

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

January 5, 2023

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Dubac called the meeting to order at 10:04 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Bryan Dubac, Keith Tremain, Maria Buckley, Alelia Munroe, Vicki Cobb- Lucien, Adrian Humphrey, Andre Antenor via Teleconference, Timothy Collins via Teleconference, Charlie Wright via Teleconference

Members Excused:

Absent: Flora Kavitch

Approval of the agenda:	The committee reviewed the agenda and approved the agenda as is Motion: Ms. Buckley made a motion to approve the agenda as is. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate.
Approval of the November 3rd Service Systems & Quality and Needs Assessment & Planning Minutes:	The committee reviewed the November 3 rd minutes and accepted the minutes with the following changes: <ul style="list-style-type: none">• Change date to November 3rd, 2022 Motion: Ms. Munroe made a motion to approve the minutes with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.
Open the floor for public comment:	<ul style="list-style-type: none">• Mr. Westbrook expressed his dissatisfaction with the planning council and lack of involvement with clients.• PCS did not receive any comment cards
	Part A Monthly Expenditure Report: (Expenditures as of November 30, 2022)

<p>Reports:</p>	<p>Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> • Target: 75.00% • Actual: 55.57% • Dif: -19.43% <p>Mr. Huertas provided a brief overview of the November expenditure report and addressed any concerns from the committee.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of November 30, 2022)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 67% • Actual: 58% • Dif: 9% <p>Ms. Mendoza gave a brief overview of the expenditure report and addressed any concerns from the committee.</p>
<p>New Business:</p>	<p>Review and Update Evaluation Tools for Data Presentation, Priority Setting, and Resource Allocation:</p> <ul style="list-style-type: none"> • Ms. Marshall gave a brief overview of the previous discussion held regarding the evaluation process. • The committee made the following suggestions: <ul style="list-style-type: none"> ▪ Provide a results sheet for the surveys instead of multiple individual responses. ▪ Instead of providing a scale for questions; Ask open-ended questions for a better response ▪ Separate the evaluations by presentations and stress the importance of receiving a valid response <p>Service Standards/ Standards of Care-Food:</p>

	<ul style="list-style-type: none"> Mr. Huertas provided an overview of the food standards and the clients served. Mr. Huertas broke down the logistics of providing these meals and the plan to do an analysis on client satisfaction. He explained the qualifications, approval, and denial process for these benefits. <p>Assessment of the Administrative Mechanism:</p> <ul style="list-style-type: none"> Ms. Marshall gave a brief overview of the FY 2022- 2023 AAM. The committee proceeded with reviewing the AAM, and decided to move forward with utilizing a consultant. <p>Motion: Ms. Munroe made a motion to utilize a consultant for the 2020- 2021 Report Assessment of the Administrative Mechanism. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p> <p>2022-2026 Integrated Plan:</p> <ul style="list-style-type: none"> Ms. Marshall provided the Integrated plan to the committee.
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Announcements:	<p><i>Reminder: HIV Care Needs Survey Open again until March 2023</i></p> <ul style="list-style-type: none"> MLK Parade downtown at Lake Eola and Eatonville on January 14, 2023
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ACTION ITEMS	
Item	
Next Meeting:	February 2 nd , 2023
Adjournment:	11:55 am

Prepared by: Nyla Tapley Date: 01/05/2023

Approved by:  Date: 2/9/23