



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

MEETING AGENDA

Committee: Priority Setting & Resource Allocation (PSRA)

Date/Time: Thursday, February 20, 2020, 9:00 a.m.

Location: Governmental Center A-337

Chair: Lorenzo Robertson **Vice Chair:** Marie Hayes

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 02/20/20 Agenda and 01/16/20 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
Monthly Expenditures/Utilization Report- by service category
4. **MEETING ACTIVITIES**
 - I. **FY2021 PSRA Process (Handout A)**
Work Plan Activity 1.6: Review and approve PSRA Work Plan
ACTION ITEM: Review PSRA timelines to determine preferred FY2021 PSRA Process.
5. **UNFINISHED BUSINESS**
 - I. **Work plan review (Handout B)**
Work Plan Activity 1.6: Review and approve PSRA Work Plan
ACTION ITEM: Update and finalize FY2020 PSRA Work Plan.
6. **RECIPIENT REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING:** March 19, 2020 **Time:** 9:00 a.m. **Venue:** A-337
9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE PRINCIPLES IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



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MEETING MINUTES

Committee: Priority Setting & Resource Allocation (PSRA)

Date/Time: Thursday, January 16, 2020 9:00 a.m.

Location: Government Center A-337

Chair: Lorenzo Robertson **Vice Chair:** Marie Hayes

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Barnes, B.	X		Jones, L.
2	Fortune-Evans, B.	X		Robinson, J.
3	Grant, C.	X		Drummond, K.
4	Hayes, M., Vice-Chair	X		
5	Katz, H. B.	X		HIVPC Staff
6	Lopes, R.	X		Guice, M.
7	Mester, B.	X		Oratien, V.
8	Moreno, V.	X		Martinez, G.
9	Robertson, L., Chair	X		Ukpai, F.
10	Schickowski, K.	X		Seitchick, J.
11	Schweizer, M.	X		
12	Siclari, R.	X		GUEST
				Krystle Mobley
				Serena Cook
				Janet Carter
				Joshua Rodriguez
Quorum = 7		12		

1. CALL TO ORDER:

The PSRA Chair called the meeting to order at 9:18 a.m. The Chair welcomed all present and apologized for the technical difficulties which delayed the meeting start time. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, guests, Recipient staff and HIVPC staff self-introductions were made.

2. APPROVALS:

Motion #1: To approve today's meeting agenda

Proposed by: Barnes, B. **Seconded by:** Schweizer, M.

Action: Passed Unanimously

Motion #2: To approve the meeting minutes of 10/17/2019

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Proposed by: Lopes, R. **Seconded by:** Schweizer, M.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Monthly Expenditures/Utilization Report: The Recipient Fiscal Manager reviewed service category expenditures. At this point in the fiscal year, 83% of service category funding is expected to be utilized. The report showed AIDS Pharmaceutical Assistance was 114% expended. This service category shares funding with Emergency Financial Assistance, which is displayed as 0% expended. Overall, funds are reported to be 75% expended. The Fiscal Manager noted that invoices are due on the 15th of the month and some additional invoices may be submitted in the coming days.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

Reallocations "Sweeps": Members reviewed reallocation recommendations provided by the Recipient. The Fiscal Manager noted that Outpatient Ambulatory Health Services expenditures were impacted by a fluctuation in Medicaid rates. Many categories show recommended reallocation both from a service category and to the service category. This is because within those categories, some service providers have returned funds while others have requested funds. PSRA's process allows for the Recipient to complete an additional Sweeps. After the Committee completes its second reallocation process of the fiscal year, the Recipient will conduct this third reallocation in the coming weeks which will result in bulk purchases, additional funding for HICP, and client premiums. The Recipient also recommended providing funding to all providers who requested funds in this reallocation. PSRA members voted to approve reallocations.

Motion #3: To reallocate \$639,109 from Outpatient Ambulatory Health Services

Proposed by: Barnes, B. **Seconded by:** Mester, B.

Action: Passed Unanimously

Motion #4: To reallocate \$10,546 from AIDS Pharmaceutical Assistance

Proposed by: Lopes, R. **Seconded by:** Katz, H.B.

Action: Passed Unanimously

Motion #5: To reallocate \$68,524 from Oral Health Care

Proposed by: Barnes, B. **Seconded by:** Katz, H.B.

Discussion: Passed Unanimously

Motion #6: To reallocate \$35,100 from Medical (Disease) Case Management

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Proposed by: Katz, H.B. **Seconded by:** Lopes, R.

Action: Passed Unanimously

Motion #7: To reallocate \$28,000 from Mental Health – Trauma Informed

Proposed by: Siclari, R. **Seconded by:** Lopes, R.

