

Central Florida HIV Planning Council

Executive Committee Meeting Minutes

July 15, 2021

Call to Order: The Sr. Co-Chair, Mr. Hunt called the meeting to order at 2:01 p.m. at the Hilton Garden Inn located at 1275 Lee Road, Winter Park, FL 32789.

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

Members Excused: Willie Beasley, Tim Collins, Roy Harry, Angie Buckley

Absent:

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Removed DOH report. <p>Motion: Mr. Hutchins made a motion to approve the agenda with the updates. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the June 23rd Minutes:</p>	<ul style="list-style-type: none"> • The committee reviewed the June 23rd minutes and corrected a spelling error. The error was corrected, and the minutes were approved as written.
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments, and no comment cards were received.
<p>Open Nominations:</p>	<p>Planning Council Jr. Co-Chair:</p> <ul style="list-style-type: none"> • Mr. Westbrook nominated Mr. Beasley for the Planning Council Jr. Co-Chair. Mr. Beasley was nominated for Jr. Co-Chair at a previous meeting. PCS will follow-up with Mr. Beasley regarding his nomination and letter of intent.

Patient Care Consumer Representative:

- Mr. Bent informed the committee that Mr. Westbrook was nominated for the Patient Care Consumer Representative at the last SSQ and Needs Assessment & Planning Committee meeting. No other nominations were received for this role.

Prevention Care Consumer Representative:

- Ms. Seidita nominated Mr. Collins for the Prevention Care Consumer Representative seat. Mr. Hutchins seconded the nomination. PCS will follow-up with Mr. Collins regarding his nomination.
- Ms. Seidita was nominated for Prevention Care Consumer Representative at a previous meeting. At that time, Ms. Seidita wanted time to think about accepting the nomination. Ms. Seidita has declined the nomination.

Patient Care Planning Group Representative:

- Mr. Westbrook nominated Ms. Hunt for the Patient Care Planning Group Representative seat. Mr. Hutchins seconded the nomination.

Patient Care Planning Group Alternate:

- Mr. Hutchins nominated Mr. Tremain for Patient Care Planning Group Alternate. Ms. Seidita seconded the nomination. PCS will follow-up with Mr. Tremain regarding his nomination.

Prevention Planning Group Representative:

- Mr. Hutchins nominated Mr. Collins for the Prevention Planning Group Representative seat. Mr. Westbrook seconded the nomination. PCS will follow-up with Mr. Collins regarding his nomination.

	<p>Prevention Planning Group Alternate:</p> <ul style="list-style-type: none"> • Mr. Hutchins nominated Ms. Kavitch for Prevention Planning Group Alternate seat. Ms. Rodriguez seconded the nomination. PCS will follow-up with Ms. Kavitch regarding her nomination.
<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 (47.8%) members that are PLWHA, and 8 (34.7%) unconflicted members. • The committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram. • The committee reviewed and the discussed the CFHPC recruitment tracker. • The committee discussed articles for volume 9 of the Red Ribbon Times and confirmed the article submission date. • The committee completed their leadership evaluations via Mentimeter. • <p>World AIDS Day Update:</p> <ul style="list-style-type: none"> • The World AIDS day event will take place December 2, 2021, from 6:00 p.m. to 8:00 p.m. • The theme of the hybrid World AIDS Day event is "Together Again" which will also include satellite sites. • The program details and entertainment are in the process of being solidified.

Service Systems & Quality and Needs Assessment & Planning Committee:

- The committee received a mini training on making data meaningful.
- The committee received an overview of the Part A Monthly Expenditure Report, Part A Q1 Utilization Report, and the Part B Monthly Expenditure Report.
- The committee reviewed and discussed the Provider Capacity and Capability survey.
- The committee determined that a consultant should be hired to write the Integrated HIV Prevention and Care Plan.
- The committee discussed their Annual Committee report.

Ryan White Community Meeting:

- The participants received a bridge report for the Membership and PR & Marketing Committee and the Service Systems & Quality and Needs Assessment & Planning Committee.
- The participants received an interactive presentation from Mr. Hutchins about communication styles, perception, and teamwork.
- The next Ryan White Community meeting will be held on Tuesday, August 17, 2021, at 6:00 p.m.

**Part A Monthly Expenditure Report:
(Expenditures as of May 31, 2021)**

Ms. Reyes reported the following:

- Target: 25.00%
- Actual: 21.18%
- Dif: 3.82%

Q1 RW Part A Utilization Report:

Ms. Yabrudy reported the following:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented in the report was compiled from Provide Enterprise, the electronic database management systems used by the EMA.
- Data includes utilization for Part A and MAI funding.

