

# Central Florida HIV Planning Council

## Executive Committee Meeting Minutes

October 21, 2021

**Call to Order:** The Sr. Co-Chair, Ms. Rodriguez called the meeting to order at 2:12 p.m. at the Hilton Garden Inn located at 1275 Lee Road, Winter Park, FL 32789.

**Members Present:** Gabriella Rodriguez, Willie Beasley, Kim Murphy, Flora Kavitch, Ira Westbrook, Angie Buckley, Jessica Seidita

**Members Excused:** Vel Cline, Tim Collins

**Absent:** None

|   |  |
|---|--|
| <p><b>Approval of the agenda:</b></p>                         | <p>The committee reviewed the agenda and made the following update:</p> <ul style="list-style-type: none"> <li>• Added meeting time discussion</li> </ul> <p><b>Motion:</b> Ms. Buckley made a motion to approve the agenda with the update Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.</p>  |
| <p><b>Approval of the August 19<sup>th</sup> Minutes:</b></p> | <p>The committee reviewed the August 19<sup>th</sup> minutes and made the following update.</p> <ul style="list-style-type: none"> <li>• Changed the annual report verbiage on page three to reflect separate reports were approved by the committee.</li> </ul> <p><b>Motion:</b> Ms. Seidita made a motion to approve the agenda with the updates. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p><b>Open the Floor for Public Comment:</b></p>              | <ul style="list-style-type: none"> <li>• Mr. Hutchins recommended the college degree requirement for Medical Case Managers should be revisited.</li> </ul> <p><b>Comment Cards:</b></p> <ul style="list-style-type: none"> <li>• No comment cards were received.</li> </ul>  |

**Reports:**

**Membership and PR & Marketing Committee:**

- The committee elected Mr. Cline as Chair and Ms. Seidita as Vice Chair of the Membership Committee. The committee elected Ms. Murphy as Chair and Ms. Torres as Vice Chair of the PR & Marketing Committee.
- The committee discussed the membership matrix, PC reflectiveness, and committee roster. There are currently 22 Planning Council members, 9 members that are PWH, 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 two applicant summaries and recommended that both applicants move forward to the Executive Committee for review.
- The committee reviewed the new member orientation survey and determined that a five-point scale should be implemented moving forward.

**World AIDS Day Workgroup Update:**

- The World AIDS Day event will take place on Tuesday, November 30, 2021.
- A virtual event will take place on Wednesday, December 1, 2021.
- Mayor Jerry Demings will attend the event on November 30, 2021.
- The Unsung Hero award nominees will receive their award the evening of the
- in-person WAD event.

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

- The committee elected Ms. Buckley as Vice Chair of the Service Systems & Quality Committee. The committee nominated Mr. Graper for Chair of the Service Systems & Quality Committee.

PCS will follow-up with Mr. Graper regarding his nomination. The committee elected Mr. Collins as Chair and Ms. Kavitch as Vice Chair of the Needs Assessment & Planning Committee.

- The committee reviewed the Part A Monthly Expenditure Report, Part A Second Quarter Utilization & Expenditure Report, and the Part B Monthly Expenditure Report.
- The committee reviewed and discussed the recommended updates for Medical Case Management Service Standard.
- The committee reviewed the survey results from Data Presentation, Priority Setting, and Resource Allocation.
- The committee updated and approved their 2021-2022 committee workplans

**Ryan White Community Meeting:**

- The participants received a presentation on how to order Home HIV Test Kits via Talk, Test, Treat from Kara Williams, and an overview of the AIDS Drug Assistance Program (ADAP) from Mayra Rodriguez.
- The participants reviewed and provided feedback on the Medical Case Management Service Standard updates.
- The participants received a bridge report for the Membership and PR & Marketing Committee meeting and the SSQ and Needs Assessment & Planning Committee meeting.
- Participants also provided feedback on what topics they would like to see for upcoming Ryan White Community meeting presentations.
- The next Ryan White Community meeting will be on November 16,2021 at 6:00 P.M.

