

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

January 25, 2023

**Call to Order:** The Sr. Co-Chair, Tim Collins called the meeting to order at 6:15 pm at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804

**Members Present:** Kim Murphy, Tim Collins, Bryan Dubac, Glorybee Perez, Ida Starks, Alelia Munroe, Andres Acosta, Vicki Cobb-Lucien, Andre Antenor, Jermaine Malone via Teleconference, Keith Tremain via Teleconference

**Members Excused:** Vel Cline, Priscilla Torres, Angela Hunt, Mike Alonso, Kara Johnson Williams

**Absent:** Keyna Harris, Charlie Wright, Maria Buckley, Flora Kavitch

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"><li>• Switch Priscilla Torres to Andres Acosta</li><li>• Correct second row structure to:<ul style="list-style-type: none"><li>-Vision Statement</li><li>-Mission Statement</li><li>- Conflict of Interest</li></ul></li></ul> <p><b>Motion</b> Ms. Munroe made a motion to approve the agenda with the following updates. Mr. Dubac seconded the motion.</p> <table border="1" data-bbox="880 1220 1430 1312"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>9</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none"><li>• The November agenda with the updates was approved by a unanimous roll call vote.</li></ul>	In Favor	Against	Abstention	9	0	0
In Favor	Against	Abstention					
9	0	0					
<p><b>Approval of the November 30<sup>th</sup> Minutes:</b></p>	<p>The Planning Council reviewed the November 30<sup>th</sup> minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none"><li>• Update Alelia Munroe from Absent to Excused member</li><li>• <i>Under approval of the agenda reword sentence and remove “following”</i></li><li>• <i>Under approval of the minutes reword sentence and remove “following”</i></li></ul>						

	<ul style="list-style-type: none"> <li>• Under public comment- requested to specify the two bullet points</li> <li>• Page 4 last bullet Ms. Munroe requested more information</li> <li>• Page 5 reword first bullet for clearer understanding</li> <li>• Page 7 correct motion for candidate 2022-07</li> </ul> <p>Approval of November 30<sup>th</sup> minutes will be delayed until next planning council meeting for corrections.</p>
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• No Public Comment</li> </ul> <p><b>Comment Cards:</b></p> <ul style="list-style-type: none"> <li>• PCS did not receive any comment cards.</li> </ul>
<p><b>Reports</b></p>	<p><b>Membership and PR &amp; Marketing Committee Monthly Report:</b> Ms. Murphy provided the following update to the committee:</p> <ul style="list-style-type: none"> <li>• The Committee discussed the membership matrix, PC reflectiveness, attendance roster and committee roster. There are currently 20 Planning Council members (not including folks that were approved for appointment recently), 10 (50%) are PWH, 5 (25%) are unconflicted/unaligned PWH, and 10 (50%) are conflicted members. The committee discussed how they will use their annual recruitment event to reach the required 33% of full membership that must be unconflicted/unaligned PWH.</li> <li>• The committee reviewed the 2022-2023 Planning Cycle attendance roster and determined that an associate member from the PR and Marketing Committee should be sent an attendance letter for two unexcused consecutive absences at meetings.</li> <li>• The Committee began the planning process for their annual recruitment event.</li> </ul>

- They also discussed the Red Ribbon Times (RRT) newsletter and set a deadline of February 3rd for anyone that would like to submit articles for the next RRT volume (please see PCS for information after the meeting if you would like to be featured in the next volume).

**Service Systems & Quality and Needs Assessment & Planning Combined Committee Monthly Report:**

Mr. Dubac provided the following update to the committee:

- The committee received an overview of the Part A Monthly Expenditure report and the Part B Monthly Expenditure report.
- The committee received an update from Part A about future updates to the Food Service Standard. The committee will review and discuss any changes at the next meeting.
- They also discussed ways to improve Planning Council's evaluation process and updated the evaluation forms Data Presentation, Priority Setting, and Resource Allocation.
- The committee voted to contract a consultant to help with the Assessment of the Administrative Mechanism (AAM).

