

**Central Florida HIV Planning Council**  
**Service Systems Planning & Quality Minutes**

April 04, 2024

**Call to Order:** The Services Systems Planning & Quality Chair, Ms. Munroe called the meeting to order at 9:30 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Alelia Munroe, Paolo Mancini, Timothy Collins, Vickie Cobb-Lucien, Anthony McNeil, Ira Westbrook, Adrain Humphrey, Priscilla Torres via Teleconference, Andre Antenor via Teleconference,

**Members Excused:** Charlie Wright and Maria Buckley

**Absent:** Bryan DuBac, Yvelouse Augustin-Leow, and Gabrielle Leonce

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> <li>• Replace Priscilla Torres with Alelia Munroe</li> <li>• Change to Paolo Mancini for Vision, Mission, &amp; Consensus Building</li> <li>• Under Announcements where it says “Complete initial review of LPAP and EFA Service Standards” add Home and Community based Services</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion to approve the agenda with the changes. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the March 7<sup>th</sup> Service Systems Planning &amp; Quality Minutes:</b></p>	<p>The committee reviewed the March 7<sup>th</sup> minutes and approved the minutes as written.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• No public comment</li> <li>• PCS did not receive any comment cards</li> </ul>
	<p><b>Part A Monthly Expenditure Report:</b>  <i>(Expenditures as of February 29, 2024)</i>          Mr. Huertas reported the following:</p>

**Reports:**

- Target: 100.00%
- Actual: 91.28%
- Dif: 8.72%

Mr. Huertas provided an overview of the expenditure percentages and the allocation categories. He provided an update on the data entry issue for labs and the extension of the deadline. Mr. Huertas informed the committee that the Part A office has filled all vacancies and allowed new staff to introduce themselves.

**Part B Monthly Expenditure Report:  
(Expenditures as of February 29, 2024)**

Ms. Mendoza reported the following:

- Target: 73%
- Actual: 70%
- Dif: 4%

Mr. Haubenestel provided an explanation on the current status of the Part B Contract. The Part B Contract currently has an extension to June 30<sup>th</sup>.

Ms. Mendoza provided an overview of what the current updates for the expenditure and the representation of the percentages in regard to services. She provided an explanation on the updates on the expenditures for the new end date of June 30<sup>th</sup> and the current grant amount of \$2,142,887.00.

Ms. Mendoza provided an overview of the expenditure and the allocation categories. She expressed the steps that will be taken to follow up with agencies for the changes made to the grant award. She provided an in depth explanation for any service categories with a variance  $\geq 5\%$ .

**RW GR Program Expenditure Report:  
(Expenditure as of February 29, 2024)**

- Target: 67%
- Actual: 63%
- Difference: 3%

Ms. Mendoza provided an update on the next steps for the General Revenue Grant Award and how the current status of the contract affects the approach for this grant.

**2024 Quality Management Plan Update**

- Ms. Mendoza provided an overview on the Quality Management Plan and the intentions for this plan. She recommended for members to take the plan home for review and to provide feedback so that the plan can be approved
- Ms. Bricker reviewed the Client Satisfaction portion of the Quality Management Plan and the importance of having performance measures.

	<ul style="list-style-type: none"> <li>Ms. Mendoza continued to review what the plan is proposing, targets, and monitoring for both the EMA and MAI, the data collection plan, performance measure definitions, 2024 work plan/3yr plan, the quality care awards, the PDSA, and status report.</li> </ul>
<p><b>Unfinished Business:</b></p>	<p><b>Needs Assessment Planning:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall presented the responses provided by the Talk Test Treat Kiki Ball providing information that they received 44 responses and that displayed awareness and utilization of prevention</li> <li>Ms. Tapley updated the committee on the local transgender workgroups. She reached out to the five requested organizations and only received a response from The Center.</li> <li>The committee held discussion on what their future approach will be with the little responses received with attempting to be involved with local transgender workgroups. The committee discussed reaching out to Spektrum, Divas and Dialogue, and Crew Health to pull a couple transgender clients to open dialogue on what their needs may be so that we may address what we are able and not able to do. They will come to a consensus on what questions need to be asked</li> </ul> <p><b>Motion:</b> Mr. Mancini made a motion to create a workgroup to generate questions to address needs in the transgender community. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>New Business:</b></p>	<p><b>AAM Surveys &amp; Consultant Update:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall provided an update for a consultant, currently there are three bids for a consultant and the way the surveys will be distributed so that the consultant can compile the data and create a report to present to the full body planning council</li> <li>The committee took a moment to review the surveys and provided feedback. The committee would like to extend an invite to the consultant once selected to attend the May meeting to provide additional feedback on the surveys.</li> </ul> <p><b>Service Categories Training:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall presented a mini training on the service categories, HRSA Policy clarification, definition &amp; acronyms for the different parts of service categories. She provided an explanation on the allowable and unallowable costs for RWHP funding.</li> <li>Ms. Marshall reviewed and defined what core services are and what is considered a core service. She expressed that core services are prioritized whether it is funded or a need is presented to be funded. She defined what are support services and what are considered support services.</li> <li>Ms. Marshall provided an overview on what is considered a service category and what that entails.</li> </ul>

