

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

August 28, 2024

Call to Order: The CFHPC Sr. Co-Chair, Priscilla Torres-Theobald, called the meeting to order at 6:03 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres-Theobald, Yvelouse Agustin-Leow, Ira Westbrook, Alelia Munroe, Charlie Wright, Raymond Macon, Maria “Angie” Buckley, Vel Cline, Ida Starks, Sueanne Vazquez, Andre Antenor, Fernell Neal

Members Present via Teleconference: Anthony McNeil, Jessica Seidita, Mike Alonso, Siri “JR” Goberdhan, Bryan Dubac, Monika Trejos-Kweyete, Andrea Dunn

Members Excused: Kara Johnson Williams, Andres Acosta, Jessica Seidita

Members Absent: Gabrielle Leonce-Mendez, Audreanna Garcia, Vickie Cobb-Lucien, Tim Collins

Recipient Staff Present: John Goodrich

PCS Staff Present: David Bent, Whitney Marshall, Yasmin Andre

Approval of the agenda:	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Replace all instances of Andres Acosta with Priscilla Torres-Theobald• Change Pedro Huertas-Diaz for the Part A reports to John Goodrich <p>Motion Vel Cline made a motion to approve the agenda with the changes. Fernell Neal seconded the motion.</p> <table border="1" data-bbox="548 1381 1086 1457"><tr><td>In Favor</td><td>Against</td><td>Abstain</td></tr><tr><td>16</td><td>0</td><td>0</td></tr></table> <p>The August agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstain	16	0	0
In Favor	Against	Abstain					
16	0	0					
Approval of the July 31st Minutes:	<p>The Planning Council reviewed and approved the July 31st minutes with the following changes:</p> <ul style="list-style-type: none">• Add Ida Starks to Excused Members <p>Motion Alelia Munroe made a motion to approve the minutes with the changes. Vel Cline seconded the motion.</p> <table border="1" data-bbox="548 1856 1086 1890"><tr><td>In Favor</td><td>Against</td><td>Abstain</td></tr></table>	In Favor	Against	Abstain			
In Favor	Against	Abstain					

	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">0</td> <td style="text-align: center;">2</td> </tr> </table> <p>The July minutes were approved with the changes by a majority roll call vote.</p>	15	0	2			
15	0	2					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • Planning Council Support received an online comment card: “There is an outspoken committee member that always seems to have something negative to say and has displayed disrespect most recently to the virtual consultant who last presented at the SSPQ subcommittee. This behavior reflects poorly on the committee as a whole and makes prospective members reconsider wanting to join. I believe the member's name is Ira something...” • Ira Westbrook requested to know the name of the individual who submitted the public comment and an opportunity to discuss the comment. Planning Council Support informed Ira Westbrook that the comment was submitted anonymously and the Chair informed Ira Westbrook that the members will be able to discuss the comment during New Business. 						
<p>Reports (Committee)</p>	<p>Final Report for the Assessment of the Administrative Mechanism (AAM)</p> <ul style="list-style-type: none"> • Consultant, Dr. Amy Donley, presented the results from the AAM report. <p>Motion Alelia Munroe made a motion to accept the Final AAM report as presented by Dr. Donley. The motion was seconded by Ida Starks.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">In Favor</td> <td style="text-align: center;">Against</td> <td style="text-align: center;">Abstain</td> </tr> <tr> <td style="text-align: center;">19</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table> <p>The motion to approve the Final AAM report passed by a majority roll call vote.</p> <p>Service Systems Planning and Quality Committee Meeting</p> <ul style="list-style-type: none"> • The committee received an overview of the Part A Monthly Expenditure report and the Q1 Utilization & Expenditure report. • The committee reviewed and approved the proposed 2024-2025 Part A re-allocations slate. • The committee received an overview of the Part B monthly expenditures and GR reports. The committee also received a Quality Management workgroup update. • The committee reviewed and approved the 2025-2026 Part B & GR initial level funding slate. • The committee reviewed the PCS budget report. • The committee received an overview of the fiscal year 2023-24 Assessment of the Administrative Mechanism (AAM) report from Dr. Amy Donley. 	In Favor	Against	Abstain	19	0	0
In Favor	Against	Abstain					
19	0	0					

- The next SSPQ committee meeting will be held on Thursday, October 3, 2024, at 9:30 am.

