

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 made.

Motion to approve the agenda as presented.

Moved: Deborah Holmes Seconded: Lina Castellanos Motion: Passed

V. Review and Approve Minutes of August 12, 2016

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

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

Moved: Eddie Orozco Seconded: Mila Dedans Motion: Passed

VI. Membership

Marlen Hernandez

Membership Compliance

There is one member, Lina Castellanos, who is non-compliant with attendance requirements. Ms. Castellanos was present at the meeting; therefore, committee members did not take action on her membership.

Ms. Hernandez reported that there are three vacancies remaining on the committee.

Partnership and Committees Vacancy Report

Committee members have a copy of the Partnership and Committees Vacancy Report for September (copy on file) that outlines the vacancies remaining on all standing committees, the Medical Care Subcommittee, and the Partnership. There are 11 vacancies on the Partnership of which five have been applied for.

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) 2016 printed on August 31, 2016 (copy on file). This expenditure report includes year-to-date paid reimbursements for FY 2016 Part A service months up to July 2016, as of August 31, 2016. Pending Part A reimbursement requests that have been received and are in process total \$1,279,701.65. This report reflects reimbursement requests that were due by August 20, 2016. August 2016 invoices are due by September 20, 2016.

Ryan White Grant Award	Allocation	Total Expenditures as of Date	% of Total Expenditures for direct services
Part A	\$24,018,706	\$6,826,689.40	28%
MAI	\$2,605,201	\$936,841.90	40%

The Office of Management and Budget-Grants Coordination (OMB-GC) will submit to the Health

Resources and Services Administration (HRSA) the work plan of *Miami-Dade County's HIV/AIDS Integrated Plan for Prevention and Care* (Integrated Plan) this month. OMB-GC and BSR are in the process of writing the narrative section of the Integrated Plan, which also must be submitted to HRSA.

OMB-GC and BSR staff and the Partnership's chair attended the Ryan White Care and Treatment Conference in Washington, D.C. The conference was held in August, 2016. The emphasized topic of discussion was working toward viral load suppression in HIV+ clients. Eddie Orozco gave a brief update on his experience attending the Ryan White Care and Treatment Conference.

The Ryan White Program Terms Report for Fiscal Year 2016 has been submitted to HRSA on time; all requirements are up to date.

OMB-GC submitted the carry-over request to HRSA and should hear back soon on if the carry-over request has been approved.

Some committee members asked Ms. Valle-Schwenk questions regarding expenditures for health insurance and food bank services. Ms. Valle-Schwenk responded that expenditures are on target and OMB-GC is expecting health insurance services expenditures to increase as a result of increased pay outs for clients' insurance premiums. The AIDS Drugs Assistance Program (ADAP) in Miami may be enrolling clients who live up to 400% of the Federal Poverty Level. Florida Department of Health will be considering silver, gold and platinum health insurance plans for the upcoming Affordable Care Act enrollment.

▪ **Partnership Report**

Miguel Puente

Mr. Puente reviewed the August 8, 2016 Partnership Report (copy on file). There were no questions or concerns.

▪ **Retention in Care Workgroup Update**

Robert Ladner

Robert Ladner reported that the Retention in Care Workgroup met on August 19th and reviewed data analyses on the 1) Miami-Dade County and Ryan White Part A Program HIV Continuum of Care and 2) the number of Ryan White clients who were referred to a Ryan White service but are receiving primary care from another payor source.

The workgroup will also monitor special projects BSR is implementing to retain more Ryan White clients in care.

The next workgroup meeting scheduled on September 20th has been cancelled.

VIII. New Business

▪ **Re-schedule of Joint Committee Meeting to Review Integrated Plan**

Robert Ladner

Mr. Ladner reported that the November 10th joint Strategic Planning Committee and Prevention Committee meeting to review the Integrated Plan is re-scheduled because of a meeting conflict at the United Way Ansin Building.

The meeting has been re-scheduled to Monday, November 21st from 10:00 A.M. to 2:00 P.M. at the United Way Ansin Building.

Mr. Ladner reminded members that both the normally scheduled Strategic Planning Committee and Prevention Committee meetings in November will be cancelled to encourage committee members' attendance to the joint committee meeting.

Joint committee meetings will be convened on a quarterly basis.

There was a brief discussion regarding the Getting to Zero Task Force, its meetings, and work with the Integrated Plan.

- **RW Grantee's Response to the 2016 Administrative Mechanism Report** Carla Valle-Schwenk

Last month, BSR staff presented the draft 2016 Assessment of Administrative Mechanism Report to the committee. The committee submitted a series of questions and comments to be given to the grantee for response. BSR staff met with Ms. Valle-Schwenk to discuss the committee's questions.

The committee reviewed the new draft of the 2016 Assessment of Administrative Mechanism (copy on file), which included the grantee's comments and responses to the committee's questions.

