

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

July 26, 2023

Call to Order: The Jr. Co-Chair, Priscilla Torres called the meeting to order at 5:47 PM at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Vel Cline, Priscilla Torres, Tim Collins, Glorybee Perez, Alelia Munroe, Charlie Wright, Andre Antenor, Sueanne Vazquez, Evan Cochuyt, Paolo Mancini, Fernell Neal, Kim Murphy via Teleconference, Kara Johnson Williams via Teleconference

Members Excused: Maria Buckley, Bryan Dubac, Ida Starks, Mike Alonso, Keyna Harris, Gilberto Hernandez

Absent: Vicki Cobb-Lucien, Andres Acosta, Angela Hunt, Chris Hackford

| Approval of the agenda: | <p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Switch Tim Collins to Priscilla Torres <p>Motion Ms. Munroe made a motion to approve the agenda with the following updates. Mr. Mancini seconded the motion.</p> <table border="1" data-bbox="880 1138 1430 1230"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>7</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">• The July agenda with the updates was approved by a unanimous roll call vote. | In Favor | Against | Abstention | 7 | 0 | 0 |
|---|---|------------|---------|------------|---|---|---|
| In Favor | Against | Abstention | | | | | |
| 7 | 0 | 0 | | | | | |
| Approval of the May 31st Minutes: | <p>The Planning Council reviewed and approved the May minutes as is.</p> | | | | | | |
| Open the Floor for Public Comment: | <ul style="list-style-type: none">• No public comment <p>Comment Cards:</p> <ul style="list-style-type: none">• No Comment Cards | | | | | | |
| Reports | Service Systems & Quality and Needs Assessment & Planning Combined Committee Monthly Report: | | | | | | |

Mr. Collins provided the following update to the committee:

- 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.

Integrated Plan Ad Hoc Committee Monthly Report:

Ms. Vazquez provided the following update to the committee:

- 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.

Ryan White Community Meeting Monthly Report:

Mr. Antenor provided the following update to the committee:

- 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).

Assessment of the Administrative Mechanism:

- Mr. Cavalleri presented the purpose and structure to drafting the AAM for Part A Ryan White.
- He provided his six recommendations to the committee.

Motion Ms. Munroe made a motion to approve the Assessment of the Administrative Mechanism for Part A 2022- 2023 and request that the recipient provides a written plan of action in the execution of the recommendations. Mr. Collins seconded the motion.

| In Favor | Against | Abstention |
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| 11 | 0 | 0 |

The Assessment of the Administrative Mechanisms for Part A 2022-2023 was approved by a unanimous roll call vote.

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 & quarterly 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%

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. Marshall reported the following:

- Target: 17%

- Actual: 8%
- Difference: 8%

Ms. Marshall provided a brief overview of the expenditure.

Applicant Summaries:

- The committee reviewed the summary for candidate 2023-02. After a brief discussion, the committee decided to move to recommend the candidate for appointment.

Motion: Mr. Collins made a motion to recommend Candidate 2023-02 to the Mayor for appointment. Mr. Wright seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
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| 12 | 0 | 0 |

The motion was approved by a unanimous roll call vote.

- The committee reviewed the summary for candidate 2022-09. After a brief discussion, the committee decided to move to recommend the candidate for appointment.

Motion: Mr. Collins made a motion to recommend Candidate 2022-09 to the Mayor for appointment. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
|----------|---------|------------|
| 12 | 0 | 0 |

The motion was approved by a unanimous roll call vote.

CFHPC Policies & Procedures:

- Ms. Marshall provided a brief overview of the Service Standards Policy & Procedures

Motion: Ms. Munroe made a motion to approve the Service Standards Policy & Procedures as is.

New Business

Mr. Collins seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
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| 12 | 0 | 0 |

The Service Standards Policy & Procedures were approved by a unanimous roll call vote.

- Ms. Marshall provided a brief overview of the Officer Nominations Policy & Procedures

Motion: Ms. Munroe made a motion to approve the Officer Nominations Policy & Procedures as is. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
|----------|---------|------------|
| 12 | 0 | 0 |

The Officer Nominations Policy & Procedures were approved by a unanimous roll call vote.

- The committee discussed proposed changes to the bylaws under officer and committee chair nominations

Motion: Ms. Munroe made a motion to approve the bylaw changes to the officer and committee chair nominations. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
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| 12 | 0 | 0 |

The motion was approved by a unanimous roll call vote.

- Ms. Marshall provided a brief overview of the Standing Committee Chair Nominations Policy & Procedures.

Motion: Mr. Collins made a motion to approve the Chair Nominations Policy & Procedures as is. Mr.

Cline seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
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| 12 | 0 | 0 |

The Chair Nominations Policy & Procedures were approved by a unanimous roll call vote.

- The committee voted to extend the meeting by 10 minutes

Motion: Mr. Cline made a motion to extend the meeting by 10 minutes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
|----------|---------|------------|
| 11 | 0 | 0 |

The meeting was extended by 10 minute by a unanimous roll call vote.

Returning Member Interview Form

- The committee took a moment to review the provided Returning Member Interview Form.

Motion: Mr. Cline made a motion to approve the Returning Member Interview Form. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate

| In Favor | Against | Abstention |
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| 12 | 0 | 0 |

The Returning Member Interview Form was approved by a unanimous roll call vote.

Announcements:

- CFHPC Summertime Jubilee
July 29th at 2:00 pm at the Hispanic Office for Local Assistance
- HIV Stigma Day: A dynamic Theater Experience, July 28th at 6:00 pm
Signup available for members to table

| ACTION ITEMS | |
|---------------------|--------------------------------|
| Item | |
| | |
| Next Meeting | August 30 th , 2023 |
| Adjournment: | 8:21 pm |
| | |

Prepared by: *Nyla Tapley* Date: 07/31/2023

Approved by: *[Signature]* Date: 10/11/2023

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