

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

June 26, 2024

Call to Order: The Sr. Chair, Priscilla Torres, called the meeting to order at 6:02 PM at Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres, Charlie Wright, Raymond Macon, Anthony McNeil, Monika Trejos Kweyete, Ida Starks, Siri Goberdhan Jr., Vel Cline, Kara Johnson Williams, Tim Collins, Ira Westbrook, Andre Antenor, Andrea Dunn via teleconference, Fernell Neal via teleconference, Yvelouse Augustin-Leow via teleconference

Members Excused: Andres Acosta, Alelia Munroe, Bryan DuBac, Gabrielle Leonce, Audreanna Garcia, Vickie Cobb-Lucien, Mike Alonso, Maria Buckley, Sueanne Vazquez

Absent: None

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Change Ms. Munroe’s name to Mr. Collins for the SSPQ portion of the bridge report.• Change Ms. Buckley’s name to Mr. Chris Haubenest, Area 7 DOH Rep. for the FCPN update <p>Motion Mr. Collins made a motion to approve the agenda with the changes. Mr. Cline seconded the motion.</p> <table border="1" data-bbox="613 1241 1131 1314"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>15</td><td>0</td><td>0</td></tr></tbody></table> <p>The June agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstention	15	0	0
In Favor	Against	Abstention					
15	0	0					
<p>Approval of the May 29th Minutes:</p>	<p>The Planning Council reviewed and approved the May 29th minutes as written.</p> <p>Motion Mr. Collins made a motion to approve the agenda as is. Mr. Cline seconded the motion. The May minutes were approved as written by a majority roll call vote.</p> <table border="1" data-bbox="613 1703 1131 1776"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>13</td><td>0</td><td>2</td></tr></tbody></table> <p>The May minutes were approved as written by a majority roll call vote.</p>	In Favor	Against	Abstention	13	0	2
In Favor	Against	Abstention					
13	0	2					

<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • No Public Comments • PCS did not receive any comment cards. 8
<p>Reports (Committee)</p>	<p>Service Systems Planning & Quality Committee Monthly Report:</p> <p>Mr. Collins provided an overview of the roles and responsibilities of the Service Systems Planning & Quality Committee and the following updates for the committee:</p> <ul style="list-style-type: none"> • The committee reviewed the Part A 2023-2024 final allocations. • The committee reviewed and approved the proposed 2024-2025 Part A re-allocations slate. • The committee received an overview of the Part B expenditures and GR reports. The committee also received a Quality Management workgroup update. • The committee reviewed and discussed the sample Part A and Part B CQM reports. The committee provided feedback on what elements should be included in the reports. • The committee reviewed and approved the LPAP and EIS Service Standards. • Due to the date of the next meeting falling on July 4th the committee decided to change the date to Thursday, July 11, 2024. • Mr. Cavalleri provided the committee with the results from the transgender focus group and survey. <p>Membership and Engagement Committee Monthly Report:</p> <p>Mr. Cline provided an overview of the roles and responsibilities of the Membership & Engagement Committee and the following updates for the committee:</p> <ul style="list-style-type: none"> • 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 reviewed the social media insights for Facebook and Instagram. • The committee reviewed the interview summary for a new applicant. The committee recommended the applicant for appointment to the Planning Council. • Due to the July meeting falling close to Independence Day, the committee discussed an alternative date for the meeting. The committee determined that the date of the next committee meeting will be Tuesday, July 9, 2024. • The committee discussed the type of training they would like to receive at the annual training event in August. • The committee received a service categories mini training.

World AIDS Day Workgroup

- The participants nominated and voted in Andres Acosta as the workgroup chair.
- Participants discussed last year's event and provided constructive feedback. The participants concluded that the event was an overall success.
- The participants discussed venue and program options for the WAD event in December.
- The next virtual World AIDS Day workgroup meeting will be held on Tuesday, July 12, 2024, at 10:00 am.