Total Clients Served 1st Quarter:

Q1 2020 – 21: 4,060

Q1 2021 – 22: 4,359

New Clients:

Q1 2020 – 21: 131

Q1 2021 – 22: 155

Comparison by Gender:

Male

Q1 2020 – 21: 2,922

Q1 2021 – 22: 3,207

Female:

Q1 2020 – 21: 1,079

Q1 2021 – 22: 1,080

Transgender:

Q1 2020 – 21: 59

Q1 2021 – 22: 72

Comparison by Race:

White

Q1 2020 – 21: 2,066

Q1 2021 – 22: 2,254

Black

Q1 2020 – 21: 1,906

Q1 2021 – 22: 2,003

Multiple:
Q1 2020 – 21: 32
Q1 2021 – 22: 40

Asian:
Q1 2020 – 21: 38
Q1 2021 – 22: 42

American Indian:
Q1 2020 – 21: 12
Q1 2021 – 22: 12

Alaskan:
Q1 2020 – 21: 1
Q1 2021 – 22: 1

Hawaiian:
Q1 2020 – 21: 1
Q1 2021 – 22: 1

Pacific Islander:
Q1 2020 – 21: 1
Q1 2021 – 22: 3

Unknown:
Q1 2020 – 21: 3
Q1 2021 – 22: 3

Comparison by Ethnicity:

Non-Hispanic:
Q1 2020 – 21: 2,781
Q1 2021 – 22: 2,957

Hispanic:
Q1 2020 – 21: 1,276
Q1 2021 – 22: 1,400

Comparison by Age:

13 – 24:
Q1 2020 – 21: 171
Q1 2021 – 22: 175

25 – 44:
Q1 2020 – 21: 1,706
Q1 2021 – 22: 1,828

45 – 64:
Q1 2020 – 21: 1,962
Q1 2021 – 22: 2,094

65+
Q1 2020 – 21: 257
Q1 2021 – 22: 315

Comparison by County:

Orange:
Q1 2020 – 21: 2,861
Q1 2021 – 22: 3,008

Seminole:
Q1 2020 – 21: 462
Q1 2021 – 22: 499

Lake:
Q1 2020 – 21: 379
Q1 2021 – 22: 397

Osceola:
Q1 2020 – 21: 349
Q1 2021 – 22: 450

Comparison by Core Services:

MCM:
Q1 2020 – 21: 1,830
Q1 2021 – 22: 1,449

OAHS:
Q1 2020 – 21: 1,339
Q1 2021 – 22: 1,610

Oral Health:
Q1 2020 – 21: 520
Q1 2021 – 22: 934

EIS:
Q1 2020 – 21: 299
Q1 2021 – 22: 119

LPAP:
Q1 2020 – 21: 127
Q1 2021 – 22: 207

Mental Health:
Q1 2020 – 21: 127
Q1 2021 – 22: 66

Insurance Support Services:
Q1 2020 – 21: 11
Q1 2021 – 22: 63

SA-O:
Q1 2020 – 21: 33
Q1 2021 – 22: 13

MNT:
Q1 2020 – 21: 19
Q1 2021 – 22: 28

Comparison by Support Services:

Referral Specialist:
Q1 2020 – 21: 2,522
Q1 2021 – 22: 3,355

Transportation:
Q1 2020 – 21: 136
Q1 2021 – 22: 199

Peers:
Q1 2020 – 21: 155
Q1 2021 – 22: 96

Food:
Q1 2020 – 21: 49
Q1 2021 – 22: 1,593

EFA:
Q1 2020 – 21: 8
Q1 2021 – 22: 64

SA-R
Q1 2020 – 21: 1
Q1 2021 – 22: 1

**Part B Monthly Expenditure Report:
(Expenditures as of May 31, 2021)**

Ms. Andre reported the following:

- Target: 17%
- Actual: 13%
- Dif: 3%

**RW Part B Utilization & Expenditure Report:
(Fiscal Year 2020 – 2021)**

Ms. Andre reported the following:

- The area 7 Ryan White Part B provides services in Orange, Osceola, Seminole, and Brevard counties.
- All data presented in the report was compiled from CAREWare and the AIDS Information Management System, the electronic database management system used by area 7.

Total Clients:

2016: 3,137
 2017: 2,814
 2018: 2,539
 2019: 2,548
 2020: 2,197

Total New Consumers:

2016: 1,014
 2017: 467
 2018: 524
 2019: 506
 2020: 565

Comparison by Gender:

Male:
 2016: 2,093
 2017: 1,944
 2018: 1,785
 2019: 1,739
 2020: 1,511

Female:
2016: 1,024
2017: 846
2018: 732
2019: 787
2020: 660

Transgender:
2016: 18
2017: 20
2018: 19
2019: 19
2020: 23

Comparison by Race/Ethnicity:

White:
2016: 926
2017: 854
2018: 798
2019: 785
2020: 732

Black:
2016: 1,160
2017: 1,111
2018: 916
2019: 963
2020: 766

Hispanic:
2016: 896
2017: 796
2018: 761
2019: 713
2020: 638

Other:
2016: 156
2017: 53
2018: 64
2019: 90
2020: 61

Comparison by Age:

