

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

January 20, 2022

Call to Order: The Executive Committee Jr. Co-Chair, Mr. Beasley called the meeting to order at 2:11 p.m. at the Courtyard Marriot located at 730 N. Magnolia Avenue, Orlando, FL 32803.

Members Present: Gabriella Rodriguez, Willie Beasley, Angie Buckley, Jessica Seidita, Kim Murphy via teleconference

Members Excused: Ira Westbrook, Vel Cline

Absent: Tim Collins

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Replaced Ms. Buckley’s name with Mr. Beasley’s name for the SSQ and Needs Assessment & Planning Committee report. • Replaced Mr. Collins’s name with Mr. Beasley’s name for the Ryan White Community meeting report. • Replaced Ms. Marshall’s name with Ms. Mendoza’s name for the Part B Monthly Expenditure report and Quarterly Expenditure report. <p>Motion: Mr. Buckley made a motion to approve the agenda with the update. Ms. Rodriguez seconded motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the November 12th Executive Committee Minutes:</p>	<ul style="list-style-type: none"> • The November 12th minutes were approved as written.
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no public comments, and no comment cards were received by PCS.

Reports:

Membership and PR & Marketing Committee Meeting:

- The committee meeting was cancelled due to not meeting the in-person quorum requirement.
- Planning Council Support applied for Planning CHATT's Recruitment and Retention Learning Collaborative to strengthen the Planning Council's recruitment efforts.

SSQ and Needs Assessment & Planning Committee Meeting:

- The committee received an overview of the Part A Monthly Expenditure report, Part B Monthly Expenditure report, and the Part B Quarterly Utilization report for quarter 2.
- The committee reviewed the HIV Care Needs survey from the Florida Comprehensive Planning Network's (FCPN) Needs Assessment Toolkit. This survey was approved as is and the committee recommended for it to be distributed by the end of January by paper and online.
- The committee elected to create an Integrated Plan Ad hoc committee to address the needs of the 2022-2027 Integrated Plan's development.
- The committee reviewed approved the MOU between the Planning Council, Ryan White Part A, and area 7 as is.

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

Ms. Sizemore reported the following:

- Target: 75.00%
- Actual: 63.98%
- Dif: 11.02%

**Part B Monthly Expenditure Report:
(Expenditures as of October 31, 2021)**

Ms. Mendoza reported the following:

- Target:58%
- Actual: 52%
- Dif: 6%

**Part B Quarter 2 Expenditure and Utilization
Report: (July 1, 2021 – September 30, 2021)**

Ms. Mendoza 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:

Q1: 1213

Q2: 1416

New Clients:

Q1: 126

Q2: 141

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>New Business:</p>	<p>Integrated Plan:</p> <ul style="list-style-type: none"> Ms. Marshall informed the committee that an update will be provided at the meeting in February. <p>Integrated Plan Ad hoc Committee:</p> <ul style="list-style-type: none"> Ms. Marshall informed the committee that the SSQ and Needs Assessment & Planning committee recommend the creation of an Integrated Plan Ad hoc committee. Three members have expressed interest in joining the Ad hoc committee meeting. Ms. Seidita was nominated to as Chair of the Integrated Plan Ad hoc committee. Ms. Seidita accepted the nomination. <p>Motion: Ms. Buckely made a motion to appoint Ms. Seidita as the Chair of the Integrated Plan Ad hoc committee. Ms. Rodriguez seconded the motion. The motion was adopted unanimously without debate.</p>

- The committee discussed the date, time, and frequency of the Ad hoc committee meeting. After a brief discussion, the committee decided that the first meeting will take place on Monday, February ,14, 2022 at 2:00 p.m. Each subsequent meeting will take place on the 3rd Monday of each month at 2:00 p.m.

Motion: Ms. Buckley made a motion that the first meeting will take place on Monday, February ,14, 2022 at 2:00 p.m. Each subsequent meeting will take place on the 3rd Monday of each month at 2:00 p.m. Ms. Rodriguez seconded the motion. The motion was adopted unanimously without debate.

HIV Client Survey:

- The committee reviewed the questions on the HIV Care Needs survey. Ms. Marshall informed the committee that the SSQ and Needs Assessment & Planning committee recommended that the surveys should be distributed by the end of January and should close by the end of April. Also, that a survey completion target should be at least 10% of prevalence for each County. After a brief discussion, the committee decided to approve the HIV Client survey with the recommended distribution method.

Motion: Ms. Seidita made motion to approve the HIV Care Needs survey with the recommended distribution method. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

Updated SSQ/NA 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 workplan with the updates.

Motion: Ms. Seidita made a motion to approve the SSQ and Needs Assessment & Planning Committee Workplan with the updates. Ms. Rodriguez seconded the motion. The motion was adopted unanimously without debate.

RWPA/PC/Area 7 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: Ms. Rodriguez made a motion to approve the RWPA/PC/Area 7 Memorandum of Understanding. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

Virtual Attendance Requirement:

- Due to the ongoing Covid-19 pandemic, the committee discussed suspending the virtual attendance requirement for committee and PC meetings. After much discussion, the committee decided to suspend section 1a. and 1b. of the Attendance Policy & Procedure.

	<ul style="list-style-type: none"> Ms. Yabrudy informed the committee that the legal department is currently looking into whether members who attend meetings virtually can vote. <p>Motion: Ms. Seidita made a motion to suspend section 1a. & 1b. of the Attendance Policy and Procedure until the end of the planning cycle pending a determination from the Part A legal department regarding virtual voting. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Ms. Seidita made a motion to extend the meeting for an additional 10 minutes to complete the remaining item on the agenda. Ms. Buckley seconded the motion. The motion was adopted adapted unanimously without debate.</p> <p>Leadership Evaluations:</p> <ul style="list-style-type: none"> The committee completed the leadership evaluations via Mentimeter and paper.
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ACTION ITEMS

Item	
Solicit subject matter experts to join the Integrated Ad hoc	PCS
Follow-up with the committee to see if non-members count for quorum for the Ad hoc committee meetings	PCS
Follow-up with the legal department to confirm if members who attend virtually can vote	Part A/Claudia Yabrudy
Next Meeting:	February 17, 2022
Adjournment:	4:02 p.m.

Prepared by: David Bent Date: 01/24/2022

Approved by: Gabriella Rodriguez Date: 02/21/2022