

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

February 02, 2023

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Dubac called the meeting to order at 10:19 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Bryan Dubac, Maria Buckley, Alelia Munroe, Timothy Collins, Andre Antenor, Charlie Wright via Teleconference

Members Excused: Keith Tremain, Vicki Cobb-Lucien, Adrain Humphrey, Keith Tremain

Absent: Flora Kavitch

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> • Tim replace Keith Tremain • Add changes to Part B Report <p>Motion: Ms. Munroe made a motion to approve the agenda with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the January 5th Service Systems & Quality and Needs Assessment & Planning Minutes:</p>	<p>The committee reviewed the January 5th minutes and accepted the minutes with the following changes:</p> <ul style="list-style-type: none"> • Correct Approval of Agenda Motion to “approve the agenda as is” • Correct Assessment of the Administrative Mechanism Motion to “2022-2023” and remove “report” <p>Motion: Ms. Munroe made a motion to approve the minutes with the changes. Mr. Antenor 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
<p>Reports:</p>	<p>Part A Monthly Expenditure and Utilization Report: (Expenditures as of December 31, 2022)</p> <p>Mr. Huertas reported the following:</p>

	<ul style="list-style-type: none"> • Target: 83.33% • Actual: 68.11% • Dif: -15.23% <p>Mr. Huertas provided a brief overview of the 3rd Quarter Utilization report and compared the current report to the 1st and 2nd Quarter.</p> <p>Part A Food Bank Services Review:</p> <p>Mr. Huertas presented Food Bank Services' client demographics, current standards of care, food cards received, and home delivered meals.</p> <p>Part B Monthly Expenditure and Utilization Report: (Expenditures as of December 31, 2022)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 75% • Actual: 66% • Dif: 9% <p>Ms. Mendoza gave a brief overview of the expenditure report and updated the committee on the changes for the quarterly utilization report. Part B will be removing some data from graphs, include GR spending, and demographics will reflect total unduplicated clients from Part B & GR.</p>
<p>Unfinished Business:</p>	<p>Review and Update Evaluation Tools for Data Presentation, Priority Setting, and Resource Allocation:</p> <p>Ms. Marshall updated the committee on the changes made for the resource allocation evaluation form. The committee held a brief discussion on the verbiage and learning styles.</p> <p>AAM Survey: Ms. Marshall introduced to the committee the current AAM Survey. The committee made the suggested changes and updates to the survey for 2022- 2023.</p> <p>Motion: Ms. Munroe made a motion to postpone the discussion for Food Service Standards & Home Delivery. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<p>New Business:</p>	<p>Leadership Evaluations:</p> <ul style="list-style-type: none"> • The committee took a brief moment to submit their leadership evaluations for SSQ & Needs Assessment Chair- Bryan Dubac and Vice Chair- Keith Tremain. <p>Integrated Plan Implementation Plan:</p>

	<p>Motion: Ms. Munroe made a motion to postpone the discussion of the Integrated Plan Implementation Plan. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
Announcements:	<p><i>Reminder: HIV Care Needs Survey Open again until March 31, 2023</i></p> <ul style="list-style-type: none"> • Tonight is the Harmony Healthcare Bingo night at Hamburger Mary's at 6:00 pm https://hfuw.webex.com/hfuwen/url.php?frompanel=false&gourl=https%3A%2F%2Fwww.hamburgermarys.com%2Fforlando%2Fevents%2Fevent%2Fcharity-bingo-harmony-health • February 7th Positive Assistance Outreach event partnership with Walgreens and UCF off of Orange Blossom Trail • Ryan White Community Meeting will be on February 14th this month.
ACTION ITEMS	
Item	
Next Meeting:	March 2 nd , 2023
Adjournment:	12:01 pm

Prepared by: *Nyla Tapley* Date: 02/02/2023

Approved by: *Byron DeB...* Date: 3/3/2023