2 – 12:
2016: 0
2017: 0
2018: 0
2019: 0
2020: 0

13 – 24:
2016: 353
2017: 116
2018: 96
2019: 81
2020: 59

25 – 44:
2016: 1,107
2017: 997
2018: 905
2019: 926
2020: 865

45 – 64:
2016: 1,519
2017: 1,494
2018: 1,341
2019: 1,308
2020: 1,050

65+
2016: 185
2017: 206
2018: 196
2019: 233
2020: 223

Comparison by County:

2020:
Brevard: 51%
Osceola: 21%
Orange: 20%
Seminole: 3%
Other: 5%

**Local Pharmaceutical Assistance Program:
(Expenditures Brevard County)**

2016:

Final Expenditure: \$141, 110

Clients: 424

Average Cost: \$333

Units: 4,719

2017:

Final Expenditure: \$131,041

Clients: 453

Average Cost: \$289

Units: 4,591

2018:

Final Expenditure: 134,041

Clients: 4,523

Average Cost: \$258

Units: 4,494

2019:

Final Expenditure: \$112,622

Clients: 403

Average Cost: \$279

Units: 2,87

2020:

Final Expenditure: \$6468

Clients: 152

Average Cost: \$43

Units: 368

Health Insurance:

2016

Final Expenditure: \$31,141

Clients: 81

Average Cost: \$384

Units: 221

2017

Final Expenditure: \$29,257

Clients: 27

Average Cost: \$1,084

Units: 83

2018
Final Expenditure: \$35,144
Clients: 22
Average Cost: \$1,084
Units: 83

2019
Final Expenditure: \$48,812
Clients: 176
Average Cost: \$277
Units: 1,518

2020
Final Expenditure: \$158,476
Clients: 297
Average Cost: \$534
Units: 1,768

Medical Case Management:

2016
Final Expenditure: \$312,077
Clients: 820
Average Cost: \$381
Units: 23,010

2017
Final Expenditure: \$314,415
Clients: 884
Average Cost: \$356
Units: 22,837

2018
Final Expenditure: \$318,415
Clients: 876
Average Cost: \$636
Units: 20,920

2019
Final Expenditure: \$301,653
Clients: 1,117
Average Cost: \$270
Units: 21,921

2020
Final Expenditure: \$265,278
Clients: 925
Average Cost: \$287
Units: 16,906

Mental Health:

2016
Final Expenditure: \$56,000
Clients: 137
Average Cost: \$287
Units: 801

2017
Final Expenditure: \$58,500
Clients: 158
Average Cost: \$287
Units: 851

2018
Final Expenditure: \$58,500
Clients: 159
Average Cost: \$287
Units: 872

2019
Final Expenditure: \$60,500
Clients: 162
Average Cost: \$287
Units: 906

2020
Final Expenditure: \$69,500
Clients: 152
Average Cost: \$287
Units: 986

Oral Health:

2016
Final Expenditure: \$266,393
Clients: 316
Average Cost: \$843
Units: 792

	<p>2017 Final Expenditure: \$149,986 Clients: 225 Average Cost: \$667 Units: 387</p> <p>2018 Final Expenditure: \$106,992 Clients: 231 Average Cost: \$463 Units: 397</p> <p>2019 Final Expenditure: \$122,522 Clients: 166 Average Cost: \$738 Units: 303</p> <p>2020 Final Expenditure: \$254,968 Clients: 191 Average Cost: \$1,335 Units: 444</p>
<p>New Business:</p>	<p>Assessment of the Administrative Mechanism Update:</p> <ul style="list-style-type: none"> Ms. Cross informed the committee that the AAM final report will be presented to the members of the SSQ and Needs Assessment Committee meeting next month. The report will also be sent to members of the Executive Committee to review before the August Planning Council meeting. <p>2021 Integrated Plan Implementation Plan Update:</p> <ul style="list-style-type: none"> Ms. Cross informed the committee that members of the SSQ and Needs Assessment & Planning Committee recommended that a consultant be hired to write the integrated plan.

	<p>Annual Training Update:</p> <ul style="list-style-type: none"> Ms. Cross confirmed that there will be two virtual annual training sessions. Members will only need to attend one of these upcoming trainings. The trainings will take place on Saturday, July 31st and Saturday, August 28th, 2021. <p>Planning Council Agenda:</p> <ul style="list-style-type: none"> The committee drafted the July Planning Council agenda. <p>Motion: Mr. Cline made a motion to approve July Planning Council agenda. Mr. Hutchins seconded the motion. The motion was adopted unanimously without debate.</p>
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ACTION ITEMS

Item	
Contact members who were nominated during the meeting to confirm if they accept or decline their nominations.	PCS
Next Meeting	August 17, 2021
Adjournment:	3:16 p.m.

Prepared by: David Bent Date: 7/19/2021

Approved by:  Date: 8/24/21