

Southwest Florida Regional HIV/AIDS Council (RHAC)

Minutes from March 21, 2007, Regular Meeting of RHAC

Riverside Community Center, Fort Myers, Florida

Attendance List attached

- I. Attendees introduced themselves. It was determined a quorum was present (10 of 15 present). Dillard Larson sat in for Bill Little as the chair for the meeting.
- II. The minutes were reviewed. Pat Dobbins made the motion to approve the minutes. Jeff Trout seconded the motion. All voted in favor to approve the 12/6/06 minutes as presented.
- III. Local Advisory Group Reports
 - a. Hendry/Glades Advisory Group had no report.
 - b. Lee County Advisory Group had no report.
 - c. Collier County Advisory Group had no report.
 - d. Charlotte County Advisory Group had no report.
 - e. DeSoto County Advisory Group is still in the process of being set up.
- IV. Committee Reports
 - a. Ad Hoc Criteria Committee
 - i. Mary Kay Burns reported on the Ad Hoc Criteria Committee. A conference call was held with the members of the sub-committee in which a checklist for Provider Care Criteria was created. Dr. Hartner expressed concern over the wording for #8D. After much discussion the Ad Hoc committee agreed to reconvene via conference call; work on the wording for #8D and bring any changes to the next RHAC meeting.
 - b. Clinical Committee
 - i. Sharon Murphy reported for the Clinical Committee. At the last Clinical Committee meeting held, ADAP concerns were addressed. Dr. Nist is a member of the ADAP Committee and will present these concerns to the ADAP Committee in June. The next Clinical Committee meeting will focus on Auditing tools and will be held on April 2, 2007.
 - c. Case Management Committee
 - i. Ruth Pinkerton reported for the Case Management Committee. R. Pinkerton introduced the new eligibility requirements. HOPWA, AICP, ADAP, and RW II will all be utilizing one application for eligibility. However, clients must still meet specific programmatic requirements.
 - ii. R. Pinkerton spoke about the Five Wishes document that can be substituted for a living will in the state of Florida. At this time the Five Wishes document is available in English and Spanish. Mary Kay Burns informed RHAC that some community organizations may help with the purchasing of these documents for members of the community.
 - d. Prevention Committee
 - i. Peter Bright reported for the Prevention Committee. A handout was presented to the RHAC members. The next Prevention meeting will be held April 19 & 20, 2007 in Tampa. Peter Bright and Amy Zamot will be attending. The national HIV/AIDS hotline is now operated by the American Social Health Association; it was advised that every one check to make certain their information is up-to-date.

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V. Lead Agency Report

a. Financial Reports – Mike Waite

- i. HOPWA is 39% under spent at this time. Last year HOPWA was spent at \$470,609.37. This years spending is \$319,819.63. Clarke Kirby noted a new HOPWA line item being introduced to next year's contract. This includes security deposits and first months rent. The HOPWA contract expires June 30.
- ii. RW II received \$1,479,773.00 for this years contracted budget. RWII is \$1,500.00 overspent prior to the end of the 2006-2007 contract. At this time there is \$40,000 of unbilled encumbrances that are outstanding. A request for a budget amendment is being made to C. Kirby due to the overspent budget.

b. Program Reports – Susan Barrows

- i. The RWII team has diligently been contacting providers to inform them of their outstanding invoices as we near the end of this contract year.
- ii. The new eligibility training was held at CCC. Any of the eligibility documents from the training can be found on the HPC website.
- iii. Clarke Kirby has the signed contracts from the state and will send them to HPC. When received by HPC the subcontracts will be sent out to the providers.

c. Planning Update – Susan Mitchell

- i. S. Mitchell presented the updated action plan. Outstanding and upcoming items include: cultural competency assessment, DEBI/REP training, substance abuse training, and acuity levels.
- ii. S. Mitchell presented the RHAC with the protocol and sample set information for the upcoming Statewide Needs Assessment Survey. The survey tool and information will be up on the HPCSWF website April 2 to begin the data collection that will run from April through December 2007.

VI. HAPC/RMAC

- a. Amy Zamot reported the Silence is Death has sparked interest from citizens of the community. Three counties received small grants as incentive to work with Silence is Death in their communities. Sarasota and Collier received \$20,000 each. Lee received \$30,000. Amy Zamot attended the Black Church Week of Prayer and received wonderful feedback from the community. Amy Zamot now has 4 liaisons who will aid her within the community.
- b. Hendry/Glades County Health Department was invited to participate with 41 pastors for a Prayer Breakfast in Clewiston where Amy Zamot was a speaker.
- c. All Titles Meeting March 28-29 in Orlando
 - i. Susan Mitchell will be attending along with many others from the RHAC.

