



**Care and Treatment Committee Meeting  
Behavioral Science Research  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134**

**February 8, 2024 Minutes**

*Approved March 14, 2024*

#	Committee Members	Present	Absent
1	Fils Aime, Louvens	X	
2	Henriquez, Maria	X	
3	Mills, Vanessa		X
4	Siclari, Rick	X	
5	Shmuels, Daniel	X	
6	Shmuels, Diego	X	
7	Trepka, Mary Jo	X	
8	Wall, Dan	X	
<b>Quorum: 4</b>			

<b>Guests</b>	
Poblete, Karen	
<b>Staff</b>	
Karen Hilton	Marlen Meizoso
Robert Ladner	

All documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at <https://aidsnet.org/the-partnership#caretreatment2>.

**I. Call to Order**

*Dr. Mary Jo Trepka*

Dr. Mary Jo Trepka, the Chair, called the meeting to order at 10:12 a.m.

**II. Introductions**

*Dr. Mary Jo Trepka*

Members, guests, and staff introduced themselves.

**III. Meeting Housekeeping**

*Marlen Meizoso*

Marlen Meizoso reviewed the meeting housekeeping presentation which highlighted the location of Committee 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. There is no AIDS Drug Assistance Program (ADAP) Report so this can be stricken under the Grantee Reports.

**Motion to accept the agenda, with update as noted.**

**Moved: Dr. Diego Shmuels**

**Seconded: Dan Wall**

**Motion: Passed**

**VI. Review/Approve Minutes of January 11, 2024**

*All*

The committee reviewed the minutes of January 11, 2024, and approved them as presented.

**Motion to accept the minutes from January 11, 2024, as presented.**

**Moved: Dan Wall**

**Seconded: Dr. Diego Shmuels**

**Motion: Passed**

**VII. Reports**

• *Part A*

*Dan Wall*

Expenditures to date and clients served were reviewed. As of December 2023, the program has served 8,745 unduplicated clients, including 1,382 under the Minority AIDS Initiative (MAI), which is 300 more than last month. The most used services are Medical Case Management, Outpatient/Ambulatory Health Services, and Oral Health Care. Expenses projected indicate some lags, but the majority of the funding is expected to be spent this year.

The Health Resources and Services Administration (HRSA) site visit took place at the end of January. Some observations for improvements were noted as well as collaboration among groups. Some changes will need to be made to try to coordinate funding periods to a three-year cycle. During the annual priority setting process, the staff support set aside will be reviewed. An RFP will need to take place this year for services in 2025. HRSA wants non-medical case management funded since they believe it should be significantly less expensive than medical case management.

• *Part B*

*Karen Poblete*

Part B reports for November and December 2023 are under review and will be forwarded and shared when they are ready

- *General Revenue*

*Marlen Meizoso*

During the month of December, a total of 564 clients received services, 200 received medical case management, and 87 received outpatient services. Salvation Army beds are full and continue to have a waitlist.

- *Medical Care Subcommittee*

*Dr. Mary Jo Trepka*

Dr. Trepka reviewed the report. The Medical Care Subcommittee (MCSC):

- Heard updates from the Ryan White Program and ADAP.
- Elected James Dougherty as Chair and Cristhian Ysea as Vice Chair.
- Reviewed and finalized edits to the Ryan White Primary Medical Care Standards. A request was made to add associate to physician assistance since the term has been updated. The revised draft was included in the meeting handouts.

**Motion to accept the Miami-Dade County Ryan White Program Minimum Primary Medical Care Standards with the addition of associate to physician assistant.**

**Moved: Dan Wall**

**Seconded: Dr. Diego Shmuels**

**Motion: Passed**

- Reviewed and made several edits to the AIDS Pharmaceutical, Mental Health, and Outpatient Ambulatory Health Service descriptions including necessary updates to priorities, dates, and language. Revised drafts were included in the meeting handouts. Highlighted items will be updated once sources are available.

**Motion to accept the changes to the AIDS Pharmaceutical Service Description as discussed.**

**Moved: Dan Wall**

**Seconded: Dr. Diego Shmuels**

**Motion: Passed**

**Motion to accept the changes to the Mental Health Service Description as discussed.**

**Moved: Dan Wall**

**Seconded: Dr. Diego Shmuels**

**Motion: Passed**

**Motion to accept the changes to the Outpatient Ambulatory Health Services description as discussed.**

**Moved: Dan Wall**

**Seconded: Dr. Daniel Shmuels**

**Motion: Passed**

- Reviewed suggested changes by the Care and Treatment Committee to the Nutritional Assessment Letter for Extension of Occurrences of Food Bank Services, and offered some additional changes to content and formatting. The revised draft was included in the meeting materials.

