



**Care and Treatment Committee Meeting  
 Care Resource Health Care Center, Midtown Miami  
 3510 Biscayne Blvd, 1<sup>st</sup> Floor Community Room  
 Miami, FL 33137**

**November 14, 2024 Minutes**

*Approved Decembre 12, 2024*

#	Committee Members	Present	Absent
1	Fils Aime, Louvens	x	
2	Gonzalez, Tivisay	x	
3	Henriquez, Maria	x	
4	Leiva, German		x
5	Mills, Vanessa	x	
6	Shmuels, Daniel	x	
7	Shmuels, Diego		x
8	Trepka, Mary Jo		x
9	Wall, Dan		x
<b>Quorum: 4</b>			

Guests	
Camino, Jose	
Martinez, Mariela	
Poblete, Karen	
Santiago, Dr. Steven	
Valle-Schwenk, Carla	
Staff	
Ladner, Robert	
Meizoso, Marlen	

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** *Vanessa Mills*

Member Vanessa Mills volunteered to chair the meeting and called the meeting to order at 10:25 a.m.

**II. Introductions** *Vanessa Mills*

Members, guests, and staff introduced themselves.

**III. Meeting Housekeeping** *Marlen Meizoso*

Marlen Meizoso reviewed the meeting housekeeping presentation which detailed meeting participation reminders, people first language use, and meeting materials location.

**IV. Floor Open to the Public** *Vanessa Mills*

Ms. Mills 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 and approved it as presented.

**Motion to accept the agenda as presented.**

**Moved: Maria Henriquez**

**Seconded: Louvens Fils Aime**

**Motion: Passed**

**VI. Review/Approve Minutes of September 12, 2024**

*All*

The Committee reviewed the minutes of September 12, 2024, and approved them as presented.

**Motion to accept the minutes of September 12, 2024, as presented.**

**Moved: Maria Henriquez**

**Seconded: Dr. Daniel Shmuels**

**Motion: Passed**

**VII. Reports**

▪ *Part A*

*Carla Valle-Schwenk*

Carla Valle-Schwenk reviewed Ryan White Program (RWP) expenditures and clients served to date. As of the September report, the RWP has served 8,534 unduplicated clients, which is close to the number of clients served last year. Fifteen contracts have been executed and one contract is pending signature. At the end of October both the Ending the HIV Epidemic (EHE) and RWP grant applications were submitted. The RWP grant request is \$28 million and the EHE five-year grant request is \$6 million with incremental increases totaling \$70 million.

▪ *Part B*

*Karen Poblete*

Karen Poblete reviewed the Part B expenditure report for August which indicated 329 clients were served at a cost of \$101,389.32. There has been an increase in Emergency Financial Assistance billing due to Food Voucher access.

▪ *AIDS Drug Assistance Program (ADAP)*

*Marlen Meizoso for Dr. Javier Romero*

In Dr. Romero's absence, Mrs. Meizoso reviewed the ADAP report as of November 4, 2024, including enrollments, expenditures, prescriptions, premium payments, and program updates.

▪ *General Revenue (GR)*

*Marlen Meizoso for Angela Machado*

In Angela Machado's absence, Mrs. Meizoso reviewed the September 2024 GR Report, which indicated 937 clients were served at a cost of \$294,192.04.

▪ *Vacancies*

*Marlen Meizoso*

Mrs. Meizoso reviewed the vacancy report for October. There are vacancies on all committees and the Partnership. The Ordinance relating to the Miami-Dade HIV/AIDS Partnership has been approved and is in the ten-day veto window. Once processed by the Clerk of the Board, the Part A Recipient seat will be removed resulting in the end of Dan Wall's membership term on the Partnership and this committee. If attendees

knows of candidates who may be interested in the work of the committee, staff encouraged these persons to be invited to a committee meeting or training, or be directed to staff for further information.

- *Medical Care Subcommittee* *Marlen Meizoso*

Mrs. Meizoso reviewed the report which indicated the Subcommittee:

- Heard updates from the Ryan White Program and AIDS Drug Assistance Program (ADAP).
- Discussed the review of the Minimum Primary Medical Care Standards and issues around performance measures.
- Reviewed their 2025 meeting dates.
- Reviewed and made edits to the AIDS Pharmaceutical Assistance, Mental Health Services, and Outpatient Ambulatory Health Service categories. *Any references in the documents highlighted in green will be updated in 2025 when they are available; formatting and pagination will be correct in the final document.*

**Motion to accept the AID Pharmaceutical Assistance service description with the changes noted.**

**Moved: Maria Henriquez                      Seconded: Dr. Daniel Shmuels                      Motion: Passed**

**Motion to accept the Mental Health Services service description with the changes noted.**

**Moved: Maria Henriquez                      Seconded: Dr. Daniel Shmuels                      Motion: Passed**

**Motion to accept the Outpatient Ambulatory Health service description with the changes noted.**

**Moved: Maria Henriquez                      Seconded: Dr. Daniel Shmuels                      Motion: Passed**

The next Subcommittee meeting is scheduled for November 22, 2024, at Behavioral Science Research Corp.

