

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

January 31, 2024

Call to Order: The Jr. Co-Chair, Andres Acosta, called the meeting to order at 6:01 PM at Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andres Acosta, Tim Collins, Ida Starks, Alelia Munroe, Charlie Wright, Kara Williams, Maria (Angie) Buckley, Anthony McNeil, Ira Westbrook, Evan Cochuyt, Siri Goberdhan Jr., Andre Antenor via Teleconference, Sueanne Vazquez via Teleconference

Members Excused: Vel Cline, Priscilla Torres, Fernell Neal, Bryan DuBac, Vickie Cobb-Lucien

Absent: Mike Alonso, Keyna Harris

Approval of the agenda:	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Replace all instances of Priscilla Torres' name with Andres Acosta's• Replace Vel Cline's name with Andres Acosta's <p>Motion Ms. Munroe made a motion to approve the agenda with the changes. Mr. Cochuyt seconded the motion.</p> <table border="1" data-bbox="652 1136 1203 1230"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>11</td><td>0</td><td>0</td></tr></tbody></table> <p>The January 31st agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstention	11	0	0
In Favor	Against	Abstention					
11	0	0					
Approval of the November 29th Minutes:	<p>The Planning Council reviewed and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Add Mr. Goberdhan to the "Members Present"• Correct that the November Agenda were not approved as is.• Add comment from the Part A Office regarding the unobligated balance. <p>Motion Mr. Collins made a motion to approve the agenda with the changes. Mr. Wright seconded the motion.</p> <table border="1" data-bbox="652 1822 1203 1917"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>10</td><td>0</td><td>2</td></tr></tbody></table>	In Favor	Against	Abstention	10	0	2
In Favor	Against	Abstention					
10	0	2					

	<p>The November minutes were approved with the changes by a majority roll call vote.</p>
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments in the room or online. <p>Comment Cards:</p> <ul style="list-style-type: none"> • No Comment Cards
<p>Reports</p>	<p>Service Systems Planning & Quality Committee Monthly Report:</p> <p>Ms. Munroe provided the following update to the committee:</p> <ul style="list-style-type: none"> • The committee received an overview of Part A Monthly Expenditure report, Part A Quarter 3 Utilization & Expenditure report, Part B Monthly Expenditure & GR report, and Part B Procurement report. • The Committee received an update from Part A on the utilization of mental health services. This information was requested at the November Planning Council Business meeting due to the low utilization of mental health services. The Part A Office provided insights and solutions on why clients may not be using the service, such as onboarding a new mental health provider, having services available for non-English speaking clients and clarifying misunderstandings and stigma around mental health. The Part A Office will provide another update on utilization at the March SSPQ Committee meeting. • The Committee received a brief update on the progress of the Integrated Plan. • The Committee also discussed the HIV Needs survey and strategies to improve participation and started the planning process for a town hall or focus group for transgender clients with HIV. <p>Membership and Engagement Committee Monthly Report:</p> <p>Mr. Acosta provided the following update to the committee:</p> <ul style="list-style-type: none"> • The committee reviewed the membership matrix, PC reflectiveness, and the attendance roster. There are currently 20 Planning Council members, 12 are PWH (60%), 8 are unconflicted/unaligned (40%), and 12 are conflicted members (60%). • The committee reviewed the summaries of 3 applicants and voted to move the candidates forward to the Executive committee for review and a vote.

- The committee reviewed and approved the articles for volume 13 of the Red Ribbon Times magazine.
- The committee discussed member responsibilities and expectations.

Ryan White Community Meeting Monthly Report:

Ms. Starks provided the following update to the committee:

- The January meeting was hosted in Seminole County, in an effort to bring the community meetings to each county in the EMA.
- The participants received an overview of the Planning Council's committee activities for the months of December and January.
- The participants received a presentation from Brandon Finley on life insurance for individuals with pre-existing conditions. The presentation focused on the process for getting a policy, the types of life insurance (term, whole life, and universal life), reducing misinformation about obtaining life insurance for PWH, and a Q&A session to help participants navigate their individual needs related to life insurance
- The next Ryan White Community meeting will be held on Tuesday, February 20, 2024, at 6:00 pm at Heart of Florida United Way.

Integrated Plan Workgroup Monthly Report:

Ms. Williams provided the following update to the committee:

- The workgroup received a VMSG update from the Part A office.
- The workgroup reviewed the feedback on the HRSA summary statement.
- The workgroup discussed the implementation and monitoring plan. The workgroup updated objective verbiage, the responsible party for the goals and reports needed to measure the success of the goals.

Part A Monthly Expenditure Report: (Expenditures as of November 30, 2023)

Ms. Yabrudy reported the following:

- Target: 75%
- Actual: 72.49%
- Dif: 2.51%

Ms. Yabrudy provided an overview of the monthly expenditure and quarterly utilization report. The report covered reduced utilizations, vacancies/new hire, client needs, and allocations.

Part A Quarter 3 Expenditure & Utilization Report

Ms. Yabrudy provided an in-depth review of the Quarter 3 utilization report, which included data for Part A and EHE. After reviewing the data, Ms. Yabrudy updated the Council on the following:

- The Part A Office is working to close out the fiscal year and recently received a partial award for \$3.3 million, therefore partial allocations will be provided to subrecipients. Ms. Yabrudy will provide an update once the full award is received.
- The Part A Office, in collaboration with Zebra Youth, is currently looking for participants for a two-year youth housing program funded by the HRSA SURE grant. Eligible participants must be 18-24, living with HIV, and experiencing housing insecurity, cannot have a lease in their name, and must live in the EMA. Space is limited to around 20 clients a year and they will receive case management and support services in addition to housing assistance. There are currently only two clients being served so the Council requested that this information be shared. Ms. Yabrudy stated that she would send out the information to the full Planning Council.

