



Miami-Dade HIV/AIDS Partnership Meeting Minutes

Miami-Dade County Main Library
 101 West Flagler Street, Auditorium, Miami, FL 33130
 May 15, 2023

Approved July 17, 2023

#	Partnership Members	Present	Absent
1	Burks, Laurie Ann		x
2	Dougherty, James	x	
3	Downs, Frederick		x
4	Duberli, Francesco		x
5	Forrest, David	x	
6	Goldberg, David	x	
7	Henriquez, Maria	x	
8	Herz, Stephen	x	
9	Hunter, Tabitha	x	
10	Iadarola, Dennis		x
11	Laso, Carlos	x	
12	Machado, Angela		x
13	McIntyre, Harold	x	
14	Perez Bermudez, Alberto		x
15	Romero, Javier		x
16	Sarmiento, Abril	x	
17	Shmuels, Diego	x	
18	Siclari, Rick	x	
19	Tazoe, Roberto	x	
20	Tramel-McIntyre, Alecia	x	
21	Wall, Daniel T.	x	
22	Vacant Representative of the Affected Community		
23	Vacant Representative of the Affected Community		
24	Vacant Representative of the Affected Community		
25	Vacant Representative of the Affected Community		
26	Vacant Representative of the Affected Community		
27	Vacant Representative of the Affected Community		
28	Vacant Representative of the Affected Community		
29	Vacant Representative of the Affected Community		
30	Vacant Representative of the Affected Community		
31	Vacant Representative of the Affected Community		
32	Vacant Part D Grantee Representative		
33	Vacant Substance Abuse Provider Representative		
34	Vacant Representative Co-infected with Hepatitis B or C		
35	Vacant Other Federal HIV Program Grantee Rep. (SAMHSA)		
36	Vacant Hospital or Health Care Planning Agency Representative		
37	Vacant Federally Recognized Indian Tribe Representative		
38	Vacant Mental Health Provider Representative		
39	Vacant Miami-Dade County Public Schools Representative		
Quorum = 13			

#	Alternate Representatives of the Affected Community	Present	Absent
1	Vacant		
2	Vacant		
3	Vacant		
#	Ex-Officio Members	Present	Absent
1	Vacant MDC Mayor Office		
2	Vacant Board of County Commissioners		
Guests			
	Camino, Jose		
	Fernandez, Chad		
	Ingram, Trillion		
	Larios, Alejandro		
	Marcelin, Dora		
	Mester, Brad		
	Pache, Rosa		
	Sarria, Manuel		
	Valle-Schwenk, Carla		
Staff			
	Bontempo, Christina		
	Meizoso, Marlen		

Note: All documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at www.aidsnet.org/meeting-documents. The meeting agenda was distributed to all attendees. Meeting documents related to action items were distributed to members or available for review. Meeting documents were projected on the meeting room projection screen.

I. Call to Order

Partnership Member, Alecia Tramel-McIntyre, called the meeting to order at 10:22 a.m. Assistant County Attorney, Terrence A. Smith, advised that in the absence of the Chair and Vice Chair, it would be appropriate to appoint Ms. Tramel-McIntyre as the Chair for this meeting.

Motion to appoint Alicia Tramel-McIntyre as Chair of the May 15, 2023 Miami-Dade HIV/AIDS Partnership meeting.

Moved: David Goldberg

Seconded: James Dougherty

Motion: Passed

II. Introductions

Members and staff introduced themselves. ACA Smith advised that it was not necessary for the record that guests introduce themselves. However, it is the regular practice at Partnership meetings that all attendees introduce themselves and Ms. Tramel-McIntyre called on guests to introduce themselves.

III. Housekeeping/Meeting Rules

Ms. Tramel-McIntyre reviewed the PowerPoint presentation, *Partnership Meeting Housekeeping*, including code of conduct, “people first” language, resource persons, and attendance. Members and guests were reminded that the meeting was being recorded and will become part of the public record.

IV. Floor Open to the Public

ACA Smith explained the reasonable opportunity to be heard and the floor was open to the public for comments. There were no comments; the floor was then closed.

V. Review/Approve Agenda

Members reviewed the agenda. The agenda will be updated to indicate Ms. Tramel-McIntyre as the lead on items assigned to the Chair and Vice Chair.

Motion to approve the agenda with changes.

Moved: Dr. Diego Shmuels

Seconded: David Goldberg

Motion: Passed

VI. Review/Approve Minutes of February 21, 2023

The minutes of February 21, 2023 were reviewed. There were no changes.

