

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

August 4, 2022

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Collins called the meeting to order at 10:07 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Bryan Dubac, Ira Westbrook, Andre Antenor, Adrain Humphrey, Timothy Collins via Teleconference, Flora Kavitch via Teleconference, Grisela Hernandez via Teleconference, Gabriella Rodriguez via Teleconference, Charlie Wright via Teleconference

Members Excused: Karen Jackson

Absent: Maria Buckley, Sam Graper, Keith Tremain, Brittany Owens, Jordan Almazan, Vicki Cobb-Lucien, Stephanie Neves, Liliana Argueta

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and approved the agenda with the following updates:</p> <ul style="list-style-type: none">• Tim Collins replace Maria Buckley• Crystal Davis replace Pedro Huertas• Remove Mini-training <p>Motion: Mr. Dubac made a motion to approve the agenda as is. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the July 7th Service Systems & Quality and Needs Assessment & Planning Minutes:</p>	<p>The committee reviewed the July 7th minutes and accepted the minutes with the following updates:</p> <ul style="list-style-type: none">• Correct Alelia Munroe to Excused <p>Motion: Mr. Dubac made a motion to approve the minutes with the updates. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none">• Mr. Westbrook made comment regarding proper communication with clients and what steps can be taken to improve client relationship.

	<ul style="list-style-type: none"> • PCS did not receive any comment cards
<p>Reports:</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of June 30, 2022)</p> <p>Ms. Davis reported the following:</p> <ul style="list-style-type: none"> • Target: 33.33% • Actual: 23.88% • Dif: -9.45% <p>Mr. Huertas provided a brief overview regarding the monthly and quarterly utilization and an update on targeted goals.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of June 30, 2022)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 25% • Actual: 16% • Dif: 9% <p>Ms. Andre gave a brief overview of the quarterly and provided a concise update on quality management.</p>
<p>New Business:</p>	<p>Integrated Plan Update:</p> <ul style="list-style-type: none"> • Ms. Marshall updated committee that the Integrated Plan Ad Hoc workgroup has made progress of goals and only has goal 3 and 4 left to complete. • She also updated the committee members on the last upcoming Town Hall meeting in Brevard County. <p>Annual Committee Report Reminder:</p> <ul style="list-style-type: none"> • Ms. Marshall update the committee on the upcoming annual report. She informed the committee on how they can support by providing their highs and lows while being a part of the council. <p>Needs Assessment Results:</p>

- Ms. Andre provided an overview on the upcoming data presentation and how things will be categorized and the barriers that will be identified. She provided the committee information on the type of data that will be reviewed.

Data Presentation Process:

- Ms. Andre informed the committee on the process and procedures of the Data Presentation and PSRA. Member attendance is required in order to vote for the resource allocation.

Motion: Ms. Munroe made a motion to approve the Data Presentation process as is. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

Priority Setting Process:

- Ms. Andre provided a brief overview on the priority setting process and the mandated rules for attendance and voting.

Motion: Ms. Munroe made a motion to approve the Priority Setting process as is. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

Resource Allocation Process:

- Ms. Andre informed the committee of the voting eligibility and attendance requirement. She also discussed the process for establishing the allocations.

Motion: Ms. Munroe made a motion to approve the Resource Allocation process. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

Announcements:

- DOH Orange is reestablishing their advisory board next week Tuesday at

