

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

September 15, 2020

**Call to Order:** The Vice Chair, Ms. Buckley called the virtual meeting to order 10:08 a.m.

**Members Present:** Angie Buckley, Keith Tremain, Grisela Hernandez, Karen Jackson, Gertrude Adolphe

**Members Excused:** None

**Absent:** Sam Graper, Al Valentin, Dean Hutchins, Lori Leaf

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the September agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Replaced Ms. Buckley’s name with Mr. Acosta’s name for the Vision Statement, Mission Statement, Conflict of Interest, and Core Values</li> <li>• Replace Mr. Graper’s name with Mr. Acosta’s name for the approval of the minutes</li> </ul> <p><b>Motion:</b> Ms. Hernandez 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 6<sup>th</sup> Minutes:</b></p>	<ul style="list-style-type: none"> <li>• The August 6th 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>Part B Assessment of the Administrative Mechanism:</b></p>	<ul style="list-style-type: none"> <li>• Mr. Cavalleri provided the committee with an overview of the findings and recommendations for the Part B Assessment of the Administrative Mechanism.</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to approve the Part B Assessment of the Administrative Mechanism and to forward the document to the Planning Council for a roll call vote. Mr. Tremain seconded the motion. The motion was adopted unanimously without debate.</p>

<p><b>Reports:</b></p>	<p><b>Part A Monthly Utilization Report:</b></p> <ul style="list-style-type: none"> <li>Ms. Munroe informed the committee that there was no new information to be report at this time.</li> </ul> <p><b>Part B Monthly Utilization Report:</b></p> <ul style="list-style-type: none"> <li>Ms. Andre informed the committee that there was no new information to be reported at this time.</li> </ul>
<p><b>Unfinished Business:</b></p>	<p><b>System Wide Service Standard:</b></p> <ul style="list-style-type: none"> <li>The committee reviewed the recommended revision for the System Wide Service Standard. After a brief discussion, the committee decided to approve the recommendations.</li> </ul> <p><b>Motion:</b> Ms. Hernandez made motion to accept the recommended revisions for the System Wide Service Standard and to move the document forward to the providers for a 14-day review. Ms. Adolphe seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>New Business:</b></p>	<p><b>Nominate Chair and Vice Chair:</b></p> <ul style="list-style-type: none"> <li>Ms. Hernandez nominated Ms. Buckley for Chair of the Service Systems &amp; Quality committee. Ms. Buckley accepted the nomination.</li> <li>Ms. Adolphe nominated Mr. Hutchins for Vice Chair of the Service Systems &amp; Quality Committee. PCS will follow up with Mr. Hutchins regarding his nomination.</li> </ul> <p><b>Data Presentation Process:</b></p> <ul style="list-style-type: none"> <li>The committee reviewed the recommended revisions for the Data Presentation Process., Priority Setting Process, and Resource Allocation Process. After a brief discussion, the committee determined that no additional</li> </ul>

	<p>changes needed to be made.</p> <p><b>Annual Committee Report:</b></p> <ul style="list-style-type: none"> <li>Mr. Acosta informed that a copy of the report will be sent to the committee for review.</li> </ul> <p><b>Leadership Evaluations:</b></p> <ul style="list-style-type: none"> <li>The committee completed their leadership evaluations via Mentimeter.</li> </ul>
<p><b>Set October 1<sup>st</sup> Agenda:</b></p>	<ul style="list-style-type: none"> <li>The committee drafted the October agenda.</li> </ul> <p><b>Motion:</b> Ms. Hernandez made a motion to approve the October agenda. Ms. Adolphe seconded the motion. The motion was adopted unanimously without a debate.</p>

**ACTION ITEMS**

Item	
Follow Up with Mr. Hutchins regarding his nomination for Vice Chair	PCS
<b>Next Month's Meeting:</b>	October 1, 2020
<b>Adjournment:</b>	11:37 a.m.

Prepared by: David Bent Date: 9/17/20

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