Action: Passed Unanimously

Motion #8: To reallocate \$343,383 to Outpatient Ambulatory Health Services

Proposed by: Hayes, M. **Seconded by:** Katz, H.B.

Action: Passed Unanimously

Motion #9: To reallocate \$116,419 to AIDS Pharmaceutical Assistance

Proposed by: Barnes, B. **Seconded by:** Lopes, R.

Action: Passed Unanimously

Motion #10: To reallocate \$87,233 to Oral Health Care

Proposed by: Barnes, B. **Seconded by:** Grant, C.

Action: Passed Unanimously

Motion #11: To reallocate \$95,236 to Case Management

Proposed by: Siclari, R. **Seconded by:** Mester, B.

Action: Passed Unanimously

Motion #12: To reallocate \$111,008 to Medical (Disease) Case Management

Proposed by: Lopes, R. **Seconded by:** Barnes, B.

Action: Passed Unanimously

Motion #13: To reallocate \$28,000 to Mental Health – Trauma Informed

Proposed by: Grant, C. **Seconded by:** Siclari, R.

Action: Passed Unanimously

Work Plan Review: The Committee reviewed the progress toward completion of its FY2019-2020 Work Plan. PSRA has completed all of its activities as of this meeting. After reviewing the goal, objectives, and activities the Committee chose to retain them all going into the next fiscal year.

The Committee Chair recommended revising the language of activity 2.1: Develop targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care. The Recipient recommended the Committee hold off on that adjustment because of the upcoming Ending the HIV Epidemic (EHE) funding. While PSRA will not allocate EHE funds, the Committee may be engaged in robust discussion about it because those dollars will impact Ryan White Part A allocations. PSRA members chose to rearrange the order of the PSRA process based on the FY2019-2020 process.

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Motion #14: To have the PSRA process begin in March and end in June.

Proposed by: Barnes, B. **Seconded by:** Katz, H.B.

Action: Passed with 3 Opposed

Motion #15: To review and update How Best to Meet the Need one month prior to Rankings and Allocations.

Proposed by: Barnes, B. **Seconded by:** None

Action: Motion Dies

The Committee requested sample PSRA calendars to review at the next meeting.

ACTION ITEM: Provide two sample PSRA process calendars.

Motion #17: To review and update How Best to Meet the Need before completing Rankings and Allocations.

Proposed by: Barnes, B. **Seconded by:** Siclari, R.

Action: Passed with 1 Opposed

6. RECIPIENT REPORT

- The Recipient has spoken with the HRSA Project Officer and is expecting a partial grant award before March 1. The EHE award is expected around the same time. The first year of the EHE award is to plan and ramp up activities. Broward County's plan for its EHE funding was to get started as soon as possible. Broward applied for \$9 million in its grant application.
- Last year, the Florida Department of Health (FDOH) had additional housing funds it wanted to give to Fort Lauderdale. There were \$900,000 in carryover HOPWA funds available which were not expended as negotiations with the City of Fort Lauderdale fell through. The Part A Office was not able to take on the funding based on the limited turnaround time.
- Approximately 100 people signed up for Affordable Care Act marketplace plans who do not have ADAP eligibility as of Monday, January 13, 2020. Part A will cover premiums for 1 month to ensure enrollment in health insurance because it is cheaper than covering direct dispense. Part A will not be able to cover more than 1 month of premiums as 1 month for 100 clients could cost approximately \$70,000.
- During the week of January 20th, Florida's Part A Recipients will meet with Laura Reeves of FDOH for a 2-day face-to-face conversation discussing collaboration, information sharing, and timelines. This meeting is a follow up to a discussion which took place in November and came about to improve collaboration between Part A Recipients and FDOH.
- The RFP proposal process for Ryan White Part A services has been completed and expected to be approved by the end of February. In the next couple of months, a new RFP will be issued for CIED which was not awarded in this RFP.

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7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: February 20, 2020 Time: 9:00 a.m. Venue: A-337

9. ANNOUNCEMENTS

- The Pride Center's Black Art Awakening will take place on February 5, 2020 at 7:00 p.m.
- World AIDS Museum will have a sneak peak opening of its new exhibit, Medications: Then & Now
- World AIDS Museum will collaborate with the African American Research Library for its February 3-6 events
- The Draft plan of EHE was submitted to FDOH and has been shared with the listserv
- There is an open position at Nova Southeastern University for a peer navigator

10. ADJOURNMENT

The meeting was adjourned without objection at 10:33 a.m.

