

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

March 3, 2022

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Collins called the meeting to order at 10:04 a.m. at the Courtyard by Marriot located at 730 N. Magnolia Avenue, Orlando, FL 32803.

Members Present: Tim Collins, Angie Buckley Bryan DuBac, Karen Jackson, Ira Westbrook, Alelia Munroe, Grisela Hernandez via teleconference, Flora Kavitch via teleconference, Jordan Almazan via teleconference, Charlie Wright via teleconference, Keith Tremain via teleconference

Members Excused: Gabriella Rodriguez

Absent: Liliana Arguenta, Adrain Humphrey, Vicki Cobb-Lucien, Andre Antenor, Sam Graper

<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. Bastein’s name with Ms. Davis for the Part A Monthly expenditure report.• Replaced Ms. Andre’s name with Ms. Mendoza’s name for the Part B Monthly Expenditure report. <p>Motion: Mr. DuBac made a motion to approve the agenda with the updates. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the February 3rd Service Systems & Quality and Needs Assessment & Planning Minutes:</p>	<p>The committee reviewed the February the February 3rd minutes and made the following updates:</p> <ul style="list-style-type: none">• Changed the word “agenda” to “Resource Allocation Policy & Procedure” for the motion on page 7.• Updated the verbiage under leadership evaluation to reflect quarterly.

	<p>Motion: Ms. Jackson made a motion to approve the February 3rd minutes with the changes. Ms. Munroe 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"> • There were no public comments. • PCS did not receive any public comment cards online.
<p>Reports:</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of January 31, 2022)</p> <p>Ms. Davis reported the following:</p> <ul style="list-style-type: none"> • Target: 92.23% • Actual: 78.83% • Dif: 13.40% <p>Part B Monthly Expenditure Report: (Expenditures as of January 31, 2022)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 83% • Actual: 75% • Dif: 8% • Ms. Mendoza provided the committee with a brief overview of the highlights from the Clinical Quality Management Technical Workgroup meeting that took place on February 14, 2022.
<p>New Business:</p>	<p>Committee Merger:</p> <ul style="list-style-type: none"> • Ms. Marshall reviewed the current quorum resolution that merged the Service System & Quality Committee with the Needs Assessment & Planning Committee for the past 12 months.

- The committee discussed the following pros and cons of keeping the committees merged and unmerged:

Pros: (stay merged)

1. Greater likelihood that the in-person quorum requirement will be met each month.
2. Staying together allows more opportunities for collaboration.

Cons:

1. Not enough time to work through each committee's work plan.
2. No opportunity to extend the meeting due to the current start time.

Pros: (separate committees)

1. Each committee will have more time to spend completing their work plan.

Cons:

1. Needs Assessment & Planning Chair unable to attend meetings due to another commitment if the committees separate and go back to the original date & time.
- After much discussion, the committee decided to vote by ballot. Six members voted to stay merged, and 5 members voted to unmerge.

Motion: Ms. Munroe made a motion to recommend that the SSQ and Needs Assessment & Planning Committees stay merged until the end of the planning cycle. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

- The committee discussed date and time of the Needs Assessment & Planning Committee meeting if the

Executive committee decides that the committees should be separated. After much the discussion, the recommendation was for PCS to send out a survey monkey poll to find out what date and times are best for a majority of the members.

Motion: Ms. Buckley made a motion to postpone the vote for the date and time of the committee meeting until the results of poll is received. Mr. Dubac seconded the motion, The motion was adopted unanimously without debate.

AAM Update:

- Ms. Bastein informed that there is no update on the AAM and they still in the process of locating a consultant.

Integrated Plan Update:

Ms. Marshall reported that he first Integrated Plan Ad hoc meeting took place on February 14, 2022. The participants reviewed the progress report, planned the upcoming town hall, and reviewed the HRSA guidelines & expectations. Ms. Marshall also informed the committee that the documents from ad hoc meeting can be found on the CFHPC website.

Mini Training:

Mr. Bent provided the committee with a mini training on developing effective surveys. Mr. Bent highlighted the following:


- Questionnaires refers to the paper and pencil or electronic instrument through which information is obtained. Questionnaires are useful for surveying groups of any size and typically designed to determine opinions, attitudes, or present practices.
- The HIV Care Needs survey is developed with the input and

	<p>feedback from PWH and stakeholders. The survey takes into consideration the lived experiences and choices of all people with HIV regardless of sex, gender, sexual orientation, race, ethnicity, religion, disability, geographic location, or socioeconomic circumstances.</p> <ul style="list-style-type: none"> • The HIV Care Needs survey is assessed every 3 years. • When analyzing data, it is important to get a thorough understanding and to break the data into meaningful parts. • Planning Council Support will provide a comprehensive overview of the survey results during Data Presentation in the fall. • The committee discussed ways to increase participation of individuals between the ages of 20 -29 and transgender and non-gender conforming communities.
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ACTION ITEMS

Item	
Send survey monkey to members to determine date and time is committee meetings if unmerged.	PCS
Next Meeting:	April 7, 2022
Adjournment:	11:56 a.m.

Prepared by: David Bent Date: 03/8/2022

Approved by:  Date: 6-21-2022