

# Central Florida HIV Planning Council

## Executive Committee Meeting Minutes

*August 19, 2021*

**Call to Order:** The Jr. Co-Chair, Ms. Rodriguez, 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:** Gabriella Rodriguez, Earl Hunt, Jessica Seidita, Vel Cline, Ira Westbrook via teleconference

**Members Excused:** Willie Beasley, Maria Buckley, Dean Hutchins, Tim Collins

**Absent:**

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| <p><b>Approval of the agenda:</b></p>                       | <p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Replaced all references to Mr. Hunt’s name to Ms. Rodriguez’s name.</li> <li>• Replaced Mr. Hutchins’ name to Ms. Seidita’s name for the SSQ and Needs Assessment &amp; Planning Committee report.</li> <li>• Replaced Ms. Yabrudy’s name with Ms. Reyes’s name for the Ryan White Part A reports.</li> </ul> <p><b><u>Motion:</u></b> Ms. Seidita made a motion to approve the agenda with the updates. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p><b>Approval of the July 15<sup>th</sup> Minutes:</b></p> | <ul style="list-style-type: none"> <li>• The committee reviewed the July 15<sup>th</sup> minutes. No changes were recommended, and the committee accepted the minutes as is.</li> </ul>  |
| <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>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%)</li> </ul>   |

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 discussed the annual committee reports and decided that the reports should be merged this year.
- The committee updated and approved their 2021-2022 committee workplans.
- The committee reviewed the summaries for two applicants and determined that both applicants should move forward. To the next step in the application process.

**World AIDS Day Update:**

- Due to a venue schedule conflict, the date of the World AIDS day event has been changed to Tuesday November 30, 2021.
- Sponsorship letters, a run of show, and the WAD flyer were discussed, and details solidified.
- Program and entertainment details are in the process of being confirmed.

**Service Systems & Quality and Needs Assessment & Planning Committee:**

- The committee received an overview of the Part A Monthly Expenditure report, Part B Expenditure report and the Part B Quarter 1 Monthly Utilization report.
- The committee reviewed and approved two action items:
  - To decrease Clinical Quality Management by \$100,000 in order to increase Emergency Financial.
  - To decrease Substance Abuse Residential by \$100,000 in order to increase Food Bank.
- The committee reviewed and approved the Part A and Part B proposed resource allocation level funding slates.
- The committee reviewed and approved the Part A and Part B proposed resource allocation level funding slates.

- The committee discussed their annual committee reports and decided that the reports should be separate.
- The committee reviewed and approved the Data Presentation Process, Priority Setting Process, and Resource Allocation Process. The committee also approved the evaluation forms for each process.

**Ryan White Community Meeting:**

- The participants received a program overview from Daniel Downer with Bros In Convo, Yasmin Flasterstein with Peer Support Space, Dean Hutchins with the Florida Department of Health, and Andrea Dunn with Let's BeeHIVE.
- The participants provided recruitment suggestions and infographic recommendations for the Red Ribbon Times newsletter.
- The participants received a bridge report for the Membership and PR & Marketing Committee meeting and the SSQ and Needs Assessment & Planning Committee.
- The next Ryan White Committee meeting will be on Tuesday October 19, 2021, at 6:00 PM.

**Feedback from Ryan White Community Meeting:**

- Ms. Marshall provided a review of a discussion that took place during the Ryan White Community meeting regarding recruitment ideas for the Planning Council. These will be considered for implementation in the next Membership and PR & Marketing Committee meeting.
- Suggestions for future Red Ribbon Times infographics were also provided, including those from AIDSvU, the CDC, COVID-19 and HIV vaccines, and the evolution or timeline of PrEP.

**Part A Monthly Expenditure Report:  
(Expenditures as of June 30, 2021)**

Ms. Reyes reported the following:

- Target: 33.33%
- Actual: 28.11%
- Dif: 5.22%

Ms. Reyes reviewed the reallocations on the expenditure report and informed the committee of the following:

- Some invoicing is not accounted for on the expenditure report due to July not being included, therefore the office's actual expenditures are closer to the target than they were as of June, 30, 2021.
- The 8/5/21 SSQ and Needs Assessment Committee approved the reallocation of to address two categories that had high percentage expenditures. Clinical Quality Management and Substance Abuse Residential have been proposed to both be decreased by \$100,000 each to increase Emergency Financial Assistance and Food Bank by \$100,000 each, respectively.
- The substance abuse residential provider has returned to pre-COVID operations; therefore, the office expects to see a decrease in barriers for clients to access the services in this category. Individuals needing this service has been getting their needs met through other funding sources.

**Part A 2022-2023 Initial Level Funding Slate:**

Ms. Reyes reviewed the proposed Part A Level Funding Resource Allocations for 2022-2023 and reported the following:

- The Part A Office will be applying for the full amount of funding that is available; therefore, the allocations in the slate represents the amount of funding being applied for which is \$11,844,635.
- Ms. Reyes reported proposed increases in the following areas if the full funding amount is granted:
  - Outpatient/ Ambulatory Health Services
  - Oral Health Care
  - Substance Abuse Outpatient Services
  - Food Bank/Home-Delivered Meals
  - Emergency Financial Assistance
- The Part A Office will know the status of the award amount by the start of the fiscal year in March 2022.

