

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

October 21, 2022

Call to Order: The Sr. Co-Chair, Gabriella Rodriguez called the meeting to order at 9:45 a.m. at the Orange County Florida Department of Health at 6101 Lake Ellenor Dr., Orlando, FL 32809

Members Present: Gabriella Rodriguez, Vel Cline, Jessica Seidita, Kim Murphy, Priscilla Torres, Flora Kavitch, Bryan Dubac, Ira Westbrook, Angela Hunt, Keith Tremain, Ida Starks, Alelia Munroe, Andres Acosta, Jermaine Malone, Mike Alonso, Andre Antenor, Tim Collins via Teleconference, Maria Buckley via Teleconference, Grisela Hernandez, Charlie Wright via Teleconference, Vicki Cobb-Lucien via Teleconference, Keyna Harris Via Teleconference

Members Excused:

Absent:

Approval of the agenda:	<p>The Planning Council reviewed the agenda and approved the agenda as is</p> <table border="1" data-bbox="880 997 1430 1087"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>20</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">The October agenda was approved by a unanimous roll call vote.	In Favor	Against	Abstention	20	0	0
In Favor	Against	Abstention					
20	0	0					
Approval of the August 31st Minutes:	<p>The Planning Council reviewed the August 31st minutes and approved the minutes as is.</p> <p>Motion Ms. Rodriguez made a motion to approve the August 31st minutes as is Ms. Munroe seconded the motion.</p> <table border="1" data-bbox="880 1606 1430 1696"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>20</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">The August 31st minutes with the updates was approved by a unanimous roll call vote.	In Favor	Against	Abstention	20	0	0
In Favor	Against	Abstention					
20	0	0					
Open the Floor for Public Comment:							

	<ul style="list-style-type: none"> • No Public Comments <p>Comment Cards:</p> <ul style="list-style-type: none"> • PCS did not receive any comment cards.
<p>Reports:</p>	<p>Election of Officers:</p> <ul style="list-style-type: none"> - Ms. Marshall informed the committee that they will be submitting their votes for the following positions: - Senior Co-Chair - Junior Co-Chair - Patient Care Consumer Representative - Prevention Consumer Representative - FCPN Patient Care Planning Group Representative - FCPN Patient Care Planning Group Alternate - FCPN Prevention Planning Group Representative - FCPN Prevention Planning Group Alternate <p>The committee can submit their ballot with the forms provided or online through Survey Monkey</p> <p>Membership and PR & Marketing Committee Annual Report:</p> <p>Ms. Murphy updated the council on the following:</p> <ul style="list-style-type: none"> - During the past 12 months, the Membership Committee combined with the PR and Marketing Committee have successfully: - Revised Policies and Procedures for the Planning Council - Updated the Marketing Plan - Conducted leadership evaluations - Successfully reviewed, interviewed, and onboarded 6 new members, with four more eligible members pending - Ensured the adherence to attendance policies across committees - Monitored and responded to issues with reflectiveness within the Planning Council while keeping the percentage of PWH above the 33% minimum

- Continued to build on recruitment and retainment strategies
- Created and hosted the Picnic with a Purpose recruiting activity on Saturday June 18th at Carl T. Langford Park in Orlando
- Painted a mural with community members to be displayed at HFUW offices
- The committees will continue to:
- Update and maintain the website and social media accounts
- Increase participation in recruitment activities and events
- Recruit members for mandated seats and sub-populations not appropriately represented

Motion Mr. Cline made a motion to approve the Membership and PR & Marketing Committee Annual Report Mr. Acosta seconded the motion.

In Favor	Against	Abstention
21	0	0

The Membership and PR & Marketing Committee Annual Report was approved by a unanimous roll call vote.

