

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

February 17, 2022

Call to Order: The Executive Committee Sr. Co-Chair, Ms. Rodriguez called the meeting to order at 2:02 p.m. at the Courtyard Marriot located at 730 N. Magnolia Avenue, Orlando, FL 32803.

Members Present: Gabriella Rodriguez, Willie Beasley, Ira Westbrook, Vel Cline, Maria Buckley, Priscilla Torres, Jessica Seidita, Flora Kavitch via teleconference

Members Excused: Kim Murphy, Tim Collins

Members Absent: None

<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. Bastien’s name with Ms. Yabrudy’s name for the Part A Monthly Expenditure Report and Quarterly Expenditure Report. <p>Motion: Mr. Cline made a motion to approve the agenda with the update. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the January 20th Executive Committee Minutes:</p>	<ul style="list-style-type: none"> • The January 20th minutes were difficult to read so they will be sent out via email by PCS for the committee to review and approve.
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no public comments, and PCS did not receive any comment cards online.
<p>Reports:</p>	<p>Membership and PR & Marketing Committee Meeting:</p> <ul style="list-style-type: none"> • The committee discussed the membership matrix, PC reflectiveness, and committee roster. There are currently 20 Planning Council members, 10

(50%) that are PWH, and 8 (40%) unconflicted members.

- The committee reviewed the Central Florida HIV Planning council social media account insights for Facebook and Instagram.
- The committee reviewed and approved three applicant summaries for full membership.
- The committee discussed their annual recruitment event, pending availability for the proposed venue in the upcoming months.

Ms. Torres highlighted a mistake in bullet point one that should read “8 (40%) *conflicted* members”. PCS will update the report for future meetings.

SSQ and Needs Assessment & Planning Committee Meeting:

- The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Utilization report for Quarter 2, and Part B Monthly Utilization report.
- The committee received an update from the Part A office on the 2022-2026 Integrated HIV Prevention and Care Plan.
- The committee reviewed and revised the Annual Resource Allocation policy.
- The committee also reviewed their quarterly evaluation results.

Integrated Plan Ad Hoc Committee Meeting:

- The committee received a presentation on the importance of the Integrated Plan, HRSA and CDC guidelines, and the Integrated Plan components.
- The committee reviewed a progress report on the 2017-2021 OSA Integrated Plan.
- The committee
- The committee started the planning process for the upcoming Town Hall where data will be collected for the upcoming plan.

Ryan White Community Meeting:

- The participants received a presentation from Venetia Knight on the importance of life insurance. Participants also engaged in a Q&A session during the presentation.

- The participants provided feedback via Mentimeter and verbally on what ideas they would like to be considered for upcoming meeting topics.
- The participants received a bridge report for the SSQ and Needs Assessment & Planning and Membership and PR & Marketing Committees.
- The next Ryan White Committee meeting will be in the form of a Town Hall on Tuesday, March 15, 23022 at 6:00 p.m. at the Holden Heights Community Center.

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

Ms. Yabrudy reported the following:

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

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

Ms. Yabrudy 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

Substance Abuse Residential

Q1 1

Q2: 0

Q3: 0

Emergency Financial Assistance

Q1 64

Q2: 45

Q3: 12

Ms. Yabrudy also provided the following updates:

- The Part A Office has still only received a partial award of \$3.5 million and reminded the Committee that 75% of the grant must be spent on Core Services.
- HRSA will be changing the eligibility requirements for recertification and Part A will provide more information at a future meeting. Clients' income and residency will no longer be considered for recertification.
- The Committee had a brief discussion about what these changes will mean for clients, moving forward. Ms. Yabrudy requested that the Committee think about potential challenges and suggestions for improvement that the Part A Office can inform HRSA on.

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

Ms. Andre reported the following:

- Target:75%

	<ul style="list-style-type: none"> • Actual: 68% • Difference: 7%
<p>New Business:</p>	<p>Applicant Summaries:</p> <ul style="list-style-type: none"> • The Committee reviewed the applicant summary for Candidate #2021-04. After a brief discussion, the Committee decided to approve the candidate to be reviewed at the Planning Council Business meeting. <p>Motion: Ms. Rodriguez made a motion to approve Candidate #2021-04 for review at the Planning Council Business meeting, with the recommendation for appointment to the Membership Committee. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The Committee reviewed the applicant summary for Candidate #2021-05. After a brief discussion, the Committee decided to approve the candidate to be reviewed at the Planning Council Business meeting. <p>Motion: Mr. Cline made a motion to approve Candidate #2021-05 for review at the Planning Council Business meeting, with the recommendation for appointment to the Service Systems and Quality Committee. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The Committee reviewed the applicant summary for Candidate #2022-01. After a brief discussion, the Committee decided to approve the candidate to be reviewed at the Planning Council Business meeting. <p>Motion: Ms. Buckley made a motion to approve Candidate #2022-01 for review at the Planning Council Business meeting, with the recommendation for appointment to the Membership Committee. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.</p> <p>Marketing Plan</p> <p>Ms. Marshall informed the Committee of the Membership and PR & Marketing Committee’s proposed changes to the Marketing Plan. These included:</p>

- Adding page numbers.
- Removing phrasing such as “at diagnosis” and “consumer”.
- Adding the Membership Committee as one of the responsible parties for the quarterly newsletter.