Motion to approve the minutes of February 21, 2023 as presented.

Moved: Daniel T. Wall

Seconded: Stephen Herz

Motion: Passed

VII. Reports

A. Membership

Staff advised the Executive Committee is reviewing changes to the Ordinance which will represent a change to the structure of the Partnership and reduce vacancies. Also, a simplified application process is being proposed by the Community Coalition Committee, which will be reviewed during Committee Reports.

B. Committee Reports

▪ Care and Treatment Committee

The committee approved edits to the Policy and Procedure Manual, as attached to this report, including: modification of committee, subcommittee, and workgroup membership from 24 to 16 members, with the exception of the Prevention Committee; corrections to the introduction and reimbursements sections; and general editorial corrections.

□ Oral Health Care

Motion to accept the changes to the Miami-Dade County Ryan White Program Oral Health Care Standards, as presented.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

Details: Changes to language reflect the correct name of documentation and align with current oral health care standards.

Motion to add D5284-Removal unilateral partial denture, and D3221-Pulpal debridement to the Ryan White Oral Health Care formulary.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

Details: Addition of these procedures would be beneficial to client-level outcomes.

□ Medical Care Standards

Motion to approve the Miami-Dade County Ryan White Program Minimum Primary Medical Care Standards, as presented.

Moved: Dr. Diego Shmuels Seconded: David Goldberg Motion: Passed

Details: The Medical Care Subcommittee (MCSC) has thoroughly reviewed the standards to bring the recommendations and references up to date.

□ Allowable Medical Conditions

Motion to approve the Miami-Dade County Ryan White Program Allowable Medical Conditions List, as presented.

Moved: Dr. Diego Shmuels Seconded: James Dougherty Motion: Passed

Details: The MCSC has thoroughly reviewed the allowable medical conditions making edits, reformatting, and adding some additional conditions.

□ **Ryan White Program Prescription Drug Formulary (RWP Formulary)**

Motion to add to the RWP Formulary the medications as indicated in the December 2022 ADAP Formulary Additions Ryan White Prescription Drug Formulary Review Items 1-44, with: restriction to tablets only for #18: levonorgestrel, and #22: clonidine; and the exclusion of #2: diclofenac, #3: nepafenac, #10: rifapentine, #20: bempedoic acid, #24: olmesartan, 28: olmesartan/hydrochlorothiazide, #36: ezetimibe/rosuvastatin, #39: evolocumab, and #40: alirocumab.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

Details: Approved terms #1-44 but excluded the following nine medications: #2 diclofenac, #2: diclofenac, #3: nepafenac, #10: rifapentine, #20: bempedoic acid, #24: olmesartan, #28: olmesartan/ hydrochlorothiazide, #36: ezetimibe/rosuvastatin, #39: evolocumab, and #40: alirocumab; and restricted #18: levonorgestrel, and #22: clonidine to tablets only.

Discussion: For removed medications, there are substitutes on the Formulary. There are some limitations to patches.

Motion to add items #45-71 to the RWP Formulary the medications as indicated in the December 2022 ADAP Formulary Additions Ryan White Prescription Drug Formulary Review sheet, with comments and restrictions as indicated.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

Details: Approved items#45-71 with a comment to be added on #45: modafinil as a wakefulness promoting agent; a restriction on #67: lidocaine Xylocaine to topical; and restricted #68: naloxone to a nasal spray.

Discussion: A wakefulness promoting agent acts on the central nervous system and may be prescribed for sleep apnea or narcolepsy, for example.

Motion to add betamethasone/clotrimazole; ciprofloxacin/dexamethasone; fluticasone/salmeterol; dextromethorphan/promethazine; and budesonide to the RWP Formulary.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

Details: The AIDS Drug Assistance Program (ADAP) recently added these medications; the Subcommittee reviewed and agreed to add them to the RWP Formulary.

Discussion: These are life-saving medications.

□ **Service Delivery Standards**

Motion to approve the Substance Abuse Outpatient Care and Substance Abuse Services (Residential) service description, as presented.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

Details: Edited to bring references and standards up to date.

Motion to accept the Mental Health Services service description as presented.

Moved: Dr. Diego Shmuels Seconded: David Goldberg Motion: Passed

Details: Additional language was added for clarity and to allow for certain mental health services provided by licensed mental health professionals to be reimbursed under the Outpatient/Ambulatory Health Services description.

