

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

September 27, 2024

**Call to Order:** The CFHPC Jr. Co-Chair, Andres Acosta, called the meeting to order at 12:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Gabrielle Leonce-Mendez, Siri (JR) Goberdhan Jr., Alelia Munroe, Jessica Seidita, Raymond Macon, Andre Antenor, Timothy (Tim) Collins, Bryan DuBac, Andres Acosta, Fernell Neal, Monika Trejos-Kweyete, Maria (Angie) Buckley, Sueanne Vazquez, Fredrick (Vel) Cline, Charlie Wright, Anthony McNeil, Andrea Dunn, Kara Johnson Williams

**Members Present via Teleconference:** Priscilla Torres-Theobald, Ira Westbrook

**Members Excused:** Ida Starks, Mike Alonso, Vickie Cobb-Lucien, Yvelouse Augustin-Leow

**Members Absent:** None

**Recipient & Lead Agency Staff Present:** John Goodrich, Pedro Huertas-Diaz, Kimberly James, Tessa Bricker, Kala Hubbard, Maria Torres, Doris Huff, Evan Cochuyt, Vera Smith, Yasmin Andre

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

<b>Approval of the agenda:</b>	<p>The Planning Council reviewed the Planning Council Business Meeting &amp; PSRA draft agenda and made the following changes:</p> <ul style="list-style-type: none"><li>• Replace Priscilla Torres-Theobald's name with Andres Acosta.</li></ul> <p><b>Motion</b> Tim Collins made a motion to approve the agenda with the changes. Fernell Neal seconded the motion.</p> <table border="1" data-bbox="730 1312 1282 1417"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>19</td><td>0</td><td>0</td></tr></tbody></table> <ul style="list-style-type: none"><li>• The September Planning Council Business &amp; PSRA agenda was approved with the changes by a unanimous roll call vote.</li></ul>	In Favor	Against	Abstention	19	0	0
In Favor	Against	Abstention					
19	0	0					
<b>Approval of the August 28th Minutes:</b>	<p>The Planning Council reviewed and approved the August minutes with the following changes:</p> <ul style="list-style-type: none"><li>• Change Jessica Seidita's attendance to reflect that she joined via teleconference.</li><li>• Update the time of the next World AIDS Day Workgroup meeting to October 11<sup>th</sup> instead of October 12<sup>th</sup>.</li></ul> <p><b>Motion</b> Fernell Neal made a motion to approve the minutes with the changes. Vel Cline seconded the motion.</p>						

	<table border="1" data-bbox="732 170 1281 260"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>19</td> <td>0</td> <td>0</td> </tr> </table> <ul style="list-style-type: none"> <li>The August 28, 2024 minutes were approved with the updates by a unanimous roll call vote.</li> </ul>	In Favor	Against	Abstention	19	0	0
In Favor	Against	Abstention					
19	0	0					
<p><b>Open the Floor for Public Comment:</b></p>	<p>There were no public comments in the room. PCS did not receive any public comment forms.</p>						
<p><b>Reports</b></p>	<p><b>Part A Reallocations Slate:</b></p> <p>John Goodrich presented the Council with the proposed Part A reallocations slate for the 2024-2025 grant year. The following information was provided to the Council:</p> <ul style="list-style-type: none"> <li>Funding will be moved from Medical Nutrition Therapy to Food/Bank Home Delivered Meals because there currently is not a nutritionist to fill the requirements of the Medical Nutrition Therapy category.</li> <li>Emergency Financial Assistance requests will continue to be filled, but with EHE funds.</li> <li>Outreach funds have been moved to higher utilized categories; however, outreach will still be conducted with EHE and SAMHSA funds for the remainder of the year.</li> </ul> <p>After some discussion the Council decided to approve the proposed reallocations.</p> <p><b>Motion</b> Alelia Munroe made a motion to approve and accept the 2024-2025 Part A reallocations slate. Tim Collins seconded the motion.</p> <table border="1" data-bbox="732 1331 1281 1421"> <tr> <td>In Favor</td> <td>Against</td> <td>Abstention</td> </tr> <tr> <td>18</td> <td>0</td> <td>0</td> </tr> </table> <ul style="list-style-type: none"> <li>The 2024-2025 Part A proposed reallocations were approved and accepted by a unanimous roll call vote.</li> </ul> <p><i>[Copy of approved reallocations enclosed.]</i></p> <p><b>CQM Update</b></p> <p>Tessa Bricker provided the Council with a brief overview of the background and purpose of Quality Care Awards, along with a list of the recipients. The following entities will be formally presented with awards at the Provider Networking Meeting in December 2024 for their quality improvement projects:</p>	In Favor	Against	Abstention	18	0	0
In Favor	Against	Abstention					
18	0	0					

- Department of Health Lake County: Exemplary Leadership
- Department of Health Orange County: Most Innovative
- Comprehensive Health Care: Prioritizing People with HIV

**Annual Committee Reports**

Alelia Munroe proposed a motion to have the members read the annual committee reports individually instead of the chairs reading them out loud during the meeting, due to time constraints.

