

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

July 21, 2022

Call to Order: The Executive Committee Co- Chair, Ms. Rodriguez called the meeting to order at 2:13 p.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Gabriella Rodriguez, Vel Cline, Angie Buckley, Claudia Yabrudy, Yasmine Andre via Teleconference, Kim Murphy via Teleconference,

Members Excused:

Members Absent: Tim Collins, Ira Westbrook,

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Add grievance to New Business for today’s discussion. <p>Motion: Mr. Cline made a motion to approve the agenda with the updates. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the May 19th Executive Committee Minutes:</p>	<ul style="list-style-type: none"> • The May 19th 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 received a grievance from three individuals and will be added to today’s agenda under new business.
<p>Reports:</p>	<p>Membership and PR & Marketing Committee Meeting:</p> <p>World AIDS Day Workgroup:</p> <ul style="list-style-type: none"> • The group met virtually on Friday, June 10th and continued to brainstorm on activities, venues, and advertisement strategies for the event on December 1st. The group plans to make a final decision on the venue at the next meeting. • The group also updated the sponsorship tiers to include more categories and higher contribution levels.

- The next meeting will be on August 12th 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, Quarterly Expenditures report, and Annual Part Utilization report.
- They also received an overview of the Part B Monthly Expenditure report.
- The committee received an update on the Integrated Plan Ad Hoc Committee's activities and on the upcoming community engagement events in Seminole and Lake counties.
- The committee voted to present a combined annual report at the September Planning Council meeting.

Integrated Plan Ad Hoc Committee Meeting:

- The committee continued to develop the draft of strategies and activities for the 2022-2026 Integrated Plan at both meetings.
- At the first meeting of the month the committee elected to incorporate a stigma measurement tool in the form a survey into the plan strategies.
- The committee reviewed the minutes from the June 8th FCPN Coordination of Efforts Committee meeting and received an update from the July 13th CoE Committee meeting, along with Area 4 Jacksonville Town Hall results.
- The committee decided to not host a virtual town hall meeting in August.
- The next meeting will be on August 1st at 2:00 PM at Heart of Florida United Way (1940 Cannery Way, Orlando, FL, 32804).

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

Mr. Huertas reported the following:

- Target: 25.00%
- Actual: 13.34%
- Difference: -11.66%

Mr. Huertas provided a brief update on open positions with pending applicants. He also provided an overview for the

	<p>utilization and quarterly report regarding the increase for clients served and other target marks.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of May 31, 2022)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 17% • Actual: 10% • Difference: 7% <p>Ms. Andre provided a brief overview for the allocation of funds and the utilization.</p>
<p>New Business:</p>	<p>Integrated Plan Progress:</p> <ul style="list-style-type: none"> • Ms. Marshall provided an update for the upcoming town halls for Lake and Brevard County. She informed the committee that integrated Ad Hoc will continue to have two meetings a month to complete the Integrated Plan, which has one objective left. <p>Annual Committee Reports:</p> <ul style="list-style-type: none"> • Ms. Rodriguez informed the committee to send all comments to PCS for review as well as utilizing the template provided. <p>Officer Nominations:</p> <ul style="list-style-type: none"> • Ms. Marshall provided an update regarding the resignation of this committee's Jr. Co-Chair. She informed the committee of the open and upcoming positions. PCS will now be accepting nominations for these Officer positions for council. <p>Recent Grievance:</p> <ul style="list-style-type: none"> • Mr. Bent provided an overview of the Rules of Conduct and the Violation of Rules of Conduct. • After the committee members reviewed the complaints they made the decision that the complaint needs further discussion and that an Ad Hoc committee should be created for further discussion on August 8th or 9th. <p>Motion: Ms. Seidita made a motion to create an Ad Hoc committee to further discuss and research the grievances. Ms.</p>

	<p>Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p>Planning Council Business Meeting- Agenda:</p> <ul style="list-style-type: none"> The committee updated the agenda for the upcoming meeting to discuss the recent grievance. <p>Motion: Mr. Cline made a motion to approve the agenda with the changes. Ms. Seidita seconded the motion. The motion was adopted unanimously without debate.</p>
Announcements:	<ul style="list-style-type: none"> Brevard County Town hall will be at 4:00 pm to 7:00 pm on August 11th at Comprehensive Health Care in Melbourne Lake County Town hall will be at 4:00 pm to 7:00 pm on July 28th at Eustis Service Center. This Saturday Florida Department of Health will be having a Back to School event on Ivy Lane from 11:00 am – 3:00 pm
ACTION ITEMS	
Responsible Party	Item
Next Meeting:	August 18 th , 2022
Adjournment:	4:05 p.m.

Prepared by: *Nyila Tapley* Date: 07/21/2022

Approved by: _____ Date: _____