

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

March 27, 2024

**Call to Order:** The Sr. Co-Chair, Priscilla Torres 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:** Priscilla Torres, Andres Acosta, Vel Cline, Paolo Mancini, Ida Starks, Kara Williams, Siri Goberdhan Jr., Bryan DuBac, Maria Buckley, Charlie Wright, Ira Westbrook, Raymond Macon, Yvelouse Leow, Audreanna Garcia, Gabrielle Leonce, Sueanne Vazquez via Teleconference, Alelia Munroe via Teleconference, Fernell Neal via Teleconference, Vicki Cobb-Lucien via Teleconference, Andre Antenor via Teleconference, Anthony McNeil via Teleconference

**Members Excused:** None

**Absent:** Mike Alonso and Timothy Collins

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none"><li>• Change Andres Acosta to Paolo Mancini</li><li>• Under New Business “Vote for November Planning Council Meeting Date”</li></ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the agenda with the changes. Ms. Williams seconded the motion.</p> <table border="1" data-bbox="570 1194 1118 1287"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>17</td><td>0</td><td>0</td></tr></tbody></table> <p>The March Agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstention	17	0	0
In Favor	Against	Abstention					
17	0	0					
<p><b>Approval of the February 28<sup>th</sup> Minutes:</b></p>	<p>The Planning Council reviewed and approved the minutes with the following changes:</p> <ul style="list-style-type: none"><li>• Correct under “Approval of the January 31<sup>st</sup> Minutes”<ul style="list-style-type: none"><li>- Correct motion from- to the “agenda” to “minutes”</li><li>- Correct vote statement to “approved with 10 in favor and 4 abstained”</li></ul></li></ul> <p><b>Motion:</b> Mr. Wright made a motion to approve the minutes with the changes. Mr. Mancini seconded the motion.</p> <table border="1" data-bbox="570 1824 1118 1917"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>13</td><td>0</td><td>4</td></tr></tbody></table>	In Favor	Against	Abstention	13	0	4
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13	0	4					

	<p>The February Minutes with the changes were approved by a majority roll call vote with 13 in favor and 4 abstained.</p>
<p><b>Open the Floor for Public Comment:</b></p>	<p>No Public Comments</p> <p><b>Comment Cards:</b></p> <ul style="list-style-type: none"> <li>- No Comment Cards</li> </ul>
<p><b>Reports</b></p>	<p><b>Service Systems Planning &amp; Quality Committee Monthly Report:</b></p> <p>Mr. Mancini provided the following update to the committee:</p> <ul style="list-style-type: none"> <li>• The committee elected Paulo Mancini as the Service Systems Planning &amp; Quality Vice Chair.</li> <li>• The committee received an overview of the monthly Part A Monthly Expenditure report, Part B Monthly Expenditure report, and the Part B GR Monthly Expenditure report. The committee also received a QM Workgroup update.</li> <li>• The committee reviewed minutes from the February FCPN meeting which included and update on the implementation of the integrated plan and the collaboration for the VSMG system.</li> <li>• The committee continued their discussion about how they can better serve transgender clients in the system of care. The committee decided to compile a list local transgender support groups with the goal of attending and gathering feedback.</li> </ul> <p><b>Membership and Engagement Committee Monthly Report:</b></p> <p>Mr. Cline provided the following update to the committee:</p> <ul style="list-style-type: none"> <li>• The committee conflicted members.</li> <li>• The committee reviewed and made updates to the interview form and membership application. The committee approved the updates and forwarded the document to the Executive committee for review and approval.</li> <li>• The committee reviewed the training schedule and made topic recommendations for upcoming mini training sessions. discussed the membership matrix, PC reflectiveness and attendance roster. There are currently 23 Planning Council members, 15 (65%) are PWH, 10 (43%) are unaffiliated/unaligned PWH, and 7 (36%) are</li> <li>• The committee reviewed the summaries for two applicants and voted to move the candidates forward to the Executive committee for review and a vote.</li> <li>• The committee reviewed the cost of having an off-duty officer at evening committee meetings. Planning Council Support will</li> </ul>

follow up with the Part A office and provide an update at the next meeting.

- The committee reviewed articles for the next volume of the Red Ribbon Times magazine. Due to only a few articles being received, the committee decided to extend the article deadline.
- The committee completed their committee leadership evaluations via Mentimeter.

### **Ryan White Community Meeting Monthly Report:**

Mr. Antenor provided the following update to the committee:

- This month's meeting was held at Comprehensive Health Care in Melbourne, Florida.
- The participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of March.
- The participants received a presentation about the Brevard Homeless Coalition and a presentation on Mpox from Melanie Mills.
- The next Ryan White Community meeting will be held on Tuesday, April 16, 2024, at the Heart of Florida United Way.

