

**Central Florida HIV Planning Council**

**Service Systems & Quality and Needs Assessment & Planning Minutes**

July 7, 2022

**Call to Order:** The Needs Assessment & Planning Committee Chair, Mr. Collins called the meeting to order at 10:06 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Bryan Dubac, Grisela Hernandez, Timothy Collins, Ira Westbrook, Andre Antenor, Adrain Humphrey, Maria Buckley via Teleconference, Charlie Wright via Teleconference, Keith Tremaine via Teleconference, Flora Kavitch via Teleconference,

**Members Excused:** Alelia Munroe

**Absent:** Gabriella Rodriguez, Karen Jackson, Sam Graper, Brittany Owens, Jordan Almazan, Vicki Cobb-Lucien, Stephanie Neves, Liliana Argueta

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and approved the agenda as is.</p> <p><b>Motion:</b> Ms. Humphrey made a motion to approve the agenda as is. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the June 2<sup>nd</sup> Service Systems &amp; Quality and Needs Assessment &amp; Planning Minutes:</b></p>	<p>The committee reviewed the June 2<sup>nd</sup> minutes and accepted the minutes as is.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"><li>• Mr. Westbrook expressed concerns in regard to Seminole County Health Department and limited mental health services.</li><li>• Mr. Antenor also expressed the need for mental health resources and its importance for PWH</li><li>• PCS did not receive any public comment cards online.</li></ul>
	<p><b>Part A Monthly Expenditure Report: (Expenditures as of May 31, 2022)</b></p>

<p><b>Reports:</b></p>	<p>Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 25.00%</li> <li>• Actual: 13.34%</li> <li>• Dif: -11.66%</li> </ul> <p>Mr. Huertas provided a brief overview regarding the monthly and quarterly utilization and an update on targeted goals.</p> <p><b>Part B Monthly Expenditure Report: (Expenditures as of May 31, 2023)</b></p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 17%</li> <li>• Actual: 10%</li> <li>• Dif: 7%</li> </ul> <p>Ms. Mendoza gave a brief overview of the quarterly and provided an update on quality management.</p>
<p><b>New Business:</b></p>	<p><b>Postpone Agenda:</b></p> <p>The committee decided to postpone the mini-training and Needs Assessment results review to August meeting.</p> <p><b>Motion</b> Mr. Dubac made a motion to table the mini-training and results review to August meeting. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Integrated Plan Update:</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall updated committee that the Integrated Plan Ad Hoc workgroup decided to increase meetings to twice a month to complete the Integrated Plans.</li> <li>• She also updated the committee members on the upcoming Town Hall meetings for Seminole, Lake, and Brevard County.</li> </ul> <p><b>Annual Committee Reports:</b> After a brief discussion the committee voted to create a combined committee report for</p>

	<p>this year. Last year the committee elected for separate committee reports.</p> <p><b>Motion:</b> Mr. Dubac made a motion to create a combined committee report for this year. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p>
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<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>• Seminole County Town hall will be at the Seminole County Public Library- West Branch on the 19<sup>th</sup> of July at 5:00 pm</li> <li>• Lake County Town hall will be taking place at the Eustis Service Center on the 28<sup>th</sup> of July at 4:00pm</li> <li>• Brevard County will be having the flyer ready to distribute next week, it will be taking place on the 11<sup>th</sup> of August at 4:00pm</li> </ul>
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ACTION ITEMS	
Item	
<b>Next Meeting:</b>	August 4 <sup>th</sup> , 2022
<b>Adjournment:</b>	11:43 pm

Prepared by: Nyla Tapley Date: 07/20/2022

Approved by: DAVID WESBROOK Date: 7/20/2022

