

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

*June 30, 2021*

**Call to Order:** The Sr. Co-Chair, Mr. Hunt called the meeting to order at 6:00 p.m. at the Hilton Garden Inn located at 1275 Lee Road, Winter Park, FL 32789.

**Members Present:** Earl Hunt, Gabriella Rodríguez, Marion Stephney, Keith Tremain, Maria Buckley, Flora Kavitch, Angela Hunt, Kim Murphy, Ira Westbrook, Willie Beasley, Sam Graper, Jessica Seidita via teleconference, Dean Hutchins via teleconference, Angus Bradshaw via teleconference, Grisela Hernandez via teleconference, Jordan Almazan via teleconference, Charlie Wright via teleconference,

**Members Excused:** Roy Harry, Vel Cline, Mike Alonso, Vickie Cobb-Lucien, John Curry

**Absent:** Tim Collins

| <b>Approval of the agenda:</b>                      | <p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Replaced Mr. Cline’s name with Mr. Bent’s name for the Ryan White Community Meeting Report.</li> </ul> <p><b>Motion:</b> Ms. Rodriguez made a motion to approve the agenda with changes. Ms. Buckley seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="padding: 2px;">In Favor</th> <th style="padding: 2px;">Against</th> <th style="padding: 2px;">Abstention</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">17</td> <td style="text-align: center; padding: 2px;">0</td> <td style="text-align: center; padding: 2px;">0</td> </tr> </tbody> </table> <p>The May agenda was approved unanimously.</p> | In Favor   | Against | Abstention | 17 | 0 | 0 |
|---|---|------------|---------|------------|----|---|---|
| In Favor  | Against   | Abstention |         |            |    |   |   |
| 17  | 0   | 0          |         |            |    |   |   |
| <b>Approval of the May 26<sup>th</sup> Minutes:</b> | <ul style="list-style-type: none"> <li>• Gabriella Rodriguez’s name corrected by adding to the excused line from the meeting.</li> <li>• The minutes were accepted as is.</li> </ul>  |            |         |            |    |   |   |
| <b>Open the Floor for Public Comment:</b>           | <ul style="list-style-type: none"> <li>• There were no public comments.</li> </ul> <p><b>Comment Cards:</b></p>   |            |         |            |    |   |   |

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|                                | <ul style="list-style-type: none"> <li>• Ms. Cross informed the committee there was no submissions for public comments.</li> </ul>  |
| <p><b>Open Nominations</b></p> | <ul style="list-style-type: none"> <li>• Ms. Rodriguez nominated Mr. Almazan for Planning Council Jr. Co-chair and he's mentioned he will think about it.</li> <li>• Ms. Stephney nominated Mr. Westbrook for the Patient Care Consumer Representative. Mr. Westbrook declined.</li> <li>• Ms. Buckley nominated Mr. Wright for Patient Care Consumer Representative. Mr. Wright mentioned he will think about it.</li> <li>• Ms. Buckley nominated Mr. Graper for the Prevention Consumer representative. He's mentioned he wants to think about it.</li> <li>• Ms. Rodriguez nominated Angela Hunt for Prevention Consumer Representative. Ms. Hunt declined.</li> <li>• Ms. Rodriguez nominated Mr. Beasley for Planning Council Jr. Co-chair. Mr Beasley Accepted.</li> </ul> |
| <p><b>Reports:</b></p>         | <p><b>Membership and PR &amp; Marketing Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee discussed the membership matrix, PC reflectiveness, and committee roster. There are currently 23 Planning Council members, 11 (47.8%) PWH, and 8 (34.7%) unaligned members.</li> <li>• The committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram.</li> <li>• The committee reviewed the interview summaries of 3 applicants and recommended that all 3 candidates move forward to the Executive committee for review.</li> <li>• The committee reviewed and discussed the Attendance Policy and Procedure.</li> </ul> <p><b>World AIDS Day Workgroup Update:</b></p>                             |

Mr. Bent 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 EIHA 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 healthy meals.
- The participants reviewed the Health Insurance Premium and Cost Sharing Policy and Procedure.
- The participants 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. Yabrudy 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. Yabrudy 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

|                             |   |
|-----------------------------|---|
|                             | <p>provides a determination regarding when the carry-over funds can be used, the Part A office will provide the SSQ &amp; Needs Assessment &amp; Planning committee with their recommendations for the funds.</p> <p><b>RW Part A Monthly Expenditure Report:</b><br/>       (Grant year March 1, 2021 – February 28, 2022)<br/> <i>Expenditures as of April 30, 2021</i></p> <ul style="list-style-type: none"> <li>• Target: 16.67%</li> <li>• Actual: 15.65%</li> <li>• Dif: 1.05%</li> </ul> <p><b>RW Part B Monthly Expenditure Report:</b><br/>       (Grant year April 1, 2020 – March 31, 2021)<br/> <i>Expenditures as of March 31, 2021</i></p> <ul style="list-style-type: none"> <li>• Target: 100%</li> <li>• Actual: 98%</li> <li>• Dif: 2%</li> </ul> <p><b>RW Part B Monthly Expenditure Report:</b><br/>       (Grant year April 1, 2021 – March 31, 2022)<br/> <i>Expenditures as of April 30, 2021</i></p> <ul style="list-style-type: none"> <li>• Target: 8%</li> <li>• Actual: 6%</li> <li>• Dif: 2%</li> </ul> |
| <p><b>New Business:</b></p> | <p><b>Health Insurance Premiums and Cost Sharing Service Standards:</b></p> <ul style="list-style-type: none"> <li>• Ms. Cross provided a review of this service standard and asked for questions from the group before a member calls the question.</li> </ul> <p><b>Annual Planning Council Training Update:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>   |

|          |   |            |         |            |    |   |   |
|----------|---|------------|---------|------------|----|---|---|
|          | <p><b>Health Insurance and Cost Sharing Service Standard:</b></p> <ul style="list-style-type: none"> <li>The committee reviewed the updates for the Health Insurance and Cost Sharing Service Standard.</li> </ul> <p><b>Motion:</b> Ms. Buckley made a motion to approve the agenda with changes. Ms. Seidita seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>14</td> <td>0</td> <td>3</td> </tr> </table> <ul style="list-style-type: none"> <li>Mr. Bent called for announcements.</li> <li>Mr. Hunt adjourned the meeting at 7:15pm.</li> </ul> | In Favor   | Against | Abstention | 14 | 0 | 3 |
| In Favor | Against   | Abstention |         |            |    |   |   |
| 14       | 0   | 3          |         |            |    |   |   |

| ACTION ITEMS        |                 |
|---------------------|-----------------|
| <b>Item</b>         |                 |
|                     |                 |
|                     |                 |
| <b>Next Meeting</b> | July 28th, 2021 |
| <b>Adjournment:</b> | 7:15 p.m.       |
|                     |                 |

Prepared by: Melanie Cross Date: 7/2/2021

Approved by: [Signature] Date: 7/29/21