Central Florida HIV Planning Council

Service Systems & Quality Meeting Minutes

October 8, 2020

Call to Order: The Vice Chair, Ms. Buckley called the virtual meeting to order 10:02 a.m.

Members Present: Sam Graper**,** Maria Buckley**,** Keith Tremain, Karen Jackson, Earl Hunt, Dean Hutchins, Grisela Hernandez, Gertrude Adolphe, Sam Graper

Members Excused: None

Absent: Al Valentin

Approval of the agenda:	The committee reviewed the October agenda and made the following update: • Removed Service Standards Motion: Ms. Jackson made a motion to approve the agenda with the update. Ms. Hernandez seconded motion. The motion was adopted unanimously without debate.
Approval of the September 15th Minutes:	• The September 15th minutes were approved as written.
Open the Floor For Public Comment:	• There were no public comments.
Special Order: Election of Chairs:	• Ms. Cross informed the committee that Ms. Buckley was nominated for Chair and Mr. Hutchins was nominated for Vice Chair of the Service Systems & Quality Committee. • The committee unanimously accepted the slate of nominations which included Ms. Buckley as the Service Systems & Quality Chair and Dean Hutchins as the Vice Chair.
Unfinished Business:	**Integrated Plan Progress:** • Ms. Cross informed that committee that once the new guidance is received, an update will be provided to the committee.

	Data Presentation Evaluations:
	• Ms. Cross provided the committee with an overview of the Data Presentation evaluation results and comments.
	• The evaluation exceeded the 85% threshold.
	• The committee recommended that a mock Priority Setting and Resource Allocation exercise be created to be conducted at the July retreat
	Motion: Mr. Graper made a motion that there are no recommended changes to the data presentation process, but additional training opportunities should be provided for members to fully understand the process. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate. .
New Business:	**Priority Setting Evaluations:**
	• Ms. Cross reviewed the Priority Setting evaluations results and comments.
	• The evaluation exceeded the 85% threshold.
	Motion: Mr. Tremain made a motion that there are no recommended changes to the priority setting process, but additional training opportunities to be provided for members to fully understand the process. Ms. Jackson seconded the motion. The motion was adopted unanimously without debate.
	Review Data Presentation Evaluation Form:
	• After brief discussion, the committee decided to not make any changes to the evaluation tools, but will have a separate evaluation for priority setting and resource allocation next year.
	Service Systems & Quality Work Plan:
	• The committee reviewed and updated the 2020 – 2021 Service Systems & Quality work plan.

	Motion: Ms. Hernandez made a motion to approve the 2020 - 2021 Service Systems & Quality work plan. Ms. Jackson seconded the motion. The motion was adopted unanimously without debate.
	Meeting Time:
	• The committee discussed the start time of the Service Systems & Quality committee meeting. After a brief discussion, the committee decided to change the start time to 2:00 p.m.
	Motion: Ms. Adolphe made a motion to change the start time of the Service Systems & Quality committee meeting from 10:00 a.m. to 2:00 p.m. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.
Set November Agenda:	**Motion:** Ms. Hernandez made a motion to extend the meeting by 5 minutes in order to complete the remaining agenda item.
	• The committee drafted the November agenda.
	Motion: Ms. Hernandez made a motion to approve the October agenda. Ms. Adolphe seconded the motion. The motion was adopted unanimously without a debate.

ACTION ITEMS	
Item	
Create a new calendar invite for the new meeting time and location for future meetings (2:00 p.m.)	PCS
Next Month's Meeting:	November 5th, 2020 In person/virtual
Adjournment:	12:04 p.m.

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

Approved by: *Maria Buckley* Date: 10/08/2020

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