



Strategic Planning Committee Meeting
United Way Ansin Building, 3250 SW 3rd Avenue,
Conference Room A, Miami, FL 33129
March 9, 2018

Approved April 13, 2018

Table with columns: #, Members, Present, Absent. Lists attendance for 24 members, including Castellanos, Lina, Dedans, Mila, Engram, Stephen, etc.

Table with columns: Guests, Staff. Lists guests like Banamon, Monica, Davidson, Khaleed, and staff members like Bontempo, Christina.

I. Call to Order/Introductions

Partnership Chair, Eddie Orozco, called the meeting to order at 10:02 AM. He welcomed everyone and asked for introductions.

II. Resource Persons

Mr. Orozco requested Behavioral Science Research (BSR) staff identify themselves as resource individuals.

III. Review/Approve Agenda

Mr. Orozco asked the Committee to review the agenda. There were no changes.

Motion to approve the agenda as presented.

Moved: Eddie Orozco

Seconded: James Powell

Motion: Passed

IV. Floor Open to the Public

Mr. Orozco opened the floor to the public with the following statement:

“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. 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.”

There were no comments. The floor was then closed.

V. Review and Approve Minutes of January 12, 2018

Members reviewed the January 12, 2018 minutes. There were no changes.

Motion to approve the minutes of January 12, 2018 as presented.

Moved: James Powell

Seconded: David Goldberg

Motion: Passed

VI. Membership

Christina Bontempo

Members reviewed the *March 2018 Vacancy Report* in the meeting materials (copy on file). Former member Travis Neff will be appointed to the committee at the Full Partnership’s March 19, 2018 meeting.

Angela Mooss, Executive Director of Behavioral Science Research Institute, submitted an application for committee membership. Ms. Mooss introduced herself to the committee and the committee voted to accept her as a new member.

Motion to accept Angela Mooss as a member of the Strategic Planning Committee.

Moved: Barbara Messick

Seconded: James Powell

Motion: Passed

Ms. Mooss was approved as a member and welcomed by the committee.

VII. Standing Business

▪ Partnership Report

Mr. Orozco noted the bulleted items in the *Partnership Report to Committees and Subcommittees March 19, 2018 Meeting reminders* (copy on file): 1) The meeting will include election of officers; and 2) The meeting will include Care and Treatment Committee recommendations on Ryan White Program-Part A/MAI (RWP) priority setting and allocations for the fiscal year beginning March 1, 2019.

▪ Ryan White Part A/MAI Program Update

Teresa Smith for Carla Valle-Schwenk

The *Ryan White Part A/MAI Expenditure Report for FY 2017* as of March 1, 2018 (copy on file) was noted in the meeting materials. The report includes year to date reimbursements for Fiscal Year (FY) 2017 (March 1, 2016-February 28, 2018). Reimbursement requests received and in process as of February 20, 2018 total \$1,580,461.91 in Part A funds \$100,647.97 in Minority AIDS Initiative (MAI) funds. Current Part A direct services expenditures are \$18,356,795.76, approximately 86% of the total grant award; and current MAI direct services expenditures are \$2,095,930.32, approximately 89% of the total grant award. Although the FY has ended, subrecipients have up to twenty (20) days after a service is delivered to submit the bill for that service. Therefore, there is lag time between the end of the FY and the final report on FY 2017 expenditures. This is expected to account for the unexpended Part A and MAI funds as reported above.

All subrecipient contract amendments were approved by the end of FY 2017, and some continuation contract paperwork is under review at OMB. Client level service data reports (RSR) are almost complete and will be submitted to the Health Resources and Services Administration (HRSA) in advance of the March 26, 2018 deadline.

Instructions for subrecipients on reporting final line item expenditures will be sent next week with a due date of April 27, 2018.

Test and Treat in conjunction with the Florida Department of Health in Miami-Dade County (FDOH) is on target for the April 2018 start date for RWP subrecipients.

Regarding clients transitioning from RWP/Medicaid Project AIDS Care Waiver (PAC Waiver) to Medicaid Managed Medical Assistance (MMA) and/or Long Term Care (LTC) programs, coordination efforts are still underway. OMB is working on referral forms and procedures for MMA and LTC to follow to refer clients to RWP services not available through Medicaid.

