

Central Florida HIV Planning Council
Service Systems & Quality Meeting Minutes

October 3, 2019

Call to Order: The Jr. Co-Chair, Mr. Hunt called the meeting to order 10:06 a.m. at Heart of Florida United Way, located at 1940 Traylor Blvd., Orlando, FL.

Members Present: Earl Hunt, Sam Graper, Grisela Hernandez, Maria Buckley, Nicole Elinoff, Gertrude Adolphe, Al Valentin

Members Excused: Dean Hutchins, Aaron Sanford-Wetherell, David Rodriguez, Alicyn Mulder

Absent:

<p>Approval of the agenda:</p>	<p>The committee reviewed the September agenda and made the following update:</p> <ul style="list-style-type: none"> • Replaced Mr. Valentin’s name with Mr. Graper’s name for the Vision Statement, Mission Statement, and Conflict of Interest. <p>Motion: Ms. Elinoff made a motion to approve the agenda with the change. Ms. Hernandez seconded motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the September 5th Minutes:</p>	<ul style="list-style-type: none"> • The committee reviewed the September 5th minutes and changed Ms. Adolphe’s name to show excused from the September SSQ Committee meeting. <p>Motion: Ms. Elinoff made a motion to approve the minutes with the corrections. Mr. Graper seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Open the Floor For Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments.
<p>Election of Chair and Vice Chair:</p>	<ul style="list-style-type: none"> • Mr. Graper self-nominated to be the SSQ Committee Chair. • Ms. Hernandez nominated Mr. Valentin to be the SSQ Chair. Mr. Valentin accepted the nomination. • Due to two individuals being nominated for the role of SSQ Chair, the committee voted. Mr. Graper received three votes

	<p>and Mr. Valentin received two votes. Mr. Graper became the SSQ Chair by a majority vote.</p> <ul style="list-style-type: none"> • Ms. Elinoff nominated Ms. Buckely as SSQ Vice Chair. Ms. Buckley accepted the nomination. Ms. Buckely became the SSQ Vice chair by a unanimous vote. • Mr. Hunt turned the meeting over to the new SSQ Chair, Mr. Graper.
<p>Unfinished Business:</p>	<p>Data Presentation Evaluation:</p> <ul style="list-style-type: none"> • Mr. Acosta presented the Data Presentation evaluation results and comments to the committee. Mr. Acosta highlighted the following key points: <ul style="list-style-type: none"> ○ Percentages are out of 27 total respondents, ○ Responses include council members and non-council members. ○ 85% approval threshold was met in 7 out of 11 criteria. ○ No criteria received a score lower than 74% or 20 out of 27 agree. • Ms. Cross recommended that in the future only full and associate members utilize Mentimeter and non-members use paper evaluations. • The committee suggested more hands on training (mock scenarios) during the July Retreat/Training. The committee also suggested utilizing laymen’s terms. <p>Data Presentation Evaluation Forms:</p> <ul style="list-style-type: none"> • The committee reviewed, discussed, and updated the Data Presentation evaluation form. After a brief discussion, the committee decided to update the following: <ul style="list-style-type: none"> ○ Rate each individual presenter ○ Change the evaluation from a three point scale to a five point scale

- Update the wording of evaluation questions
- Add two boxes for individuals to select if they are a full member or a member of the public
- Mr. Acosta suggested that comment cards could be used to solicit feedback from the community as well during Data Presentation.

Motion: Mr. Valentin made a motion to approve the Data Presentation evaluation form with the updates. Ms. Elinoff seconded the motion. The motion was adopted unanimously without debate.

Data Presentation Process:

- The committee reviewed and discussed the Data Presentation Process.
- Ms. Elinoff recommended adding a group agreement; also known as ground rules to the Data Presentation Process.
- Ms. Hernandez recommended that an overview of the Data Presentation process be provided at a RW Community Meeting participants and Planning Council.
- Ms. Buckley recommended that the Ryan White Community Meeting Participants also receive more SSQ related mini trainings to better prepare the community for Data Presentation.

Motion: Ms. Elinoff made a motion to approve the Data Presentation Process with the updates. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.

See Attachment

Priority Setting Evaluations:

- Mr. Acosta presented the Priority Setting evaluation results and comments to the committee. Mr. Acosta highlighted the following key points:

	<ul style="list-style-type: none"> ○ Percentages are out of 16 total respondents or 84% of present Council Members ○ 85% approval threshold was met in 12 out of 12 criteria ○ Surveys were mailed to all Council Members and they had a two week period to respond <p style="text-align: center;"><i>See Attachment</i></p> <p>Priority Setting Evaluation Form:</p> <ul style="list-style-type: none"> ● The committee reviewed and updated the Priority Setting evaluation form. <p>Motion: Mr. Valentin made a motion to approve the Priority Setting evaluation form with the updates. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.</p> <p style="text-align: center;"><i>See Attachment</i></p> <p>Priority Setting Process:</p> <ul style="list-style-type: none"> ● The committee reviewed and updated the Priority Setting Process. <p>Motion: Ms. Elinoff made a motion to approve the Priority Setting Process with the updates. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.</p> <p style="text-align: center;"><i>See Attachment</i></p> <p>Motion: Ms. Hernandez made a motion to table Resource Allocation evaluation form, Resource Allocation process, Integrated Plan Progress, Oral Health Service Standards, Substance Abuse Residential Service Standards, and meeting time discussion to the November meeting. Mr. Valentin seconded the motion. The motion was adopted unanimously without debate.</p>
<p>New Business:</p>	<p>Develop 2019-2020 Work Plan:</p> <ul style="list-style-type: none"> ● The committee reviewed and updated the 2019-2020 Work Plan.

	<p>Motion: Ms. Elinoff made a motion approve the 2019-2020 Work Plan and to move the document forward to the Executive Committee for approval. Mr. Valentin seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Mr. Valentin made a motion to extend the meeting for 10 minutes in order to complete the remaining agenda items. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
Set November Agenda:	<ul style="list-style-type: none"> The committee reviewed and updated the November Agenda. <p>Motion: Mr. Valentin made a motion to approve the agenda with changes. Ms. Hernandez seconded the motion. The motion was adopted unanimously without a debate.</p>
ACTION ITEMS	
Item	
Next Month's Meeting:	November 7 th , 2019 @ HFUW
Adjournment:	12:11 p.m.

Prepared by: David Bent Date: 10/04/2019

Approved by: Maria Buckley Date: 11/7/2019