

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

May 29, 2024

**Call to Order:** The Jr. Chair, Andres Acosta, called the meeting to order at 6:00 PM at Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andres Acosta, Vel Cline, Alelia Munore, Timothy Collins, Ida Starks, Kara Williams, Fernell Neal, Naria Buckley, Charlie Wright, Andre Antenor, Ira Westbrook, Raymond Macon, Audreanna Garcia, Yvelouse Augustin-Leow, Gabrielle Leonce, Anthony McNeil via Teleconference, Andrea Dunn via Teleconference, Vickie Cobb-Lucien via Teleconference, Sueanne Vazquez via Teleconference

**Members Excused:** Priscilla Torres, Mike Alonso, Bryan DuBac

**Absent:** Monika Trejos Kweyete,

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none"><li>• Move the Funding Streams presentation after the Public Comment</li></ul> <p><b>Motion</b> Mr. Collins made a motion to approve the agenda with the changes. Mr. Cline seconded the motion.</p> <table border="1" data-bbox="657 1184 1206 1276"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>16</td><td>0</td><td>1</td></tr></tbody></table> <p>The May agenda was approved with the changes by a majority roll call vote.</p>	In Favor	Against	Abstention	16	0	1
In Favor	Against	Abstention					
16	0	1					
<p><b>Approval of the April 24<sup>th</sup> Minutes:</b></p>	<p>The Planning Council reviewed and approved the minutes with the following changes:</p> <ul style="list-style-type: none"><li>• Clarify that the first paragraph is referring to the previous grant and the second paragraph is referring the current grant</li></ul> <p><b>Motion</b> Ms. Starks made a motion to approve the agenda with the changes. Ms. Garcia seconded the motion.</p> <table border="1" data-bbox="657 1793 1206 1885"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>15</td><td>0</td><td>2</td></tr></tbody></table>	In Favor	Against	Abstention	15	0	2
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	<p>The April minutes were approved with the changes by a majority roll call vote.</p>
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• Mr. Haubenestel provided an update on the Part B service model for the grant. The Part B grant will continue to be at the Heart of Florida United Way until March 2025</li> </ul> <p><b>Comment Cards:</b></p> <ul style="list-style-type: none"> <li>• No Comment Cards</li> </ul>
<p><b>Reports</b></p>	<p><b>Funding Streams</b></p> <ul style="list-style-type: none"> <li>• Ms. Huff provided the council with a brief overview of what funding stream are and the Substance Abuse and Mental Health Services Administration (SAMHSA). She discussed the SAMHSA grants awarded to the State of Florida as well as the managing entities and the services provided. She also provided the council with a catalog of some providers.</li> <li>• Ms. Huff administrated a Menti survey for the presentation to evaluate the effectiveness of the information shared for the Funding Stream training.</li> </ul> <p><b>Service Systems Planning &amp; Quality Committee Monthly Report:</b></p> <p>Ms. Munroe provided an overview of the roles and responsibilities of the Service Systems Planning &amp; Quality Committee and the following updates for the committee:</p> <ul style="list-style-type: none"> <li>• The committee nominated and voted for Tim Collins as their new committee vice chair.</li> <li>• The committee received an overview of the monthly expenditures for Part A and Part B, Part B Quarter 4 Utilization &amp; Expenditure and GR report.</li> <li>• The committee was informed that David Cavalleri will be conducting the transgender focus group. Mr. Cavalleri informed the committee that the questions used during the focus group will be sent via email. Mr. Cavalleri asked the committee to review the question and provide feedback or recommendations.</li> <li>• Ms. Mendoza informed the committee that the Part B contract was extended to March 2025.</li> <li>• The committee reviewed and approved the 2024 Ryan White HIV/AIDS Quality Management Plan.</li> <li>• Due to time constraints, the committee decided to table the review and discussion for the Local Pharmaceutical Assistance Program (LPAP) Service Standard and the Emergency Financial Assistance</li> </ul>



Service Standard (EFA) until the June committee meeting.

**Membership and Engagement Committee Monthly Report:**

Mr. Cline provided an overview of the roles and responsibilities of the Membership & Engagement Committee and the following updates for the committee:

- The committee reviewed the membership matrix, PC reflectiveness and attendance roster.
- There are currently 24 Planning Council members, 14 (58%) are PWH, 9 (37.5%) are unaffiliated/unaligned PWH, and 8 (33%) are conflicted members.
- The committee discussed the training schedule and the types of training they would like to see in the upcoming months.
- The committee reviewed and made recommended revisions to volume 13 of the Red Ribbon Times magazine.
- The committee reviewed and approved articles for volume 14 of the Red Ribbon Times magazine.
- The committee reviewed and approved the Meetings Policy & Procedures.
- The committee completed their leadership evaluation via Mentimeter.

**Ryan White Community Meeting**

Ms. Starks provided an overview of the purpose of the Ryan White Community Meeting and the following updates for the committee:

- The May Ryan White Community meeting was held at Valencia College in Kissimmee.
- The participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of May.
- The participants received a presentation on the SURE housing initiative from Joseph Marino-Williams with the Zebra Coalition.
- The participants received a presentation on stress management from Dr. Melissa Santiago with Osceola Community Health.

