



**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**

**January 9, 2025 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       |        |
| 8                | Santiago, Steven   |         | X      |
| 8                | Shmuels, Diego     | X       |        |
| 9                | Trepka, Mary Jo    | X       |        |
| <b>Quorum: 4</b> |                    |         |        |

| Guests               |  |
|----------------------|--|
| Lee, Crystall        |  |
| Poblete, Karen       |  |
| 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** *Dr. Mary Jo Trepka*

Dr. Mary Jo Trepka, Chair, welcomed everyone and called the meeting to order at 10:11 a.m.

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

Members, guests, and staff introduced themselves.

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

Marlen Meizoso reviewed some highlights of the housekeeping presentation which detailed meeting participation reminders, people first language use, and meeting etiquette. She directed attendees to access the meeting presentation via the QR code on the agenda.

**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. Staff requested the addition of the Partnership report to Committees after vacancies and announcements. The committee approved the agenda with the additions.

**Motion to accept the agenda with additional additions as discussed.**

**Moved: Vanessa Mills**

**Seconded: Dr. Daniel Shmuels**

**Motion: Passed**

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

*All*

The Committee reviewed the minutes of December 12, 2024, and a request was made to correct the attendance indicating Daniel Shmuels, not Diego Shmuels was present. A motion was made to approve the minutes with the correction.

**Motion to accept the minutes of December 12, 2024, with the correction noted.**

**Moved: Vanessa Mills**

**Seconded: Tivisay Gonzalez**

**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 November 2024 report, the RWP has served 8,772 unduplicated clients. Expenditures almost 45% of dollars allocated under Part A and almost 42% under Minority AIDS Initiative (MAI). The top three services used under Part A were Medical Case Management, Outpatient/Ambulatory Health Services, and Food Bank. Under MAI, the top three services were Medical Case Management, Outpatient/Ambulatory Health Services, and Medical Transportation. The last contract is in the final process and should be executed by next week. Aside from three site visits scheduled, all site visits for this year are done. Award and reduction letters for the sweeps have gone out. The estimated unspent and carry-over request have been submitted to HRSA. The RSR reports will be sent out next week with a return date mid-February. On February 10, there will be a Subrecipient Forum held. Program managers and decision makers should attend. The last cycle of funding for the RFP begins in March. A new RFP will be released in the next few months.

There are 2,831 clients enrolled in one of the 62 Affordable Care Act (ACA) plans paid for by the Ryan White Program for FY 2025, up from last year's total of 2,733. Open enrollment ends January 15, 2025.

*Part B*

*Karen Poblete*

Karen Poblete reviewed the Part B expenditure report for October 2024, which indicated 345 clients were served at a cost of \$130,130.93. The referral form to access Part B has been shared by the Part A program. Site visits were conducted in November with providers, there are no findings to report.

▪ *AIDS Drug Assistance Program (ADAP)*

*Marlen Meizoso for Dr. Javier Romero*

In Dr. Romero's absence, Mrs. Meizoso reviewed the ADAP report as of January 6, 2025, including enrollments, expenditures, prescriptions, premium payments, and program updates.

▪ *Vacancies*

*Marlen Meizoso*

Mrs. Meizoso reviewed the vacancy report for January 2025. Current vacancies reflect the roster changes of the revised ordinance. There are five opportunities for Ryan White Program clients and seven General Membership opportunities on the Partnership. There are also vacancies on the Committees and Subcommittee. On Care and Treatment, there are seven seats open. 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.

### **VIII. Standing Business**

- *2025 Capacity Survey Discussion* *All*

At the last meeting, the Committee approved the survey, but additional edits were needed, as indicated on the disclaimer at the top of the form. Staff presented some additional edits for clarity and uniformity. The Committee requested the following suggestions for the survey:

- On page 3, change wording on questions 9 and 10 to read “please indicate if you have”
- On page 4, question 14 add “medical” after core
- Add after question 13, new question “Do you have succession planning for your HIV medical providers?” with yes/no reply
- Delete partner notification section from question 17
- Add “Lack of HIV trained medical personnel” to question 25 and add “other” with a text box.

The changes will be brought back to ensure no additional clarifications or corrections are needed.

### **IX. New Business**

- *Service Description Review: Medical Care Management and Outreach* *All*

The Committee reviewed the draft of the service description for Medical Case Management. Updates were made to dates, priority ranking, references, and a few areas which needed clarification. The Committee suggested the following additional edits:

- On page 53, add (MD, DO, APRN, PAs) since it is the first appearance and strike rest throughout the document
- On page 55, keep training language that is highlighted
- On page 57, strike (MD, DO, APRN, PAs)

### **Motion to accept the Medical Case Management service description with the changes indicated in the draft and noted above.**

**Moved: Dr. Diego Shmuels**

**Seconded: Maria Henriquez**

**Motion: Passed**

The Committee reviewed the draft of the service description for the Outreach with updates to dates, priority ranking, and references. The Committee made the following additional edits:

- Check if Take Control Events are taking place
- Check if the Take Control Event code is being billed
- Change line on page 97 to “Ryan White Program-funded outreach providers shall cooperate with the FDOH-MDC’s Early Intervention Counseling and Testing initiatives.”
- Strike “MD, DO, APRN, PAs” on page 101

- Change “events” to “initiatives” as in “initiatives such as ‘Take Control Miami.’”
- Leave text highlighted on page 106.

Staff will make the edits and bring these back to the Committee.

▪ *2025 Officer Elections*

*All*

The Committee was reminded of the election memo in the meeting packets. There were two candidates interested in the officer positions, Dr. Steven Santiago for chair and Maria Henriquez for vice chair. Ms. Henriquez withdrew her nomination. The only other candidate who qualified as a Partnership member was Dr. Diego Shmuels. Dr. Shmuels agreed to serve as an officer. The Committee made motions for the officers.

**Motion to select Dr. Steven Santiago as chair of the Care and Treatment Committee.**

**Moved: Vanessa Mills**

**Seconded: German Leiva**

**Motion: Passed**

**Motion to select Dr. Diego Shmuels as vice chair of the Care and Treatment Committee.**

**Moved: Vanessa Mills**

**Seconded: Tivisay Gonzalez**

**Motion: Passed**

▪ *Passing of the Gavel*

*All*

With the conclusion of the elections, Dr. Trepka passed the gavel to Dr. Shmuels to lead the remainder of the meeting. She thanked the Committee for the opportunity to serve and the Committee thanked her for serving as Chair and a member for six years.

**X. Announcements and Open Discussion**

*All*

The next new member orientation is scheduled for January 15, 2025, via Microsoft Teams. In addition, for those interested in the Partnership, there is a special briefing on meeting items the week before the Partnership meeting, so the next “Report for Action!” briefing is scheduled for January 31, 2025.

There were no open discussion items.

**XI. Next Meeting**

*Dr. Diego Shmuels*

The next meeting is scheduled for Thursday, February 13, 2025, at Care Resource from 10:00 a.m. to 12:00 p.m.

**XII. Adjournment**

*Dr. Diego Shmuels*

With business concluded, Dr. Shmuels thanked everyone for participating in the meeting and adjourned the meeting at 11:22 a.m.