

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

February 23, 2022

Call to Order: The Sr. Co-Chair, Gabriella Rodriguez called the meeting to order at 6:01 p.m. at the Courtyard by Marriott Downtown located at 730 N. Magnolia Ave., Orlando, FL. 32803

Members Present: Gabriella Rodriguez, Willie Beasley, Tim Collins, Vel Cline, Kim Murphy, Priscilla Torres, Bryan Dubac, Ira Westbrook, Angela Hunt, Keith Tremain, Ida Starks, Mike Alonso, Jessica Seidita via teleconference, Flora Kavitch via teleconference, Grisela Hernandez via teleconference, Jordan Almazan via teleconference, Charlie Wright via teleconference.

Members Excused: Sam Graper, Maria Buckley

Absent: Vicki Cobb-Lucien

Approval of the agenda:

The Planning Council reviewed the agenda and made the following update:

- Replaced Ms. Buckley's name with Mr. Collin's name for the SSQ and Needs Assessment & Planning Committee report.

Motion: Mr. Collins made a motion to approve the agenda with the updates. Mr. Cline seconded the motion.

In Favor	Against	Abstention
14	0	0

- The February agenda was approved unanimously by a roll call vote.

Approval of the January 26th Minutes:

The Planning Council reviewed the January 26th minutes and made the following updates:

- Changed the word "applying" to "releasing" for the Part A RFP.
- Replaced Ms. Sizemore's name with Ms. Yabrudy's name for the Part Monthly Expenditure Report.

- Corrected the year on the Integrated Plan.

Motion: Mr. Beasley made a motion to approve the minutes with the changes. Mr. Collins seconded the motion.

In Favor	Against	Abstention
14	0	0

- The January 26th minutes was approved with the updates unanimously by a roll call vote.

Open the Floor for Public Comment:

- Ms. Hernandez informed that the WebEx meeting link was not working properly. Ms. Marshall emailed the updated link.

Comment Cards:

- PCS did not receive any comment cards.

Reports:

Membership and PR & Marketing Committee Meeting:

- 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.

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%
- Dif: 14.55%

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

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

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

Ms. Andre reported the following:

- Target:75%
- Actual: 68%
- Dif: 7%

Applicant Summaries:

- The Planning Council reviewed the summary for Candidate 2021-04. After a brief discussion, the Planning Council decided to recommend the candidate for appointment.

Motion: Mr. Cline made a motion to recommend Candidate 2021-04 for appointment to the Central Florida HIV Planning Council and to serve on the Membership Committee. Mr. Collins seconded the motion.

In Favor	Against	Abstention
15	0	0

The motion to recommend Candidate 2021-04 for appointment was adopted unanimously by a roll call vote.

- The Planning Council reviewed the summary for Candidate 2021-05. After a brief discussion, the Planning Council decided to recommend the candidate for appointment.

Motion: Mr. Collins made a motion to recommend Candidate 2021-05 for appointment to the Central Florida HIV Planning Council and to serve on the Service Systems & Quality Committee. Ms. Starks seconded the motion.

In Favor	Against	Abstention
15	0	0

New Business:

The motion to recommend Candidate 2021-05 for appointment was adopted unanimously by roll call vote.

- The Planning Council reviewed the summary for Candidate 2022-01. After a brief discussion, the Planning Council decided to recommend the candidate for appointment.

Motion: Mr. Cline made a motion to recommend Candidate 2022-01 for appointment to the Central Florida HIV Planning Council and to serve on the Membership Committee. Ms. Hunt seconded the motion.

In Favor	Against	Abstention
15	0	0

The motion to recommend Candidate 2022-01 for appointment was adopted unanimously by roll call vote.

**Central Florida HIV Planning Council
Marketing Plan:**

- The Planning Council reviewed the recommended updates for the CFHPC Marketing Plan. After a brief discussion, the Planning Council decided to replace the word “consumer” with “client” throughout the document and to approve the marketing plan with the updates.

Motion: Mr. Collins made a motion to approve the CFHPC Marketing Plan with the recommended updates. Ms. Murphy seconded the motion.

In Favor	Against	Abstention
15	0	0

- The motion was to approve the CFHPC Marketing Plan was adopted unanimously by a roll call vote.

Resource Allocation Policy and Procedure:

- The Planning Council reviewed the Resource Allocation Policy & Procedure. After a brief discussion, the Planning Council decided to approve the policy & procedure.

Motion: Mr. Beasley made a motion to approve the Resource Allocation Policy & Procedure. Ms. Murphy seconded the motion.

In Favor	Against	Abstention
15	0	0

- The motion to approve the Resource Allocation Policy & Procedure was adopted unanimously by roll call vote.

Leadership Evaluations:

- The Planning Council reviewed the results of the Leadership evaluations for the Planning Council and RW Community meeting leadership.

ACTION ITEMS

Item	
Next Meeting	Wednesday, March 30, 2022
Adjournment:	7: 17 p.m.

Prepared by: David Bent

Date: 2/25/2022

Approved by: Yak Rodriguez

Date: 3/30/22