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PSRA Attendance CY2020

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	16													
0	1	0	1	Barnes, B.	X													
0	0	0	2	Fortune-Evans, B.	X													
0	0	0	3	Grant, C.	X													
0	0	0	4	Hayes, M., V. <i>Chair</i>	X													
1	1	0	5	Katz, H.B.	X													
0	0	0	6	Lopes, R.	X													
0	0	0	7	Mester, B.	X													
0	0	0	8	Moreno, V.	X													
0	1	0	9	Robertson, L. <i>Chair</i>	X													
0	0	0	10	Schickowski, K.	X													
0	0	0	11	Schweizer, M.	X													
0	0	0	12	Sicliari, R.	X													
Quorum = 7					12	0	0	0	0	0	0	0	0	0	0	0	0	

Legend:

X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

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Timeline for Priority Setting and Resource Allocation

Proposed Timeline: FY 2021-2022

Differences within PSRA's Proposed Schedules

Option 1	Option 2
Review Part A Eligibility of service categories: Divided in 2 parts and presented in March and April	Review Part A Eligibility of <u>all</u> service categories presented in March meeting
Review Community Empowerment Committee's (CEC) Rankings of Part A Services in May	Review Community Empowerment Committee's (CEC) Rankings of Part A Services in June

Timeline for Priority Setting and Resource Allocation

Proposed Timeline: FY 2021-2022

OPTION 1

DATE	TASK	ACTION ITEM
Thursday, February 20, 2020 9:00 A.M. to 11:00 A.M. Ryan White Part A Program Office – Room A-337	Review and Approve Proposed PSRA Timeline	Establish the PSRA Process
Thursday, March 19, 2020 9:00 A.M. to 12:00 P.M. Ryan White Part A Program Office – Room A-337	1. Begin PSRA Process: Distribute PSRA Committee Binders; Review purpose of PSRA, Sign PSRA Agreement, Review Final PSRA timeline <i>Estimated Time: (30 minutes)</i> 2. Part 1 - Review Part A Eligibility of service categories including data relating to: • Scope of service • Previous year's utilization of services a) Disease Case Management, b) Non-medical Case Management, c) Oral Health Care d) Mental Health/ Trauma-Informed Mental Health e) Legal f) Outpatient/ Ambulatory Health Services (OAHS) <i>Estimated Time: (1 hour 30 minutes)</i>	Review the PSRA guidelines, timeline, and the Service Category definitions. Informational
Thursday, April 16, 2020 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	1. Part 2 - Review Part A Eligibility for service categories including data relating to: • Scope of service • Previous year's utilization of services a) AIDS Pharmacy Assistance (local) b) Emergency Financial Assistance (Local) c) Food Services	Informational

Timeline for Priority Setting and Resource Allocation

Proposed Timeline: FY 2021-2022

OPTION 1

	<i>Estimated Time: (45 minutes)</i> 2. Ryan White Funder and Stakeholder Presentations (Part B, C, D, F and HOPWA) including data related to: a) Client utilization b) Budget c) Provided services d) Notable trends e) Recommendations for Part A <i>Estimated Time: (1 hour 45 minutes)</i>	
Thursday, May 21, 2020 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	<u>Data Presentations</u> 1. 2018 HIV Surveillance Epidemiological Data Presentation focused on: • Trends in new infections • Current and emerging priority populations • Changes in demographics of the EMA's HIV/AIDS cases <i>Estimated Time: (30 minutes)</i> 2. Needs Assessment /Community Input: Discussion of community needs and feedback from needs assessment activities. <i>Estimated Time: (30 minutes)</i> 3. 2018 Part A Client Health Outcomes Presentation: Analysis of Part A client health outcomes including: • Viral Load Suppression • Retention in Care • Variations by gender, race/ethnicity, service category • Review 2018 (PSRA Scorecard) Expenditure & Allocations <i>Estimated Time: (60 minutes)</i>	Informational DOH HIV Surveillance Office Needs Assessment Contractor CQM Team

Timeline for Priority Setting and Resource Allocation

Proposed Timeline: FY 2021-2022

OPTION 1

	4. Wrap-up, Take Aways, and Recommendations	
Thursday, June 18, 2020 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	1. Review Community Empowerment Committee's (CEC) Rankings of Part A Services <i>Estimated Time: (30 minutes)</i> 2. How Best to Meet the Need (HBTMTN) Discuss Cost Containment Strategies: • Best practices • Service limitations/caps • Cost sharing <i>Estimated Time: (60 minutes)</i> 3. Priority Setting: • Rank Part A services based on community needs, CEC recommendations, funder recommendations, and data presentations. • Review Results of PSRA's ranking of core and support services. <i>Estimated Time: (45 minutes)</i> 4. Wrap-up, Take Aways, and Recommendation	PCS Team Update HBTMTN Guidance Rank Core and Support Services
Thursday, July 16, 2020 9:00 A.M. to 11:00 A.M. Ryan White Part A Program Office – Room A-337	1. Resource Allocations: Allocate Part A & MAI funding based on FY2018 expenditures, FY 2020 projections, factors to consider, and funder presentations. <i>Estimated Time: (60 minutes)</i> PSRA Process Completed	Funding Allocations for Service Categories