**Planning Council Nominations:**

- Mr. Bent reviewed the eligible nominees for the upcoming planning council elections. The committee

was informed that the last day to submit nominations for oneself or others would be August 25, 2021.

- As this time, Mr. Cline self-nominated for the Patient Care Consumer Representative.
- Mr. Bent informed the committee that the FCPN nominations have been placed on hold until summer 2022. The nominations for FCPN representatives will stay on file until then.

**Part B Monthly Expenditure Report:  
(Expenditures as of June 30, 2021)**

Ms. Andre reported the following:

- Target: 25%
- Actual: 21%
- Dif: 4%

**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 Served:**

Q1 2020-21:1252

Q1 2021-22: 1213

**New Clients:**

Q1 2020-21:172

Q1 2021-22: 126

**Comparison by Gender:**

Male:

Q1 2020-21: 835

Q1 2021-22: 827

Female

Q1 2020-21: 409

Q1 2021-22: 373

Transgender:  
Q1 2020-21: 6  
Q1 2021-22: 13

**Comparison by Race:**

White:  
Q1 2020-21: 478  
Q1 2021-22: 440

Black:  
Q1 2020-21: 426  
Q1 2021-22: 425

Hispanic  
Q1 2020-21: 321  
Q1 2021-22: 326

Other:  
Q1 2020-21: 27  
Q1 2021-22: 22

**Comparison by Age:**

2-12  
Q1 2020-21: 0  
Q1 2021-22: 0

13-24  
Q1 2020-21: 30  
Q1 2021-22: 33

25-44  
Q1 2020-21: 449  
Q1 2021-22: 445

45-64  
Q1 2020-21: 640  
Q1 2021-22: 602

65+  
Q1 2020-21: 133  
Q1 2021-22: 133

**Comparison by County:**

Orange:  
Q1 2020-21: 133  
Q1 2021-22: 206

Osceola:  
Q1 2020-21: 184

Q1 2021-22: 180

Seminole:

Q1 2020-21: 15

Q1 2021-22: 24

Brevard:

Q1 2020-21: 853

Q1 2021-22: 763

Other:

Q1 2020-21: 67

Q1 2021-22: 40

**Comparison by Core Services:**

LPAP:

Q1 2020-21: 87

Q1 2021-22: 38

EIS:

Q1 2020-21: 153

Q1 2021-22: 109

Health Insurance:

Q1 2020-21: 172

Q1 2021-22: 171

MCM:

Q1 2020-21: 689

Q1 2021-22: 495

Mental Health:

Q1 2020-21: 100

Q1 2021-22: 102

Oral Health:

Q1 2020-21: 25

Q1 2021-22: 5

OAHS:

Q1 2020-21: 144

Q1 2021-22: 92

**Comparison by Support Services:**

Non-MCM

Q1 2020-21: 563

Q1 2021-22: 713

|                             |   |
|-----------------------------|---|
|                             | <p>Food Bank:<br/> Q1 2020-21: 59<br/> Q1 2021-22: 59</p> <p>Medical Transportation:<br/> Q1 2020-21: 36<br/> Q1 2021-22: 77</p> <p>EFA:<br/> Q1 2020-21: 60<br/> Q1 2021-22: 43</p> <p><b>Part B 2022-2023 Initial Level Funding Slate:</b></p> <ul style="list-style-type: none"> <li>• Ms. Andre presented the proposed Part B 2022 Level Funding Resource Allocations for 2022-2023.</li> <li>• The committee was informed that the Part B office has not had the opportunity to fully review the application with the state, an activity that is expected to be conducted in the coming months. Until the application is reviewed the slate will reflect an estimate of funding received in previous years and current spending.</li> <li>• After reviewing the proposed slate the committee approved for it to move forward to the Planning Council Business meeting.</li> </ul> <p><b>Motion:</b> Mr.Cline made a motion to send the 2022-2023 proposed Part B Level Funding Resource Allocation slate to the Planning Council Business meeting for review. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• The committee also used this time to entertain a motion regarding the approval of the Part A proposed Level Funding slate.</li> </ul> <p><b>Motion:</b> Mr. Hunt made a motion to send the 2022-2023 proposed Part A Level Funding Resource Allocation slate to the Planning Council Business meeting for review. Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p><b>New Business:</b></p> | <p><b>Assessment of the Administrative Mechanism Update:</b></p>  |



- Julia Hidalgo provided a presentation on the key findings from the 2020-2021 Assessment of the Administrative Mechanism. Full and Associate Planning Council members were surveyed. Part A subrecipients were also surveyed. As of 8/19/21 50% of the surveys were completed.
- Almost all respondents reported that the Recipient effectively administered Ryan White grant funds.
- All but one subrecipients reported that the Recipient effectively administered Part A funds in FY 2020-21.
- Subrecipient findings include that there were no Part A Requests for Proposals issued, no new Part A contracts executed, and that contract amendments were executed on a timely basis.

**2021 Integrated Plan Implementation Plan Update:**

- 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.

