

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

September 29, 2023

Call to Order: The Sr. Co-Chair, Tim Collins called the meeting to order at 9:07 AM at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Andres Acosta, Anthony McNeil, Bryan Dubac, Charlie Wright, Evan Cochuyt, Fernell Neal, Vel Cline, Ida Starks, Kara Williams, Keyna Harris, Maria Buckley, Paolo Mancini, Sueanne Vazquez, Timothy Collins, Vickie Cobb-Lucien, Andre Antenor via Teleconference

Members Excused: Priscilla Torres, Michael Alonso

Absent: Yissel Hernandez, Adrain Humphrey, Glorybee Perez

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda as is.</p> <p>Motion Mr. Cline made a motion to approve the agenda as is. Ms. Munroe seconded the motion.</p> <table border="1" data-bbox="878 1020 1430 1115"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>15</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none">• The September agenda was approved as is by a unanimous roll call vote.	In Favor	Against	Abstention	15	0	0
In Favor	Against	Abstention					
15	0	0					
<p>Approval of the July 26th Minutes:</p>	<p>The Planning Council reviewed and approved the July minutes with the following changes:</p> <ul style="list-style-type: none">• Under approval of the agenda change to approve as is <p>Motion Mr. Cline made a motion to approve the agenda with the following updates. Ms. Neal seconded the motion.</p> <table border="1" data-bbox="878 1593 1430 1688"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>12</td><td>0</td><td>3</td></tr></tbody></table> <ul style="list-style-type: none">• The July Minutes with the updates was approved by a unanimous roll call vote.	In Favor	Against	Abstention	12	0	3
In Favor	Against	Abstention					
12	0	3					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none">• No Public Comment						

	<p>Comment Cards:</p> <ul style="list-style-type: none"> - No Comment Cards 						
<p>Reports</p>	<p>Award Presentation:</p> <ul style="list-style-type: none"> • Ms. Marshall and Mr. Bent shared appreciation to planning council member Andre Antenor for completing 3 years of service and new members for their interest in the Planning Council • Mr. Bent presented additional awards to Planning Council Members. <p>Applicant Summary:</p> <ul style="list-style-type: none"> • The committee reviewed the summary for candidate 2023-09. After a brief discussion, the committee decided to recommend candidate for appointment. <p>Motion: Ms. Starks made a motion to recommend Candidate 2023-09 to the mayor for appointment. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate</p> <table border="1" data-bbox="878 1014 1430 1104"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Candidate 2023- 09 was approved by a unanimous roll call vote. <p>Membership and Engagement Committee Annual Report:</p> <p>Mr. Acosta reported the following information on the committee:</p> <p>During the past 12 months, the Membership and Engagement Committee has successfully:</p> <ul style="list-style-type: none"> • The committee was able to fill all of the mandated seats on the planning council for the first time since 2019. • The committee was able to produce two issues of the Red Ribbon Times. • The committee has increased the Planning Council’s social media following to 375 followers on Instagram and 1,300 on Facebook. 	In Favor	Against	Abstention	16	0	0
In Favor	Against	Abstention					
16	0	0					

- Created and hosted the Summertime Jubilee recruitment event on Saturday July 29th at the City of Orlando- HOLA Office.
- The committee conducted quarterly leadership evaluations.
- The committee reviewed and updated the CFHPC Marketing Plan.
- Successfully reviewed, interviewed, and on boarded 7 new members, with one eligible member pending approval by the full Council.
- We hosted the Council's most successful World AIDS Day at the Shakespeare Theater on December 1, 2022.

The committee faced the following challenges:

- The lack of participation at recruitment activities and events.
- The committee had seven members resign from the Planning Council.

The committees will continue to:

- Continue to build on recruitment and retention strategies.
- Ensure the adherence to attendance policies across committees.
- Update and maintain the website and social media accounts.
- Increase participation in recruitment activities and events.

Service Systems Planning & Quality Committee Annual Report:

Mr. Dubac reported the following information on the committee:

Activities Accomplished during past 12 months:

- Reviewed and made recommendations to update over ten of the Planning Council's Policies and Procedures that had not been reviewed in the past three years.
- Created a new Policy and Procedure to ensure a uniform process for reviewing and updating the System Wide Service Standards.
- Reviewed and updated the MOU between the Planning Council, the Area 7 Lead

Agency, the Ryan White HIV/AIDS Program (RWHAP) Part A Recipient.

- Reviewed monthly, quarterly, and annual RWHAP Part A and Part B expenditure and utilization reports to identify barriers and gaps in service delivery in the Orlando Service Area.
- Provided important recommendations to the Provider Capacity and Capability Survey to ensure accurate assessment of Provider needs for the Annual Data Presentation.
- Updated the evaluation tools for annual processes such as Data Presentation and Priority Setting & Resource Allocation.
- Reviewed an initial draft of the Assessment of the Administrative Mechanism (AAM) and requested additional information from the AAM Consultant and the Part A Recipient that improved the Council's understanding of how well the Recipient responded to the Council's directives.
- Recommended changes to the eligibility requirements in the Medical Transportation Service Standard that will allow more clients to access critical transportation services.

Successes:

- Updated the Food Bank and Home Delivered Meals Service Standard and its supporting documents to be more inclusive of clients' needs.
- Improved the structure for monthly and quarterly reports from the Recipient and Lead Agency Offices to ensure that essential information is more easily understood by all Planning Council members.
- The Committee did not have to cancel any meetings due to a lack of in person quorum. This helped to decrease disruption in the planning process for the 2023-2024 year.


Challenges and Lessons Learned:

- The Committee has faced trouble with getting new members, specifically Associate Members, interested in joining

	<p>the SSPQ Committee. It is recommended that the Committee collaborate with Membership and Engagement to develop strategies to get new applicants more interested in the essential work that the SSPQ Committee does.</p> <p>Election of Officers:</p> <ul style="list-style-type: none"> The Planning Council took a moment to cast their vote for the new planning council officer. <p><i>Jr. Co-Chair: Andres Acosta</i></p>
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ACTION ITEMS	
Item	
Next Meeting	October 25 th , 2023
Adjournment:	9:47 pm

Prepared by: *Nyla Tapley* Date: 09/29/2023

Approved by:  Date: 11/14/2023