

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

August 6, 2020

**Call to Order:** The Chair, Mr. Graper called the virtual meeting to order 10:11 a.m.

**Members Present:** Sam Graper, Angie Buckley, Dean Hutchins, Grisela Hernandez, Earl Hunt, Alicyn Heinrich, Dean Hutchins, Gertrude Adolphe

**Members Excused:** None

**Absent:** Keith Tremain, Al Valentin, Lori Leaf, Karen Jackson

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Added Provider Capacity Survey</li> <li>• Combined CQM Update with Disparities in Outcomes of Prevention and Care Services</li> <li>• Removed Part A Utilization Report</li> </ul> <p><b>Motion:</b> Ms. Heinrich made a motion to approve the agenda with the changes. Ms. Adolphe seconded motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the August 6th Minutes:</b></p>	<ul style="list-style-type: none"> <li>• The August 6<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>• There were no public comments.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Part B Quarter 1 Expenditure &amp; Utilization Report:</b></p> <p>Ms. Andre provided the committee with an overview of the Ryan White Part B Expenditure &amp; Utilization Report.</p> <p><u>Total Number of Consumers</u>  YTD 19 – 20: 1,345  YTD 20 – 21: 1,242  Percentage Change: - 8%</p>

Total New Consumers

YTD 19 – 20: 129

YTD 20 – 21: 166

Percentage Change: 29%

Comparison by Gender - Male

YTD 19 – 20: 917

YTD 20 – 21: 829

Percentage Change: -10%

Comparison by Gender - Female

YTD 19 – 20: 418

YTD 20 – 21: 405

Percentage Change: -3%

Comparison by Gender - Transgender

YTD 19 – 20: 9

YTD 20 – 21: 6

Percentage Change: -33%

Comparison by Gender - Race

White:

YTD 19 – 20: 781

YTD 20 – 21: 766

Percentage Change: -2%

Black:

YTD 19 – 20: 527

YTD 20 – 21: 440

Percentage Change: -17%

Asian:

YTD 19 – 20: 4

YTD 20 – 21: 5

Percentage Change: 20%

Multi:

YTD 19 – 20: 8

YTD 20 – 21: 8

Percentage Change: 0%

Amer. Ind.

YTD 19 – 20: 1

YTD 20 – 21: 3

Percentage Change: 200%

Pacific Isl.

YTD 19 – 20: 3

YTD 20 – 21: 1

Percentage Change: -67%

Other:  
YTD 19 – 20: 3  
YTD 20 – 21: 2  
Percentage Change: -33%  
Not Spec:  
YTD 19 – 20: 18  
YTD 20 – 21: 17  
Percentage Change: -6%

Comparison By Ethnicity

Hispanic:  
YTD 19 – 20: 311  
YTD 20 – 21: 317  
Percentage Change: 2%  
Non-Hispanic  
YTD 19 – 20: 1034  
YTD 20 – 21: 925  
Percentage Change: -11%

Comparison by Age

0-2:  
YTD 19 – 20: 0  
YTD 20 – 21: 0  
Percentage Change: 0%

2 – 12:  
YTD 19 – 20: 0  
YTD 20 – 21: 0  
Percentage Change: 0%

13 – 24:  
YTD 19 – 20: 39  
YTD 20 – 21: 30  
Percentage Change: -23%

25 – 44:  
YTD 19 – 20: 457  
YTD 20 – 21: 444  
Percentage Change: -3%

45 – 64:  
YTD 19 – 20: 734  
YTD 20 – 21: 635  
Percentage Change: -13%

65 +  
YTD 19 – 20: 115  
YTD 20 – 21: 133  
Percentage Change: 16%

Outpatient/Ambulatory Health Services

YTD 19 – 20: 343

YTD 20 – 21: 184

Percentage Change: -45%

Mental Health

YTD 19 – 20: 103

YTD 20 – 21: 101

Percentage Change: -2%

Oral Health

YTD 19 – 20: 85

YTD 20 – 21: 32

Percentage Change: -62%

Emergency Financial Assistance

YTD 19 – 20: 0

YTD 20 – 21: 60

Percentage Change: N/A

Non-Medical Case Management

YTD 19 – 20: 498

YTD 20 – 21: 641

Percentage Change: 28%

Food Bank

YTD 19 – 20: 94

YTD 20 – 21: 70

Percentage Change: -26%

Medical Transportation Services

YTD 19 – 20: 36

YTD 20 – 21: 40

Percentage Change: 11%

- Mr. Graper suggested adding a note that the state was under a mandatory stay at home order due to COVID-19.

**CQM Update & Disparities in Outcomes of Prevention and Care Services:**

Ms. Andre reported the following:

- Ms. Andre reported that there was a quality management meeting in July. 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.
- Update PDSA templates/cycles (improvement plans)

Ms. Munroe reported the following:

- Currently there is a struggle to combine Brevard and the Tri County data to give a complete picture.
- Brevard is lagging behind due to how the data is aggregated in CareWare. There is a quality improvement process in place to fix the aggregated data.
- There is a quality improvement process in place to fix the Brevard aggregated data.
- Ms. Munroe reviewed the performance measures for Q1 2020 (disparities). Ms. Munroe stated that a better job needs to be done of working with the transgender population to improve their viral suppression rate.
- Ms. Andre reviewed the performance measures for Q1 2020 for Brevard (disparities).
- Ms. Munroe informed the committee of the special study Project Zero. Project Zero included 30 clients that were not virally suppressed. Intensive case management was provided to the clients. 50% were virally suppressed in April. There were two clients that moved out of the system in June dropping the viral suppression rate to 48%. The clients preferred person to person contact.

