

**Central Florida HIV Planning Council**  
**Executive Committee Meeting Minutes**

*April 20, 2023*

**Call to Order:** The Sr. Co- Chair, Mr. Collins called the meeting to order at 10:05 a.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

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

**Members Excused:**

**Members Absent:**

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Correct date from March to April</li> <li>• Correct time from 2:00 - 4:00 pm to 10:00 am -12:00 pm</li> <li>• Change Claudia Yabrudy to Pedro Huertas</li> <li>• Change Yasmin Andre to Mika Mendoza</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion to approve the agenda with the updates. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the March 23<sup>rd</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the March 23<sup>rd</sup> minutes and approved the minutes as is.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments.</li> <li>• PCS did not receive any public comment cards</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership and PR &amp; Marketing Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• Pending approval from the Executive Committee, the new name of the permanently merged committee will be “Membership and Engagement” starting next month.</li> <li>• At this month’s meeting the Committee discussed the membership matrix, PC reflectiveness, attendance roster and committee roster. There are currently 22 Planning Council members, 13 (59%) are PWH, 7 (32%) are unconflicted/unaligned PWH, and 11 (50%) are conflicted members. The committee also discussed the</li> </ul>

social media highlights and insights for the previous 28 days from Instagram and Facebook.

- The Committee continued planning for the annual recruitment event and began the review process for policies and procedures related to membership.
- Lastly, the Committee elected to have the first World AIDS Day Workgroup meeting on May 12th at 10:00 AM. These meetings are only virtual and open to anyone to participate in the planning process for the annual event. If you are interested in attending the workgroup meetings, then please see PCS afterwards.

**SSQ and Needs Assessment & Planning Committee Meeting:**

- Pending approval from the Executive Committee, the new name of the permanently merged committee will be Service Systems Planning & Quality starting next month. The Committee also elected a new Vice Chair.
- At this month's meeting the committee received an overview of the Part A Monthly Expenditure report, the Part B and General Revenue Monthly Expenditure report, and the Part B Quarterly Expenditure and Utilization report<sup>5</sup>. The committee also reviewed the Planning Council Support budget.
- The committee reviewed and approved updates to the Food Bank & Home Delivered Meals Service Standard. The next step will be for the Ryan White HIV/AIDS Program (RWHAP) providers and the participants of the Ryan White Community meeting to review the standard and provide feedback.
- Finally, they reviewed and approved updates to the Orlando Memorandum of Understanding (MOU) between the RWHAP Part A Recipient, Area 7 Lead Agency, and the Planning Council.

**Ryan White Community Meeting:**

- The participants received an overview of the changes made to the Food Bank & Home Delivered Meals Service Standards and were provided an opportunity to give feedback. Participants also received a survey to assist the World AIDS Day Workgroup in their planning efforts.
- Attendees received a presentations from Marlo Klage on the services provided by Divas in Dialouge and by Glorybee Perez on the Medicaid Program.

	<ul style="list-style-type: none"> <li>• The next Ryan White Community Meeting will be on Tuesday, May 16th at 6:00 PM at Heart of Florida United Way.</li> </ul> <p><b>Part A Monthly Expenditure Report: (Expenditures as of February 28, 2023)</b></p> <p>Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 100%</li> <li>• Actual: 99%</li> <li>• Difference: -1%</li> </ul> <p>Mr. Huertas provided a brief overview on the monthly expenditure and goal on avoiding a carryover.</p> <p><b>Part B Monthly Expenditure Report: (Expenditures as of February 28, 2023)</b></p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 92%</li> <li>• Actual: 85%</li> <li>• Difference: 6%</li> </ul> <p>Ms. Mendoza provided a brief overview of the expenditure &amp; utilization.</p> <p><b>Ryan White GR Program Expenditure Report: (Expenditures as of February 28, 2023)</b></p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 67%</li> <li>• Actual: 52%</li> <li>• Difference: 14%</li> </ul> <p>Ms. Mendoza provided a brief overview of the utilization.</p>
<p><b>New Business:</b></p>	<p><b>Zero HIV Stigma Day:</b></p> <ul style="list-style-type: none"> <li>• Mr. Acosta informed the committee of a event that is being hosted by the OnePulse Foundation and The HIV Stigma Taskforce. The event will be centered on decreasing HIV stigma, there will be theater performances that will be an interactive experience with the audience.</li> </ul>

- This event will be taking place at the Orlando Repertory Theater on July 28<sup>th</sup> and CFHPC would be the featured organization tabling and sharing the event with the community.

**Merged Committee Work Plans:**

- Ms. Marshall reviewed the sunshine law, CFHPC quorum requirements, and the current merged committees.

**Motion:** Mr. Collins made a motion to permanently merge SSQ and Needs Assessment Committee and Membership and PR & Marketing Committee. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Ms. Murphy made a motion to approve the name changes of SSQ and Needs Assessment to Service Systems Planning & Quality Committee and Membership and PR & Marketing to Membership and Engagement Committee. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Mr. Collins made a motion to address the verbiage for Membership and Engagement Committee and Service Systems Planning & Quality Committee for the following bylaws: 5.1, 7.2, 7.2.1, 7.2.2, 7.2.3, 7.2.4. Ms. Murphy seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Mr. Dubac made a motion to approve the Service Systems Planning & Quality work plan. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Ms. Murphy made a motion to approve the Membership & Engagement work plan. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

**Food Bank/ Home Delivered Meals Service Standard:**

- Ms. Andre presented to the committee an update on the food pantry/ home delivered meals program.
- The committee held a discussion regarding the verbiage to make sure that the language is clear.

**Motion:** Ms. Murphy made a motion to adopt the Food Bank/ Home Delivered Meals Service Standards with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Mr. Collins made a motion to extend the meeting an additional 10 minutes and to table the CFHPC P&P. Ms. Starks

	<p>seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>AAM P&amp;P from SSPQ</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall provided a brief overview of the Policy and Procedures for the Assessment of the Administrative Mechanism and its recommended updates.</li> <li>The committee held a brief discussion before voting to approve the recommended changes.</li> </ul> <p><b>Motion:</b> Ms. Murphy made a motion to adopt the recommended changes for the AAM. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Approve the MOU:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall provided a review of the Memorandum Of Understanding between the Ryan White HIV/AIDS Part A Recipient, Area 7 Lead Agency and the Central Florida HIV Planning Council.</li> <li>The committee held a brief discussion before voting to approve the MOU</li> </ul> <p><b>Motion:</b> Ms. Murphy made a motion to approve the Memorandum Of Understanding between the Ryan White HIV/AIDS Part A Recipient, Area 7 Lead Agency and the Central Florida HIV Planning Council. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Announcements:</b>	No Announcements
<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
<b>Next Meeting:</b>	May 18, 2023
<b>Adjournment:</b>	12:06 pm

Prepared by: *Nyila Tapley* Date: 4/21/2023

Approved by: *[Signature]* Date: 05/18/2023  
 (Chair Pro-tempt)