

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

*April 18, 2024*

**Call to Order:** The Sr. Co- Chair, Ms. Torres called the meeting to order at 2:14 p.m. at the Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Priscilla Torres, Maria (Angie) Buckley, Ida Starks, Andre Antenor, Vel Cline, Alelia Munroe, Andres Acosta (via teleconference), Mike Alonso (via teleconference), Andre Antenor (via teleconference)

**Members Excused:** None

**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>• Add PCS to the “Robert’s Rules Overview” portion of the agenda</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 March 21<sup>st</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the March 21<sup>st</sup> minutes and approved them as is.</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 received an overview of the monthly Part A Expenditure report, monthly Part B Expenditure report, and the Part B GR Monthly Expenditure report. The committee also received a QM Workgroup update.</li> <li>• Mr. Huertes-Diaz introduced the new Part A Recipient Office staff members to the committee.</li> <li>• The committee determined that a work group should be formed to create questions for the upcoming focus group.</li> <li>• The committee received a mini-training on service categories.</li> </ul>

- The committee reviewed and approved the PCS Budget policy & procedure.

### **Membership & Engagement Committee**

- The committee discussed the membership matrix, PC reflectiveness and attendance roster. There are currently 25 Planning Council members, 15 (60%) are PWH, 10 (40%) are unaffiliated/unaligned PWH, and 8 (32%) are conflicted members.
- The committee reviewed the Planning Council reflectiveness, committee roster, attendance roster and social media insights.
- The committee reviewed and made updates to the membership application that was sent back to the committee for additional changes.
- The committee reviewed and updated the Membership Application policy & procedure.
- The committee discussed the articles for the next volume of the Red Ribbon Times magazine. The deadline for articles is April 30, 2024.
- The committee discussed World AIDS Day and determined that the first World AIDS Day workgroup meeting will start in June.

### **Ryan White Community Meeting**

- Attendees participated in a provider open house. The participants had the opportunity to meeting community organizations and learn about the resources that they provide.
- The next Ryan White Community meeting will be held on Tuesday, May 21, 2024, in Osceola County.

### **Part A Expenditures and Utilization Report**

(Expenditures as of February 29, 2024- month 12 of contract)

Mr. Yabrudy reported the following:

- Target: 100%
- Actual: 91.28%
- Difference: 8.72%

Ms. Yabrudy provided an overview of the February expenditures and informed the committee of the following updates:

- The Part A Office is still awaiting the notice of awards for both Part A and EHE funding. They are continuing to

work with providers on closing final invoices and anticipate that there will not be any funds left over.

- Some EHE funding has been allocated for new projects in Year 5, including a housing program, peers, and the expansion of other services.
- A carryover request was submitted for EHE funding from previous years that went unspent due to COVID.

### **Part B Monthly Expenditure Report**

(Expenditures as of February 29, 2024- month 11 of contract)

Ms. Mendoza reported the following:

- Target: 92%
- Actual: 87%
- Difference: 4%

Ms. Mendoza-Cardenal provided an overview of the February expenditures and informed the committee of the following updates:

- The Part B contract will need to be closed out earlier than anticipated based on information received earlier in the week. The State will be providing a three-month extension of the current contract and the Lead Agency was not given any further information on what will occur with the contracts after July 1, 2024.
- Final Part B allocations will be presented in June 2024.
- The new mental health agency has still agreed to receive referrals regardless of the State's contract period changes.
- Ms. Yabrudy informed the committee that the Part A Office has a meeting scheduled with the State for May 3, 2024, and the Office will follow up on the changes. They have also been working with other Part A offices to determine coordination strategies.

### **Ryan White GR Program Expenditure Report**

(Expenditures as of February 29, 2024- month 8 of contract)

Ms. Mendoza reported the following:

- Target: 67%
- Actual: 63%
- Difference: 4%

Ms. Mendoza provided an overview of the February expenditures, the allocated categories, and what will be moving between Part B and General Revenue. She also informed the committee that the amendment will be seen in the next two month's reports.

## **Meeting Security Update**

Mr. Bent provided an update on the request for security at evening meetings, including pricing from the City of Orlando since the Planning Council's principal office (Heart of Florida United Way) is not covered under Orange County's jurisdiction. Ms. Mendoza provided further clarification that the City of Orlando's rates are still within the PCS budget, but that they are more expensive than anticipated. The committee had a brief discussion where they recommended some alternative security companies.