Membership & Engagement Committee

- The committee reviewed the membership matrix, PC reflectiveness and attendance roster.
- There are currently 25 Planning Council members, 14 (56%) are PWH, 9 (36%) are unaffiliated/unaligned PWH, and 9 (36%) are conflicted members.
- The committee reviewed the social media insights for Facebook and Instagram.
- The committee reviewed the Planning Council's current reflectiveness report and discussed how the council can improve representation.
- The committee reviewed the draft of agenda draft and discussed training topics to include in the upcoming year.
- The committee reviewed and made updates to the draft volume 14 of the Red Ribbon Times magazine.
- The committee received a summary of the current Planning Council nominations.
- The committee completed their quarterly evaluations via Mentimeter.
- The next Membership & Engagement Committee meeting will be held on Tuesday, October 1, 2024, at 2:00 pm.

World AIDS Day Workgroup

- The participants reviewed the recommendations from the venue walk throughs and discussed venue and program options for the WAD event in December.
- The participants discussed the WAD programs and potential performers.
- The next virtual World AIDS Day meeting will be held on Friday, October 12, 2024, at 10:00 am.

Ryan White Community Meeting

- The attendees participated in an HIV Stigma Taskforce activity led by Nadia Garzon, Andres Acosta and Anthony McNeil.
- The participants received an overview of the business conducted at the August Membership & Engagement Committee, World AIDS Day Workgroup, and Service Systems Planning & Quality Committee meetings.
- The participants were given the opportunity to vote for the new HIV Stigma Taskforce logo.
- The attendees participated in bingo and Jeopardy for game night.

	<ul style="list-style-type: none"> • The next Ryan White Community meeting will be held at the Heart of Florida United Way on Tuesday, October 15, 2024, at 6:00 pm. <p>Executive Committee</p> <ul style="list-style-type: none"> • The committee received an overview of the business conducted at the August Membership & Engagement Committee, World AIDS Day Workgroup, and Service Systems Planning & Quality Committee meetings. • The committee received an overview of the final Assessment of the Administrative Mechanism (AAM) report from consultant Dr. Amy Donely. • The committee reviewed an anonymous public comment about the conduct of a PC member at the last Service Systems Planning & Quality Committee meeting. • The committee received an overview of the Part A Monthly Expenditure report, Part A Quarter 1 Utilization report, Part B Monthly Expenditure report, General Revenue report and PCS Budget report. • The committee also reviewed the nominees for PC Office. • The next Executive committee meeting will be held on Thursday, October 17, 2024, at 2:00 PM. • The Chair also shared that the Executive Committee made a recommendation to PCS to remove gendered prefixes (Mr./Mrs.) from the meeting minutes and to replace it with full names to support a more inclusive environment.
<p>Reports (Recipient & Lead Agency)</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of June 30, 2024)</p> <p>John Goodrich reported the following:</p> <ul style="list-style-type: none"> • Percentage of Fiscal Year Transpired: 33.33% • Target Expenditures: 33.33% • Actual Expenditures 35.76% • Difference: -2.43% <p>John Goodrich provided an updated report from SSPQ with the following updates regarding the Part A monthly expenditures:</p> <ul style="list-style-type: none"> • Outpatient Ambulatory Health Services is on track. • Oral Health is seeing an uptick in utilization and the Part A office is monitoring this category. • Mental Health service utilization has increased • The RWPA office is working with the Substance Abuse Outpatient provider to increase utilization of the service. • The RWPA office will come back at a future meeting to request that funding be reallocated from Medical Nutrition Therapy to the Food Bank & Home-Delivered Meals due to not being able to secure a Nutritionist during procurement to support the nutrition-based home-delivered meals program. • Emergency Financial Assistance is expending at a high level. EHE funding will be used to support medication assistance until a request can be approved to increase the EFA allocation. Utilization

is high due to expanding EHE services to clients in the jail until they can complete ADAP enrollment. The Recipient has coordinated with ADAP and the Orange County Jail to ensure that clients who are being released are already ADAP eligible so that the services are not picked up by Part A funds.

Part A FY24-25 Quarter 1 Expenditure & Utilization Report:

John Goodrich provided an overview of the fiscal year (FY) 2024-2025 Part A Quarterly Utilization & Expenditure presentation, including the following information:

- Data from this report was compiled from Provide.
- Total unduplicated clients in FY24-25 increased by 2% from the previous year.
- Total new clients in FY24-25 increased by 13% since the previous year.
- Early Intervention Services has seen an increase in clients and units due to more outreach with the case management agencies and new key points of access.
- Substance Abuse Outpatient services utilization reflects the addition of a new provider in the EMA.
- Referral for Health Care & Support is undergoing monitoring to assess the quality of units vs. the number of units.
- Medical Transportation and Medical Nutrition service utilization is impacted by timing of the purchase of bus passes and nutritional supplements, respectively.
- Food Bank services were expanded in the last year to add personal hygiene, demonstrating an increase in utilization.
- The increase in Emergency Financial Assistance can be attributed to the implementation of services in the jail program.

