

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

February 3, 2022

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Collins called the meeting to order at 10:02 a.m. at the Courtyard Marriot located at 730 N. Magnolia Avenue, Orlando, FL 32803.

Members Present: Maria Buckley, Bryan DuBac, Karen Jackson, Tim Collins, Ira Westbrook, Adrian Humphrey, Grisela Hernandez via teleconference, Flora Kavitch via teleconference, Jordan Almazan via teleconference, Vicki Cobb-Lucien via teleconference,

Members Excused: Gabriella Rodriguez, Keith Tremain, Charlie Wright, Andre Antenor

Absent: Brittney Owens, Sam Graper, Stephanie Neves, Liliana Arugeta

Approval of the agenda:	<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. Collins for the Call to Order.• Added Ms. Davis' name to the Part A Monthly Expenditure report. <p>Motion: Mr. DuBac made a motion to approve the agenda with the updates. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the January 6th Service Systems & Quality and Needs Assessment & Planning Minutes:	<ul style="list-style-type: none">• The January 6th minutes were approved as written.
Open the floor for public comment:	<ul style="list-style-type: none">• Mr. Westbrook questioned whether the concerns that were brought up in the last Ryan White Community meeting were being addressed. Part A responded that they are and that individual client concerns can be addressed after the meeting.• PCS did not receive any public comment cards online.
Reports:	

**Part A Monthly Expenditure Report:
(Expenditures as of December 31, 2021)**

Ms. Davis reported the following:

- Target: 83.33%
- Actual: 68.78%
- Dif: 14.55%

**Part A Quarter 3 Expenditure and Utilization
Report: (September 1, 2021-November 30,
2021)**

Ms. Bastien reported the following:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented in this report was compiled from Provide Enterprise, the electronic database management system used by the EMA.
- Data includes utilization for Part A and MAI funding.

Total Clients:

Q1: 4,359

Q2: 4,310

Q3: 4,319

New Clients

Q1 155

Q2: 206

Q3: 170

Comparison by Gender:

Male:

Q1 3,207

Q2: 3,157

Q3: 3,136

Female

Q1 1,080

Q2: 1,071

Q3: 1,107

Transgender:

Q1 72

Q2: 72

Q3: 76

Comparison by Ethnicity:

Non-Hispanic:

Q1 2,957

Q2: 2,919

Q3: 2,907

Hispanic

Q1 1,400

Q2: 1,389

Q3: 1,410

Comparison by Age:

13-24

Q1 175

Q2: 175

Q3: 158

25-44

Q1 1,828

Q2: 1,817

Q3: 1,810

45-64

Q1 2,094

Q2: 2,047

Q3: 2,058

65+

Q1 315

Q2: 324

Q3:344

Comparison by County:

Orange:

Q1 3,008

Q2: 2,996

Q3: 2,986

Osceola:

Q1 450

Q2: 433

Q3: 453

Seminole:

Q1 499

Q2: 496

Q3: 503

Lake:

Q1 397

Q2: 383

Q3: 373

Comparison by Part A Core Services:

Outpatient Ambulatory Health Services

Q1 1,610

Q2: 1,501

Q3: 1,468

Local Pharmaceutical Assistance

Q1 207

Q2: 315

Q3: 335

Oral Health Services:

Q1 934

Q2: 951

Q3: 862

Early Intervention Services

Q1 119

Q2: 126

Q3: 135

Health Insurance Premium and Cost Sharing Assistance

Q1 63

Q2: 62

Q3: 46

Mental Health Services

Q1 66

Q2: 65

Q3: 82

Medical Nutrition Therapy

Q1 28

Q2: 20

Q3: 15

Medical Case Management

Q1 1,449

Q2: 1,806

Q3: 1,765

Substance Abuse Outpatient

Q1: 13

Q2: 19

Q3: 28

Part A Support Services:

Referral for Health Care & Support Services

Q1 3,355

Q2: 3,061

Q3: 2,920

Food Bank:

Q1 1,593

Q2: 1,637

Q3: 1,681

Medical Transportation:

Q1 199

Q2: 207

Q3: 216

Psychosocial Support Services:

Q1 96

Q2: 85

Q3: 94

	<p>Substance Abuse Residential</p> <p>Q1 1</p> <p>Q2: 0</p> <p>Q3: 0</p> <p>Emergency Financial Assistance</p> <p>Q1 64</p> <p>Q2: 45</p> <p>Q3: 12</p> <p>Part B Monthly Expenditure Report: (Expenditures as of December 31, 2021)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 75% • Actual: 68% • Dif: 7%
<p>New Business:</p>	<p>Resource Allocation Policy and Procedure:</p> <p>After reviewing the Annual Resource Allocation Policy and Procedure the committee made the following changes:</p> <ul style="list-style-type: none"> • Add page numbers • Remove the word “in” from item number four. <p>Motion: Mr. Collins made a motion to approve the agenda with the updates. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p> <p>Integrated Plan Update</p> <p>Ms. Bastien provided the following updates on the 2022-2026 Integrated Plan:</p> <ul style="list-style-type: none"> • The Part A Office is still looking for a consultant to assist with the planning process, but has been facing

challenges with finding someone local that can attend meetings.

- Part A will be providing a bigger updated at the Integrated Plan Ad Hoc Committee meeting.

Ms. Marshall reminded the attendees that the first Integrated Plan Ad Hoc Committee meeting will be on February 14th at 2:00 PM.

Group Agreement:

- The committee reviewed the Group Agreement in place for the Planning Council and Membership and PR Committee meetings.
- After a brief discussion, the committee decided to implement the Group Agreement with a minor change stating “agree to disagree” to the Call to Order item of their meetings.

Motion: Ms. Humphrey made a motion to accept the Group Agreement with the change. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

Leadership Evaluation Results:

- The committee reviewed the results of the past month’s leadership evaluations. Overall, the responses were positive.

Choose Mini-Training Topic

The committee discussed potential topics for the upcoming mini-training including:

- How to engage providers to encourage them to fill out the HIV Care Needs Survey.
- How to develop effective surveys.
- After a brief discussion the committee decided on “Developing Effective Surveys”, which will be aimed at training members on translating and

	<p>analyzing results, creating surveys, and survey methodology.</p> <p>Motion: Mr. Collins made a motion to approve “Developing Effective Surveys” as the March mini-training topic. Ms. Jackson seconded the motion. The motion was adopted unanimously without debate.</p>
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ACTION ITEMS	
Item	
Next Meeting:	March 3, 2022
Adjournment:	11:30 a.m.

Prepared by: Whitney Marshall Date: 02/14/2022

Approved by: _____ Date: _____

