

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

February 28, 2024

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

Members Present: Priscilla Torres, Andres Acosta, Vel Cline, Alelia Munroe, Bryan DuBac, Timothy Collins, Charlie Wright, Andre Antenor, Ira Westbrook, Anthony McNeil, Mike Alonso via Teleconference, Kara Williams via Teleconference, Vickie Cobb-Lucien via Teleconference, Paolo Mancini via Teleconference, Yvelouse Augustin-Leow via Teleconference, Keyna Harris via Teleconference

Members Excused: Ida Starks and Fernell Neal

Absent: Sueanne Vazquez, Raymond Macon, and Maria Buckley

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Change Andres Acosta to Priscilla Torres <p>Motion: Mr. Acosta made a motion to approve the agenda with the changes. Mr. Collins seconded the motion.</p> <table border="1" data-bbox="578 1108 1127 1201"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>14</td><td>0</td><td>0</td></tr></tbody></table> <p>The February Agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstention	14	0	0
In Favor	Against	Abstention					
14	0	0					
<p>Approval of the January 31st Minutes:</p>	<p>The Planning Council reviewed and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Correct incomplete sentence on page 7 and remove highlight• Correct spelling “retention”• Under Announcements: “Mr. McNeil shared that he will be performing for Porch Fest• Remove Highlight <p>Motion: Mr. Wright made a motion to approve the minutes with the changes. Mr. Collins seconded the motion.</p> <table border="1" data-bbox="578 1797 1127 1890"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>10</td><td>0</td><td>4</td></tr></tbody></table>	In Favor	Against	Abstention	10	0	4
In Favor	Against	Abstention					
10	0	4					

	<p>The January Minutes were approved with 10 in favor and 4 abstained by a roll call vote.</p>
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • A participant shared concerns for a patient assistance coordinator at a undisclosed agency sharing patient confidential information and discriminatory remarks. <ul style="list-style-type: none"> - <i>Ms. Marshall then read the public comment submitted by this participant through the Planning Council's website.</i> • A participant brought up concerns for the syringe exchange program. They wanted to point out that this occurrence has caused an inability to provide proper syringe services • A participant expressed that they were not at liberty to discuss the claims but wanted to point out that they were in attendance for today. <p>Comment Cards:</p> <ul style="list-style-type: none"> - Ms. Marshall read the submitted the public comment from the participant present.
<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 B Monthly Expenditure, GR report and the Part B Quarter 3 Utilization and Expenditure report. The committee also received an overview of the Planning Council Support Expenditure report. • The committee received an update on the progress of the Integrated Plan. • The committee reviewed and discussed the results of the HIV client needs survey. The committee also discussed outreach opportunities and a more targeted approach to better assess the needs of the transgender community. • The committee reviewed activities to be conducted and the purpose statement in the Assessment of the Administrative Mechanism (AAM) Scope of work. • The committee completed their committee leadership evaluations via Mentimeter. <p>Membership and Engagement Committee Monthly Report:</p> <p>Mr. Cline provided the following update to the 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, 14 (64%) are PWH, 10 (45%) are unaffiliated/unaligned PWH, and 8 (36%) are conflicted members.

- The committee reviewed and updated the Website & Social media Policy & Procedure, Associate Member Policy & Procedure, Committee Assignments Policy & Procedure, and the Attendance Policy & Procedure. The recommended changes will be reviewed by the Executive committee.
- The committee reviewed the CFHPC applicant interview questions. After much discussion, the committee decided to add additional open-ended questions and remove the redundant questions.
- The committee reviewed the summaries of two applicants and elected to move both applicants forward to the Executive committee for review and a vote.

Ryan White Community Meeting Monthly Report:

Mr. Antenor provided the following update to the committee:

- The participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of February.
- The participants received information on an upcoming research study for long-term survivors of HIV from Dr. J. Richelle Joe with the University of Central Florida.
- The participants listened to a 5-community member panel discuss disclosure and hurdles that serodiscordant (mixed-status) couples face.
- The next Ryan White Community meeting will be held on Tuesday, March 19, 2024 at 6:00 at Comprehensive Health Care in Melbourne, Florida.

Part A Expenditures and Utilization Report

(Expenditures as of December 31, 2023)

Ms. Yabrudy reported the following:

- Target: 83.33%
- Actual: 77.82%
- Difference: 5.51%

Ms. Yabrudy provided an overview of the expenditures and assured the Planning Council that the grant will be spent. They are currently still waiting for the full grant and will be able to present the partial allocation in March 2024.

