

# Central Florida HIV Planning Council

## Executive Committee Meeting Minutes

*October 22, 2020*

**Call to Order:** The Sr. Co-Chair, Mr. Hunt called the virtual meeting to order at 2:03 p.m.

**Members Present:** Earl Hunt, Maria Buckley, Tim Collins, Roy Harry, Gabriella Rodriguez, Dean Hutchins, Angela Hunt and Vel Cline

**Members Excused:** Jessica Seidita

**Absent:**

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed and made the following updates:</p> <ul style="list-style-type: none"> <li>• Added Part B AAM Report</li> <li>• Replaced Mr., Haubenestel's name with Mr. Hunt's name for the WAD Report</li> <li>• Added Annual Committee Reports</li> <li>• Added RW Community Meeting Report</li> </ul> <p>Mr. Cline made a motion to accept the agenda with the changes and it was seconded by Mr. Collins. The motion was adopted unanimously.</p>
<p><b>Approval of the September 17<sup>th</sup> Minutes:</b></p>	<ul style="list-style-type: none"> <li>• The September 17<sup>th</sup> 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> <li>• There were no comment cards or google forms received.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee appointed Ms. Seidita as the Chair and Ms. Hunt as the Vice Chair of the Membership Committee.</li> </ul>

- 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.
- The committee agreed that a 30-day review was needed for the Associate Membership and Associate Member Policies & Procedures.
- The committee discussed and approved the Membership Committee Work Plan.

**Service Systems & Quality Meeting:**

- The committee appointed Ms. Buckley as the Chair and Mr. Hutchins as Vice Chair of the Service Systems & Quality Committee.
- The committee reviewed and discussed the Data Presentation, Priority Setting, and Resource allocation evaluation results.
- The committee discussed and approved the Service Systems & Quality Work Plan.
- The committee decided to change the start time of the Service Systems & Quality Committee meetings to 2:00 p.m.

**WAD Workgroup Meeting:**

- The participants reviewed and discussed the progress to date.
- The participants confirmed that the World AIDS Day event will take place on December 1, 2020 from 6:00 p.m. to 7:30 p.m.
- The participants confirmed that there will be quilt ceremony, pre-recorded long term survivors tribute, musical entertainment, and two unsung hero awards.
- The next WAD Workgroup meeting will be Friday October 23, 2020 at 10:00 a.m.

### **PR & Marketing Meeting:**

- The committee appointed Mr. Beasley as Chair and Mr. Harry as Vice Chair of the PR & Marketing Committee.
- The committee discussed the CFHPC Facebook page insights, Instagram account, and website. The CFHPC Facebook page currently has 1,054 likes. There is currently an issue with uploading issue with the CFHPC website that PCS is currently working to resolve.
- The committee discussed and created a list of articles to be included in the next volume of the Red Ribbon Times Newsletter.

The committee discussed and approved the 2020 – 2021 PR & Marketing Work Plan.

### **Needs Assessment & Planning Meeting:**

- The committee appointed Mr. Collins as Chair and Mr. Westbrook as Vice Chair of the Needs Assessment & Planning Committee.
- The committee received an overview of the Part A and Part B Monthly Utilization reports.
- Ms. Reyes provided the committee with an overview of the Need Assessment survey results.
- The committee discussed and approved the 2020 – 2021 Needs Assessment & Planning Work Plan.

### **RW Community Meeting:**

- The participants received an overview of the Membership, Service Systems & Quality, PR & Marketing, Needs Assessment & Quality Committee and World AIDS Day Workgroup reports.

- The participants watched a Central Florida HIV Planning Council virtual open house presentation moderated by Mr. Graper.
- The participants discussed changing the start time of the community meetings. The participants decided to keep the start time the same.
- The participants will review the System Wide Service Standard and provide feedback at the November Ryan White Community meeting.

**Part A Monthly Expenditure Report:**

Ms. Yabrudy provided the committee with an overview of the monthly expenditure report as of August 30, 2020.

- Target: 58.33%
- Actual: 43.42%
- Dif: 14.91%
- Ms. Yabrudy addressed the Planning Council's concern regarding additional training for providers. Ms. Yabrudy informed the Planning Council that 80 individuals attended the cultural humility training session. Cultural humility training. PCS will email the presentation to the Planning Council members.

**Part B AAM Report:**

**Part B Monthly Expenditure Report:**

Ms. Andre provided the committee with an overview of the Monthly Expenditure report as of August 31, 2020.

- Target: 41.67%
- Actual: 32.78%
- Dif: 8.89%

**DOH Report:**

- Ms. Williams recommended that the Planning Council review the EHE report

	<p>and bring back any questions at the next Planning Council meeting.</p> <ul style="list-style-type: none"> <li>• Ms. Hunt inquired about an update regarding additional ADAP staffing. She mentioned that many of her clients are calling repeatedly to schedule appointments with no returned calls. Ms. Williams asked Ms. Hunt to send her an email to route to the correct department and assist her with getting answers as she is aware this has been an ongoing issue.</li> </ul>
<p><b>New Business:</b></p>	<p><b>Food Service Discussion:</b></p> <ul style="list-style-type: none"> <li>• The Needs Assessment &amp; Planning Committee recommended removing the FPL and food stamp limitation for 6 months. After a brief discussion, the committee decided to accept the recommendation.</li> </ul> <p><b>Motion:</b> Mr. Hutchins made a motion to remove the FPL for 6 months and the food stamp limitation. Mr. Harry seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Committee Work Plans:</b></p> <ul style="list-style-type: none"> <li>• The committee decided to review all of the committee work plans as approved by committee.</li> <li>• Ms. Cross discussed the changes for the Membership Committee Work Plan.</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion accept the Membership Committee Work Plan as is. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• Ms. Cross informed the committee that the Service Systems &amp; Quality Committee Work Plan is still under review by the committee.</li> <li>• Ms. Cross discussed the changes for the PR &amp; Marketing Committee Work Plan.</li> </ul>

**Motion:** Mr. Harry made a motion accept the PR & Marketing Committee Work Plan as presented. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

- Ms. Cross discussed the changes for the Needs Assessment & Planning Committee Work Plan.

**Motion:** Mr. Collins made a motion accept the Needs Assessment Committee Work Plan as presented. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

**PC Agenda for October:**

- The Committee set the Planning Council Business Meeting Agenda for the month.
- The committee added the Food Service Discussion, added the missing committee reports and the AAM Update from David Cavalleri.

**Motion:** Mr. Cline made a motion accept the PC Business Meeting Agenda with the changes as presented. Mr. Collines seconded the motion. The motion was adopted unanimously without debate.

**Meeting Time Change:**

- Ms. Cross stated that the committee had the opportunity to change their meeting time since the start of a new planning cycle was upon them.
- No one discussed an issue with the meeting time, so the meeting time will stay the same.

**ACTION ITEMS**

Item	
Email the PC about the physical meetings starting in November	PCS
Email annual committee reports to the Planning Council members and Part A	PCS
<b>Next Meeting</b>	November 19, 2020
<b>Adjournment:</b>	3:30 p.m.

Prepared by: *Melanie Cross*

Date: 10/27/2020

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

Date: \_\_\_\_\_

DRAFT