**Part B Monthly Expenditure Report:
(Expenditures as of June 30, 2024)**

Yasmin Andre reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures 21%
- Difference: 4%

Yasmin 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 1st.
- Emergency Financial Assistance is also being used for limited housing assistance for some clients. The usual funding source for this expense has run out and as payor of last resort, Part B is

	<p>supplementing the costs until the funding source re-opens on July 1st.</p> <ul style="list-style-type: none"> • 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. <p>GR Monthly Expenditure Report: (Expenditure as of June 30, 2024) Yasmin Andre reported the following:</p> <ul style="list-style-type: none"> • The GR grant year closed as of June 30, 2024 and 99.9% of funds were expended. • Approximately \$750 was unspent in Referral for Health Care & Support due to the services being able to be covered by another funding source. <p>PCS Budget</p> <ul style="list-style-type: none"> • Whitney Marshall provided an overview of the quarterly expenditure report for the Planning Council Support budget as of May 31, 2024. • Target Expenditures for the 1st Quarter: 25% • Actual Expenditures for the 1st Quarter: 25%
<p>New Business</p>	<p>Review Public Comment</p> <ul style="list-style-type: none"> • PCS read the public comment received online concerning Ira Westbrook. • Ira Westbrook shared his perspective and that he found it offensive that the commenter did not know his full name. • Priscilla Torres-Theobald discussed abiding by the rules of conduct and having respectful communication. After a several members contributed to the conversation to encourage Ira to be more mindful about his communication style, tone, and behavior, he agreed to working on these items in future meetings. <p>Review Nominees for PC Office</p> <ul style="list-style-type: none"> • PCS provided the group with a list of the current Planning Council Officer Nominees for 2024-2025. • Junior Co-Chair: Jessica Seidita, Andre Antenor, and Angie Buckley. • Prevention Care Client Representative: Sueanne Vazquez, Ira Westbrook, Jessica Seidita, and Raymond Macon. • Patient Care Client Representative: Ira Westbrook, JR Goberdhan, Bryan Dubac (declined nomination), Alelia Munroe (declined nomination), and Mike Alonso (declined nomination). • No objections were presented for any of the officer positions at the Membership and Engagement Committee meeting or the Executive Committee Meeting.

Review Data Presentation & Priority Setting & Resource Allocation (PSRA) Processes

- The group reviewed the current Data Presentation, Priority Setting, and Resource Allocation processes.

Motion Alelia Munroe made a motion to accept and approve the Data Presentation Process as written. Vel Cline seconded the motion.

In Favor	Against	Abstain
17	0	0

The motion to approve the Data Presentation Process passed by a majority roll call vote.

Motion Alelia Munroe made a motion to accept and approve the Priority Setting Process as written. Vel Cline seconded the motion.

In Favor	Against	Abstain
16	0	0

The motion to approve the Priority Setting Process passed by a majority roll call vote.

Motion Alelia Munroe made a motion to accept and approve the Resource Allocation Process with the following changes.

“Process to Establish Allocations:

1. Start with a slate prepared by the Recipient, Planning Council Support, and approved by Service Systems Planning & Quality Committee.”

Ida Starks seconded the motion.

In Favor	Against	Abstain
17	0	1

The motion to approve the Resource Allocation Process passed by a majority roll call vote.

Announcements

- Data Presentation will be on Friday, September 20, 2024 from 9AM-5PM
- The next Planning Council Business Meeting is scheduled for Friday, September 27, 2024 at 9:00 AM

	<ul style="list-style-type: none"> • PSRA is scheduled for Friday, September 27, 2024 from 10:00 AM-5:00 PM. • Anthony McNeil is the new Co-Chair of the HIV Stigma Taskforce. He informed the group that the Taskforce is hosting a Slam Poetry and Spoken Word event at the Encima Event Center on Saturday, August 31, 2024
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ACTION ITEMS	
Item	
Next Meeting	September 27, 2024
Adjournment:	7:52 pm

Prepared by: Yasmin Andre Date: 8/28/24

Approved by: _____ Date: _____

