

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

August 31, 2022

Call to Order: The Sr. Co-Chair, Gabriella Rodriguez called the meeting to order at 6:04 p.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL. 32804

Members Present: Gabriella Rodriguez, Vel Cline, Kim Murphy, Priscilla Torres, Tim Collins, Flora Kavitch, Maria Buckley, Ira Westbrook, Ida Starks, Alelia Munroe, Andres Acosta, Jermaine Malone, Andre Antenor, Keyna Harris, Kara Johnson Williams via Teleconference, Mike Alonso via Teleconference, Keith Tremain via Teleconference, Grisela Hernandez via Teleconference

Members Excused: Jessica Seidita, Bryan Dubac, Charlie Wright

Absent: Angela Hunt, Jordan Almazan, Sam Graper, Vicki Cobb-Lucien

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed the agenda and approved the agenda with the following corrections:</p> <ul style="list-style-type: none"> • Correct time for Adjournment • Remove Jessica Seidita • Replace Yasmine Andre with Whitney Marshall <p>Motion Mr. Cline made a motion to approve the agenda with the updates. Ms. Buckley seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The August agenda was approved by a unanimous roll call vote. 	In Favor	Against	Abstention	15	0	0
In Favor	Against	Abstention					
15	0	0					
<p>Approval of the July 27th Minutes:</p>	<p>The Planning Council reviewed the June 29th minutes and made the following updates:</p> <ul style="list-style-type: none"> • Page 1 correct minutes as approved as written for motion • Page 2 under reports first bullet correct to Part "A" 						

	<p>Motion Ms. Munroe made a motion to approve the June 29th minutes with the updates. Mr. Cline seconded the motion.</p> <table border="1" data-bbox="881 279 1432 369"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The July 27th minutes with the updates was approved by a unanimous roll call vote. 	In Favor	Against	Abstention	15	0	0
In Favor	Against	Abstention					
15	0	0					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> Ms. Munroe asked Ms. Yabrudy a question regarding client’s frustration with housing. Ms. Rodriguez asked Ms. Yabrudy about what is disclosed when applying for housing through HOPWA Ms. Yabrudy updated everyone on the current issue with housing nationwide and the funding. <p>Comment Cards:</p> <ul style="list-style-type: none"> PCS 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, 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 Update

Mr. Acosta updated the council on the following:

- 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 September 09th at 10:00 AM via Webex.

Service Systems & Quality and Needs Assessment & Planning Committee:

Ms. Buckley updated the council on the following:

- The committee received an overview of the Part A Monthly Expenditure 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:

Ms. Rodriguez 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. 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 19th 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:

(Expenditures as of June 30, 2022)

Ms. Yabrudy reported the following:

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

- Ms. Yabrudy provided a brief overview of the utilization report and reaching goals for the allocation of funds.

Part B Monthly Expenditure:

(Expenditures as of June 30, 2022)

Ms. Marshall reported the following:

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

- Ms. Marshall provided the planning council a brief overview of the annual utilization and expenditure report.

New Business:

Motion Ms. Acosta made a motion to extend the meeting by 15 minutes. Mr. Collins seconded the motion.

In Favor	Against	Abstention
15	0	0

The meeting extension was approved by a unanimous roll call vote.

Meals P&P:

- Ms. Marshall updated the committee on the current meals policy and opened the floor for any comment or questions.

Motion Mr. Collins made a motion to approve Meals Policy with the updates. Mr. Cline seconded the motion.

In Favor	Against	Abstention
16	0	0

The Meals Policy with the updates was approved by a unanimous roll call vote.

Data Presentation Process & Evaluation Form

- The committee reviewed the Data Presentation Process and approved the process as is

In Favor	Against	Abstention
16	0	0

The Data Presentation Process was approved by a unanimous roll call vote.

- The committee reviewed the Data Presentation Evaluation form and approved the form as is.

In Favor	Against	Abstention
16	0	0

The Data Presentation Evaluation form was approved by a unanimous roll call vote.

Priority Setting Process & Evaluation Form

- The committee reviewed the Priority Setting Process and approved the process as is

In Favor	Against	Abstention
16	0	0

The Priority Setting Process was approved by a unanimous roll call vote.

- The committee reviewed the Priority Setting evaluation form and approved the form as is.

In Favor	Against	Abstention
16	0	0

The Priority Setting Evaluation form was approved by a unanimous roll call vote.

Resource Allocation Process & Evaluation Form

- The committee reviewed the Resource Allocation Process and approved the process as is

In Favor	Against	Abstention
16	0	0

The Resource Allocation Process was approved by a unanimous roll call vote.

- The committee reviewed the Resource Allocation Evaluation form and approved the form as is.

In Favor	Against	Abstention
16	0	0

The Resource Allocation Evaluation form was approved by a unanimous roll call vote.

No Committee Meetings in September:

