



**Medical Care Subcommittee Meeting
Behavioral Science Research
2121 Ponce de Leon Blvd., Ste. 240
Coral Gables, FL 33134**

January 26, 2024 Minutes

Approved February 23, 2024

#	Members	Present	Absent	Guests
1	Baez, Ivet		X	Ana M. Nieto
2	Dougherty, James	X		Sanique Olkuch
3	Friedman, Lawrence		X	Carla Valle-Schwenk
4	Goubeaux, Robert	X		
5	Miller, Juliet		X	
6	Romero, Javier	X		
7	Serrano-Irizarry, Yendi	X		
8	Ysea, Cristhian A.	X		
Quorum: 4				Staff
				Robert Ladner
				Marlen Meizoso

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

I. Call to Order *Robert Goubeaux*

Dr. Robert Goubeaux, Subcommittee Chair, called the meeting to order at 9:43 a.m. He introduced himself, provided an overview of the work for today’s meeting, and welcomed everyone.

II. Introductions *All*

Dr. Goubeaux requested members, guests, and staff introduce themselves.

III. Meeting Housekeeping *Marlen Meizoso*

Dr. Goubeaux 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 Subcommittee the location of items and new features.

IV. Floor Open to the Public *James Dougherty*

James Dougherty, Subcommittee Vice Chair, read the following:

“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. BSR has a dedicated phone line and email 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 Subcommittee reviewed the agenda and adopted it as presented.

Motion to accept the agenda as presented.

Moved: Cristhian Ysea

Seconded: James Dougherty

Motion: Passed

VI. Review/Approve Minutes of November 17, 2023

All

Members reviewed the minutes of November 17, 2023. Dr. Friedman's name is misspelled on pages three and four. A motion to approve the minutes was made with the correction noted above.

Motion to accept the minutes of November 17, 2023, with the correction noted.

Moved: James Dougherty

Seconded: Dr. Javier Romero

Motion: Passed

VII. Reports

▪ **Ryan White Program**

Carla Valle-Schwenk

Carla Valle-Schwenk indicated that the County was preparing for the Health Resource and Service Administration (HRSA) site visit meeting next week. She thanked Care Resource and SFAN for participating in the site visit. She referenced the November 2023, Ryan White Program utilization and expenditure reports as of January 9, 2024. A total of 8,453 unduplicated clients have been served. Expenditures continue to increase as reimbursements are processed.

▪ **AIDS Drug Assistance Program (ADAP)**

Dr. Javier Romero

Dr. Javier Romero reviewed the December 2023, ADAP report as of January 8, 2024, including enrollments, expenditures, prescriptions, premium payments, and program updates. Walgreens pharmacies were added to the pharmacy benefits network as of January 1, 2024. There have been around 2,800 enrollees for Affordable Care Act (ACA) insurance plans according to American Exchange.

▪ **Vacancy Report**

Marlen Meizoso

Marlen Meizoso referenced the membership vacancy report indicating several vacancies on the Subcommittee and on the Partnership. The Subcommittee has five vacancies for members with lived experience and three seats for medical professionals.

If anyone knows of individuals interested in membership, they may contact staff, invite them to attend a meeting, or invite them to attend any Partnership training.

VIII. Standing Business

▪ **Oral Health Care Items: As Applicable**

All

There were no oral health care items for today's meeting.

▪ **Review: Ryan White Program Primary Medical Care Standards**

All

The Subcommittee reviewed the final draft of the Ryan White Program Primary Medical Care Standards including CDC vaccine recommendations and all other recommended additions discussed over the last few months. The Subcommittee requested the addition of physician associate to physician assistant since the terminology is changing. Throughout the document the terminology will be changed to read “physician assistant/physician associate”.

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

Moved: James Dougherty

Seconded: Dr. Javier Romero

Motion: Passed

▪ **Service Descriptions Review: AIDS Pharmaceutical, Mental Health, Outpatient Ambulatory** *All*

The Subcommittee reviewed a redlined version with 2024 updates (priorities and dates) of the AIDS Pharmaceutical Service Description, including additional changes requested at the November member. The Subcommittee made the following additional comments:

- Keep “a” in second paragraph;
- Add (MD, DO, ARNP, PAs) after licensed medical provider;
- Strike physician under 3. *Coordination of Care*, and change to licensed medical provider;
- Change physician to licensed medical provider throughout document; and
- Item F, make singular and reword to, “Letter of Medical Necessity: Continuous Glucose Monitoring (CGM) Devices require a completed Ryan White Letter of Medical Necessity (LOMN) (See Section V of this FY 2024 Service Delivery Manual for copies of the Letters of Medical Necessity, as amended).”

