



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

April 10, 2025 Minutes

Approved May 8, 2025

#	Committee Members	Present	Absent
1	Fils Aime, Louvens	X	
2	Henriquez, Maria	X	
3	Leiva, German	X	
4	Mills, Vanessa	X	
5	Santiago, Steven		X
6	Shmuels, Daniel	X	
7	Shmuels, Diego	X	
Quorum: 3			

Guests	
Lee, Crystal	
Pache, Rosa	
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. Diego Shmuels

Dr. Diego Shmuels, Vice Chair, welcomed everyone and called the meeting to order at 10:14 a.m.

II. Introductions

All

Dr. Diego Shmuels requested members, guests, and staff introduce themselves.

III. Meeting Housekeeping

Dr. Diego Shmuels

Dr. Diego Shmuels reviewed the housekeeping presentation which detailed meeting participation reminders, people first language use, and meeting etiquette including access to the meeting materials via the QR code on the agenda.

IV. Floor Open to the Public

Dr. Diego Shmuels

Dr. Diego Shmuels 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. The 2026 Special Projects Discussion and Needs Assessment Input Discussion were swapped since the former may inform the later topic.

Motion to accept the agenda as discussed.

Moved: German Leiva

Seconded: Dr. Daniel Shmuels

Motion: Passed

VI. Review/Approve Minutes of February 13, 2025

All

The Committee reviewed the minutes of February 13, 2025, and approved them as presented.

Motion to accept the minutes of February 13, 2025, as presented.

Moved: Vanessa Mills

Seconded: German Leiva

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 February 2025 report (compiled 3/25/2025), the RWP has served 9,267 unduplicated clients. Final expenditures are still being tallied. The latest report shows 86% of Part A Funds expended. Minority AIDS Initiative (MAI) funds show almost 57% of dollars expended. Final figures should be available by May. To comply with federal executive orders, legal services for name changes and medication administration of hormone therapy for transgender clients has ceased. All clients are still encouraged to keep their HIV care appointments. Notification of any changes to the MAI program have not been received. The RWP staff are no longer working remotely as of April 15, 2025. A new staff member, Tivisay Gonzalez, has been hired as a Special Project Administrator II and will be assisting Ms. Valle-Schwenk.

▪ *Part B*

Karen Poblete

Karen Poblete reviewed the Part B expenditure reports for January and February 2025, which indicated 463 clients were served at a cost of \$8,244.13 in January, and 501 clients were served at a cost of \$113,667.76 in February. The contract year ended on March 31 and a new contract year has started. The report's appearance has changed since a new system is being used.

▪ *AIDS Drug Assistance Program (ADAP)*

Marlen Meizoso for Dr. Javier Romero

In Dr. Romero's absence, Marlen Meizoso reviewed the February 2025 ADAP report as of March 3, 2025, including enrollments, expenditures, number of prescriptions, premium insurance payments, and program updates.

▪ *General Revenue (GR)*

Marlen Meizoso for Angela Machado

In Ms. Machado's absence, Mrs. Meizoso reviewed the January 2025 General Revenue report which indicated 722 clients were served for a cost of \$340,822.02.

▪ *Vacancies*

Marlen Meizoso

Mrs. Meizoso reviewed the vacancy report for March 2025. There are five opportunities for Ryan White Program clients and seven General Membership opportunities on the Partnership. There are also vacancies on all the committees and the subcommittee. On Care and Treatment, there are nine seats open with Tivisay Gonzalez's resignation. If attendees know of any interested applicants for the committees, please invite these persons to a committee meeting or training, or direct them to staff for further information.

▪ *Medical Care Subcommittee Report*

Dr. Diego Shmuels

Dr. Diego Shmuels reviewed the report which indicated the Subcommittee:

- Heard updates from the Ryan White Program and AIDS Drug Assistance Program (ADAP);
- Welcomed Dr. Vanessa Rojas as a new member;
- Reviewed and is revising the Allowable Medical Conditions List; and
- Discussed 2026 Special Projects.

Following review and editing of the Oral Health Care service description, the Subcommittee recommended the following motion:

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

Moved: Dr. Daniel Shmuels

Seconded: German Leiva

Motion: Passed

Following review and editing of Minimum Primary Medical Care Standards, the Subcommittee recommended the following motion:

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

Moved: Dr. Daniel Shmuels

Seconded: German Leiva

Motion: Passed

The Subcommittee reviewed, added clarifying language, and made some editorial edits to the Letter of Medical Necessity for Dental Implants. Changes are reflected in the revised document.

Motion to approve the revisions to the Letter of Medical Necessity for Dental Implants.

Moved: Vanessa Mills

Seconded: Maria Henriquez

Motion: Passed

The next Medical Care Subcommittee meeting is scheduled for April 25, 2025, at Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134.

VIII. Standing Business

▪ *Edits to 2025 Provider Capacity Survey*

All

The Committee approved the 2025 Provider Capacity Survey, which included additional edits made to comply with federal executive orders. The Committee reviewed the edits and approved the changes.

Motion to approve the 2025 Provider Capacity Survey as discussed.

Moved: Dr. Daniel Shmuels

Seconded: German Leiva

Motion: Passed

IX. New Business

■ *2026 Special Projects Discussion*

All

As part of the annual staff support budget process approved last year, committees and the subcommittee are being polled for any request for support of special projects above and beyond the annual activities such as needs assessment, comprehensive planning, PSRA, and efficiency of administrative mechanism. Results of the special projects request will be shared with the Executive Committee. The Committee began their discussion by reviewing last year's request which focused on why clients are dropping out of care. The Florida Department of Health in Miami-Dade County are supposed to work on a Data 2 Care project which would track clients who have been identified as being out of care. Some clients know they are positive but are scared and do not want to go into care. Sometimes clients who are newly diagnosed have had a negative experience with their healthcare provider, which dissuades them from following through with appointments. Under the Ending the HIV Epidemic (EHE) program, training of hospital emergency room staff to provide more culturally competent and receptive care would help.

■ *Needs Assessment Input Discussion*

All

Staff inquired if the Committee wanted to have a special session at their June meeting specifically inviting clients to provide input. In the past this has not yielded helpful results so members indicated that input is always included on all agendas and a set aside is not needed. When client input is being shared such as the Client Satisfaction Survey results, clients should be invited to attend to hear the results, receive updates on issues being addressed, and why some issues can't be addressed.

■ *Annual Source of Income Forms*

All

Staff reminded the Committee that the annual Source of Income forms were in their meeting packets and are due to the County before July 1. These should be completed and submitted immediately.

X. Announcements and Open Discussion

All

The next New Member Orientation training has been rescheduled for May 7, 2025, via Microsoft Teams.

There were no open discussion items.

XI. Next Meeting

Dr. Diego Shmuels

The next meeting is scheduled for Thursday, May 8, 2025, at Care Resource from 10:00 a.m. to 12:00 p.m.

XII. Adjournment

Dr. Diego Shmuels

With business concluded, Dr. Diego Shmuels thanked everyone for participating in the meeting and adjourned the meeting at 11:52 a.m.