**Motion** Alelia Munroe made a motion to have the members read the annual committee reports individually. Jessica Seidita seconded the motion.

In Favor	Against	Abstention
19	0	0

- The motion was accepted by a unanimous roll call vote.

The following are written copies of the reports:

**Membership and Engagement Committee Annual Report (2023-2024):**

The Membership and Engagement Committee remains a vital component of the Planning Council. Over the past year, we have been dedicated to building an effective Planning Council that prioritizes the community's needs. The committee collaborates on recruitment initiatives to ensure we fully represent those impacted by or living with HIV, utilizing social media and outreach efforts to connect with individuals. During the past 12 months, the Membership and Engagement Committee has successfully:

- As of September 2024, all HRSA-mandated seats are filled.
- The committee was able to produce three issues of the Red Ribbon Times, which have been well-received.
- The committee has increased the Planning Council’s social media following to 412 followers on Instagram and 1,400 on Facebook.
- The committee conducted quarterly leadership evaluations and stayed on track with its work plan.
- The committee successfully reviewed, interviewed, and onboarded nine (9) new members, with one eligible member pending approval in October 2024 that will fill a gap in reflectiveness.
- We hosted a successful World AIDS Day event with around 120 participants at 1010 West on December 1, 2023.

The committee faced the following challenges:

- The committee had three (3) members resign from the Planning Council.
- Onboarding members that would fill the following reflectiveness categories: unaffiliated/unconflicted women with HIV and individuals aged 40-49.

The committees will continue to:

- Build on recruitment and retention strategies and increase reflectiveness to ensure that the Planning Council is representative of the Orlando Service Area.
- Ensure adherence to attendance policies across committees and be intentional about ways to keep members engaged.
- Update and maintain the website and social media accounts and stay on schedule with the Red Ribbon Times Magazine.
- Develop creative strategies to inform the community about the Planning Council's work.

**Service Systems Planning & Quality Committee Annual Report (2023-2024):**

The Service Systems Planning & Quality (SSPQ) Committee remaining as a combined committee necessitated extending the length of the meeting by 30 minutes and began meeting for 2.5 hours in October 2023. This has ensured that the committee is able to cover and work on its extensive agenda items.

Activities Accomplished during past 12 months:

- Reviewed and made recommendations to update the Planning Council's Policies and Procedures that pertained to the Committee's processes that were due for review.
- Reviewed monthly, quarterly, and annual RWHAP Part A, RWHAP Part B and General Revenue (GR) expenditure and utilization reports to identify barriers and gaps in service delivery in the Orlando Service Area.
- Provided important recommendations to the Provider Capacity and Capability Survey to ensure accurate assessment of Provider needs for the Annual Data Presentation.
- Updated the evaluation tools for annual processes such as Data Presentation and Priority Setting & Resource Allocation.
- Provided recommendations to the Assessment of the Administrative Mechanism (AAM) process, reviewed the initial draft report and requested additional information from the AAM Consultant and the Part A Recipient that improved the Council's understanding of how well the Recipient responded to the Council's directives.
- Reviewed and updated 3 Service Standards and began the development of a Service Standard for Home and Community Based Services.

- Reviewed and made recommendations to the Performance Measures data presented to the Committee and the Planning Council to provide an understanding of disparities in outcomes for various subpopulations.
- Recommended conducting a Transgender Focus Group to gather additional data for the Needs Assessment process.
- Reviewed and recommended re-allocation of RWHAP Part A funding after the final award was received and in August to ensure sufficient funds were available for Core Services through the end of the funding year.
- Monitored the implementation of the Integrated Plan.
- Reviewed and accepted the RWHAP Procurement Report.
- Worked with the Recipient to develop the Initial Funding Slate for PSRA for both RWHAP Part A and RWHAP Part B funding for FY 2025-2026.

**Successes:**

- Updated the Local Pharmacy Assistance, Emergency Financial Assistance and Substance Abuse Outpatient Service Standards.
- The Committee did not have to cancel any meetings due to a lack of in person quorum. This helped to decrease disruption in the planning process for the 2023-2024 year.
- Successfully completed a Transgender Focus Group and survey to determine the needs of this population in the OSA.

**Challenges and Lessons Learned:**

- The Committee has not faced any major challenges over the past year. The Vice Chair resigned halfway through the year, and the 2022-23 Committee Chair was elected as the new Vice Chair. Overall, the 2023-24 planning cycle was successful and we are looking forward to continuing the work next year.

