

items. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns.”

The floor was opened to the public; there were no comments, questions, or concerns.

IV. Review/Approve Agenda

Members reviewed the agenda. There were no changes.

Motion to approve the agenda as presented.

Moved: Deborah Holmes Seconded: Lina Castellanos Motion: Passed

V. Review and Approve Minutes of February 12, 2016

Members reviewed the February 12, 2016 minutes. There were no changes.

Motion to approve the minutes of February 12, 2016 as presented.

Moved: Deborah Holmes Seconded: Eddie Orozco Motion: Passed

VI. Membership

Elizabeth Ross

Resignations

Two committee members have resigned. Leah Varga has moved and can no longer participate on the committee. Before leaving, Dr. Varga recommended Dr. Gladys Ibanez, an associate research professor from Florida International University. Dr. Ibanez plans to submit to BSR staff her committee application soon.

Juan Oves no longer works for Latinos Salud and has resigned from the committee.

This now leaves six vacancies on the committee.

Membership Compliance

All committee members have been compliant with attendance requirements. There are no non-compliance matters to report.

Partnership and Committees Vacancy Report

Committee members have a copy of the Partnership and Committees Vacancy Report for April (copy on file) that outlines the vacancies remaining on all standing committees, the Medical Care Subcommittee, and the Partnership. There are now 9 vacancies on the Partnership compared to last month’s 18. There is still one applicant pending the Mayor’s approval.

Part A Agencies Represented on Committee	Part A Agencies NOT rep. on Committee
AIDS Healthcare Foundation	Borinquen Healthcare Center
Community Health of South Florida	Empower U
Care Resource	Jessie Trice Community Health Center
Citrus Health Network	Miami Beach Community Health Center
South Florida AIDS Network	The Village South
Better Way of Miami	
University of Miami CAP	

Please help promote the Strategic Planning Committee and Partnership at your agencies. You can send suggested names to staff for follow up.

VII. Standing Business

▪ **Ryan White Part A/MAI Program Update**

Carla Valle-Schwenk

Carla Valle-Schwenk reviewed the Ryan White Part A/MAI Expenditure Report for Fiscal Year (FY) 2015 printed on April 3, 2016 (copy on file). This expenditure report includes year-to-date paid reimbursements for FY 2015 Part A service months up to February 2016, as of April 1, 2016. Pending Part A reimbursement requests that have been received and are in process total \$1,497,142.62. This report reflects reimbursement requests that were due by February 20, 2016. Final invoices for FY 2015 are due by April 14, 2016.

Ryan White Grant Award	Allocation	Expenditures as of Date
Part A	\$24,594,012	\$19,777,436.75
MAI	\$2,931,487	\$2,464,463.21

As of April 1st, the Office of Management and Budget-Grants Coordination (OMB-GC) is still closing out the FY 2015 grant year. As of April 1st, 80% of Minority AIDS Initiative dollars have been expended.

OMB-GC is working closely with the Florida Department of Health in Miami-Dade County on the Miami-Dade County HIV/AIDS Integrated Prevention and Care and Treatment Plan. Miami-Dade County will review the State’s draft integrated plan to comment. Miami-Dade County’s local integrated plan will be due to the State on May 16, 2016.

OMB-GC hopes to have all provider contracts executed by April 15, 2016.

Service Delivery Guidelines are still being updated for FY 2016. OMB-GC hopes to distribute copies of the Service Delivery Guidelines at the upcoming Ryan White Service Provider Forum.

All federal reports due to HRSA were submitted.

As of April 5th, Miami Beach Community Health Center has enrolled 634 clients into a health insurance marketplace plan. Expenditures average \$3 million for premium costs not including the premium costs for ADAP clients.

Miami-Dade County has released a Request for Proposal (RFP) for community based organizations. The deadline to respond to the RFP is at the end of April. Several pre-proposal conferences were held throughout Miami-Dade County. More information can be learned at www.miamidade.gov.

OMB-GC has completed 100% of the provider site visits. The top five site visit findings are 1) no documentation of employee time and effort reconciliation, 2) missing level 2 employee background screenings, 3) incomplete client eligibility documentation in the client chart, 4) lack of a program income policy and procedure, and 5) lack of a retroactive Medicaid billing policy or not retroactively billing Medicaid for Ryan White Program services performed during the Medicaid enrollment processing period.

Miami-Dade County’s Ryan White Part A Program is one of two jurisdictions currently invited to participate in the Florida Department of Health’s Hepatitis C (HCV) pilot program. Clients participating in this effort will receive medications and follow-up medical care through the 12-week course of treatment. The client eligibility criteria are:

1. A currently active Florida ADAP client with no insurance coverage residing in Miami-Dade County;

2. Receiving Part A/MAI outpatient medical care services;
3. Is a Genotype 1a or Genotype 1b, HCV co-infected patient who is treatment-naïve or is a prior PEG-IFN and RBV failure and who does not have cirrhosis.

There are about 30-40 eligible Part A clients who have been pre-screened. This list will be sent to medical case managers.

- **Partnership Report**

Miguel Puente

Mr. Puente reviewed the March 14, 2016 Partnership Report (copy on file).

The committee had no questions, comments, or concerns.

