

**Care Network of the Treasure Coast
CNTC Meeting Minutes
August 23, 2011**

Members Present: Steve Hoke, Lori Zeh, Roberto Ortiz, Dyanne Davis, Cyndee Alves, Anthony Arroyo, Anette DeFelice, Irene Moore, Santimayee Jaya, Naomi Bercy

Lead Agency Staff: Kim Bradley, Adrienne Peach, Beatriz Cymberknopf, Keytza Medina

Department of Health: Pat Weiner

Guest: No guest

Order of Business

1. Steve Hoke convened the meeting at 10:35 a.m. Introductions were made. A quorum was met.
2. A Moment of Reflection was conducted amongst the group in remembrance of why meetings are held.
3. Excused Absences- John May and Eric Martinez
Motion: Anthony Arroyo made a motion to accept Excused Absences. Irene Moore second.
4. Acceptance of the August 23, 2011 Agenda
Food Voucher was added under New Business, letter b, number v.
Motion: Irene Moore made a motion to accept the Agenda as amended. Cyndee Alves second.
5. Acceptance of the June 28, 2011 Minutes
Motion: Lori Zeh made a motion to accept the Minutes as presented. Anthony Arroyo second.
6. President Report / Comments
Steve Hoke explained that there is a Work Plan and modifications that have been made and will be further discussed later in the meeting.
7. Lead Agency Report:
Kim Bradley reported on the HOPWA Spending and Expenditure Reports. She noted that the 2010-2011 HOPWA contract year ended 4.5% underspent which is significantly better than the two previous years. She also reviewed the Ryan White Expenditure and Encumbrance Reports. She noted that Oral Health continues to increase. Kim also announced that the new CNTC Website "go live" date is September 1, 2011. She distributed copies of Homepage and announcement card encouraging everyone to visit. She announced that a couple of sections will be added after September 1st but 90% will be viewable by September 1st. She also announced TCHC effective immediately will be using a d/b/a; Health Council Southeast Florida (HCSEF). She introduced new Lead Agency staff, Beatriz Cymberknopf (Health Planner) and Keytza Medina (Member Relations Coordinator).
8. Committee Reports:
 - a. Executive Committee- Steve Hoke stated that there were many motions carried which will be further discussed later in the meeting.
 - b. EQA Committee –Adrienne Peach mentioned that she emailed the QM plan to providers. She stated that case managers were asked to put in language preference to determine if satisfaction survey should be translated to Spanish or Haitian-Creole. She ran the PAC report in CAREWare but it did not work because fiscal year 2011-2012 contracts were not enter into CAREWare before year started so there is no way to filter clients that bill to last year contract. She announced that there will be CAREWare training for users in September. Pat Weiner reported that for those clients that have undetectable viral loads and have been testing by the state previously she now has access to positive test (as needed). This should prevent having to retest and waiting the two week period to obtain the results in order to initiate services.
 - c. Membership Committee- No report
 - d. Planning Committee- No report
9. Program Updates:
 - a. Indian River County- No update
 - b. Martin County- Pat Weiner announced they hired for the HIV Outreach Coordinator position, Nishay Clark.
 - c. Okeechobee County- Pat Weiner announced that AME church is up and running for testing.
 - d. St. Lucie County-No update
 - e. Other- Lori Zeh mentioned that there have been changes to FCHC; the new wing will be for dental and the rest of the building will be medical. She announced that FCHC's open house will be September 1, 2011. She stated that they are still recruiting for a Family Practitioner and that there is a Nutritionist position that just open. They hope to have the position filled within the next four weeks.

