

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

April 26, 2023

Call to Order: The Sr. Co-Chair, Tim Collins called the meeting to order at 6:03 PM at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Glorybee Perez, Charlie Wright, Ida Starks, Bryan DuBac, John Kizer, Sueanne Vazquez, Priscilla Torres, Tim Collins, Alelia Munroe, Vel Cline, Andre Antenor, Angie Buckley, Kara Williams via Teleconference, Keyna Harris via Teleconference, Mike Alonso via Teleconference

Members Excused: Angela Hunt, Kim Murphy, Andres Acosta, Vickie Cobb-Lucien, Gilberto Hernandez

Absent: None

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> Replaced Ms. Murphy's name with Mr. Collin's under the Reports section. <p>Motion Mr. Cline made a motion to approve the agenda with the following updates. Ms. Munroe seconded the motion.</p> <table border="1" data-bbox="881 1173 1430 1266"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The April agenda with the updates was approved by a unanimous roll call vote. 	In Favor	Against	Abstention	14	0	0
In Favor	Against	Abstention					
14	0	0					
<p>Approval of the March 29th Minutes:</p>	<p>The Planning Council reviewed the March 29th minutes and approved them as is.</p>						
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> Ms. Starks announced that a Housing Listening Session will be hosted in July in lieu of the July Ryan White Community Meeting. She informed the group that there is a comment card box in the back where anyone can submit any questions/concerns/comments regarding housing and HIV. 						

	<ul style="list-style-type: none"> Ms. Yabrudy informed the group that Section 8 applications will open from May 9th-May 11th. <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. Collins provided the following update to the committee:</p> <ul style="list-style-type: none"> Pending approval from the Planning Council the new name of the permanently merged committee will be “Membership and Engagement” starting next month. 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 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 19th 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. <p>Service Systems & Quality and Needs Assessment & Planning Combined Committee Monthly Report:</p>

Mr. Dubac provided the following update to the committee:

- Pending approval from the Planning Council, 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 report⁵. 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 Monthly Report:

Ms. Starks provided the following update to the committee:

- 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.

- The next Ryan White Community Meeting will be on Tuesday, May 16th at 6:00 PM at Heart of Florida United Way.

**Part A Monthly Expenditure & Utilization
(Expenditures as of February 28, 2023)**

Ms. Yabrudy reported the following:

- Target: 100%
- Actual: 99%
- Difference: -1%

Ms. Yabrudy provided a brief a brief overview on the monthly expenditure and goal on avoiding a carryover.

**Part B Monthly Expenditure Report:
(Expenditures as of February 28, 2023)**

Ms. Andre reported the following:

- Target: 92%
- Actual: 85%
- Difference: 6%

Ms. Andre provided a brief overview of the expenditure & utilization.

**Ryan White GR Report:
(Expenditures as of January 31, 2023)**

Ms. Andre reported the following:

- Target: 67%
- Actual: 52%
- Difference: 14%

Ms. Andre provided a brief overview of the utilization.

PCS Budget:

Ms. Andre, provided an overview of the PCS budget and gave the members a chance to ask any questions that they had. No questions were stated.

New Business

Food Bank & Home Delivered Meals Service Standard:

The Council reviewed the updates to the Food Bank and Home Delivered Meals Service Standard and suggested the following changes:

- Section 1.0: add “and Home Delivered Meals”
- Section 3.7: add the counties that Part A covers (Orange, Lake, Osceola, Seminole)
- Section 3.1: add the counties that Part A covers (Orange, Lake, Osceola, Seminole)
- Section 2.0: add “Food pantry and food processing facility”
- Change section title of 2.2. to 3.2
- Section 4.1: add to the end of sentence: “...is found to be in violation of the food Rights and Responsibilities”

After a brief discussion, the Council also decided that the Food Rights and Responsibilities form should be reviewed and updated, as well. Ms. Marshall stated that this task will be added to the May Service Systems Planning & Quality agenda.

Motion: Mr. DuBac made a motion to approve the Food Bank and Home Delivered Meals Service Standard with the changes. Mr. Cline seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

Committee Workplans & CFHPC Bylaws:

Due to the approved Committee mergers (Membership and PR and Marketing is now Membership and Engagement; Service Systems & Quality and Needs Assessment & Planning is now Service Systems Planning & Quality) updates were made to the CFHPC bylaws to reflect the committee’s name changes. The Council also reviewed the merged committee workplans.

The Council reviewed the following proposed changes to the CFHPC bylaws:

- Update all areas that say “Membership Committee” to “Membership and Engagement Committee”
- Section 7.2: Decrease “four” committees to “two” and update the committee’s name changes.
- Section 7.2.1: Combine the content from Section 7.2.4 regarding the duties of the previous Needs Assessment and Planning Committee. Update the committee’s new name.
- Section 7.2.2: Combine the content from Section 7.2.3 regarding the duties of the previous Needs Assessment and Planning Committee. Update the committee’s new name.
- Remove sections 7.2.3 and 7.2.4

After discussing, the Council elected to approve the Bylaws with the changes.

Motion: Ms. Buckley made a motion to approve the CFHPC Bylaws with the changes. Ms. Vazquez seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

Motion: Ms. Munroe made a motion to approve the Membership & Engagement and Service Systems Planning & Quality workplans as presented. Mr. Cline seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

AAM Policy and Procedure

- Ms. Marshall provided a brief overview of the changes to the AAM Policy and Procedure that were approved by the SSPQ and Executive Committees. After reviewing and discussing the Council made a motion to approve the policy and procedure with the changes.

Motion: Ms. Munroe made a motion to approve the Membership & Engagement and Service Systems Planning & Quality workplans as presented. Mr. Cline seconded the motion.

In Favor	Against	Abstention
12	0	0

The motion was approved by a unanimous roll call vote.

Orlando MOU

- Ms. Marshall provided an overview of the changes that were made to the Orlando MOU between the Planning Council, RWHAP Part A Recipient, and the Area 7 Lead Agency. Major changes included removing the Area 7 Lead Agency from section 3.A.2 regarding the Assessment of the Administrative Mechanism (since the Lead Agency is monitored by the state of Florida) and removing the Lead Agency from the Document Deliverables table.

After reviewing and discussing the Council elected to approve the MOU with the changes.

Motion: Ms. Torres made a motion to approve the changes to the Orlando MOU between the Planning Council, Part A Recipient, and Area 7 Lead Agency. Mr. Cline seconded the motion.

In Favor	Against	Abstention
13	0	0

The motion was approved by a unanimous roll call vote.

