

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

May 19, 2022

Call to Order: The Membership Committee Co- Chair, Ms. Rodriguez 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: Gabriella Rodriguez, Willie Beasley, Ira Westbrook, Vel Cline via Teleconference, Kim Murphy via Teleconference

Members Excused: Angie Buckley

Members Absent: Tim Collins, Yasmine Andre, Claudia Yabrudy

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Change Vel Cline to Kim Murphy • Change Angie Buckley to Flora Kavitch • Change Jessica Seidita to PCS • Change Claudia Yabrudy to Pedro Huertas • Change Yasmine Andre to Mikaela Mendoza <p>Motion: Mr. Beasley made a motion to approve the agenda with the updates. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the February 17th Executive Committee Minutes:</p>	<ul style="list-style-type: none"> • The March 24th minutes were approved as written.
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no public comments. • PCS did not receive any comment cards or public comment submissions 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 25 Planning Council members, 13 (52%) are PWH, 8 (32%) are unconflicted/unaligned PWH, and 10 (40%) are conflicted members. • The Committee received a mini-training on elevator pitches to aid them in their upcoming recruitment efforts.

- 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 in the approval process. These applicant is awaiting approval from the Executive Committee on May 19, 2022.

World AIDS Day Workgroup:

- The Workgroup hosted its first meeting of 2022 and elected a chair, Andres Acosta.
- The group began the planning process by discussing the pros and cons of last year's event and brainstorming ideas for the location, date, and community engagement strategies for this year's event.
- The next meeting will be on June 10th at 10:00 AM via Webex

SSQ and Needs Assessment & Planning Committee Meeting:

- The Committee received an overview of the Part A Monthly Expenditure report, Part B Monthly Expenditure report, Part B Quarterly Expenditure report, and a Quality Management update.
- The Committee also received an overview on the upcoming Integrated Plan community engagement activities, including the May 6th Case Manager Town Hall.
- The Committee reviewed and updated the Provider Capacity Survey to be distributed in June 2022.
- The Committee also took their quarterly leadership evaluations for the combined committee chairs.

Integrated Plan Ad Hoc Committee Meeting:

- The committee reviewed the preliminary findings from the May 6th Case Manager Town Hall.
- The committee started developing the outline of goals and strategies for the 2022-2026 Integrated Plan.
- The committee also discussed upcoming community engagement events for the plan, including the June 7th Provider Town Hall.
- The next meeting will be on June 20th at 2:00 PM at the Courtyard Marriott Downtown Orlando.

Ryan White Community Meeting:

- The participants received a presentation from John Curry from the Florida Black HIV/AIDS Coalition on their upcoming activities.
- The attendees also received a presentation on peer support, mental health, and the importance of community-driven services for PWH from Andres Acosta of Peer Support Space.
- The participants received a brief overview of the results from the May 6th Case Manager Town Hall.
- The next Ryan White Community meeting will be on Tuesday, June 21st, 2022 at 6:00 PM. Location to be announced.

Case Manager Town hall Summary:

Ms. Marshall updated the committee on the following:

- The commonly identified barriers from the town hall were high caseloads, case managers overwhelmed with non-medical request, difficulty reaching homeless or recently incarcerated clients, limited HOPWA services, disparity of available services across multiple counties, competing priorities/ needs for clients, inconsistent/ unreliable phone communication, and scheduling challenges for working clients.
- Some of the Identified resources and training needs are secure email and text options, additional transportation options, messaging system through a patient portal, training resources, and cultural humility training.
- Some solutions discussed for preventing compassion fatigue, burnout, or secondary trauma were taking PTO, mental health days, case conferencing with care team, PTO rollover, respite/ bereavement to support mental health of case managers, relying on coworkers to communicate or alleviate stress, companionships programs for clients without a support system, home health aides, and services for clients aging with HIV.
- Some solutions that were discussed for Ryan White system of care issues were update resource inventory, customer service and anti-stigma training for medical providers, demographic specific resources for language or cultural barriers, patient assistance committee to provide assistance to clients with services such as transportation, not limiting bus passes on client

	<p>adherence, and educational resources in schools for prevention.</p> <ul style="list-style-type: none"> - A few service linkage challenges are housing, food assistance, unemployment & underemployment, transportation, and specialty care. - Some staff barriers to providing care are changing contact frequency from ICM to RS, time management, documentation frequency & redundancy, face-to-face appointment requirements too high, no centralized eligibility system, and no telehealth capacity. - Some responses that were received if funding was not an object were drop-in centers for PWH, one-stop shop for services available in each county, Gift card incentives for clients and case managers as employee appreciation, and transportation for all clients. - During the case management break-out session a couple things that were expressed were that the override process is available but are frequently denied, language line is not sufficient for non-English speaking clients, and flexible & hybrid schedules. <p>Part A Monthly Expenditure Report: (Expenditures as of February 28, 2022)</p> <p>Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> • Target: 100.00% • Actual: 90.70% • Difference: 9.30% <p>Mr. Huertas provided a brief overview of the allocation of funds for the future award funds and that part A is currently waiting for the full award. Part A office is currently working on the remaining invoices and books to be closed.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of March 31, 2022)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 100% • Actual: 96% • Difference: 4%
<p>New Business:</p>	<p>Bylaws Update:</p>

After an in-depth discussion, the Executive Committee decided to update the bylaw Article 9 Section 9.4 on the manner of voting by voting electronically and to require the name, date, and e-signature with a minimum of 72 hour notification.

Motion: Mr. Beasley made a motion to update the bylaws Article 9.9.4 on the manner of voting by voting electronically and to require the name, date, and e-signature with a minimum of 72 hour notification for approval. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

Applicant Summary

The committee reviewed the applicant summary for Candidate 2022-04. After a brief discussion the committee decided to approve Candidate 2022-04 to be a full member for Planning Council and appointment to PR and Marketing.

Motion: Mr. Beasley made a motion to approve Candidate 2022-04 to be a full member for Planning Council and appointment to PR and Marketing. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

Set Planning Council Business Meeting Agenda

- The committee reviewed the May Planning Council Business meeting agenda.

Motion: Mr. Cline made a motion to approve the May Planning Council Business meeting agenda. Mr. Beasley seconded the motion. The motion was adopted unanimously without debate.

Leadership Evaluations:

The committee took 5- 10 minutes to provide their completed leadership evaluations through Mentimeter or by paper.

ACTION ITEMS

Responsible Party	Item
Next Meeting:	June 23 rd , 2022
Adjournment:	3:36 p.m.

Prepared by:

Nyala Tapley

Date:

06/08/2022

Approved by:

Date: