

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

July 18, 2024

**Call to Order:** The CFHPC Sr. Co-Chair, Priscilla Torres-Theobald, called the meeting to order at 2:03 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Priscilla Torres-Theobald, Sueanne Vazquez (Vice Chair), Ida Starks, Angie Buckley

**Members Excused:** Andre Antenor, Alelia Munroe, Vel Cline, Mike Alonso, Andres Acosta

**Members Absent:** None

**Recipient Staff Present:** Yasmin Andre, Doris Huff, Evan Cochuyt, Pedro Huertas-Diaz

**PCS Staff Present:** David Bent, Whitney Marshall

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and proposed the following changes:</p> <ul style="list-style-type: none"> <li>• Change all instances of “Andres Acosta” to “Priscilla Torres-Theobald”</li> <li>• Remove Alelia Munroe for the SSPQ bridge report and changes to Priscilla Torres-Theobald</li> <li>• Remove Claudia Yabrudy for the Part A reports and change to Pedro Huertas-Diaz</li> </ul> <p><b>Motion:</b> Ms. Vazquez made a motion to approve the agenda with the changes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the May 23<sup>rd</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the May 23<sup>rd</sup> minutes and approved them as written.</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 reviewed the monthly Part A, B, and GR expenditure reports. The Part A Recipient presented their annual utilization report and an annual retention and viral</li> </ul>

suppression report. The Part B Lead Agency also presented their annual utilization report.

- The Part A Recipient provided the committee with the 2025-2026 initial funding slate for the annual resource allocation process. After some discussion, the committee approved the slate via a unanimous roll call vote.
- The AAM consultant presented the preliminary findings from the Planning Council and Part A provider survey results, with the full draft report to be provided to the committee for review and discussion.
- Finally, the committee received the Health Insurance Service Standard for an initial 30-day review and submitted Planning Council Officer and Committee Chair nominations.

### **Membership & Engagement Committee**

- The July Membership & Engagement Committee was cancelled due to lack of quorum.

### **World AIDS Day Workgroup**

- The participants discussed potential venue locations. After much discussion the participants narrowed the option down to 3 potential locations.
- The participants discussed a theme for this year's event.
- The participants discussed sponsorship options.
- The next virtual World AIDS Day workgroup meeting will be held on Friday, August 9, 2024.

### **Ryan White Community Meeting**

- The July Ryan White community meeting was held at Lifepointe Church SBC in Lake County, which was attended by over thirty participants.
- The participants received an overview of the Service Systems Planning & Quality Committee meeting business and the activities of the World AIDS Day Workgroup.
- The participants provided their feedback on the type of World AIDS Day event they would like to see. There was a consensus that the event should be earlier in the day after morning church services and preferably a brunch or early lunch.
- The participants received a presentation from Florida Department of Health Nutritionist, Stephanie Alvarado on the intersection of nutrition and HIV, how to make healthy choices, and accessible ways to improve one's diet.

- The next Ryan White Community meeting will be held on Tuesday, August 20, 2024,

**Part A Monthly Expenditure Report:  
(Expenditures as of May 31, 2024)**

Mr. Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 25%
- Target Expenditures: 25%
- Actual Expenditures 25.53%
- Difference: -0.53%

Mr. Huertas-Diaz provided an updated report from SSPQ with the following updates regarding the Part A monthly expenditures:

- Outpatient Ambulatory Health Services is on track.
- The Part A Office is currently in the blackout period for the RFP for the oral health insurance provider. If nothing comes of it, then funding will need to be reallocated.
- The Mental Health category has seen increased utilization due to a new provider and more outreach.
- Food Bank/Home Delivered Meals expenses are at a higher percentage right now because a large order was placed in this category to cover the remainder of the year and the numbers will self-correct over time. Medical transportation also has high utilization because a bulk order of bus passes was placed.
- Regarding Outreach: a media campaign will start soon after the school year begins.
- A potential vendor has been identified for Home and Community Based Health Services.

**Part A FY23-24 Annual Expenditure & Utilization Report:**

Mr. Huertas-Diaz provided an overview of the fiscal year (FY) 2023-2024 Part A Annual Utilization & Expenditure presentation, including the following information:

- Data from this report was compiled from Provide.
- Total unduplicated clients in FY23-24 increased by 4.8% (6,066) from the previous year.
- Total new clients in FY23-24 increased by 8.1% (786) since the previous year.
- Osceola and Lake Counties saw an increase in clients due to several factors, such as the increased construction of homes and people moving to areas.
- Utilization of Early Intervention Services (EIS) increased due to lack of full time employee (FTE) vacancies compared to the previous year.

