

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

February 22, 2023

Call to Order: The Sr. Co-Chair, Tim Collins called the meeting to order at 6:15 pm at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804

Members Present: Vel Cline, Kim Murphy, Priscilla Torres, Tim Collins, Maria Buckley, Bryan DuBac, Sueanne Vazquez, Gilberto Hernandez, Glorybee Perez, Ida Starks, Alelia Munroe, Charlie Wright, Vicki Cobb-Lucien, Andre Antenor, Kara Williams, Keyna Harris via Teleconference, Keith Tremain via Teleconference, Mike Alonso via Teleconference

Members Excused: Flora Kavitch, Angela Hunt, John Kizer, Andres Acosta

Absent: None

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda as is.</p> <p>Motion Mr. Cline made a motion to approve the agenda as is. Ms. Torres seconded the motion.</p> <table border="1" data-bbox="885 1354 1414 1493"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>17</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">The February agenda was approved by a unanimous roll call vote.	In Favor	Against	Abstention	17	0	0
In Favor	Against	Abstention					
17	0	0					
<p>Approval of the November 30th Minutes:</p>	<p>The Planning Council reviewed the November 30th minutes and had a brief discussion about the item regarding the</p>						

	<p>Integrated Plan Presentation and if a vote was taken or not. Planning Council Support will listen to the meeting recording and determine if a vote was taken on the Integrated Plan information that was provided.</p> <p>Approval of November 30th minutes will be delayed until next Planning Council Meeting.</p>						
<p>Approval of the January 25th Minutes</p>	<p>The Planning Council reviewed the January 25th minutes and made the following changes:</p> <ul style="list-style-type: none"> - Remove the word “approve” from the November 30th minutes. <p>Motion Ms. Murphy made a motion to approve the agenda as is. Ms. Starks seconded the motion.</p> <table border="1" data-bbox="836 1108 1385 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 January minutes were approved by a unanimous roll call vote. 	In Favor	Against	Abstention	10	0	0
In Favor	Against	Abstention					
10	0	0					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • Dr. Dunn informed the Council that there is a research project ongoing for cisgender Black women that live in Central Florida regarding their experience with sexual healthcare needs. <p>Comment Cards:</p>						

	<ul style="list-style-type: none">• PCS did not receive any comment cards.
Reports	<p>Membership and PR & Marketing Committee Monthly Report:</p> <p>Ms. Murphy provided the following updates on the committee:</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, which were stable from the previous month.• 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 on and approved Volume 10 of the Red Ribbon Times and began planning for Volume 11.

- The committee continued planning for the annual recruitment event by reviewing and using responses from a survey they created in an effort to maximize participation at the upcoming event.
- The committee reviewed and made recommendations to update the Attendance Policy and Procedure. They also completed their annual review of the CFHPC Marketing Plan. The recommended updates for both documents were forwarded to the Executive Committee for review.

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

Mr. Dubac provided the following updates on the committee:

- 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 Part A Office also provided updates on the Food program, including client demographics, data on food cards and home delivered meals, and information on the Food Service Standard.
- The committee reviewed and updated the evaluation tools for the Data Presentation, Priority Setting, and Resource Allocation processes.
- The committee discussed the AAM survey and made recommendations for updates to the 2022-2023 survey. The recommended updates

were forwarded to the Executive Committee for review.

- The committee also completed their leadership evaluations via Mentimeter.

**Ryan White Community Meeting
Monthly Report:**

Ms. Starks provided the following updates on the committee:

- The participants received a presentation on the AIDS Drugs Assistance Program (ADAP), including eligibility requirements and the online recertification process.
- Attendees also reviewed a bridge report for the February Membership and PR & Marketing Committee meeting and the February SSQ and Needs Assessment & Planning Committee meeting.
- Finally, the participants received a presentation on the HIV Stigma Task Force, including preliminary data from the HIV Stigma survey. Attendees were also given an opportunity to complete the survey and participate in the next Task Force meeting.
- The next Ryan White Community meeting will be held on Tuesday, March 21, 2023.

**Part A Monthly Expenditure & Utilization
(Expenditures as of December 31, 2022)**

Ms. Yabrudy reported the following:

- Target: 83.33%
- Actual: 68.11%
- Difference: -15.23%

Ms. Yabrudy provided a brief update on the allocated categories and funds. She also reported that the HRSA site visit had concluded and there were no fiscal or programmatic findings.

Part A Quarter 2 Expenditure and Utilization Report: (October 1, 2022 – December 31, 2022)

Ms. Yabrudy reported the following:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole and Lake Counties.
- All data presented in this report was compiled from Provide Enterprise, the electronic database management systems used by the EMA.
- Data includes utilization for Part A and MAI funding.

