

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

July 20, 2023

Call to Order: The Sr. Co- Chair, Mr. Collins called the meeting to order at 10:00 a.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Tim Collins, Priscilla Torres, Andre Antenor, Ida Starks, Bryan Dubac, Kim Murphy via Teleconference

Members Excused: None

Members Absent: None

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| <p>Approval of the agenda:</p> | <p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> • Replace Angie Buckley with Bryan Dubac • Correct Committee Names • Replace Kim Murphy with Priscilla Torres <p>Motion: Ms. Starks made a motion to approve the Agenda with the changes. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate</p> |
| <p>Approval of the June 22nd Executive Committee Minutes:</p> | <p>The committee reviewed the June 22nd minutes and approved the minutes as is.</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 & Engagement Committee</p> <ul style="list-style-type: none"> • The Committee discussed the membership matrix, PC reflectiveness, and attendance roster. There are currently 22 Planning Council members, 12 (55%) are PWH, 7 (32%) are unconflicted/unaffiliated PWH, and 8 (36%) are conflicted members. • The Committee also reviewed an updated Committee Roster and two applicant summaries. They elected to move both applicant summaries to the Executive Committee for approval. • They reviewed the social media highlights for Facebook and Instagram and discussed new strategies for increasing engagement across all platforms. |

- The Committee updated the interview questions for previous members of the Planning Council who re-apply after a completed term and approved updates to the CFHPC Officer Nominations Policy and Procedure.
- Finally, they selected the articles for Volume 12 of the Red Ribbon Times.

Service Systems Planning and Quality Committee Meeting:

- At this month's meeting the Committee received an overview of the Part A Monthly Expenditure Report, Part A Quarterly Expenditure Report, the Part B and General Revenue Monthly Expenditure Reports, and the Part B Annual Utilization and Expenditure Report.
- The Committee also received a presentation on the 2023 Assessment of the Administrative Mechanism (AAM) report and were given an opportunity to provide feedback for revisions.
- They reviewed the Quarterly expenditures for Planning Council Support and provided suggestions for updating how the document is presented.
- Finally, Committee approved the new CFHPC Service Standards Review Policy and Procedure and did an initial review of the updated Medical Transportation Service Standard

Ryan White Community Meeting:

- As a follow up to the January Ryan White Community Meeting on the HOPWA program, the Planning Council hosted a Housing Listening Session at the Holden Heights Community Center.
- Orange County Mayor Jerry Demings provided the opening remarks and participants received presentations on affordable housing in Orange County, an overview of the services provided by Orange County's Office of Tenant Services, and an update on the HOPWA Program.
- The next Ryan White Community meeting will be held on Tuesday, August 15, 2023 at 6:00 PM at Heart of Florida United Way (1940 Cannery Way, Orlando, FL, 32804).

AAM Draft Report :

- Mr. Cavalleri presented the purpose and structure to drafting the AAM for Part A Ryan White.
- He provided his six recommendations to the committee.
- The committee held a brief discussion on the growth and feedback on the recommendations

Part A Expenditures and Utilization Report

(Expenditures as of May 31, 2023)

Ms. Yabrudy reported the following:

- Target: 25%
- Actual: 22%
- Difference: -3%

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

Part B Monthly Expenditure Report:

(Expenditures as of May 31, 2023)

Ms. Andre reported the following:

- Target: 17%
- Actual: 8%
- Difference: 8%

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

Ryan White GR Program Expenditure Report:

(Expenditures as of May 31, 2023)

Ms. Andre reported the following:

- Target: 92%
- Actual: 88%
- Difference: 4%

Motion: Ms. Torres made a motion to extend the meeting by 20 minutes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate

HRSA Site Report:

- Ms. Yabrudy provided a brief overview of the site report, recommendations received from the report, and intentions for implementations. The members were provided a copy of the site report.

Planning Council Support Quarterly Expenditures:

(Expenditures as of May 31, 2023)

Ms. Andre reported the following:

- Target: 17%
- Actual: 8%
- Difference: 8%

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| | <p>Ms. Andre provided a brief overview of the expenditures & utilization.</p> |
| <p>New Business:</p> | <p>Applicant Summaries:</p> <ul style="list-style-type: none"> The committee reviewed the summary for candidate 2023-02. After a brief discussion, the committee decided to move the candidate forward to the Planning Council Business for review <p>Motion: Mr. Antenor made a motion to move Candidate 2023-02 to the Planning Council Business. Ms. Williams seconded the motion. The motion was adopted unanimously without debate</p> <ul style="list-style-type: none"> The committee reviewed the summary for candidate 2022-09. After a brief discussion, the committee decided to move the candidate forward to the Planning Council Business for review, with a recommendation for Service Systems Planning & Quality Committee. <p>Motion: Mr. Dubac made a motion to move Candidate 2022-09 to the Executive Committee for review, with a recommendation for Service Systems Planning & Quality. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate</p> <p>CFHPC Policies & Procedures:</p> <ul style="list-style-type: none"> Ms. Marshall provided a brief overview of the Service Standards Review <p>Motion: Mr. Dubac made a motion to approve the Service Standards Review Policy & Procedures as is. Ms. Starks seconded the motion. The motion was adopted unanimously without debate</p> <p>Motion: Mr. Dubac made a motion to table the Annual Committee Reports Reminder. Ms. Starks seconded the motion. The motion was adopted unanimously without debate</p> <ul style="list-style-type: none"> Ms. Marshall provided a brief overview of the Officer Nominations <p>Motion: Ms. Williams made a motion to approve the Officer Nominations Policy & Procedures as is. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate</p> |

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| | <p>Motion: Mr. Dubac made a motion to table the Returning Member Interview Form. Ms. Starks seconded the motion. The motion was adopted unanimously without debate</p> <p>July Planning Council Business Meeting Agenda:</p> <ul style="list-style-type: none"> The committee took a moment to review the drafted agenda. <p>Motion: Mr. Antenor made a motion to approve the July 26th Planning Council Business Meeting Agenda with the changes. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate</p> |
| Announcements: | <ul style="list-style-type: none"> No Announcements |
| ACTION ITEMS | |
| Responsible Party | Item |
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| Next Meeting: | August 17th, 2023 |
| Adjournment: | 12:27 pm |

Prepared by: *Nyla Tapley* Date: 7/20/2023

Approved by:  Date: 08/18/2023