

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

March 21, 2024

**Call to Order:** The Sr. Co- Chair, Ms. Torres 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:** Priscilla Torres, Paolo Mancini, Vel Cline, Maria Buckley. Alelia Munroe via Teleconference, Andre Antenor via Teleconference,

**Members Excused:** Andres Acosta, Mike Alonso, Ida Starks

**Members Absent:** None

<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 Andres Acosta to Priscilla Torres</li> <li>• Change Alelia Munroe to PCS for SSPQ Report</li> <li>• Change Ida Starks to Andre Antenor for the RW Community Meeting Report</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the agenda with the changes. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate</p>
<p><b>Approval of the February 22<sup>nd</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the February 22<sup>nd</sup> minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none"> <li>• Correct to “Ms. Mendoza asked for clarification on if Medical Transportation could be used to pick- up medication and the committee confirmed”</li> <li>• Add Angie Buckley and Mike Alonso to Excused Members</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the 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 elected Paulo Mancini as the Service Systems Planning &amp; Quality Vice Chair.</li> </ul>

- The committee received an overview of the monthly Part A Monthly Expenditure report, Part B Monthly Expenditure report, and the Part B GR Monthly Expenditure report. The committee also received a QM Workgroup update.
- The committee reviewed minutes from the February FCPN meeting which included an update on the implementation of the integrated plan and the collaboration for the VSMG system.
- The committee continued their discussion about how they can better serve transgender clients in the system of care. The committee decided to compile a list of local transgender support groups with the goal of attending and gathering feedback.
- The committee received a mini training on Assessment of the Administrative Mechanism (AAM) and reviewed the AAM survey.

### **Membership & Engagement Committee**

- The committee discussed the membership matrix, PC reflectiveness and attendance roster. There are currently 23 Planning Council members, 15 (65%) are PWH, 10 (43%) are unaffiliated/unaligned PWH, and 7 (36%) are conflicted members.
- The committee reviewed and made updates to the interview form and membership application. The committee approved the updates and forwarded the document to the Executive committee for review and approval.
- The committee reviewed the training schedule and made topic recommendations for upcoming mini training sessions.
- The committee reviewed the summaries for two applicants and voted to move the candidates forward to the Executive committee for review and a vote.
- The committee reviewed the cost of having an off-duty officer at evening committee meetings. Planning Council Support will follow up with the Part A office and provide an update at the next meeting.
- The committee reviewed articles for the next volume of the Red Ribbon Times magazine. Due to only a few articles being received, the committee decided to extend the article deadline.
- The committee completed their committee leadership evaluations via Mentimeter.

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

- This month’s meeting was held at Comprehensive Health Care in Melbourne, Florida.
- The participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of March.
- The participants received a presentation about the Brevard Homeless Coalition and a presentation on Mpox from Melanie Mills.
- The next Ryan White Community meeting will be held on Tuesday, April 16, 2024, at the Heart of Florida United Way

**Part A Expenditures and Utilization Report**

(Expenditures as of January 31, 2024)

Mr. Huertas reported the following:

- Target: 92.23%
- Actual: 85.33%
- Difference: 6.90%

Mr. Huertas provided an overview of the expenditure and are expected to spend the remaining funding. Mr. Huertas informed the committee of the current status of the allocated categories. He informed the committee that they expect to close out the year in April 2024.

**Part B Monthly Expenditure Report:**

(Expenditures as of January 31, 2024)

Ms. Mendoza reported the following:

- Target: 83%
- Actual: 76%
- Difference: 7%

Ms. Mendoza provided an overview of the expenditures and updated the committee that the Lead Agency has closed the RFP for the Part B funding and sent out notices for award. She provided an overview for the mental health services solution due to lack of applications in this service category.

**Ryan White GR Program Expenditure Report:**

(Expenditure as of January 31, 2024)

Ms. Mendoza reported the following:

- Target: 58%
- Actual: 57%

	<ul style="list-style-type: none"> <li>• Difference: 1%</li> </ul> <p>Ms. Mendoza provided an overview of the expenditures, the allocated categories, and what will be moving between Part B and General Revenue.</p> <p>The committee briefly discussed the food bank and the current method of distribution as well as funding.</p> <p>Ms. Mendoza provided a brief update on the CQM workgroup: they are ready to finalize the QM Plan And will be presented to SSPQ for the April Meeting. They are currently working on the Quality Care Awards which are now open and available for any Ryan White funded providers. Additionally, the deadline has been extended to May 2024. They are also working on a local train the trainers that will be open to those interested in participating.</p>
<p><b>New Business:</b></p>	<p><b>Applicant Summaries</b></p> <p><i>Candidate 2023-14</i></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided a summary of Candidate 2023-14'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 requested through PCS.</li> </ul> <p><b>Motion:</b> Ms. Munroe made a motion to recommend candidate 2023-14 for review by the full Planning Council with the recommendation to serve on the Service Systems Planning &amp; Quality Committee. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <p><i>Candidate 2023-07</i></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided a summary of Candidate 2023-07'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. Buckley made a motion to recommend candidate 2023-07 for review by the full Planning Council with the recommendation to serve on the Membership &amp; Engagement Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>

### **Updated Interview & Application Forms:**

- Ms. Marshall provided an overview of the status on the Interview and Application forms. She provided a review of the Interview form with the recommended changes from the Planning Council Business meeting and the Membership & Engagement Committee, including changes to the score range for the competency-based questions and updated HRSA approved language
- The committee opened the floor for discussion on the Interview form to address concerns and provide feedback

**Motion:** Mr. Cline made a motion to approve the Central Florida HIV Planning Council Interview form with the recommended changes and to move forward to the full planning council. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate

- Ms. Marshall presented the updates and recommended changes from the Planning Council Business meeting and the Membership & Engagement Committee, including the addition of questions omitted from the original interview form and the removal of redundant language from the “Planning Council Information Sheet”
- The committee opened the floor for discussion for feedback and language used.

**Motion:** Mr. Cline made a motion to approve the Central Florida HIV Planning Council Membership Application with the recommended changes and to move forward to the full planning council. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate

### **Policies and Procedures:**

#### **Meals Policy & Procedures**

- Ms. Marshall provided an overview for the current Meals Policy & Procedures as well as the current issue with the increased catering prices and difficulties with providing enough food at the Ryan White Community Meeting
- The committee held discussion on the decision to update the Meals Policy and Procedures to align with the federal GSA rates.

**Motion:** Ms. Munroe made a motion to approve the Meals Policy and Procedures with the changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate

	<p><b>The March Planning Council Business Agenda</b></p> <ul style="list-style-type: none"> <li>The committee took a moment to review the drafted agenda for the March Planning Council Business Meeting.</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the March Planning Council Business Meeting. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>No Announcements</li> </ul>
<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
<b>Next Meeting:</b>	April 18 <sup>th</sup> , 2024
<b>Adjournment:</b>	3: 31 pm

Prepared by:           *Nijla Tapley*           Date:           04/03/2024          

Approved by:                      Date:           05/09/2024