

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

October 19, 2023

Call to Order: The Jr. Co- Chair, Mr. Acosta called the meeting to order at 10:01 a.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andres Acosta, Priscilla Torres, Andre Antenor, Ida Starks, Alelia Munroe, Vel Cline, Evan Cochuyt via Teleconference, Sueanne Vazquez via Teleconference

Members Excused: None

Members Absent: None

<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"> • Change Priscilla Torres to Andres Acosta • Correct to Part B- General Revenue Monitorings • Part B will be presented by Yasmin Andre • Part A will be presenting only the August Expenditure <p>Motion: Ms. Munroe made a motion to approve the agenda with the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate</p>
<p>Approval of the August 17th Executive Committee Minutes:</p>	<p>The committee reviewed the August 17th minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none"> • Page 2 second bullet under “Service Systems Planning and Quality Committee” correct Administration to Administrative • Remove second bullet- incomplete statement • Correct “August Planning Council Business Meeting Agenda” Motion to seconded by Andre Antenor • Correct adjournment time to AM <p>Motion: Mr. Cline made a motion to approve the minutes with the changes. Ms. Torres 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 & Engagement Committee</p>

- At this month's meeting the Committee elected a new Chair, Vel Cline, and Vice Chair, Sueanne Vazquez, as their leadership for the 2023-2024 Planning Cycle.
- The Committee discussed the membership matrix, PC reflectiveness, and attendance roster. There are currently 22 Planning Council members, 13 (59%) are PWH, 9 (41%) are unaffiliated PWH, and 9 (41%) are conflicted members.
- The Committee also reviewed an updated Committee Roster and one applicant summary. They elected to move this individual, who is already on the Planning Council, to the Executive Committee with the recommendation that they would be a full member.
- They reviewed the social media highlights for Facebook and Instagram and discussed strategies for increasing engagement across all platforms, including potentially creating LinkedIn and Threads accounts to improve online engagement.
- Finally, the Committee updated the CFHPC Newsletter/Magazine Policy and Procedure and voted to move their committee work plan to the Executive Committee.

World AIDS Day Workgroup
Workgroup Chair: Andres Acosta

- The Workgroup reviewed the submissions for the Unsung Hero and Service Awards. They decided to extend the deadline for the Unsung Hero Award nominations to October 31st and chose the recipients for the 2023 WAD Service Award.
- The next World AIDS Day Workgroup meeting will be November 10th, 2023 at 10:00 AM virtually and in person at Heart of Florida United Way.

Service Systems Planning and Quality Committee Meeting:

- At this month's meeting the Committee elected a new Chair, Alelia Munroe, and Vice Chair, Evan Cochuyt, as their leadership for the 2023-2024 Planning Cycle.
- The Committee received an overview of the following reports: monthly expenditures for Part A and Part B & General Revenue, Part A Quarter 2 Utilization, General Revenue Final Expenditures and Annual Utilization and Expenditures.
- The Committee also updated the CFHPC policies and procedures for Data Presentation, Annual Resource

Allocation, Priority Setting, and Ways to Best Meet Needs (Directives).

- The Committee took a roll call vote to approve reallocations for Part A funds. The proposed changes to the core and support services were to increase funding for AIDS Pharmaceutical Assistance by \$200,000 and Medical Case Management by \$120,000 and to decrease Substance Abuse Services-Outpatient by \$60,000, Substance Abuse- Residential by \$40,000, and Emergency Financial Assistance by \$20,000.
- Finally, they updated their committee work plan and voted to move it to the Executive Committee for review.

Ryan White Community Meeting:

- At this month's meeting participants received a brief report of the Planning Council's activities thus far, took a survey on the topics that they would like to see in the upcoming year, and were presented with an overview/chance to provide feedback on the changes to the Medical Transportation Service Standard and its supporting documentation.
- Participants also received a presentation and a resource kit about disaster resilience and preparation by Gabriella Rodriquez and Andres Acosta of QLatinx.
- The next Ryan White Community meeting will be held on Tuesday, November 14, 2023 at 6:00 PM at Heart of Florida United Way (1940 Cannery Way, Orlando, FL, 32804).

Part A Expenditures and Utilization Report

(Expenditures as of August 31, 2023)

Ms. Yabrudy reported the following:

- Target: 50%
- Actual: 49%
- Difference: -1%

Ms. Yabrudy provided an overview of the expenditures and provided a breakdown of the proposed allocation.

Motion Mr. Munroe made a motion to move the proposed reallocation to planning council business for approval. Mr. Cline seconded the motion.

