

# Central Florida HIV Planning Council Planning Council Business Meeting Minutes

October 27, 2021

**Call to Order:** The Sr. Co-Chair, Ms. Rodriguez called the meeting to order at 6:05 a.m. at the Hilton Garden Inn located at 1275 Lee Road, Winter Park, FL 32789.

**Members Present:** Gabriella Rodriguez, Willie Beasley, Ira Westbrook, Tim Collins, Marion Stephney, Priscilla Torres, Angela Hunt, Flora Kavitch, Keith Tremain, Maria Buckley, Sam Graper via teleconference, Jessica Seidita via teleconference, Charlie Wright via teleconference

**Members Excused:** Grisela Hernandez, Vel Cline, Mike Alonso, Vicki Cobb-Lucien

**Absent:** Jordan Almazan, John Curry, Kim Murphy

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the agenda and made the following updates.</p> <ul style="list-style-type: none"> <li>• Replaced Ms. Murphy’s name with Ms. Seidita’s name for the Membership and PR &amp; Marketing Committee report.</li> <li>• Replaced Ms. Kavitch’s name with Mr. Collin’s name for the SSQ and Needs Assessment Committee report.</li> <li>• Added comfort agreement discussion.</li> </ul> <p><b>Motion:</b> Mr. Beasley made a motion to approve the agenda with the updates. Mr. Collins seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The motion to approve the agenda with the updates was adopted by a unanimous roll call vote.</li> </ul>	In Favor	Against	Abstention	13	0	0
In Favor	Against	Abstention					
13	0	0					
<p><b>Approval of the September 24th Minutes</b></p>	<p>The Planning Council reviewed the September 24<sup>th</sup> minutes and made the following update:</p>						

	<ul style="list-style-type: none"> <li>Removed Mr. Hutchins’s name from showing present at the September Planning Council meeting.</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion to approve the September Planning Council minutes with the update. Ms. Hunt seconded the motion.</p> <table border="1" data-bbox="800 451 1252 531"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The motion to approve the September minutes was adopted by a unanimous roll call vote.</li> </ul>	In Favor	Against	Abstention	13	0	0
In Favor	Against	Abstention					
13	0	0					
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>Ms. Stephney asked why consumers are not allowed to attend Planning Council meetings. Ms. Marshall stated that all meetings are open to the public and clients. Ms. Yabrudy informed that transportation is available for clients to attend the Ryan White Community meeting and transportation is available for consumer members of the Planning Council for committee and Planning Council meetings.</li> <li>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 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 &amp; Marketing Committee.</li> <li>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.</li> <li>The committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram.</li> <li>The committee reviewed two applicant summaries and recommended that both applicants move forward to the Executive Committee for review.</li> </ul>						

- 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

Seminole:

Q1 2021-22: 499

Q2: 2021-22: 496

Brevard:

Q1 2021-2022: 853

Q1 2021-22: 763

Lake:

