

**Central Florida HIV Planning Council**  
**Service Systems Planning & Quality Minutes**

*July 06, 2023*

**Call to Order:** The Services Systems Planning & Quality Chair, Mr. Dubac called the meeting to order at 10:11 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, Timothy Collins, Adrain Humphrey, Glorybee Perez, Vicki Cobb-Lucien via Teleconference, Charlie Wright via Teleconference,

**Members Excused:** None

**Absent:** Andre Antenor

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| <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>• PCS will present the AAM Draft Report</li> </ul> <p><b>Motion:</b> Ms. Humphrey made a motion to approve the agenda with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>                            |
| <p><b>Approval of the June 1<sup>st</sup> Service Systems Planning &amp; Quality Minutes:</b></p> | <p>The committee reviewed the June 1<sup>st</sup> minutes and approved the minutes 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 comment cards</li> </ul>  |
| <p><b>Reports:</b></p>  | <p><b>AAM Draft Report</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall presented a brief overview of the AAM Draft Report and inquired of any questions or concerns that members may have. The planning Council took a moment to review the PowerPoint presentation.</li> <li>• The committee held a brief discussion in regard to their questions for the AAM Draft.</li> </ul> |

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|                             | <p><b>Part A Monthly Expenditure and Utilization Report:<br/>(Expenditures as of May 31, 2023)</b><br/>Ms. Davis reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 25%</li> <li>• Actual: 22%</li> <li>• Dif: -3%</li> </ul> <p>Mr. Huertas provided a brief overview of the expenditure report and provided an update on the monthly utilization report for services and clients.</p> <p><b>Part B Monthly Expenditure and Utilization Report:<br/>(Expenditures as of May 31, 2023)</b><br/>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 17%</li> <li>• Actual: 8%</li> <li>• Dif: 8%</li> </ul> <p>RW GR Program Expenditure Report :<br/>(Expenditures as of May 31, 2023)</p> <ul style="list-style-type: none"> <li>• Target: 92%</li> <li>• Actual: 88%</li> <li>• Difference: 4%</li> </ul> <p>Ms. Mendoza provided a brief overview of the monthly expenditure report and provided an overview of the RW GR Program Expenditure.</p> <p><b>Planning Council Support Quarterly Expenditures:</b><br/>Quarterly Expenditure Report: (Quarter 1)</p> <ul style="list-style-type: none"> <li>• Target: 25%</li> <li>• Actual: 21%</li> <li>• Difference: 4%</li> </ul> |
| <p><b>New Business:</b></p> | <p><b>Motion:</b> Ms. Buckley made a motion to extend the meeting by 15 minutes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>CFHPC Policies &amp; Procedures:</b></p> <ul style="list-style-type: none"> <li>• Ms. Marshall provided the committee an overview of the current Service Standards Review processes.</li> <li>• The committee held a brief discussion on the proposed updates to the Service Standards policy and procedures.</li> </ul> <p><b>Motion:</b> Ms. Munroe made a motion to move the Service Standards Review Policy and Procedures to the Executive Committee for Review. Mr. Collins seconded the motion. The motion was adopted unanimously</p>   |

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|                       | <p>without debate.</p> <ul style="list-style-type: none"> <li>Mr. Huertas provided the committee an overview of the Service Standards for Transportation.</li> </ul> <p><b>Motion:</b> Mr. Collins made a motion to do a 30 day review of the Service Standards- Transportation. Ms. Munroe seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Integrated Plan Ad Hoc Committee Update:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall gave a brief review of the integrated Ad Hoc Plan Committee. The committee has met once and has reviewed the previously drafted plans goals.</li> </ul> <p><b>Annual Committee Reports Reminder:</b></p> <ul style="list-style-type: none"> <li>Ms. Marshall provided the committee and brief overview and reminder for the Annual Committee Reports.</li> </ul> |
| <b>Announcements:</b> | <ul style="list-style-type: none"> <li>Summertime Jubilee- Event Planning Workgroup on July 12<sup>th</sup> at 2:00pm (Virtual)</li> <li>Integrated Ad Hoc Committee Meeting on July 13<sup>th</sup> at 2:00 pm</li> <li>World AIDS Day Workgroup on July 14<sup>th</sup> at 10:00 am (Virtual)</li> </ul>  |
| <b>ACTION ITEMS</b>   |   |
| <b>Item</b>           |   |
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| <b>Next Meeting:</b>  | August 3 <sup>rd</sup> , 2023   |
| <b>Adjournment:</b>   | 12:07 pm  |

Prepared by: *Nyla Tapley* Date: 07/06/2023

Approved by:  Date: 08/03/2023