

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

November 30, 2022

Call to Order: The Jr. Co-Chair, Priscilla Torres called the meeting to order at 6:07 pm at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804

Members Present: Vel Cline, Priscilla Torres, Maria Buckley, Bryan Dubac, Grisela Hernandez, Keith Tremain, Ida Starks, Charlie Wright, Andre Antenor, Tim Collins via Teleconference, Kara Williams via Teleconference, Keyna Harris via Teleconference, Mike Alonso via Teleconference

Members Excused: Vicki Cobb- Lucien, Alelia Munroe

Absent: Kim Murphy, Angela Hunt, Andres Acosta, Jermaine Malone

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Add Ida Starks to the Ryan White Community Meeting Monthly Report• Remove Part B Reports• Replace Angie Buckley with Bryan Dubac <p>Motion Mr. Collins made a motion to approve the agenda with the following updates. Mr. Dubac seconded the motion.</p> <table border="1" data-bbox="578 1150 1127 1247"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>10</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">• The November agenda with the updates was approved by a unanimous roll call vote.	In Favor	Against	Abstention	10	0	0
In Favor	Against	Abstention					
10	0	0					
<p>Approval of the October 21st Minutes:</p>	<p>The Planning Council reviewed the October 21st minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Page 4 Orlando Health to be removed under corrections• Page 3 Change Ms. Cline to Mr. Cline <p>Motion Ms. Buckley made a motion to approve the October 21st minutes with the following updates. Mr. Antenor seconded the motion.</p> <table border="1" data-bbox="578 1717 1127 1814"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>10</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">• The October 21st minutes with the updates was approved by a unanimous roll call vote.	In Favor	Against	Abstention	10	0	0
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10	0	0					

<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • A guest participant requested more of an initiative to be made for agencies receiving CFHPC meeting schedules and how to avoid CFHPC newsletters being sent spam folder. • Ms. Torres requested for PCS to advertise on CFHPC social network pages (Instagram and Facebook) the CFHPC Newsletter subscription <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 Monthly Report: Mr. Cline provided the following update to the committee:</p> <ul style="list-style-type: none"> • The Committee discussed the membership matrix, PC reflectiveness, attendance roster and committee roster. There are currently 20 Planning Council members, 10 (50%) are PWH, 5 (25%) are unconflicted/unaligned PWH, and 10 (50%) 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. • Since it is the first month of the 2022-2023 planning cycle, the committee does not have anything to report regarding member attendance. • As a combined committee, Membership & PR and Marketing elected one chair and one vice chair until at least March 2023. • The Committee reviewed four applicant summaries. All were approved to be reviewed by the Executive Committee. Additionally, the members reviewed their 2022-2023 Annual Committee Workplan and approved it. <p>World AIDS Day Workgroup:</p> <ul style="list-style-type: none"> • The group met virtually on Friday, November 4th, 2022 and continued to do some final planning for Intimate Reflections: World AIDS Day 2022 on December 1st at 6:00 PM at the Orlando Shakes Theatre (812 E Rollins St., Orlando, FL, 32803). The event is open to anyone who wants to attend- there will be food, raffles, and spectacular performances to honor those living with and affected by HIV, specifically the long-term survivors in our area. <p>Service Systems & Quality and Needs Assessment & Planning Combined Committee Monthly Report: Mr. Dubac provided the following update to the committee:</p>

- The committee received an overview of the Part A Monthly Expenditure report and Proposed Carryover Allocations.
- The group reviewed the Part B Monthly Expenditure report and received a presentation on the Part B Quarterly Expenditures report.
- The committee received an update on the Integrated Plan Ad Hoc Committee's activities and on the upcoming community engagement events.
- As a combined committee, SSQ and Needs Assessment elected one chair and one vice chair until at least March 2023.
- They also discussed and updated the evaluation results from Data Presentation, Priority Setting, and Resource Allocation. Additionally, the members reviewed their 2022-2023 Annual Committee Workplan and approved it.

Integrated Ad Hoc Committee Monthly Report:

Ms. Torres provided the following update to the committee:

- The committee continued to develop the draft of strategies and activities for the 2022-2026 Integrated Plan at both meetings. The group completed the following tasks: select activities for each strategy, develop data indicators for the plan, and discussed the responsible parties and deadlines for each activity/strategy of the plan.

Ryan White Community Meeting Monthly Report:

Ms. Starks provided the following update to the committee:

- The participants received presentations from Gilead Sciences representative, Mike Alonso, on Living Well with HIV and the changes to the RWHAP Eligibility Service Standards.
- The participants received a bridge report for the Membership and PR & Marketing Committee meeting, the SSQ and Needs Assessment & Planning Committee, and the Integrated Plan Ad Hoc Committee Meeting.
- Participants were offered an opportunity to receive an overview of the history and significance of the World AIDS Day Quilt Ceremony and to construct pieces of the quilt at the meeting.
- The next Ryan White Community Meeting will be on January 17th, 2022 at 6:00 PM at Heart of Florida United Way.

