

**Care Network of the Treasure Coast  
CNTC Meeting Minutes  
November 1, 2011**

**Members Present:** Steve Hoke, Paul Arrietta, Lori Zeh, Cyndee Alves, Anette DeFelice, Anthony Arroyo, Naomi Bercy, Carla Corley Roberto Ortiz, Santimayee Jaya

**Lead Agency Staff:** Kim Bradley, Adrienne Peach, Beatriz Cymberknopf, Julie Graham

**Department of Health:**

**Guest:** No guests

Order of Business

- 1) Steve Hoke convened the meeting at 10:30 a.m. Introductions were made. A quorum was met.
- 2) A Moment of Silence was observed.
- 3) Excused Absences- Dyanne Davis, Irene Moore, Eric Martinez  
**Motion by Roberto Ortiz to accept Excused Absences. Anthony Arroyo second. Motion carried.**  
Kim Bradley mentioned that lead agency will send out a reminder to that per bylaws excused absences should be reported to staff.
- 4) Acceptance of the November 1, 2011 Agenda  
**Motion by Lori Zeh to accept the Agenda as amended. Cyndee Alves second. Motion carried**
- 5) Acceptance of the August 23, 2011 Minutes  
**Motion by Cyndee to accept the Minutes as presented. Roberto Ortiz second. Motion carried**
- 6) President Report / Comments  
Steve Hoke mentioned that the Patient Care Planning Group meeting was held at the end of last month and will be discussed later in agenda.
- 7) Lead Agency Report:  
Kim Bradley reported on the encumbrance report. She mentioned that oral health has picked up in the last two years and that the capacity of dental care providers has increased. She mentioned that a budget revision is being worked on to increase dental. The biggest under-expenditure was in case management, which is not too unusual. The case management budget is FTE-based as opposed to others which are fee for service. Encumbrance is a "live look at where we are as a system" and is much more up to date than other sources. HOPWA spending was discussed. HOPWA is pretty close to where it should be and HOPWA is access-limited, which is set by the federal government and may be heavier in the first part of the year. It was discussed that more effort needs to be placed on recruiting participants from other counties. Roberto discussed Project Response's efforts to facilitate process for participants, particularly with presentation of need. HOPWA's guidelines are specific and can be rigid. It was agreed that next meeting there will be an educational moment on the HOPWA program. It was discussed that the level of monitoring has increased significantly. Kim Bradley gave a contract update. She explained the contract year has been extended for all Part B's to June 30<sup>th</sup> due to happenings in Tallahassee. It was discussed that the work plan can be updated at a later date. Julie Graham was introduced as the new Member Liaison Coordinator at the lead agency.
- 8) Program Updates:
  - a. Indian River County-  
Prevention Planning Group Update: Steve Hoke mentioned World AIDS Day is December 1<sup>st</sup>.
  - b. Martin County- No Update
  - c. Okeechobee County- No Update
  - d. St. Lucie County-  
Prevention Planning Group Update: Steve Hoke mentioned that the group had their second "meet and greet" which went well. Steve thanked HCSEF for their contribution.  
Care Connection Data Report: Adrienne Peach mentioned that Pat Weiner now does the reports. It was discussed that there are 48 active cases and new clients are shown in report. It was discussed whether these are new referrals or new contacts. It was discussed that the total number referrals versus total number of contacts would be valuable information. Kim Bradley noted that this is the FTTY- first time this year. Roberto Ortiz noted that it would be useful to see other agencies on the report.
  - e. Other-  
Lori Zeh invited attendees to take a walk through the new dental wing at the Florida Community Health Center. She mentioned there are now 2 dentists and 2 hygienists on staff and a new primary care doctor was hired. Lori mentioned that the men's group is still active and meets two times a month. Roberto Ortiz mentioned that Project Response (PR) has Spanish and Creole speaking navigators. Roberto also mentioned that PR has done outreach activities including a presentation to Spanish speaking pastors to invite them to help with outreach (Project Response, Image of Christ and St. Lucie County Health Department involved in outreach). Roberto reported that the support group at Project Response is expanding. Roberto Ortiz discussed alternative ways to link up with support for people who want to remain anonymous. Steve Hoke added that Ted Howard at the AIDS Institute can help with blocking names on webinars.
- 9) Old Business

