

# Central Florida HIV Planning Council

## Needs Assessment & Planning Minutes

January 16, 2020

**Call to Order:** The Chair, Mr. Collins called the meeting to order at 2:03 p.m. at Heart of Florida United Way, located at 1940 Traylor Blvd., Orlando, FL.

**Members Present:** Tim Collins, Ira Westbrook, Aaron Sanford-Wetherell, Courtney Thompson, Charlie Write, Jonathan McNelis, Flora Kavitch, Andre Antenor, Stephanie Neves, Pat Hester

**Members Excused:** Earl Hunt, Adrain Humphrey, John Curry, Liliana Argueta

**Absent:** None

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the Needs Assessment &amp; Planning agenda and made a following changes:</p> <ul style="list-style-type: none"> <li>• Removed Part A Quarterly Expenditure &amp; Utilization Report</li> <li>• Removed Part B Monthly Expenditure Report</li> <li>• Replaced Ms. Velazquez's name with Ms. Andre's name for the Part B Quarterly Expenditure &amp; Utilization Report.</li> <li>• Removed EIHA Improvement Strategies</li> </ul> <p><b>Motion:</b> Mr. Wright made a motion to approve the agenda with changes. Mr. Thompson seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the November 14<sup>th</sup> Minutes:</b></p>	<ul style="list-style-type: none"> <li>• The November 14<sup>th</sup> minutes were approved as written.</li> </ul>
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• A member of the public expressed that she found the Red Ribbon Times to be helpful and enlightening.</li> </ul>
<p><b>Mini Training: Big Picture Management</b></p>	<ul style="list-style-type: none"> <li>• Mr. Acosta provided the committee with a Big Picture Management mini training. Mr. Acosta highlighted the following key points:</li> </ul> <p><b>Needs Assessment &amp; Planning Committee Roles:</b></p> <ul style="list-style-type: none"> <li>• Comprehensive/Integrated Planning</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify emerging policy issues and adjust the Comprehensive Plan to minimize disruption of services.</li> <li>• Needs Assessment, including special studies, town halls</li> <li>• Data presentation, Priority Setting &amp; Resource Allocation</li> <li>• Review Expenditures</li> <li>• Reallocations</li> </ul> <p><b>Data and the big picture:</b></p> <ul style="list-style-type: none"> <li>• Ask explorative questions but know where to draw the line.</li> <li>• Look for the significance of the numbers and identify trends.</li> <li>• Consider all aspects of the system of care when analyzing data.</li> <li>• Use your experience to draw meaning but recognize its limitations.</li> </ul> <p><b>Critical Thinking:</b></p> <p><u>Big Picture:</u></p> <ul style="list-style-type: none"> <li>• I consider how actions affect all communities in our area.</li> <li>• I put the greater good above my personal agenda.</li> <li>• I understand that resources are limited and must be used efficiently.</li> </ul> <p><u>Small Picture:</u></p> <ul style="list-style-type: none"> <li>• I only think about my community.</li> <li>• I put my personal agenda and feelings above the greater good.</li> <li>• I believe resources are unlimited and should be used for what they are assigned for.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Part A Monthly Expenditure Report:</b></p> <ul style="list-style-type: none"> <li>• Ms. Reyes provided the committee with an overview of the Ryan White Park A Program Expenditure Report.</li> </ul> <p><b>Expenditures as of December 31, 2019</b></p> <ul style="list-style-type: none"> <li>○ Target: 83.33%</li> <li>○ Actual: 76.67%</li> <li>○ Dif: 6.66%</li> </ul> <p><b>Part B Monthly Expenditure Report</b></p>

- Ms. Andre provided the committee with an overview of the Area 7 Ryan White Part B Expenditure & Utilization Report.

**Total Number of Consumers**

Q1 – 1350

Q2 – 1304

Percent Change: -3%

**Total New Consumers**

Q1 – 47

Q2 – 53

Percent Change: 12.7%

**Comparison by Gender**

Male:

Q1 – 917

Q2 – 897

Percentage Change: -2%

Female:

Q1 – 423

Q2 – 395

Percentage Change : -7%

Transgender:

Q1 – 9

Q2 – 9

Percentage Change: 0%

**Comparison by Race**

White:

Q1 – 783

Q2 – 756

Percentage Change: -3%

Black

Q1 – 528

Q2 – 507

Percentage Change: -3%

Asian:

Q1 – 4

Q2 – 4

Percentage of Change: 0%

Multi:

Q1 – 14

Q2 – 13

Percentage of Change: -7%

Amer. Indian:

Q1 – 0

Q2 – 0

Percentage of Change: 0%

Pacific Islander:

Q1 – 1

Q2 – 2

Percentage Change: 100%

Other:

	<p>Q1 – 1  Q2 – 2  Percentage Change: 100%  None:  Q1 – 18  Q2 – 21  Percentage Change: 17%</p> <p><b>Comparison by Ethnicity</b>  Hispanic:  Q1 – 310  Q2 – 312  Percentage Change: 1%  Non-Hispanic:  Q1 – 1040  Q2 – 992  Percentage Change: -5%</p> <p><b>Comparison by Age</b>  2-12  Q1 – 0  Q2 – 0  Percentage Change: 0%  13-24  Q1 – 34  Q2 – 47  Percentage Change: 38%  25-44  Q1 – 459  Q2 – 460  Percentage Change: 1%  45-64  Q1 – 730  Q2 – 682%  Percentage Change: -7%  65+  Q1 – 127  Q2 – 115  Percentage Change: -9%</p>
<p><b>Unfinished Business:</b></p>	<p><b>Recommend Special Studies/Projects:</b></p> <ul style="list-style-type: none"> <li>• Mr. McNelis requested a report that compares viral load suppression rates of individuals in care under ADAP and Ryan White.</li> </ul>
<p><b>New Business:</b></p>	<p><b>Needs Assessment Process:</b></p>

	<ul style="list-style-type: none"> <li>Ms. Cross recommended that the committee review the Needs Assessment Policy &amp; Procedure and come ready to discuss at the meeting in February.</li> </ul> <p><b>MOU with Key Points of Entry for Hospitals:</b></p> <ul style="list-style-type: none"> <li>Mr. Collins informed the committee that he will contact his lead at Advent Health and will contact the individual about MOU with key point of entry.</li> <li>Mr. Sanford- Wetherell recommended seeking possible partnership with UCF.</li> </ul>
<b>Leadership Evaluations:</b>	<ul style="list-style-type: none"> <li>The committee completed the leadership evaluations via Mentimeter.</li> </ul>
<b>Set February's Agenda:</b>	<ul style="list-style-type: none"> <li>The committee reviewed and updated the February agenda.</li> </ul> <p><b>Motion:</b> Mr. McNelis made a motion to approve the November agenda with changes. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<b>ACTION ITEMS</b>	
<b>Item</b>	<b>Responsible Party</b>
Viral suppression rates for consumers on ADAP vs. RW Part A	Yvette Reyes
Get in contact with potential KEPO for Hospitals	Kara Williams & Tim Collins
Reach out to UCF about collaborative prevention and care efforts	PCS/ Dean Hutchins
<b>Future AGENDA ITEMS (60 days or more ahead of schedule)</b>	
<ul style="list-style-type: none"> <li>Mini Trainings</li> <li>Identify Additional Emerging Policies</li> <li>Integrated Plan Updates/Achievements</li> </ul>	
<b>Next Month's Meeting:</b>	February 15 <sup>th</sup> , 2019 @ HFUW
<b>Adjournment:</b>	4:08 p.m.

Prepared by: David Bent

Date: \_\_\_\_\_

Approved by: 

Date: 2-13-2020