### **Part A Expenditures and Utilization Report**

(Expenditures as of January 31, 2024)

Ms. Yabrudy reported the following:

- Target: 92.23%
- Actual: 85.33%
- Difference: 6.90%

Ms. Yabrudy provided an overview of the expenditures and the current status of invoices. The grant was approved last month and has not been received by the Part A office. Ms. Yabrudy informed the Planning Council that the Part A office will keep the planning council updated.

### **Part B Monthly Expenditure Report:**

(Expenditures as of January 31, 2024)

Ms. Mendoza reported the following:

- Target: 83%
- Actual: 76%
- Difference: 7%

Ms. Mendoza provided an overview of the expenditures and any increases and decreases of the allocated categories.

**Ryan White GR Program Expenditure Report:**  
(Expenditures as of January 31, 2024)  
Ms. Huff reported the following:

- Target: 58%
- Actual: 57%
- Difference: -2%

Ms. Mendoza provided an overview of the expenditure and the upcoming changes to the funding changes.

Ms. Mendoza also provided an update on the CQM; Currently the lead agencies and recipients are all funded with no vacancies and the CQM are looking forward to approving the plan and will present to SSPQ April 4<sup>th</sup> meeting. They will be working on a training for the trainers' workshop.

**Applicant Summaries:**

*Candidate 2023-14*

- Ms. Marshall provided a summary of Candidate 2023-14's application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with the recommendation received.

**Motion** Mr. Goberdhan made a motion to recommend candidate 2023-14 for appointment with a recommendation for Services Systems Planning & Quality. Ms. Starks seconded the motion. The motion was adopted with a unanimous vote.

In Favor	Against	Abstention
18	0	0

**New Business**

The Candidate 2023-14 was approved by a unanimous roll call vote.

*Candidate 2023-07*

- Ms. Marshall provided a summary of Candidate 2023-07's application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with the recommendation received

**Motion** Ms. Buckley made a motion to recommend candidate 2023-07 for appointment with a recommendation for Membership & Engagement. Mr. Mancini seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
18	0	0

The Candidate 2023-07 was approved by a unanimous roll call vote.

**November Planning Council Business Meeting Date:**

- Ms. Marshall informed the committee that the current November Planning Council Business Meeting falls on Thanksgiving Day.
- The Planning Council opened the floor for discussion and decided to reschedule the November 2024 Planning Council Business meeting to Wednesday, December 4<sup>th</sup>, 2024

**Motion** Mr. Mancini made a motion to approve the November Planning Council Business Meeting on December 4th. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
17	1	0

The November Planning Council Business Meeting date reschedule was approved by a majority vote.

**Updated Application & Interview Forms:**

- Ms. Marshall provided an overview of the updates made to the application form. Notable changes were made in the following areas: combining the associate and regular member forms, indicating that associate members are unable to vote on membership decisions, adding questions removed from the old interview form, and removing any redundant language or questions.
- The members held discussion on changes and decide to return the application back to the Membership and Engagement Committee with the following recommendations: be more clear about associate member responsibilities, consider having a tear away page on the front of the application, and ensure that the “Statement of Member Commitment” differentiates between associate and regular member terms.

**Motion:** Mr. DuBac made a motion to recommend that the updated application form go back to be reviewed by the Membership & Engagement Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
14	4	0

The motion to send back the updated application form to the Membership and Engagement Committee was approved by a majority vote

- Ms. Marshall presented the updated interview forms and the recommended updates made to the interview form that were approved by the Membership & Engagement and Executive Committees.

**Motion:** Mr. Cline made a motion to approve the interview form with the recommended changes. Mr. Mancini seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	4	0

The Central Florida HIV Planning Council Interview form was approved by a majority vote.

#### **Meal Policy and Procedures**

- Ms. Marshall presented the updated Meals Policy and Procedures and the federal GSA rates. She informed the Council that PCS has been struggling to ensure that there is enough food at larger dinner meetings due to the rise in food and catering costs. Major changes made by the Executive Committee were to align the policy with the federal GSA rates to prevent the policy from needing yearly updates and to outline the hours for mealtimes.
- The Planning Council opened the floor for discussion and approved the Meals Policy and Procedures with the changes from the Executive Committee.

**Motion:** Mr. Wright made a motion to approve the Meals Policy and Procedures with the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
19	0	0

The Meals Policy and Procedures was approved by a unanimous roll call vote.

#### **Announcements:**

No Announcements

ACTION ITEMS	
Item	
<b>Next Meeting</b>	April 24, 2024
<b>Adjournment:</b>	7:58 pm

Prepared by: *Nyla Tapley* Date: 04/01/2024

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT