

Central Florida HIV Planning Council

Executive Committee Meeting Minutes

December 6, 2021

Call to Order: The Jr. Co-Chair, Mr. Beasley 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: Gabriella Rodriguez, Willie Beasley, Kim Murphy, Priscilla Torres, Bryan Dubac, Ira Westbrook, Angela Hunt, Keith Tremain, Sam Graper, Jessica Seidita via teleconference, Maria Buckley via teleconference, Charlie Wright via teleconference, Vicki Cobb-Lucien via teleconference

Members Excused: Vel Cline, Tim Collins, Flora Kavitch, Grisela Hernandez, Mike Alonso

Absent: John Curry, Jordan Almazan

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following update:</p> <ul style="list-style-type: none"> Moved the mini-training on Using Data to Advertise from “New Business” to before the “Reports” section. Initially removed Ms. Yabrudy’s name from the agenda for the RW Part A Report. Motion was amended when she arrived and Ms. Yabrudy was added back to the agenda. <p>Motion: Mr. Beasley made a motion to approve the agenda with the updates. Ms. Murphy seconded the motion.</p> <table border="1" data-bbox="880 1430 1430 1520"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The motion was adopted unanimously by a roll call vote. 	In Favor	Against	Abstention	11	0	0
In Favor	Against	Abstention					
11	0	0					
<p>Approval of the October 27st Minutes:</p>	<ul style="list-style-type: none"> The October 27st minutes were approved as written. 						
<p>Open the Floor for Public Comment:</p>							

	<ul style="list-style-type: none"> • Ms. Cobb-Lucien announced that she will be opening a new practice called Embrace Health in January. More information to be provided at the next meeting. • Mr. Westbrook made a comment regarding the lack of perceived provider support at the November 30th World AIDS Day event. • Ms. Johnson commented that there should be more HIV resources in Lake County. <p>Comment Cards:</p> <ul style="list-style-type: none"> • No comment cards were received.
<p>Mini Training: Using Data to Advertise</p>	<p>Mr. Bent provided a mini training on how the Planning Council can effectively use data for advertisement and recruitment. Topics discussed include:</p> <ul style="list-style-type: none"> • The definitions and importance of the ASA (attraction, selection, attrition) model. • Planning Council elevator speeches • Mindful recruitment interactions and tactics. • The importance of understanding how the council operates, descriptions of committees, and the levels of membership available (associate and full). <p>During the training the following suggestions were made:</p> <ul style="list-style-type: none"> • Ms. Murphy expressed that it would be useful for committee members making elevator pitches to have a one-page sheet of expectations for full and associate members with a summary of the various committees.
<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 22 Planning Council members, 11 (50%) members that are PWH and 9 (40%) unconflicted members.

- The committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram.
- The committee received a mini training on “Making Data Meaningful” from Planning Council Support.
- The committee discussed and recommended educational infographics and recruitment activities for the upcoming year.

World AIDS Day Workgroup Update:

- Program entertainment and a host for the night were finalized.
- The workgroup reviewed the agendas for the in-person WAD event on November 30th and the virtual WAD event on December 1st.
- The workgroup also discussed upcoming volunteer opportunities to assemble “swag bags”, the Unsung Hero Award, and the WAD Quilt Ceremony.

Service Systems & Quality and Needs Assessment & Planning Committee:

Mr. DuBac provided the SSQ and Needs Assessment portion of the bridge report due to audiovisual issues preventing Ms. Buckley from reading it:

- The committee elected the final officers for the Service Systems & Quality (SSQ) Committee for the 2021-2022 planning cycle. Maria Buckley was elected as Chair and Bryan DuBac as Vice Chair of SSQ.
- The committee received an overview of the Part A Monthly Expenditure report and the Part B Monthly Expenditure report.
- The committee received a presentation on the RWHAP Food program and the proposed changes for 2022. The committee approved two major items: the allocation of \$400,000 in carry over funds

to the food program and reverting to an eligibility requirement of 150% Federal Poverty Level (FPL) to receive a food card at the amount of \$50.

- The committee reviewed the proposed changes from October's meetings to the Medical Case Management Service Standard and approved the recommended updates.

