

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

May 23, 2024

**Call to Order:** The Sr. Co- Chair, Ms. Torres called the meeting to order at 2:06 p.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andres Acosta, Angie Buckley, Priscilla Torres, Ida Starks, Vel Cline, Andre Antenor via Teleconference, Alelia Munroe via Teleconference

**Members Excused:** Mike Alonso

**Members Absent:** None

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and approved the agenda as is.</p> <p><b>Motion:</b> Mr. Acosta made a motion to approve the agenda as is. Mr. Cline seconded the motion. The motion was adopted unanimously without debate</p>
<p><b>Approval of the April 18<sup>th</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the April 18<sup>th</sup> minutes and approved them as is.</p> <ul style="list-style-type: none"> <li>• On Page 2 replace Pedro Huertas with Claudia Yabrudy</li> </ul> <p><b>Motion:</b> Mr. Acosta made a motion to approve the April Minutes with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• No public comments</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 nominated and voted for Tim Collins as their new committee vice chair.</li> <li>• The committee received an overview of the monthly expenditures for Part A and Part B, Part B Quarter 4 Utilization &amp; Expenditure and GR report.</li> <li>• The committee was informed that David Cavalleri will be conducting the transgender focus group. Mr. Cavalleri informed the committee that the questions used during the focus group will be sent via email. Mr. Cavalleri</li> </ul>

asked the committee to review the question and provide feedback or recommendations.

- Ms. Mendoza informed the committee that the Part B contract was extended to March 2025.
- The committee reviewed and approved the 2024 Ryan White HIV/AIDS Quality Management Plan.
- Due to time constraints, the committee decided to table the review and discussion for the Local Pharmaceutical Assistance Program (LPAP) Service Standard and the Emergency Financial Assistance Service Standard (EFA) until the June committee meeting.

### **Membership & Engagement Committee**

- The committee reviewed the membership matrix, PC reflectiveness and attendance roster.
- There are currently 24 Planning Council members, 14 (58%) are PWH, 9 (37.5%) are unaffiliated/unaligned PWH, and 8 (33%) are conflicted members.
- The committee discussed the training schedule and the types of training they would like to see in the upcoming months.
- The committee reviewed and made recommended revisions to volume 13 of the Red Ribbon Times magazine.
- The committee reviewed and approved articles for volume 14 of the Red Ribbon Times magazine.
- The committee reviewed and approved the Meetings Policy & Procedures.
- The committee completed their leadership evaluation via Mentimeter.

### **Ryan White Community Meeting**

- The May Ryan White Community meeting was held at Valencia College in Kissimmee.
- The participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of May.
- The participants received a presentation on the SHURE housing initiative from Joseph Marino-Williams with the Zebra Coalition.
- The participants received a presentation on stress management from Dr. Melissa Santiago with Osceola Community Health.
- The next Ryan White Community meeting will be held on June 18, 2024, at the Heart of Florida United Way.

**Part A Expenditures and Utilization Report**

(Expenditures as of May 23, 2024)

Ms. Yabrudy reported the following:

- Target: 100.00%
- Actual: 100.00%
- Difference: 0.00%

Ms. Yabrudy provided an overview of the expenditure and will be presenting to SSPQ for the reallocation and the plans for the new awarded grant for EHE and Part A. Ms. Yabrudy also provided an update in the Trans Workgroup with David Cavelleri; the surveys have been shared with providers and the community.

Ms. Yabrudy presented the utilization report with the total clients served and went into detail on the demographics and services provided to these clients.

**Part B Monthly Expenditure Report**

(Expenditures as of March 31, 2024)

Ms. Mendoza reported the following:

- Target: 100%
- Actual: 99%
- Difference: 1%

**Ryan White GR Program Expenditure Report**

(Expenditures as of March 31, 2024)

Ms. Mendoza reported the following:

- Target: 75%
- Actual: 69%
- Difference: 6%

Ms. Mendoza-Cardenal provided an overview of the monthly Part B and General Revenue expenditures and presented the Part B Utilization Report on the total clients served as well as their demographics and the services provided, comparing quarter 1 through quarter 4.

Ms. Mendoza provided an update on the Quality Management Workgroup. The QM Workgroup has previously been a collaborative effort between Part A & B; moving forward the workgroup will be housed at the Part A office and will continue their updates to the Central Florida HIV Planning Council.

<p><b>New Business:</b></p>	<p><b>Letter of Support: Unconditional Love/Comprehensive Health Care</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided an overview on the procedures for providing an agency a letter of support from the planning council. She presented the letter of support received from Unconditional Love dba/ Comprehensive Health Care to the committee.</li> <li>• The committee held discussion on the letter of support on addressing any concerns and questions</li> <li>• Ms. Seidita, CEO of Unconditional Love dba &amp; Comprehensive Health Care, provided an explanation on the purpose of the letter and receiving additional Part C funds for the agency</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the letter of support for Unconditional Love dba and Comprehensive Health Care. Mr. Acosta seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Policies and Procedures</b></p> <p><b>Meetings Policy &amp; Procedure</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed and discussed the changes and decided to approve the policy with the recommended changes.</li> </ul> <p><b>Motion:</b> Ms. Munroe made a motion to approve the Meetings Policy and Procedure with the changes presented and to move forward to the full planning council. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Member Training Schedule</b></p> <ul style="list-style-type: none"> <li>• Mr. Bent presented to the committee the recommended changes to the Member Training Schedule</li> <li>• Ms. Marshall provided an overview on the importance of staying on schedule with the Member Trainings and approving them. She provided an explanation on the training within the plan as well as their benefits for the planning council.</li> <li>• The committee held discussion on the presented Training Schedule and proposed changes.</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the CFHPC Member Training Schedule for 2024-2025 with the presented changes and to move forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
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