Partnership Member Survey		
Survey Statement	Committee's Note	Grantee's Comment/Response
Statement #2: The Miami-Dade County Office of Management and Budget-Grants Coordination (OMB-GC) follows the Partnership's service priorities and resource allocations.	<p><i>Committee question:</i> "What is a pay-by-metric system?"</p> <p>The committee asked this question in response to the comment cited under this statement.</p>	<p><i>Grantee's response:</i> "A pay-by-metric system pays providers based on the provider's performance outcomes. The Ryan White Program in Miami-Dade County reimburses providers based on units of services billed. OMB-GC can consider implementing the pay-by-metric system for the next issuance of the Request for Proposal (RFP) for Ryan White funding."</p>
Statement #3: OMB-GC received its notice of grant award in a timely manner.	The committee had no comment or question for the grantee.	<p><i>Grantee's comment:</i> "For the last 15 years, we have never received our full Notice of Award by March 1st, the beginning of the Ryan White Program fiscal year, although HRSA has always provided us with notice of at least partial funding by that time. This seriously impacts our ability to allocate funds to programs in a timely manner."</p>
Statement #9: At least 95% of the Formula funds were expended by the end of the Fiscal Year.	<p><i>Committee question:</i> "Is the expended Formula amount and percent reflected in the expenditure reports? Does HRSA require the Grantee to report this information?"</p> <p>Depending on the Grantee's response the committee may change this statement for next year's survey.</p>	<p><i>Grantee's response:</i> "Information on total expenditure levels is provided on a monthly basis in the grantee's report, for MAI and Part A, although Formula expenditures are not broken out separately. At the time of the final expenditure report, normally provided to the Partnership and its committees in May or June, we show the expenditure levels for both Part A and MAI. There is no HRSA requirement that we report "formula only" expenditures: perhaps in future years this question may be reworded to reflect <i>total expenditures</i>. These reports include indications that we have met our required earmarks (grant requirements)."</p>
Part A/MAI Provider Survey		
Survey Statement	Committee's Note	Grantee's Comment/Response
Statement #7b: OMB-GC held invoice payments or returned unpaid invoices for undisclosed reasons.	<p><i>Committee note:</i> The committee will modify this statement next year to allow for better reporting of the statement results.</p>	<p><i>Grantee's comment:</i> "This question may have been misunderstood by the respondents. We feel the appropriate issue is whether we clearly explain any disallowances on the</p>

		reimbursement requests submitted by the provider agencies.”
Statement #15: OMB-GC provided technical assistance to our agency for completion of invoices, quarterly reports, and other reporting requirements as needed.	<i>Committee question:</i> “Are providers required to make a technical assistance request or are technical assistance given to providers every year?”	<i>Grantee’s response:</i> “We do not require quarterly reports. Providers may request guidance or clarification for any program-related document or reporting requirement, or for items requested by OMB-GC. However, on-site technical assistance is not offered unless it is requested.”
Statement #19: OMB-GC’s service delivery information system is easily accessible and generates agency-specific data in an efficient manner.	<i>Committee note:</i> Members were disappointed that there were not more comments and survey responses that reflect some providers’ reality using the service delivery information system.	<i>Grantee’s response:</i> “The person filling out the survey for the provider agency may not have been a person who is directly engaged in using the SDIS. Please note that we are in the process of issuing an RFP in 2016 for statistical billing and information management system support for the Ryan White Program.”
Statement #20: OMB-GC’s service delivery information system contractor responds promptly and adequately to inquiries, data requests, and system trouble-shooting.	The committee had no comment or question for the grantee.	<i>Grantee’s comment:</i> “To avoid such problems like this in the future, if any provider has a special report request, we ask that it be submitted through the grantee for review and consideration. Similar reports may already be programmed.”
Statement #23: OMB-GC conducted a site visit of our agency that was well-documented.	The committee had no comment or question for the grantee.	<i>Grantee’s comment:</i> “We are improving the site visit review tool and process, and we have hired a new compliance officer.”
Statement #24: OMB-GC provided our agency with written feedback regarding the site visit findings to assist us in making improvements as needed.	<i>Committee question:</i> “How long does it take for providers to receive their site visit findings report?”	<i>Grantee’s response:</i> “As mentioned above, we are improving the site visit review tool, and we have hired a new compliance officer.”
Comparative Data Analysis for 2014, 2015 and 2016		
Survey Statement	Committee’s Notes	Grantee’s Comment/Response
OMB-GC keeps the Partnership well informed of HRSA policies, procedures and updates that impact the Ryan White Program.	The committee had no comment or question for the grantee.	<i>Grantee’s comment:</i> “We need to be more aggressive in providing changing policy data to Partnership members, not just to providers. Information can be found www.hab.hrsa.gov under ‘Manage Your Grant’ and on www.careacttarget.org .”
OMB-GC updates the Partnership on the process for program and fiscal monitoring of Ryan White Program providers.	The committee had no comment or question for the grantee.	<i>Grantee’s comment:</i> “Due to separation of duties and responsibilities between the Partnership and the grantee, we do not share provider specific findings in our reports to the Partnership. However, we will work to provide a better understanding of our process, as well as a summary of best practices and challenges learned from our site visits.”

Motion to approve the 2016 Assessment of Administrative Mechanism Report as presented reflecting the grantee’s responses.

Moved: Deborah Holmes

Seconded: Matilde Zayas

Motion: Passed

IX. Announcements

- **Distribution of Revised Partnership Bylaws**

BSR Staff

Ms. Hernandez asked members to see BSR staff after the meeting to sign for a copy of the revised Partnership Bylaws, and Ms. Hernandez reviewed the flyers in the packets and highlighted changes to the September and October calendars (copies on file).

Mr. Ladner reviewed the focus group flyers in the packets and informed members that clients who cannot attend the focus group, will be contacted for an interview.

Kira Villamizar announced that the Florida Department of Health in collaboration with other organizations will be convening community sessions throughout Florida beginning October 19th through October 21st. A few of the community sessions will be held in Homestead, central Miami-Dade and north Miami-Dade.

X. Next Meeting

The next meeting is Friday, October 14, 2016, at United Way Ansin Building in Conference Room A.

XI. Adjournment

Motion to adjourn the meeting.

Moved: Deborah Holmes

Seconded: Mila Dedans

Motion: Passed

The meeting was adjourned at 11:50 A.M.