Motion to accept the Mental Health Services service description as presented and to amend the Outpatient/Ambulatory Health service description to include the following language “Additional mental health services may be provided under Outpatient/Ambulatory Health Services when delivered by a licensed psychiatrist or other doctor, clinical psychologist, clinical social worker, clinical nurse specialist, nurse practitioner or physician assistant.”

Moved: Dr. Diego Shmuels Seconded: James Dougherty Motion: Passed

Details: Additional language was added to Mental Health Services for clarity and to allow for certain mental health services provided by licensed mental health professionals to be reimbursed under the Outpatient/Ambulatory Health Services description. Mirroring language was then added to the service description.

Motion to approve the Outreach service description, as presented.

Moved: Dr. Diego Shmuels Seconded: Stephen Herz Motion: Passed

Details: Edited for clarity, to bring references and standards up to date.

□ **Letters of Medical Necessity**

Motion to discontinue the Letters of Medical Necessity for: Roxicodone and Percocet; Neupogen; Procrit or Epogen; and The (lab test) for the Highly Sensitive Tropism Assay required to prescribe Maraviroc.

Moved: Dr. Diego Shmuels Seconded: Harold McIntyre Motion: Passed

Details: Data review indicated very low utilization of these medications/lab test; letters should be removed to reduce paperwork.

□ **Florida Comprehensive Planning Network (FCPN)**

Motion to recommend Dr. Mary Jo Trepka as the area 11A Patient Care representative to the Florida Comprehensive Planning Network (FCPN).

Moved: Dr. Diego Shmuels Seconded: Stephen Herz Motion: Passed

Details: The Care and Treatment Committee is required to assign two representatives to the FCPN. Dr. Diego Shmuels is the alternate representative and the other representative resigned.

▪ **Community Coalition**

□ **Membership**

Motion to recommend Dr. Diego Shmuels to the Mayor of Miami-Dade County for a second term on the Miami-Dade HIV/AIDS Partnership.

Moved: Harold McIntyre Seconded: Daniel T. Wall Motion: Passed

Details: Dr. Shmuels of Borinquen Healthcare Centers has applied for a second term as Ryan White Program Part C representative. Dr. Shmuels is a member in good standing and serves on the Care and Treatment Committee and Strategic Planning Committee.

Motion to recommend to the Mayor of Miami-Dade County the appointment of Manuel Sarria for the Housing, Homeless, or Social Services provider seat on the Miami-Dade HIV/AIDS Partnership.

Moved: Harold McIntyre Seconded: James Dougherty Motion: Passed

Details: *Member Carlos Laso has served two terms. Mr. Sarría submitted an application for the Housing, Homeless, or Social Services provider seat, attended the Community Coalition meeting, and answered many questions by members. Members scored his application in favor of recommendation.*

□ **Application Process**

Motion to implement the new Miami-Dade HIV/AIDS Partnership applications process as presented.

Moved: Harold McIntyre Seconded: Daniel T. Wall Motion: Passed

Details: *A simplified application process is needed to encourage membership. All members, regardless of the seat they are applying for, will complete the same process, as shown in Attachment 9.*

C. Grantee/Recipient Reports

- **Ryan White Part A/Minority AIDS Initiative (MAI)** *Daniel T. Wall*

Daniel T. Wall, Office of Management and Budget – Miami-Dade County (OMB), reported on Ryan White Program (RWP) Part A/MAI updates. The latest expenditure reports and client count were available at the meeting and projected on the screen. In the Fiscal Year March 1, 2022 through February 28, 2023, the RWP served 8,584 unduplicated clients.

The HRSA Notice of Funding Award for Ryan White Part A/MAI was received for a total of \$27,585,848.

- **Ryan White Part B**

David Goldberg, FDOH in Miami-Dade County, noted the final Part B expenditures. The Emergency Financial Assistance category was underutilized because Part B is meant to be the payor of last resort for prescriptions. Also doctors often distribute samples which does not incur a program cost. Funds for housing were also underutilized due to no contracts being requested. Unspent funds are returned to the state. The Homeless Trust would be interested in applying for funds in the future.

- **AIDS Drug Assistance Program (ADAP) Miami and General Revenue**

No one was present to give the ADAP report or the General Revenue report; the Chair called for a motion to defer the reports.

Motion to defer the ADAP and GR reports.

Moved: Dr. Diego Shmuels Seconded: Daniel T. Wall Motion: Passed

- **Housing Opportunities for Persons with AIDS (HOPWA)**

Roberto Tazoe, City of Miami, announced the upcoming HOPWA hearings and will bring an update on funding recommendations to the Partnership at a future meeting.

