Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

May 5, 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 by Marriot located at 730 N. Magnolia Avenue, Orlando, FL 32803.

Members Present: Maria Buckley, Karen Jackson, Timothy Collins, Ira Westbrook, Andre Antenor via Teleconference, Gabriella Rodriguez via Teleconference, Grisela Hernandez via Teleconference, Keith Tremain via Teleconference, Vicki Cobb-Lucien via Teleconference

Members Excused: Jordan Almazan, Stephanie Neves, Charlie Wright, Adrian Humphrey and Flora Kavitch

Absent: Bryan Dubac, Sam Graper, Brittany Owens, and Liliana Argueta

Approval of the agenda:	The committee reviewed the agenda and made the following updates: • Replaced Mr. Collins' name with Ms. Buckley for Welcome and Housekeeping & Introductions • Replaced Ms. Bastein's name with Ms. Davis for the Part A Monthly expenditure report. Motion: Mr. Collins made a motion to approve the agenda with the updates. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.
Approval of the March 3rd Service Systems & Quality and Needs Assessment & Planning Minutes:	The committee reviewed the March 3rd minutes and made the following updates: • On page 3 the last bullet in the last sentence "the" needs to be removed • On page 4 under AAM update should state that Ms. Bastein said there was no update and that at this time they are still identifying a consultant • Under Integrated plan update the "t" for "the" is missing under Ms. Marshall reported.

	Ms. Munroe made a motion to approve the March 3rd minutes with the changes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.
Open the floor for public comment:	• Mr. Westbrook brought up the World AIDS day upcoming event and the importance of what is being done for the clients and the committees' involvement with clients. • PCS did not receive any public comment cards online.
Reports:	**Part A Monthly Expenditure Report: (Expenditures as of February 28, 2022)** Ms. Davis reported the following: • Target: 100.00% • Actual: 90.70% • Dif: 9.30% **Part B Monthly Expenditure Report: (Expenditures as of March 31, 2022)** Ms. Andre reported the following: • Target: 100% • Actual: 96% • Dif: 4% Ms. Andre gave a brief overview of quarterly And provided an update on quality management. Motion: Ms. Munroe made a motion to approve a 30 day review. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.
New Business:	**Integrated Plan Update:**

	Ms. Marshall reviewed the upcoming activities for the integrated plan: • Case management Town hall on May 06th, 2022 at 10am and reviewed the format for the town hall and the chosen questions with the committee. • Community engagement activities that have begun planning for are in Osceola, Seminole, Orange, and Brevard. The plan is to host small events targeting faith based communities and medical providers. **Provider Capacity Survey:** Ms. Marshall introduced the provider capacity survey and had the committee review the previous survey to draft any necessary changes or alterations. She presented the breakdown of the respondents for this survey based on the distribution of this survey last year. After a lengthy discussion the committee decided to continue the conversation the next meeting as well as correspond through email to produce the final survey. **Leadership Evaluations:** The committee took 10 minutes to complete the SSQ and Needs Assessment & Planning Chairs & Vice Chairs Leadership evaluation through Mentimeter.
Announcements:	• The HIV Care Needs Survey will be available online and via paper and will closes June 1st**.** • Effective 05/06 DOH Orange will be bringing onboard mental health counselors for clients ineligible. • World AIDS day workgroup will be meeting virtually May 13th

ACTION ITEMS
Item

Next Meeting:	June 2, 2022
Adjournment:	11:49 am

Prepared by: _Nyla Tapley_   Date: 05/24/2022

Approved by: _(signature)_   Date: 6-21-2022