In Favor	Against	Abstention
6	0	0

	<p>The Proposed Reallocation was approved as is by a unanimous roll call vote.</p> <p>Ms. Yabrudy also provided an overview of the Part A expenditure report and the demographic of clients served.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of July 31, 2023) Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 42% • Actual: 29% • Difference: 13% <p>Ms. Andre provided an overview of the expenditures & utilization demographics.</p> <p>Ryan White GR Program Expenditure Report: (Final Expenditure as of June 30, 2023) Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 100% • Actual: 100% • Difference: 0% <p>(Expenditures as of July 31, 2023) Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 8% • Actual: 7% • Difference: 1% <p>(Expenditures as of August 31, 2023) Ms. Andre reported the following:</p> <ul style="list-style-type: none"> • Target: 17% • Actual: 18% • Difference: -1% <p>Ms. Andre provided a brief overview of the general revenue expenditures.</p>
<p>New Business:</p>	<p>Time/ Date for 2023-2024 Meetings:</p> <ul style="list-style-type: none"> • The committee decided to keep meetings on the 3rd Thursday and move them to 2:00 pm- 4:00 pm <p>Motion Ms. Buckley made a motion to keep the Executive Committee Meetings as the 3rd Thursday and moved to 2:00pm-</p>

4:00pm. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

Committee Work Plans 2023-2024

- The Committee took a moment to review the Membership and Engagement Committee work plan and held brief discussion regarding the Red Ribbon Times

Motion Mr. Cline made a motion to approve the Membership and Engagement Committee work plan. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

- The committee took a moment to review the Service Systems Planning and Quality Committee work plan

Motion Ms. Munroe made a motion to approve the Service Systems Planning and Quality Committee work plan. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

- The committee then reviewed and discussed the Planning Council Business work plan.

Motion Ms. Munroe made a motion to approve the Planning Council Business work plan. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

Medical Transportation Service Standard:

- Mr. Bent provided the committee a review of the recommended changes and updates made to the Medical Transportation Service Standards.
- Mr. Bent and the committee reviewed and discussed the received provider feedback.
- The committee made the necessary changes based on the feedback received.

Motion Mr. Cline made a motion to move the Medical Transportation Service Standards to the Planning Council Business Meeting with the changes made by Part A and Part B. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

Motion Ms. Munroe made a motion to extend the meeting by 30 minutes. Ms. Torres seconded the motion. The motion was adopted unanimously without debate.

Applicant Summaries:

- 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 Meeting for approval

Motion Mr. Antenor made a motion to move Candidate 2023-02 to the Planning Council Business for approval. Mr. Cline seconded the motion. The motion was adopted unanimously without debate

Policies & Procedures:

- The committee briefly reviewed and discussed the policy and procedures for Ways to Best Meet Needs.

Motion Ms. Munroe made a motion to accept the CFHPC Ways to Best Met Needs Policy and Procedures and to move to the Planning Council Business for approval. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

- The committee briefly reviewed and discussed the policy and procedures for Data Presentation.

Motion Ms. Munroe made a motion to accept the CFHPC Data Presentation Policy and Procedures and to move to the Planning Council Business for approval. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

- The committee briefly reviewed and discussed the policy and procedures for Priority Setting.

Motion Ms. Torres made a motion to accept the CFHPC Priority Setting Policy and Procedures and to move to the Planning Council Business for approval. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.


- The committee briefly reviewed and discussed the policy and procedures for the Annual Resource Allocation.

Motion Ms. Munroe made a motion to accept the Annual Resource Allocation Policy and Procedures and to move to the Planning Council Business for approval. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

- The committee briefly reviewed and discussed the Magazine policy and procedures.

	<p>Motion Mr. Cline made a motion to accept the Magazine Policy and Procedures and to move to the Planning Council Business for approval. Mr. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p>Approve the October Planning Council Business Agenda</p> <ul style="list-style-type: none"> The committee took a moment to review the drafted agenda for the October Planning Council Business Meeting. <p>Motion: Mr. Cline made a motion to approve the October Planning Council Business Meeting Agenda with the suggested changes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Announcements:</p>	<ul style="list-style-type: none"> No Announcements
<p>ACTION ITEMS</p>	
<p>Responsible Party</p>	<p>Item</p>
<p>Next Meeting:</p>	<p>November 16th, 2023</p>
<p>Adjournment:</p>	<p>12:18 pm</p>

Prepared by: *Najla Tapley* Date: 10/19/2023

Approved by:  Date: 11/29/2023