

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

January 19, 2023

Call to Order: The Membership and PR & Marketing Committee Co- Chair, Ms. Murphy called the meeting to order at 2:02 p.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Kim Murphy, Andre Antenor, Bryan DuBac, Kara J. Williams, Ida Starks, Tim Collins via Teleconference

Members Excused: Priscilla Torres

Members Absent: Keith Tremain, Andres Acosta

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> • Change Priscilla Torres and Tim Collins with Kim Murphy <p>Motion: Mr. Collins made a motion to approve the agenda with the updates. Ms. Stark seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the August 18th Executive Committee Minutes:</p>	<p>The committee reviewed the August 18th minutes and made the following updates:</p> <ul style="list-style-type: none"> • Change the Approval of May 19th minutes to July 21st minutes. <p>Motion: Mr. Dubac made a motion to approve the minutes with the updates. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</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, attendance roster and committee roster. There are currently 20 Planning Council members (not

including folks that were approved for appointment recently), 10 (50%) are PWH, 5 (25%) are unconflicted/unaligned PWH, and 10 (50%) are conflicted members. The committee discussed how they will use their annual recruitment event to reach the required 33% of full membership that must be unconflicted/unaligned PWH.

- The committee reviewed the 2022-2023 Planning Cycle attendance roster and determined that an associate member from the PR and Marketing Committee should be sent an attendance letter for two unexcused consecutive absences at meetings.
- The Committee began the planning process for their annual recruitment event.
- They also discussed the Red Ribbon Times (RRT) newsletter and set a deadline of February 3rd for anyone that would like to submit articles for the next RRT volume (please see PCS for information after the meeting if you would like to be featured in the next volume).

SSQ and Needs Assessment & Planning Committee Meeting:

- The committee received an overview of the Part A Monthly Expenditure report and the Part B Monthly Expenditure report.
- The committee received an update from Part A about future updates to the Food Service Standard. The committee will review and discuss any changes at the next meeting.
- They also discussed ways to improve Planning Council's evaluation process and updated the evaluation forms Data Presentation, Priority Setting, and Resource Allocation.
- The committee voted to contract a consultant to help with the Assessment of the Administrative Mechanism (AAM).

Ryan White Community Meeting:

- The participants received a presentation on Housing Opportunities for Persons with AIDS (HOPWA) which included information on eligibility, yearly expenditures, and types of assistance provided. There was a question-and-answer session at the end of the presentation where participants were able to make statements or ask questions.

	<ul style="list-style-type: none"> Attendees also received an overview of the HIV Stigma Task Force’s current survey and a bridge report on the activities of the Membership and PR & Marketing Committee and the SSQ and Needs Assessment Committee. Ira Westbrook presented two service awards to Sr. Co-Chair Tim Collins and Planning Council Support Coordinator David Bent. The next Ryan White Community Meeting will be on Tuesday, February 14th at 6:00 PM at Heart of Florida United Way. <p>Part A Monthly Expenditure Report: (Expenditures as of November 30, 2022)</p> <p>Ms. Yabrudy reported the following:</p> <ul style="list-style-type: none"> Target: 75.00% Actual: 55.57% Difference: -19.43% <p>Ms. Yabrudy provided a brief update on the allocated categories and funds.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of November 30, 2022)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> Target: 67% Actual: 58% Difference: 9% <p>Ms. Andre provided a brief overview for the allocation of funds and the utilization.</p>
<p>New Business:</p>	<p>Date and Time for 2023 Meetings:</p> <ul style="list-style-type: none"> Ms. Marshall informed the committee that they would have to decide on a meeting date and time that would work for the Chairs given that the current time on Thursday does not work currently The committee briefly discussed and decided on Thursdays from 10:00 am to 12:00 pm. <p>Motion: Mr. Collins made a motion to move the meeting time from 2:00 pm- 4:00 pm to 10:00 am- 12:00 pm. Mr. Antenor</p>

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

Grievance Policy & Procedure:

- Ms. Andre provided the committee a brief overview on the current policy and procedures for a received grievance or dispute.
- The committee held a brief discussion of the changes they would like to make to the Grievance and Dispute Procedures and Policies.

Motion: Mr. Dubac made a motion to approve the Grievance and Dispute Procedures and Policies with the changes noted and move to the planning council for a vote. Ms. Stark seconded the motion. The motion was adopted unanimously without debate.

Planning Council Support Budget:

- Ms. Andre updated the committee on the current status of the Planning Council Budget. She informed the committee that they will be requesting more funding to carry the planning council through this year and the next year.

Member Conduct Complaint Review:

- Ms. Marshall provided a brief overview on the formal complaints received by PCS.
- The committee took some time to review the formal complaints received and discussed procedure options. The committee decided to create a special Executive Committee Meeting to address the complaints.
- Meeting: February 6th, 2023 2:00 pm- 4:00 pm

Motion: Ms. Murphy made a motion to create a special Executive Committee to further discuss and research the complaints. Ms. Stark seconded the motion. The motion was adopted unanimously without debate.

Set January Planning Council Business Meeting Agenda:

- The committee made the following suggestions and additions:
 - Suggestion Box (*with a virtual link*) for the Ryan White Community Mtg. HOPWA presentation
 - Paper suggestions to PCS

	Motion: Ms. Stark made a motion to approve the agenda with the changes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.
Announcements:	<ul style="list-style-type: none"> Save the date: March 23rd from 9:00 am – 3:00 at Heart of Florida United Way
ACTION ITEMS	
Responsible Party	Item
Next Meeting:	February 6, 2023
Adjournment:	3:53 p.m.

Prepared by: *Nyla Tapley* Date: 1/19/2023

Approved by:  Date: 03/02/2023