The Subcommittee voted to accept the service description with the changes as discussed.

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

Moved: Cristhian Ysea

Seconded: Dr. Javier Romero

Motion: Passed

The Subcommittee reviewed a redlined version with 2024 updates (priorities and dates) of the Mental Health Services Service Description. The Subcommittee accepted the document with the edits discussed.

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

Moved: Cristhian Ysea

Seconded: James Dougherty

Motion: Passed

The Subcommittee reviewed a redlined version with 2024 updates (priorities and dates), updates to language, strike outs of obsolete language and references of the Outpatient Ambulatory Health Services Service Description. Those items in green highlight are pending updates to the references upon receipt. The Subcommittee made the following additional comments:

- Change “Primary Care Physician” to “Primary Care Provider,” in second paragraph;
- In last sentence of second paragraph, change “Physician” to “Licensed Medical Provider,” and add (MD, DO, ARNP, Pas) after licensed medical provider;
- Strike “ Note: ViiV...” sentence under I.1(b);

- Strike “Additional;” capitalize “mental;” replace “doctor” with “licensed medical provider (MD, DO, ARNP, PAs);” and strike “nurse practitioner or physician assistant” in statement on page 89; and
- Add “Provider” to “Primary Care” in fourth bullet under B. on pg. 94.

The Subcommittee voted to accept the service description with the changes as discussed.

Motion to accept the changes to the Outpatient Ambulatory Health Services Service Description as discussed.

Moved: James Dougherty

Seconded: Cristhian Ysea

Motion: Passed

IX. New Business

▪ **Letter of Medical Necessity: Food Bank**

All

The County recently indicated that the Nutritional Assessment Letter for Extension of Occurrences of Food Bank Services would be reintroduced as a cost saving measure for the upcoming year. The letter has not been reviewed in years and is being brought to the Subcommittee for any input. The Care and Treatment Committee recommended the addition of a licensed nutritionist along with a registered dietitian. Three versions were presented: 1) the original letter; 2) the Care and Treatment edited and formatted version; and 3) a proposed updated version intended to modernize and facilitate completion of the document. The Medical Care Subcommittee reviewed and made updates to version three of the document and requested some additional changes:

- Add “licensed medical” in front of prescriber and update references within section;
- Change “affidavit” to “attestation”;
- Change “he/she” to “they”;
- Add “OR” between Prescriber and Nutritionist boxes;
- Change “mark” to “check”;
- Make type font slightly larger; and
- Make the conditions list into two columns to create more space.

The Subcommittee voted to accept the changes as discussed.

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

Moved: James Dougherty

Seconded: Dr. Javier Romero

Motion: Passed

▪ **2024 Officer Elections**

All

The Subcommittee reviewed the memo regarding the 2024 officer elections in the meeting materials. James Dougherty indicated interest in the Chair position at the prior meeting. No additional members were interested in the Chair position. Cristhian Ysea indicated he would be interested in the Vice Chair position. The Subcommittee voted on both officers since there was only one candidate for each position.

Motion to elect James Dougherty as Chair and Cristhian Ysea as Vice Chair of the Medical Care Subcommittee.

Moved: Yendi Serrano-Irizarry

Seconded: Dr. Javier Romero

Motion: Passed

▪ **Passing the Gavel**

All

Dr. Goubeaux thanked the Subcommittee and ceded the gavel to the incoming chair, James Dougherty, who led the meeting for the remainder of the agenda.

X. Announcements and Open Discussion

All

There were no announcements or open discussion items since members indicated they had no issues to raise.

XI. Next Meeting

James Dougherty

The next Subcommittee meeting is scheduled for Friday, February 23, 2024, at 9:30 a.m. at BSR. Members were encouraged to RSVP for the meeting to ensure quorum.

XII. Adjournment

James Dougherty

Mr. Dougherty thanked everyone for participating in today's meeting and requested a motion to adjourn.

Motion to adjourn.

Moved: Dr. Robert Goubeaux

Seconded: Dr. Javier Romero

Motion: Passed

The meeting adjourned at 11:03 a.m.