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 participants received an overview of the Service Systems Planning & Quality committee and Membership and Engagement committee business for the month of June
- The participants reviewed updates to the Emergency Financial Assistance and the Local Pharmaceutical Assistance Program service standards and were given the opportunity to provide feedback.
- The participants received an overview of the Secret Society program offered by Divas in Dialogue presented by Mulan Williams.
- The participants received a presentation from Marissa O'Connor of Community Legal Services on the services offered by their office.
- The July Ryan White Community meeting will be held in Lake County at the Lifepointe Church, located at 3551 E. Orange Avenue, Eustis, FL 32736.

Florida Comprehensive Planning Network (FCPN)

Mr. Haubenestel provided the following updates regarding the spring FCPN meeting:

- The attendees received an update from the viral hepatitis section and on the Gilead focus project. They also received a HOPWA update and training.
- Each FCPN committee provided committee updates.
- They also received information on the Part B Service model, including that a fiscal agent is expected to be selected by September 2024. The ITN was also released last week with an April 2025 start date.

Reports (Recipient & Lead Agency)

**Part A Final 2023-2024 Award Allocations AND
Part A 2024-2025 Proposed Re-Allocation Report**

Ms. Yabrudy informed the Council that 100% of the grant was spent and provided an overview of the final award allocations, including changes that were made throughout the fiscal year for each service category, along with the following information:

- Reallocations were done by the Grantee in April 2024 during the sweep period based on utilization and community needs.
- 5% more clients were served this year.

Ms. Yabrudy also presented the Proposed Re-Allocations for 2024-2025 along with the following information:

Regarding Dental:

- The PC discussed recent changes expanding Health Insurance Premium & Cost Sharing to include standalone dental insurance. Covering dental insurance will provide clients with a larger network of dental providers accepting the dental plan(s) and provide access to more services that are not able to be covered by Ryan White funding, such as implants or braces.
- The Oral Health line has historically covered dental services for clients as a payor of last resort. Oral Health is capped at \$2,000 per client per year with a process for approving emergency dental needs beyond the cap.
- Part A is finalizing procurement of a dental insurance provider in which they will be piloting the enrollment for a limited number of clients (approximately 300).
- Providers will ensure that clients are Part A eligible and that RW dental insurance is payor of last resort.
- Clients will not be responsible for co-payments or deductibles on the dental plans. They will have a \$2,000 cap per client per year with a process for approving dental needs above the cap.
- Oral Health will continue to support uninsured clients who have emergency dental needs or when they have exhausted their insurance benefits.
- PC recommended reallocations to support the changes to Health Insurance and Oral Health.
- Part B already provides this service and enrolls up to 170 clients each year with successful outcomes.

Regarding Durable Medical Equipment (DME):

- The PC discussed changes to open a new service category, Home & Community Based Health Services, based on client needs. This category will be limited to covering medically necessary Durable

Medical Equipment (DME) which includes items such as blood sugar meters, wheelchairs, walkers, and scooters.

- Medical providers would prescribe the DME items and agencies would ensure that clients are Part A eligible and that Ryan White is payor of last resort.
- PC recommended a reallocation to open the Home & Community Based Health Service category in the current grant year.
- Next steps would include the development of a joint service standard to determine which items are covered and a procurement process led by Part A.
- Part B has already opened this service line on a limited basis to support DME needs.

The proposed reallocations reduced Outpatient/Ambulatory Health Services by \$10k to fund Home and Community Based Health Services, which would cover DME. Prior to providing any services under this category the Planning Council will need to develop a service standard. After discussing the pros and cons, the Council decided to approve the proposed reallocations with the addition of the Home and Community Based Health line.

Motion: Mr. Cline made a motion to approve the Part A 2024-2025 reallocations with \$10,000 allocated to the Home and Community Based Health service category. Ms. Kweyete-Trejos seconded the motion.