**Assessment of the Administrative Mechanism:**

Mr. Cavalleri provided the committee with an overview of the key findings for the AAM. Mr. Cavalleri highlighted the following:

- The provider survey was sent to 11 providers via email, with a response rate of 100%.
- Survey asked about contracts, reimbursements, communication regarding expenditures and technical assistance.
- 90% of providers agreed or strongly agreed regarding timely and fair contract and amendment processes.
- 100 of providers agreed that the majority of their payments from Orange County Government were processed within 45 calendar days.
- 91.9% of providers agreed that the Recipient Office contacted their agency, and 78% agreed that they informed them in regards to spending and reallocation plans.
- 100% of providers agreed that they received technical assistance from the Recipient Office staff for completion of invoices, reports and other requirements as needed.
- 90.9% of providers agreed that the Recipient Office provided explanation of RW Program requirements.
- 90.9% of providers agreed that the Recipient Office kept agencies well informed of HRSA policies, procedures and updates.
- 90.9% of providers agreed that the Recipient Office kept agencies well informed of Planning Council directives that impact providers.
- 100% of providers agreed that the Recipient Office was courteous and respectful.
- 90.9% of providers agreed that the Recipient Office responded promptly and adequately to inquiries.

	<ul style="list-style-type: none"> <li>• 27 Planning Council and Associate members out of 33 responded, generating a response rate of 81/8% to the Planning Council survey.</li> <li>• 95.8% of Planning Council members agreed that the Recipient Office reports expenditure data to the Planning Council on a quarterly basis.</li> <li>• 100% of Planning Council Members agreed that the Recipient Office follows the Planning Council's service priorities, resource allocations and reallocations.</li> <li>• 91.7% agreed that the Recipient Office's communication clearly about the reallocation process.</li> <li>• 87.5% of members agreed that the Recipient Office responded promptly and adequately to questions, and kept them well informed on HRSA and Florida DOH procedures and updates.</li> <li>• 100% of Planning Council members agreed that the Recipient Office effectively administers grant funds.</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to accept the Assessment of the Administrative Mechanism report and to request that the providers respond within 30 days with how they will implement the corrections. Ms. Heinrich seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>New Business:</b></p>	<p><b>Annual Committee Report:</b></p> <ul style="list-style-type: none"> <li>• Ms. Cross asked the committee for any additional achievements that need to be added to the annual report.</li> <li>• Ms. Cross will work directly with Ms. Buckley to compile a list of achievements.</li> </ul> <p><b>Review Tools for Data, Priority Setting, and Resource Allocation:</b></p> <ul style="list-style-type: none"> <li>• After a brief discussion, the committee decided that the verbiage should be</li> </ul>

	<p>adjusted on the agenda to state virtual. The committee also decided that there should be a method to confirm that members reviewed the pre-recorded session.</p> <p><b>Motion:</b> Ms. Hernandez made a motion for Planning Council Support to make the appropriate changes to the document and email to committee members for review before the PC meeting Ms. Heinrich seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• Before leaving the meeting, Ms. Buckley selected Ms. Hernandez to chair the remainder of the meeting.</li> <li>• The committee decided that more time was needed to get through the rest of the agenda items.</li> </ul> <p><b>Motion:</b> Ms. Heinrich made a motion to extend the meeting by 10 minutes in order to complete the remainder of the agenda items. Mr. Hutchins seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Provider Capacity Survey:</b></p> <ul style="list-style-type: none"> <li>• Ms. Andre reviewed the updates for the Provider Capacity Survey. Ms. Andre also recommended that the committee review the survey and provide any suggestions or input to PCS.</li> </ul> <p><b>Leadership Evaluations:</b></p> <ul style="list-style-type: none"> <li>• The committee decided to table to Leadership evaluation until next month.</li> </ul> <p><b>Motion:</b> Mr. Hutchins made a motion to table the leadership evaluations until next month. Ms. Heinrich seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Set September's Agenda:</b></p>	<ul style="list-style-type: none"> <li>• The committee drafted the September agenda.</li> </ul> <p><b>Motion:</b> Mr. Hutchins made a motion to approve the draft agenda with changes. Ms. Heinrich seconded the motion. The motion was adopted unanimously without a debate.</p>



**ACTION ITEMS**

Item	
Add note to Utilization Reports to state the mandatory shut down due to COVID-19	Part A and Part B
Update the verbiage for Data Presentation agenda to state virtual and create a method to confirm members reviewed the pre-recorded sessions.	PCS
<b>Next Month's Meeting:</b>	September 3rd, 2020 (virtual)
<b>Adjournment:</b>	12:17 p.m.

Prepared by: David Bent Date: 8/10/2020

Approved by: Maria Buckley Date: \_\_\_\_\_

*Maria Buckley*