VII. Public Comment

- a. Dillard Larson reported on the Patient Care Committee. The Committee met on February 1 and 2. The Bureau and RW/Eligibility was updated. The outcomes of the meeting were a completed checklist for the Bureaus goals and objectives and a disaster plan with a standard care document. D. Larson updated the group on his trip to New Orleans for the National Persons Living with HIV/AIDS conference.
- b. John Runde presented Scott Tims with a certificate for becoming the new 501 Trainer.
- c. Susan Barrows asked for volunteers to help with an event in May to recognize the hard work in the community (previously RHAC Worlds AIDS Day event). Sharon Murphy volunteered.

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RHAC Members and Guests Attendance List 2006-2007		05/24/06	06/24/06 Cancelled	9/27/06	12/06/06	02/21/07 Cancelled	3/21/07
RHAC County Health Department Members							
Steven Mitnick, Administrator	Charlotte CHD	✓	✗	✓	✓	✗	✓
Joan Colfer, MD, Director	Collier CHD		✗			✗	✓
Mary Kay Burns, Administrator	DeSoto CHD		✗			✗	✓
Pat Dobbins	Glades CHD	✓	✗	✓	✓	✗	✓
Neftali Fernandez, MD, Director ¹	Hendry CHD	✓	✗	✓	✓	✗	
Judith Hartner, MD, Director	Lee CHD	✓	✗	✓	✓	✗	✓
Bill Little, Administrator	Sarasota CHD	✓	✗	✓	✓	✗	
RHAC Community Representative Members							
Lisa Crytser	Charlotte County	✓	✗			✗	
Ellen Cordoba	Collier County		✗	✓	✓	✗	✓
Vacant	DeSoto County		✗			✗	
Art Gallagher	Glades County		✗	✓	✓	✗	
Vacant	Hendry County		✗			✗	
Jeff Trout	Lee County	✓	✗		✓	✗	✓
Jim McCloud	Sarasota County	✓	✗	✓	✓	✗	✓
RHAC At-Large Members							
Dillard Larson	Patient Care Planning	✓	✗			✗	✓
Peter Bright	Prevention Planning	✓	✗	✓	✓	✗	✓
Area 8 DOH Representatives							
Gail Counts	Area 8 HAPC	✓	✗	✓		✗	
Clarke Kirby	Area 8 Contract Manager	✓	✗	✓	✓	✗	✓
Lead Agency Staff							
Ed Houck	HPCSWF	✓	✗	✓	✓	✗	✓
Susan Mitchell	HPCSWF	✓	✗	✓	✓	✗	✓
Susan Barrows	HPCSWF	✓	✗	✓	✓	✗	✓
Kim White	HPCSWF	✓	✗	✓	✓	✗	✓
Spencer Edwards ²	HPCSWF	✓	✗		✓	✗	
Amanda Harm	HPCSWF		✗	✓	✓	✗	✓
Mike Waite	HPCSWF	✓	✗	✓	✓	✗	✓
RHAC Guests							
Al Perez	DeSoto CHD	✓	✗	✓		✗	
Amy Zamot	DOH	✓	✗	✓	✓	✗	✓
Beth Taylor	Sarasota CHD	✓	✗	✓		✗	
Bill McBurnie	Charlotte CHD	✓	✗			✗	✓

¹ Glenn Price was the Hendry CHD representative until his retirement 10/1/06.

² Colleen Rose had the position prior to Spencer Edwards.

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Carolyn Moore	ICAN		X		✓	X	
Christine Griffith	Sarasota CHD	✓	X	✓		X	
Cynthia Bartillo	Lee CHS		X	✓		X	
Glenn Price	Hendry CHD	X	X	✓		X	
Jamie Blackmon	ARC		X	✓		X	
Joan Surso	Sarasota CHD		X	✓	✓	X	
John Runde	DOH, Prevention	✓	X	✓		X	✓
Kim Hustad	Lee CHS		X	✓	✓	X	✓
Lyzza Archipov	McGregor Clinic	✓	X			X	
Marty Kennedy	Lee CHD/ CMS		X	✓		X	
Nanci Richardson	Charlotte CHD		X			X	
Penny Kurtz	DeSoto CHD		X			X	
Robbi LaBlanc	Lee CHS	✓	X	✓		X	
Robert Bobo	Hendry CHD		X	✓	✓	X	
Ruth Pinkerton	DeSoto CHD		X	✓	✓	X	✓
Scott Tims	Collier CHD	✓	X	✓		X	✓
Sharon Murphy	McGregor Clinic	✓	X	✓	✓	X	✓
Stanley Dratler, MD	Medical Consultant		X			X	
Susan Craig	Collier CHD		X	✓	✓	X	
Susan Terry	CAN/CCC		X	✓		X	
Natasha Speck	SCHD		X		✓	X	
Rafael Loza	SCHD		X		✓	X	
Amy Pinter	Positive Health Care		X		✓	X	
Nora	HCHD		X		✓	X	
Richard Faris	Lee County		X		✓	X	
Ron Weston	Positive Health Care		X		✓	X	
Tara Landers	Positive Health Care		X		✓	X	
			X			X	
			X			X	
			X			X	