

**Central Florida HIV Planning Council**  
**Executive Committee Meeting Minutes**

*March 23, 2023*

**Call to Order:** The Sr. Co- Chair, Mr. Collins called the meeting to order at 10:03 a.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Tim Collins, Maria Buckley, Ida Starks, Andre Antenor, Bryan Dubac, Claudia Yabrudy, Yasmin Andre, Kim Murphy via Teleconference,

**Members Excused:** Priscilla Torres

**Members Absent:**

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and made the following updates:</p> <ul style="list-style-type: none"> <li>• Correct Time to 10:00 am to 12:00 PM</li> <li>• Change Priscilla Torres to Tim Collins</li> <li>• Change Kim Murphy to Tim Collins</li> </ul> <p><b>Motion:</b> Mr. Dubac made a motion to approve the agenda with the updates. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the February 16<sup>th</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the February 16<sup>th</sup> minutes and approved the minutes as is.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments.</li> <li>• PCS did not receive any public comment cards</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership and PR &amp; Marketing Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• The Committee discussed the membership matrix, PC reflectiveness, attendance roster and committee roster. There are currently 21 Planning Council members, 12 (57%) are PWH, 7 (33%) are unconflicted/unaligned PWH, and 7 (33%) are conflicted members.</li> <li>• The committee also discussed the social media highlights and insights for the previous 28 days from Instagram and Facebook.</li> <li>• The Committee reviewed one applicant summary and recommended it to be moved to the Executive Committee for approval.</li> </ul>

- Lastly, the Committee continued planning for the Council's annual recruitment event and determined that it will take place in July. They also discussed the Red Ribbon Times (RRT) newsletter and selected articles for the upcoming Volume 11.

**SSQ and Needs Assessment & Planning Committee Meeting:**

- The committee received an overview of the Part A Monthly Expenditure report and the Part B and General Revenue Monthly Expenditure report. They were also updated on the Quality Management Workgroup's activities, including a summary of the Clinical Quality Awards that were presented on February 22nd.
- The committee reviewed updates from Part A about the Food Bank Service Standard. After extensive discussion, the committee elected to revisit the Service Standard again next month once it is fully updated.
- They also approved the Planning Council's updated evaluation tools for the annual Data Presentation, Priority Setting, and Resource Allocation processes.
- The committee reviewed the results of the leadership evaluations from the previous month and received an update on the statewide 2022-2023 HIV Care Needs Survey.

**Ryan White Community Meeting:**

- The participants received a bridge report for the February Membership and PR & Marketing Committee meeting and the February SSQ and Needs Assessment & Planning Committee meeting.
- The participants received a presentation on the Medical Monitoring Project from Alelia Munroe and on the Evolution of HIV from Mike Alonso.
- The next Ryan White Community meeting will be held on Tuesday, April 18, 2023.

**Part A Monthly Expenditure Report:  
(Expenditures as of January 31, 2023)**

Ms. Yabrudy reported the following:

- Target: 91.67%
- Actual: 86.30%
- Difference: -5.37%

	<p>Ms. Yabrudy provided a brief update on the anticipated awards and procurements.</p> <p><b>Part B Monthly Expenditure Report: (Expenditures as of January 31, 2023)</b></p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 83%</li> <li>• Actual: 74%</li> <li>• Difference: 9%</li> </ul> <p>Ms. Andre provided a brief overview of the utilization and provided an update on the Quality Management Workgroup.</p> <p><b>Ryan White GR Program Expenditure Report: (Expenditures as of January 31, 2023)</b></p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 58%</li> <li>• Actual: 42%</li> <li>• Difference: 16%</li> </ul> <p>Ms. Andre provided a brief overview of the utilization.</p>
<p><b>New Business:</b></p>	<p><b>CFHPC Applicant Summary:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the summary for candidate 2022-03. After a brief discussion, the committee decided to approve the applicant for the Membership and PR &amp; Marketing Committee.</li> </ul> <p><b>Motion:</b> Ms. Starks made a motion to approve the applicant for the Membership and PR &amp; Marketing Committee. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate</p> <p><b>Committee Merger &amp; Quorum Resolution:</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall reviewed the sunshine law, CFHPC quorum requirements, and the current merged committees.</li> </ul> <p><b>Motion:</b> Mr. Dubac made a motion to keep our four committees merged and permanently at two committees. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>

**Motion:** Mr. Dubac made a motion for Full membership to remain with the 33% quorum requirement. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

**Motion:** Ms. Stark made a motion to keep the Executive Committee quorum at three including PLWH. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

**Violation of Member Conduct Policy and Procedure:**

- Ms. Marshall opened the floor for the committee to discuss the current concerns regarding the Member Conduct P & P.
- The committee held a discussion regarding safety concerns, security & law enforcement, and policy adjustments.

**Review CFHPC P&P (*Vision, Mission, and Bylaws*)**

**Motion:** Ms. Starks made a motion to do a 30 day review for the vision, mission, and bylaws. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

**Leadership Evaluation Results:**

**Motion:** Ms. Starks made a motion to postpone the leadership evaluation results until the next meeting. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

**Approval of Planning Council Business Meeting Agenda:**

- The committee reviewed the drafted agenda and made the following changes:
  - Add Violation of Member Conduct Policy and Procedures to unfinished business.

**Motion:** Mr. Antenor made a motion to approve the Planning Council Business Meeting Agenda. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

**Announcements:**

No Announcements

**ACTION ITEMS**

**Responsible Party**

**Item**

<b>Next Meeting:</b>	April 20, 2023
<b>Adjournment:</b>	12:03 pm

Prepared by: Nydia Tapley Date: 3/23/2023

Approved by:  Date: 5/4/2023

