

# Central Florida HIV Planning Council

## RW Community Meeting Minutes

January 19, 2021

**Call to Order:** The Co-Chair, Mr. Cline called the meeting to order at 6:04 p.m. at The Center, located at 946 Mills Ave., Orlando, FL 32803.

**Participants Present:** Ira Westbrook, Gabriella Rodriguez, Tim Collins, Brittany O., Sylvia S., Tasha B., Shantel J., Vel Cline via teleconference, Roy Harry via teleconference, Mark N. via teleconference, Doris H. via teleconference, Flora Kavitch via teleconference, Alexis J. via teleconference, Shakira M. via teleconference, Luis R. via teleconference, Sam Q. via teleconference, Zena P. via teleconference, Juan S. via teleconference, Jose A. via teleconference

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the January agenda.</p> <ul style="list-style-type: none"><li>• Replaced Mr. Hutchins name with Mr. Cline's name for the vision statement, mission statement, and conflict of interest</li><li>• Removed Service Standards</li></ul> <p><b>Motion:</b> Mr. Harry made a motion to approve the agenda with the updates. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the November 17<sup>th</sup> Minutes:</b></p>	<p>The participants reviewed the November 17<sup>th</sup> minutes and updated the following:</p> <ul style="list-style-type: none"><li>• Added Mr. Collins and Mr. Westbrook's name as present</li></ul> <p><b>Motion:</b> Mr. Harry made a motion to approve the October 20<sup>th</sup> minutes with the update. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"><li>• Ms. Smith suggested case managers need to do a better job of communicating with clients. Ms. Smith also informed that her case manager has not returned her phone calls. Ms. Yabrudy stated that the Part A office has been</li></ul>

	<p>in contact with the agency and is in the process finding her a different case manager. She clarified that the issue was not with a Ryan White Part A case manager, but a HOPWA case manager.</p> <ul style="list-style-type: none"> <li>• Mr. Westbrook said that case managers are not educating clients about gift cards and suggested that peers contact clients if case managers cannot respond or call clients in a timely fashion. He wanted to know why peer utilization was going down and believed that the issue was caused by the number of peers decreasing. He suggested that peers should be utilized more because case managers are overloaded with work. Ms. Yabrudy clarified that the number of peers is not decreasing but not every client has a peer due to their level of acuity.</li> <li>• Ms. Jarrett appreciated that Mr. Westbrook speaking up for clients and also reiterated that Case managers are not calling clients back or educating clients about gift cards.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• The committee discussed the membership matrix, PC reflectiveness, and committee roster. There are currently 24 Planning Council members, 12 members that are PLWHA, and 9 unaligned/unconflicted members.</li> <li>• The committee discussed recruitment activities and created a list of strategies which include targeted outreach.</li> <li>• The committee discussed retention challenges and barriers.</li> <li>• The committee reviewed and discussed the summary of a new applicant. The committee decided to move the candidate forward to the next step in the application process (interview).</li> </ul> <p><b>Service Systems &amp; Quality Committee Meeting:</b></p>

	<ul style="list-style-type: none"> <li>• The Service Systems &amp; Quality Committee meeting was cancelled due to lack of quorum.</li> </ul> <p><b>PR &amp; Marketing Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• The PR &amp; Marketing Committee meeting was cancelled due to lack of quorum.</li> </ul> <p><b>Needs Assessment &amp; Planning Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the Part A Monthly Utilization Report, Part A Third Quarter Utilization &amp; Expenditure Report, Part B Monthly Utilization report.</li> <li>• The committee reviewed and discussed the results of the Data Presentation, Priority Setting, Resource Allocation survey results.</li> <li>• The committee received a quality management update from Ms. Andre.</li> </ul> <p><b>WAD Workgroup Meeting:</b></p> <ul style="list-style-type: none"> <li>• The participants discussed highs and lows from the World AIDS Day event.</li> <li>• The participants discussed lesson's learned and ways to improve this year's event.</li> <li>• The participants decided that the planning for this year's event should start in April</li> </ul>
<p><b>New Business:</b></p>	<p>The participants received a presentation on understanding your labs by Jose Aguilar With Bliss Healthcare Services. Mr. Aguilar highlighted the following:</p> <ul style="list-style-type: none"> <li>• The CD4 count is a test that measures how many CD4 cells you have in your blood.</li> <li>• Your test results help your doctor know how much damage has been done to your immune system.</li> <li>• Keeping your CD4 count up with an effective antiretroviral treatment is key.</li> </ul>

**ACTION ITEMS**

Item	
<b>Next Meeting</b>	February 16, 2021
<b>Adjournment:</b>	7:54 p.m.

Prepared by: David Bent Date: 1/21/2021

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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