

## Central Florida HIV Planning Council

### Service Systems & Quality and Needs Assessment & Planning Minutes

March 02, 2023

**Call to Order:** The Needs Assessment & Planning Committee Chair, Mr. Dubac called the meeting to order at 10:00 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Bryan Dubac, Keith Tremain, Alelia Munroe, Timothy Collins, Charlie Wright, Andre Antenor, Adrain Humphrey, Glorybee Perez via Teleconference

**Members Excused:** Maria Buckley, Flora Kavitch, Vicki Cobb-Lucien

**Absent:**

<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>• Replace Crystal Davis with Pedro Huertas</li></ul> <p><b>Motion:</b> Ms. Munroe made a motion to approve the agenda with the changes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Approval of the February 2<sup>nd</sup> Service Systems &amp; Quality and Needs Assessment &amp; Planning Minutes:</b>	<p>The committee reviewed the February 2<sup>nd</sup> minutes and accepted the minutes with the following changes:</p> <ul style="list-style-type: none"><li>• Correct Keith Tremain to excused instead of absent</li></ul> <p><b>Motion:</b> Ms. Munroe made a motion to approve the minutes with the changes. Mr. Wright seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• Mr. Westbrook shared his recommendation on the committee staying merged and that the planning council should maintain inclusion and equality for both clients and members.</li><li>• PCS did not receive any comment cards</li></ul>
<b>Reports:</b>	<p><b>Part A Monthly Expenditure and Utilization Report: (Expenditures as of January 31, 2023)</b></p> <p>Mr. Huertas reported the following:</p> <ul style="list-style-type: none"><li>• Target: 91.67%</li></ul>

	<ul style="list-style-type: none"> <li>• Actual: 86.30%</li> <li>• Dif: -5.37%</li> </ul> <p>Mr. Huertas provided a brief overview of the Utilization report and the contracted providers available.</p> <p>Ms. Dunlap provided a brief overview of the Quality Care Awards; she informed the committee of the awardees and providers.</p> <p><b>Part B Monthly Expenditure and Utilization Report: (Expenditures as of January 31, 2023)</b></p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 83%</li> <li>• Actual: 74%</li> <li>• Dif: 9%</li> </ul> <p>RW GR Program Expenditure Report :</p> <ul style="list-style-type: none"> <li>• Target: 58%</li> <li>• Actual: 42%</li> <li>• Difference: 16%</li> </ul> <p>Ms. Mendoza provided a brief overview of the expenditure report and updated the committee on the quarterly utilization report. She also provided the committee a brief review of the Ryan White GR Program Expenditure and the Clinical Quality Management Technical Workgroup Meeting from February 13, 2023.</p>
<p><b>Unfinished Business:</b></p>	<p><b>Service Standards/ Standards of Care- Food Bank:</b></p> <p>Mr. Huertas provided an update on the Service Standards and Standard of Care for the Food Bank program. He provided details on the utilization and responses received from clients for the Food Bank Program.</p> <p><b>Review and Update Evaluation Tools for Data Presentation, Priority Setting, and Resource Allocation:</b></p> <p>Ms. Marshall provided the committee the original evaluation forms and reviewed the updated evaluation forms with the recommendations previously made by the committee. The committee briefly discussed and reviewed the updated evaluation forms and approved the form as is.</p> <p><b>Motion:</b> Ms. Munroe made a motion to approve the updated evaluation forms. Mr. Tremain seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>New Business:</b></p>	<p><b>Leadership Evaluation Results:</b></p>

	<p>Ms. Marshall provided a review of the Leadership Evaluation Results to the committee. The submitted evaluations ranged from excellent and good throughout the survey.</p> <p><b>Quorum/ Committee Merger Discussion:</b></p> <p>Ms. Marshall provided a brief overview of the sunshine law, quorum requirements, current merged committees, and things to consider when making a decision.</p> <p>The committee briefly discussed the pros and cons of staying merged and separating the committee. They took a moment to cast their vote on paper ballots provided.</p> <p>The recommendation from the committee is to stay merged.</p> <p><b>CFHPC Policies &amp; Procedures (Comprehensive Plan, AAM, Needs Assessment)/ CFHPC-Part A- Area 7 MOU- 30 Day/ Statewide Needs Assessment Update:</b></p> <p>Ms. Marshall informed the committee of the upcoming steps for reviewing and updating the P &amp; P, MOU, and Statewide Needs Assessment. Ms. Marshall made sure the committee is aware that it is imperative that we prepare for the review in our next meeting.</p>
<b>Announcements:</b>	<p><i>Reminder: HIV Care Needs Survey Open again until April 30, 2023</i></p> <p>No Announcements</p>
<b>ACTION ITEMS</b>	
<b>Item</b>	
<b>Next Meeting:</b>	April 6 <sup>th</sup> , 2023
<b>Adjournment:</b>	12:01 pm

Prepared by: *Nyla Tapley* Date: 03/02/2023

Approved by:  Date: 04/06/2023