**RW Part A Monthly Expenditure Report:**  
(Grant year March 1, 2021 – February 28, 2022)  
*Expenditures as of August 31, 2021*

- Target: 50.00%
- Actual: 44.13%
- Dif: 5.87%

**Ryan White Part A Quarter 2 Utilization Report:**

**Total Clients Served:**

Q1 2021-22: 4,359

Q2 2021-22: 4,310

**New Clients**

Q1 2021-22: 155

Q2: 2021-22: 206

**Comparison by Gender:**

Male:

Q1 2021-22: 3,207

Q2: 2021-22: 3,157

Female

Q1 2021-22: 1,080

Q2: 2021-22: 1,071

Transgender:

Q1 2021-22: 72

Q2: 2021-22: 72

**Comparison by Race:**

Non-Hispanic:

Q1 2021-22: 2,957

Q2: 2021-22: 2,919

Hispanic

Q1 2021-22: 1,400

Q2: 2021-22: 1,389

**Comparison by Age:**

13-24

Q1 2021-22: 175

Q2: 2021-22: 175

25-44

Q1 2021-22: 1,828

Q2: 2021-22: 1,817

45-64

Q1 2021-22: 2,094

Q2: 2021-22: 2,047

65+

Q1 2021-22: 315

Q2: 2021-22: 324

**Comparison by County:**

Orange

Q1 2021-22: 3,008

Q2: 2021-22: 2,996

Osceola:

Q1 2021-22: 450

Q2: 2021-22: 433

|  |   |
|--|---|
|  | <p>Seminole:</p> <p>Q1 2021-22: 499</p> <p>Q2: 2021-22: 496</p> <p>Brevard:</p> <p>Q1 2021-2022: 853</p> <p>Q1 2021-22: 763</p> <p>Lake:</p> <p>Q1 2021-22: 397</p> <p>Q2: 2021-22: 383</p> <p><b>Outpatient Ambulatory Health Services:</b></p> <p>Q1 2021-22: 1,610</p> <p>Q2: 2021-22: 1,501</p> <p><b>Local Pharmaceutical Assistance:</b></p> <p>Q1 2021-22: 207</p> <p>Q2: 2021-22: 315</p> <p><b>Oral Health Services:</b></p> <p>Q1 2021-22: 934</p> <p>Q2: 2021-22: 951</p> <p><b>Early Intervention Services:</b></p> <p>Q1 2021-22: 119</p> <p>Q2: 2021-22: 126</p> <p><b>Health Insurance Premium and Cost Sharing Assistance:</b></p> <p>Q1 2021-22: 63</p> <p>Q2: 2021-22: 62</p> |
|--|---|

