



**Medical Care Subcommittee Meeting  
Behavioral Science Research  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134**

**February 28, 2025 Minutes**

*Approved March 28, 2025*

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

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#mcsc1>.

**I. Call to Order**

*James Dougherty*

James Dougherty, Subcommittee Chair, called the meeting to order at 9:34 a.m. He introduced himself, provided an overview of the work for the meeting, and welcomed everyone.

**II. Introductions**

*All*

Mr. Dougherty requested that members, guests, and staff introduce themselves.

**III. Meeting Housekeeping**

*James Dougherty*

Mr. Dougherty reviewed the meeting housekeeping presentation indicating people first language, meeting protocols, location of Subcommittee meeting items online; and indicated staff as resource persons.

**IV. Floor Open to the Public**

*Cristhian Ysea*

Cristhian Ysea, 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 accepted it as presented.

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

**Moved: Ivet Baez**

**Seconded: Dr. Lawrence Friedman**

**Motion: Passed**

**VI. Review/Approve Minutes of January 24, 2025**

*All*

Members reviewed the minutes of January 24, 2025, and made a motion to accept the minutes as presented.

**Motion to accept the minutes of January 24, 2025, as presented.**

**Moved: Yendi Serrano-Irizarry**

**Seconded: Cristhian Ysea**

**Motion: Passed**

**VII. Reports**

▪ **Ryan White Program**

*Ana Nieto for Carla Valle-Schwenk*

Ana Nieto reviewed the Ryan White Program (RWP) expenditures and clients served to date as of the end of February. As of the January report (printed 2/26/25), the RWP has served 9,199 unduplicated clients. All contracts have been executed, and billing is being processed. Work on Ryan White HIV/AIDS Program Services Report (RSR) is in progress. All RWP subrecipient site visits have been completed, and compliance reports are in progress and should be shared by May. RWP award letters have been sent out to subrecipients.

Carla Valle-Schwenk stated that the Health Resources and Service Administration (HRSA) project officer has indicated that all materials including documents, the website, and contracts must comply with executive orders. Clients are encouraged to use telehealth if they do not feel comfortable going into the office and the ADAP program provides a 90-day supply of medications. Hormone therapy replacement for gender affirming care will no longer be included in allowable services.

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

*Dr. Javier Romero*

Dr. Javier Romero reviewed the January 2025 ADAP report as of February 3, 2025, including enrollments, expenditures, prescriptions, premium payments, and program updates. Dr. Javier Romero indicated 2,907 clients are enrolled in Affordable Care Act (ACA) plans. There were 30 clients who enrolled in unapproved plans. As a reminder, clients have the option to pick up their medications where they choose.

▪ **Vacancy Report**

*Marlen Meizoso*

Mrs. Meizoso referenced the February vacancy report indicating several vacancies on the Subcommittee and on the Partnership. There is an interested physician candidate who has submitted an application but is sorting out scheduling and hopes to attend the next meeting. If anyone knows of any additional individuals interested in membership, they may contact staff, invite them to attend a meeting, or invite them to the next New Member Orientation.

## VIII. Standing Business

### ▪ **Oral Health Care Items: Service Descriptions**

*All*

At the last meeting there was a request for data on how many clients exceeded the \$6,500 Oral Health Care (OHC) expenditure limit in order to estimate the potential impact of reinstating a spending cap. In FY 2023, 34 clients exceeded the \$6,500 cap for OHC. The average cost per client was \$1,341.82. In FY 2022, 19 clients exceeded the \$6,500 cap for OHC. The average cost per client was \$1,272.78. Most of the overages are for dentures, crowns, and pontics. The Subcommittee agreed to reinstate the cap and keep the language for possible overrides as written.

**Motion to approve the Oral Health Care service description as presented.**

**Moved: Dr. Lawrence Friedman**

**Seconded: Cristhian Ysea**

**Motion: Passed**

### ▪ **Minimum Primary Medical Care Standards**

*All*

Staff provided the Subcommittee with red-lined and clean versions of the Minimum Primary Medical Care Standards which were updated to IDSA recommendations. The following edits were suggested:

- Add, “at a minimum” to last statement regarding testing every 6 months and add at the end of the statement, “or more frequently as medically needed”;
- Add an asterisk \* and place disclaimer, “Subject to change to be in compliance with EXECUTIVE ORDERS. These standards are current as of xx/xx/xx”;
- On page 9, number 23, add, “still” to statement, “but is necessary...”;
- On page 9, number 30, change “indicate” to “indicated”; and
- On page 10, number 38, strike, “For” and start with, “All”.

It was suggested that as part of the RWP contract language and auditing process, clinicians should review and sign the document to indicate they have read it, and that a file copy should be kept in the personnel files for potential auditing purposes.

**Motion to approve the Minimum Primary Medical Care Standards as discussed.**

**Moved: Juliet Miller**

**Seconded: Dr. Lawrence Friedman**

**Motion: Passed**

## IX. New Business

### ▪ **Source of Income Disclosures**

*All*

Subcommittee members were reminded to complete the annual Source of Income disclosures in their meeting packets and return them to staff. Staff have prepopulated the document based on last year’s filing, but if any information is incorrect or needs to be added then corrections to the form are requested. All filings of the Source of Income Statement must be completed by the July 1, 2025, deadline.

**X. Announcements and Open Discussion**

*All*

Mrs. Meizoso announced the next Get on Board training will be on the Ryan White Part A Program, on March 5, 2025.

No open discussion items were shared.

**XI. Next Meeting**

*Cristhian Ysea*

The next Subcommittee meeting is scheduled for Friday, March 28, 2025, at 9:30 a.m. at BSR.

**XII. Adjournment**

*James Dougherty*

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

**Motion to adjourn.**

**Moved: Yendi Serrano-Irizarry**

**Seconded: Juliet Miller**

**Motion: Passed**

The meeting adjourned at 10:51 a.m.