- The next Ryan White Community meeting will be held on June 18, 2024, at the Heart of Florida United Way.

### **Executive Committee**

Mr. Acosta provided an overview of the roles and responsibilities of the Executive Committee and the Planning Council Business and the following updates for the committee:

- The committee received an overview of the monthly expenditures for Part A and Part B, Part B Quarter 4 Utilization & Expenditure and GR report.
- The committee reviewed and approved a letter for support for Comprehensive Health Care.
- The committee discussed and updated the member training schedule.
- The committee received an update on the Needs Assessment process.
- The committee reviewed and approved the Meetings policy & procedure.

### **Part A Monthly Expenditure Report: (Expenditures as of May 23, 2024)**

Ms. Yabrudy reported the following:

- Target: 100.00%
- Actual: 100.00%
- Dif: 0.00%

Ms. Yabrudy provided an overview of the spent grant and informed the council that the full 2024-2025 Part A grant has been received. Ms. Yabrudy also provided an update for the Trans Workgroup with David Cavelleri; the surveys have been shared with providers and the community.

Ms. Yabrudy presented the utilization report with the total clients served and went into detail on the demographics and services provided to these clients.

### **Part B Monthly Expenditure and Utilization Report: (Expenditures as of March 31, 2024)**

Ms. Mendoza reported the following:

- Target: 100%
- Actual: 99%
- Dif: 1%

**RW GR Program Expenditure Report:  
(Expenditure as of March 31, 2024)**

- Target: 75%
- Actual: 69%
- Difference: 6%

Ms. Mendoza-Cardenal provided a brief overview of the monthly Part B and General Revenue expenditures and presented the Part B Utilization Report on the total clients served as well as their demographics and the services provided, comparing quarter 1 through quarter 4.

**Letter of Support**

- Mr. Bent presented the letter of support received from Unconditional Love dba/ Comprehensive Health Care to the committee.
- The committee held discussion on the letter of support on addressing any concerns and questions.

**Motion** Ms. Neal made a motion to approve the letter of support for Unconditional Love dba and Comprehensive Health Care. Ms. Leonce seconded the motion.

In Favor	Against	Abstention
15	2	0

**New Business**

The Central Florida HIV Planning Council the letter of support for Unconditional Love dba and Comprehensive Health Care was approved by a majority roll call vote.

**Meetings Policies and Procedures:**

- Mr. Bent reviewed the recommended changes for the Meetings policy and procedures for the planning council.
- The committee held brief discussion and moved to approve the policy and procedures with the recommended changes

**Motion** Ms. Munroe made a motion to approve the Central Florida HIV Planning Council Meetings Policy and Procedures with the recommended changes. Mr. Collins seconded the motion.

In Favor	Against	Abstention
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17	0	0
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The Central Florida HIV Planning Council Meetings Policy and Procedures was approved by a unanimous roll call vote.

**Dates for Annual Training, Data Presentation, & Priority Setting and Resource Allocation**

- The committee held discussion on date options for the Annual Training, Data Presentation, and Priority Setting & Resource Allocation.
- The committee decided on August 16<sup>th</sup>, 2024 for the Annual Training

**Motion** Mr. Antenor made a motion to approve the Annual Training for August 16<sup>th</sup>. Ms. Buckley seconded the motion.

In Favor	Against	Abstention
15	2	0

The Central Florida HIV Planning Council approved the August 16<sup>th</sup> date for the Annual Training by a majority roll call vote.

- The committee decided on September 20<sup>th</sup> for the Data Presentation

**Motion** Ms. Williams made a motion to approve the Data Presentation for September 20<sup>th</sup>. Mr. Cline seconded the motion.

In Favor	Against	Abstention
17	0	0

The Central Florida HIV Planning Council approved the September 20<sup>th</sup> for the Data Presentation by a unanimous roll call vote.

- The committee decided on September 27<sup>th</sup>, 2024 for Priority Setting & Resource Allocation

**Motion** Mr. Cline made a motion to approve the September 27<sup>th</sup> date for the priority Setting and Resource Allocation. Mr. Collins seconded the motion.

In Favor	Against	Abstention
16	1	0

The Central Florida HIV Planning Council approved the September 27<sup>th</sup> date for Priority Setting and Resource Allocation by a majority roll call vote.

**Member Training Schedule**

- The members reviewed their Training schedule for 2024-2025 and held discussion on the training topics for each committee.

**Motion** Ms. Williams made a motion to approve the Central Florida HIV Planning Council 2024- 2025 Training Plan as is. Ms. Garcia seconded the motion.

In Favor	Against	Abstention
17	0	0

The Central Florida HIV Planning Council approved the 2024-2025 Training Plan by a unanimous roll call vote.

**Announcements:**

- Walk for Change fundraising event will be on November 16<sup>th</sup> in Downtown Orlando

<b>ACTION ITEMS</b>	
<b>Party Responsible</b>	<b>Item</b>
<b>Next Meeting</b>	June 26th, 2024
<b>Adjournment:</b>	7:56 PM

Prepared by: Nyla Tapley Date: 06/10/2024

Approved by:  Date: 6/26/2024

