

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

October 25, 2023

Call to Order: The Sr. Co-Chair, Priscilla Torres called the meeting to order at 6:05 PM at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres, Andres Acosta, Vel Cline, Sueanne Vazquez, Alelia Munroe, Evan Cochuyt, Ida Starks, Kara Williams, Fernell Neal, Bryan Dubac, Charlie Wright, Vicki Cobb-Lucien, Paolo Mancini, Maria Buckley via Teleconference, Timothy Collins via Teleconference, Andre Antenor via Teleconference, Ira Westbrook via Teleconference

Members Excused: Mike Alonso

Absent: Keyna Harris, Anthony McNeil, Yissel Hernandez, Adrain Humphrey

<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. Wright made a motion to approve the agenda with the changes. Mr. Cline seconded the motion.</p> <table border="1" data-bbox="878 1140 1430 1230"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The October agenda was approved as is by a unanimous roll call vote.</p>	In Favor	Against	Abstention	13	0	0
In Favor	Against	Abstention					
13	0	0					
<p>Approval of the September 29th Minutes:</p>	<p>The Planning Council reviewed and approved the September minutes as is.</p>						
<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>Service Systems Planning & Quality Committee Monthly Report:</p> <p>Ms. Munroe provided the following update to the committee:</p>						

- At this month's meeting the Committee elected a new Chair, Alelia Munroe, and Vice Chair, Evan Cochuyt, as their leadership for the 2023-2024 Planning Cycle.
- The Committee received an overview of the following reports: monthly expenditures for Part A and Part B & General Revenue, Part A Quarter 2 Utilization, General Revenue Final Expenditures and Annual Utilization and Expenditures.
- The Committee also updated the CFHPC policies and procedures for Data Presentation, Annual Resource Allocation, Priority Setting, and Ways to Best Meet Needs (Directives).
- The Committee took a roll call vote to approve reallocations for Part A funds. The proposed changes to the core and support services were to increase funding for AIDS Pharmaceutical Assistance by \$200,000 and Medical Case Management by \$120,000 and to decrease Substance Abuse Services-Outpatient by \$60,000, Substance Abuse- Residential by \$40,000, and Emergency Financial Assistance by \$20,000. There was also a decrease for CQM funding.
- Finally, they updated their committee work plan and voted to move it to the Executive Committee for review.

Membership and Engagement Committee Monthly Report:

Mr. Cline provided the following update to the committee:

- At this month's meeting the Committee elected a new Chair, Vel Cline, and Vice Chair, Sueanne Vazquez, as their leadership for the 2023-2024 Planning Cycle.
- The Committee discussed the membership matrix, PC reflectiveness, and attendance roster. There are currently 22 Planning Council members, 13 (59%) are PWH, 9

(41%) are unaffiliated PWH, and 9 (41%) are conflicted members.

- The Committee also reviewed an updated Committee Roster and one applicant summary. They elected to move this individual from associate member to full member, to the Executive Committee for approval.
- They reviewed the social media highlights for Facebook and Instagram and discussed strategies for increasing engagement across all platforms, including potentially creating LinkedIn and Threads accounts to improve online engagement.
- Finally, the Committee updated the CFHPC Newsletter/Magazine Policy and Procedure and voted to move their committee work plan to the Executive Committee.

World AIDS Day Workgroup

Workgroup Chair: Andres Acosta

- The Workgroup reviewed the submissions for the Unsung Hero and Service Awards. They decided to extend the deadline for the Unsung Hero Award nominations to October 31st and chose the recipients for the 2023 WAD Service Award.
- The next World AIDS Day Workgroup meeting will be November 10th, 2023 at 10:00 AM virtually and in person at Heart of Florida United Way.

Ryan White Community Meeting Monthly Report:

Ms. Starks provided the following update to the committee:

- At this month's meeting participants received a brief report of the Planning Council's activities thus far, took a survey on the topics that they would like to see in the upcoming year, and were presented with an overview/chance to provide feedback on the changes to the Medical Transportation Service Standard and its supporting documentation.

- Participants also received a presentation and a resource kit about disaster resilience and preparation by Gabriella Rodriguez and Andres Acosta of QLatinx.
- The next Ryan White Community meeting will be held on Tuesday, November 14, 2023 at 6:00 PM at Heart of Florida United Way (1940 Cannery Way, Orlando, FL, 32804).

Part A Expenditures and Utilization Report
(Expenditures as of August 31, 2023)

Mr. Huertas reported the following:

- Target: 50%
- Actual: 49%
- Difference: -1%

Mr. Huertas provided an overview of the expenditures and provided a breakdown of the proposed allocation.

Motion Ms. Cobb-Lucien made a motion to approve proposed. Ms. Starks seconded the motion.

In Favor	Against	Abstention
7	0	7

The proposed reallocation was approved.

Mr. Huertas also provided an overview of the Part A utilization report.