Q1 2021-22: 397

Q2: 2021-22: 383

**Outpatient Ambulatory Health Services:**

Q1 2021-22: 1,610

Q2: 2021-22: 1,501

**Local Pharmaceutical Assistance:**

Q1 2021-22: 207

Q2: 2021-22: 315

**Oral Health Services:**

Q1 2021-22: 934

Q2: 2021-22: 951

**Early Intervention Services:**

Q1 2021-22: 119

Q2: 2021-22: 126

**Health Insurance Premium and Cost Sharing Assistance:**

Q1 2021-22: 63

Q2: 2021-22: 62

**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

**Substance Abuse Residential:**

Q1 2021-22: 1

Q2: 2021-22: 0

**Emergency Financial Assistance:**

Q1 2021-22: 64

Q2: 2021-22: 45

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

- Target: 42%
- Actual: 37%
- Dif: 4%



<p><b>New Business:</b></p>	<p><b>Applicant Summaries:</b></p> <ul style="list-style-type: none"> <li>The Planning Council reviewed the applicant summary for candidate #2020-02. After a brief discussion, the Planning Council decided to recommend the applicant for appointment.</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion to recommend Candidate #2020-02 for appointment. Ms. Buckley seconded the motion.</p> <table border="1" data-bbox="800 768 1252 846"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The motion to recommend Candidate #2021-02 for appointment was adopted by a unanimous roll call vote.</li> </ul> <p>The Planning Council reviewed the applicant summary for Candidate #2021-04. After a brief discussion, the Planning Council decided to recommend the current</p> <p><b>Motion:</b> Ms. Hunt made a motion to recommend Candidate #2021-04 for appointment. Ms. Rodriguez seconded the motion.</p> <table border="1" data-bbox="800 1329 1252 1442"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The motion to recommend Candidate 2021-04 for appointment was adopted by a majority roll call vote.</li> </ul> <p><b>Mini Training Selection:</b></p> <ul style="list-style-type: none"> <li>The Planning Council reviewed the annual training plan. After a brief discussion, the Planning Council chose the using data to advertise mini training. The Planning Council also decided that an overview of the making data meaningful mini training be provided by a member of the PR &amp; Marketing committee.</li> </ul>	In Favor	Against	Abstention	10	0	0	In Favor	Against	Abstention	11	1	0
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**Motion:** Mr. Collins made a motion for the mini training topic of using data to advertise with a synopsis of the making data meaningful mini training provided by a member of the PR & Marketing Committee. Mr. Beasley seconded the motion.

**Friendly Amendment:** Ms. Rodriguez made a friendly amendment for PCS to provide the synopsis of the making data meaningful mini training if there are no volunteers from the PR & Marketing Committee. Ms. Buckley seconded the amendment.

In Favor	Against	Abstention
11	1	0

- The motion for the mini training topic using data to advertise with the friendly amendment was adopted by a majority roll call vote.

**RW Community Meeting 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

**Planning Council Meeting Date and Time Discussion:**

- The Planning Council discussed the date and time of the November Planning Council meeting.

- Ms. Marshall informed that the November Planning Council meeting is currently scheduled for November 24, 2021, which is the day before Thanksgiving. After much discussion, the Planning Council decided the Planning Council meeting should be moved to Wednesday, December 8, 2021.

**Motion:** Ms. Buckley made a motion to move the November Planning Council meeting to Wednesday, December 8, 2021. Ms. Torres seconded the motion.

In Favor	Against	Abstention
12	0	0

- The motion to move the November Planning Council meeting to December 8, 2021, was adopted by a unanimous roll call vote.

**Comfort agreement:**

- The Planning Council discussed a comfort agreement for future Planning Council meetings. After much discussion, the committee decided on the following:
  1. If you are not speaking or presenting, please keep your lines muted. Be mindful of volume and background noise if online or on the phone).
  2. Respect pronouns. Don't pressure others or feel  
Feel pressured to disclose pronouns.
  3. Make sure members have an opportunity to speak and voice opinions respectfully.
  4. Freely and shamelessly ask questions and participate in discussions.
  5. Speak directly into the microphone.
  6. Respect Florida Sunshine Law.
  7. Don't disclose anything that you would like to be kept confidential. Meetings are recorded and documents are open to the public.
  8. Reflect on why you are doing this amazing work. Remember that everyone has different passions, experiences, barriers, and communication styles. Respect others always.

9. Be mindful of other’s learning styles and processing ability.

**Motion:** Mr. Beasley made a motion to adopt the comfort agreement with the revisions for Planning Council meetings. Mr. Collins seconded the motion.

In Favor	Against	Abstention
12	0	0

- The motion to accept the comfort agreement with revisions was adopted by a unanimous roll call vote.

**ACTION ITEMS**

Item	
Follow-up with members regarding the date and time of the December PC meeting.	PCS
Follow-up with the PR & Marketing Committee for a volunteer to provide a synopsis of the making data meaningful mini training at the next PC meeting	PCS
<b>Next Meeting</b>	Wednesday, December 8, 2021
<b>Adjournment:</b>	7:50 p.m.

Prepared by: David Bent Date: 11/1/2021

Approved by: Gabriella Rodriguez Date: 12/08/2021