D. Approval of Reports

Ms. Tramel-McIntyre called for a motion to approve all reports.

Motion to accept the Membership, Grantee/Recipient, and Committee Reports as presented.

Moved: Harold McIntyre

Seconded: Daniel T. Wall

Motion: Passed

VIII. Standing Business

▪ Officer Nominations & Elections

Per the Bylaws, elections are to take place in March; however, the March and April meetings were cancelled. ACA Smith, advised members to entertain a motion to waive the March elections Bylaws requirement in order to hold elections at this meeting.

Motion to waive the Bylaws requirement for holding elections in March for the 2023 Partnership Officer elections.

Moved: Daniel T. Wall

Seconded: Rick Siclari

Motion: Passed

Alicia Tramel-McIntyre and Alberto Perez-Bermudez were nominated as Chair and Vice Chair, respectively.

Motion to nominate Alicia Tramel-McIntyre and Alberto Perez-Bermudez as Chair and Vice Chair, respectively.

Moved: Rick Siclari

Seconded: Maria Hernandez

Motion: Passed

Although Mr. Perez-Bermudez was not present, members agreed to go forward with the elections motion.

Motion to elect Alicia Tramel-McIntyre and Alberto Perez-Bermudez as Chair and Vice Chair, respectively.

Moved: Daniel T. Wall

Seconded: Stephen Herz

Motion: Passed

Members welcomed Ms. Tramel-McIntyre as the new Chair.

IX. New Business

▪ Assessment of the Recipient Administrative Mechanism Survey

Staff distributed the Assessment of the Recipient Administrative Mechanism (AAM) Survey to members. The AAM survey is a HRSA-mandated evaluation of the RWP part A/MAI Recipient. Members took a few minutes to complete the survey.

▪ FY 2023 Part A/MAI Reallocations/Sweeps #1

Members reviewed the *Miami-Dade County - Ryan White Part A FY 2023-24 (YR 33) Formula & Supplemental Grant Funding Allocations Sweeps 1 (SW1) - Funding Reallocations*. Mr. Wall advised on recommended reductions in Part A allocations for service categories Emergency Financial Assistance and Substance Abuse Residential in order to allow full funding in other service categories.

Motion to reduce Emergency Financial Assistance by \$88,253; and Substance Abuse Residential by \$95,538 in Part A Sweeps #1.

Moved: Daniel T. Wall

Seconded: David Goldberg

Motion: Passed

Likewise, a recommendation was made based on the *Miami-Dade County Ryan White Part A FY 2023-24 (YR 33) Minority Aids Initiative (Mai) Grant Funding Allocations Sweeps 1 (SW1) - Funding Reallocations* to reduce MAI funding in Outpatient/Ambulatory Health Services and Emergency Financial Assistance.

Motion to reduce Outpatient/Ambulatory Health Services by \$81,712; and Emergency Financial Assistance by \$12,087 in MAI Sweeps #1.

Moved: Daniel T. Wall

Seconded: Dr. Diego Shmuels

Motion: Passed

Members were presented with a draft letter to HRSA endorsing the Partnership's Ryan White Program service categories, priorities, and allocations of Part A and Minority AIDS Initiative (MAI) funds for Fiscal Year (FY) 2023. The letter will be updated to reflect Ms. Tramel-McIntyre as the Chair. Members were asked to authorize Ms. Tramel-McIntyre to sign the letter on behalf of the Partnership.

Motion to authorize Ms. Tramel-McIntyre to sign the letter to HRSA endorsing the Partnership's Ryan White Program service categories, priorities, and allocations of Part A and Minority AIDS Initiative (MAI) funds for Fiscal Year (FY) 2023.

Moved: Dr. Diego Shmuels

Seconded: James Dougherty

Motion: Passed

X. Announcements

Staff announced that members who have the blank annual Source of Income statement in their meeting packet should complete and return the document at this meeting.

Rick Siclari announced he is retiring and Care Resource is actively looking for a new CEO.

XI. Next Meeting

Ms. Tramel-McIntyre announced the next meeting date is Monday, April 17, 2023 at the Miami-Dade County Library.

XII. Adjournment

Ms. Tramel-McIntyre called for a motion.

Motion to adjourn the meeting.

Moved: Daniel T. Wall

Seconded: James Dougherty

Motion: Passed

The meeting was adjourned at 11:41 a.m.