Ryan White Community Meeting:

- The participants received a presentation from Janssen Pharmaceutical representative on Undetectable=Untransmittable (U+U) and the RWHAP Part A Food Program changes.
- Participants received an overview of the history and significance of the World AIDS Day Quilt Ceremony and had the opportunity to construct pieces of the quilt at the meeting.
- 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, January 18, 2022, at 6:00 P.M

RW Part A Monthly Expenditure Report:

(Expenditures as of October 31, 2021)

- Target: 66.67%
- Actual: 58.33%
- Dif: 8.34%

RWHAP Food Program Update:

Ms. Yabrudy provided an overview of the RWHAP Food Program presentation and with additional updates for those not present at previous meetings:

- The purpose of RWHAP services is to ensure clients needs are met in order stay adherent to care I order to become and remain virally suppressed.
- Monthly food services are a supportive service provided to meet an immediate need and remove barriers to care.
- Clients are required to submit food receipts for allowable items, totaling \$75, prior to picking up ne food cards.
- Clients can access their receipts by utilizing the Publix app.
- If a client does not adhere to the established rules, then their only option is an UP food voucher. One-time exceptions may be evaluated on a case-by-case basis.
- In 2020, 3,298 clients utilized food services and 2,870 clients year to date in 2021.

Ms. Yabrudy reported the following challenges:

- The food program has received the most grievances of all the funded programs.
- With current rules, \$400,00 additional funding will be needed to meet food demand.
- Clients expect food cards each month without following established rules.
- Many clients do not want to share/discuss medical care and medication adherence with their referral specialist/case manager when coming to get their food cards.

Ms. Marshall informed the council that the following update was also given to the Executive Committee on November 22nd:

- The members of the SSQ and Needs Assessment & Planning Committee recommended that as of March 1st the eligibility for food cards will return to the original requirement of 150% of FPL with a food card amount of \$50.00. Clients who receive food stamps will no longer be eligible to receive food cards. After a brief discussion, the committee decided to approve the recommendation.

RWHAP Food Program Discussion:

The members engaged in a lengthy discussion regarding the proposed food program changes. The following were key points discussed:

- Ms. Torres questioned why Publix gift cards were provided when they are so expensive. Ms. Yabrudy explained that Part A uses a competitive procurement process to select the food card vendor.
- Mr. Wright questioned whether there were shortages in food cards as many clients stated that they have not received one. Ms. Yabrudy stated that she would follow up.
- Mr. Tremain suggested that the FPL be raised from 150% to 250% to ensure that more clients are served.
- Mr. Graper suggested that the council be mindful of the discussion next year when deciding on funding for the food program to reduce the negative impact that frequent changes might have on clients.

Motion: Mr. Graper made a motion to approve the recommendations made by the SSQ and Needs Assessment & Planning Committee that as of March 1, 2022 the eligibility for food cards will return to the original requirement of 150% of FPL with a food card amount of \$50.00 in all five counties for clients not receiving food stamps. Ms. Westbrook seconded the motion.

In Favor	Against	Abstention
9	3	1

- During discussion Ms. Rodriguez made an improper motion to amend the FPL requirement for Orange County. Motion was improper and not voted on.
- The original motion was adopted by a majority roll call vote.

Motion: Ms. Rodriguez made a motion to increase the requirement for food card eligibility from 150% to 250% FPL. Mr. Tremain seconded the motion.

- The motion is not valid and does not pass because Ms. Rodriguez voted no on the previous motion.

Motion: Ms. Cobb-Lucien made a motion to extend the meeting by fifteen minutes. Mr. Beasley seconded the motion.

In Favor	Against	Abstention
13	0	0

- The motion was adopted by a unanimous roll call vote.

Motion: Mr. Beasley made a motion to increase the requirement for food card eligibility from 150% to 250% FPL. Mr. Tremain seconded the motion.

Friendly Amendment: Ms. Torres made a friendly amendment to establish the FPL at 200%.

In Favor	Against	Abstention
4	7	1

- The motion did not pass, with the majority against during a roll call vote.

RW Part B Monthly Expenditure Report:
(Expenditures as September 30, 2021)

- Target: 50%
- Actual: 45%
- Dif: 5%

New Business:

Motion: Mr. Graper made a motion to extend the meeting by ten minutes. Ms. Torres seconded the motion.

In Favor	Against	Abstention
11	1	0

- The motion was adopted by a majority roll call vote.

Medical Case Management Service Standard:

- Ms. Marshall reviewed Medical Case Management Service Standard with the recommended updates for section 1.1, 1.2a, and 1.3. After a brief discussion, the council decided to approve the recommendations.

Motion: Ms. Rodriguez made a motion to approve the Medical Case Management Service Standards with the recommended updates. Ms. Murphy seconded the motion.

In Favor	Against	Abstention
9	0	4

- The motion was adopted by a majority roll call vote.

ACTION ITEMS

Item	
Next Meeting	Thursday January 26, 2022
Adjournment:	8:27 p.m.

Prepared by: Whitney Marshall Date: 12/15/21

Approved by: _____ Date: _____