

Central Florida HIV Planning Council

Needs Assessment & Planning Committee Meeting Minutes

September 10, 2020

Call to Order: The Chair, Mr. Collins called the virtual meeting to order at 2:04 p.m.

Members Present: Tim Collins, Ira Westbrook, Adrain Humphry, Jordan Almazan, Charlie Wright, Aaron Sanford-Wetherell, Andre Antenor, Jordan Almazan, Flora Kavitch,

Members Excused: Stephanie Neves

Absent: Earl Hunt, Jonathan McNelis, Pat Hester

<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. Hunt's name with Mr. Collins's name for the Vision Statement, Mission Statement, Conflict of Interest, and Core Values• Removed DOH report• Added Data Presentation Process and Resource Allocation Process• 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>Approval of the March August 18th Minutes:</p>	<ul style="list-style-type: none">• The August 18th minutes were approved as written.
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none">• Mr. Wright asked about emergency transportation for medical appointments. Ms. Reyes informed that all transportation has to be scheduled and emergency transportation is not available.• Mr. Almazan asked the Part A office to provide any findings regarding the need for

	<p>immediate/emergency transportation and educating clients about scheduling.</p> <ul style="list-style-type: none"> • Ms. Reyes informed that there were 86 responses so far for and that 33% expressed issues with accessing food.
<p>Reports:</p>	<p>Part A Monthly Expenditure Report:</p> <p>Ms. Velez provided the committee with an overview of the monthly expenditure report as of August 31, 2020.</p> <ul style="list-style-type: none"> • Target: 50.00% • Actual: 31.92% • Dif: 18.08% <p>Part B Monthly Expenditure Report:</p> <p>Ms. Andre provided the committee with an overview of the Monthly Expenditure report as of July 31, 2020.</p> <ul style="list-style-type: none"> • Target: 33.33% • Actual: 24.88% • Dif: 8.40%
<p>Unfinished Business:</p>	<p>Recommendations for special studies:</p> <ul style="list-style-type: none"> • Ms. Reyes informed that communication is going out on September 17th for a transgender focus group. A survey will also be created for those who cannot attend. • Ms. Reyes will send info about the formulary to be distributed to the members. • Ms. Humphry asked if there is any data about Ryan White clients who have passed away from COVID-19 that were also HIV positive. Ms. Reyes informed that this info is not currently being tracked at a local level. • Mr. Almazan asked about the creation of a study to look at adherence to medication, client experiences with telemedicine, and look at if there are any gaps that need to be

addressed.

Chair Nominations:

- Ms. Cross reviewed the current nominees and provided the committee with a list of individuals who are still eligible to be nominated. The vote for Chair and Vice Chair will take place at the October Needs Assessment & Planning meeting.

Data Presentation Process:

- Ms. Cross reviewed the recommended revisions for the Data Presentation process. After a brief discussion, the committee decided to accept the recommended revisions.

Motion: Mr. Almazan made a motion to accept the recommended revisions for the Data Presentation Process. Ms. Kavitch seconded the motion. The motion was adopted unanimously without debate.

Priority Setting Process:

- The committee reviewed the recommended revisions for the Priority Setting Process. After a brief discussion, the committee decided to accept the recommended revisions.

Motion: Mr. Almazan made a motion to accept the recommended revisions for the Priority Setting Process. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate/

Resource Allocation Process:

- The committee reviewed the recommended revisions for the Resource Allocation Process. After a brief discussion, the committee decided to accept the recommended revisions.

Motion: Mr. Almazan made a motion to accept the recommended revisions for the Resource Allocation Process. Mr. Sanford-Wetherell

	<p>seconded the motion. The motion was adopted unanimously without debate.</p> <p>Annual Committee Report:</p> <ul style="list-style-type: none"> Ms. Cross informed the committee that the Needs Assessment & Planning annual report will be sent out via email to the committee next week for the opportunity for review and provide feedback.
New Business:	<p>Set October's Agenda</p> <ul style="list-style-type: none"> The committee drafted and reviewed the October agenda. <p>Motion: Mr. Almazan made a motion to accept the October agenda. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p>
ACTION ITEMS	
Item	
Email formulary into to PCS to be distributed to members	Yvette Reyes
<ul style="list-style-type: none"> Special Study to look at adherence to medication, client experiences with telemedicine, and look at if there are any gaps that need to be addressed. 	Part A Office
Next Meeting	October 15, 2020
Adjournment:	3:51 pm

Prepared by: David Bent

Date: 9/11/2020

Approved by: 

Date: 10-16-2020