

Central Florida HIV Planning Council
Service Systems Planning & Quality Minutes

March 07, 2024

Call to Order: The Service Systems Planning & Quality Ex-Officio, Priscilla Torres called the meeting to order at 9:30 a.m. at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres, Paolo Mancini, Bryan DuBac, Timothy Collins, Andre Antenor, Anthony McNeil, Maria Buckley, Ira Westbrook, Yvelouse Augustin-Leow, Adrain Humphrey, Charlie Wright via Teleconference

Members Excused: Alelia Munroe and Vickie Cobb-Lucien

Absent: None

<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"> • Remove Leadership Evaluations <p>Motion: 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>
<p>Approval of the February 1st Service Systems Planning & Quality Minutes:</p>	<p>The committee reviewed the February 1st minutes and made the following changes:</p> <ul style="list-style-type: none"> • Delete the second bullet under the Part B Report • Indicate under the Part A report that although there is a 5% variance, they are on track to spend 100% of the grant • Correct Announcements for the Sunshine Care Center that half of the case management team, peers, and ADAP team has relocated to the Park Center location. They hope to include clinical services in the summer for both SCC sites <p>Motion: Mr. DuBac made a motion to approve the February Minutes with the changes. Mr. Mancini 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 Comments • PCS did not receive any comment cards
<p>Special Order of Business:</p>	<p>Nomination and Election of SSPQ Vice-Chair:</p> <ul style="list-style-type: none"> • Ms. Marshall explained the process for filling the SSPQ Vice Chair vacancy. The members submitted verbal nominations for Ira Westbrook and Paolo Mancini, both of whom accepted those nominations. The members then voted via written ballot and Paolo Mancini was elected as the new SSPQ Vice Chair by a majority vote.
<p>Reports:</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of January 31, 2024) Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> • Target: 92.23% • Actual: 85.33% • Dif: 6.90% <p>Mr. Huertas-Diaz provided an overview of the expenditure report and an update on the service categories. He informed the committee of a cyber-issue with lab invoices and that they will be backed-up due to manual entry. He stated that this may be reflected in the February expenditures. Part A is still expected to utilize 100% of the grant.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of January 31, 2023) Ms. Mendoza-Cardenal reported the following:</p> <ul style="list-style-type: none"> • Target: 83% • Actual: 76% • Difference: 7% <p>RW GR Program Expenditure Report: (Expenditure as of January 31, 2023)</p> <ul style="list-style-type: none"> • Target: 58% • Actual: 57% • Difference: 1% <p>Ms. Mendoza-Cardenal provided an overview of the service categories and layout of the expenditure report for the new committee</p>

	<p>members. She provided an overview of the monthly expenditure report and broke down into further detail the 7% difference reflected in the expenditure.</p> <p>Ms. Mendoza-Cardenal discussed the changes to be expected with the General Revenue expenditures due to managing the overlap between the Part B funds and General Revenue funds. She provided an overview of the General Revenue expenditure and the service categories.</p> <p>Ms. Mendoza-Cardenal provide a brief update on the Quality Management workgroup.</p>
<p>Unfinished Business:</p>	<p>Integrated Plan Monitoring:</p> <ul style="list-style-type: none"> Ms. Marshall provided the committee with the February FCPN Meeting Minutes. She discussed the implementation of the integrated plan and gaining clarification on the collaboration for the VSMG system. The PCS team is still currently in training for the platform and will be able to provide an update at the next Service System Planning & Quality Committee Meeting in April if there are any changes made. She invited any members interested to join the next FCPN Meeting for future discussion. <p>Needs Assessment Planning:</p> <ul style="list-style-type: none"> The committee continued their discussion on reaching a consensus for how they can better serve the transgender community and gain insight on unidentified needs. They decided to compile local transgender support groups and to attend in support and participate in local discussion for now and to reconvene in April to continue the needs assessment planning process. <p>Motion: Mr. Collins made a motion to table the Needs Assessment item on the agenda for further discussion. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
<p>New Business:</p>	<p>AAM Surveys:</p> <ul style="list-style-type: none"> Ms. Marshall presented mini-training on the Assessment of the Administrative Mechanism (AAM). She discussed key terms & abbreviations, what the scope of the AAM is, and the responsibilities of the Planning Council and the recipients in the process. Ms. Marshall provided an explanation on the purpose of the Planning Council’s involvement, methods for conducting the AAM, and survey examples for the AAM. The committee took a moment to briefly review the AAM survey’s from FY 2022-2023 and decided to do a more in depth review at the April meeting.

	Motion: Mr. Antenor made a motion to table the AAM Survey for further review at the next meeting. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.
Announcements:	No Announcements
ACTION ITEMS	
Assigned Party	Item
PCS	<ul style="list-style-type: none"> • Compile and distribute information on local transgender support groups to committee members
PCS	<ul style="list-style-type: none"> • Request more information from the Part A office as to who will be responsible for the VSMG data input
Next Meeting:	04/04/2024
Adjournment:	11:50 am

Prepared by: Nyla Tapley Date: 03/08/2024

Approved by: ~~_____~~ Date: 4/30/2024

