

Central Florida HIV Planning Council

Service Systems Planning & Quality Minutes

May 04, 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, Alelia Munroe, Timothy Collins, Vicki Cobb-Lucien, Adrain Humphrey, Glorybee Perez, Andre Antenor via Teleconference, Charlie Wright via Teleconference,

Members Excused: John Kizer, Flora Kavitch, and Maria Buckley

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">• Switch from Maria Buckley to Bryan Dubac <p>Motion: Ms. Munroe made a motion to approve the agenda with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the April 6th Service Systems Planning & Quality Minutes:	<p>The committee reviewed the April 6th minutes and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Page 3 Under the CFHPC Policies & Procedures add “Policies & Procedures” to statements and motion. <p>Motion: Ms. Munroe made a motion to approve the minutes with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</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 Proposed FY 2023-24 Allocations</p> <p>Mr. Huertas provided an update on the previously discussed carry over. He provided a brief overview on the allocated categories and anticipated funding.</p>

Motion: Mr. Collins made a motion to approve the proposal for 2023-2024 proposed allocations. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
8	0	0

- The Part A Proposed Allocations for FY 2023- 2024 with the updates was approved by a unanimous roll call vote.

**Part B Monthly Expenditure and Utilization Report:
(Expenditures as of March 31, 2023)**

Ms. Mendoza reported the following:

- Target: 100%
- Actual: 96%
- Dif: 4%

RW GR Program Expenditure Report :
(Expenditures as of March 31, 2023)

- Target: 75%
- Actual: 58%
- Difference: 17%

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.

New Business:

AAM Updates:

- Ms. Marshall provided the committee an update on the consultant completing the AAM and will be following up with members to further discuss. The consultant will be follow up either through email or telephone.

CFHPC Policies & Procedures:

- The committee took a moment to review both the Comprehensive Plan Policies & Procedures, as well as, the Needs Assessment Policies & Procedures. The committee discussed recommended changes for the Policies and Procedures.

Motion: Ms. Munroe made a motion to approve the revised Comprehensive Plan Policy and Procedures. Mr. Wright seconded the motion. The motion was adopted unanimously without debate.

Motion: Mr. Collins made a motion to approve the revised Needs Assessment Policy and Procedures. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

Integrated Plan Monitoring Workgroup Planning:

- Ms. Marshall provided an overview on where the committee is planning to develop the Integrated Plan
- The committee held a discussion on possible dates and times to present to the Executive Committee.

Review Food Rights & Responsibilities Form:

- Ms. Marshall opened the floor for discussion and possible concerns that were brought to attention during the previous Planning Council Business Meeting.
- The committee discussed concerns and restrictions with the Food Rights & Responsibilities for Part A.

Motion: Ms. Munroe made a motion to adopt the Part A Food Bank/ Home Delivered Meals Rights and Responsibilities Form as edited. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the Food Rights & Responsibilities for Part B.

Motion: Mr. Collins made a motion to extend the meeting up to 15 minutes. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.

Motion: Mr. Collins made a motion to adopt the Part B Food Bank/ Home Delivered Meals Rights and Responsibilities Form as edited. Ms. Humphrey seconded the motion. The motion was adopted unanimously without debate.

RW Housing Listening Session Discussion:

Motion: Ms. Munroe made a motion to postpone the RW Housing Listening Session Discussion for the June Meeting. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.

CFHPC Policies & Procedures:

- Ms. Marshall made an announcement that the committee will be discussing the Rapid Reallocation, Reallocation of Funds, and Carry Over Funds Policies and Procedures at the next meeting

Announcements:

- DOH Orange CAB Meeting will be on June 13th at 11:30 am at the Downtown Marriott.

	<ul style="list-style-type: none"> The 2nd RW Community meeting on May 22nd will be to discuss the Pros and Cons of injectable medication. Details to be announced
ACTION ITEMS	
Item	
Next Meeting:	June 1 st , 2023
Adjournment:	12:14 pm

Prepared by: *Nyla Tapley* Date: 05/04/2023

Approved by: *Maria Buckley* Date: 06/15/2023