

Central Florida HIV Planning Council

Needs Assessment & Planning Committee Meeting Minutes

January 14, 2021

Call to Order: The Chair, Mr. Collins called the meeting to order at 10:17 a.m. at the The Center located at 942 N. Mills Ave. Orlando, FL

Members Present: Tim Collins, Ira Westbrook, Adrian Humphrey, Liliana Argueta via teleconference, Stephanie Neves via teleconference, Earl Hunt via teleconference, Jonathan McNelis via teleconference, Flora Kavitch via teleconference, Charlie Wright via teleconference

Members Excused: None

Absent: Andre Antenor, Pat Hester, Jordan Almazan

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none">• Added Ms. Reyes name for the Quarterly Part A Report.• Removed emerging policies• Removed Needs Assessment Process• Removed EIHH• Motion: Mr. Wright made a motion to approve the agenda with the updates. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.
<p>Approval of the October 15th Minutes:</p>	<ul style="list-style-type: none">• The October 15th minutes were approved as written.
<p>Open the floor for public comment:</p>	<p>There were no public comments.</p>
<p>Reports:</p>	<p>Part A Monthly Expenditure Report:</p> <ul style="list-style-type: none">• Ms. Velez provided the committee with an overview of the Part A Monthly Expenditure

Report as of December 3, 2020.

- Target: 83.33%
- Actual: 56.88%
- Dif: 16.85%

Part A Third Quarter 3 Utilization and Expenditure Report:

- Ms. Reyes provided the committee with an overview of the Part A Third Quarter Utilization and Expenditure Report:

Total Number of Clients

Q1 – 4,060

Q2 – 4,410

Q3 – 4, 424

New Clients

Q1 – 131

Q2 – 145

Q3 – 187

Comparison by Gender

Male:

Q2 – 3,192

Q3 – 3,211

Percentage Change: 0.6%

Female:

Q2 – 1,146

Q3 – 1,144

Percentage Change: - 0.2%

Transgender:

Q2 – 72

Q3 – 69

Percentage Change: - 4.2%

Comparison by Race

White:

Q2 – 2,260

Q3 – 2,277

Percentage Change: 0.7%

Black
Q2 – 2,049
Q3 – 2,043
Percentage Change: - 0.3%

Asian
Q2 – 40
Q3 – 42
Percentage Change: 5%

American Indian
Q2 – 12
Q3 – 11
Percentage Change: - 8.3%

Unknown
Q2 – 5
Q3 – 2
Percentage Change: - 60.0%

Pacific Islander
Q2 – 2
Q3 – 3
Percentage Change: 50.0%

Hawaiian
Q2 – 1
Q3 – 1
Percentage Change: 0%

Alaskan
Q2 – 1
Q3 – 1
Percentage Change: 0%

Comparison by Ethnicity

Non-Hispanic
Q2 – 3,021
Q3 – 3,006
Percentage Change: - 0.5%

Hispanic
Q2 – 1,385
Q3 – 1,416
Percentage Change: 2.2%

Comparison by Age

13 – 24

Q2 – 184

Q3 – 188

Percentage Change: 2.2%

25 - 44

Q2 – 1,805

Q3 – 1,863

Percentage Change:1.5%

45 - 64

Q2 – 2,143

Q3 – 2,120

Percentage Change:-1.1%

65+

Q2 – 295

Q3 – 307

Percentage Change: 4.1%

Comparison by County

Orange

Q2 – 3,098

Q3 – 3,086

Percentage Change: - 0.4%

Seminole

Q2 – 480

Q3 – 500

Percentage Change: 4.2%

Osceola

Q2 – 424

Q3 – 428

Percentage Change: 0.9%

Lake

Q2 – 401

Q3 – 401

Percentage Change: 0.7%

Part B Monthly Expenditure Report:

Ms. Andre provided the committee with an overview of the Monthly Expenditure report as of November 30, 2020.

- Target: 66.67%
- Actual: 60.68%
- Dif: 5.99%

Quality Management Report:

Ms. Andre reported the following:

- The work group meeting met on January 11th, 2021.
- Reviewed 3rd quarter performance measures.
- Discussed measures that relate to medical visit frequency.
- Reviewed disparities data.
- Received an update on the pilot intervention program. The majority of the clients enrolled are still virally suppressed.

Unfinished Business:

Data Presentation Survey Results:

- The committee reviewed the data presentation survey results. After a brief discussion, the committee suggested that PCS clearly define the purpose and differences between Data Presentation, Priority Setting, and Resource Allocation.
- The committee determined that the Data Presentation survey results exceeded the 85% threshold.
- Ms. Cross informed the committee that the SSQ committee recommended that PCS create Priority Setting and Resource Allocation exercises for the July Retreat. Also, to create 3 separate surveys for each step of the process.

	<p>Priority Setting & Needs Assessment Survey Results:</p> <ul style="list-style-type: none"> • The committee reviewed the Priority Setting & Resource Allocation survey results. After a brief discussion, the committee reiterated the need for more training on Priority Setting and Resource Allocation. • The committee determined that Priority Setting and Resource Allocation survey results exceeded the 85% threshold. <p>Motion: Mr. Westbrook made a motion to approve the SSQ recommendations and to move them forward to the Executive Committee for review. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p>
<p>New Business:</p>	<p>2021 Implementation Plan for Integrated Plan:</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that she reached out for guidance regarding the Integrated Plan and also has ongoing discussions with Ms. Munroe. Ms. Cross will provide an update at the February meeting. <p>MOU between Part A & CFHPC:</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that the MOU will be placed on the CFHPC website. Ms. Cross recommended that the committee review the MOU by the next meeting and provide any recommendation by the next committee meeting. <p>February Meeting:</p> <ul style="list-style-type: none"> • The committee drafted the February agenda. <p>Motion: Mr. Westbrook made a motion to approve the February agenda. Mr. McNelis seconded the motion. The motion was adopted unanimously without debate.</p>

ACTION ITEMS	
Item	
Post MOU to the CFHPC website	PCS
Next Meeting	February 11, 2021
Adjournment:	11:54 a

Prepared by: David Bent Date: 1/15/2021

Approved by: _____ Date: _____

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