**Part B Monthly Expenditure and Utilization Report:
(Expenditures as of November 30, 2023)**

Ms. Mendoza reported the following:

- Target: 67%
- Actual: 56%
- Dif: 11%

Ms. Mendoza provided an overview of the monthly expenditure and quarterly utilization report. The report covered reduced utilizations, vacancies/new hire, client needs, and allocations.

**RW GR Program Expenditure Report:
(Expenditure as of November 30, 2023)**

- Target: 42%
- Actual: 45%
- Difference: -3%

Ms. Mendoza provided an overview of General Revenue Expenditure Report. The report covered allocations, reduced utilization, and client needs.

Quality Management Update:

Ms. Mendoza provided a brief overview of the raw data that was presented to the SSPQ Committee and explained the quality management performance measure tool.

New Business

Applicant Summaries:

Candidate 2023-12

- The Council reviewed a summary of Candidate 2023-12’s application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with recommending the applicant for appointment.

Motion Ms. Munroe made a motion to recommend candidate 2023-12 to the mayor’s office for appointment to the Council, with the recommendation that they be placed on the Membership & Engagement Committee. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The recommendation for candidate 2023-12 was approved by a unanimous roll call vote.

Candidate 2023-16

- The Council reviewed a summary of Candidate 2023-16’s application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with recommending the applicant for appointment.

Motion Mr. Collins made a motion to recommend candidate 2023-16 to the mayor’s office for appointment to the Council, with the recommendation that they be placed on the SSPQ Committee. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The recommendation for candidate 2023-16 was approved by a unanimous roll call vote.

Candidate 2023-17

- The Council reviewed a summary of Candidate 2023-17's application, interview, and recommendations from the interviewers.
- The committee opened the floor for discussion and decided to move forward with recommending the applicant for appointment.

Motion Mr. Collins made a motion to recommend candidate 2023-17 to the mayor's office for appointment to the Council, with the recommendation that they be placed on the Membership & Engagement Committee. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
12	0	0

The recommendation for candidate 2023-17 was approved by a unanimous roll call vote.

PCS Support Expectations:

- Ms. Mendoza-Cardenal discussed the expectations for PCS involvement/attendance at external events moving forward. PCS will not be attending outreach events at the same frequency as before. Members will be expected to attend the events that they would like Planning Council representation at. If outreach materials are needed, then PCS needs to be contacted to coordinate the pick-up of the materials. Notifications of events or material requests should be done within a reasonable and adequate time frame.
- Ms. Mendoza-Cardenal also announced that outreach boxes will be created for member pick up at HFUW.
- After a brief discussion, the Council recommended that the expectation for outreach event attendance be added to the application and interview forms. Ms. Marshall informed the Council that the Membership & Engagement Committee will be reviewing the interview forms at their February meeting.

Mental Health Utilization Update from SSPQ:

- Ms. Marshall provided a brief update on the mental health utilization conversation that occurred during the November Planning Council Business meeting. The SSPQ Committee received a more in depth presentation on potential reasons why utilization in the mental health category was low, such as not enough Spanish speaking providers and stigma

	<p>around mental health. At the January SSPQ meeting Mr. Huertas-Diaz requested that the Committee review the outcomes of what the Part A Office is doing to increase utilization at the March Committee meeting before bringing another update to the full Planning Council.</p> <p>Leadership Evaluations:</p> <ul style="list-style-type: none"> The Council completed leadership evaluations for the Sr. and Jr. Co-Chairs via Mentimeter. Ms. Marshall stated that the results will be reviewed at the next meeting.
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<p>Announcements:</p>	<ul style="list-style-type: none"> Ms. Munroe announced that the Sunshine Care Center has opened a second location in Metrowest (1743 Park Center Drive, Orlando, FL). The location will house half of their case managers and clients will start being seen on 2/5. Patients can still go to the Central location to attend appointments with their case manager or peer if that location is more convenient. Ms. Williams announced that Talk Test Treat will be hosting an event in honor of National Black HIV/AIDS Awareness Day and Black History Month on 2/24 from 11-3 PM at Lake Lorna Doone Park. Ms. Yabrudy announced that there will be a HRSA EHE audit on 2/14. The Part A Office will provide an update at the February Planning Council Business meeting. Ms. Vazquez announced that the Community Love Feast will be held on 2/23 at Kaley Square. There will be makeovers and a clothes drive. Ms. Kim Thomas introduced herself as the Community Liason for Viiv, which involves providing unbranded presentations that focus on retention in care and barriers to rentention. Ms. Starks announced that New Covenant Baptist Church will be doing testing on 2/4. Mr. McNeil announced that he will be performing at Porch Fest Representative from Pineapple Healthcare announced that there is a monthly program for the Hispanic community that provides, dinner, fun, testing, access to PrEP, and treatment. Mr. Acosta announced that the Love out Loud Brunch is on Saturday and the Love and HIV Campaign Art Show will be on 2/25. On 3/1 there will be an HIV is not a Crime Activity at Heart of Florida United Way- space is limited.
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ACTION ITEMS	
Party Responsible	Item

Part A	Send the Council the information about the SURE grant housing program.
Next Meeting	February 28, 2024
Adjournment:	8:01 PM

Prepared by: Whitney Marshall Date: 2/6/24

Approved by:  Date: 03/05/2024