

**Central Florida HIV Planning Council**  
**Executive Committee Meeting Minutes**

*March 24, 2022*

**Call to Order:** The Membership Committee Chair, Mr. Cline called the meeting to order at 2:03 p.m. at the Courtyard Marriot located at 730 N. Magnolia Avenue, Orlando, FL 32803.

**Members Present:** Ira Westbrook, Vel Cline, Kim Murphy, Tim Collins via teleconference

**Members Excused:** Gabriella Rodriguez, Willie Beasley, Maria (Angie) Buckle

**Members Absent:** None

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Replaced Ms. Rodriguez’s name with Mr. Cline’s for all Call to Order items.</li> <li>• Replaced Ms. Buckley’s name with PCS for the SSQ and Needs Assessment portion of the bridge report.</li> <li>• Replaced Ms. Seidita’s name with PCS for the Integrated Plan Ad Hoc Committee portion of the bridge report.</li> <li>• Replaced Ms. Bastien’s name with Ms. Yabrudy’s name for the Part A Monthly Expenditure Report.</li> <li>• Replaced Ms. Mendoza’s name with Ms. Andre’s for the Part B Monthly Expenditure Report and the Quality Management Report.</li> <li>• Remove “Leadership Evaluation Results” from Unfinished Business.</li> <li>• Add “Time Changes for Committee Meetings” to New Business</li> </ul> <p><b>Motion:</b> Ms. Murphy made a motion to approve the agenda with the updates. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the February 17<sup>th</sup> Executive Committee Minutes:</b></p>	<ul style="list-style-type: none"> <li>• The February 17<sup>th</sup> minutes were approved as written.</li> </ul>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• Mr. Westbrook announced that the next Ryan White Community Meeting will be on April 19<sup>th</sup> at 6:00 PM.</li> <li>• PCS did not receive any comment cards or public comment submissions online.</li> </ul>

**Reports:**

**Membership and PR & Marketing Committee Meeting:**

- The Committee discussed the membership matrix, PC reflectiveness, and committee roster. There are currently 23 Planning Council members, 13 (57%) are PWH, 9 (39%) are unconflicted/unaligned PWH, and 8 (35%) are conflicted members.
- The Committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram.
- The Committee reviewed and approved one applicant summary to move forward with the interview process.
- The Committee also voted on whether or not they would like to unmerge their combined committee for the remainder of the planning cycle.

**SSQ and Needs Assessment & Planning Committee Meeting:**

- The committee received an overview of the March 15<sup>th</sup> Town Hall meeting, including a review of the demographics of individuals that attended, common responses, and a draft of the report that will be submitted to the Florida Comprehensive Planning Network (FCPN).
- The committee also reviewed the Area 7 Resource Inventory from the FCPN.
- The committee started the planning process for the next community engagement event which will be a Town Hall for OSA case managers to express what their barriers are to providing quality care to RWHAP clients.

**Integrated Plan Ad Hoc Committee Meeting:**

- The committee received an overview of the March 15<sup>th</sup> Town Hall meeting, including a review of the demographics of individuals that attended, common responses, and a draft of the report that will be submitted to the Florida Comprehensive Planning Network (FCPN).
- The committee also reviewed the Area 7 Resource Inventory from the FCPN.
- The committee started the planning process for the next community engagement event which will be a Town Hall for OSA case managers to express what their barriers are to providing quality care to RWHAP clients.

**Town Hall Report**

Ms. Marshall provided the Committee with an overview of the March 15<sup>th</sup> Town Hall report that was drafted for the Florida Comprehensive Planning Network, including a demographic snapshot and a summary of responses. Some key points from the report were:

- On March 15th the Central Florida HIV Planning Council (CFHPC) in collaboration with the Ryan White HIV/AIDS Program (RWHAP) Part A and Part B Offices hosted a Town Hall meeting. The purpose of this meeting was to commence the community engagement process for the 2022-2026 Orlando Service Area Integrated HIV Prevention and Care Plan. Over 75 participants- a combination of RWHAP clients, providers, and representatives, community members, Planning Council members- attended the event. Participants received presentations on the importance of the Integrated Plan, including the impact of HIV on the Orlando Service Area over the last five years, and provided feedback on questions provided by the Florida Comprehensive Planning Network (FCPN).
- Most responses regarding the major problems in the system of care were about gaps in transportation, housing, and limitations in service delivery continue to create challenges for the system of HIV prevention and care. Several participants agreed that when they are given referrals to services, it is common for the contact numbers and providers to no longer be in service. In addition, some individuals, such as those experiencing homelessness, are particularly challenged when given a resource list that requires telephone access.
- Another major concern identified is that there are other service needs that are not covered by Ryan White programs.
- Regarding barriers to engaging the community most respondents agreed that a lack of or poor communication creates the most significant barriers to engaging the community. Several expressed frustration with experiencing long wait times to receive a response from a case manager as well as having limited opportunities to provide feedback about the services they receive. These challenges create feelings of disengagement among PWH and beliefs that providers lack empathy or compassion for the community they are expected to serve.
- Several responses highlighted the need for improving communication between providers and clients that is non-judgemental and inclusive of unique lived

experiences, suggesting that the system of care can benefit from increasing capacity for trauma-informed, destigmatizing, and harm reduction approaches to care. Similarly, providers also emphasized there are limited opportunities available to provide input on how to address barriers to care.

- Some of the activities from the last Integrated Plan that respondents would like to see in the next plan are more support and funding for EHE initiatives, more peer support, having health clinics in hospitals, and increasing knowledge and awareness for HIV Services.

**Part A Monthly Expenditure Report:  
(Expenditures as of January 31, 2022)**

Ms. Yabrudy reported the following:

- Target: 92.23%
- Actual: 78.83%
- Difference: 13.40%

Ms. Yabrudy also provided the following updates:

- The Part A Office has still only received a partial award of \$3.5 million and a final report on carry-over funds will be provided in the future.

**Part B Monthly Expenditure Report:  
(Expenditures as of January 31, 2022)**

Ms. Andre reported the following:

- Target: 83%
- Actual: 75%
- Difference: 8%

**Quality Management Report**

Ms. Andre informed the committee that the Clinical Quality Management Technical Workgroup met on February 14<sup>th</sup>. The following updates were provided:

- This is the fourth-quarter report and the workgroup reviewed annual quality management data.
- The group completed an organizational assessment summary of findings and received an update on peer support.

	<ul style="list-style-type: none"> <li>• The Part A EMA data that was previously reported as unavailable on the minutes is now available and will be reported once the workgroup approves it.</li> <li>• The workgroup requires representation in the form of mandated seats. The group still needs a medical provider and two unaligned RWHAP clients.</li> </ul>
<p><b>Unfinished Business</b></p>	<p><b>Letter of Support Policy and Procedure :</b></p> <p>Ms. Marshall presented a draft of the new Letter of Support Policy and Procedure. After a brief discussion the committee suggested the following changes:</p> <ul style="list-style-type: none"> <li>• Planning Council Support should send letters to both Chairs and Vice-Chairs for review.</li> <li>• Approved letters should be signed by “at least” the Sr. Co-Chair or Jr. Co-Chair should sign approved letters.</li> </ul> <p><b>Motion:</b> Ms. Murphy made a motion to approve the Letter of Support Policy and Procedure with the changes and to send it to the full Planning Council for review. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Policy &amp; Procedure Review Policy and Procedure</b></p> <p>Ms. Marshall presented a draft of the new policy and procedure for how the Planning Council will review new and existing policy and procedures. After a brief discussion the committee suggested the following changes:</p> <ul style="list-style-type: none"> <li>• Add a note that newly developed policies and procedures should be assigned to the appropriate committee based on their roles and responsibilities that are outlined in the CFHPC Bylaws.</li> </ul> <p><b>Motion:</b> Ms. Murphy made a motion to approve the Policy &amp; Procedure Review Policy and Procedure with the changes and to send it to the full Planning Council for review. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Group Agreement</b></p> <p>The Committee reviewed the Group Agreement document that has been implemented into the Call to Order for all other CFHPC meetings. After a brief discussion, the committee</p>