**Motion:** Ms. Munroe made a motion to include a line item in the PCS budget for security at evening events and meetings hosted by the Planning Council. Ms. Buckley seconded the motion. The motion was adopted unanimously without debate.

## **CFHPC Member Application Form**

- Ms. Marshall provided an overview of the changes made to the application form at the April Membership & Engagement meeting.
- 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 Application form with the recommended changes and to move forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

## **Policies and Procedures**

### ***Membership Application Policy & Procedure***

- Ms. Marshall provided an overview of the changes made to the Membership Application Policy & Procedure at the April Membership & Engagement meeting.
- The committee discussed the changes and decided to approve the policy.

**Motion:** Mr. Cline made a motion to approve the Membership Application Policy and Procedure with the recommended changes and to move forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

### ***PCS Budget Policy & Procedure***

**New Business:**

- Ms. Marshall provided an overview of the changes made to the PCS Budget Policy & Procedure at the April Membership & Engagement meeting.
- The committee discussed the changes and decided to approve the policy.

**Motion:** Ms. Munroe made a motion to approve the PCS Budget Policy and Procedure with the recommended changes and to move forward to the full planning council. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

### **AAM Surveys & Consultant Update**

- Ms. Marshall provided an update on the AAM Consultant: someone was selected and sent a contract.
- The committee also looked at the draft surveys for the subrecipients and Planning Council members, including the recommendation made at SSPQ to include an additional answer selection of “unsure”.
- After discussion, the committee decided to remove the “unsure” option because it was too similar to “don’t know” and could cause confusion and/or skewed results that would be difficult to compare to previous AAM reports.

**Motion:** Mr. Cline made a motion to approve the AAM surveys without the proposed changes from SSPQ. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

### **Workgroup Formation**

#### ***WAD Workgroup***

Ms. Marshall and Mr. Acosta provided an overview of the purpose of forming the annual WAD Workgroup (to plan the World AIDS Day event) and justification for moving the group’s start date to June instead of May. PCS will look into potential venues and present to the workgroup at the first meeting.

**Motion:** Ms. Buckley made a motion to establish the 2024 WAD Workgroup in June with the scheduling of the exact meeting date to be coordinated by PCS. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

#### ***Needs Assessment Planning Workgroup***

Ms. Marshall and Mr. Munroe provided an overview of the purpose of forming a workgroup to plan a focus group for the needs assessment process. The workgroup would be a time-constricted one to develop questions for the transgender-focused workgroup. If workgroup establishment is approved, final questions that the workgroup developed would be presented to SSPQ in June.

The committee discussed the following:

- Ms. Yabrudy informed the committee that a transgender focus group was conducted in 2020. The Part A Office hired a consultant to develop and disseminate a survey, conduct a focus group, and present the results to the Planning Council. She also explained the role and purpose of the Planning Council in the needs assessment process.
- Ms. Yabrudy provided a brief overview of the outcome of the 2020 focus group and the virtual training that was held by Equality Florida afterward. She informed the committee that Equality Florida and presenter Gina Duncan will be conducting a similar training in person on cultural humility for practitioners who serve trans folks.
- Ms. Marshall reviewed the data from the HIV Care Needs Survey.
- Due to having more resources and experience Part A will hire a consultant to conduct the focus group AND develop the survey (to be approved by the Council) specifically for transgender individuals living with HIV.
- After much discussion and reviewing the pros and cons of the Planning Council forming a workgroup versus a consultant developing the survey the committee elected to allow Part A to hire a consultant.

**Motion:** Ms. Munroe made a motion to recommend that the Part A Office hire a consultant to do a community wide training on cultural humility when working with the transgender, non-binary, and non-gender conforming community and to conduct a focus group, including survey development, amongst transgender individuals living with HIV. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

#### **The April Planning Council Business Agenda**

- The committee took a moment to review the drafted agenda for the April Planning Council Business Meeting.

**Motion:** Ms. Munroe made a motion to approve the April Planning Council Business Meeting. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.

<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>	May 23, 2024
<b>Adjournment:</b>	3: 31 pm

Prepared by: Whitney Marshall Date: 05/02/2024

Approved by:  Date: 05/23/2024