

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

January 26, 2022

Call to Order: The Sr. Co-Chair, Gabriella Rodriguez called the meeting to order at 6:00 p.m. at the Courtyard by Marriott Downtown located at 730 N. Magnolia Ave., Orlando, FL. 32803

Members Present: Gabriella Rodriguez, Willie Beasley, Jessica Seidita, Kim Murphy, Priscilla Torres, Maria Buckley, Bryan DuBac, Ira Westbrook, Angela Hunt, Ida Starks, Mike Alonso, Sam Graper, Vel Cline via teleconference, Flora Kavitch via teleconference, Keith Tremain via teleconference, Charlie Wright via teleconference, Vicki Cobb-Lucien via teleconference

Members Excused: Tim Collins, Grisela Hernandez

Absent: Jordan Almazan

<p>Approval of the agenda:</p>	<ul style="list-style-type: none">The Planning Council reviewed the January agenda. After a brief discussion, the Planning Council agreed to accept the agenda as is. <p>Motion: Ms. Seidita made a motion to approve the agenda with the updates. Mr. Graper seconded the motion.</p> <table border="1" data-bbox="878 1178 1430 1268"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>15</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">The January agenda was approved unanimously by a roll call vote.	In Favor	Against	Abstention	15	0	0
In Favor	Against	Abstention					
15	0	0					
<p>Approval of the December 6th Minutes:</p>	<p>The Planning Council reviewed the December 6th minutes and made the following updates:</p> <ul style="list-style-type: none">Updated the amount of “\$400,00” on page 5 under reports to “\$400,000”Changed Ms. Westbrook to Mr. Westbrook.Changed the title from Executive Committee Meeting to Planning Council Business meeting.Changed the date for the proposed food program changes to be effective as of 2022 on page 3.						

	<p>Motion: Ms. Seidita made a motion to approve the minutes with the changes. Mr. Graper seconded the motion.</p> <table border="1" data-bbox="881 279 1430 369"> <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"> The December 6th minutes were approved with the changes unanimously by a roll call vote. 	In Favor	Against	Abstention	13	0	0
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13	0	0					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> Mr. Wright made a comment regarding objects of human anatomy being in some case managers' offices. Ms. Yabrudy addressed the concern by stating assuring that anatomy diagrams are present for educational purposes. Mr. Suarez from Pineapple Healthcare announced their services and an upcoming event on February 12th. Mr. Acosta reminded the attendees about the City of Orlando HIV Survey. <p>Comment Cards:</p> <ul style="list-style-type: none"> PCS did not receive any comment cards. 						
<p>Reports:</p>	<p>Membership and PR & Marketing Committee Meeting:</p> <ul style="list-style-type: none"> The committee meeting was canceled 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. <p>SSQ and Needs Assessment & Planning Committee Meeting:</p> <ul style="list-style-type: none"> 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.

Ryan White Community Meeting

- The participants received a presentation from PR and Marketing Committee member and Medical Peer Navigator, Ida Starks, called New Year, New Goals: Striving to End the Epidemic.
- Participants received an overview by Blake Scott on the University of Central Florida HIV Stigma Research Study that all PWH are encouraged to participate in. Participants were also provided with information on the City of Orlando HIV Assessment by Andres Acosta.
- The participants received a bridge report for the SSQ and Needs Assessment & Planning Committee.
- The next Ryan White Committee meeting will be on Tuesday, February, 15th 2022 at 6:00 P.M

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

Ms. Yabrudy reported the following:

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

The Part A office also announced the following:

- This is the last year that HRSA will waive carry over funds related to COVID.
- The office received a partial award for \$3.5 million. The full amount is expected to be received in five months.
- The office launched a new marketing campaign advertising the Orange County HIV website and EHE information on billboards, social media, radio, and dating apps.
- Part A will have received RFPs, but future client services will not be impacted.

**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

	<p>Outpatient Ambulatory Health Services:</p> <p>Q1: 96 Q2: 104</p> <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 Ad Hoc Committee</p> <ul style="list-style-type: none"> • Ms. Marshall informed the Council that the Executive Committee voted to create an Integrated Plan Ad Hoc Committee to meet the needs of the upcoming 2022-2026 Integrated HIV Care Plan. • The Executive Committee recommended that the meetings occur on the third Monday of every month at 2:00 PM, with Membership Vice Chair Jessica Seidita as the Chair of the Committee. • Ms. Yabrudy provided background on what the integrated plan is and stated that the Part A office will provide updates on their January 27th meeting with the State's Part A and B offices at the next SSQ and Needs Assessment Committee meeting. • Several individuals in the room volunteered to participate in the ad hoc committee. • After a brief discussion, the Council decided to approve the creation of the Integrated Plan Ad Hoc Committee.

Motion: Mr. Graper made a motion to approve the creation of the Integrated Plan Ad Hoc Committee. Ms. Seidita seconded the motion.

In Favor	Against	Abstention
14	0	1

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

HIV Client Survey

- Ms. Marshall informed the council 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.
- Ms. Munroe informed the attendees that per the last FCPN Needs Assessment meeting the surveys will not be available for distribution until they are translated.
- After a brief discussion, the council decided to approve the HIV Client survey with distribution being as soon as they are available and collection in June 2022.

Motion: Ms. Seidita made a motion to approve the HIV Client Survey with the recommended distribution method. Mr. Alonso seconded the motion.

In Favor	Against	Abstention
16	0	0

- The motion was adopted unanimously without debate.

RWPA/PC/Area 7& MOU

- The Council reviewed the Ryan White Part A, Planning Council, and Area 7 MOU.

- Ms. Marshall informed the council that there were no changes recommended at the Committee or Executive level and reviewed the minor syntax and grammar changes that were made and approved in May of 2021.
- After a brief discussion, the members decided to approve the MOU as is.

Motion: Ms. Seidita made a motion to approve the Ryan White Part A, Planning Council, and Area 7 MOU as is. Ms. Buckley seconded the motion.

In Favor	Against	Abstention
16	0	0

- The motion was adopted unanimously without debate.

Virtual Attendance Requirement & Update

- Ms. Marshall provided a review of the conversation that occurred at the previous Executive Committee meeting regarding suspending the virtual attendance cap for full and associate members. However, the same in-person quorum will still be required for every meeting.
- The Part A Office was able to confirm with their legal department that members will continue to be able to vote and participate in meetings online.
- To accommodate issues with in-person attendance that have resulted due to the COVID-19 pandemic, the council decided to suspend sections 1a. and 1b. of the Attendance Policy & Procedure until the end of the 2021-2022 planning cycle in September.

Motion: Ms. Seidita made a motion to suspend sections 1a. and 1b. of the Attendance Policy & Procedure until September 2022. Mr. DuBac seconded the motion.

In Favor	Against	Abstention
16	0	0

- The motion was adopted unanimously without debate.

Leadership Evaluations

- The Planning Council Support completed Leadership Evaluations for the Planning Council Sr. and Jr. co-chairs and the Ryan White Community meeting co-chairs via paper and Mentimeter.

ACTION ITEMS

Item	
Next Meeting	Wednesday, February 23, 2022
Adjournment:	7: 40 p.m.

Prepared by: Whitney Marshall Date: 2/9/22

Approved by: Jabulka Pochung Date: 3/1/22