

## Central Florida HIV Planning Council

### Service Systems Planning & Quality Minutes

June 06, 2024

**Call to Order:** The Ex-Officio, Ms. Torres called the meeting to order at 9:31 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Bryan DuBac, Vickie Cobb-Lucien, Anthony McNeil, Yvelouse Augustin-Leow, Priscilla Torres via Teleconference, Audreanna Garcia via Teleconference, Andre Antenor via Teleconference, Gabrielle Leonce via Teleconference, Monika Trejos Kweyete via Teleconference

**Members Excused:** Alelia Munroe, Tim Collins, Charlie Wright, Maria Buckley, Ira Westbrook, and Adrain Humphrey

**Absent:** None

<b>Approval of the agenda:</b>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"><li>• Replace Tim Collins with Priscilla Torres</li></ul> <p><b>Motion:</b> Mr. DuBac made a motion to approve the agenda with the changes. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Approval of the May 2<sup>nd</sup> Service Systems Planning &amp; Quality Minutes:</b>	<p>The committee reviewed the May 2<sup>nd</sup> minutes and approved the minutes with the following change:</p> <ul style="list-style-type: none"><li>• Under New Business for Service Standards specify that the motion was tabled to receive feedback from the Service Systems Planning &amp; Quality Chair, Alelia Munroe</li></ul> <p><b>Motion:</b> Mr. DuBac made a motion to approve the minutes with the changes. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• Ms. Torres wanted to remind everyone that we love feedback from the members and the public but we should remember to remain respectful and conscious of the feedback we are providing.</li><li>• PCS did not receive any comment cards</li></ul>
	<b>Part A- Final Award Allocation Report:</b>

**Reports:**

**(2023-2024)**

Ms. Yabrudy reviewed the Final Allocation of the 2023-2024 grant and the changes that were made throughout the fiscal year for each service category.

**Part A- Proposed Re-Allocation Report:  
(2024-2025)**

Ms. Yabrudy presented the Proposed Re-Allocation for 2024-2025 and the structure of the spreadsheet provided by organizing the Allocation categories by Core Medical Services and Support Services to monitor the percentage of the proposed expended funds. She then reviewed the differences throughout the proposed re-allocation.

The committee held discussion around the proposed re-allocation for 2024-2025.

**Motion:** Ms. Cobb-Lucien made a motion to approve the Reallocation of the Final Award. Mr. DuBac seconded the motion.

In Favor	Against	Abstention
8	0	0

The Reallocation of the Final Award was approved as presented by a unanimous roll call vote.

**Quality Management Workgroup Update:**

- Ms. Bricker provided the committee an update on the Quality Management Workgroup, and informed them that they had their first Part A workgroup meeting. They discussed the transition and the projects they will be collaborating with Part B such as the Quality Care Awards. They reviewed the QM plan and made updates pertaining to the transition to Part A. They anticipate to have their next meeting in August. She discussed some of the data and what the committee would like to see.
- Ms. Mendoza presented the Part B sample for the CQ Data and explained the differences from the Part A sample

**WBMN Report Update:**

- Ms. Yabrudy provided an overview of the goals set for the year and reflected on what is in the 1<sup>st</sup> Quarter. She will provide another update at Data Presentation and will provide another update at the end of the year.

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

Ms. Mendoza reported the following:

<b>New Business:</b>	<ul style="list-style-type: none"> <li>Ms. Marshall informed the committee that the July Meeting currently falls on a holiday and will need to be discussed to choose a new date for the July Meeting.</li> <li>The committee held discussion and decided on July 11, 2024 at 9:30 am</li> </ul> <p><b>Needs Assessment Progress Update:</b> <b>Transgender Focus Group</b></p> <ul style="list-style-type: none"> <li>Mr. Cavalleri provided the committee an update on the Transgender Focus Group and the findings from the administered surveys. He presented to the committee some next steps they should consider and an upcoming training.</li> </ul>
<b>Announcements:</b>	No Announcements
<b>ACTION ITEMS</b>	
<b>Item</b>	
<b>Next Meeting:</b>	July 11, 2024
<b>Adjournment:</b>	11:51 am

Prepared by: Ngla Tapley Date: 06/21/2024

Approved by:  Date: 7/11/2024

	<ul style="list-style-type: none"> <li>• Target: 100%</li> <li>• Actual: 100%</li> <li>• Dif: 0%</li> </ul> <p>Ms. Mendoza informed the committee on the final expenditure for the Part B grant and the allocation categories spent.</p> <p><b>Part B Monthly Expenditure Report:</b> <i>(Expenditures as of April 30, 2024)</i></p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> <li>• Target: 8%</li> <li>• Actual: 8%</li> <li>• Dif: 0%</li> </ul> <p>Ms. Mendoza provided the committee on the awarded grant from the extension and explained the changes to the service categories that are covered.</p> <p><b>RW GR Program Expenditure Report:</b> <i>(Expenditure as of March 31, 2024)</i></p> <ul style="list-style-type: none"> <li>• Target: 75%</li> <li>• Actual: 78%</li> <li>• Difference: -3%</li> </ul> <p>Ms. Mendoza informed the committee that the numbers have not been received yet but expect to get the award soon. Part B has been doing some last minute amendments and explained those changes that will be in the amendments. Ms. Mendoza provided an overall overview of the expenditure presented.</p>
<p><b>Unfinished Business:</b></p>	<p><b>Service Standards Review:</b></p> <p>Ms. Marshall provided an overview on the Local Pharmacy Assistance Program Standards for the committee and the recommended changes from the committee chair.</p> <p><b>Motion:</b> Mr. Cobb-Lucien made a motion to approve the LPAP Service Standards. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.</p> <p>Ms. Marshall provided an overview on the Emergency Financial Assistance Standards for the committee and the recommended changes from the committee chair.</p> <p><b>Motion:</b> Mr. DuBac made a motion to approve the EFA Service Standards. Mr. McNeil seconded the motion. The motion was adopted unanimously without debate.</p>
	<p><b>Dates for July SSPQ Meeting:</b></p>