

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

November 29, 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, Siri Goberdhan Jr., Andres Acosta, Vel Cline, Sueanne Vazquez, Ida Starks, Fernell Neal, Charlie Wright, Andre Antenor, Ira Westbrook, Evan Cochuyt via Teleconference, Mike Alonso via Teleconference, Timothy Collins via Teleconference

Members Excused: Alelia Munroe, Kara Williams, Bryan Dubac, and Vickie Cobb-Lucien

Absent: Paolo Mancini, Keyna Harris, 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 Alelia Munroe to Andres Acosta• Change Pedro Huertas to Claudia Yabrudy <p>Motion Mr. Wright made a motion to approve the agenda with the changes. Ms. Starks seconded the motion.</p> <table border="1" data-bbox="878 1136 1430 1228"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>11</td><td>0</td><td>0</td></tr></tbody></table> <p>The November agenda was approved with the changes by a unanimous roll call vote.</p> | In Favor | Against | Abstention | 11 | 0 | 0 |
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| <p>Approval of the October 25th Minutes:</p> | <p>The Planning Council reviewed and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Change AM to PM• Page 2 Add information about the decrease for the CQM funding <p>Motion Mr. Cline made a motion to approve the agenda with the changes. Ms. Neal seconded the motion.</p> <table border="1" data-bbox="878 1780 1430 1873"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>11</td><td>0</td><td>0</td></tr></tbody></table> | In Favor | Against | Abstention | 11 | 0 | 0 |
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| | <p>The October Minutes were approved with the changes by a unanimous roll call vote.</p> |
| <p>Open the Floor for Public Comment:</p> | <ul style="list-style-type: none"> • Ms. Rodriguez informed the members of volunteer spots open for the Quilt Ceremony as well as joining discussion to bring back the Quilt tour. <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>Mr. Acosta provided the following update to the committee:</p> <ul style="list-style-type: none"> • The Committee received an overview of Part A, Part B, and the General Revenue monthly expenditure reports. The committee also received an overview of the Planning Council Support quarterly expenditure report. • The Committee received an update on the progress for the Integrated Plan. • The Committee reviewed and discussed the Data Presentation, Priority Setting, and Resource Allocation evaluation results. The committee provided recommendations based off of the feedback. <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 20 Planning Council members, 12 (60%) are PWH, 8 (40%) are unaffiliated PWH, and 10 (50%) are conflicted members. • The committee reviewed the social media highlights for Facebook and Instagram and discussed strategies for increasing engagement across both platforms. |

- The Committee reviewed the exit survey feedback from a former member of the Planning Council and made recommendations based off the feedback.
- The committee discussed volume 13 of the Red Ribbons Times magazine and formalized a due date for article submissions.
- Finally, the committee reviewed and provided recommended updates for the Meetings Etiquette, Conflict of Interest, and Meetings policies and procedures. The recommended updates have been forwarded to the Executive Committee for review.

World AIDS Day Workgroup
 Workgroup Chair: Andres Acosta

- The workgroup reviewed and voted on the submissions for the Unsung Hero, Service and Lifetime Achievement awards.
- The workgroup reviewed and made final revisions to the event program.
- This year's World AIDS Day event will take place at 1010 West on December 1, 2023, at 6:00 pm.

Ryan White Community Meeting Monthly Report:

Ms. Starks provided the following update to the committee:

- The participants received an overview of the Planning Council's committee activities for the month of November.
- The participants received a presentation on the AIDS Drug Assistance Program (ADAP) by Judith Alvarez and Yesenia Malofksy with the Florida Department of Health. The presentation focused on phone enrollment, face to face enrollment, online recertification, and required documentation.
- The next Ryan White Community meeting will be held on Tuesday, January 16, 2024.

Integrated Plan Workgroup Monthly Report:

Ms. Starks provided the following update to the committee:

- The workgroup received a VMSG update from the Part A office.
- The workgroup reviewed the feedback on the HRSA summary statement.
- The workgroup discussed the implementation and monitoring plan. The workgroup updated objective verbiage, the responsible party for the goals and reports needed to measure the success of the goals.

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

Ms. Yabrudy reported the following:

- Target: 66.67%
- Actual: 60.19%
- Difference: -6.48%

Ms. Yabrudy provided an overview of the expenditures and provided a breakdown of the expended and unexpended amount. Part A discussed the unobligated balance and Planning Council requested a presentation on the Mental Health Services in the EMA

Part B Monthly Expenditure Report:
(Expenditures as of September 30, 2023)

Ms. Mendoza reported the following:

- Target: 50%
- Actual: 37%
- Difference: 13%

Ms. Mendoza provided an overview of the expenditure & expended percentage.

Ryan White GR Program Expenditure Report:
(Expenditures as of September 30, 2023)

Ms. Mendoza reported the following:

- Target: 25%
- Actual: 27%
- Difference: -2%

Ms. Mendoza provided a brief overview of the general revenue expenditure.

Ms. Mendoza provided an overview of the RW Part B (Area 7) Expenditure and Utilization Report.

Planning Council Support Expenditure Report:
(Expenditures as of August 31, 2023)
Ms. Mendoza reported the following:

- Target: 50%
- Actual: 46%
- Difference: 4%

Ms. Marshall presented the quarterly Planning Council Support expenditure and provided an overview of the administrative funding expended.

New Business

Policies & Procedures:

- The committee briefly reviewed the policy and procedures for Meeting Etiquette.

Motion Mr. Cline made a motion to approve the CFHPC Meeting Etiquette Policy and Procedures. Ms. Neal seconded the motion. The motion was adopted unanimously without debate.

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The Meeting Etiquette Policy and Procedures was approved by a unanimous roll call vote.

- The committee briefly reviewed the policy and procedures for Managing Conflict of Interest.

Motion Mr. Wright made a motion to approve the CFHPC Managing Conflict of Interest Policy and Procedures. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

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| | <p>The Managing Conflict of Interest Policy and Procedures were approved by a unanimous roll call vote</p> <p>Approve Activities for Annual Events:</p> <ul style="list-style-type: none"> • Ms. Marshall opened the floor for the committee to discuss what they would like their events for the upcoming year to look like. • The committee held discussion around building stronger relationships, the LEAP program, and increasing engagement. |
| <p>Announcements:</p> | <ul style="list-style-type: none"> • CFHPC World AIDS Day Celebration at 6:00 pm on Friday, Dec. 1st at 1010 West • Community Love Feast at 4:00 pm on Dec. 16th at Kaley Square |
| <p>ACTION ITEMS</p> | |
| <p>Item</p> | |
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| <p>Next Meeting</p> | <p>January 31, 2024</p> |
| <p>Adjournment:</p> | <p>8:02 pm</p> |
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Prepared by: *Nyla Tapley* Date: 11/29/2023

Approved by:  Date: 03/05/2024