Part B Monthly Expenditure Report:
(Expenditures as of July 31, 2023)

Ms. Mendoza reported the following:

- Target: 42%
- Actual: 29%
- Difference: 13%

Ms. Mendoza provided an overview of the expenditures & utilization demographics.

Ryan White GR Program Expenditure Report:
(Expenditures as of August 31, 2023)

	<p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 17% • Actual: 18% • Difference: -1% <p>Ms. Mendoza provided a brief overview of the general revenue expenditures.</p> <p>Ms. Mendoza provided a brief overview on the Programmatic Monitoring Reports and informed the members that compliance requirements were exceeded by provider.</p> <p>She also provided a update for the Part B Fiduciary Agent as well as previous discussions from the FCPN.</p>												
<p>New Business</p>	<p>Time/ Date for 2023-2024 Meetings:</p> <ul style="list-style-type: none"> • The committee decided to keep meetings the same as the last Wednesday of the month at 6:00 pm <p>Motion Mr. Cline made a motion to keep the Planning Council Business Meeting the same. Mr. Wright seconded the motion. The motion was adopted unanimously without debate.</p> <table border="1" data-bbox="878 1125 1430 1220"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>15</td> <td>0</td> <td>0</td> </tr> </table> <p>The Time/Date for 2023-2024 was approved as is by a unanimous roll call vote.</p> <p>Committee Work Plans 2023-2024</p> <ul style="list-style-type: none"> • The committee then reviewed and discussed the Planning Council Business work plan. <p>Motion Ms. Cobb-Lucien made a motion to approve the Planning Council Business work plan. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.</p> <table border="1" data-bbox="878 1770 1430 1864"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>15</td> <td>0</td> <td>0</td> </tr> </table>	In Favor	Against	Abstention	15	0	0	In Favor	Against	Abstention	15	0	0
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The Planning Council Business Work Plan was approved as is by a unanimous roll call vote.

Motion Mr. Cline made a motion to extend the meeting by 20 minutes. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The meeting extension was approved by a unanimous roll call vote.

Medical Transportation Service Standard:

Ms. Marshall provided the committee a review of the recommended changes and updates made to the Medical

Motion Ms. Munroe made a motion to approve the Medical Transportation Service Standards to be effective by November 1st. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The Medical Transportation Service Standards was approved by a unanimous roll call vote.

Applicant Summaries:

- Mr. Bent provided the planning council an overview of candidate 2023-02.
- The committee reviewed the summary for candidate 2023-02. After a brief discussion, the committee decided to move the candidate forward for appointment.

Motion Mr. Dubac made a motion to move Candidate 2023-02 forward for appointment. Mr. Cochuyt seconded the motion. The motion was adopted unanimously without debate

In Favor	Against	Abstention
14	0	0

The candidate 2023-02 was approved by a unanimous roll call vote.

Policies & Procedures:

- The committee briefly the policy and procedures for Ways to Best Meet Needs.

Motion Ms. Munroe made a motion to approve the CFHPC Ways to Best Met Needs Policy and Procedures. Mr. Dubac seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The Ways to Best Met Needs Policy and Procedures approved by a unanimous roll call vote.

- The committee briefly reviewed the policy and procedures for Data Presentation.

Motion Mr. Dubac made a motion to approve the CFHPC Data Presentation Policy and Procedures. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The Data Presentation Policy and Procedures were approved by a unanimous roll call vote

- The committee briefly reviewed the policy and procedures for Priority Setting.

Motion Mr. Cline made a motion to approve the CFHPC Priority Setting Policy and Procedures. Mr. Wright seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The Priority Setting Policy and Procedures were approved by a unanimous roll call vote

- The committee briefly reviewed the policy and procedures for the Annual Resource Allocation.

Motion Ms. Williams made a motion to approve the Annual Resource Allocation Policy and Procedures. Mr. Cochuyt seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The Annual Resource Allocation Policy and Procedure were approved by a unanimous roll call vote

- The committee briefly reviewed the Magazine policy and procedures.

Motion Ms. Williams made a motion to approve the Magazine Policy and Procedures. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
15	0	0

The Magazine Policy and Procedure approved by a unanimous roll call vote

Announcements:

- DOH Orange CAB Meeting on Nov. 14th at 4:30 pm
- EHE Engagement Session Nov. 15th at Lake Ellenor from 12:00 pm to 4:00 pm
- Solidarity Project on Nov. 12th at Lake Eola
- Unsung Award Nominations close on October 31st

ACTION ITEMS

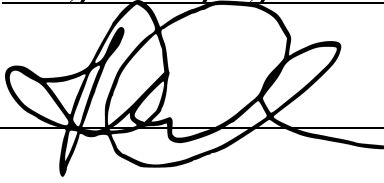
Item	
Next Meeting	November 29 th , 2023
Adjournment:	8:24 pm

Prepared by:

Nyla Tapley

Date: 10/25 /2023

Approved by:

A handwritten signature in black ink, appearing to be a stylized name, written over a horizontal line.

Date: 11/29/2023