

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

July 27, 2022

**Call to Order:** The Sr. Co-Chair, Gabriella Rodriguez called the meeting to order at 6:12 p.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL. 32804

**Members Present:** Gabriella Rodriguez, Vel Cline, Tim Collins, Maria Buckley, Bryan Dubac, Ira Westbrook, Angela Hunt, Grisela Hernandez, Keith Tremain, Ida Starks, Alelia Munroe, Andres Acosta, Mike Alonso via Teleconference, Jermaine Malone via Teleconference, Jessica Seidita via Teleconference, Priscilla Torres via Teleconference, Kim Murphy via Teleconference, Flora Kavitch via Teleconference,

**Members Excused:**

**Absent:** Vicki Cobb- Lucien, Sam Graper, Jordan Almazan, Charlie Wright

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the agenda and approved the agenda as written.</p> <p><b>Motion</b> Mr. Collins made a motion to approve the agenda as written. Mr. Cline seconded the motion.</p> <table border="1" data-bbox="878 1104 1430 1199"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>18</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none"><li>The July agenda was approved by a unanimous roll call vote.</li></ul>	In Favor	Against	Abstention	18	0	0
In Favor	Against	Abstention					
18	0	0					
<p><b>Approval of the May 25<sup>th</sup> Minutes:</b></p>	<p>The Planning Council reviewed the June 29<sup>th</sup> minutes and made the following updates:</p> <ul style="list-style-type: none"><li>Page 1 under approval of agenda first bullet should state 2022-2023 allocation</li><li>Page 4 under SSQ and Needs Assessment Report should state reallocation</li><li>Page 12 Part A report should state a justification for proposed reallocation for year 2022-2023</li></ul> <p><b>Motion</b> Ms. Munroe made a motion to approve the June 29<sup>th</sup> minutes with the updates. Mr. Cline seconded the motion.</p>						

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<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>No public comment</li> </ul> <p><b>Comment Cards:</b></p> <ul style="list-style-type: none"> <li>PCS received a grievance that has been moved to the executive committee. There has been an Ad Hoc committee created to resolve this grievance.</li> </ul>						
<p><b>Reports:</b></p>	<p><b>Membership and PR &amp; Marketing Committee Meeting:</b></p> <p>Mr. Cline updated the council on the following:</p> <p>World AIDS Day Workgroup Update</p> <ul style="list-style-type: none"> <li>The group met virtually on Friday, June 10<sup>th</sup> and continued to brainstorm on activities, venues, and advertisement strategies for the event.</li> <li>The group also updated the sponsorship tiers to include more categories and higher contribution levels.</li> <li>The next meeting will be on August 12<sup>th</sup> at 10:00 AM via Webex.</li> </ul> <p><b>Service Systems &amp; Quality and Needs Assessment &amp; Planning Committee:</b></p> <p>Ms. Buckley updated the council on the following:</p> <ul style="list-style-type: none"> <li>The committee received an overview of the Part A Monthly Expenditure report, Quarterly Expenditures report, and Annual Part Utilization report.</li> <li>They also received an overview of the Part B Monthly Expenditure report.</li> </ul>						

- 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 county.
- The committee voted to present a combined annual report at the September Planning Council meeting.

**Integrated Plan Ad Hoc Committee Meeting:**

Ms. Seidita updated the council on the following:

- 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:**

(Expenditures as of May 31, 2022)

Ms. Yabrudy reported the following:

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

- Ms. Yabrudy provided a brief overview of the 2021-2022 Utilization Report and the Annual Report in comparison to the past five years.

**Part B Monthly Expenditure:**

(Expenditures as of May 31, 2022)

	<p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> <li>- Target: 17%</li> <li>- Actual: 10%</li> <li>- Dif: 7%</li> </ul> <ul style="list-style-type: none"> <li>• Ms. Andre provided the planning council a brief overview of the utilization report.</li> </ul>
<p><b>New Business:</b></p>	<p><b>Integrated Plan Progress:</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided an update on the two upcoming town halls in Lake County tomorrow (07/28) and Brevard County on 08/11.</li> <li>• Integrated Ad Hoc Committee decided to not host a virtual town hall.</li> <li>• They continue to work on the draft and will be starting goal 3 the next meeting on August 1<sup>st</sup>.</li> </ul> <p><b>Annual Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided background information on the upcoming annual committee reports and urges us to work together to reach our goals.</li> </ul> <p><b>Officer Nominations</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided the committee background information and information on the process for the officer nominations for the upcoming open seats and will be open until End of August- Mid September.</li> </ul> <p><b>Date(s)/ Format for Annual Training</b></p> <ul style="list-style-type: none"> <li>• The committee took a moment to complete a survey through mentimeter on the format and date for their upcoming annual training.</li> <li>• They held a discussion regarding the pros and cons of the prerecorded sessions used from last year and this year's other options. They decided to retake the survey after their collaborative discussion.</li> </ul>

**Motion** Ms. Munroe made a motion to extend the meeting by 10 more minutes. Mr. Cline seconded the motion.

In Favor	Against	Abstention
17	0	0

- The extension of today's meeting by 10 minutes was approved by a unanimous roll call vote.

**Motion** Mr. Cline made a motion to approve September 7<sup>th</sup> 9:00 am- 4:00 pm for the Annual Training. Ms. Munroe seconded the motion.

In Favor	Against	Abstention
18	0	0

- The Annual Training was approved for September 7<sup>th</sup> 9:00 am- 4:00 pm by a unanimous roll call vote.

**Dates for Data Presentation & PSRA**

After a brief discussion the committee decided to conduct the Data Presentation on 09/23 and the PSRA on 9/30.

**Motion** Mr. Acosta made a motion to approve the dates for the Data Presentation and PSRA. Mr. Collins seconded the motion.

- The dates for the Data Presentation and PSRA were approved by a unanimous roll call vote.

**Announcements:**

- Florida Health Department's extended evening clinic has been pushed to re-open in January due to ongoing construction.
- CFHPC will be hosting future committee meetings at the HFUW office on 1940 Cannery Way, Orlando, FL 32804

ACTION ITEMS	
Item	
<b>Next Meeting</b>	August 31 <sup>st</sup> , 2022
<b>Adjournment:</b>	8:15 pm

Prepared by:

*Nyla Tapley*

Date: 08/01/2022

Approved by:

*John Roshony*

Date:

*8/31/22*