



**Care and Treatment Committee Meeting
Behavioral Science Research
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134
January 11, 2024 Minutes**

Approved February 8, 2024

| # | Committee Members | Present | Absent |
|------------------|-------------------|---------|--------|
| 1 | Henriquez, Maria | X | |
| 2 | Mills, Vanessa | | X |
| 3 | Siclari, Rick | | X |
| 4 | Shmuels, Daniel | X | |
| 5 | Shmuels, Diego | X | |
| 6 | Trepka, Mary Jo | X | |
| 7 | Wall, Dan | X | |
| Quorum: 3 | | | |

| Guests | |
|--------------------|---------------|
| Fils Aime, Louvens | |
| Julme, Henry, MD | |
| Poblete, Karen | |
| | |
| | |
| | |
| Staff | |
| Marlen Meizoso | Robert Ladner |

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.

I. Call to Order

Dr. Mary Jo Trepka

Dr. Mary Jo Trepka, the Vice Chair, called the meeting to order at 10:11 a.m., in the chair’s absence.

II. Introductions

Dr. Mary Jo Trepka

Members, guests, and staff introduced themselves.

III. Meeting Housekeeping

Dr. Mary Jo Trepka

Dr. Trepka indicated that a version of the housekeeping presentation was included in the meeting materials for members to reference. As part of housekeeping, Marlen Meizoso will be reviewing the newly revamped website to show the Committee the location of items and new features.

IV. Floor Open to the Public

Dr. Mary Jo Trepka

Dr. Trepka read the following:

Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any items 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.

BSR has a dedicated line for statements to be read into the record. No statements were received. There were no comments, so the floor was closed.

V. Review/Approve Agenda *All*

The Committee reviewed the agenda that was distributed and posted in advance of the meeting. Under Reports, the only report being provided today is from the Part A Recipient.

Motion to accept the agenda, as presented.

Moved: Maria Henriquez **Seconded: Dan Wall** **Motion: Passed**

VI. Review/Approve Minutes of December 14, 2023 *All*

The committee reviewed the minutes of December 14, 2023 and approved it as presented.

Motion to accept the minutes from November 8, 2023, as presented.

Moved: Dan Wall **Seconded: Maria Henriquez** **Motion: Passed**

VII. Reports

- *Part A* *Dan Wall*

Expenditures to date and clients served were reviewed. The program has served 8, 453 unduplicated clients as of November 2024. The most used service is Medical Case Management. Expenditures are rising and most funds should be expended by the end of the fiscal year.

Sweep #3 letters were sent out last week.

There is one contract pending, which has been in the subrecipient's possession since October and has not been returned.

Food insecurity issues continue, and the Recipient has sent out a letter detailing changes to the Food Bank service category including working with the Miami-Dade County Department of Health in Miami-Dade County (FDOH) to address projected shortfalls. Community resources to local food banks were shared. In addition, locations of EHE providers with food vouchers will be promoted. Cost saving measures for Food Bank include the reduction of FPL for FY 2024, and reinstating the Letter of Medical Necessity for Food Bank.

The Health Resources and Service Administration will be conducting a site visit January 30-February 2, 2024, and will meet with Recipient and Planning Council staff, Planning Council chairs, members of Executive Committee, representatives of the community, and providers.

- *Vacancies* *Marlen Meizoso*

Marlen Meizoso reviewed the vacancy report as the beginning of January. There are vacancies on all Committees and the Partnership. Currently, there are seven members on Care and Treatment and nine vacancies. There is one new applicant for membership on the Committee, Louvens Fils-Aime. Mr. Fils-Aime is a Case Manager at SFAN who is currently working with the Jail Linkage program. He introduced himself, expressed his interest in being a member, and the Committee voted to approve him as a member.

Motion to recommend Louvens Fils-Aime as a member of the Care and Treatment Committee.
Moved: Dan Wall **Seconded: Dr. Mary Jo Trepka** **Motion: Passed**

VIII. Standing Business

- *Service Standards Approval* *All*

HRSA has requested that the planning council have service standards for all service categories regardless of whether or not the services are funded. While the PCN 16-02 (with local restrictions) was used in the 2022 Needs Assessment, formal approval for FY 2023 was not requested. A draft for FY 2023 and FY 2024 with local restrictions was reviewed, and a motion was made adopting service standards under PCN 16-02 with local restrictions.