**Part A Monthly Expenditure & Utilization
(Expenditures as of September 30, 2022)**

Ms. Yabrudy reported the following:

- Target: 58.33%
- Actual: 43.80%
- Dif: -14.54%

- Ms. Yabrudy provided an overview of the utilized services and that they are currently looking for Mental Health providers.
- Mr. Tremain requested an update on the FPL- food bank standards to be added to the next SSQ and Needs Assessment agenda.
- Ms. Yabrudy also presented the allocated funds and the proposed carryover.

Motion Mr. Dubac made a motion to approve the Proposed Slate. Ms. Starks seconded the motion.

In Favor	Against	Abstention
11	0	0

- The Proposed Slate was approved by a unanimous roll call vote.

Member Conduct Policy and Procedure Review:

- Ms. Tapley provided an overview of the Rules of Member Conduct to start the new planning council year.

Table Items on Agenda:

After brief discussion the committee decided to table the Membership/ PR, SSQ/ NA, and Planning Council Work Plan; as well as the Time and Date for 2022-2023 Meetings until the January Planning Council Business Meeting

Motion Mr. Dubac made a motion to table the 3 work plans and Time/ Date for 2022- 2023 Meetings until the January Planning Council Business Meeting. Ms. Starks seconded this motion

In Favor	Against	Abstention
11	0	0

- The motion was approved by a unanimous roll call vote.

Applicant Summaries:

- The committee reviewed the summary for candidate 2022-03. After a brief discussion, the committee decided to move the candidate forward to the County with a recommendation for Needs Assessment & Planning Committee.

Motion: Mr. Collins made a motion to move the applicant forward to the County for review with a recommendation for Needs Assessment & Planning. Mr. Wright seconded the motion.

In Favor	Against	Abstention
10	1	0

The motion was adopted with 10 in favor and 1 against without debate.

- The committee reviewed the summary for candidate 2022-06. After a brief discussion, the committee decided to move the candidate forward to the County with a recommendation for Membership.

Motion: Mr. Cline made a motion to move the applicant forward to the County for review with a recommendation for Membership. Mr. Collins seconded the motion.

In Favor	Against	Abstention
11	0	0

The motion was adopted unanimously without debate

- The committee reviewed the summary for candidate 2022-05. After a brief discussion, the committee decided to move the candidate forward to the County with a recommendation for PR & Marketing.

Motion: Ms. Starks made a motion to move the applicant forward to the County for review with a recommendation for PR & Marketing. Mr. Tremain seconded the motion.

In Favor	Against	Abstention
11	0	0

The motion was adopted unanimously without debate

- The committee reviewed the summary for candidate 2022-07. After a brief discussion, the committee decided to move the candidate forward to the County for review with a recommendation for Service Systems and Quality.

Motion: Mr. Collins made a motion to move the applicant forward to the County for review with a recommendation for Service Systems and Quality. Mr. Cline seconded the motion.

In Favor	Against	Abstention
11	0	0

The motion was adopted unanimously without debate

System- Wide Service Standards:

- 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

	<p>information changes during that year they are to provide the update documents.</p> <p>Motion: Mr. Dubac made a motion to approve the System- Wide Service Standards. Ms. Buckley seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>11</td> <td>0</td> <td>0</td> </tr> </table> <p>The motion was adopted unanimously without debate</p> <p>Motion: Mr. Cline made a motion to extend the meeting by 20 minutes. Mr. Dubac seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>10</td> <td>0</td> <td>0</td> </tr> </table> <p>The motion was adopted unanimously without debate</p> <p>Integrated Plan Presentation: Ms. Hidalgo provided an update regarding the Integrated plan for 2022-2026.</p>	In Favor	Against	Abstention	11	0	0	In Favor	Against	Abstention	10	0	0
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11	0	0											
In Favor	Against	Abstention											
10	0	0											

Announcements:	<ul style="list-style-type: none"> • CFHPC’s World AIDS Day Event is tomorrow at the Orlando Shakes Theatre at 6:00 pm • December 1st at 6pm for our World AIDS Day Conversation on @1045thebeat and @rumba1003 Facebook pages. We will have local community advocates discussing the importance of World AIDS Day
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ACTION ITEMS	
Item	
Next Meeting	No Meeting
Adjournment:	8:17 pm

Prepared by: *Nyla Tapley* Date: 11/30/2022

Approved by: _____ Date: _____