	<p>decided to implement the Group Agreement in all future Executive Committee meetings.</p> <p><b>Motion:</b> Ms. Murphy made a motion to implement the Group Agreement document in all future Executive Committee meetings. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>New Business:</b></p>	<p><b>Committee Mergers and Quorum</b></p> <p>Ms. Marshall provided a presentation on the committee merger discussions and poll results from the combined Membership and PR &amp; Marketing Committee and the combined SSQ and Needs Assessment Committee. Additionally, the committee was given the CHFPC Committee roster and the committee work plans.</p> <p>Regarding Membership and PR &amp; Marketing, the following information was provided:</p> <ul style="list-style-type: none"> <li>• On March 1<sup>st</sup>, the combined Membership and PR &amp; Marketing Committee voted 9 in favor and 1 opposed to stay merged until the end of the planning cycle in September.</li> <li>• A summary of pros and cons from the March 1<sup>st</sup> discussion were provided.</li> </ul> <p>After a brief discussion, the Executive Committee decided to keep the Membership and PR &amp; Marketing Committee merged until September 30<sup>th</sup>.</p> <p><b>Motion:</b> Ms. Murphy made a motion to keep the Membership and PR &amp; Marketing Committee merged until September 30<sup>th</sup>. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p> <p>Regarding SSQ and Needs Assessment, the following information was provided:</p> <ul style="list-style-type: none"> <li>• On March 3<sup>rd</sup>, the combined SSQ and Needs Assessment Committee voted 6 in favor and 5 opposed to staying merged until the end of the planning cycle in September.</li> <li>• A summary of pros and cons from the March 3<sup>rd</sup> discussion were provided.</li> <li>• PCS sent a poll to the committee on their desired date and time for meetings should the committee unmerge.</li> </ul>

After a brief discussion, the Executive Committee decided to keep the SSQ and Needs Assessment Committee merged until September 30<sup>th</sup>.

**Motion:** Ms. Murphy made a motion to keep the SSQ and Needs Assessment Committee merged until September 30<sup>th</sup>. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

Regarding the Executive Committee quorum:

- Ms. Marshall informed the committee that the 2021-2022 quorum resolution (CFHPC Bylaws Section 7.1.2) expires on March 31, 2022 which means that the committee would return to the original quorum requirement of 5 Executive Committee members.
- After a brief discussion of pros and cons the committee decided to keep the quorum requirement at 1/3 of Executive Committee membership.

**Motion:** Ms. Murphy made a motion to keep the Executive Committee quorum at one-third of membership until September 30<sup>th</sup>. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

### **Applicant Summary**

- The committee reviewed the applicant summary for Candidate 2021-01. After a brief discussion the committee decided to approve Candidate 2021-01 for an interview.

**Motion:** Ms. Murphy made a motion to approve Candidate 2021-01 for an interview. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

- The committee also reviewed the Membership Application Policy and Procedure and voted to suspend line item “F” which dictates that the Membership Committee must approve applicants to be interviewed. The purpose of this would be to prevent delays in onboarding new council members.

**Motion:** Ms. Murphy made a motion to suspend line item “F” regarding Membership Committee approval to interview prospective candidates in the Membership Application Policy

and Procedure. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

**Time Changes for Committee Meetings**

Ms. Marshall informed the committee of the following proposed changes to the CFHPC calendar:

- Reschedule the Integrated Plan Ad Hoc Committee meeting from April 18<sup>th</sup> to April 20<sup>th</sup>. The purpose is to allow Ryan White Community meeting participants to submit questions for the May 6<sup>th</sup> Case Manager Town Hall.
- Cancel the April 7<sup>th</sup> SSQ and Needs Assessment Committee meeting to accommodate the Spring 2022 Florida Comprehensive Planning Network meeting happening at the same time.
- After a brief discussion, the committee decided to reschedule and cancel the Integrated Plan and the SSQ and Needs Assessment Committee meetings, respectively.

**Motion:** Ms. Murphy made a motion to reschedule the Integrated Plan Ad Hoc Committee meeting to April 20<sup>th</sup> at 2:00 PM. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Ms. Murphy made a motion to cancel the April 7<sup>th</sup> SSQ and Needs Assessment Committee meeting. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

**Set Planning Council Business Meeting Agenda**

- The committee drafted the March Planning Council Business meeting agenda.

**Motion:** Ms. Murphy made a motion to approve the March Planning Council Business meeting agenda. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

**ACTION ITEMS**

Responsible Party	Item
PCS	Update the Letter of Support and Review Policies and Procedures to present to the March 30 <sup>th</sup> Planning Council Business meeting.



<b>Next Meeting:</b>	April 21, 2022
<b>Adjournment:</b>	3:59 p.m.

Prepared by: Whitney Marshall Date: 4/5/2022

Approved by: [Signature] Date: 6/29/22