**Mental Health Services:**

Q1 2021-22: 66

Q2: 2021-22: 65

**Medical Nutrition Therapy:**

Q1 2021-22: 28

Q2: 2021-22: 20

**Medical Case Management:**

Q1 2021-22: 1,449

Q2: 2021-22: 1,806

**Substance Abuse Outpatient:**

Q1 2021-22: 13

Q2: 2021-22: 19

**Referral for Health Care & Support Services:**

Q1 2021-22: 3,355

Q2: 2021-22: 3,061

**Food Bank:**

Q1 2021-22: 1,593

Q2: 2021-22: 1,637

**Medical Transportation:**

Q1 2021-22: 199

Q2: 2021-22: 207

**Psychosocial Support Services:**

Q1 2021-22: 96

Q2: 2021-22: 85

|                             |  |
|-----------------------------|--|
|                             | <p><b>Substance Abuse Residential:</b></p> <p>Q1 2021-22: 1</p> <p>Q2: 2021-22: 0</p> <p><b>Emergency Financial Assistance:</b></p> <p>Q1 2021-22: 64</p> <p>Q2: 2021-22: 45</p> <p><b>RW Part B Monthly Expenditure Report:</b><br/>       (Grant year April 1, 2021 – March 31, 2022)<br/> <i>Expenditures as of August 31, 2021</i></p> <ul style="list-style-type: none"> <li>• Target: 42%</li> <li>• Actual: 37%</li> <li>• Dif: 4%</li> </ul>   |
| <p><b>New Business:</b></p> | <p><b>Meeting Time Discussion:</b></p> <ul style="list-style-type: none"> <li>• The committee discussed the time of the Executive Committee meeting. After a brief discussion, the committee decided to keep the meeting time the same at 2:00 p.m.</li> </ul> <p><b>Motion:</b> Ms. Seidita made a motion to keep the Executive Committee meeting time the same at 2:00 p.m. Mr. Beasley seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Applicant Summaries:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the applicant summary for candidate #2021-02. After a brief discussion, the committee decided to move the candidate forward to the Planning Council for a roll call vote.</li> </ul> <p><b>Motion:</b> Mr. Beasley made a motion to move Candidate #2021-02 forward to the Planning Council for a roll call vote. Ms. Rodriguez seconded the motion. The motion was adopted unanimously without debate.</p> |



- The committee reviewed the applicant summary for candidate #2021-04. After a brief discussion, the committee decided to move the candidate forward to the Planning Council for a roll call vote with a recommendation to serve on the Service Systems & Quality Committee.

**Motion:** Mr. Beasley made a motion to move Candidate #2021-04 forward to the Planning Council for a roll call vote with a recommendation to service on the Service Systems & Quality Committee. Ms. Buckley Seconded the motion. The motion was adopted unanimously without debate.

**Agenda:**

**Motion:** Ms. Buckley made a motion to extend the meeting by 15 minutes to complete the remaining agenda items. Ms. Murphy seconded the motion. The motion was adopted unanimously without debate.

**Medical Case Management Service Standard:**

- The committee reviewed the recommended updates for the Medical Case Management Service Standard.
- Ms. Yabrudy informed the committee that a waiver is an option for applicants who might be qualified to be a Medical Case Manager, but do not meet the educational requirements.
- After much discussion the committee decided to add the following statements to section 1.2, 1.2a, and 1.3 of the Medical Case Management Service Standard:
  1. "This requirement may be waived by the Recipient. Subrecipients are encouraged to use competency-based recruitment and hiring practices."

2. "Waivers can be requested prior to the interview process."

**Motion:** Mr. Beasley made a motion to approve the Medical Case Management Service Standard with the updates. Ms. Murphey seconded the motion. The motion was adopted unanimously without debate.

**Ryan White Meeting Topic Feedback:**

- Ms. Marshall reviewed the feedback provided during the Ryan White Community meeting. The participants recommended the following topics:
  - Certification and training opportunities
  - Leadership building opportunities
  - Cover letter and resume building
  - Rental assistance and childcare in the Orlando EMA
  - Client empowerment
  - Personal insurance
  - Intersectionality training

**Workplans:**

- Ms. Marshall informed the committee of the updates for the Planning Council workplan. After a brief discussion, the committee decided to approve the Planning Council workplan with the updates.

**Motion:** Ms. Buckley made a motion to approve the Planning Council workplan with the updates. Ms. Murphy seconded the motion. The motion was adopted unanimously without debate.

- Ms. Marshall informed the committee of the updates for the SSQ & Needs Assessment & Planning workplan. After a brief discussion, the committee decided to approve the SSQ and Needs Assessment & Planning workplans.

|  |   |
|--|---|
|  | <p><b>Motion:</b> Mr. Beasley made a motion to approve the SSQ and Needs Assessment &amp; Planning workplans with the updates. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Mini Training Schedule:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall informed the committee that the Membership and PR &amp; Marketing Committee chose the mini training making data meaningful.</li> </ul> <p><b>Planning Council Agenda:</b></p> <ul style="list-style-type: none"> <li>The committee drafted the October Planning Council agenda.</li> </ul> <p><b>Motion:</b> Mr. Beasley made a motion to approve October Planning Council meeting agenda. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.</p> |
|--|---|

**ACTION ITEMS**

| Item                |                            |
|---------------------|----------------------------|
|                     |                            |
| <b>Next Meeting</b> | Thursday November 18, 2021 |
| <b>Adjournment:</b> | 4:19 p.m.                  |
|                     |                            |

Prepared by: David Bent

Date: 10/22/2021

Approved by: [Signature]

Date: 11/22/21