

Central Florida HIV Planning Council

Needs Assessment & Planning Minutes

October 10, 2019

Call to Order: The Chair, Mr. Collins called the meeting to order at 3:00 p.m. at Heart of Florida United Way, located at 1940 Traylor Blvd., Orlando, FL.

Members Present: Tim Collins, Ira Westbrook, Aaron Sanford-Wetherell, Earl Hunt, Adrain Humphrey, Courtney Thompson, Liliana Argueta, Charlie Wright, Stephanie Neves

Members Excused: Pat Hester

Absent:


<p>Approval of the agenda:</p>	<p>The committee reviewed the Needs Assessment & Planning agenda and made a following change:</p> <ul style="list-style-type: none"> • Replaced Ms. Velazquez's name with Ms. Andre's name for the Part B Report • Removed Resource Allocation Process <p>Motion: Mr. Hunt made a motion to approve the agenda with changes. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the September 12th Minutes:</p>	<ul style="list-style-type: none"> • The committee reviewed the September 12th minutes and replaced Ms. Velez's name with Mr. Reyes's name for the Part A Report. <p>Motion: Ms. Humphrey made a motion to approve the September 12th minutes. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.</p>
<p>FRP Mini Training:</p>	<ul style="list-style-type: none"> • Ms. Andre provided the committee with an RFP mini training Ms. Andre highlighted the following key points: <ul style="list-style-type: none"> ○ An RFA (Request for Application) ○ An RFQ (Request for Quote) ○ An IFB (Invitation for Bid) ○ An ITN (Invitation to Negotiate) ○ Part A and Part B issues the RFP ○ The planning Council sets the priorities and allocates the resources which are then used to guide the RFP process

	<ul style="list-style-type: none"> ○ The grantee will evaluate the priorities and allocations made by the Planning Council during the PSRA process ○ The assessment of the administrative mechanism reviews the RFP process, contracting, and contract modifications, provider invoicing, reimbursement, and adherence to the PC priorities ○ Every RFP process can vary and things change depending on needs ○ Planning Council is the planning body meant to look at the big picture of the Ryan White Service system. It is not the place to bring up complaints against individuals or providers but rather address community wide issues.
Open the Floor for Public Comment:	<ul style="list-style-type: none"> ● There were no public comments.
Election of Chairs:	<ul style="list-style-type: none"> ● The committee briefly discussed the nominated individuals. <p>Motion: Mr. Hunt made a motion to appoint Mr. Collins as the Needs Assessment & Planning Chair and Mr. Westbrook as the Needs Assessment & Planning Vice Chair. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p>
Reports:	<p>Part A Monthly Expenditure Report</p> <ul style="list-style-type: none"> ● Ms. Velez provided the committee with an overview of the RW Part A Monthly Expenditure Report. <p>Expenditures as of September 30, 2019:</p> <ul style="list-style-type: none"> ○ Target: 58.33% ○ Actual: 51.90% ○ Dif: 6.43% <p>Part B Monthly Expenditure Report</p> <ul style="list-style-type: none"> ● Ms. Andre provided the committee with an overview of the RW Part B Monthly Expenditure Report. <p>Expenditures as of August 31, 2019:</p> <ul style="list-style-type: none"> ○ Target: 41.67% ○ Actual: 37.799% ○ Dif: 3.88%
Unfinished Business:	

	<p>Quality Management:</p> <ul style="list-style-type: none"> • Mr. Shivji reported that the next quarterly CQM workshop will be held on Monday October 14th, 2019. An update will be provided to the committee next month.
<p>New Business:</p>	<p>Data Presentation Process:</p> <ul style="list-style-type: none"> • The committee reviewed and discussed the recommended revisions for the Data Presentation Process. The committee decided to approve the recommended revisions. <p>Motion: Mr. Thompson made a motion to approve the recommended revisions for the Data Presentation Process and to move the document forward to the Executive Committee for approval. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p> <p>Priority Setting Process:</p> <ul style="list-style-type: none"> • The committee reviewed and discussed the recommended revisions for the Priority Setting Process. The committee decided to approve the recommended revisions. <p>Motion: Mr. Hunt made a motion to approve the recommended revisions for the Priority Setting Process and to move the document forward to the Executive Committee for approval. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p> <p>New Meeting Time Discussion:</p> <ul style="list-style-type: none"> • The committee discussed changing the time of the committee meeting. After a brief discussion, Ms. Argueta recommended changing the time of the meeting to 2:00 p.m. <p>Motion: Ms. Argueta made a motion to change the meeting start from to 2:00 p.m. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.</p> <p>Needs Assessment & Planning Work Plan:</p> <ul style="list-style-type: none"> • The committee reviewed and updated the Needs Assessment & Planning Work Plan.

	<p>Motion: Mr. Hunt made a motion to approve the Needs Assessment & Planning Work Plan and to move the document forward to the Executive Committee for approval. Mr. Thompson seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Set November's Agenda:</p>	<ul style="list-style-type: none"> The committee reviewed and updated the November agenda. <p>Motion: Mr. Sanford-Wetherell made a motion to approve the November agenda with changes. Mr. Thompson seconded the motion. The motion was adopted unanimously without debate.</p>
<p>ACTION ITEMS</p>	
<p>Item</p>	<p>Responsible Party</p>
<p>Future AGENDA ITEMS (60 days or more ahead of schedule)</p>	
<ul style="list-style-type: none"> Mini Trainings Identify Additional Emerging Policies Integrated Plan Updates/Achievements 	
<p>Next Month's Meeting:</p>	<p>November 14th, 2019 @ HFUW</p>
<p>Adjournment:</p>	<p>4:34 p.m.</p>

Prepared by: David Bent Date: 10/11/2019

Approved by:  Date: 11-14-2019