

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

May 25, 2022

Call to Order: The Sr. Co-Chair, Willie Beasley called the meeting to order at 6:04 p.m. at the Courtyard by Marriott Downtown located at 730 N. Magnolia Ave., Orlando, FL. 32803

Members Present: Gabriella Rodriguez, Willie Beasley, Vel Cline, Tim Collins, Bryan Dubac, Ira Westbrook, Angela Hunt, Aleila Munroe, Charlie Wright via Teleconference, Mike Alonso via Teleconference, Keith Tremain via Teleconference, Grisela Hernandez via Teleconference, Sam Graper via Teleconference

Members Excused: Jessica Seidita, Kim Murphy, Priscilla Torres, Flora Kavitch, Maria Buckley, Ida Starks, Andres Acosta, Jermaine Malone, Vicki Cobb-Lucien

Absent: Jordan Almazan

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Switch Gabriella Rodriguez for Willie Beasley for Call to Order • Remove Mini- training • Switch Jessica Seidita for PCS • Switch Claudia Yabrudy for Pedro Huertas for Part A Expenditure report. • Tim Collins for SSQ and Needs Assessment <p>Motion Mr. Collins made a motion to approve the agenda with the updates. Mr. Westbrook seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">In Favor</th> <th style="padding: 5px;">Against</th> <th style="padding: 5px;">Abstention</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">13</td> <td style="padding: 5px;">0</td> <td style="padding: 5px;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The March agenda was approved by a unanimous roll call vote. 	In Favor	Against	Abstention	13	0	0
In Favor	Against	Abstention					
13	0	0					
<p>Approval of the April 27th Minutes:</p>	<p>The Planning Council reviewed and approved the April 27th minutes as written</p>						

<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • Mr. Cotto-Lewis made a comment regarding excessive paper use. <p>Comment Cards:</p> <ul style="list-style-type: none"> • Planning Council Support did not receive any comment cards.
<p>Reports:</p>	<p>Membership and PR & Marketing Committee Meeting:</p> <p>Mr. Cline updated the council on the following:</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. <p>World AIDS Day Workgroup Update</p> <ul style="list-style-type: none"> • 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. <p>Ryan White Community Meeting:</p>

Mr. Westbrook updated the council on the following:

- 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.

Integrated Plan Ad Hoc Committee Meeting:

Ms. Marshall updated the council on the following:

- 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

Service Systems & Quality and Needs Assessment & Planning Committee:

Mr. Collins updated the council on the following:

- 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.

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 adherence, and educational resources in schools for prevention.
- 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.

Part A Expenditure:

(Expenditures as of February 28, 2022)

Mr. Huertas reported the following:

Target: 100.00%

Actual: 90.70%

Dif: 9.30%

Part B Expenditure:
 (Expenditures as of March 31, 2022)

Ms. Andre reported the following:

- Target: 100%
- Actual: 96%
- Dif: 4%

Ms. Andre provided a brief overview of the quarterly utilization report for the third quarter.

New Business:

Bylaws Update:

- After brief discussion the committee decided to remove dates, change voting ratio to two-thirds in the event of risk to council or PWH as amendments to the current bylaws.

Motion: Ms. Munroe made a motion to adopt the bylaws as discussed. Mr. Collins seconded the motion.

In Favor	Against	Abstention
14	0	0

The motion to approve the bylaw amendments discussed by the committee was approved by a unanimous roll call vote.

Leadership Evaluation Results:

- The committee has made the decision to entertain a motion to table the leadership evaluation results due to time.

Motion: Ms. Munroe made a motion to table the leadership evaluation results. Mr. Cline seconded the motion.

In Favor	Against	Abstention
14	0	0

The motion to approve tabling the leadership evaluation results was approved by a unanimous roll call vote.

Applicant Summaries:

- The committee reviewed the applicant summary for Candidate 2022-04. After a brief discussion the committee decided to recommend appointment for Candidate 2022-04 with a recommendation for PR & Marketing

Motion: Mr. Alonso made a motion to recommend appointment for candidate 2022-04 to the Planning Council with a recommendation for PR & Marketing Ms. Hunt seconded the motion.

In Favor	Against	Abstention
14	0	0

The motion to approve the recommendation of candidate 2022-04 to the PR & Marketing Committee

Announcements:

- Picnic with a Purpose will be held on June 18th at 10 am- 3 pm at Carl T Langford park with food, music, and games
- Ryan White Community meeting on June 21st which will be a community resource night
- QLatinx is having a listening session on June 5th at Lake Eola regarding gun violence
- National HIV testing day for request partnership with Walgreen Koy Newman would be the best point of contact.
- Gay Days event will be held from June 2nd to the 5th, you can contact Yissel Hernandez if you are interested in volunteering.
- June 4th will be the Rainbow Run event from 7:00 am to 10:00 am

ACTION ITEMS	
Item	
Next Meeting	Wednesday, June 29 th , 2022
Adjournment:	8:05 pm

Prepared by: *Nyla Tapley* Date: 06/15/2022

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