

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

November 3, 2022

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Collins called the meeting to order at 10:04 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Bryan Dubac, Alelia Munroe, Timothy Collins, Vicki Cobb- Lucien, Keith Tremain via Teleconference, Charlie Wright via Teleconference, Andre Antenor via Teleconference

Members Excused: Maria Buckley & Adrain Humphrey

Absent: Flora Kavitch

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Mika Mendoza will be presenting the Part B Reports <p>Motion: Mr. Dubac made a motion to approve the agenda with the changes. Ms. Cobb- Lucien seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the August 4th Service Systems & Quality and Needs Assessment & Planning Minutes:</p>	<p>The committee reviewed the August 4th minutes and accepted the minutes with the following changes:</p> <ul style="list-style-type: none">• First page correct the Approval of the Agenda motion to approval with the updates <p>Motion: Ms. Cobb- Lucien made a motion to approve the minutes with the changes. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none">• Ms. Cobb- Lucien invited everyone to join her in celebrating the 1st anniversary of Embrace Health Clinic.

	<ul style="list-style-type: none"> • Mr. Westbrook expressed his feelings on the certification awarded to him for his service with CFHPC • PCS did not receive any comment cards <p>Special Order of Business: Nomination and Election of Committee Chairs</p> <ul style="list-style-type: none"> • The committee briefly discussed eligibility and the open chairs for SSQ & Needs Assessment. The committee made the decision to have one chair and one vice-chair for the next 6 months. • After brief discussion the committee discussed and decided to nominate Bryan Dubac as Chair and Keith Tremain as Vice- Chair. <p>Motion: Mr. Collins made a motion to nominate Bryan Dubac as the Chair of SSQ and Needs Assessment Committee. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Ms. Cobb- Lucien made a motion to nominate Keith Tremian as the Vice-Chair of SSQ & Needs Assessment Committee. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Reports:</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of September 30, 2022)</p> <p>Ms. Yabrudy reported the following:</p> <ul style="list-style-type: none"> • Target: 58.33% • Actual: 43.80% • Dif: -14.54% <p>Ms. Yabrudy provided a brief overview regarding the Needs Assessment Carryover Allocations for 2022- 2023.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of September 30, 2022)</p>


	<p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 50% • Actual: 40% • Dif: 10% <p>Ms. Mendoza gave a brief overview of the second quarter for the expenditure and utilization report.</p>
<p>New Business:</p>	<p>Time/ Date for 2022-2023 Meetings:</p> <ul style="list-style-type: none"> • The committee decided to not change the date and time of the Meetings for 2022- 2023 <p>Data Presentation and Priority Setting & Resource Allocation Evaluations:</p> <ul style="list-style-type: none"> • Ms. Marshall informed the committee on the feedback received both through Mentimeter and evaluation forms. • The committee briefly discussed ways they could increase their responses and better the data presentation and PSRA process. <p>2022-2023 Committee Work Plan:</p> <ul style="list-style-type: none"> • Ms. Marshall informed the committee on the work plan for this year’s term and goals. <p>System- Wide Service Standards:</p> <ul style="list-style-type: none"> • Ms. Yabrudy updated the committee that all Florida counties are now aligned involving eligibility and standards of service. The eligibility is now set to a 12 month renewal, if a client’s information changes during that year they are to provide the update documents. <p>Integrated Plan Ad Hoc Committee Updates:</p> <ul style="list-style-type: none"> • Ms. Marshall updated the committee on the next meeting on November 7th. The group has chosen the activities on the plan and now are determining

	the goals. The plan will be approved on the November 30 th to submit to HRSA on December 9 th .
Announcements:	<ul style="list-style-type: none"> The logistics of scheduling a meeting between HRSA and the planning council are currently being worked out, so the planning council can be aware of the HRSA management for projects.

ACTION ITEMS

Item	
Next Meeting:	January 5 th , 2022
Adjournment:	11:50 am

Prepared by: *Nyila Tapley* Date: 11/03/2022

Approved by:  Date: 01/05/2023