

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

March 29, 2023

Call to Order: The Sr. Co-Chair, Tim Collins called the meeting to order at 6:01 pm at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804

Members Present: Vel Cline, Priscilla Torres, Tim Collins, Maria Buckley, Bryan Dubac, Glorybee Perez, Ida Starks, Andres Acosta, Charlie Wright, Vicki Cobb-Lucien, Kara Johnson Williams, John Kizer, Keyna Harris via Teleconference

Members Excused: Flora Kavitch, Angela Hunt, Alelia Munroe, Andre Antenor, and Mike Alonso

Absent: Kim Murphy

<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"> • Switch Kim Murphy for Andres Acosta • Remove Amber Dunlap <p>Motion Mr. Cline made a motion to approve the agenda with the following updates. Mr. Wright seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">In Favor</th> <th style="padding: 5px;">Against</th> <th style="padding: 5px;">Abstention</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">12</td> <td style="text-align: center; padding: 5px;">0</td> <td style="text-align: center; padding: 5px;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The March agenda with the updates was approved by a unanimous roll call vote. 	In Favor	Against	Abstention	12	0	0
In Favor	Against	Abstention					
12	0	0					
<p>Approval of the November 30th Minutes:</p>	<p>The Planning Council reviewed the November 30th minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none"> • Change Ms. Cline to Mr. Cline <p>Motion Mr. Dubac made a motion to approve the November 30th minutes with the following updates. Ms. Torres seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">In Favor</th> <th style="padding: 5px;">Against</th> <th style="padding: 5px;">Abstention</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">11</td> <td style="text-align: center; padding: 5px;">0</td> <td style="text-align: center; padding: 5px;">1</td> </tr> </tbody> </table>	In Favor	Against	Abstention	11	0	1
In Favor	Against	Abstention					
11	0	1					

	<ul style="list-style-type: none"> The November 30th minutes with the updates were approved with 11 in favor and 1 abstention. 						
<p>Approval of the February 22nd Minutes:</p>	<p>The Planning Council reviewed the February 22nd minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none"> Request to number pages Page 4 Second bullet, add the “e” to committee <p>Mr. Cline made a motion to approve the February 22nd minutes with the following updates. Ms. Starks seconded the motion.</p> <table border="1" data-bbox="883 642 1430 732"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The February 22nd minutes with the updates were approved with 12 in favor and 1 abstention. 	In Favor	Against	Abstention	12	0	1
In Favor	Against	Abstention					
12	0	1					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> Mr. Westbrook wanted to bring attention to the lack of CFHPC participation at community events and concern for the RW Community Meeting. Mr. Cline requested to have the date added to the pages Mr. Wright informed PCS of the incorrect webex links. <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:</p> <p>Mr. Acosta 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 21 Planning Council members, 12 (57%) are PWH, 6 (28.5%) are unconflicted/unaligned PWH, and 7 (33%) are conflicted members. 						

- The committee also discussed the social media highlights and insights for the previous 28 days from Instagram and Facebook.
- The Committee reviewed one applicant summary and recommended it to be moved to the Executive Committee for approval.
- Lastly, the Committee continued planning for the Council's annual recruitment event and determined that it will take place in July. They also discussed the Red Ribbon Times (RRT) newsletter and selected articles for the upcoming Volume 11.

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

Mr. Dubac provided the following update to the committee:

- The committee received an overview of the Part A Monthly Expenditure report and the Part B and General Revenue Monthly Expenditure report. They were also updated on the Quality Management Workgroup's activities, including a summary of the Clinical Quality Awards that were presented on February 22nd.
- The committee reviewed updates from Part A about the Food Bank Service Standard. After extensive discussion, the committee elected to revisit the Service Standard again next month once it is fully updated.
- They also approved the Planning Council's updated evaluation tools for the annual Data Presentation, Priority Setting, and Resource Allocation processes.
- The committee reviewed the results of the leadership evaluations from the previous month and received an update on the statewide 2022-2023 HIV Care Needs Survey.

Ryan White Community Meeting Monthly Report:

Ms. Starks provided the following update to the committee:

- The participants received a bridge report for the February Membership and PR & Marketing Committee meeting and the

	<p>February SSQ and Needs Assessment & Planning Committee meeting.</p> <ul style="list-style-type: none"> • The participants received a presentation on the Medical Monitoring Project from Alelia Munroe and on the Evolution of HIV from Mike Alonso. • The next Ryan White Community meeting will be held on Tuesday, April 18, 2023. <p>Part A Monthly Expenditure & Utilization (Expenditures as of January 31, 2023)</p> <p>Ms. Yabrudy reported the following:</p> <ul style="list-style-type: none"> • Target: 92% • Actual: 86% • Difference: -5% <p>Ms. Yabrudy provided a brief update on the allocated categories/ funds and an update on the procurement for case management, peers, mental health, and substance abuse. .</p> <p>Part B Monthly Expenditure Report: (Expenditures as of January 31, 2023)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 83% • Actual: 74% • Difference: 9% <p>Ms. Andre provided a brief overview for the allocation of funds and the utilization. She also provided a update of the CQM workgroup.</p> <p>Ryan White GR Report: (Expenditures as of January 31, 2023)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 58% • Actual: 42% • Difference: 16% <p>Ms. Andre provided a brief overview of the utilization.</p>
<p>New Business</p>	<p>Applicant Summary: The committee reviewed the summary for candidate 2023-03. After a brief discussion, the</p>

committee decided to approve applicant 2023-03 for appointment to the Membership and PR & Marketing Committee

Motion: Ms. Vazquez made a motion to approve applicant 2023-03 for appointment to the Membership and PR & Marketing Committee. Ms. Cobb-Lucien seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

Committee Merger & Quorum Resolution:

- Ms. Marshall reviewed the sunshine law, CFHPC quorum requirements, and the current merged committees.
- The committee held a brief discussion the pros and cons of staying merged

Motion: Mr. Acosta made a motion to keep our committees merged indefinitely. Ms. Cobb-Lucien seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

Motion: Ms. Buckley made a motion to maintain current quorum resolution indefinitely. Mr. Wright seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

Leadership Evaluation Results:

- The committee reviewed the results of the leadership evaluations for the Sr. and Jr. Co-Chair.

	<p>AAM Survey and Mini Training:</p> <ul style="list-style-type: none"> The committee took a minute to complete the mentimeter survey on the AAM Pre-Training Survey. Ms. Marshall provided the committee a review on the key terms, abbreviations, and CFHPC responsibility for the AAM. <p>Motion: Ms. Johnson made a motion to approve the AAM Survey with the recommended changes. Mr. Collons seconded the motion.</p> <table border="1" data-bbox="878 596 1425 686"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was approved by a unanimous roll call vote.</p> <ul style="list-style-type: none"> The committee took a moment to complete the AAM Post-training survey on Mentimeter. 	In Favor	Against	Abstention	13	0	0
In Favor	Against	Abstention					
13	0	0					
<p>Announcements:</p>	<ul style="list-style-type: none"> Saturday, April 1st at 7:00 pm by the Onepulse Fondation is hosting a dinner, Drag saved my Life 						
<p>ACTION ITEMS</p>							
<p>Item</p>							
<p>Next Meeting</p>	<p>April 26, 2023</p>						
<p>Adjournment:</p>	<p>7:55 pm</p>						

Prepared by: *Nyla Tapley* Date: 03/29/2023

Approved by: _____ Date: _____