

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

June 22, 2023

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

Members Present: Tim Collins, Priscilla Torres, Andre Antenor, Bryan Dubac, Kim Murphy, Yasmin Andre, Claudia Yabrudy

Members Excused: Ida Starks

Members Absent: None

Approval of the agenda:	The committee reviewed the agenda and approved the agenda as is.
Approval of the May 18th Executive Committee Minutes:	The committee reviewed the May 18 th minutes and approved the minutes as is.
Open the floor for public comment:	<ul style="list-style-type: none"> • There were no public comments. • PCS did not receive any public comment cards
Reports:	<p>Service Systems Planning and Quality Committee Meeting:</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:</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:

- 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 A Expenditures and Utilization Report

(Final Expenditures as of February 28, 2023)

Ms. Yabrudy reported the following:

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

(Expenditure as of April 30, 2023)

Ms. Yabrudy reported the following:

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

Ms. Yabrudy provided a brief overview of the expenditures & utilization.

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

	<p>(Final Expenditures as of March 31, 2023) Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 100% • Actual: 99% • Difference: 1% <p>(Expenditure as of April 30, 2023) Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 8% • Actual: 3% • Difference: 6% <p>Ms. Andre provided a brief overview of the expenditures & utilization.</p> <p>Ryan White GR Program Expenditure Report: (Expenditures as of April 30, 2023)</p> <p>Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 83% • Actual: 73% • Difference: 11% <p>Ms. Andre provided a brief overview of the utilization.</p> <p>Ms. Andre also provided an update and overview of the Orlando Service Area Quality Management Plan.</p>
<p>New Business:</p>	<p>CFHPC Rapid Reallocation P&P:</p> <ul style="list-style-type: none"> • Ms. Marshall presented the changes that were made from Service Systems Planning & Quality Committee <p>Motion: Ms. Buckley made a motion to approve the Rapid Reallocation Policies & Procedures with the changes. Ms. Murphy seconded the motion. The motion was adopted unanimously without debate</p> <p>CFHPC Reallocation P&P:</p> <ul style="list-style-type: none"> • Ms. Marshall presented the changes that were made from Service Systems Planning & Quality Committee

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

CFHPC Carryover Funds P&P:

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

Motion: Ms. Murphy made a motion to approve the Carryover Funds Policies & Procedures with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate

CFHPC Policies & Procedures:

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

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

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

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

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

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

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

Motion: Ms. Murphy made a motion to approve *Rules of Conduct* Policy and Procedures. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

- The committee held a discussion on the Violation of rules of Conduct policies and procedures.

Motion: Ms. Murphy made a motion to approve *Violation of Rules of Conduct* Policy and Procedures. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

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

Motion: Ms. Murphy made a motion to approve *Expense Reimbursement* policy and procedures. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

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

Motion: Ms. Murphy made a motion to approve *Member Roles and Responsibilities* policy and procedures. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Torres made a motion extend the meeting by 15 minutes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

- Ms. Andre presented the proposed changes made to the Transportation policies and procedures.
- The committee held a brief discussion on the transportation policies and procedures.

Motion: Ms. Murphy made a motion to approve *Transportation* policy and procedures. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

Leadership Evaluations:


The committee took a moment to submit their leadership evaluation through the mentimeter application

Approve the June Planning Council Business Agenda

- The committee took a moment to review the drafted agenda for the May Planning Council Business Meeting.

	Motion: Ms. Buckley made a motion to approve the June Planning Council Business Meeting Agenda with the suggested changes. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.
Announcements:	<ul style="list-style-type: none"> • MOL is hosting an information session at the Stafford house at 6:00 pm for their Smart Ride Event • Harmony Healthcare this Friday 12pm- 3pm at Michigan/ Orange and Saturday at 11am -3pm Colonial/ Bumby for Testing • Aspire Healthcare National HIV Testing Day event this weekend at Walgreens on 436 SR at 9am- 7pm
ACTION ITEMS	
Responsible Party	Item
Next Meeting:	July 20, 2023
Adjournment:	12:16 pm

Prepared by: *Nyla Tapley* Date: 6/23/2023

Approved by:  Date: 08/03/2023