



Evaluation Quality Assurance & Planning Committee Meeting

November 13, 2025 | 11:00 AM | Teleconference

Attendees: Jackie Clarke, Yenicel Ruan, Ilemir Otaiza, Rebecca Isaac, Janice Martin, Saundra Rangel, Rashiemah Birks, Carrie Hollinger, Miranda Talley, Channel Bonner, Edwin Torres, Sherry Gizzarelli, Rose Pierre, Colette Heid, Tiffany Canate (HCSEF), Emily Carmichael (HCSEF)

Excused Absences: Natasha Ramalgan, Eric Martinez

Minutes

1. Welcome & Roll Call

- J. Clarke welcomed the attendees and called the meeting to order at 11:00 AM. T. Canate conducted roll call.

2. Moment of Silence

- J. Clarke led a moment of silence.

3. Evaluation Quality Assurance Updates led by Jackie Clarke

- C. Hollinger motioned to approve the EQA meeting minutes and agenda as distributed. C. Bonner seconded.
- Quality Assurance Plan/Indicators
 - C. Hollinger reported that performance measure data were not yet available due to ongoing technical issues with the CareWare system. She explained that data from the HMS system, the electronic medical record system used by local county health departments, was not automatically transferring into CareWare, the federal reporting system required for the Ryan White grant. C. Bonner explained that historically, these two systems communicated automatically, enabling seamless data transfer and avoiding duplicate data entry. She noted that, due to recent statewide changes to HMS, the automatic data transfer function was disrupted. Each time state-level HMS updates are made, the connection to CareWare is disabled, causing reporting delays. C. Hollinger explained that in an effort to resolve this, state developers will now manually export data from HMS and upload it into CareWare on a monthly basis. C. Bonner and C. Hollinger affirmed that this temporary solution ensures that the data needed for program monitoring and the annual Ryan White Services Report (RSR) can still be accessed and used. C. Bonner noted that the Department of Health in St. Lucie County staff will review each data upload to confirm accuracy and address any errors. She noted that the goal is to ensure reliable performance-measure reporting and to maintain compliance with federal grant requirements.
 - C. Hollinger opened the floor to questions, to which none were asked.
- Linkage to Care
 - T. Canate screen shared a summary report that Y. Ruan created. Y. Ruan reported the following for the October 2025 data:
 - Four new diagnoses: three individuals were linked to care, and one individual refused care.

- 24 previously diagnosed individuals: 20 individuals were retained in care, one individual was re-engaged, and three individuals were currently incarcerated.
- Additionally, of the previously diagnosed individuals, 23 had positive HIV status, five individuals were in AIDS status, and 18 had suppressed viral loads.
- Other Updates
 - No other updates shared.

4. Planning Updates led by Saundra Rangel

- Review and approval of Planning agenda and meeting minutes
 - C. Hollinger motioned to approve the Planning agenda and meeting minutes as distributed, and C. Bonner seconded.
- Needs Assessment
 - T. Canate shared that the [Area 15 HIV Care Needs Survey](#) launched in September and is part of a coordinated statewide effort. Each area received a unique survey link and data portal to ensure accurate tracking and regional analysis. T. Canate explained that the survey is designed to better understand the needs and service experiences of people living with HIV. The collected data will inform planning, resource allocation, and program development. T. Canate reported that the survey is available on the [Area 15 website](#) and in paper form. She explained that the Health Council of Southeast Florida (HCSEF) staff have been collecting surveys through multiple channels, including clinics, community events, and direct outreach.
 - T. Canate provided an overview of October outreach, noting that HCSEF staff tabled:
 1. Five times at the DOH-St. Lucie Fort Pierce clinic,
 2. Once at Jackson Drugs,
 3. Twice at In the Image of Christ,
 4. At Whole Family Health Center's Food is Medicine October event, and
 5. At the Annual Bahamian Connection Festival with DOH-Martin.
 - T. Canate noted that additional outreach included phone calls, emails, and meetings with over 15 partner organizations, including Project Response, Walgreens Specialty Pharmacy, Midway, Treasure Coast Community Health, Right Life Services, Whole Family Health Center, Florida Community Health Centers, Our Village Okeechobee, Indian River State College (Okeechobee, Martin, and St. Lucie campuses), The Sanctuary, Oceana Community Health, Apex Recovery 2025, Health Haven, Butterfly Pharmacy, LAHIA, and the Hands Clinic.
 - T. Canate emphasized that HCSEF staff have supported survey collection in English, Spanish, and Haitian Creole and that \$10 grocery vouchers are being offered as an incentive for each completed survey. T. Canate encouraged partners to continue promoting the survey ahead of its closing date on November 30, 2025. T. Canate highlighted that the data collected will be used to strengthen local HIV Needs Assessment reporting and inform future grant applications, strategic planning, and service improvements.
 - E. Carmichael clarified that 164 surveys had been entered into the system, but 14 appeared incomplete (only the first question answered).
 - E. Carmichael announced upcoming survey collection events:
 1. November 17 at the DOH-Martin Stuart Clinic from 9 AM–4 PM (3441 SE Willoughby, Stuart, FL 34997)
 2. November 20 at the DOH-St. Lucie Fort Pierce Clinic from 10 AM–4 PM (1701 S. 23rd Street, Fort Pierce, FL 34950)

- 3. November 21 at LAHIA with the DOH–Martin testing team from 9–11 AM (1760 SE Salerno Rd, Stuart, FL 34997)
- E. Carmichael encouraged partners to refer clients who are eligible and reiterated that HCSEF can assist clients in person or over the phone to complete the survey.
- E. Carmichael reminded the group that the survey is open to individuals who live in or receive services in Area 15 and that the final data will directly benefit all participating agencies.
- HIV Prevention Activities
 - J. Clarke announced the following upcoming activities on behalf of DOH–Martin:
 1. November 17 from 4–7 PM, there will be a late-night clinic at the Stuart Clinic (3441 SE Willoughby, Stuart, FL 34997)
 2. November 21 from 9–11 AM they will offer education and testing at LAHIA (1760 SE Salerno Rd, Stuart, FL 34997), and at the MISS Education event that evening (4434 SE Clecky Way, Stuart, FL, 34997).
 3. November 19, 2025, they will provide education and testing outreach at IRSC–Stuart’s “Relax for Wellness” event.
 - R. Pierre reported that DOH–St. Lucie will host a Community Health Resource Event on December 5, 2025 from 11 AM–2 PM at Jackson Drugs in Fort Pierce (2301 Okeechobee Rd, Fort Pierce, FL 34950). The event will include \$10 food vouchers and free health resources. C. Bonner confirmed that the December 5 event will serve as the county’s official World AIDS Day recognition in alignment with integrated plan requirements for Awareness Day reporting.
 - R. Birks shared that Whole Family Health Center will host their World AIDS Day event on December 2, 2025, from 10:00 AM to 2:00 PM at their Fort Pierce clinic (725 N US Highway 1, Fort Pierce, FL 34950). The event will feature the Big Red Bus (with \$20 e-gift cards and sweaters), preventive screenings, family giveaways, and vendor booths. She invited partners to send vendor suggestions and confirmed that The Sanctuary is interested in participating.
 - M. Talley stated that Midway will participate in the Whole Family Health Center World AIDS Day event on December 2 and in the December 5 Health Resource Fair. She is also waiting to finalize participation in DOH–Martin’s event. She added that Midway participated in three Halloween Trunk or Treats and won “Best Overall” at the Up Center.
 - I. Otaiza reported that her team at Wellview will table and offer testing at the Jackson Drugs Classic Car Show on November 18 (10 AM–2 PM at 2301 Okeechobee Rd, Fort Pierce, FL 34950) and participate in the Global Mission Outreach Pre-Thanksgiving event the same day at 9 AM.
 - Y. Ruan shared that monthly after-hours testing events in Fort Pierce will pause in November and December due to holiday closures and will resume in January.
 - Regular after-hours testing through DOH–Martin:
 1. 1st Tuesday of the month from 4:00 PM to 6:00 PM (16401 SW Farm Rd, Indiantown, FL 34956)
 2. 3rd Monday of the month from 4:00 PM to 7:00 PM (3441 SE Willoughby, Stuart, FL 34997)

5. Open Discussion

- C. Bonner informed the group that the statewide “Protect Yourself” campaign has ended and has been replaced by the “Live Fully Protected” campaign. The new logo and materials are available on the DOH and KnowYourHIVStatus.com websites.
- C. Bonner noted that local initiatives, Business Response to AIDS and Faith Response to AIDS, remain ongoing.
- C. Bonner shared that she and R. Pierre are working to reactivate the Sisters Organizing to Survive (SOS) chapter in Area 15.

- T. Canate reminded the group that the December monthly meeting had been cancelled and that the next scheduled meetings will take place on January 8, 2026. The Membership Committee will meet at 10:00 AM, and the EQA/Planning Committee will meet at 11:00 AM.

6. Closing and Adjourn

- S. Rangel thanked the partners for their updates and participation.
- C. Bonner motioned to adjourn, and C. Hollinger seconded.

Meeting Adjourned at 11:38 am