

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

August 18, 2022

Call to Order: The Membership Committee Chair, Vel Cline called the meeting to order at 2:30 p.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Vel Cline, Bryan DuBac, Ira Westbrook, Priscilla Torres via Teleconference, Kim Murphy via Teleconference, Jessica Seidita via Teleconference, Maria Angie Buckley via Teleconference

Members Excused: Tim Collins, Gabriella Rodriguez

Members Absent:

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Replaced Ms. Rodriguez’s name with Mr. Cline’s • Replaced Ms. Buckley’s name with Mr. DuBac’s • Replace Mr. Huertas name with Ms. Yabrudy’s • Replace “quarterly” to “monthly” under the Part A reports • Remove quorum requirement, annual committee reports reminder, and officer nominations reminder from New Business <p>Motion: Ms. Seidita 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 May 19th <u>July 21st</u> Executive Committee Minutes:</p>	<ul style="list-style-type: none"> • The July 21st minutes were approved as written.
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no public comments in the room and Planning Council Support did not receive any online comment cards either.
<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, attendance roster and committee roster. There are currently 25 Planning Council members, 12 (48%) are PWH, 7 (28%) are unconflicted/unaligned PWH, and 11 (44%) are conflicted members. The

committee discussed how they will use their upcoming recruitment event to reach the required 33% of full membership that must be unconflicted/unaligned PWH.

- The committee recommended that a member from the Needs Assessment Committee receive an attendance letter.
- The Committee brainstormed activities and presentation ideas for CFHPC's Annual Training on September 7th.
- The Committee reviewed the open nominations process and eligible nominees for CFHPC officers for the 2022-2023 planning cycle.

World AIDS Day Workgroup

- The group met virtually on Friday, August 12th, 2022 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 voted on the venue for the event-pending approval, WAD 2022 will be at the Orlando Shakespeare Theatre.
- The group decided to host another meeting this month to discuss future activities. The next meeting will be on August 30th 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.
- The group reviewed the Part B Monthly Expenditure report and received a presentation on the Part B Quarterly Expenditures report, and Annual Utilization report.
- The committee received an update on the Integrated Plan Ad Hoc Committee's activities and on the upcoming community engagement events.
- The committee also provided ideas for how to best present the Needs Assessment results at Data Presentation on September 23rd.
- They also reviewed and updated the processes for Data Presentation, Priority Setting, and Resource Allocation.

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. They have made progress through three out of four of the main goals of the plan.
- Since the last report at the RW meeting, the group has hosted town hall events in Seminole, Lake, and Brevard counties. The committee will continue to review the feedback from these events and incorporate them into the integrated plan.
- The next meeting will be September 5th at 2:00 PM at Heart of Florida United Way (1940 Cannery Way, Orlando, FL, 32804) and online. All Integrated Plan meetings are open to the public to participate in.

Part A Monthly Expenditure Report:

(Expenditures as of June 30, 2022)

Ms. Yabrudy reported the following:

- Target: 33.33%
- Actual: 23.88%
- Difference: -9.45%

Ms. Yabrudy provided some brief updates on the Part A program. The Office is currently working on reviewing RFP's for Ending the Epidemic. Late invoices can be attributed to the reason for the monthly expenditures not reaching their target.

**Part B Monthly Expenditure Report:
(Expenditures as of June 30, 2022)**

Ms. Andre reported the following:

- Target: 25%
- Actual: 16%
- Difference: 9%

Ms. Andre provided a brief overview for the allocation of funds and the utilization.

**Part B Quarter 1 Expenditure Report and Utilization Report:
(April 1st, 2022-June 30th 2022)**

Ms. Andre reported the following:

The area 7 Ryan White Part B provides services in Orange, Osceola, Seminole, and Brevard counties.

All data presented in the report was compiled from CAREWare and the AIDS Information Management System, the electronic database management system used by area 7.

