

**Central Florida HIV Planning Council**  
**Executive Committee Meeting Minutes**

February 22, 2024

**Call to Order:** The Jr. Co- Chair, Mr. Acosta called the meeting to order at 2:03 p.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Alelia Munroe, Vel Cline, Andres Acosta, Ida Starks, Sueanne Vazquez via Teleconference

**Members Excused:** Priscilla Torres, Angie Buckley, and Mike Alonso

**Members Absent:**

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> <li>• Change Priscilla Torres to Andres Acosta</li> </ul> <p><b>Motion:</b> Ms. Munroe made a motion to approve the agenda with the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate</p>
<p><b>Approval of the November 16<sup>th</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the November 16<sup>th</sup> minutes and approved the minutes as is</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• Ms. Mendoza asked for clarification if Medical Transportation could be used to pick- up medication and the committee confirmed.</li> <li>• PCS did not receive any public comment cards</li> </ul>
<p><b>Reports:</b></p>	<p><b>Service Systems Planning and Quality Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of Part A Monthly Expenditure report, Part B Monthly Expenditure, GR report and the Part B Quarter 3 Utilization and Expenditure report. The committee also received an overview of the Planning Council Support Expenditure report.</li> <li>• The committee received an update on the progress of the Integrated Plan.</li> <li>• The committee reviewed and discussed the results of the HIV client needs survey. The committee also discussed outreach opportunities and a more targeted approach to better assess the needs of the transgender community.</li> </ul>

- The committee reviewed activities to be conducted and the purpose statement in the Assessment of the Administrative Mechanism (AAM) Scope of work.
- The committee completed their committee leadership evaluations via Mentimeter.

### **Membership & Engagement Committee**

- The committee discussed the membership matrix, PC reflectiveness and attendance roster. There are currently 22 Planning Council members, 14 (64%) are PWH, 10 (45%) are unaffiliated/unaligned PWH, and 8 (36%) are conflicted members.
- The committee reviewed and updated the Website & Social media Policy & Procedure, Associate Member Policy & Procedure, Committee Assignments Policy & Procedure, and the Attendance Policy & Procedure. The recommended changes will be reviewed by the Executive committee.
- The committee reviewed the CFHPC applicant interview questions. After much discussion, the committee decided to add additional open-ended questions and remove the redundant questions.
- The committee reviewed the summaries of two applicants and elected to move both applicants forward to the Executive committee for review and a vote.

### **Ryan White Community Meeting:**

- The participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of February.
- The participants received information on an upcoming research study for long-term survivors of HIV from Dr. J. Richelle Joe with the University of Central Florida.
- The participants listened to a 5-community member panel discuss disclosure and hurdles that serodiscordant (mixed-status) couples face.
- The next Ryan White Community meeting will be held on Tuesday, March 19, 2024 at 6:00 at Comprehensive Health Care in Melbourne, Florida.

### **Part A Expenditures and Utilization Report**

(Expenditures as of December 31, 2023)

Ms. Yabrudy reported the following:

- Target: 83.33%
- Actual: 77.82%
- Difference: 5.51%

Ms. Yabrudy provided an overview of the expenditures and provided an update on the current spending of the grant. They expect to spend 100% of the grant and will be able to present the full award next month; and there will be two expenditures to review.

She provided an updated on the HRSA site visit and the excitement of HRSA’s representative for the newly initiated programs such as the jail initiative. There are additional funding remaining from the COVID Epidemic and that the funding has to be expended in its entirety.

**Part B Monthly Expenditure Report:**  
(Expenditures as of December 31, 2023)

Ms. Mendoza reported the following:

- Target: 75%
- Actual: 65%
- Difference: 10%

Ms. Mendoza provided an overview of the expenditure and both the expended/unexpended amounts in comparison to the November 2023 Allocation. She broke down the reduction of utilization and the restructuring of positions as well as new hires.

**Ryan White GR Program Expenditure Report:**  
(Expenditure as of December 31, 2023)

Ms. Mendoza reported the following:

- Target: 50%
- Actual: 52%
- Difference: -2%

Ms. Mendoza provided an overview of the General Revenue expenditures and breaking down current variances in services.

Ms. Mendoza provided an update on the RFP and the disbursement of funding. She discussed the strategic approach to maintaining mental health services for clients especially the clients that are still receiving services from the previous part B provider.

	<p>Ms. Mendoza reviewed and presented the Part B Expenditure &amp; Utilization report and discussed the approach to presenting in the future by possibly combining the Part B and GR. Ms. Yabrudy brought the same relevance with Part A and EHE presentation of the expenditures.</p> <p><b>Motion:</b> Ms. Munroe made a motion to add housing meeting to the agenda under new business. Ms. Starks seconded the motion. The motion was adopted unanimously without debate</p> <p><b>Planning Council Support Expenditure Report:</b> (Expenditures as of November 30, 2023) Ms. Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 50%</li> <li>• Actual: 46%</li> <li>• Difference: 4%</li> </ul> <p>Ms. Marshall provided an overview of the Quarter 3 expenditure as well as breaking down what is under spent and over spent.</p>
<p><b>New Business:</b></p>	<p><b>Applicant Summaries:</b> <i>Candidate 2022-14</i></p> <ul style="list-style-type: none"> <li>• Mr. Acosta provided a summary of Candidate 2022-14’s application, interview, and recommendations from the interviewers.</li> <li>• The committee opened the floor for discussion and decided to move forward with the recommendation received.</li> </ul> <p><b>Motion:</b> Ms. Munroe made a motion to recommend candidate 2022-14 for appointment with a recommendation for Service Systems Planning &amp; Quality. Mr. Cline seconded the motion. The motion was adopted unanimously without debate</p> <p><i>Candidate 2023-18</i></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided a summary of Candidate 2023-16’s application, interview, and recommendations from the interviewers.</li> <li>• The committee opened the floor for discussion and decided to move forward with the recommendation received</li> </ul> <p><b>Motion:</b> Ms. Munroe made a motion to recommend candidate 2023-18 for appointment with a recommendation for Membership &amp; Engagement. Ms. Starks seconded the motion. The motion was adopted unanimously without debate</p> <p><b>Policies and Procedures:</b></p>

### **CFHPC Website and Social Media Policy**

- Ms. Marshall presented the recommended changes from the Membership and Engagement Committee

**Motion:** Ms. Munroe made a motion to adopt the recommended changes and to move the CFHPC Website and Social Media Policy forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate

### **Associate Membership Policy**

- The members held discussion on the language written in the policy as well as the numerical balance between committees of the planning council members.

**Motion:** Mr. Cline made a motion to adopt the discussed changes and to move the Associate Membership Policy forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate

### **Committee Assignments Policy**

- The members updated the language in the policy and moved forward with approval

**Motion:** Ms. Munroe made a motion to adopt the discussed changes and to move the Committee Assignments Policy forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate

### **Attendance Policy**

- The members updated the language with the discussed changes and moved forward with approval

**Motion:** Mr. Cline made a motion to adopt the discussed changes and to move the Attendance Policy forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate

### **AAM Scope of Work:**

- The members reviewed the 2023-2024 Assessment of Administrative Mechanism Scope of Work

**Motion:** Ms. Munroe made a motion to approve the AAM Scope of Work and to move forward to the full planning council. Mr. Cline seconded the motion. The motion was adopted unanimously without debate

### **Updated Interview Forms:**

