

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

June 28, 2023

Call to Order: The Sr. Co-Chair, Tim Collins called the meeting to order at 6:00 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, Ida Starks, Andres Acosta, Charlie Wright, Vicki Cobb-Lucien, Sueanne Vazquez, Kara Johnson Williams, Andre Antenor via Teleconference, Glorybee Perez via Teleconference

Members Excused: Alelia Munroe

Absent: Kim Murphy, Angela Hunt, Gilberto Hernandez, Keyna Harris, Mike Alonso

<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"> Switch Part A and Part B Report Replace Andre Antenor with Ida Starks <p>Motion Ms. Torres made a motion to approve the agenda with the following updates. Ms. Starks seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <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="padding: 5px;">10</td> <td style="padding: 5px;">0</td> <td style="padding: 5px;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The June agenda with the updates was approved by a unanimous roll call vote. 	In Favor	Against	Abstention	10	0	0
In Favor	Against	Abstention					
10	0	0					
<p>Approval of the May 31st Minutes:</p>	<p>The Planning Council reviewed and approved the May minutes with the following changes:</p> <ul style="list-style-type: none"> Correct Sueanna to Sueanne <p>Motion Mr. Dubac made a motion to approve the agenda with the following updates. Ms. Torres seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <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="padding: 5px;">12</td> <td style="padding: 5px;">0</td> <td style="padding: 5px;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The May Minutes 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>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • Mr. Westbrook expressed concern with two community members that experienced a retaliation when they file a grievance. He also expressed concerns with the lack of involvement from planning council members. <p>Comment Cards:</p> <ul style="list-style-type: none"> - No Comment Cards
<p>Reports</p>	<p>Service Systems & Quality and Needs Assessment & Planning Combined Committee Monthly Report:</p> <p>Mr. Dubac provided the following update to the committee:</p> <ul style="list-style-type: none"> • At this month’s meeting the Committee received an overview of the Part A Monthly Expenditure report, Part A Final Expenditure report, the Part B and General Revenue Monthly and Annual Expenditure report, and the Quality Management Report. • The Committee reviewed and approved the CFHPC policies and procedures for Rapid Reallocation, Reallocation of Funds, and Carry Over Funds. • Finally, they discussed ideas for the upcoming Housing Listening Session which will be on July 18th at 5:30 PM at the Holden Heights Community Center. <p>Integrated Plan Ad Hoc Committee Monthly Report:</p> <p>Ms. Williams provided the following update to the committee:</p> <ul style="list-style-type: none"> • The Committee joined for their first meeting and elected a committee chair. • They discussed developing an implementation and monitoring plan for the Orlando Service Area Integrated Prevention & Care Plan. They reviewed the plan’s goals, objectives, and strategies and determined the area’s priorities for the next several years.

- The next meeting will be on July 13th, 2023 at 2:00 PM at Heart of Florida United Way. Meetings are open to anyone who would like to join.

Ryan White Community Meeting Monthly Report:

Ms. Starks provided the following update to the committee:

- The participants received a bridge report for the June Service Systems Planning & Quality Committee and the Integrated Plan Ad Hoc Committee.
- They also received an update from the Part A Recipient on the Food Rights & Responsibilities form and a preview of the graphic that will be shared to communicate these updates. Participants suggested that future educational materials that are given to the community be more mindful of plain language (i.e. explaining what 200% of the FPL is).
- The participants received a presentation on Intro to Quality Management by Mika Mendoza Cardenal and an overview of the Victim Service Center's programs by Hannah Jenarine.
- The next Ryan White Community meeting will be held on Tuesday, July 18, 2023 at 5:30 PM at the Holden Heights Community Center (1201 20th St., Orlando, FL. 32805)

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

Ms. Andre reported the following:

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

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

**Part B Monthly Expenditure Report:
(Expenditures as of April 30, 2023)**

Ms. Andre reported the following:

- Target: 8%
- Actual: 3%
- Difference: 6%

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

**Ryan White GR Report:
(Expenditures as of April 30, 2023)**

Ms. Andre reported the following:

- Target: 83%
- Actual: 73%
- Difference: 11%

Ms. Andre provided a brief overview of the utilization and presented a brief overview of the Quality Management Plan.

**Part A Monthly Expenditure Report:
(Expenditures as of April 30, 2023)**

Ms. Yabrudy reported the following:

- Target: 17%
- Actual: 13%
- Difference: -4%

Ms. Yabrudy provided an overview of the expenditure & the utilization.

