

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

February 16, 2023

Call to Order: The Sr. Co- Chair, Mr. Collins called the meeting to order at 10:00 a.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Tim Collins, Andre Antenor, Ida Starks, Bryan Dubac, Priscilla Torres via Teleconference

Members Excused:

Members Absent: Kim Murphy

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| <p>Approval of the agenda:</p> | <p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Change Priscilla Torres to Tim Collins • Change Yasmin Andre to Mika Mendoza • Change Kim Murphy to Tim Collins • Add Review of Violation of Member Conduct P&P • Add a Clinical Quality Workgroup Update presented by Amber Dunlap • Remove Pedro Huertas • Adjust meeting time to 10:00 am to 12:00 pm <p>Motion: Ms. Starks made a motion to approve the agenda with the updates. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Approval of the January 19th Executive Committee Minutes:</p> | <p>The committee reviewed the January 19th minutes and approved the minutes as is.</p> |
| <p>Approval of the February 6th Executive Committee Minutes:</p> | <p>Motion: Ms. Starks made a motion to add the Approval of the February 6th Special Session Minutes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p> <p>The committee reviewed the February 6th Special Session minutes and made the following updates:</p> <ul style="list-style-type: none"> • Correct Ms. Stark to Ms. Starks • Correct Homer to Zachary <p>Motion: Ms. Starks made a motion to approve the minutes with the updates. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p> |

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| <p>Open the floor for public comment:</p> | <ul style="list-style-type: none"> • There were no public comments. • PCS did not receive any public comment cards |
| <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, and committee roster. There are currently 22 Planning Council members, 13 (59%) are PWH, 7 (32%) are unconflicted/unaligned PWH, and 8 (32%) are conflicted members. • The committee reviewed the Central Florida HIV Planning Council social media insights for Instagram and Facebook. • The committee reviewed the 2022-2023 Planning Cycle Attendance roster and determined that member of the Membership Committee and a member of the Needs Assessment & Planning Committee should be sent an attendance letter for two consecutive unexcused absences at meetings. • The committee made final updates and approved volume 10 of the Red Ribbon Times. The article submission deadline for volume 11 was extended to February 14, 2023. • The committee continued their discussion and planning for the annual recruitment event. • The committee reviewed and made recommendations to update the Attendance Policy and Procedure. The recommendations have been forwarded to the Executive Committee for review. <p>SSQ and Needs Assessment & Planning Committee Meeting:</p> <ul style="list-style-type: none"> • The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Expenditure & Utilization report, and Part B Monthly Expenditure report. • The committee reviewed and updated the evaluation tools for the Data Presentation, Priority Setting, and Resource Allocation processes. • The committee discussed the AAM survey. • The committee completed their leadership evaluations via Mentimeter <p>Ryan White Community Meeting:</p> |

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| | <ul style="list-style-type: none"> • The participants received a presentation on the AIDS Drugs Assistance Program (ADAP). • The participants received a bridge report for the February Membership and PR & Marketing Committee meeting and the February SSQ and Needs Assessment & Planning Committee meeting. • The participants received a presentation on the HIV Stigma Task Force. • The next Ryan White Community meeting will be held on Tuesday, March 21, 2023. <p>Part A Monthly Expenditure Report: (Expenditures as of December 31, 2022)</p> <p>Ms. Yabrudy reported the following:</p> <ul style="list-style-type: none"> • Target: 83.33% • Actual: 68.11% • Difference: -15.23% <p>Ms. Yabrudy provided a brief update on the utilization of the service categories.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of December 31, 2022)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 75% • Actual: 66% • Difference: 9% <p>Ms. Mendoza provided a brief overview for the Part B Quarterly Utilization.</p> |
| <p>New Business:</p> | <p>CFHPC Marketing Plan:</p> <ul style="list-style-type: none"> • Ms. Marshall provided the committee an update on the current Marketing Plan with the changes requested from Membership and PR & Marketing Committee. • The Committee held a brief discussion surrounding testing and the verbiage on the marketing plan. <p>Motion: Ms. Starks made a motion to approve the Central Florida HIV Planning Council Marketing plan with the changes and to move it forward to the Planning Council for approval. Mr.</p> |

Dubac seconded the motion. The motion was adopted unanimously without debate.

AAM Survey:

- Ms. Marshall provided the committee the updates for the AAM survey.
- The committee held a brief discussion with no additional changes for survey.

Motion: Mr. Dubac made a motion to approve the AAM Survey with the changes and to move the Appendix Survey Tool to the Planning Council for approval. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

Attendance Policy & Procedures

- Ms. Marshall provided the committee an update of the changes made by the Membership and PR & Marketing Committee.
- The committee held a discussion for verbiage and restrictions with the changes.

Motion: Mr. Dubac made a motion to approve the Attendance P & P with the changes and to move it to the Planning Council for approval. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

Motion: Mr. Dubac made a motion to extend the meeting by 10 minutes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

RRT Volume 10:

- The committee reviewed the Red Ribbon Times Vol. 10 and approved the RRT Vol. 10 as is.

Motion: Mr. Dubac made a motion to approve the RRT Vol 10 as is and to move it forward to the Planning Council for approval. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.


Leadership Evaluations:

- The committee took a brief moment to submit their evaluations through Mentimeter.

Violation of Member Conduct Policy and Procedure:

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| | <ul style="list-style-type: none"> Ms. Andre took a moment to address any concerns regarding member conduct by making sure that Clinical Quality Workgroup Update: Ms. Dunlap provided a brief update on the quality workgroup and expressed the importance of distributing agency awards at the next Planning Council Business Meeting on February 22nd. <p>Approval of Planning Council Business Meeting Agenda:</p> <ul style="list-style-type: none"> The committee reviewed the drafted agenda and approved the agenda as is. <p>Motion: Mr. Dubac made a motion to approve the Planning Council Business Meeting Agenda. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> |
| Announcements: | No Announcements |
| ACTION ITEMS | |
| Responsible Party | Item |
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| Next Meeting: | March 23, 2023 |
| Adjournment: | 12:11 pm |

Prepared by: *Nyila Tapley* Date: 2/16/2023

Approved by:  Date: 03/23/2023