

Central Florida HIV Planning Council

Executive Committee Meeting Minutes

June 23, 2021

Call to Order: The Sr. Co-Chair, Mr. Hunt called the meeting to order at 2:06 p.m. at the Hilton Garden Inn located at 1275 Lee Road, Winter Park, FL 32789.

Members Present: Earl Hunt, Gabriella Rodríguez, Ira Westbrook, Tim Collins, Dean Hutchins, Vel Cline, Jessica Seidita via teleconference

Members Excused: Willie Beasley

Absent: Angie Buckley

<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 Ms. Rodriguez’s name with Mr. Hutchins’s name for the Vision Statement, Mission Statement, Conflict of Interest, and Core Values. • Replaced Ms. Yabrudy’s name with Ms. Munroe’s name for the Part A Annual Expenditure & Utilization Report and Part A Monthly Expenditure Report. <p>Replaced Ms. Andre’s name with Ms. Huff’s name for the Part B Monthly Expenditure Report</p> <ul style="list-style-type: none"> • Added letter of support discussion under new business. <p>Motion: Mr. Hutchins made a motion to approve the agenda with changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the May 20th Minutes:</p>	<ul style="list-style-type: none"> • The committee reviewed the May 20th minutes. Ms. Munroe made a statement that the verbiage under the heading System Wide Service Standard does not match the heading. Ms. Munroe also asked

	<p>if the System Wide Service Standard was discussed at the last Executive Committee meeting. Mr. Bent informed that PCS would listen back to the recording and make any necessary updates. PCS will submit the updated minutes for approval at the next committee meeting.</p>
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments. <p>Comment Cards:</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that a public comment was received through the CFHPC website. The comment was a request for the Planning Council to post this individual's tools and resources for e-commerce on the CFHPC website.
<p>Reports:</p>	<p>Membership and PR & Marketing Committee:</p> <ul style="list-style-type: none"> • The committee discussed the membership matrix, PC reflectiveness, and committee roster. There are currently 23 Planning Council members, 11 members that are PLWHA, and 8 unaligned/unconflicted members. • The committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram. • The committee reviewed the interview summaries of 3 applicants and recommended that all 3 candidates move forward to the Executive committee for review. • The committee reviewed and discussed the Attendance Policy and Procedure.

World AIDS Day Workgroup Update:

Ms. Cross reported the following:

- The workgroup had their first virtual meeting on June 11, 2021. The next workgroup meeting will take place on July 9, 2021, at 10:30 a.m.
- The World AIDS Day event this year will take place on Wednesday, December 1, 2021.
- Due to the workgroup meeting virtually and to stay in compliance with County requirements, Ms. Munroe suggested that the World AIDS Day workgroup provide the Membership and PR & Marketing committee with their updates to be included with their report out to the Executive committee.

Service Systems & Quality and Needs Assessment & Planning Committee:

- The committee reviewed the Part A Monthly Expenditure Report, Part A Annual Utilization & Expenditure Report, and the Part B Monthly Expenditure Report.
- The committee received an EIIHA data update.
- The committee discussed the out of care survey results.
- The committee received an update regarding the Assessment of the Administrative Mechanism.

Ryan White Community Meeting:

- Mika Mendoza with Miracle of Love gave a presentation on budgeting for health meals.
- The participants reviewed the Health Insurance Premium and Cost Sharing Policy and Procedure.
- The received a bridge report for the Membership and PR & Marketing Committee and the SSQ and Needs Assessment & Planning Committee.

- The next Ryan White Community meeting will take place on Tuesday, July 13, 2021, at 6:00 p.m.

Part A Annual Utilization and Expenditure Report:

Ms. Munroe reported the following:

Total Clients:

2016 – 5,161
2017 – 5,183
2018 – 5,450
2019 – 5,689
2020 – 5,642

Total New Clients:

2016 – 714
2017 – 837
2018 – 852
2019 – 855
2020 – 664

Comparison by Gender:

2016:
Male – 3,633
Female – 1,476
Transgender – 51

2017:
Male – 3,722
Female – 1,394
Transgender – 67

2018:
Male – 3,935
Female – 1,456
Transgender – 59

2019:
Male – 4,123
Female – 1,465
Transgender – 71

2020:
Male – 4,110
Female – 1,449
Transgender – 83

Comparison by Age:

2016:
13 – 24: 233
24 – 44: 1,963
45 – 64: 2,751
65+: 279

2017:
13 – 24: 248
24 – 44: 2,132
45 – 64: 2,601
65+: 281

2018:
13 – 24: 266
24 – 44: 2,240
45 – 64: 2,693
65+: 326

2019:
13 – 24: 246
24 – 44: 2,404
45 – 64: 2,744
65+: 360

20120:
13 – 24: 224
24 – 44: 2,468
45 – 64: 2,620
65+: 401

Comparison by Race:

2016:
White – 2,777
Black – 2,272

2017:
White – 2,715
Black – 2,376

2018:
White – 2,839
Black – 2,504

2019:
White – 2,986
Black – 2,586

2020:
White – 2,921
Black – 2,587

Comparison by County:

2016:
Orange – 3,520
Osceola – 655
Seminole – 518
Lake – 350

2017:
Orange – 3,740
Osceola – 484
Seminole – 509
Lake – 401

2018:
Orange – 3,839
Osceola – 563
Seminole – 569
Lake – 457

2019:
Orange – 3,941
Osceola – 637
Seminole – 604
Lake – 483

2020:
Orange – 3,934
Osceola – 604
Seminole – 606
Lake – 479

- Ms. Munroe reported that a total amount of approximately \$1.4 million was not used last year. This amount will be requested as carry-over funds for this year. Once HRSA provides a determination regarding when the carry-over funds can be used, the Part A office will provide the SSQ & Needs Assessment & Planning committee with their recommendations for the funds.

RW Part A Monthly Expenditure Report:

(Grant year March 1, 2021 – February 28, 2022)

Expenditures as of April 30, 2021

- Target: 16.67%
- Actual: 15.65%
- Dif: 1.05%

RW Part B Monthly Expenditure Report:

(Grant year April 1, 2020 – March 31, 2021)

Expenditures as of March 31, 2021

- Target: 100%
- Actual: 98%
- Dif: 2%

RW Part B Monthly Expenditure Report:

(Grant year April 1, 2021 – March 31, 2022)

Expenditures as of April 30, 2021

- Target: 8%
- Actual: 6%
- Dif: 2%

DOH Report:

Ms. Johnson reported the following:


- Despite the Covid-19 epidemic, a lot has been achieved in the first year of the Ending the Epidemic initiative.
- DOH is in the process of working with the Heart of Florida United Way to create an Ending the Epidemic year one hybrid meeting with an open panel discussion component. The tentative date for the meeting is Wednesday July 21, 2021.

<p>New Business:</p>	<p>Nomination for Planning Council Jr. Co-Chair, Patient Care Consumer Representative, and Prevention Consumer Representative:</p> <ul style="list-style-type: none"> • Ms. Cross announced the names of the Planning Council members who are eligible to be nominated. • The committee discussed eligibility for the Jr. Co-Chair seat and FCPN seats that need to be filled. • No individuals were nominated during the meeting. • PCS will email updated list of eligible members for open seats. <p>Letter of Support:</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that a request for a letter of support for Maven Leadership Collective was received from Andres Acosta. • The committee reviewed the letter of support and voiced concerns around monetary obligations. After much discussion and updates made to the letter, the committee decided to approve the letter of support. <p>Annual Planning Council Training Update:</p> <ul style="list-style-type: none"> • Ms. Cross informed the committee that members of the Planning Council have the option of attend one of two virtual training day sessions on July 31, 2021, at 1:00 p.m. or August 21, 2021, at 9:00 a.m. • Ms. Cross announced that Data Presentation will take place on September 1, 2021. Priority Setting and Resource Allocation will take place on September 24, 2021. <p>Health Insurance and Cost Sharing Service Standard:</p> <ul style="list-style-type: none"> • The committee reviewed the updates for the Health Insurance and Cost Sharing Service Standard.
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	<ul style="list-style-type: none"> Ms. Cross gave the committee the opportunity to submit recommended wording updates via email for the service standard to PCS. <p>Motion: Mr. Cline made a motion to table the Bylaws discussion until the next meeting. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p> <p>Planning Council Agenda:</p> <ul style="list-style-type: none"> The committee drafted the June Planning Council agenda. <p>Motion: Mr. Collins made a motion to approve June Planning Council agenda. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
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ACTION ITEMS	
Item	
Email copy of the final March RW Part B Expenditure Report	PCS
Email updated list of eligible members for Jr. Co-Chair and FCPN seats	PCS
Next Meeting	July 15, 2021
Adjournment:	4:20 p.m.

Prepared by: David Bent Date: 6/28/2021

Approved by:  Date: 7/29/21