

## Central Florida HIV Planning Council

### Service Systems Planning & Quality Minutes

February 02, 2023

**Call to Order:** The Services Systems Planning & Quality Chair, Ms. Alelia 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, Timothy Collins, Charlie Wright, Anthony McNeil, Maria Buckley, Ira Westbrook, Paolo Mancini, Adrain Humphrey, Bryan DuBac via Teleconference, Andre Antenor via Teleconference

**Members Excused:** Vickie Cobb-Lucien

**Absent:** None


<b>Approval of the agenda:</b>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"><li>• Remove Health Insurance Service Standards from New Business</li></ul> <p><b>Motion:</b> Mr. Collins made a motion to approve the agenda with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Approval of the January 4<sup>th</sup> Service Systems Planning &amp; Quality Minutes:</b>	<p>The committee reviewed the January 4<sup>th</sup> minutes and approved as is.</p>
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• Mr. McNeil shared his perspective on learning more about the housing crisis, and forming an understanding on HOPWA being a different entity from the Planning Council and Ryan White Services. He shared that he would like representation from HOPWA to be a part of the conversation surrounding the housing crisis for the community.</li><li>• Mr. Huertas addressed the HOPWA concerns and will inform the HOPWA program the concerns discussed in today's meeting to implement more of a collaborative strategy.</li></ul> <p><b>Motion:</b> Mr. McNeil made a motion to present the possibility of creating a Housing Ad Hoc to the Executive Committee. Mr.</p>

	<p>Cochuyt seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> <li>• PCS did not receive any comment cards</li> </ul>
<p><b>Reports:</b></p>	<p><b>Part A</b>  <b>Monthly Expenditure Report:</b>  <b>(Expenditures as of December 31, 2023)</b>  Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 83.33%</li> <li>• Actual: 77.82%</li> <li>• Dif: 5.51%</li> </ul> <p>Mr. Huertas provided an overview of the expenditure report and an update on the service categories. He provided information on open vacancies and new onboarding staff for these service categories. Mr. Huertas indicated that although there is a 5% variance they are on track to spend 100% of the grant.</p> <p><b>Part B</b>  <b>Monthly Expenditure Report:</b>  <b>(Expenditures as of December 31, 2023)</b>  Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 75%</li> <li>• Actual: 65%</li> <li>• Dif: 10%</li> </ul> <p><b>RW GR Program Expenditure Report:</b>  <b>(Expenditure as of December 31, 2023)</b></p> <ul style="list-style-type: none"> <li>• Target: 50%</li> <li>• Actual: 52%</li> <li>• Difference: -2%</li> </ul> <p>Ms. Mendoza provided an overview of the monthly expenditure report and updated the committee on the plan for closing the gap, as well as the service categories.</p> <p>Ms. Mendoza presented the Quarter 3 Expenditure &amp; Utilization report. She provided a breakdown of the demographics utilizing the services in comparison to quarters 1 and 2. She also informed the committee of new support groups for youth and our aging population.</p> <p><b>Planning Council Quarter 3 Expenditure Report:</b>  <b>(Expenditures as of November 30, 2023)</b></p>

	<p>Ms. Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 75%</li> <li>• Actual: 70%</li> <li>• Difference: 5%</li> </ul> <p>Ms. Marshall provided a brief overview of the Planning Council Support Expenditure and opened the floor for members to express any question or concerns.</p>
<p><b>Unfinished Business:</b></p>	<p><b>Integrated Plan Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Ms. Munroe introduced the purpose of the Integrated Plan and what the committee will be accomplishing during this meeting.</li> <li>• Ms. Marshall informed everyone that we will be utilizing the VSMG platform to input the data and monitor the plan. She also updated that we have completed two out of the four trainings for the VSMG platform.</li> <li>• Ms. Mendoza, RW Program director informed the committee that we will request more information from Part A on who will be responsible for the majority of the data input.</li> </ul> <p><b>Needs Assessment Planning:</b></p> <ul style="list-style-type: none"> <li>• Ms. Munroe provided an over view on previous discussion surrounding the Needs Assessment Planning and seeking more information from the Transgender population.</li> <li>• Ms. Marshall presented the data received from the HIV Client Needs Survey, sharing the demographics of the participants. She provided information on the majority being reflected as the aging population either retired or collecting disability. She addressed this comparing the results as a whole in comparison to those who identify as transgender. She expressed that this is solely for the purpose of gaining an outlook on the needs of the transgender community.</li> <li>• Ms. Munroe opened the floor for discussion to see what questions the committee would like to seek answers to for the transgender population.</li> <li>• The committee began discussion on available transgender services and where the needs are not being met. They held discussion on the creation of a focus group and administering a survey to the transgender community to see what needs they feel are not being met for their well-being. They would like to find a neutral individual that reflects the demographic we want to serve for the focus group.</li> </ul>

<p><b>New Business</b></p>	<p><b>AAM Scope of Work:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall provided the committee an overview of the purpose of the AAM alongside the collaboration of the HFUW contracted consultant. She informed the committee that they will be reviewing the drafted <i>2023-24 Scope of Work for the AAM</i> to provide any suggestions or changes to send back.</li> <li>The committee has no suggestions or recommendations and is satisfied with the <i>2023-24 Scope of Work for the AAM</i>.</li> </ul> <p><b>Motion:</b> Mr. Wright made a motion for HFUW to procure a consultant to conduct the AAM with the <i>2023-24 Scope of Work for the AAM</i> as written. Mr. Cochuyt seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Leadership Evaluations:</b></p> <ul style="list-style-type: none"> <li>The committee took a minute to submit their leadership Evaluations for Ms. Alelia Munroe, Chair and Mr. Evan Cochuyt, Vice-Chair</li> </ul>
<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>The Sunshine Care Center with the Department of Health has moved half of their case management team, peers, and ADAP team to the Park Center location. They hope to include clinical services at the Park Center location by Summer 2024.</li> <li>Talk Test Treat Black History Month Celebration on February 24<sup>th</sup> at 11:00 am to 3:00 pm at Lake Lorna Doone Park, 1519 W Church St., Orlando, FL 32805</li> </ul>
<p><b>ACTION ITEMS</b></p>	
<p><b>Assigned Party</b></p>	<p><b>Item</b></p>
<p><b>PCS</b></p>	<ul style="list-style-type: none"> <li>Inquire about transgender support groups to collaborate with to address certain unmet needs</li> </ul>
<p><b>PCS</b></p>	<ul style="list-style-type: none"> <li>Present the possibility of creating a Housing Ad Hoc to the Executive Committee</li> </ul>
<p><b>PCS</b></p>	<ul style="list-style-type: none"> <li>Request more information from the Part A office as to who will be responsible for the VSMG data input</li> </ul>
<p><b>Next Meeting:</b></p>	<p>03/07/2024</p>
<p><b>Adjournment:</b></p>	<p>11:37 am</p>

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

Approved by:     ,     Date:     03/07/2024