy on file); no changes were made.

▪ **Administrative Assessment Survey**

Members reviewed the 2011 Assessment of the Administrative Mechanism Report (copy on file).

**I. Announcements**

Staff asked members to review the presentation (copy on file) from Homestead Hospital in their meeting materials.

Kimberly Tardalo will be resigning from BSR effective August 26<sup>th</sup>. She thanked members and stated that it was a pleasure working with all of them.

**II. Next Meeting**

The next meeting is September 9<sup>th</sup>, 2011 at BSR.

**III. Adjournment**

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