

**Central Florida HIV Planning Council**  
**Service Systems & Quality Meeting Minutes**

March 5, 2020

**Call to Order:** The ExOfficio, Mr. Hunt called the meeting to order 10:05 a.m. at Heart of Florida United Way, located at 1940 Cannery Way, Orlando, FL.

**Members Present:** Earl Hunt, Sam Graper, Gertrude Adolphe, Dean Hutchins, Grisela Hernandez, Alicyn Heinrich, Keith Tremain, Al Valentin via teleconference, Nicole Elinoff via teleconference

**Members Excused:** Maria Buckley, Karen Jackson, Lori Leaf

**Absent:**

	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Replaced Mr. Graper's name with Mr. Hunt's name for the Welcome, Housekeeping, Introductions, and Moment of Silence</li> </ul>
<p><b>Approval of the agenda:</b></p>	<ul style="list-style-type: none"> <li>• Replaced Ms. Buckley's name with Ms. Adolphe's name for the Mission Statement, Vision Statement, Conflict of Interest, and Core Values</li> <li>• Removed disparities and outcome from the agenda</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to approve the agenda with the changes. Ms. Heinrich seconded motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the February 6<sup>th</sup> Minutes:</b></p>	<ul style="list-style-type: none"> <li>• The committee reviewed the February 6<sup>th</sup> minutes and updated the last name of a committee member.</li> </ul> <p><b>Motion:</b> Ms. Heinrich made a motion to approve the February 6<sup>th</sup> minutes with the update. Mr. Hutchins seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Open the Floor For Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Analyze Needs Assessment Results:</b></p>

	<ul style="list-style-type: none"> <li>• Mr. Acosta reviewed the updates received from Tallahassee. (Conditions were updated – received comparison by county level).</li> </ul> <p style="text-align: center;"><i>See Attachment 1</i></p> <ul style="list-style-type: none"> <li>• Mr. Acosta reviewed the updates for the Outcome Measures &amp; HIV Care Continuum.</li> </ul> <p style="text-align: center;">See Attachment 2</p> <ul style="list-style-type: none"> <li>• The committee chair, Mr. Graper took over facilitation of the meeting.</li> </ul>
	<p><b>System Wide Service Standard</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the recommended revisions for the Systems Wide Service Standard.</li> </ul>
<p><b>Unfinished Business:</b></p>	<p><b>Motion:</b> Mr. Hunt made a motion to approve the revisions to the System Wide Service Standard and to send the document to providers for a 14-day review. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Integrated Plan Progress:</b></p> <ul style="list-style-type: none"> <li>• Ms. Cross provided the committee with an overview of the 2019 progress for the Integrated Plan.</li> </ul> <p><b>AAM Outline:</b></p> <ul style="list-style-type: none"> <li>• The committee created the 2020 AAM timeline.</li> </ul> <p>Ms. Cross informed that committee that any feedback must be received by the July.</p>
<p><b>New Business:</b></p>	<p><b>EIS Out of Care Survey:</b></p> <ul style="list-style-type: none"> <li>• The Part A office decided to consolidate 4 questions into 2 questions. (Questions 5 &amp; 7)</li> </ul> <p>The committee suggested updating the following:</p> <ul style="list-style-type: none"> <li>• Font &amp; spacing issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Change MSM to Gay</li> <li>• Provider ID and CareWare ID on separate lines</li> <li>• Added GED and Some college</li> <li>• Added Hispanic and non-Hispanic</li> </ul> <p><b>Motion:</b> Ms. Heinrich made a motion to approve the Out of Care Survey with the updates for implementation. Ms. Adolphe seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Special Studies:</b></p> <ul style="list-style-type: none"> <li>• The committee will looked at the gaps from the consumer needs assessment survey at the next meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• The committee drafted the April agenda.</li> </ul>
<b>Set April's Agenda:</b>	<p><b>Motion:</b> Ms. Hernandez made a motion to approve the draft agenda with changes. Mr. Hunt seconded the motion. The motion was adopted unanimously without a debate.</p>

**ACTION ITEMS**

Item	
Update pages numbers on System Wide Service Standards for HIV Services and Send to Providers for 14 day review	Melanie Cross
Update Conflicts for Mr. Tremain to reflect Non-Medical Case Management instead of Referral for Healthcare	David Bent
Submit Mr. Hutchins' request to switch Committees to Membership	Andres Acosta
Send AAM timeline to the Lead Agency and Part A Recipient's Office.	Melanie Cross
<b>Next Month's Meeting:</b>	April 2 <sup>nd</sup> , 2020 @ HFUW
<b>Adjournment:</b>	11.46 a.m.

Prepared by: David Bent Date: 3/9/2020

Approved by:  Date: 8/19/20