All MCM subrecipients will receive a report of clients in their care who must be transitioned to Medicaid MMA or LTC case managers. Because RWP is the payer of last resort, Medicaid-eligible clients can no longer receive RWP-funded Medical Case Management (MCM). Medicaid case managers can refer clients to RWP subrecipients for services that Medicaid does not provide, such as oral health care services. Protocols for transitioning clients and for referrals is under development. The process of transitioning clients and educating Medicaid case managers needs to be monitored and streamlined to ensure clients are not lost to care. Most MMA and LTC providers are not familiar with handling HIV-specific/RWP clients. RWP Clinical Quality Management is working on a process to train MCM supervisors in the new protocols. Once the process is finalized, it was suggested that a town hall-style meeting be held to educate clients on the new requirements. Karen Hilton noted for the record that RWP accepts some supplemental billing codes that are not covered by Medicaid. She will bring the list of those codes to the next meeting.

Phase 2 of the AIDS Drug Assistance Program (ADAP) formulary expansion began March 1, 2018. Subrecipients were advised to inform clients that they should begin the transition to ADAP for the medications on the expanded formulary. Due to the high volume of clients affected by the change, it is expected to take three to four months to complete. Therefore, there is a grace period for the next few months. However, beginning July 1, 2018, medications available through ADAP will no longer be dispensed through RWP-funded pharmacies.

OMB is still awaiting confirmation from FDOH that nutritional supplements (removed from the RWP Prescription Drug Formulary) can be added to the State General Revenue formulary.

▪ **Special Elections: Vice Chair**

All

Vice Chair Brian O'Donnell, is no longer a member of the committee; therefore, a special election was needed to fill the vacant Vice Chair position. Members Miguel Puente and James Powell asked to be on the ballot for Vice Chair. Mr. Puente was not present. Mr. Powell stated his interest in further educating himself and others through the work of the Partnership.

Members were presented with the Special Elections Vice Chair Ballot (copy on file).

Motion to accept the Special Elections Vice Chair Ballot indicating Miguel Puente and James Powell as candidates.

Moved: Giselle Gallo

Seconded: James Powell

Motion: Passed

James Powell was elected as Strategic Planning Committee Vice Chair and was congratulated by the committee.

VIII. New Business

▪ Review/Revise 2018 Assessment of the Administrative Mechanism Survey

Members received the 2018 Assessment of the Administrative Mechanism (AAM) draft survey questions for Ryan White Program Part A/MAI Subrecipients and Miami-Dade HIV/AIDS Partnership members (copies on file).

Members agreed to distribute the surveys using the online survey tool, Survey Monkey, to supplement the paper-and-pencil hard copy survey that would normally be distributed. The surveys should be formatted so they can be completed in part and saved in case a respondent cannot complete it in one sitting. The instructions will be revised to alert the respondents to this option. For the subrecipient survey, the name and title of the respondent should be captured; for the Partnership survey, only the name of the respondent is necessary.

Staff will incorporate the changes and bring the revised surveys and Survey Monkey link to the next meeting.

Members discussed the need for some statements to include selections outside the Likert Scale. such as “not applicable” or “I do not have the information needed to answer the question.” These are noted below.

Following are updates to the Partnership Survey statements. Where a number is skipped, no change was made to that statement.

1. *Partnership members have the opportunity to participate fully in all Part A/MAI service planning processes.*

Members discussed removing Statement #1 because it is not under the purview of OMB.

Motion to remove Statement #1 from the 2018 AAM Partnership Survey.

Moved: Angela Mooss

Seconded: Karen Hilton

Motion: Passed

Opposed: Eddie Orozco

3. *OMB received its notice of grant award in a timely manner.*

OMB does not have control over when they receive the award. Alternate wording was suggested.

Motion to reword Statement #3 in the 2018 AAM Partnership Survey to read: “OMB advised the Partnership of the Part A/MAI notice of grant award in a timely manner.”

Moved: Eddie Orozco

Seconded: Angela Mooss

Motion: Passed

5. *OMB reports Part A/MAI spending to the Partnership on a regular basis.*
8. *OMB provides standardized expenditure reports to the Partnership on a regular basis.*

These statements were seen to be redundant and unclear as to their meaning and purpose. The reference to “regular” needed to be clarified. Members recommended combining the two statements and rewording for clarification.

Motion to combine Statements #5 and #8 in the 2018 AAM Partnership Survey, and reword to read: “OMB provides standardized expenditure reports (Ryan White Program Part A/MAI spending) to the Partnership on a monthly basis.”

Moved: Lina Castellanos

Seconded: Eddie Orozco

Motion: Passed

9. *At least 95% of the Formula funds were expended by the end of the Fiscal Year.*

There is no HRSA requirement to report “formula only” expenditures. Members were concerned that the survey would be distributed before the end-of-fiscal-year expenditures were known and therefore respondents would not know how much of the award was spent. Theresa Smith of OMB assured the members that all expenditures would be tallied and reported by the time the survey is distributed in April. The statement was reworded.

Motion to reword Statement #9 in the 2018 AAM Partnership Survey to read: “At least 95% of Part A/MAI funds (Formula & Supplemental) were expended by the end of the Fiscal Year.”

