

Central Florida HIV Planning Council

Needs Assessment & Planning Committee Meeting Minutes

July 16, 2020

Call to Order: The Chair, Mr. Collins called the meeting to order at 2:06 p.m.

Members Present: Tim Collins, Ira Westbrook, Andre Antenor, Flora Kavitch, Stephanie Neves, Aaron Sanford Wetherell, Earl Hunt

Members Excused: None

Absent: Charlie Wright, Liliana Argueta, Pat Hester, Melissa Lloyd

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none">• Replaced Mr. Westbrook's name with Mr. Sanford- Wetherell's name for the Vision Statement and Mission Statement• Replaced Mr. Westbrook's name with Ms. Cross's name for the Conflict of Interest.• Removed emerging policies• Removed DOH report <p>Motion: Mr. Sanford-Wetherell made a motion to approve the agenda with the updates. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the March 12th Minutes:</p>	<p>The committee reviewed the March 12th minutes and made the following update.</p> <ul style="list-style-type: none">• Added Mr. Sanford-Wetherell's name under present for the meeting. <p>Motion: Mr. Sanford-Wetherell made a motion to approve the minutes with the update. Mr. Westbrook 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>Reports:</p>	<p>Part A Quarter 1 Expenditure & Utilization Report:</p> <p>Ms. Reyes provided the committee with an overview of the Quarter 1 Expenditure & Utilization Report.</p> <p><u>Total Number of Clients Served</u> FY 19 – 20: 4,211 FY 19 – 20: 4,060 Percentage Change: 3.6%</p> <p><u>New Clients</u> FY 19 – 20: 223 FY 19 – 20: 131 Percentage Change: 41%</p> <p><u>Comparison By Gender</u> Male: FY 19 – 20: 3,045 FY 20 – 21: 2,922 Percentage Change: 4%</p> <p>Female: FY – 19 – 20: 1,117 FY – 20 – 21: 1,079 Percentage Change:3%</p> <p>Transgender: FY 19 – 20: 49 FY 20 – 21: 59 Percentage Change: 20%</p> <p><u>Comparison by Race</u> White: FY – 19 – 20: 2,204 FY – 20 – 21: 2,066 Percentage Change: 6%</p> <p>Black: FY – 19 – 20: 1,915 FY – 20 – 21: 1,906 Percentage Change: 1%</p>

	<p>Asian: FY – 19 – 20: 36 FY – 20 – 21: 38 Percentage Change: 5%</p> <p>Multi: FY – 19 – 20: 38 FY – 20 – 21: 32 Percentage Change: 16%</p> <p>Amer. Ind: FY – 19 – 20: 9 FY – 20 – 21: 12 Percentage Change: 33%</p> <p>Unknown: FY – 19 – 20: 4 FY – 20 – 21: 3 Percentage Change: 25%</p> <p>Pacific Islander: FY – 19 – 20: 3 FY – 20 – 21: 1 Percentage Change: 67%</p> <p>Hawaiian: FY – 19 – 20: 1 FY – 20 – 21: 1 Percentage Change: 0%</p> <p>Alaskan: FY – 19 – 20: 1 FY – 20 – 21: 1 Percentage Change: 0%</p> <p><u>Comparison by Ethnicity</u> Non – Hispanic FY – 19 – 20: 2,810 FY – 20 – 21: 2,781 Percentage Change: 1%</p> <p>Hispanic: FY – 19 – 20: 1,398 FY – 20 – 21: 1,276 Percentage Change: 9%</p>
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EMA Comparison by Age

0 – 2

FY – 19 – 20: 0

FY – 20 – 21: 0

Percentage Change: 0%

2-12:

FY – 19 – 20: 1

FY – 20 – 21: 0

Percentage Change: 100%

13 – 24:

FY – 19 – 20: 195

FY – 20 – 21: 171

Percentage Change: 12%

25 – 44

FY – 19 – 20: 1,728

FY – 20 – 21: 1,706

Percentage Change: 1%

45 – 64

FY – 19 – 20: 2,093

FY – 20 – 21: 1,962

Percentage Change: 6%

65+:

FY – 19 – 20: 248

FY – 20 – 21: 257

Percentage Change: 4%

Comparison by County

Orange:

FY – 19 – 20: 2,916

FY – 20 – 21: 2,861

Percentage Change: 2%

Seminole:

FY – 19 – 20: 427

FY – 20 – 21: 462

Percentage Change: 2%

Osceola:

FY – 19 – 20: 437

FY – 20 – 21: 349

Percentage Change: 20%

Lake:

FY – 19 – 20: 383

FY – 20 – 21: 379

Percentage Change: 1%

- Mr. Westbrook voiced his concerns regarding potential transgender clients being turned away for services. Ms. Reyes recommended that Mr. Westbrook discuss the matter with her after the meeting to get a full understanding of the issue and to take the appropriate next steps.

Part A Monthly Expenditure Report:

Ms. Velez provided the committee with an overview of the monthly expenditure report as of June 30, 2020.

- Target: 33.33%
- Actual: 16.70%
- Dif: 16.63%

Part B Monthly Expenditure Report:

Ms. Andre provided the committee with an overview of the Monthly Expenditure report as of May 31, 2020.

- Target: 16.67%
- Actual: 10.99%
- Dif: 5.68%
- Ms. Andre reported that there was a quality management meeting last week. The work group reviewed performance measures and disparities data. The work group decided on the following next steps:
 - The lead agency and recipient's office will research best practices for developing recognition projects for quality improvement.
 - Organize a meeting for peer support to talk about strategies and best practices.

	<p>➤ Update PDSA templates/cycles (improvement plans)</p>
<p>Unfinished Business:</p>	<p>Needs Assessment Process:</p> <p>Ms. Cross informed the committee that she will coordinate with Ms. Munroe regarding what can be accomplished in the remainder of the planning cycle. Ms. Cross will provide an update at the next meeting.</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that data presentation will take place in September. • The committee reviewed and updated the Needs Assessment & Planning work plan. <p>Motion: Mr. Sanford-Wetherell made a motion to approve the updated Needs Assessment & Planning Committee work plan and to forward the document to the Executive committee for approval. Ms. Kavitch seconded the motion. The motion was adopted unanimously without debate</p> <p>Recommend Special Studies/Projects:</p> <ul style="list-style-type: none"> • Mr. Antenor would like to see a survey directed to clients to find out what services they think are needed and would like to see. • Ms. Cross encouraged the committee to think about what types of studies or projects they would like to see implemented to be discussed at the next meeting.
<p>New Business:</p>	<p>Chair Nominations Announcement:</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that nominations are open. PCS will send out a list of eligible members. No one was nominated during the meeting. <p>August Agenda:</p> <p>The committee reviewed and updated draft August</p>

	agenda. Motion: Mr. Sanford-Wetherell made a motion to approve the August agenda. Ms. Kavich seconded the motion. The motion was adopted unanimously without debate.
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ACTION ITEMS	
Item	
Contact Ms. Munroe to discuss what can be accomplished for the remainder of the planning cycle.	Ms. Cross
Email list of eligible committee members that can be nominated	PCS
Next Meeting	August 13, 2020 @HFUW
Adjournment:	3:36 p.m.

Prepared by: David Bent

Date: 7/17/2020

Approved by: 

Date: 8-19-2020