Part B Monthly Expenditure Report:

(Expenditures as of December 31, 2023)

Ms. Huff reported the following:

	<ul style="list-style-type: none"> • Target: 75% • Actual: 65% • Difference: 10% <p>Ms. Huff provided an overview of the expenditure & future reallocations. Ms. Huff provided an overview of the percentage expended and anticipated new hires.</p> <p>Ryan White GR Program Expenditure Report: (Expenditures as of December 31, 2023) Ms. Huff reported the following:</p> <ul style="list-style-type: none"> • Target: 50% • Actual: 52% • Difference: -2% <p>Ms. Huff provided a brief overview of the general revenue expenditure. Ms. Huff also provided a brief explanation for -2% and reduced utilization.</p> <p>Ms. Huff provided an overview of the RW Part B (Area 7) Expenditure and Utilization Report.</p> <p>Planning Council Support Expenditure Report: (Expenditures as of November 30, 2023) Ms. Marshall reported the following:</p> <ul style="list-style-type: none"> • Target: 75% • Actual: 70% • Difference: 5% <p>Ms. Marshall presented the quarterly Planning Council Support expenditure and provided an overview of the administrative funding expended.</p>			
<p>New Business</p>	<p>Applicant Summaries: <i>Candidate 2022-14</i></p> <ul style="list-style-type: none"> • Ms. Marshall provided a summary of Candidate 2022-14's application, interview, and recommendations from the interviewers. • The committee opened the floor for discussion and decided to move forward with the recommendation received. <p>Motion Ms. Munroe made a motion to recommend candidate 2022-14 for appointment with a recommendation for Services Systems Planning & Quality. Mr. Acosta seconded the motion. The motion was adopted with a majority vote.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">In Favor</td> <td style="width: 33%;">Against</td> <td style="width: 33%;">Abstention</td> </tr> </table>	In Favor	Against	Abstention
In Favor	Against	Abstention		

12	1	0
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The Candidate 2022-14 was approved by a majority roll call vote.

Candidate 2023-18

- Ms. Marshall provided 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 the recommendation received

Motion Mr. Acosta made a motion to recommend candidate 2023-18 for appointment with a recommendation for Membership & Engagement. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
14	0	0

The Candidate 2023-18 was approved by a unanimous roll call vote.

Policies & Procedures:

CFHPC Website and Social Media Policy and Procedures

- Ms. Marshall presented the recommended changes from the Executive Committee. Major changes included updates to the committee names and other outdated language and clarifying that PCS are the only ones responsible for posting content on social media.
- The Planning Council opened the floor for discussion and discuss any recommended changes.

Motion Ms. Munroe made a motion to approve the CFHPC Website and Social Media Policy and Procedures. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
13	0	0

The CFHPC Website and Social Media Policy and Procedures was approved by a unanimous roll call vote.

Associate Membership Policy and Procedures

- Ms. Marshall presented the recommended changes from the Executive Committee. Major changes included updates to the committee names and other outdated language and increasing the cap for the number of members allowed per committee.

- The Planning Council opened the floor for discussion and discuss any recommended changes.

Motion Mr. Collins made a motion to approve the CFHPC Associate Membership Policy and Procedures with the recommended changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
14	0	0

The Associate Membership Policy and Procedures were approved by a unanimous roll call vote

Committee Assignments Policy and Procedures

- Ms. Marshall presented the recommended changes from the Executive Committee. Major changes included updates to the committee names and other outdated language and clarifying that the Membership & Engagement Committee reserves the right to make changes to the committee roster.
- The Planning Council opened the floor for discussion and discuss any recommended changes.

Motion: Ms. Munroe made a motion to approve the Committee Assignments Policy and Procedures with the recommended changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
14	0	0

The Committee Assignments Policy and Procedures were approved by a unanimous roll call vote

Attendance Policy and Procedures

- Ms. Marshall presented the recommended changes from the Executive Committee. Major changes included updates to the committee names and other outdated language.
- The Planning Council opened the floor for discussion and discuss any recommended changes.

Motion: Mr. Wright made a motion to approve the Attendance Policy and Procedures with the recommended changes. Mr. Mancini seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention

14	0	0
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The Attendance Policy and Procedures were approved by a unanimous roll call vote

AAM Scope of Work:

- Ms. Marshall provided an overview for the process of distributing, receiving the final report, and receiving a response from the Part A Office.
- The members reviewed the 2023-2024 Assessment of Administrative Mechanism Scope of Work. No changes were recommended.

Motion: Mr. Collins made a motion to approve the AAM Scope of Work. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
14	0	0

The AAM Scope of Work was approved by a unanimous roll call vote

Updated Interview Forms:

- Ms. Marshall provided an overview of the updates made to the interview form as well as the questions removed and combined with elements from the member application.
- The members held discussion on changes for language and structuring of the presented form. The members also discussed that any new forms should ensure parity and not be a barrier to entry for any prospective members. for an
- The Planning Council discussed reviewing and updating the Applicant Interview Policy and Procedures.

Motion: Mr. Acosta made a motion to recommend that the updated Interview form go back to be reviewed by the Membership & Engagement Committee. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
14	0	0

The motion to send back the update interview form to the Membership and Engagement Committee was approved by a unanimous roll call vote

Announcements:	<ul style="list-style-type: none"> HIV is not a Crime Academy Hosted by Kamaria Laffrey on Friday, March 1st at Heart of Florida United Way (1940 Cannery Way, Orlando, FL 32804) at 10:00 am to 2:00 pm)
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ACTION ITEMS	
Item	
Next Meeting	March 27 th , 2024
Adjournment:	7:52 pm

Prepared by: *Nyla Tapley* Date: 03/01/2024

Approved by: *[Signature]* Date: **04/23/2024**