In Favor	Against	Abstention
15	0	0

The motion was approved unanimously by a roll call vote.

[Approved reallocations chart attached at the end of the minutes]

The Part A WMBN report was tabled until a later meeting

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

Ms. Andre reported the following:

- Target: 100%
- Actual: 100%
- Dif: 0%

**Part B Monthly Expenditure and Utilization Report:
(Expenditures as of April 30, 2024)**

- Target: 8%
- Actual: 8%
- Difference: 0%

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

- Target: 75%
- Actual: 78%
- Difference: -3%

Ms. Andre provided a brief overview of the final Part B expenditures, the April Part B expenditures, and General Revenue expenditures along with the following updates:

- Part B is required to spend 95% of the grant by the state, but was successful in spending 100% of it.
- Part B is on target for the new grant year.
- New staff were added to the Referral for Healthcare Support category and the Lead Agency has already made changes to support those additions.
- For GR, amendments were made and those will be reflected in future reports.
- The Medical Case Management, Medical Transportation, and Oral Healthcare categories will see more utilization under GR in order to spend down the grant.

Applicant Summary

The Council reviewed the applicant summary for Candidate 2024-03 and the updated committee roster and membership matrix. After asking questions to the Membership & Engagement Committee and discussing the candidate's committee placement, a motion was made to approve Candidate 2024-03.

Motion Mr. Westbrook made a motion to recommend Candidate 2024-03 for appointment to the Central Florida HIV Planning Council with committee placement on Service Systems Planning & Quality. Mr. Collins seconded the motion.

New Business:

In Favor	Against	Abstention
14	0	0

The motion to recommend Candidate 2024-03 for appointment to the Service Systems Planning & Quality Committee was approved by a unanimous roll call vote.

Service Standards

The Council reviewed the updates to the Emergency Financial Assistance (EFA) and Local Pharmaceutical Assistance Program (LPAP) Service Standards made by the SSPQ and Executive Committees.

Motion Mr. Cline made a motion to approve the updates to the EFA Service Standard. Ms. Starks seconded the motion.

In Favor	Against	Abstention
14	0	0

The motion to approve the EFA Service Standard was approved by a unanimous roll call vote.

Motion Mr. Collins made a motion to approve the updates to the LPAP Service Standard. Mr. Antenor seconded the motion.

In Favor	Against	Abstention
14	0	0

The motion to approve the LPAP Service Standard was approved by a unanimous roll call vote.

Extend Meeting

Motion Mr. Cline made a motion to extend the meeting by fifteen minutes. Mr. Antenor seconded the motion.

In Favor	Against	Abstention
14	0	0

The motion passed by a unanimous roll call vote.

DID Trans Care Survey for Case Managers

Ms. Marshall provided a brief overview of the Divas in Dialogue Trans Care Survey for Case Managers and shared the QR code with the participants.

- The purpose of the survey is to gauge the attitudes and experiences of case management staff who provide direct services to transgender, gender nonconforming, and nonbinary clients.
- Once the survey closes the findings will be provided along with the final needs assessment findings.

Needs Assessment- Final Presentation

Mr. Cavalleri, consultant, presented the final findings on the needs for the transgender population in the Orlando Service Area. Some of the standout findings and recommendations from the focus group and survey participants were:

- Participant recommendations in order to keep the conversation on trans care going the PC can get people to come to PC meetings and dedicate 5 to 10 minutes at the meeting for conversations specific to trans care. This would need to be something structured that happens on a monthly basis as a standing item.

