

# Central Florida HIV Planning Council

## Executive Committee Meeting Minutes

March 25, 2021

**Call to Order:** The Jr. Co-Chair, Ms. Rodriguez called the meeting to order at 2:28 p.m.

**Members Present:** Gabriella Rodriguez, Tim Collins, Roy Harry, Dean Hutchins, Tim Collins, Vel Cline, Jessica Seidita via teleconference

**Members Excused:** Earl Hunt

**Absent:** Willie Beasley, Angie Buckley

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and made the following changes:</p> <ul style="list-style-type: none"> <li>• Replaced Ms. Rodriguez’s name with Mr. Collins’s name for the Vision Statement, Mission Statement, Conflict of Interest and Core Values.</li> <li>• Replaced Kara William’s name with Mr. Hutchin’s name for the DOH report.</li> <li>• Removed applicant summaries.</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the agenda with the changes. Mr. Hutchins seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the November 19<sup>th</sup> Minutes:</b></p>	<p>The committee reviewed the November 19<sup>th</sup> minutes and made the following changes:</p> <ul style="list-style-type: none"> <li>• Corrected two spelling errors.</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion to approve the November 19<sup>th</sup> minutes with the updates. Mr. Cline 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>• There were no public comments, and no comment cards were received.</li> </ul>
<p><b>Special Order: CFHPC Quorum Resolutions</b></p>	<p>Ms. Cross presented the committee with the following quorum resolutions:</p> <ul style="list-style-type: none"> <li>• Temporarily reduce the Executive committee quorum from 5 to 3 members.</li> <li>• Temporarily reduce the Planning Council meeting quorum from 12 to 7 members.</li> <li>• Merge the Membership and PR &amp; Marketing committees for an agreed upon time frame.</li> <li>• Merge the Service Systems &amp; Quality and Needs Assessment &amp; Planning committees for an agreed upon time frame.</li> </ul> <p>The committee discussed the Executive committee and Planning Council quorum reduction recommendations. After much discussion, the committee decided to approve the recommendations.</p> <p><b>Motion:</b> Mr. Hutchins made a motion to temporarily reduce the Executive Committee in person quorum to 3 members and Planning Council quorum to 7 members and to move the recommendations forward to the Planning Council to be voted on.</p> <p>The committee discussed merging the Membership committee with the PR &amp; Marketing committee. The committee also discussed merging the Service Systems &amp; Quality committee with the Needs Assessment &amp; Planning committee. After a brief discussion, the committee decided to approve the recommendation to merge committees for a period of 12 months starting April 2021. The committee also determined that</p>

	<p>the decision to merge committees can be revisited before the end of the 12-month period if necessary.</p> <p><b>Motion:</b> Mr. Collins made a motion to merge the Membership committee with the PR &amp; Marketing committee for a period of 12 months starting April 2021. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Motion:</b> Mr. Cline made a motion to merge the Service Systems &amp; Quality committee with the Needs Assessment &amp; Planning committee for a period of 12 months starting April 2021. Mr. Hutchins seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Reports:</b></p>	<p><b>Motion:</b> Mr. Harry made a motion to extend the meeting for an additional 10 minutes to discuss the remaining items in the agenda. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Ryan White Community Meeting:</b></p> <p>Mr. Cline reported the following:</p> <ul style="list-style-type: none"> <li>• Ms. Cross provided the participants with a presentation on a vision for the future presentation for the Ryan White Community meeting.</li> <li>• The participants provided PCS with feedback regarding future topics, activities, and ideas on how to make the meetings more impactful and inclusive.</li> </ul> <p><b>Part A Monthly Expenditure Report:</b></p> <p>Ms. Yabrudy provided the committee with an overview of the monthly expenditure report as of February 28, 2021.</p> <ul style="list-style-type: none"> <li>• Target: 100.00%</li> <li>• Actual: 84.03%</li> <li>• Dif: 15.97%</li> </ul>

Ms. Yabrudy reported the following:

- The notice of award for Ending of the Epidemic has been received and the funding has increased from 1 million to 1.6 million.
- Covid -19 funding has been extended for an additional year.
- Next month the Planning Council will need revisit the decision to provide food cards to clients regardless of FPL. The Planning Council will need to decide to extend or discontinue the original recommendation.
- The Recipient's Office is looking into the option of delivering produce to clients.

**Motion:** Mr. Harry made a motion to extend the meeting an additional 10 minutes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

**Part B Monthly Expenditure Report:**

Ms. Andre provided the committee with an overview of the Monthly Expenditure report as of February 28, 2021.

- Target: 91.7%
- Actual: 88.0%
- Dif: 3.7%

Ms. Andre reported the following:

- The Heart of Florida United Way has a tentative re-open date of August 16, 2021.
- Brevard County providers are preparing to implement a new dental program.
- Client messaging is available for the ADAP same day program which is for uninsured clients who need urgent medications that are on the ADAP formulary.

	<ul style="list-style-type: none"> <li>• HFUW is in the process of developing new training materials for Medical Case Managers, Non-Medical Case Managers, and EIS.</li> </ul> <p><b>DOH Report:</b></p> <p>Mr. Hutchins reported the following:</p> <ul style="list-style-type: none"> <li>• The Ending the Epidemic contracts have been posted and close March 31, 2021.</li> <li>• Kara Williams will provide a full report to PCS on Monday.</li> </ul>
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<p><b>March Planning Council Agenda:</b></p>	<p>The committee drafted the March Planning Council agenda.</p> <p><b>Motion:</b> Mr. Collins made a motion to approve the March Planning Council agenda. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
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**ACTION ITEMS**

Item	
<b>Next Meeting</b>	April 22, 2021
<b>Adjournment:</b>	4:21 p.m.

Prepared by: David Bent Date: 3/26/2021

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