Moved: Barbara Messick

Seconded: Tabitha Hunter

Motion: Passed

Opposed: Lina Castellanos

11. *OMB effectively and efficiently administers Part A/MAI funds.*

Members noted “efficiency” of administering Part A/MAI funds is part of “effectively” administering funds. The statement was not clear as to how the Partnership would evaluate this statement. It was suggested to tie the statement directly to priority setting. The statement was reworded for clarification.

Motion to reword Statement #11 in the 2018 AAM Partnership Survey to read: “OMB effectively administers Part A/MAI funds according to priorities set by the Partnership.”

Moved: Lina Castellanos

Seconded: Eddie Orozco

Motion: Passed

12. *HIV/AIDS services funded by Part A/MAI are directed toward the demographic population of greatest need.*

13. *HIV/AIDS services funded by Part A/MAI are directed toward the geographic areas of greatest need.*

Statements #12 and #13 address the HRSA requirement that RWP funds are directed to areas of greatest need. The statements had been interpreted by one Partnership member as referring to *marketing* RWP services to the areas of greatest need. However, the intention is to demonstrate that funding distribution is data-based, specifically based on Annual Needs Assessment data. Clarifying language was added to the statements.

Motion to reword Statement #12 in the 2018 AAM Partnership Survey to read: “HIV/AIDS services funded by Part A/MAI are directed toward the *demographic population* of greatest need, based on Needs Assessment data.”

Moved: Giselle Gallo

Seconded: Angela Mooss

Motion: Passed

Motion to reword Statement #13 in the 2018 AAM Partnership Survey to read: “HIV/AIDS services funded by Part A/MAI are directed toward the *geographic areas* of greatest need, based on Needs Assessment data.”

Moved: Giselle Gallo

Seconded: Tabitha Hunter

Motion: Passed

14. *OMB’s contracting process reaches a diverse group of subrecipients.*

The Request for Proposals for RWP funding is generally opened to all potential service providers every six (6) years, with a single contract and with five (5) one-year continuation contracts. Therefore, the statement should address contracting and procurement. The statement was reworded for clarification.

Motion to reword Statement #14 in the 2018 AAM Partnership Survey to read: “OMB’s procurement and contracting processes reach a diverse group of subrecipients.”

Moved: Lina Castellanos

Seconded: Angela Mooss

Motion: Passed

17. *There is a mechanism or process in place for the community to provide input or feedback on Ryan White Part A/MAI funding opportunities.*

OMB had asked for clarification on the meaning and purpose of Statement #17. OMB can make the community aware of funding opportunities but there are generally no other RWP Part A/MAI “funding opportunities.” How “community” is defined is also unclear in the statement. The statement was recommended for removal.

Motion to remove Statement #17 from the 2018 AAM Partnership Survey.

Moved: Angela Mooss

Seconded: Gladys Ibanez

Motion: Passed

Opposed: Karen Hilton, Barbara Messick, Eddie Orozco

Following are updates to the Subrecipient Survey statements. Where a number is skipped, no change was made to that statement.

1. *The Miami-Dade County Office of Management and Budget-Grants Coordination (OMB) conducted a timely and fair contract negotiation process with our agency.*

Members discussed removing the word “timely” since it was seen to be vague and is part of the “fair” process. The statement was reworded.

Motion to reword Statement #1 in the 2018 AAM Subrecipient Survey to read: “The Miami-Dade County Office of Management and Budget-Grants Coordination (OMB) conducted a fair contract negotiation process with our agency.”

Moved: Gladys Ibanez

Seconded: Barbara Messick

Motion: Passed

4. *There were minimum discrepancies in reimbursement checks to our agency.*

The wording should reflect how or if OMB advised the subrecipient as to the reason for disallowance of reimbursements resulting in discrepancies between the billed amount and the paid amount. The statement was reworded.

Motion to reword Statement #4 in the 2018 AAM Subrecipient Survey to read: “There were no significant differences between billed versus reimbursed amounts that were not discussed with our agency prior to any disallowance.”

Moved: Gladys Ibanez

Seconded: Eddie Orozco

Motion: Passed

Opposed: Karen Hilton

Members reconsidered the wording to add clarification.

Motion to reconsider the previous motion.

Moved: Angela Mooss

Seconded: Giselle Gallo

Motion: Passed

Motion to reword Statement #4 in the 2018 AAM Subrecipient Survey to read: “There were no significant differences between billed versus reimbursed amounts for our agency that were not discussed prior to any disallowance.”

Moved: Karen Hilton

Seconded: Giselle Gallo

Motion: Passed

5. *OMB contacted our agency to review utilization and expenditures that were not on target.*

The statement should include the “Not Applicable” (N/A) option.