**Processes & Evaluations**

- The committee reviewed the Data Presentation, Priority Setting, and Resource Allocation processes and their respective Evaluation Forms.
- The committee reviewed the Data Presentation Process and recommended some minor syntax and formatting changes.

**Motion:** Mr. Cline made a motion to approve the Data Presentation Process with the changes. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the Data Presentation Process Evaluation Form. No changes were made.

**Motion:** Mr. Cline made a motion to approve the Data Presentation Process Evaluation Form as is. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the Priority Setting Process and recommended some minor syntax and formatting changes.

**Motion:** Ms. Seidita made a motion to approve the Priority Setting Process with the changes. Ms. Rodriguez seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the Priority Setting Process Evaluation Form. No changes were made.

**Motion:** Mr. Cline made a motion to approve the Priority Setting Process Evaluation Form as is. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the Resource Allocation Process and recommended adding page numbers and some minor syntax and formatting changes.

**Motion:** Ms. Seidita made a motion to approve the Resource Allocation Process with the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the Resource Allocation Process Evaluation Form. No changes were made.

**Motion:** Mr. Cline made a motion to approve the Resource Allocation Process Evaluation Form as is. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.

#### **Quality Management Report:**

Ms. Andre provided the Quality Management Report:

- The Quality Management workgroup met on July 12, 2021.
- Reviewed 1<sup>st</sup> quarter performance measure data.
- Reviewed 1<sup>st</sup> quarter viral load suppression rate disparity data.
- Finalized the 2021-2022 quality management plan.
- Received an update on the annual quality improvement project.
- The next workgroup meeting is scheduled for November 15, 2021.

#### **Annual Committee Reports:**

Ms. Cross provide the following update:

- The Committee Chairs will be receiving information from Planning Council Support regarding what will be necessary of them in completing the Annual Committee Reports for their respective committees prior to the Priority Setting and Resource Allocation Process.

**2021-2022 Work Plans:**

Ms. Marshall reviewed the committee work plans and their proposed changes with the Executive committee for them to approve before going to the Planning Council Business meeting.

- The Executive committee reviewed the proposed changes to the 2021-2022 Membership and PR & Marketing Committee work plan. After a brief discussion the committee decided to approve the work plan with the changes.

**Motion:** Mr. Cline made a motion to approve the 2021-2022 Membership and PR & Marketing Work Plan. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.

- The Executive committee reviewed the proposed changes to the 2021-2022 SSQ and Needs Assessment Committee Work Plan. After a brief discussion the committee decided to approve the work plan with the changes.

**Motion:** Ms. Seidita made a motion to approve the 2021-2022 SSQ and Needs Assessment Committee Work Plan. Ms. Rodriguez seconded the motion. The motion was adopted unanimously without debate.

- The Executive committee reviewed the proposed changes to the 2021-2022 Planning Council Work Plan. After a brief discussion the committee decided to approve the work plan as is.

**Motion:** Mr. Cline made a motion to approve the 2021-2022 Planning Council Work Plan. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.

**2021 Integrated Implementation Plan Update:**

Ms. Cross informed the committee that they will receive updates at the next Planning Council Business meeting.

**Annual Training Update:**

- Ms. Marshall reminded the committee that there will be another opportunity to attend the Annual Training on Saturday August 28, 2021. The committee was reminded to view the pre-recorded sessions prior to attending the training and that Planning Council Support would be resending the links and surveys out to everyone prior to Saturday.

**Motion:** Mr. Cline made a motion to extend the Executive Committee Meeting by fifteen minutes. Ms. Seidita seconded the motion. The motion was approved unanimously without debate.

**Leadership Evaluation Results:**

- Ms. Cross reviewed the results of the Leadership Evaluations via the Mentimeter platform for all committee chairs.
- Overall, feedback for all committee chairs was positive.

**Applicant Summaries:**

- Ms. Marshall and Mr. Bent provided an overview of Candidate #2020-10. The candidate would fill the mandated Hospital/Healthcare Planning seat. If approved the Planning Council would have 24 members, 44% of individuals being PWH, and 36% of members being unconflicted.

**Motion:** Ms. Seidita made a motion to approve Candidate #2020-10 to the Planning Council Business meeting for approval. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

**Planning Council Agenda:**

- The committee drafted the August Planning Council agenda.

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|  | <p><b>Motion:</b> Mr. Cline made a motion to approve August Planning Council agenda. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>Ms. Cross provided an update to the Planning Council members about her departure.</li> </ul> |
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**ACTION ITEMS**

| Item   |                  |
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| Contact committee chairs to discuss having them speak at the next Ryan White Community Meeting about the roles and goals of their respective committees. | PCS              |
| Change "PLWH/A" to "PWH" in agenda header to be reflective of changes in correct terminology.  | PCS              |
| Send Mr. Cline a letter of intent for the Patient Care Consumer Representative.  | PCS              |
|  |                  |
| <b>Next Meeting</b>  | October 21, 2021 |
| <b>Adjournment</b>   | 4:22 P.M.        |
|  |                  |

Prepared by: Whitney Marshall Date: 8/25/2021

Approved by: Gabriella Rodriguez Date: 10/25/2021