

Central Florida HIV Planning Council

Service Systems Planning & Quality Minutes

October 05, 2023

Call to Order: The Services Systems Planning & Quality Chair, Mr. Dubac called the meeting to order at 10:01 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, Charlie Wright, Andre Antenor, Evan Cochuyt, Anthony McNeil

Members Excused: Maria Buckley, Vicki Cobb-Lucien, Paolo Mancini

Absent: Adrain Humphrey, Glorybee Perez,

Approval of the agenda:	The committee reviewed the agenda and approved the agenda as is Motion: Mr. Collins made a motion to approve the agenda with the changes. Mr. Wright seconded the motion. The motion was adopted unanimously without debate.
Approval of the August 3rd Service Systems Planning & Quality Minutes:	The committee reviewed the August 3 rd minutes and accepted the minutes with the following changes: <ul style="list-style-type: none">• Add corrected sentence under the Approval of Minutes• Correct Tim Collins as Excused• Under reports correct motion to “Proposed Allocation 2024- 2025” 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.
Open the floor for public comment:	<ul style="list-style-type: none">• No Public Comments• PCS did not receive any comment cards
Special Order of Business:	Nomination and Election of Committee Chairs <ul style="list-style-type: none">• Ms. Marshall informed the committee of the current nominations received and that the committee will need to cast additional nominations to decide on a Chair and Vice-Chair this meeting Chair: Alelia Munroe Vice-Chair: Evan Cochuyt

	<p>Motion: Mr.Cochuyt made a motion to elect Alelia Munroe as Service System Planning & Quality Chair. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Ms. Munroe made a motion to elect Evan Cochuyt as Service System Planning & Quality Chair Vice-Chair. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Unfinished Business:</p>	<p>Policies & Procedures:</p> <ul style="list-style-type: none"> • The committee briefly reviewed and discussed the policy and procedures for Data Presentation and the proposed updates. <p>Motion: Ms. Munroe made a motion to accept the CFHPC Data Presentation Policy and Procedures with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The committee briefly reviewed and discussed the policy and procedures for Ways to Best Meet Needs. <p>Motion: Mr.Cochuyt made a motion to accept the CFHPC Ways to Best Met Needs Policy and Procedures. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The committee briefly reviewed and discussed the policy and procedures for Priority Setting. <p>Motion: Mr. Antenor made a motion to accept the CFHPC Priority Setting Policy and Procedures. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The committee briefly reviewed and discussed the policy and procedures for the Annual Resource Allocation. <p>Motion: Mr. Wright made a motion to accept the Annual Resource Allocation Policy and Procedures with the discussed changes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Reports:</p>	<p>Part A Monthly Expenditure and Quarterly Utilization Report: (Expenditures as of August 31, 2023) Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> • Target: 50% • Actual: 49% • Dif: -1%

Mr. Huertas provided a detailed review of the expenditure report and provided an overview of their utilization report. Mr. Huertas also presented the updated Proposed Reallocation.

Motion Ms. Munroe made a motion to adopt the recommended proposed reallocation. Mr. Collins seconded the motion.

In Favor	Against	Abstention
5	0	0

The Proposed Allocations were approved by a unanimous roll call vote.

Motion Ms. Munroe made a motion to extend the meeting by 30 minutes. Mr. Collins seconded the motion

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

Ms. Mendoza reported the following:

- Target: 33%
- Actual: 21%
- Dif: 12%

**RW GR Program Expenditure Report:
(Final Expenditure for June 30, 2023)**

- Target: 100%
- Actual: 100%
- Difference: 0%

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

- Target: 8%
- Actual: 7%
- Difference: 1%

Ms. Mendoza provided a brief overview of the Monthly Expenditure Report and provided an overview of the RW General Revenue Program Expenditures and utilization.

Ms. Mendoza also provided the committee information on CQM Workgroup and open spots on the award committee.

New Business:

Time/ Date for 2023-2024 Meetings:

- The committee decided to keep meetings as the first Thursday of each month and to change the meeting time - 9:30am to 12:00pm

Motion: Mr. Cochuyt made a motion to keep the Membership and Engagement Committee Meetings as the 2nd Tuesday at 2:00pm. Ms.

	<p>Munroe seconded the motion. The motion was adopted unanimously without debate.</p> <p>2023-2024 Committee Work Plan:</p> <ul style="list-style-type: none"> Ms. Marshall provided the committee a brief overview of the current committee work plan. The Committee took a moment to review the work plan and discussed proposed changes. <p>Motion: Ms. Munroe made a motion to accept the proposed work plan and for it to be moved to the executive committee for approval. Mr. Cochuyt seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Ms. Munroe made a motion to table the Evaluation Results and Evaluation Tools until the November Meeting. Mr. Cochuyt seconded the motion. The motion was adopted unanimously without debate.</p>
Announcements:	No Announcements
ACTION ITEMS	
Item	
Next Meeting:	11/02/2023
Adjournment:	12:30 pm

Prepared by: *Nyla Tapley* Date: 10/05/2023

Approved by:  Date: 11/08/2023