Total Clients:

Q1 (21-22): 1213
Q1: 1206

New Clients:

Q1 (21-22): 126
Q1: 99

Comparison by Gender:

Male:
Q1 (21-22): 827
Q1: 879

Female:
Q1 (21-22): 373
Q1: 400

Transgender:
Q1 (21-22): 13
Q1: 21

Comparison by Race/Ethnicity:

White:
Q1 (21-22):
Q1:

Black:
Q1 (21-22):
Q1:

Hispanic:
Q1 (21-22):
Q1:

Other:
Q1 (21-22):
Q1:

Comparison by Age:

13 – 24:
Q1 (21-22): 33
Q1: 29

25 – 44:
Q1 (21-22): 445
Q1:470

45 – 64:
Q1 (21-22): 602
Q1: 647

65+
Q1 (21-22): 133
Q1: 157

Comparison by County:

Q1 (21-22):
Brevard: 763
Osceola: 180
Orange: 206
Seminole: 24
Other: 40

Q1:
Brevard: 781
Osceola: 190
Orange: 190
Seminole: 14
Other: 41

AIDS Pharmaceutical Assistance:

Q1 (21-22): 38
Q1: 18

Early Intervention Services:

Q1 (21-22): 123
Q1:115

Health Insurance Premium & Cost Sharing:

Q1 (21-22): 171
Q1: 241

Medical Case Management:

Q1 (21-22): 495

	<p>Q1: 92</p> <p>Mental Health:</p> <p>Q1 (21-22): 102 Q1: 90</p> <p>Oral Health Care:</p> <p>Q1 (21-22): 5 Q1: 17</p> <p>Outpatient Ambulatory Health Services:</p> <p>Q1 (21-22): 92 Q1: 211</p> <p>Non-Medical Case Management:</p> <p>Q1 (21-22): 736 Q1:734</p> <p>Food Bank:</p> <p>Q1 (21-22): 59 Q1: 47</p> <p>Transportation:</p> <p>Q1 (21-22): 77 Q1: 24</p> <p>Emergency Financial Assistance:</p> <p>Q1 (21-22): 43 Q1: 19</p> <p>Referral for Health Care & Support Services</p> <p>Q1 (21-22): 0 Q1:316</p>
<p>New Business:</p>	<p>Meals P&P:</p> <ul style="list-style-type: none"> • Ms. Marshall and Ms. Yabrudy provided the following proposed updates to the Meals Policy and Procedures: <ul style="list-style-type: none"> - Change the maximum amount spent on lunch from \$12 to \$15 per person in attendance.

- Change the maximum amount spend on dinner from \$15 to \$20 per person in attendance.
- Added the following statement: "PCS staff shall ensure that the total amount for the meals provided is in accordance with the current federal requirements. Cost limitations shall not exceed the General Services Administration (GSA) per diem rates."

Motion: Ms. Seidita made a motion to adopt the Meals Policy and Procedure with the changes. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.

Data Presentation Process:

- The committee reviewed the Data Presentation process and evaluation form and had a brief discussion.

Motion: Ms. Seidita made a motion to accept the Data Presentation Process as is. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Seidita made a motion to accept the Data Presentation Evaluation form as is.. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

Priority Setting and Resource Allocation Process:

- The committee reviewed the Priority Setting and Resource Allocation processes and evaluation forms and had a brief discussion.

Motion: Ms. Seidita made a motion to accept the Priority Setting Process as is. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Seidita made a motion to accept the Priority Setting Evaluation form as is. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Seidita made a motion to accept the Resource Allocation Process as is. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Seidita made a motion to accept the Resource Allocation Evaluation form as is. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.

	<p>Integrated Plan Progress:</p> <ul style="list-style-type: none"> Ms. Marshall reminded the committee that the September 5th Integrated Plan meeting would need to be rescheduled due to the holiday. The committee decided to reschedule to September 19th. Part A will continue to work on the Integrated Plan with the consultant, who will be present at the next meeting, and present the new progress at the 9/19 meeting. <p>Motion: Ms. DuBac made a motion to extend the meeting by ten minutes. Mr. Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Announcements:</p>	<ul style="list-style-type: none"> There will be a town hall on black women’s health on August 27th from 1:00 to 3:00 PM. Annual Training will be on September 7th. Data Presentation will be on September 23rd. Priority Setting and Resource Allocation will be on September 30th.
ACTION ITEMS	
Responsible Party	Item
Next Meeting:	October 20 th , 2022
Adjournment:	4:10 p.m.

Prepared by: Whitney Marshall Date: 08/23/2022

Approved by:  Date: 01/19/2023