



**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**

**December 12, 2024 Minutes**

#	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	
<b>Quorum: 4</b>			

Guests	
Poblete, Karen	
Santiago, Dr. Steven	
Valle-Schwenk, Carla	
Staff	
Bontempo, Christina	
Ladner, Robert	

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, Chair, welcomed everyone and called the meeting to order at 10:10 a.m.

**II. Introductions** *Dr. Mary Jo Trepka*

Members, guests, and staff introduced themselves.

**III. Meeting Housekeeping** *Christina Bontempo*

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

**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. Additional announcements were added by staff. The committee approved the agenda with the additions.

**Motion to accept the agenda with additional announcements at the end.**

**Moved: Louvens Fils Aime**

**Seconded: Dr. Daniel Shmuels**

**Motion: Passed**

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

*All*

The Committee reviewed the minutes of November 11, 2024, and approved them as presented.

**Motion to accept the minutes of November 11, 2024, as presented.**

**Moved: Louvens Fils Aime**

**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 October 2024 report, the RWP has served 8,667 unduplicated clients, which is close to the total number of clients served in FY 2023. Expenditures are close to 36% of dollars allocated. All but one contract have been executed, and that contract was reviewed by the County over 60 days ago and is awaiting subrecipient signature. As of December 6, 2024, there are 2,291 clients enrolled in one of the 62 Affordable Care Act (ACA) plans paid for by the Ryan White Program. Total ACA enrollment by RWP clients is close to last years totalof 2,733 clients enrolled in ACA plans in FY 2024. Information on two online trainings/webinars have been forwarded to providers and shared with BSR, one is on cardiac disease and the other is on HIV is Not a Crime.

▪ *Part B*

*Karen Poblete*

Karen Poblete reviewed the Part B expenditure report for September 2024, which indicated 371 clients were served at a cost of \$91,851.73. October expenditures should be available next month.

▪ *AIDS Drug Assistance Program (ADAP)*

*Christina Bontempo for Dr. Javier Romero*

In Dr. Romero’s absence, Ms. Bontempo reviewed the ADAP report as of December 2, 2024, including enrollments, expenditures, prescriptions, premium payments, and program updates.

▪ *General Revenue (GR)*

*Christina Bontempo for Angela Machado*

In Angela Machado’s absence, Ms. Bontempo reviewed the October 2024 GR Report, which indicated 1,171 clients were served at a cost of \$395,739.76.

▪ *Vacancies*

*Christina Bontempo*

Ms. Bontempo reviewed the vacancy report for November. The changed Ordinance relating to the Miami-Dade HIV/AIDS Partnership has been approved and the current vacancies reflect the roster changes. There are also vacancies on the Committees and Subcommittee. There is one new applicant for the Care and

Treatment Committee, Dr. Steven Santiago. Dr. Santiago expressed his interest in the Committee and was recommended for membership.

**Motion to recommend Dr. Steven Santiago as a member of the Care and Treatment Committee.**

**Moved: Dr. Daniel Shmuels**

**Seconded: German Leiva**

**Motion: Passed**

If attendees know of any additional candidates who may be interested in the work of any of the committees, please invite these persons to a committee meeting or training, or direct them to staff for further information.

- *Medical Care Subcommittee*

*Dr. Mary Jo Trepka*

Dr. Trepka reviewed the report which indicated the Subcommittee:

- Heard updates from the Ryan White Program and AIDS Drug Assistance Program (ADAP).
- Continued the review of the Minimum Primary Medical Care Standards.
- Nominated the current officers for a second-term; elections will take place in January.
- Reviewed and approved their 2025 calendar of activities.

The next Subcommittee meeting is scheduled for January 24, 2025, at Behavioral Science Research Corp.

### **VIII. Rapid Reallocation**

The RWP Part A Sweeps #2 sheet was reviewed and indicated a proposed reduction of \$1,870,635 in potentially under-spent dollars and reallocation of the same amount to address requests by subrecipients. Based on 2024 priority rankings and data in the Dashboard Cards (both attached), and on the basis of specific requests by categories, the Committee agreed to allocate this funding to address potential shortfalls in medical case management, outpatient/ambulatory health services, mental health services, oral health care, substance abuse services (residential) and medical transportation.