Motion to include “Not Applicable” as a response option for Statement #5 in the 2018 AAM Subrecipient Survey.

Moved: Lina Castellanos

Seconded: Karen Hilton

Motion: Passed

7. *OMB provided payment to our agency within 30 days of submission of complete and accurate invoices. (If “strongly disagree” or “disagree,” please complete #8)*

Note: In Survey Monkey, “strongly disagree” or “disagree,” will advance to #8; other replies will skip #8 and advance to #9.

9. *OMB provided our agency programmatic and/or fiscal technical assistance or training over the past 12 months, in a timely manner, based on our requests.*

The statement should include the “Not Applicable” (N/A) option.

Motion to include “Not Applicable” as a response option for Statement #9 in the 2018 AAM Subrecipient Survey.

Moved: Gladys Ibanez

Seconded: Lina Castellanos

Motion: Passed

11. *Communication between OMB and our agency has been timely, effective, and appropriate.*

The statement refers to three (3) different qualities: timely, effective, and appropriate. Appropriate is too subjective to evaluate fairly. Members suggested breaking down the statement to address timeliness and effectiveness.

Motion to break Statement #11 in the 2018 AAM Subrecipient Survey into two (2) statements reading: “Communication between OMB and our agency has been timely.” and “Communication between OMB and our agency has been effective.”

Moved: Lina Castellanos

Seconded: Karen Hilton

Motion: Passed

15. *OMB provided adequate time for remediation when contract non-compliance issues were raised.*
16. *OMB provided guidance and clarification to our agency for any program-related document, reporting requirement, or other requested items, in a timely manner, in response to our requests.*
17. *OMB responded promptly and adequately to inquiries, requests and problem-solving needs from our agency.*
19. *OMB’s Ryan White Part A/MAI Program Clinical Quality Management contractor responds promptly and adequately to inquiries, requests and problem-solving from our agency.*
23. *OMB’s service delivery information system contractor responds promptly and adequately to inquiries, data requests, and system trouble-shooting.*

Statements #15-17; #19; and #23 should include the “Not Applicable” (N/A) option.

Motion to include “Not Applicable” as a response option for Statements #15-17; #19; and #23 in the 2018 AAM Subrecipient Survey.

Moved: David Goldberg

Seconded: Tabitha Hunter

Motion: Passed

▪ **Annual State of the Epidemic Report**

Members received the review items for the *2018 Miami-Dade HIV/AIDS Partnership Annual Report* (copy on file). The report will be produced as a bi-fold (4-page) report with a layout similar to the *CDC Fact Sheet: Today’s HIV/AIDS Epidemic* (copy on file). The report will be distributed to all Partnership and committee

members, Miami-Dade County and City of Miami government officials; Florida Senator Rene Garcia; and other community stakeholders.

The review items were distributed to show suggested data for inclusion although the data may be represented in different formats, (i.e., a pie chart instead of a bar graph).

Members requested some additions and updates:

- Include the CDC “Not Diagnosed” estimates in Treatment Cascade, if possible.
- Add “One in” statements; i.e., *1 in 85 adults in MDC were known to be living with HIV*;
- Replace Fiscal Year references with actual years;
- Include top trends on the first page;
- Stress that Miami-Dade County is #1 in HIV incidence and prevalence; and
- Demonstrate overrepresentation by MSM and other groups based on demographics.

Staff will incorporate the changes and updates and bring a draft of the 4-page report to the next meeting.

- **Joint Integrated Plan Review Team (JIP) Meeting Evaluation Review** *All*

Members received a copy of the JIP evaluation results (copy on file), for reference. Planning for the May 2018 JIP meeting will be discussed at the next meeting.

- **Integrated Plan (IP) Activities Update** *Christina Bontempo*

Members received a copy of the 2018 IP Linkage, Retention, Viral Load, and Disparities activities, *2018 Implementation Progress, Second Year Plan Update – Strategic Planning*, (copy on file), which includes space to take notes on each activity. Members were asked to keep this copy in their IP binder to track progress of activities throughout the year. This document will serve as the IP reference document through February 2019. Quarterly updates will be distributed electronically and anyone wishing to have a hard copy may request one from staff.

- **Committee Feedback to Improve Client Outcomes**

This will be a standing item on the agenda; feedback from today’s meeting is detailed above.

IX. Announcements

There were no announcements.

X. Next Meeting

The next meeting is the April 13, 2018 at the United Way Ansin Building.

XI. Adjournment

Motion to adjourn the meeting.

Moved: Eddie Orozco

Seconded: David Goldberg

Motion: Passed

The meeting was adjourned at 11:59 AM.