- **South Dade Workgroup Update**

Carla Valle-Schwenk

Carla Valle-Schwenk highlighted important discussion topics of the South Miami-Dade HIV/AIDS Care and Treatment Needs Workgroup Notes (copy on file) for the March 31st meeting.

The Partnership approved the Strategic Planning Committee's recommendation to extend the South Dade Workgroup for six months to allow the workgroup to assist the lead agency with developing an implementation plan to address the needs identified in the south Miami-Dade survey and to assess whether an HIV workgroup that focuses on the quality of care for HIV+ residents living in south Miami-Dade is needed.

Considering the FDOH-MDC's and BSR's data and the growing number of available HIV medical service sites, the workgroup did not believe it was necessary to have an HIV workgroup that focuses on the quality of care for HIV+ residents living in south Miami-Dade.

Attendees agreed that the next workgroup meeting should be tentatively scheduled for April 29, 2016 pending response from Ms. Driver on how she wishes to proceed with receiving assistance from the workgroup.

VIII. New Business

- **2016 Assessment of Administrative Mechanism**

All

Ms. Ross stated that every year the Strategic Planning Committee is responsible for distributing a survey to Partnership members and Ryan White Part A/MAI providers to evaluate how OMB-GC contracts with Ryan White Part A/MAI providers and responds to the priorities set by the Partnership. The survey is also a means to evaluate how OMB-GC performs administrative functions such as contract execution, reimbursement for services and timely and clear updates on program policies and procedures. The survey covers the period from March 1, 2015 – February 29, 2016.

Committee's recommendations from 2015

Ms. Ross reviewed recommendations that the committee discussed at their September 11, 2015 meeting regarding the 2016 Assessment of Administrative Mechanism. The recommendations were to re-word statement #2 of the Ryan White Part A/MAI Provider survey to be clearer; Mr. Puente suggested clarifying statement #8 to reflect the time it takes OMB-GC to review the contract and provide amendments to Part A/MAI providers; and the committee suggested adjusting statement #1 of the EMA grantee survey to be more reflective of the notice of grant award process.

The committee agreed to remove statement #2 from the Part A/MAI provider survey.

After much discussion, the committee agreed not to change the wording of statement #8, but to add a follow up statement (*see below for the follow up statement*).
Committee's recommended changes for 2016 survey

Survey: Partnership Member		
Statement #	Statement	Recommendation for survey
19 (<i>new</i>)	“OMB-GC’s HIV/AIDS planning council staff support contractor responds promptly and adequately to inquiries, requests and problem-solving needs from the Partnership.”	Add to survey.
Survey: Ryan White Part A/MAI Providers		
Statement #	Statement	Recommendation for survey
2	“OMB-GC received its notice of grant award in a timely manner.”	Remove from survey.
8	“OMB-GC provided payment to our agency within 30 days of submission of complete and accurate invoices.”	1) Add “...(If you responded to 8a, then please respond to 8b)” at the end of the statement. 2) Change statement 8 to 8a.
8b (<i>new</i>)	“OMB-GC held invoice payments or returned unpaid invoices for undisclosed reasons.”	1) Add to survey. 2) Add “...(If you responded strongly disagree or disagree, then please respond to 8a) at the end of the statement.”
19 (<i>new</i>)	“OMB-GC’s Ryan White Part A/MAI Program quality management contractor responds promptly and adequately to inquiries, requests and problem-solving from our agency.”	Add to survey.
20 (<i>new</i>)	“OMB-GC’s service delivery information system is easily accessible and generates agency-specific data in an efficient manner.”	Add to survey.
21 (<i>new</i>)	“OMB-GC’s service delivery information system contractor responds promptly and adequately to inquiries, data requests, and system trouble-shooting.”	Add to survey.

Members discussed the grantee survey. Ms. Ross reminded members that last year the committee agreed to develop a grantee survey to allow for OMB-GC to provide context on challenges the grantee may be facing that could impact its administrative functions. Last year the committee suggested that for 2016 BSR staff should interview the grantee rather survey since an interview would allow the grantee to provide context and ask for clarity if necessary. One of the findings from the 2015 grantee survey was that some of the statements of the survey tool was not clear and could be misinterpreted. Due to time restraints, Ms. Valle-Schwenk suggested that OMB-GC meet with BSR staff to review the statements and make suggestions on how to improve the statements to be clearer.

After a lengthy discussion, the committee agreed to approve the 2016 Assessment of Administrative Mechanism surveys for Partnership members and Part A/MAI providers and approve the grantee mechanism at the next meeting.

Motion to approve the Partnership Member Survey of the 2016 Assessment of Administrative Mechanism with the outlined changes.

Moved: Lina Castellanos

Seconded: Eddie Orozco

Motion: Passed

Motion to approve the Ryan White Part A/MAI Provider Survey of the 2016 Assessment of Administrative Mechanism with the outlined changes.

Moved: Rick Siclari

Seconded: Lina Castellanos

Motion: Passed

IX. Announcements

Deborah Holmes, M.D., announced a new study that is underway that will conduct research on an HIV vaccination.

Ms. Ross reviewed the flyers in the packet and highlighted changes to the April and May Partnership calendars (copies on file).

X. Next Meeting

The next meeting is Friday, May 13, 2016, at United Way Ansin Building in Conference Room A.

XI. Adjournment

The meeting was adjourned at 11:48 A.M.