**Motion to accept the changes to the Nutritional Assessment Letter for Extension of Occurrences of Food Bank Services as discussed.**

**Moved: Dr. Diego Shmuels                      Seconded: Dr. Daniel Shmuels                      Motion: Passed**

The next MCSC meeting is scheduled for February 23, 2024, at Behavioral Science Research Corp.

- *Vacancies* *Marlen Meizoso*

Mrs. Meizoso reviewed the vacancy report as of early February. There are vacancies on all Committees and the Partnership. Currently there are eight vacancies on Care and Treatment. If anyone knows of candidates who may be interested in the work of the Committee, they should invite them to a meeting or training, or direct them to staff.

### **VIII. Standing Business**

- *Service Standards* *All*

HRSA has requested that the planning council (Partnership) have service standards for all service categories regardless of whether or not the services are funded. At the last meeting, the Committee made a motion for FY 2023 and FY 2024 adopting service standards under PCN#16-02 with local restrictions, but the draft that was reviewed had missing pages. The Committee reviewed the corrected draft, and made a motion to accept it as presented.

**Motion to accept the Miami-Dade Ryan White Program Service Standards Excerpts for FY 2023 and FY 2024 as presented.**

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

- *Service Categories Development Continued* *All*

The Committee continued its service category development. The current version of the development document now lists the five services and status of each item. The Committee had requested edits to the Emergency Financial Assistance language and those edits were incorporated in a draft. After reviewing the draft, the following changes were requested:

- Add primary household loss of employment, loss of income, or a natural disaster as urgent needs.
- Add language to second paragraph, “excluding clients accessing Test and Treat Rapid Access Medication who do not need to meet the urgent need criteria.”
- Strike restriction that new components are storm related;
- Add restriction of up to 250% Federal Poverty Level (FPL) to the two new components; and
- Leave Test and Treat/Rapid Access (TTRA) medications at 400% FPL.

**Motion to restrict TTRA medications component to 400% FPL and two new components to 250% FPL under Emergency Financial Assistance.**

**Moved: Dan Wall                                      Second: Dr. Diego Shmuels                                      Motion: Passed**

A revised draft will be presented at the next meeting.

The Committee briefly discussed non-medical case management. Members suggested clients with high viral load or compliance issues should be directed to medical case management, and those who are more self-sufficient should be directed to non-medical case management. Peers could be moved under non-medical case management. Staff will bring draft language to the next meeting.

The Committee reviewed the Psychosocial Support Service Description. This service should be part of a multidisciplinary approach to client wellness. The prior language that was presented was reviewed and several changes were suggested simplifying the service without levels and under one billing structure. Services would be provided to clients at 400% FPL and bundled with other services to reduce stigma. This service could provide for support groups. Draft language will be provided for review at the next meeting.

The remaining service descriptions will be reviewed at the next meeting.

- *Service Descriptions Review: Food Bank* *All*

The Committee reviewed the FY 2024 service description for Food Bank which included updates to priority ranking and dates, edits incorporating the cost savings actions of the recently released County guidance letter, and language adding, “or licensed nutritionist”. The Committee suggested striking the date in item E. The Committee approved the draft with the changes.

**Motion to accept the FY 2024 draft service description for Food Bank, as presented.**

**Moved: Dan Wall** **Seconded: Louvens Fils-Aime** **Motion: Passed**

- *Vice Chair Position* *All*

At the last meeting, a Chair was elected but not a Vice Chair. The only eligible member for the Vice Chair position must be a Partnership member who is not a grantee. Mr. Siclari qualified for the position and indicated interest.

**Motion to accept Rick Siclari as Vice Chair of the Care and Treatment Committee.**

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

## **IX. New Business**

- *Clarification of Prior Motion: Date* *All*

Clarification on one of the motions made in September indicating a YR 2025 start was needed. Based on today’s Ryan White report that funding cycles will shift, the need for clarification is no longer relevant and no further action was taken.

- *Service Definition Review: Outreach and Health Insurance* *All*

The Committee reviewed the FY 2024 service definitions for Outreach and Health Insurance which included updates to priority ranking, dates, and insurance plans. The Committee made motions accepting both documents.