**Part A Final Expenditure Report:
(Expenditures as of April 30, 2023)**

Ms. Yabrudy reported the following:

- Target: 100%
- Actual: 100%
- Difference: 0%

Ms. Yabrudy provided an overview of the expenditure.

New Business

CFHPC Policies & Procedures:

- The committee held a brief discussion on the *vision statement* policies and procedures.

Motion: Ms. Cobb-Lucien made a motion to approve the Vision Statement Policy and Procedures as presented. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Vision Statement Policy and Procedures as presented was approved by a unanimous roll call vote.

- The committee held a brief discussion regarding the verbiage for the *mission statement*.

Motion: Mr. Dubac made a motion to approve the Mission Statement Policy and Procedures as presented. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Mission Statement Policy and Procedures as presented was approved by a unanimous roll call vote.

- The committee held a brief discussion on the Planning Council Bylaws policies and procedures.

Motion: Ms. Buckley made a motion to approve the Planning Council Bylaws Policy and Procedures as presented. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Planning Council Bylaws Policy and Procedures as presented was approved by a unanimous roll call vote.

CFHPC Rapid Reallocation P&P:

- Ms. Marshall presented the changes that were made from Service Systems Planning & Quality Committee

Motion: Mr. Cline made a motion to approve the Rapid Reallocation Policies & Procedures with the changes. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
12	0	0

The Rapid Reallocation Policies & Procedures with the changes was approved by a unanimous roll call vote.

CFHPC Reallocation P&P:

- Ms. Marshall presented the changes that were made from Service Systems Planning & Quality Committee

Motion: Ms. Buckley made a motion to approve the Reallocation Policies & Procedures with the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
12	0	0

The Reallocation Policies & Procedures with the changes was approved by a unanimous roll call vote.

CFHPC Carryover Funds P&P:

- Ms. Marshall presented the changes that were made from Service Systems Planning & Quality Committee

Motion: Ms. Buckley made a motion to approve the Carryover Funds Policies & Procedures with

the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
12	0	0

The Carryover Funds Policies & Procedures with the changes was approved by a unanimous roll call vote.

CFHPC Expense Reimbursement P&P

- Ms. Andre presented the updated changes made to the Expense Reimbursement policies and procedures.

Motion: Mr. Acosta made a motion to approve CFHPC Expense Reimbursement policy and procedures. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Expense Reimbursement policy and procedures was approved by a unanimous roll call vote.

CFHPC Transportation P&P

- The committee held a brief discussion on the transportation policies and procedures.

Motion: Mr. Wright made a motion to approve CFHPC Transportation policy and procedures. Ms. Williams seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Transportation policy and procedures was approved by a unanimous roll call vote.

Motion: Mr. Acosta made a motion to extend the meeting by 15 minutes. Mr. Cline seconded the

motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The meeting extending by 15 minutes was approved by a unanimous roll call vote.

CFHPC Member Roles and Responsibilities

P&P:

- Ms. Marshall presented the updated changes made to the Member Roles and Responsibilities policies and procedures.

Motion: Mr. Cline made a motion to approve the CFHPC Member Roles and Responsibilities Policies & Procedures. Ms. Williams seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Member Roles and Responsibilities Policies & Procedures was approved by a unanimous roll call vote.

CFHPC Conduct Policies and Procedures:

- The committee held a brief discussion on the Rules of Conduct policies and procedures.

Motion: Mr. Dubac made a motion to approve CFHPC Rules of Conduct Policy and Procedures. Ms. Johnson seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The Rules of Conduct Policy and Procedures was approved by a unanimous roll call vote.

	<ul style="list-style-type: none"> The committee held a discussion on the Violation of Rules of Conduct policies and procedures. <p>Motion: Ms. Williams made a motion to approve CFHPC Violation of Rules of Conduct Policy and Procedures. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>12</td> <td>0</td> <td>0</td> </tr> </table> <p>The Violation of Rules of Conduct Policy and Procedures was approved by a unanimous roll call vote.</p> <p>Leadership Evaluation Results:</p> <ul style="list-style-type: none"> Ms. Marshall took a moment to review the leadership evaluation results with the committee 	In Favor	Against	Abstention	12	0	0
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12	0	0					

Announcements:	<ul style="list-style-type: none"> Ms. Vazquez shared a Community Love Feast Flyer that allows individuals to see their upcoming events through a QR Code. Membership and Engagement Committee meeting has been moved to the 11th of July
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ACTION ITEMS	
Item	
Next Meeting	July 26 th , 2023
Adjournment:	8:15 pm

Prepared by: *Nyla Tapley* Date: 06/30/2023

Approved by: _____ Date: _____