Motion to adopt PCN 16-02 service standards retroactively for YR 2023 and for YR 2024 with local restrictions.
Moved: Dan Wall **Seconded: Dr. Mary Jo Trepka** **Motion: Passed**

- *Service Categories Development Continued* *All*

The Committee continued its service category development focusing on the emergency financial assistance service category and non-medical case management. Staff distributed a document with HRSA service definitions from PCN 16-02, samples from other Ryan White-funded jurisdictions, other funding data, and requested data on the local Part B program. An inquiry was made regarding the Homeless Trust support for short term stays. The Homeless Trust has contracts with specific locations but does not have a cap; this option is only offered to women with dependent children when shelter space is not available. The Committee had agreed that the Emergency Financial Assistance service should be expanded beyond medications, for electrical utility assistance and rental/emergency housing assistance in response to inclement and extreme weather events. The Committee deliberated on the funding limitations and caps, and opted to mirror the two current caps under Part B. Electric utility assistance would be up to \$200 a year per client, and rental/emergency rental assistance would be up to \$3,000 a year. Language would need to be added to the service definitions for FY 2025 including a clause indicating funding is limited. Draft language will be provided for review at the next meeting.

The Committee then reviewed the non-medical case management service description. Currently, providers without on-site outpatient/ambulatory health care could not properly provide the service. This service description would allow clients to access agencies who provide services to targeted special populations such as transgender clients, or specific LGBTQ+ groups. The Committee reviewed the development document with the HRSA service definition from PCN 16-02, samples

from three other Ryan White-funded jurisdictions, other funding data, and the local Part B program service definition. The Committee discussed the Georgia Case Management definitions for both medical and non-medical case management, and except for peer encounter being part of medical case management instead of non-medical case management, the tasks listed under non-medical case management seemed appropriate. A statement should be included that non-medical case management may be provided by a person with lived experience. Staff will bring back a similar breakdown for the Committee to review.

At the next meeting, the remaining three services -- housing, psychosocial support, and health education/risk reduction -- will be reviewed.

- *Service Definitions Review: Legal, Food Bank, EFA, Medical Case Management, Medical Transportation* *All*

The Committee reviewed the FY 2024 service definitions for Legal Services, Food Bank, Emergency Financial Assistance, Medical Case Management, and Medical Transportation. These service descriptions have been shared at several prior meetings. The FY 2024 service definitions included updates to priority ranking and dates. Only Food Bank would need additional edits reflecting the cost savings actions, as outlined above. The Committee also reviewed the Food Bank Letter of Medical Necessity which will go into effect next fiscal year. The Committee suggested adding "or licensed nutritionist" as individuals who can complete the form, since some subrecipients employ registered dietitians and others employ nutritionists, but is important that the nutritionist be licenced. The Food Bank Letter of Medical Necessity will be reviewed by the Medical Care Subcommittee and brought back to the Committee.

The Committee motioned to adopt all the other service descriptions as presented with the exception of Food Bank as indicated below.

Motion to accept the draft FY 2024 service definition for Other Professional Services: Legal Services and Permanency Planning, as presented.

Moved: Dan Wall **Seconded: Dr. Daniel Shmuels** **Motion: Passed**

Motion to accept the draft FY 2024 service definition for Emergency Financial Assistance, as presented.

Moved: Dan Wall **Seconded: Dr. Mary Jo Trepka** **Motion: Passed**

Motion to accept the draft FY 2024 service definition for Medical Case Management, Including Treatment Adherence Services, as presented.

Moved: Dan Wall **Seconded: Dr. Daniel Shmuels** **Motion: Passed**

Motion to accept the FY 2024 draft service definition for Medical Transportation, as presented.

Moved: Dan Wall **Seconded: Maria Henriquez** **Motion: Passed**

- *2024 Officer Elections* *All*

The 2024 officer elections memo was reviewed. Today is Dr. Shmuels' last meeting as chair. As indicated at the last meeting, Dr. Mary Jo Trepka is eligible, interested, and accepts the nomination

for chair. Unfortunately, there will be a vacancy for a vice-chair since this officer is required to be a Partnership member and not a grantee, and there are no qualified candidates currently on the Committee.

Motion to accept Dr. Mary Jo Trepka as chair of the Care and Treatment Committee.

Moved: Dan Wall

Seconded: Maria Henriquez

Motion: Passed

IX. New Business

- *Passing the Gavel*

All

Dr. Shmuels thanked the Committee and passed the gavel to the incoming chair, Dr. Trepka, who continued to lead the meeting.

X. Announcements and Open Discussion

All

Staff announced the 2024 Needs Assessment dates.

Under Open Discussion, members indicated they had no issues to raise.

XI. Next Meeting

Dr. Mary Jo Trepka

The next meeting was announced but the Committee was asked if they wanted to meet at Behavioral Science Research again instead of the Main Library. Members agreed to stay at BSR and re-evaluate their meeting options next month.

The next meeting is scheduled for Thursday, February 8, 2024, at Behavioral Science Research, 2121 Ponce de Leon Blvd., Ste. 240, Coral Gables, FL 33134, from 10:00 a.m. to 12:00 p.m.

XII. Adjournment

Dr. Mary Jo Trepka

With business concluded, Dr. Trepka thanked the members for participating in today's meeting, and adjourned the meeting at 11:51 a.m.