



Minutes

Executive Committee Meeting Minutes

Facilitator: Eric Martinez

Date: 1/23/2024

Time: 10:00 AM

Location: Teleconference

Danyelle Sheffield
Health Planner

Attendance: Steve Hoke, Channel Bonner, Eric Martinez, Renella Mitchell, Jackie Clarke, Natasha Ramlagan, Danyelle Sheffield (HCSEF)

1. Introduction & Moment of Silence

2. Review and Approval of Today's Agenda and Minutes: Previous Executive Minutes and current Agenda approved.

3. Consortia/patient care budget concerns/discussions

Channel stated no pertinent updates at this time, but that DOH St. Lucie County is still waiting for an update regarding the service delivery model changes, including when they will be taking place.

Jackie asked if it is mainly the finance side of things that are changing. Channel confirmed that is what she has been told, that all sides of finance, including allocations, contracting with providers, etc. would be on the fiduciary agent.

Eric suggested there should be a discussion on what is going to be changing and continue to keep an eye out for any changes to ensure Area 15 is up to date for those who will be impacted.

4. Committees

A. Membership

Eric provided an update on the Membership Committee, including business cards and rack cards have been distributed. The rack cards have been ordered, but not fully distributed yet. Eric asked Channel if they could work on talking during the next Case Management meeting about the services that the Planning Body partakes in, with the hopes of recruiting new members. Channel stated she has spoke to Golda and there has not been a case management meeting, but that Golda is looking into February potentially – but that due to staffing challenges, as well as it being a busy time of year, it has been difficult to schedule. Channel stated she will remind Golda again and suggested putting rack cards in the client

rooms after the CPN presents to Case Management, so that the case managers are able to answer any questions about the CPN that clients may have.

Eric stated that he would like to try to keep an open dialogue with any clients that inquire about the CPN with case managers, so he suggests leaving his and Steve's contact information on the business and/or rack cards with case management would help with that. Additionally, Eric suggested if the case managers refer to a checklist of things that get reviewed with clients during recertification, that asking clients if they have heard of or are interested in learning more about the Planning Body could be helpful in bringing in new members. Jackie stated that ADAP could also help with that. Eric agreed that wherever it comes from would be helpful. He also reiterated the importance of mentoring clients and recruiting new members.

Eric stated he found a couple additional revisions for the bylaws, and will send them to Danyelle. Danyelle said she will incorporate the revisions and resend out to the Executive Committee prior to sending to the full body.

B. EQA

Steve provided an update on the EQA committee, mentioning that Carrie provided data on the quality assurance indicators and where we're at currently in comparison to the target numbers. Steve stated that Carrie was currently completing provider chart reviews. Additionally, Steve mentioned there was an update from Linkage to Care.

C. Planning

Renella provided an update to the Planning Committee. There was no meeting in January due to the Martin Luther King Jr. holiday, but the next meeting will take place on February 19th. Renella mentioned the Black Health Panel that is happening on February 23rd at the Havert L. Fenn Center in Fort Pierce, and if anyone has any questions to contact April Ganzy. Renella asked if Jackie has any events coming up she would like to share with the group. Jackie stated that on February 7th, DOH in Martin County will be having an event in recognition of Black HIV Awareness Month from 10:00 AM – 2:00 PM in East Stuart at a Speedy Mart. Jackie stated she will send flyer to Danyelle once flyer is approved by the state.

5. Old Business

Eric suggested to Renella that she call for nominations at the next Planning Committee meeting. Eric also suggested Renella confirm the current date and time still works for members, as Mary Sirmons was previously concerned with the low provider turnout during the Planning Committee. Danyelle stated she would be working on the 2023 Planning Committee attendance list to highlight those members who meet the requirements to be nominated for co-chair.

6. New Business

Eric initiated a discussion on whether or not incentives can be added into the Bylaws.

Channel mentioned that due to vouchers not always being readily available, this could pose potential issues if added into the Bylaws. In addition to recruiting, among the CPN and the

Health Council, focusing more on strategic methods to retain new member participation could help with sustainability long term. Channel mentioned the possibility of members joining because of the incentive offered, then feeling misled if there are no vouchers available.

Eric stated that adding in language to the Bylaws prefacing that the vouchers will be given out as they are available will solve this problem. He emphasized the importance of incentives for attracting new CPN members, noting past success when incentives were offered. Eric expressed concerns on the lack of new clients brought in to the CPN over the last several years.

Jackie asked what strategies other planning bodies are implementing to bring in new members in surrounding counties/areas. Eric stated that other planning bodies offer various incentives, which have proven to be successful.

Eric brought up leftover vouchers in past years, mentioning they could have been utilized for the CPN. Channel explained that while other departments do have vouchers sometimes leftover, they are for a specific purpose and due to other departments not being tied to the CPN, those vouchers are not transferrable due to allocation restrictions.

Eric suggested a larger conversation should be had, which should include involving Michelle, in order to address the issue.

Jackie sought clarification on the Planning body's budget. Channel clarified that there is no separate budget for the CPN, but that funding is part of the PTC Consortia budget. Since there isn't a specific amount allocated for each committee, Channel stated that since she has been at DOH, as needs come up like brochures then funds get used out of the Planning and Evaluation category.

Eric expressed the importance of transparency, and reiterated his suggestion of a larger discussion to be had about this since similar conversations have taken place over the years.

7. Open Discussion

Meeting Adjourned