Total Clients:

Q1: 4531

Q2: 4556

Q3: 4489

New Clients:

Q1: 207

Q2: 196

Q3: 163

Comparison by Gender:

Male:

Q1: 3314

Q2: 3341

Q3: 3284

Female:

Q1: 1128

Q2: 1127

Q3: 1124

Transgender:

Q1: 89

Q2: 88

Q3: 81

Comparison by Ethnicity:

Non-Hispanic:

Q1: 2997

Q2: 3034

Q3: 2981

Hispanic:

Q1: 1532

Q2: 1519

Q3L 1507

Comparison by Age:

13 – 24:

Q1: 167

Q2: 153

Q3: 154

25 – 44:

Q1: 1959

Q2: 2013

Q3: 1972

45 – 64:

Q1: 2066

Q2: 2062

Q3: 2026

65+

Q1: 388

Q2: 381

Q3: 395

Comparison by County:

Q1:

Lake: 384

Osceola: 504

Orange: 3129

Seminole: 500

Q2:

Lake: 381

Osceola: 456

Orange: 3226

Seminole: 475

Q3:

Lake: 366

Osceola: 462

Orange: 3183

Seminole: 465

Substance Abuse Outpatient:

Q1: 14

Q2: 16

Q3: 12

Early Intervention Services:

Q1: 152

Q2: 137

Q3: 112

Health Insurance Premium & Cost Sharing:

Q1: 83

Q2: 54

Q3: 54

Medical Case Management:

Q1: 1484

Q2: 1551

Q3: 1517

Mental Health:

Q1: 61

Q2: 73

Q3: 62

Oral Health Care:

Q1: 1046

Q2: 953

Q3: 861

Outpatient Ambulatory Health Services:

Q1: 1557

Q2: 1507

Q3: 1354

Food Bank Services:

Q1: 165

Q2: 187

Q3: 178

Medical Transportation:

Q1: 175

Q2: 237

Q3: 208

Emergency Financial Assistance:

Not reported

Medical Nutrition Therapy:

Q1: 21

Q2: 29

Q3: 32

Referral for Healthcare and Support Services:

Q1: 3587

Q2: 3620

Q3: 3633

Psychosocial Support Services:

Q1: 47

Q2: 76

Q3: 41

Substance Abuse Residential:

Q1: 1

Q2: 1

Q3: 1

**Part B Monthly Expenditure Report:
(Expenditures as of December 31st,
2022)**

Ms. Andre reported the following:

- Target: 75%
- Actual: 66%
- Difference: 9%

Ms. Andre provided a brief overview for the allocation of funds and the utilization.

Quality Care Awards Presentation:

- Ms. Andre, Ms. Dunlap, Ms. Bastien, and Ms. Lawrence presented the First Annual Quality Care Awards to the following agencies:
 - Central for Multicultural Wellness (CMWP) (Exemplary Leadership)
 - Miracle of Love (Honorable Mention)
 - FDOH Lake County (Honorable Mention)
 - Unconditional Love, Inc. (Prioritizing People w/ HIV)
- The committee held a brief discussion of the changes they would like to make to the Grievance and Dispute Procedures and Policies.

CFHPC Marketing Plan:

- The Council reviewed the CFHPC Marketing Plan and the recommended updates from the Membership and PR & Marketing Committee. After a brief discussion the Council voted to approve the Marketing Plan with the recommended updates.

Motion: Ms. Torres made a motion to approve the CFHPC Marketing Plan with the changes noted. Ms. Murphy seconded the motion.

In Favor	Against	Abstention
17	0	0

- The CFHPC Marketing Plan with the updates was approved by a unanimous roll call vote.

AAM Survey:

- Ms. Marshall and Ms. Yabrudy provided a brief overview of the Assessment of the Administrative Mechanism (AAM) and informed the committee that they will need to review the 2020-2021 AAM survey to determine if the questions adequately reflect the purpose of the AAM.
- After a brief discussion the Council decided to postpone the approval of the AAM questions with the recommended changes from the SSQ and Needs Assessment Committee until the next meeting (30 days). The Council requested additional resources and training on the AAM before making a final decision.

Motion: Mr. Wright made a motion to postpone the approval of the AAM survey for 30 Days. Ms. Starks seconded the motion.

In Favor	Against	Abstention
17	0	0

- The decision to postpone the AAM survey review and approval was approved by a unanimous roll call vote.

Attendance Policy and Procedure

- The Council reviewed the Attendance Policy and Procedure and reviewed the recommended changes from the Membership and PR & Marketing Committee and the Executive Committee.
- After a lengthy discussion on the pros and cons of making accommodations to the number of virtual meetings to be attended in a planning cycle, the committee vote to approve the Attendance Policy and Procedure with the changes.

Motion: Mr. DuBac made a motion to approve the updated Attendance Policy and Procedure. Ms. Williams seconded the motion.

In Favor	Against	Abstention
15	1	0

- The Attendance Policy and Procedure was approved with the updates by a majority vote.

Red Ribbons Volume 10

- The Council reviewed Volume 10 of the Red Ribbon Times Newsletter. After a brief discussion the Council voted to approve the newsletter as is.

Motion: Ms. Murphy made a motion to approve the Red Ribbon Times Newsletter, Volume 10 as is. Mr. Cline seconded the motion.

In Favor	Against	Abstention
16	0	0

- The decision to postpone the AAM survey review and approval was approved by a unanimous roll call vote.

Leadership Evaluations

- The Council took their leadership evaluations via Mentimeter for their Sr. and Jr. Co-Chair. Results will be reviewed at the next Planning Council meeting.

Announcements:

- 2nd Tuesday of every other month at 11:00 am is the DOH Orange Care Center, Client Advisory Board Meeting. Next Meetings: April 2nd, 2023.

ACTION ITEMS

Item

Next Meeting	March 29, 2023
Adjournment:	7:50 pm

Prepared by: Whitney Marshall Date: 03/08/2023

Approved by: _____ Date: _____

DRAFT