Timeline for Priority Setting and Resource Allocation

Proposed Schedule: FY 2021-2022

OPTION 2

DATE	TASK	ACTION ITEM
Thursday, February 20, 2020 9:00 A.M. to 11:00 A.M. Ryan White Part A Program Office – Room A-337	Review and Approve Proposed PSRA Timeline	Establish the PSRA Process
Thursday, March 19, 2020 9:00 A.M. to 12:00 P.M. Ryan White Part A Program Office – Room A-337	1. Begin PSRA Process: Distribute PSRA Committee Binders; Review purpose of PSRA, Sign PSRA Agreement, PSRA timeline <i>Estimated Time: (30 minutes)</i> 2. Review Part A Eligibility of service categories including data relating to: • Scope of service • Previous year's utilization of services a) Disease Case Management b) Non-medical Case Management c) Oral Health Care d) Mental Health/ Trauma-Informed Mental Health e) Legal f) Outpatient/ Ambulatory Health Services (OAHS), g) AIDS Pharmacy Assistance (local) h) Emergency Financial Assistance (Local) i) Food Services <i>Estimated Time: (1 hour 30 minutes)</i>	Review the PSRA guidelines, timeline and the Service Category definitions. Informational
Thursday, April 16, 2020 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	1. Ryan White Funder and Stakeholder Presentations (Part B, C, D, F and HOPWA) including data related to: • Client utilization • Budget • Provided services	Informational

Timeline for Priority Setting and Resource Allocation

Proposed Schedule: FY 2021-2022

OPTION 2

	• Notable trends • Recommendations for Part A <i>Estimated Time: (1 hour 45 minutes)</i>	
Thursday, May 21, 2020 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	<u>Data Presentations</u> 1. 2018 HIV Surveillance Epidemiological Data Presentation focused on: • Trends in new infections • Current and emerging priority populations • Changes in demographics of the EMA's HIV/AIDS cases <i>Estimated Time: (30 minutes)</i> 2. Needs Assessment /Community Input: Discussion of community needs and feedback from needs assessment activities. <i>Estimated Time: (30 minutes)</i> 3. 2018 Part A Client Health Outcomes Presentation: Analysis of Part A client health outcomes including: • Viral Load Suppression • Retention in Care • Variations by gender, race/ethnicity, service category • Review 2018 (PSRA Scorecard) Expenditure & Allocations <i>Estimated Time: (60 minutes)</i> 4. Review Community Empowerment Committee's (CEC) Rankings of Part A Services 5. Wrap-up, Take Aways, and Recommendations	Informational DOH HIV Surveillance Office Needs Assessment Contractor CQM Team PCS Team
Thursday, June 18, 2020 9:00 A.M. to 12:00 P.M.	<i>Estimated Time: (30 minutes)</i>	Informational

Timeline for Priority Setting and Resource Allocation

Proposed Schedule: FY 2021-2022

OPTION 2

Ryan White Part A Program Office – Room A-337	1. How Best to Meet the Need (HBTMTN) Discuss Cost Containment Strategies: • Best practices • Service limitations/caps • Cost sharing <i>Estimated Time: (60 minutes)</i> 2. Priority Setting: • Rank Part A services based on community need, CEC recommendations, funder recommendations, and data presentations. • Review Results of PSRA’s ranking of core and support services. <i>Estimated Time: (45 minutes)</i> 3. Wrap-up, Take Aways, and Recommendations	Update HBTMTN Guidance Rank Core and Support Services
Thursday, July 16, 2020 9:00 A.M. to 11:00 A.M. Ryan White Part A Program Office – Room A-337	1. Resource Allocations: Allocate Part A & MAI funding based on FY2018 expenditures, FY 2020 projections, factors to consider, and funder presentations. <i>Estimated Time: (60 minutes)</i> PSRA Process Completed	Funding Allocations for Service Categories

FY 2020-21 Priority Setting/Resource Allocations Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Priority Setting/Resource Allocations Committee in achieving its objectives in the coming year.

For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Develop integrated PSRA process using data with input from stakeholders and consumer forums

Objective 1: Plan, prioritize, allocate and monitor available resources and expenditures

[illegible]