

Central Florida HIV Planning Council

Service Systems & Quality and Needs Assessment & Planning Minutes

April 06, 2023

Call to Order: The Needs Assessment & Planning Committee Chair, Mr. Dubac called the meeting to order at 10:08 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Bryan Dubac, Maria Buckley, Alelia Munroe, Charlie Wright, Andre Antenor, and Adrain Humphrey

Members Excused: Timothy Collins, Flora Kavitch, and Vicki Cobb-Lucien

Absent:

Approval of the agenda:	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Replace Pedro Huertas with Crystal Davis• Pedro Huertas will be presenting the Service Standards/ Standards of Care- Food Bank <p>Motion: Ms. Munroe made a motion to approve the agenda with the changes. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the March 2nd Service Systems & Quality and Needs Assessment & Planning Minutes:	<p>The committee reviewed the March 2nd minutes and approved the minutes as is.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• No public comments• PCS did not receive any comment cards
Reports:	<p>Part A Monthly Expenditure and Utilization Report: (Expenditures as of February 28, 2023)</p> <p>Ms. Davis reported the following:</p> <ul style="list-style-type: none">• Target: 100%• Actual: 99%

	<ul style="list-style-type: none"> • Dif: -1% <p>Ms. Davis provided a brief overview of the utilization report and an update on the awarded funds.</p> <p>Part B Monthly Expenditure and Utilization Report: (Expenditures as of February 28, 2023)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 92% • Actual: 85% • Dif: 6% <p>RW GR Program Expenditure Report : (Expenditures as of February 28, 2023)</p> <ul style="list-style-type: none"> • Target: 67% • Actual: 52% • Difference: 14% <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.</p>
<p>Unfinished Business:</p>	<p>Service Standards/ Standards of Care- Food Bank:</p> <p>Mr. Huertas provided an update on the Service Standards and Standard of Care for the Food Bank program.</p> <ul style="list-style-type: none"> • The committee held a discussion on the service standards, limitations, and reconsiderations to the standards. <p>Motion: Ms. Munroe made a motion to forward the service standards to the RW Community Meeting and the provider network for a 2-week review. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
<p>New Business:</p>	<p>Review Committee Work plan and New Committee Name:</p> <ul style="list-style-type: none"> • The committee provided their thoughts on a new name for the merged committee. After brief discussion the committee decided to rename the committee Service Systems Planning & Quality. <p>Motion: Ms. Munroe made a motion to approve the merged committees' new name as Service Systems Planning & Quality. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The committee took a moment to review the updated work plan.

Motion: Ms. Munroe made a motion to accept the work plan with the new changes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

Committee Vice Chair Election:

- The committee briefly discussed nomination options and decided to nominate member Angie Buckley. Ms. Buckley has accepted the nomination.

Angie Buckley was confirmed as the new Vice-Chair by a unanimous vote.

PCS Budget:

- Ms. Andre provided an overview of the Planning Council Support budget and will be providing a future update.

CFHPC Policies & Procedures:

- The committee took a moment to review the updated Assessment of the Administrative Mechanism.

Motion: Ms. Buckley made a motion to accept the AAM Policy and Procedures with the updated changes. Mr. Wright seconded the motion. The motion was adopted unanimously without debate.

- The committee decided to do a 30-day review and provide recommended changes at the May meeting for the Comprehensive Plan and Needs Assessment Policies and Procedures.

CFHPC/ Part A/ Area 7 MOU:

- The committee decided to do a 30-day review and vote at the May meeting for the Memorandum of Understanding (MOU).

Integrated Plan Monitoring:

- The committee held a discussion on reinstating the Integrated Ad Hoc Committee for the implementation and monitoring of the Integrated Plan.

Motion: Ms. Munroe made a motion recommending the executive committee to reinstate the Integrated Ad Hoc Committee for the implementation and monitoring of the plan for 4-6 months. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

Announcements:

Reminder: HIV Care Needs Survey Open again until April 30, 2023

	<ul style="list-style-type: none"> DOH Orange CAB Meeting will be on April 11th at 11:30 am at the Downtown Marriott.
ACTION ITEMS	
Item	
Next Meeting:	May 4 th , 2023
Adjournment:	11:51 am

Prepared by: *Nyla Tapley* Date: 04/06/2023

Approved by: *[Signature]* Date: 5/4/2023