Service Systems & Quality and Needs Assessment & Planning Combined Committee Annual Report:

Mr. Collins updated the council on the following:

- **Activities Accomplished during past 12 months:**
- Reviewed and made recommendations to update Policies and Procedures as necessary.
- Reviewed, revised, and approved Needs, Planning, and Service Standards as necessary.
- Reviewed monthly, quarterly expenditures and utilization Part A and B reports (Identify Gaps in Services and the Needs of

Special Populations & Develop Plans for Response)

- Reviewed and provided recommendations to the Provider Capacity and Capability Survey.
- Reviewed Quarterly Leadership Evaluations.
- Recommended topics and attended monthly mini trainings.
- Picnic with a Purposed to increase PC membership.
- Reviewed and signed the MOU between the Planning Council and Recipient.
- Reviewed the HIV Care Needs Survey from the Florida Comprehensive Planning Network (FCPN)
- Planned and developed Consumers, Case Managers, and Providers Town Hall Meetings in all Area 7 Counties to provide feedback for the Integrated Plan.
- Elected to create an Integrated Plan Ad Hoc Committee to address the needs of the 2022-2027 Integrated Plan development.
- **Areas for improvement or Lessons Learned:**
 - Continued focus on mini trainings for current and new members
 - Retaining committee members and engaging new chairs and vice chairs
 - Understanding the committee roles, parliamentary procedures, Ryan White Program
- **Outstanding Activities (still pending completion):**
 - A Map for Change – Ending the HIV Epidemic Summit September 13&14, 2022
 - Finalize and submit the 2022-2027 Integrated Plan
- **Successes:**
 - Signed MOU with Key Points of Entry/Hospital ER (Orlando Health?)
 - Returned to original rule for Food Stamps and Gift Card eligibility with little disruption.
 - Implementation of the new Medical Case Manager program
- **Challenges:**
 - Reporting data as a system while using 2 different systems

- Vacancies and the need for more providers
- Client referrals and lack of participation in mental health and substance use disorder services

Corrections

- Remove “?”
- Correct to OSA County instead of Area 7 on 10.
- Correct 11. To 2022-2026
- Move 1. from Outstanding activities to Activities Accomplished

Motion Mr. Dubac made a motion to approve the Service Systems & Quality and Needs Assessment and Planning Combined Committee Annual Report with the changes. Ms. Murphy seconded the motion.

In Favor	Against	Abstention
21	0	0

The Service Systems & Quality and Needs Assessment and Planning Combined Committee Annual Report was approved by a unanimous roll call vote.

2022- 2023 Quorum Resolution

Ms. Andre and Ms. Marshall updated the committee on the sunshine laws, Quorum requirements, the 2020-2021 Resolution overview, the merged committees, and their responsibilities.

The council discussed the pros and cons of continuing the merged committees to meet the quorum requirements.

Motion Ms. Munroe made a motion to revert back to the original bylaws. Mr. Alonso seconded the motion.

In Favor	Against	Abstention
5	17	0

The motion to revert to the original bylaws were not approved with 17 against and 5 in favor.

Motion Ms. Murphy made a motion to extend the current resolution for 6 months and to reevaluate in March of 2023. Mr. Westbrook seconded the motion.

In Favor	Against	Abstention
19	2	0

Elected Officers

Ms. Rodriguez announced the following elected officials:

- Senior Co-Chair: *Tim Collins*
- Junior Co-Chair: *Priscilla Torres*
- Patient Care Consumer Representative: *Ida Starks*
- Prevention Consumer Representative: *Andre Antenor*
- FCPN Patient Care Planning Group Representative: *Mike Alonso*
- FCPN Patient Care Planning Group Alternate: *Vel Cline*
- FCPN Prevention Planning Group Representative: *Maria Buckley*
- FCPN Prevention Planning Group Alternate: *Bryan Dubac*

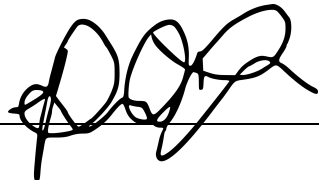
Announcements:

No Announcements

ACTION ITEMS

Item	
Next Meeting	November 30 th , 2022
Adjournment:	11:50 am

Prepared by: *Nyla Tapley* Date: 10/21/2022

Approved by:  Date: 01/03/2023