**Ryan White Community Meeting Monthly Report:**

Ms. Starks provided the following update to the committee:

- The participants received a presentation on Housing Opportunities for Persons with AIDS (HOPWA) which included information on eligibility, yearly expenditures, and types of assistance provided. There was a question-and-answer session at the end of the presentation where participants were able to make statements or ask questions.
- Attendees also received an overview of the HIV Stigma Task Force's current survey and a bridge report on the

activities of the Membership and PR & Marketing Committee and the SSQ and Needs Assessment Committee.

- Ira Westbrook presented two service awards to Sr. Co-Chair Tim Collins and Planning Council Support Coordinator David Bent.
- The next Ryan White Community Meeting will be on Tuesday, February 14th at 6:00 PM at Heart of Florida United Way.

**Executive Committee Monthly Report:**

Ms. Marshall provided the following update to the committee:

- The committee received a bridge report on the Council's activities for January and reviewed the Part A and B monthly expenditure reports.
- The Executive Committee also reviewed two complaints regarding member conduct and elected to conduct a special Executive Committee session on February 6th to investigate further.

**Part A Monthly Expenditure & Utilization (Expenditures as of September 30, 2022)**

Ms. Yabrudy reported the following:

- Target: 75.00%
- Actual: 55.57%
- Difference: -19.43%

Ms. Yabrudy provided a brief update on the allocated categories and funds.

**Part B Monthly Expenditure Report: (Expenditures as of November 30, 2022)**

Ms. Andre reported the following:

- Target: 67%
- Actual: 58%
- Difference: 9%

Ms. Andre provided a brief overview for the allocation of funds and the utilization.

**Grievance Policy & Procedure:**

- Ms. Andre provided the committee a brief overview on the current policy and procedures for a received grievance or dispute.
- The committee held a brief discussion of the changes they would like to make to the Grievance and Dispute Procedures and Policies.

**Motion:** Ms. Munroe made a motion to approve the Grievance and Dispute Procedures and Policies with the changes noted. Ms. Cobb-Lucien seconded the motion.

In Favor	Against	Abstention
10	0	0

- The Grievance and Dispute Procedures and Policies with the updates was approved by a unanimous roll call vote.

**Planning Council Support Budget:**

- Ms. Andre updated the committee on the current status of the Planning Council Budget. She informed the committee that they will be requesting more funding to carry the planning council through this year and the next year.

**Mini Training: Community Engagement**

- Mr. Bent presented the importance of community engagement and recruitment. He emphasized the importance of having an elevator pitch for both in-person and online networking; and knowing who your target audience is.
- He provided a brief overview of the current planning council matrix, the importance of maintaining that 33%, and maintaining reflectiveness on the council.
- Mr. Bent updated the committee on the current open mandated seats:
  - Representative of/or formally-incarcerated PWH
  - Part C Recipient

**Announcements:**

- 2<sup>nd</sup> Tuesday of every other month at 11:00 am is the DOH Orange Care Center, Client Advisory Board Meeting. Next Meetings: February 14<sup>th</sup>, 2023 & April 2<sup>nd</sup>, 2023
  - Three focus groups; two will be on February 20<sup>th</sup> and one on February 21<sup>st</sup> at Lake Ellenor Board Room
- Black HIV/AIDS Awareness Day- February 7<sup>th</sup> Positive Assistance will be collaborating with CVS/ UCF for testing on the corner of OBT and 54<sup>th</sup> Street
- January 30<sup>th</sup> HIV Stigma Taskforce meeting at LGBTQ Center
- HIV Care Needs Online Survey open until March for all 5 Counties
- Ryan White Community Meeting will be on February 14<sup>th</sup> at 6:00 pm at HFUW
- HIV/STI Prevention Curriculum offered for Hispanic Youth at MHP Salud.

**ACTION ITEMS**

Item	
<b>Next Meeting</b>	February 22, 2023
<b>Adjournment:</b>	8:08 pm

Prepared by:

*Nyla Tapley*

Date: 01/25/2023

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_