After a brief discussion, the Committee recommended the following additional changes:

- Changing the formatting/structure of the goals, strategies, and responsible parties table at the end of the plan.

Motion: Ms. Buckley made a motion to approve the Marketing Plan with the changes. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

Annual Resource Allocation Policy and Procedure

Ms. Marshall informed the Committee of the SSQ and Needs Assessment Committee’s proposed changes to the Annual Resource Allocation policy and procedure. These included:

- Add page numbers
- Remove the word “in” from item number four.

After a brief discussion the Committee approved the policy and procedure with the proposed changes.

Motion: Mr. Cline made a motion to approve the Annual Resource Allocation Policy and Procedure with the changes. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

Develop Letter of Support Policy and Procedure

Ms. Marshall informed the Committee that the CFHPC does not currently have a policy and procedure for approving letters of support from external parties. After reviewing the challenges of not having a formal policy in place the Committee came up with the following ideas:

- Letters of Support requests should be reviewed by all members of the Executive Committee prior to having the Sr. and Jr. Co-Chairs sign.

- External parties should give the Committee at least 30 days' notice prior to the letter's deadline for submission to be considered for review. If the letter is not submitted within the 30-day window, then the external party risks that their request will not be filled. These guidelines should be listed somewhere on the CFHPC website.
- If a letter is requested under the 30-day window, then the Executive Committee can vote via email and members should be given at least seven days to review the letter and submit their vote to PCS.
- The Committee will only consider and approve letter requests that are connected to the CFHPC vision and mission.
- PCS should use their discretion to determine if a letter request aligns with the CFHPC mission and vision.
- During the review process the Executive Committee has the authority to revise or amend letters. This information should be announced to external parties.
- External parties must submit the grant of RFP that the letter is for.
- PCS should send the Executive Committee the letter request within five business days of receipt.

PCS will draft a policy with the proposed ideas and bring it to the next Executive Committee meeting for review and approval.

Motion: Mr. Beasley made a motion to extend the meeting by ten minutes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

Develop P&P Review Policy and Procedure

- The CFHPC does not currently have a formal policy and procedure that dictates the time frame for when all CFHPC policies and procedures should be reviewed.
- After a brief discussion, the Committee decided that established policies should reviewed as needed or every three years, whichever comes first. New policies should be reviewed upon inception.
- PCS will use the same review tracker to ensure compliance with this policy.

- PCS will draft the new policy and procedure and bring it to the next Executive Committee meeting or review and approval.

Executive Committee Meeting Date Changes

Ms. Marshall informed the Committee that the March and June Executive Committee meetings are scheduled on the third Thursday of every month, however, this date falls before the March and June Integrated Plan Ad Hoc Committee and Ryan White Community Meetings. So that the Executive Committee meeting is the last meeting before the Planning Council Business meetings the following dates changes were proposed:

- March 24th instead of March 17th
- June 23rd instead of June 16th

After a brief discussion, the Committee approved these date changes.

Motion: Ms. Buckley made a motion to approve the March and June Executive Committee meeting date changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

Postpone Agenda Items

- Due to time constraints the Committee postponed the remaining items on the agenda.

Motion: Ms. Rodriguez made a motion to postpone the leadership evaluation results and the group agreement until the next Executive Committee meeting. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

Set Planning Council Business Meeting Agenda

- The Committee drafted the February Planning Council Business meeting agenda.

Motion: Mr. Cline made a motion to approve the February Planning Council Business meeting agenda. Ms. Buckley

	seconded the motion. The motion was adopted unanimously without debate.
ACTION ITEMS	
Responsible Party	Item
PCS	Add QR Codes that link to the online membership application to recruitment materials.
PCS	Change formatting of table on the Marketing Plan.
PCS	Draft the Letter of Support Policy and Procedure and the P&P Policy and Procedure for the Committee to review at the next meeting.
Next Meeting:	March 24, 2022
Adjournment:	4:09 p.m.

Prepared by: Whitney Marshall Date: 3/1/2022

Approved by: V D C Date: 3/21/2022