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10. Old Business

- a. ADAP Update- Steve Hoke discussed the new Medicare Premium Plus ADAP Program. He reported that as of August 18, 2011 there are 3,861 on the Florida waiting list.
- b. CNTC By-Laws and Temporary Modification Plan – The Ad Hoc committee recommends that the CNTC By-Laws and Temporary Modification Plan be accepted as presented. Steve Hoke explained changes on the By-Laws and Temporary Modification Plan.
 - i. Mission Statement- Kim Bradley explained that the mission statement in the By-Laws is lengthy. She stated that when the committee met it was suggested that we should come up with a new mission statement. After discussing, it was decided that the new mission statement will be: CNTC serves as the advisory body for the Ryan White Part B funds to ensure the provision of and access to quality comprehensive HIV/AIDS health and support services.
Motion: Lori Zeh made a motion to approve the new CNTC mission statement. Cyndee Alves second. Motion passed.
 - ii. Temporary Modification Plan – Lori explained that the main concern was the committees were lacking membership and putting some of our plans behind, so the plan is to collapse the committee structure and make it one working body for the time being; a period of 12 months. She stated that it can be modified; the rationale is based on lack of membership. She also stated that anything that needs to be discussed outside of this group, people can volunteer to discuss at the Ad Hoc meeting and then be brought to this meeting. She explained that all work plans will be combined. Executive committee will change. Since there will be no standing committees beyond Executive, there is no need for committee chairs. There is still a need for an active Executive Committee. The plan proposes in addition to having the President, Vice President, and Secretary, the committee will have three members at large voted on by the CNTC membership.
Motion: Irene Moore made a motion to accept the Temporary Modification Plan as presented. Anthony second. Motion passed.
 - iii. By-Law-Steve explained the changes marked red.
Motion: Lori Zeh made a motion to accept the By-Laws as presented. Irene Moore second. Motion passed.
- c. Voting on vacant Officer and Exec positions as needed- Kim Bradley passed out ballots. Steve Hoke asked for volunteers. Lori Zeh was voted as Vice President, Irene Moore, Robert Ortiz and Annette DeFelice were voted to be the three members at large.

11. New Business:

- a. Work Plan- Steve Hoke explained how the QA work plan was a big document and is now in a different section of the Work Plan.
Motion: Cyndee Alves made a motion to accept the Work Plan as presented. Irene Moore second. Motion passed.
- b. EQA Business
 - i. Standards of Care-Adrienne Peach, QA Coordinator for the Lead Agency reported that she emailed providers of medical, dental and mental health the Standards of Care (SOC) and requested their feedback. Adrienne reported that the SOC were drafted by AIDS Education Treatment Center (AETC). Adrienne reported that we would like to vote on SOC in October. Adrienne inquired as to whether or not we should have an Ad Hoc committee to develop the standards or use the AETC Standards as is. CNTC agreed to vote in October on the AETC Standard after they review them. Local changes can be made if necessary.
 - ii. Monitoring Update- Adrienne reported that the medical and case management monitorings were completed and medical site visits occur today. She reported that the medical chart review report was good overall. The report did find that 68% had no flow sheet and 70% lack nutritional/adherence counseling documentation. These issues will be addressed with the provider during site visits. Case management monitoring required a follow up TA (Technical Assistant) on the undetectable viral load issue.
 - iii. Quarterly Training- Adrienne reported that 30 people were at the Substance Abuse training, 70% completed satisfaction survey on Survey Monkey. The training scored a 96% satisfaction. Case management commented that they wish for a longer training on the subject. Adrienne asked the

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group what they felt the next topic should be. CNTC agreed for Adrienne to email case managers for suggestions. Adrienne reported that CAREWare training will be scheduled for case managers in September.

- iv. Formulary – The Lead Agency recommends that the CNTC allows the Lead Agency to modify the ADAP section of the CNTC formulary to mirror the changes to the Florida Department of Health's ADAP formulary. **Motion: Roberto Ortiz made a motion to approve the recommendation for the Lead Agency to modify the ADAP section of the CNTC formulary as changes occur. Cyndee Alves second. Motion passed.**

- v. Food Voucher-Lead agency will look at DCF eligibility to see if there was a change in food stamp threshold.

Motion: Lori Zeh made a motion to adjust our service guidelines accordingly, if DCF changed eligibility criteria for food stamps. Cyndee Alves second. Motion passed.

- c. Comprehensive Plan Update-Beatriz Cymberknopf mentioned she will be on the calls and stated that the state has taken over comprehensive plan so it's no driven by the local level, but rather the local levels provides feedback and actively participates on the states planning committee.
- d. Other- Kim Bradley requested to schedule next two meetings. Next two CNTC Meetings will be held on October 25, 2011 and December 6, 2011.

- 12. Announcements- Kim Bradley reminded everyone to share the CNTC new website Go Live card with co-workers, other providers and clients.

- 13. Adjournment

Motion: Roberto Ortiz made a motion to adjourn the meeting. Irene Moore second.