**Motion to accept the Ryan White Part A Sweeps 2 funding recommendations as presented.**

**Moved: Louvens Fils Aime**

**Seconded: Dr. Daniel Shmuels**

**Motion: Passed**

Historically, following the final Fiscal Year Sweeps, the Recipient requests authorization to make a final administrative allocation of funds prior to the close of fiscal year. This authorization allows the Recipient to maximize expenditures and avoid an additional contract amendment process. The Recipient will report the final allocations report to the Partnership after the close of the Fiscal Year. The Committee moved to authorize this administrative action if necessary.

**Motion to authorize the Miami-Dade County Office of Management and Budget - Grants Coordination to make last minute allocations prior to the close of the fiscal year to maximize expenditures, and then provide final allocations at the close of the fiscal year.**

**Moved: Dr. Steven Santiago**

**Seconded: Louvens Fils Aime**

**Motion: Passed**

Ms. Valle-Schwenk advised that Partnership action to request carry-forward of unexpended funds after the close of the fiscal year will not be needed, since the Health Resources and Service Administration has made this an administrative function.

## IX. Standing Business

- *2025 Office Nominations* *All*

The Committee was reminded that at last month's meeting staff provided a memo about 2025 Officer elections. Dr. Trepka will be terming off after the January meeting, so members were queried for interest in being nominated for either officer position. Dr. Steven Santiago and Maria Henriquez expressed interest as chair and vice-chair, respectively. An election will take place next month.

- *2025 Calendar of Activities* *All*

The Committee reviewed their calendar of meeting activities for 2025.

- *2025 Capacity Survey Review Continuation* *All*

The Committee reviewed the draft survey with some of the suggested changes from the prior meeting. The distribution date is subject to change, depending on the approval date of the meeting.

Committee members brought up issues related to Medical Case Management follow-up for clients in substance abuse and the high turn-over rate of medical case managers. Specifically, clients and providers trying to reach medical case managers are frequently unaware whom to contact.

The Committee made some additional suggestions to the survey:

- Make Hepatitis on page 8 lowercase.
- Remove HIV+ throughout document, instead use "clients with HIV".

**Motion to accept the 2025 Capacity Survey with changes as discussed.**

**Moved: Dr. Daniel Shmuels**

**Seconded: Tivisay Gonzalez**

**Motion: Passed**

## X. New Business

- *Service Description Review: Legal Service and Health Insurance* *All*

The Committee reviewed the draft of the service description for Other Professional Services: Legal Services and Permanency Planning. Updates were made to dates, priority ranking, references, alphabetizing services and inclusion of note on expungement services on the draft. The Committee suggested editing the language under expungement to be "through the State Attorney's Office".

**Motion to accept the Other Professional Services: Legal Services and Permanency Planning service description with the changes indicated in the draft and noted, above.**

**Moved: Louvens Fils Aime**

**Seconded: Dr. Daniel Shmuels**

**Motion: Passed**

The Committee reviewed the draft of the service description for Health Insurance Premium and Cost Saving Assistance for Low-Income Individuals. Updates were made to dates, priority ranking, and insurance references. The Committee approved the draft.

**Motion to accept the Health Insurance Premium and Cost Saving Assistance for Low-Income Individuals service description with the changes indicated in the draft.**

**Moved: Dr. Daniel Shmuels**

**Seconded: German Leiva**

**Motion: Passed**

**XI. Announcements and Open Discussion**

*All*

The next new member orientation is scheduled for January 15, 2025 via Microsoft teams.

Staff walked the Committee through some website improvements on [www.aidsnet.org](http://www.aidsnet.org) including the countdown clock for the next meeting and location of meeting documents. Everyone was reminded meeting materials are accessible online, before, and after meetings.

There were no open discussion items.

**XII. Next Meeting**

*Dr. Mary Jo Trepka*

The next meeting is scheduled for Thursday, January 9, 2025, at Care Resource from 10:00 a.m. to 12:00 p.m.

**XIII. Adjournment**

*Dr. Mary Jo Trepka*

With business concluded, Dr. Trepka thanked everyone for participating in the meeting and wished everyone happy holidays. She adjourned the meeting at 11:38 a.m.