**Election of Officers:**

The Planning Council voted on the open officer positions for the 2024-2025 planning cycle via paper ballot. PCS collected the ballots and tallied the following results:

- Jr. Co-Chair: Andre Antenor
- Patient Care Client Representative: Ira Westbrook
- Prevention Client Representative: Jessica Seidita

**Awards Presentation**

David Bent took a moment to recognize members who have completed their three-year term with awards and those who completed a full year with certificates. Of those in the room, Bryan DuBac and Tim Collins



**Ryan White Part A Program**  
**Grant Year March 1, 2024 through February 28, 2025**  
**Expenditures as of August 31, 2024**  
**50% of Year Transpired**

% Target: **50.00%**  
 Actual %: **60.00%**  
 Dif.: **-10.00%**

Month Number: **6**

FY 2024-25 Award Information	
1. Part A Grant Award Amount	10,656,678
2. MAI Grant Award Amount	885,241
<b>3. Total Part A Funds</b>	<b>11,541,919</b>

Allocation Categories	Part A Allocation Approved Jun24	MAI Allocation Approved Jun24	PROPOSED Part A Allocation 9.27.24	MAI Allocation	Actual Expenses	Unexpended Amount	Percentage Expended	Percentage Core/Support Category	Comments for +/- 5% from Target
a. Outpatient /Ambulatory Health Services	2,940,000	282,455	2,640,000	282,455	1,501,695	1,420,760	51.38%		
b. AIDS Pharmaceutical Assistance (local)	300,000	-	626,000	-	623,767	2,233	99.64%		
c. Oral Health Care	750,000	-	1,589,479	-	1,059,881	529,598	66.68%		
d. Early Intervention Services	-	320,000	-	320,000	177,237	142,763	55.39%		
e. Hlth Ins Premium & Cost Sharing Assist	565,359	-	15,000	-	2,790	12,210	18.60%		
f. Mental Health Services	125,000	-	190,000	-	105,655	84,345	55.61%		
g. Medical Nutrition Therapy	235,000	-	45,000	-	24,472	20,528	54.38%		
h. Medical Case Management	2,425,951	-	2,390,000	-	1,219,552	1,170,448	51.03%		
i. Substance Abuse Services - Outpatient	100,000	-	20,000	-	8,681	11,319	43.40%		
j. Home Community- Based Health Services	10,000	-	-	-	-	0	0.00%		
<b>1. Core Medical Services Subtotal</b>	<b>\$ 7,451,310</b>	<b>\$ 602,455</b>	<b>\$ 7,515,479</b>	<b>\$ 602,455</b>	<b>4,723,730</b>	<b>\$ 3,394,205</b>	<b>58.19%</b>	<b>78.81%</b>	
a. Referral for Healthcare / Support Services	1,500,000	-	1,454,521	-	887,085	567,436	60.99%		
b. Food Bank / Home-Delivered Meals	100,000	-	225,000	-	167,356	57,644	74.38%		
c. Medical Transportation Services	60,000	-	85,000	-	67,652	17,348	79.59%		
d. Psychosocial Support Services	-	150,000	-	150,000	66,654	83,346	44.44%		
e. Substance Abuse - Residential	20,000	-	65,000	-	31,608	33,392	48.63%		
f. Outreach Services	100,000	-	-	-	-	0	0.00%		
g. Emergency Financial Assistance	40,000	-	49,962	-	49,962	0	100.00%		
<b>2. Support Services Subtotal</b>	<b>\$ 1,820,000</b>	<b>\$ 150,000</b>	<b>\$ 1,879,483</b>	<b>\$ 150,000</b>	<b>1,270,317</b>	<b>\$ 759,166</b>	<b>62.59%</b>	<b>21.19%</b>	
<b>3. Total Service Allocations</b>	<b>\$ 9,271,310</b>	<b>\$ 752,455</b>	<b>\$ 9,394,963</b>	<b>\$ 752,455</b>	<b>5,994,047</b>	<b>\$ 4,153,371</b>	<b>59.07%</b>		
<b>4. Non-services Subtotal</b>	<b>\$ 1,385,368</b>	<b>\$ 132,786</b>	<b>\$ 1,261,715</b>	<b>\$ 132,786</b>	<b>931,587</b>	<b>\$ 462,914</b>	<b>66.80%</b>		
a. Clinical Quality Management (7305, 7300)	319,700	44,262	319,700	44,262	150,099	213,863	41.24%		
b. Grantee Administration (7296, 7301)	1,065,668	88,524	942,015	88,524	781,488	249,051	75.83%		
<b>5. Total Allocations (Service + Non-Service)</b>	<b>\$ 10,656,678</b>	<b>\$ 885,241</b>	<b>\$ 10,656,678</b>	<b>\$ 885,241</b>	<b>\$ 6,925,634</b>	<b>\$ 4,616,285</b>	<b>60.00%</b>		

FUNDS	Award Amount	Expenditures	% Spent
<b>Formula</b>	7,056,607	5,195,693	73.63%
<b>Supplemental</b>	3,600,071	1,131,161	31.42%
<b>MAI</b>	885,241	598,779	67.64%
<b>Total Award</b>	<b>\$ 11,541,919</b>	<b>\$ 6,925,634</b>	<b>60.00%</b>