- Food Bank/Home Delivered Meals increased by 70.4% since the previous year due to changes to the eligibility requirements in the service standard.
- Mr. Huertas-Diaz also provided the following results from the 2022 Ryan White HIV/AIDS Program Services Report (RSR):
  - The Orlando EMA ranked #1 in Florida for viral suppression and #2 in Florida for annual retention.
  - The Orlando EMA outranked other Florida EMA's for total number of transgender clients served in 2022.

**Quality Management Update:**

Mr. Huertas-Diaz provided an overview of the annual retention and viral suppression data for Quarter 2 of 2023 through Quarter 1 of 2024 by demographics and priority groups.

- The presentation was based on feedback provided by the community and Council on how they wanted the data presented.

**Part A Initial Funding Slate for Resource Allocation**

Mr. Huertas-Diaz provided an overview of the 2025-2026 Part A Initial Slate for Resource Allocation along with the following updates:

- The maximum amount that can be applied for the new FY is \$12.1 million.
- Emergency Financial Assistance was overspent last year, but Part A is working with ADAP to decrease spending in that category in the upcoming FY and this is not an ongoing issue.
- Compared to the FY24-25 allocations, the proposed FY25-26 slate has additional funding in:
  - Health Insurance Premium & Cost Sharing
  - Outpatient/Ambulatory Health Services
  - 5% allocated to CQM

The committee reviewed the initial slate to determine if any changes should be proposed and made a motion to approve it as presented.

**Motion:** Mrs. Buckley made a motion to adopt the FY2025-26 Ryan White Part A Initial Slate for Resource Allocation. Ms. Vazquez seconded the motion. The motion was adopted unanimously without debate via a roll call vote.

In Favor	Against	Abstention
4	0	0

**Part B Monthly Expenditure Report:**  
***(Expenditures as of May 31, 2024)***

Ms. Andre reported the following:

- Grant Month Number: 2
- Target Expenditures: 17%
- Actual Expenditures 13%
- Difference: 3%

Ms. Andre provided the following information on the Part B Monthly Expenditures:

- The AIDS Pharmaceutical Assistance (APA) line is being used for nutritional supplements for some clients. The usual funding source for this expense has run out and as payor of last resort Part B is supplementing the costs until the funding source re-opens on July 1<sup>st</sup>.
- The Health Insurance Premium/Cost Sharing and Food Bank categories are currently underspent under Part B because funding from GR is being spent down in these two categories.

**GR Monthly Expenditure Report:**  
***(Expenditure as of May 31, 2024)***

Ms. Andre Reported the following:

- The GR grant year spans from July 1, 2023 to June 30, 2024.
- The committee should expect to see almost 100% of the funding spent in each category.
- Part B has been flat funded for the last several years.
- Ms. Andre also informed the committee of the amendments made to the budget and provided a comparison between the 4/24/24 amended allocations, the 5/24/24 amended allocations, and the actual YTD expenditures.

**Part B Annual Expenditure & Utilization Report:**

Ms. Andre provided an overview of the fiscal year (FY) 2023-2024 Part B Annual Utilization & Expenditure presentation, including the following information:

- The data presented in this report was compiled from CAREWare.
- The total number of clients served in 2023 was 1485, with 1408 being returning clients and 77 being new clients. The majority of clients were served in Brevard County.
- Regarding Oral Health Care: 245 clients were served in this category with \$115,000 spent, making the average cost per client \$468, compared to 2016 where 166 clients were served with \$123,000 spent and 2020 where 191 clients were served

	<p>with \$255,000 spent. This is due to being fully on the dental insurance program which maximizes program savings.</p> <ul style="list-style-type: none"> <li>Annual data for psychosocial support cannot be compared as it was not available prior to 2023.</li> </ul>
<b>New Business:</b>	<p>Set 7/31/24 Planning Council Business Meeting Agenda</p> <ul style="list-style-type: none"> <li>The committee discussed the July 31<sup>st</sup> Planning Council Business meeting agenda.</li> </ul> <p><b>Motion:</b> Ms. Buckley made a motion to approve the July 21<sup>st</sup> Planning Council Business meeting agenda. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<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>	August 22, 2024
<b>Adjournment:</b>	3:25 pm

Prepared by: Whitney Marshall Date: 8/1/24

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_