	<ul style="list-style-type: none"> • Providers that offer telehealth services need to be more proactive and intentional about advertising services in trans spaces. • Funding to buy a van for transportation specifically for trans clients may be beneficial for safety and helping clients get to appointments. <p>Additionally, Ms. Yabrudy updated the committee that there will be a training for the community focused on providing inclusive trans care. The first session is full and another session will be held on July 15th.</p>
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Announcements:	<ul style="list-style-type: none"> • No announcements
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ACTION ITEMS	
Item	
Next Meeting	July 31, 2024
Adjournment:	8:11 pm

Prepared by: Whitney Marshall Date: 7/8/24

Approved by:  Date: 08/20/2024

Proposed Re-Allocation Allocations for 2024-2025

Allocation Categories	Expenditures 23-24	Approved SLATE 24-25 (Resource Allocation)	Proposed Part A Re- Allocation 24-25	Difference from State and Proposed Re-Allocation	%	Approved SLATE MAI 24-25 (Resource Allocation)	Proposed MAI Re- Allocation 24-25	Difference from State and Proposed Re- Allocation	MAI %	Total Allocation 24-25
Outpatient /Ambulatory Health Services	\$2,974,070	\$2,950,000	\$2,950,000	\$0		\$310,914	\$282,455	-\$28,459		\$3,232,455
Local Pharmacy Assistance Program	\$821,392	\$300,000	\$300,000	\$0				\$0		\$300,000
Oral Health Care	\$1,769,777	\$750,000	\$750,000	\$0				\$0		\$750,000
Early Intervention Services	\$306,200	\$0	\$0	\$0		\$320,000	\$320,000	\$0		\$320,000
Health Insurance Premium & Cost Sharing Assistance	\$31,643	\$905,709	\$565,359	-\$340,350				\$0		\$565,359
Mental Health Services	\$43,697	\$125,000	\$125,000	\$0				\$0		\$125,000
Medical Nutrition Therapy	\$38,616	\$235,000	\$235,000	\$0				\$0		\$235,000
Medical Case Management	\$2,332,305	\$2,425,951	\$2,425,951	\$0				\$0		\$2,425,951
Substance Abuse Services - outpatient	\$2,671	\$100,000	\$100,000	\$0				\$0		\$100,000
1. Core Medical Services Subtotal	\$8,320,371	\$7,791,660	\$7,451,310	-\$340,350	80%	\$630,914	\$602,455	-\$28,459	77%	\$8,053,765
Referral for Healthcare/Support Services	\$1,417,350	\$1,500,000	\$1,500,000	\$0						\$1,500,000
Food Bank/Home-Delivered Meals	\$207,591	\$100,000	\$100,000	\$0						\$100,000
Medical Transportation Services	\$90,069	\$60,000	\$60,000	\$0						\$60,000
Psychosocial Support Services	\$74,360	\$0	\$0	\$0		\$150,000	\$150,000	\$0		\$150,000
Substance Abuse - Residential	\$7,901	\$50,000	\$20,000	-\$30,000						\$20,000
Outreach Services	\$97,458	\$100,000	\$100,000	\$0						\$100,000
Emergency Financial Assistance	\$94,974	\$40,000	\$40,000	\$0						\$40,000
2. Support Services Subtotal	\$1,989,703	\$1,850,000	\$1,820,000	-\$30,000	20%	\$150,000	\$150,000	\$0	19%	\$1,970,000
3. Total Service Allocations	\$10,310,074	\$9,641,660	\$9,271,310	-\$370,350		\$780,914	\$752,455	-\$28,459		\$10,023,765
Clinical Quality Management	\$363,739	\$332,471	\$319,700	-\$12,771	3%	\$45,936	\$44,262	-\$1,674	5%	\$363,962
Administration	\$755,798	\$1,108,237	\$1,065,668	-\$42,569	10%	\$91,872	\$88,524	-\$3,348	10%	\$1,154,192
4. Total Award	\$11,429,611	\$11,082,368	\$10,656,678	-\$425,690		\$918,722		-\$33,481		\$11,541,919
Formula and Supplemental	\$11,082,368	\$10,656,678		-\$425,690						
MAI	\$918,722	\$885,241		-\$33,481						
	\$12,001,090	\$11,541,919		-\$459,171						