

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

May 18, 2023

Call to Order: The Sr. Co- Chair, Mr. Collins called the meeting to order at 10:12 a.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Tim Collins, Priscilla Torres, Ida Starks, Kim Murphy, Yasmin Andre, Claudia Yabrudy, Andre Antenor via Teleconference

Members Excused: Bryan Dubac

Members Absent:

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Update Name of Committees • Replace Pedro Huertas to Claudia Yabrudy • Replace Mika Mendoza to Yasmin Andre <p>Motion: Ms. Murphy made a motion to approve the agenda with the updates. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the March 23rd Executive Committee Minutes:</p>	<p>The committee reviewed the April 20th minutes and approved the minutes as is.</p>
<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 20 Planning Council members, 12 (60%) that are PLWH/A, and 6 (30%) that are unconflicted members. • The committee reviewed the Central Florida HIV Planning Council social media account insights for Facebook and Instagram. • The committee reviewed and approved the articles for volume 11 of the Red Ribbon Times.

- The committee discussed the details for the upcoming annual recruitment event.
- The committee reviewed the interview summary for an applicant and determined that the summary should be moved forward to the Executive Committee for review and vote.
- The committee completed their leadership evaluations via Mentimeter.

SSQ and Needs Assessment & Planning Committee Meeting:

- The committee received an overview of the monthly Part B Expenditure and General Revenue reports.
- The committee reviewed and approved the Part A 2023-24 Proposed Allocations.
- The committee updated the Part A and Part B Food Rights & Responsibilities form and moved the form forward to the Ryan White Community meeting for feedback.
- The committee reviewed and approved the recommended changes for the Comprehensive Plan Policy & Procedures and the Needs Assessment Policy & Procedures.

Ryan White Community Meeting:

- The attendees received a presentation from Nadia Garzon with Descolonizarte on dealing with HIV stigma. The participants also received a presentation from Andres Acosta with the OnePulse Foundation on the details and criteria for an upcoming HIV Vaccine study.
- The attendees received an overview of recommended updates for the Part A and Part B Food Rights & Responsibilities form. The attendees were given the opportunity to provide their feedback on the recommended changes.
- The next Ryan White Community Meeting will be held on Tuesday, June 20th at 6:00 p.m. at the Heart of Florida United Way.

**Part A Proposed Allocation:
(FY 2023- 2024)**

- Ms. Yabrudy provided the committee a review of the proposed allocation and categories as well as the previous carry-over. She also informed the committee of the increase in funding.

- The committee held a brief discussion on the current needs of the community and address any concerns with the allocation categories

Motion: Ms. Buckley made a motion to approve the Ryan White Part 2023-2024 Proposed Allocation. Ms. Murphy seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
6	0	0

- The Ryan White Part A Proposed Allocation FY 2023-2024 was approved by a unanimous roll call vote.

**Part B Monthly Expenditure Report:
(Expenditures as of March 31, 2023)**

Ms. Andre reported the following:

- Target: 100%
- Actual: 96%
- Difference: 4%

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

**Ryan White GR Program Expenditure Report:
(Expenditures as of March 31, 2023)**

Ms. Andre reported the following:

- Target: 75%
- Actual: 58%
- Difference: 17%

Ms. Andre provided a brief overview of the utilization.

New Business:

CFHPC Applicant Summary:

- The committee reviewed the summary for candidate 2023-05. After a brief discussion, the committee decided to approve the applicant for the Service Systems Planning & Quality Committee.

Motion: Ms. Buckley made a motion to approve the applicant for the Service Systems Planning & Quality Committee. Ms.

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

- The committee reviewed the summary for candidate 2023-06. After a brief discussion, the committee decided to approve the applicant for the Service Systems Planning & Quality Committee.

Motion: Ms. Murphy made a motion to approve the applicant for the Service Systems Planning & Quality Committee. Ms. Starks seconded the motion. The motion was adopted unanimously without debate

Integrated Plan Monitoring Workgroup:

- Ms. Marshall updated the committee on the options for the Integrated Plan Monitoring workgroup.

Motion: Ms. Murphy made a motion to reconvene the integrated Ad Hoc workgroup. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

Review Food Rights & Responsibilities Form:

- Ms. Marshall explained to the committee the purpose of reviewing the Food Rights & Responsibilities Part A form. Ms. Yabrudy provided more information as representation for Part A.
- The committee held a discussion regarding the verbiage to make sure that the language is clear and concise for all clients.

Motion: Ms. Starks made a motion to adopt the Part A Food Rights and Responsibilities Form as edited. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Starks made a motion to adopt all the same changes from the Part A Food Rights and Responsibilities Form as edited for Part B. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Buckley made a motion to extend the meeting 30 minutes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

Comprehensive Plan

- The committee held a brief discussion before making the decision to accept the Comprehensive plan Policy with the changes.

	<p>Motion: Ms. Starks made a motion to accept the Part A & B Comprehensive Plan Policy with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p>Needs Assessment</p> <ul style="list-style-type: none"> • The committee held a brief discussion before making the decision to accept the Needs Assessment Policy with the changes. <p>Motion: Ms. Starks made a motion to accept the Part A & B Needs Assessment Policy with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p>Membership Application Changes</p> <ul style="list-style-type: none"> • Ms. Marshall updated the committee on the pending updates for the CFHPC Membership applications. • The committee held a brief discussion on said changes. <p>Motion: Ms. Buckley made a motion to approve the Central Florida HIV Planning Council Membership application with the changes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Ms. Buckley made a motion to extend the meeting 5 minutes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> <p>CFHPC Policy and Procedures</p> <p>Motion: Ms. Starks made a motion to table the review of the CFHPC Policy and Procedures. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p>Approve the May Planning Council Business Agenda</p> <ul style="list-style-type: none"> • The committee took a moment to review the drafted agenda for the May Planning Council Business Meeting. <p>Motion: Ms. Starks made a motion to approve the May Planning Council Business Meeting Agenda. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
Announcements:	No Announcements

ACTION ITEMS	
Responsible Party	Item
Next Meeting:	June 22, 2023
Adjournment:	12:36 pm

Prepared by: *Nyla Tapley* Date: 5/19/2023

Approved by: *Priscilla Torres* Date: 06/22/2023