

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

January 6, 2022

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Collins called the meeting to order at 10:10 a.m. at the Courtyard by Marriott located at 730 N. Magnolia Avenue, Orlando, FL 32803.

Members Present: Tim Collins, Maria Buckley, Gabriella Rodriguez, Ira Westbrook, Bryan Dubac, Flora Kavitch, Ira Westbrook, Adrain Humphrey, Grisela Hernandez via teleconference, Vicki Cobb-Lucien via teleconference, Sam Graper via teleconference, Keith Tremain via teleconference, Flora Kavitch via teleconference

Members Excused: Charlie Wright, Karen Jackson, Liliana Argueta

Absent: Brittney Owens, Jordan Almazan, Andre Antenor, Stephanie Neves

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following update:</p> <ul style="list-style-type: none">• Removed mini training discussion. <p>Motion: Mr. Graper made a motion to approve the agenda with the update. Ms. Hernandez seconded motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the November 9th Service Systems & Quality and Needs Assessment & Planning Minutes:</p>	<ul style="list-style-type: none">• The November 9th minutes were approved as written.
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none">• Mr. Westbrook expressed his concern about housing conditions for clients. Mr. Westbrook also expressed his disappointment that no agency representatives were present at the World AIDS Day event held last November. Ms. Marshall informed that a Part A representative with speak with him after the meeting.• Ms. Munroe asked if there is an update regarding the hiring of a

	<p>consultant to help facilitate the development of integrated prevention and care plan. Ms. Sizemore informed that an update will be provided later in the meeting.</p>
<p>Reports:</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of November 30, 2021)</p> <p>Ms. Sizemore reported the following:</p> <ul style="list-style-type: none"> • Target: 75.00% • Actual: 63.98% • Dif: 11.02% <p>Part B Monthly Expenditure Report: (Expenditures as of September 30, 2021)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target:50% • Actual: 45% • Dif: 5% <p>Part B Quarter 2 Expenditure and Utilization Report: (July 1, 2021 – September 30, 2021)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • 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. <p>Total Clients:</p> <p>Q1: 1213 Q2: 1416</p> <p>New Clients:</p> <p>Q1: 126 Q2: 141</p>

Comparison by Gender:

Male:
Q1: 827
Q2: 966

Female:
Q1: 373
Q2: 432

Transgender:
Q1: 13
Q2: 18

Comparison by Race/Ethnicity:

White:
Q1: 440
Q2: 490

Black:
Q1: 425
Q2: 493

Hispanic:
Q1: 326
Q2: 405

Other:
Q1: 22
Q2: 28

Comparison by Age:

13 – 24:
Q1: 33
Q2: 37

25 – 44:
Q1: 445
Q2: 515

45 – 64:
Q1: 602
Q2: 694

65+
Q1: 133
Q2: 170

Comparison by County:

Q1:
Brevard: 763
Osceola: 180
Orange: 206
Seminole: 24
Other: 40

Q2:
Brevard: 854
Osceola: 290
Orange: 193
Seminole: 22
Other: 57

AIDS Pharmaceutical Assistance:

Q1: 28
Q2: 43

Early Intervention Services:

Q1: 123
Q2: 5141

Health Insurance Premium & Cost Sharing:

Q1: 134
Q2: 515

Medical Case Management:

Q1: 519
Q2: 547

Mental Health:

Q1: 103
Q2: 111

Oral Health Care:

Q1: 5
Q2: 0

Outpatient Ambulatory Health Services:

Q1: 96
Q2: 104

	<p>Non-Medical Case Management:</p> <p>Q1: 736 Q2: 695</p> <p>Food Bank:</p> <p>Q1: 59 Q2: 68</p> <p>Transportation:</p> <p>Q1: 77 Q2: 62</p> <p>Emergency Financial Assistance:</p> <p>Q1: 43 Q2: 68</p>
<p>Unfinished Business:</p>	<p>Initiate Assessment of the Administrative Mechanism Process:</p> <ul style="list-style-type: none"> Ms. Marshall informed the committee than an update will be provided at the meeting in February. <p>HIV Care Needs Survey:</p> <ul style="list-style-type: none"> The committee reviewed the questions on the HIV Care Needs survey. The committee also discussed the possibility of adding additional questions to the online survey for our service area. The committee determined that the surveys should be distributed by the end of January and should close by the end of April. The committee also determined that a survey completion target should be at least 10% of prevalence for each County. After much discussion, the committee decided to approve the HIV Care Needs survey and the recommendation for distribution.

Motion: Ms. Buckley made a motion to approve the HIV Care Needs Survey. Ms. Adrain seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Buckley made a motion for an online and paper version of the HIV Care Needs survey to be distributed by the end of January and to close by the end of April. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.

Review, Evaluate and Update the Integrated Plan:

- Ms. Sizemore informed the committee that at this time there is no update on the consultant to help develop the integrated prevention and care plan. Ms. Sizemore also informed that the Project Officer recommended following the goals and objectives developed by the state.
- The committee discussed the creation of an Ad hoc committee to help develop the integrated plan. After a brief discussion, the committee decided to approve the recommendation to create an Ad hoc committee.

Motion: Ms. Buckley made a motion for an Ad hoc committee to be created for the purpose of developing the integrated plan. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

New Business:

Leadership Evaluation:

- The committee completed their leadership evaluations via Mentimeter and by paper.

Approve Updated SSQ/Needs Assessment & Planning Workplan:

- The committee reviewed the formatting changes, implementation of the HIV Care Needs survey, and review of the Quality Management report updates for the SSQ and Needs Assessment & Planning Workplan. After a brief discussion, the committee decided to approve the work plan with the updates.

Motion: Ms. Buckley made a motion to approve the updated SSQ and Needs Assessment & Planning workplan with the updates. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

Review the RWPA/PC MOU:

- The committee discussed and reviewed the MOU between the RWHAP Part A Recipient and the Central Florida HIV Planning Council. After a brief discussion, the committee decided to approve the MOU.


Motion: Mr. Dubac made a motion to approve the MOU between the RWHAP Part A Recipient and the Central Florida HIV Planning Council. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

ACTION ITEMS

Item	
Follow-up with the AIDS Institute to inquire if additional questions can be added to the online version of the HIV Care survey	PCS
Determine who will enter the data from the paper version of the HIV Care Needs survey.	PCS
Create social media and communication strategy for the HIV Care Needs Survey	PR & Marketing Committee

Email PC members for participation on the Ad hoc committee for the integrated plan.	PCS
Next Meeting:	February 3, 2022
Adjournment:	11:52 a.m.

Prepared by: David Bent Date: 01/10/2022

Approved by:  Date: 2-3-2022