## **VIII. Standing Business**

There was no Standing Business.

## **IX. New Business**

- *Service Description Review: Emergency Financial Assistance, Medical Transportation, Legal Service, Food Bank* *All*

The Committee began their review of four service descriptions: Emergency Financial Assistance, Medical Transportation, Legal Services, and Food Bank. Updates were made to dates, priority ranking, and references on the drafts. The Committee made the following additional edits:

- Under Emergency Financial Assistance, the Test and Treat Rapid Access (TTRA) protocol should be reviewed in case it needs to be updated.

**Motion to accept the Emergency Financial Assistance service description with the changes noted pending any Department of Health language to protocol.**

**Moved: Dr. Daniel Shmuels                      Seconded: Louvens Fils Aime                      Motion: Passed**

- Under Medical Transportation on page 67 the statement “Documentation...Medical Case Manager”

will be placed in bold to assist with legibility, and a statement will be added, “Appointments to pick up medical transportation do NOT count as a visit.”

**Motion to accept the Medical Transportation service description with the changes noted.**

**Moved: Tivisay Gonzalez                      Seconded: Maria Henriquez                      Motion: Passed**

- Under the Other Professional Services: Legal Services and Permanency Planning on page 79, change “people with HIV or AIDS” to just “people with HIV”; the list of services allowable should be alphabetized; and a bullet needs to be added for expungement services. Updates will be made to the service description and brought back to the Committee for review.

**Motion to table additional discussion on the Other Professional Services: Legal Services and Permanency Planning service description until the next meeting.**

**Moved: Dr. Daniel Shmuels                      Seconded: Maria Henriquez                      Motion: Passed**

- Under the Food Bank service description on page 32, change “persons who are living with HIV or AIDS” to just “persons with HIV”.

**Motion to accept the Food Bank service description with the changes noted.**

**Moved: Louvens Fils-Aime                      Seconded: Dr. Daniel Shmuels                      Motion: Passed**

- *2025 Meeting Dates* *All*

The Committee reviewed their tentative meeting dates for 2025. The Committee agreed to continue to meet on the suggested dates, times, and location. The May 2025 meeting will be for Annual Needs Assessment training. The Needs Assessment will start in June 2025 and run through September 2025, contingent on the Health Resource and Service Administration (HRSA) application submission date. Staff will bring the meeting topics for Committee review for the next meeting.

**Motion to accept the meeting schedule.**

**Moved: Louvens Fils-Aime                      Seconded: Maria Henriquez                      Motion: Passed**

- *2025 Office Elections* *All*

The Committee reviewed the memo regarding January 2025 elections for Officers. Current Chair, Dr. Mary Jo Trepka’s committee term will end after the January 2025 meeting, so she does not qualify for a second term. Nominations will be accepted at the next meeting and at the January meeting. As a reminder, the Officers of the Committee are also members of the Executive Committee.

- *2024 Capacity Survey Review* *All*

The Committee reviewed the draft survey that was tabled earlier in the year. The survey will now be used for the 2025 Needs Assessment. The document was developed using several models from other Eligible Metropolitan Areas (EMAs). The dates will be corrected to 2025 throughout the document. The Committee made the following suggestions:

- Change question 5 and 6 to 2024.
- Strike “living” from question 8.
- Add N/A column to question 14.
- Add “ed” to “report” on question on immigration status.

The Committee requested additional time to review the survey and staff will forward the survey to members for additional input due the first week of December. Compiled input will be reviewed at the next meeting.

**X. Announcements and Open Discussion**

*All*

At the next meeting RWP Part A rapid reallocations (Sweeps) will take place, so members were urged to RSVP.

No additional announcements or open discussion items were shared.

**XI. Next Meeting**

*Vanessa Mills*

The next meeting is scheduled for Thursday, December 12, 2024, at Care Resource from 10:00 a.m. to 12:00 p.m.

**XII. Adjournment**

*Vanessa Mills*

With business concluded, Ms. Mills thanked everyone for participating in today's work, wished everyone a happy Thanksgiving, and adjourned the meeting at 11:31 a.m.