****

**Area 15 HIV/AIDS**

**Comprehensive**

**Planning Network**

  Serving: St. Lucie, Indian River,

Okeechobee & Martin Counties

**Executive Committee Meeting**

Tuesday, September 28, 2021

10:00 AM – 11:00 AM

**Meeting Minutes**

**Attendees:** Emily Carmichael (HCSEF), Steve Hoke, Eric Martinez, Gregory Bowman, Renella Mitchell, Danyelle Sheffield, Dawn Jones

1. **Welcome/Introductions/A Moment of Silence Eric Martinez**
2. **Review and approval of meeting minutes (Motion)**

No changes needed to previous meeting minutes or today’s agenda. Steve Hoke motioned and Gregory Bowman seconded to accept the meeting minutes and agenda as is.

1. **Committees: Membership Eric Martinez**

Membership: Community updates were shared in the Membership meeting. A new member attended (Natasha from Jaxon Drugs). Natasha is hoping to help engage more people from pharmacies to participate in the Consortia. They are keeping the local name, but are working on upgrades to the store. The group also shared COVID updates.

The active member list is being maintained.

Application updates are needed every year. Eric would like to use the link from the website to do the update. He will follow up with Dawn to determine a date for these updates.

An orientation review was conducted to ensure those who joined during COVID receive the needed orientation and use the application process. Dawn will follow up with Eric on who needs to take the orientation.

Monica updated the website. Emily reported no website issues thus far.

**EQA Steve Hoke**

EQA: The Quality Assurance plan was discussed. More information will be shared on October 14th at the next committee meeting. There was also discussion regarding HOPWA CARES Act services and Waivers for Services. Cynthia updated the group on HRSA guidelines for fees for services that clients will see in the area. Steve has not heard of client fees starting yet. As of the September 9th meeting, the group had not received an approved formulary from Tallahassee. Dawn received it last week. The group will review the formulary.

Eric would like to gain more information regarding the HOPWA CARES Act funding and vouchers. He has also requested more financial details to be reported to the group, including budget and current spending, to help inform and guide the group going forward.

**Planning Renella Mitchell**

Planning: Renella shared that there was not a quorum to vote. Partnerships in the community for the purpose of HIV and STD testing, as well as COVID-19, took place. Eric asked the group to review the Planning Committee Meeting minutes for future discussion.

1. **Old Business Eric Martinez**

Eric would like to revisit the issue of vouchers and would like to have more information regarding financials presented at the meetings so that the group can make informed decisions moving forward.

1. **New Business Eric Martinez**

Jaxon Drugs shared that they vaccines are available. They are going into the communities directly to administer vaccines. The ensure that education is shared while the vaccines are being administered.

1. **Open Discussion**

Steve asked if the Imposition of Charges has begun. Eric shared that it has in fact started. When recertification is done, a form will be signed regarding this new change. More information can be found in CAREWare. Eric shared that he has noticed discrepancies about the imposition of charges between case management, clinics, and billing. Steve asked Dawn about the details of the Imposition of Charges. Dawn shared that the current process is that services will be totaled, and when recertification takes place, those services will be noted. She emphasized that the intention is not to pressure consumers. If consumers cannot afford the services, Case Management will work with them. The current rate is $1.00 per service. HRSA will use this information to see that the agency is making in good faith efforts. Steve requested verification on whether or not pharmacies count as a service for this charge – Dawn followed up and shared that at Eligibility Redetermination, clients will be informed of the Imposition of Charges. At this time, a detailed, face-to-face explanation is given.

Steve motioned to adjourn. Gregory seconded.

**Meeting Adjourned at 10:43 AM.**