



**Florida Department of Health in Volusia County
Partnership for Comprehensive HIV/AIDS Planning (PCHAP)
Meeting Location Room 516 B
January 16, 2020 4:00 p.m. – 5:00 p.m.**

Planning Body Meeting Minutes

Attendees: Charles Bethune, Thomas Bryant III, Tony Broxton, John D., Jack Garcia, David Gaeta, Akisia German, John Gonzalez, Tomas Greiner, Michael Hall, Terrell Jackson, Mary Lachendro, Lorraine Pedro, Cynthia Ross.

Speaker	Topic	Discussion
Tomas Greiner, Chair	Welcome/Call to Order	<ul style="list-style-type: none"> • Meeting called to order. • Reviewed Code of Conduct • Notice of Public Meeting and Self -Disclosure • Roundtable Introductions
	Moment of Silence	
	PCHAP Business	<p>Past Meeting Minutes Approval</p> <ul style="list-style-type: none"> • December 2019 subcommittee meeting minutes were approved, revisions were accepted. October 2019 planning body meeting will be sent electronically for e-approval. <p>PCHAP Overview</p> <ul style="list-style-type: none"> • <p>Ryan White Quarterly Expenditures and RSR Data:</p> <ul style="list-style-type: none"> • Tomas explained that Ryan White eligibility is statewide but services like dental, transportation and food voucher are meant to be administered locally. Consumers have the right to choose a physician that best meet their needs without limitation of where the physician is located. • Ryan White budget and demographics were reviewed. The only notable change to the budget and demographics report was in linguistic. One client received support services provided by Easter Seals which took the category from zero to 7% since last month. • Cindy made a recommendation to increase percentage for food vouchers. She explained that food vouchers that are on the verge of expiring can be sent to the company to have a new expiration date printed to ensure all vouchers that have been purchased can be distributed to clients.

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		<p>Priorities and Allocations: The annual Priorities and Allocations review for Ryan White service priorities and funding allocations for the next contract year (April 2020 – March 2021) in Volusia and Flagler counties are due.</p> <ul style="list-style-type: none"> • Tomas pointed out the five service categorical areas where funds have previously been allocated but very minimally expended. Cindy added the example that clients may use the medical nutrition service but once billed it translates to an insurance payment so it appears that the services is not used or severely underused. Additionally, Tomas emphasized the importance of ranking services based on the previous year’s utilization, prioritization is key in making the recommendations. • Priorities and Allocations ranking form was due electronically by January 9th. Three voting members submitted rankings however to reach a quorum four of voting members needed to respond. The group agreed to resubmit rankings, that the four voting members present at today’s meeting would submit their rankings, Akisia will then send the service ranking 2020-2021 results via email for all voting members to approve by email. • A special meeting will be scheduled in February to vote and approve 2020-2021 Priorities and Allocations.
	<p>Agenda Topics & Updates</p>	<p>ADAPT Pharmacy Tomas briefly discussed the document about ADAPT Switching to CVS Specialty Pharmacy. If a prescription is being escribed to CVS Specialty Pharmacy, it should also be faxed to Patti Leagle for approval. Members have been provided with the document</p> <p>Case Management List:</p> <ul style="list-style-type: none"> • The group previously requested a current list of Ryan White, Area 12 case managers and their contact information. The list for Department of Health in Volusia County were provided, Mary agreed to send Akisia a list of current case managers and contact information for Flagler County to be added to the list. <p>PCHAP Meetings:</p>

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- The 2020 PCHAP subcommittee and planning body meeting schedule was provided, the meeting schedule will be added to the website. Akisia highlighted that the meeting locations will likely change due to co-locating, relocating and building renovations.

Other:

- Tomas encouraged those who qualify to apply for official PCHAP membership so that adequate representation (consumer, provider, DOH) from every area is present. A maximum of two members from each area can be delegated as voting members.
- Jack expressed concerns about dental services available to RW clients. Tony clarified to the group that each client is allotted \$3000 for dental services, once that dollar amount is reached or exceeded the client will not have access to dental services for the remainder of the budget year. There are processes in place to assist clients with dental care in extraordinary circumstances.
- Tony expressed the importance of scheduling an appointment time to collect monthly food vouchers. Clients should come to the appointment in a “current” status, be in care and adherent to the program. Tomas recommended that the group vote to change the terminology currently listed in the service guidelines that suggest a stipulation that discourages food voucher distribution based on client adherence. He added that clients must see their case managers to receive food vouchers which means they are currently in care and may provide an opportunity for case managers to address barriers that may be preventing clients from staying in care.
- Thomas provided an update about Ryan White hiring process. The advertisement for Ryan White case manager supervisor recently closed. He is in the process of developing interview questions and establishing an interview team. TBIII recommended that an external individual (outside of DOH-Volusia) be a part of the interview team, a representative from PCHAP would be ideal. Jack suggested a consumer would be a good fit for the team to operate as both consumer and PCHAP member. Tomas is available to serve in this capacity as well.
- Marvin sent an update in his absence that the welcome packet is almost completed and ready to be sent to the printer. He will provide the group with the final product when the document is solidified.

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		<ul style="list-style-type: none"> • Tomas made the announcement that Commissioner Henry, Daytona Beach has agreed that the City of Daytona Beach will sponsor World AIDS Day this year. She is also interested in attending this first World AIDS Day committee meeting of 2020. Thomas mention the necessity to be inclusive of Flagler County as we plan future Area 12 activities and events. Mary offered to help promote the events on a Flagler-based radio station. • The PLOT group met and began working on the comprehensive plan for prevention. The State has not yet submitted their approved comprehensive care. When this document is received, a subgroup will work on a comprehensive plan for patient care.
	Upcoming Events	World's AIDS Day committee meeting begin in February 2020.
	Adjournment	5:10 p.m.