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- a. ADAP Update: Steve Hoke discussed that we [Florida] received ADAP money along with Ryan White funds. ADAP was given \$6.9 million additional dollars. Steve Hoke reported that approximately 1,500 individuals should be taken off waiting list. Steve also reported that more at least \$7 million more is expected from a grant, bringing another 1,200 off the list. Kim Bradley reported that there were 52 individuals area wide on the ADAP list as of 9/14/11.
- b. Satisfaction Survey Update: Adrienne Peach reported that 560 surveys were sent out and that the surveys are available on the CNTC website. Robert is delivering to HOPWA and Bob Bytnar set up touch screen at Project Response. All surveys need to be completed by December 31<sup>st</sup>. Analysis will be done in January and a report will be provided to CNTC in February.

10) New Business:

- a. PCPG Update: Steve Hoke discussed the meeting (10/25 and 10/26). He reported that the comp plan was worked on in the spring and restarted after HRSA's guidelines. The statewide comp plan will be done first, and then the local areas will do their respective comprehensive plans from the statewide plan. No decision on change in the federal poverty level. The areas can get a lot of information now from CAREWare. Beatriz Cymberknopf reported that there will be another meeting with DOH and local community leaders in January to discuss changes to the plan and that they will try to have everything done by June 15<sup>th</sup>. Kim Bradley clarified that it will need to go to HRSA and therefore will need to be routed probably by the end of March. Steve mentioned that there are many changes at the DOH in Tallahassee.
- b. Service Prioritization: Kim Bradley discussed that the service prioritization list is reviewed annually and adjusted, if necessary. Kim Bradley emphasized the importance of oral health and that there are few payer sources. There were discussions among the group about medical case management and ambulatory/outpatient medical care. Lori Zeh recommended that ambulatory/outpatient medical care be placed as the number 1 priority. Roberto Ortiz emphasized the importance of medical case management to enable people to access appropriate care. Kim Bradley explained how when budgeting the priorities ranks by the consortium are considered. The rankings of the consumers and the providers are discussed. There was further discussion about the cycle of care among the attendees. The rankings were revised to: 1. Ambulatory/Outpatient Medical Care, 2. Pharmaceutical, 3. Medical Case Management, 4. Oral Health, 5. Health Insurance, 6. Mental Health, 7. Substance Abuse, 8. Nutrition Counseling (All Core), 9. Supportive Case Management, 10. Food Bank/Home Delivery, 11. Medical Transportation, 12. Medical Nutrition Therapy, 13. Psychosocial Support Services, 14. Housing Assistance and Related Services, 15. Outreach, 16. Linguistic Services, 17. Health Education/Risk Education, 18. Treatment Adherence Services (Supportive Services). Legal Services (HIV-related), Rehabilitation Care, Hospice Care were taken off the list.  
**Motion by Lori Zeh to accept the Revised Service Prioritization Ranking. Cyndee Alves second. Motion carried.**
- c. Standards of Care: Adrienne Peach explained Standards of Care are drafted by AETC which is administered by HRSA. Adrienne explained changes to #35 and #38 of the "Ambulatory/Outpatient Medical Care Service Delivery Model" by the Executive Committee.  
**Motion by Anothy Arroyo to accept the Amended Standards of Care. Carla Corley second. Motion carried.**
- d. CNTC Self-Assessment: The annual self-assessment required by HRSA was handed out and completed.

11) Announcements:

- a. The next CNTC meeting will be on December 6, 2011.
- b. Cyndee Alves mentioned the kick off November 14<sup>th</sup> of the Partnership for Health program. It is prevention for positives and it focuses on continuum of care. It is a train-the-trainer program focusing on risk reduction, health education, safer sex practices and disclosure.
- c. Steve discussed his involvement in the 'Faces of HIV' which involved keeping a diary. The campaign will debut on December 1, 2011 and pictures will be on buses and information will be available of YouTube. The program focuses on reducing stigma. The group congratulated Steve on this achievement.
- d. The new brochures were discussed and Steve Hoke expressed his concern with the new brochure and the development process of such brochure. Kim Bradley asked for clarification from the group as to how the lead agency should proceed with updating outdated material as needed, especially when it is time sensitive. Process to be discussed at next meeting.

12) Adjournment

**Motion by Roberto Ortiz made a motion to adjourn the meeting. Annette DeFelice second.** With no further business the meeting ended at 12:45pm.