

Central Florida HIV Planning Council

Service Systems Planning & Quality Minutes

January 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, Evan Cochuyt, Bryan DuBac, Timothy Collins, Charlie Wright, Vickie Cobb-Lucien, Anthony McNeil, Ira Westbrook, Priscilla Torres via Teleconference, Andre Antenor via Teleconference, Maria Buckley via Teleconference

Members Excused: Adrain Humphrey

Absent: Paolo Mancini

<p>Approval of the agenda:</p>	<p>The committee reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Correct start time to 9:30 am• Under Part B report- Add Procurement Report• Review New Business before Unfinished Business• Correct next meeting to February 1st <p>Motion: Mr. DuBac made a motion to approve the agenda with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the November 2nd Service Systems Planning & Quality Minutes:</p>	<p>The committee reviewed the November 2nd minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Correct Cochuyt to Cochuyt• Correct last motion due to absent member <p>Motion: Mr. Collins made a motion to approve the minutes with the changes. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none">• No public comment• PCS did not receive any comment cards

Reports:

**Part A Monthly Expenditure Report:
(Expenditures as of November 30, 2023)**

Mr. Huertas reported the following:

- Target: 75%
- Actual: 72.49%
- Dif: 2.51%

Mr. Huertas-Diaz provided a brief overview of the monthly expenditures and an in-depth review of the Quarter 3 utilization report. The committee took a moment to inquire and discuss both the expenditure and utilization reports. Ms. Munroe asked if the Part A Office submitted an unobligated balance request to ensure that services are covered. Mr. Huertas-Diaz stated that he would follow up.

**Part B Monthly Expenditure and Utilization Report:
(Expenditures as of November 30, 2023)**

Ms. Mendoza reported the following:

- Target: 67%
- Actual: 56%
- Dif: 11%

Ms. Mendoza provided an overview of the monthly expenditure and quarterly utilization report. The report covered reduced utilizations, vacancies/new hire, client needs, and allocations.

**Quality Management Workgroup: Report & Performance Measures
2023**

- Ms. Mendoza presented the QM Performance Measures and informed the committee on the purpose and what is being measured in the presented reports. She also reviewed the viral load suppression data from 2019 to 2023 in both Orange County EMA and Brevard County.
- The Committee held a discussion on the data and the form of visualization that can be provided in the future for review.
- Ms. Mendoza provided an update from the last workgroup meeting on formatting, target goals/dates, the scoring committee, and trainings.

**RW GR Program Expenditure Report:
(Expenditure as of November 30, 2023)**

- Target: 42%
- Actual: 45%
- Difference: -3%

	<p>Ms. Mendoza provided a brief overview of the General Revenue Expenditure Report. The report covered allocations, reduced utilization, and client needs.</p> <p>Procurement Report</p> <ul style="list-style-type: none"> Ms. Mendoza-Cardenal provided a brief update on the Part B RFP process, stating that no questions or comments can be made beyond that they are currently in a blackout period.
<p>New Business:</p>	<p>Mental Health Services Utilization</p> <ul style="list-style-type: none"> Mr. Huertas-Diaz provided an update to the committee for mental health services utilization. The Part A Office has identified a barrier with languages and receiving services. Some clients also have private insurance to provide mental health services outside of Ryan White services. Mr. Huertas-Diaz also stated that there were about 600 referrals generated for Mental Health Services and that about half of Part A clients are eligible to receive the service. The committee briefly held discussion on providers taking on client mental health issues, compassion fatigue, and burnout. Mr. Huertas-Diaz requested that the Committee review the outcomes of what the Part A Office is doing to increase utilization (addressing the language barriers, distributing trilingual infographics on psychiatry vs. psychology, and hosting an informational session in February 2024) after the February 9th meeting hosted by Part A.
<p>Unfinished Business:</p>	<p>Integrated Plan Progress Update:</p> <ul style="list-style-type: none"> Mr. Bent presented to the committee the Integrated Plan progress from the Integrated Plan Ad Hoc Committee as of November 2023 and Ms. Munroe also briefly touched on the progress of the integrated plan. So far, the Integrated Plan Ad Hoc Committee has determined the implementation year for all goals and has started identifying the data source/measurement tools for Goal #1. The Committee was instructed to review the current Integrated Plan process and return with feedback at next month's meeting. <p>Needs Assessment Process</p> <ul style="list-style-type: none"> Ms. Marshall introduced the current Needs Assessment process along with the Needs Assessment Policy & Procedure. The committee discussed the results of the HIV Care Needs Survey (from data collected in 2022-2023), frequency, and the next disbursement of the 2025 HIV Needs Survey. They discussed creating focus -groups to ensure all clients are receiving services and gender-affirming care. As well as planning a Ryan White Town-hall to address needs that are not being met in the Trans

	<p>community. The Committee began planning for a town hall in April for the EMA and another in Brevard County.</p> <ul style="list-style-type: none"> Members were instructed to think about questions to ask at the town halls and bring them to the next meeting. <p>Reminder: FCPN has received the Planning Council’s recommendations from the 2023 Data Presentation on the HIV Care Needs Survey.</p>
Announcements:	<ul style="list-style-type: none"> The Sunshine Care Center has moved back into Central bldg. 1. The case management team has been split into 2 (the Central and Hurston bldg.) and is expected to be integrated by summer 2024. The building process at Central has changed and requires you to check in on the first floor.
ACTION ITEMS	
Assigned Party	Item
Committee Members	Review Integrated Plan progress and return with feedback.
Committee Members	Review the 2022-23 HIV Care Needs Survey, the responses from those who answered and are transgender. Identify any gaps/barriers and come prepared to the next meeting with feedback and potential questions for the April Town Hall.
PCS	Send Committee members a copy of the HIV Care Needs Survey, the aggregate results from Data Presentation 2023, specific data on transgender respondents,
PCS	Inquire about availability of Holden Heights Community Center for town hall.
Part A Office	Forward 2/9/24 meeting information to PCS to share with the members.
Next Meeting:	02/01/2024
Adjournment:	11:52 am

Prepared by: *Nyla Tapley* Date: 02/01/2024

Approved by: *Alegra* Date: 02/01/2024