

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

October 3, 2024

Call to Order: The SSPQ Committee Chair, Alelia Munroe called the meeting to order at 9:32 a.m. at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Jessica Seidita, Vickie Cobb-Lucien, Charlie Wright, Anthony McNeil, Gabrielle Leonce-Mendez, Andre Antenor via teleconference, Yvelouse Agustin-Leow via teleconference, Angie Buckley via teleconference, Ira Westbrook via teleconference, Monika Trejos-Kweyete via teleconference, Priscilla Torres-Theobald via teleconference

Members Excused: None

Members Absent: None

Recipient & Lead Agency Staff Present: Yasmin Andre, Pedro Huertas-Diaz, Maria Torres

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

Approval of the agenda:	<p>The committee reviewed the agenda and proposed the following changes:</p> <ul style="list-style-type: none">• Change Alelia Munroe’s name to Jessica Seidita as having read the Vision and Mission Statements <p>Motion: Jessica Seidita made a motion to approve the agenda with the changes. Priscilla Torres-Theobald seconded the motion. The motion was adopted unanimously without debate.</p> <p>PCS later changed the presenter of the Part B and General Revenue Reports from Evan Cochuyt to Yasmin Andre.</p>
Approval of the August 8th Service Systems Planning & Quality Minutes:	<p>The committee reviewed the August 8th minutes and did not make any changes. The August 8th minutes were approved as-is.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• There were no public comments.• PCS did not receive any comment cards.
Special Order of Business:	Electing Chair and Vice Chair

	<p>Whitney Marshall explained the nominations process and the committee reviewed an updated committee roster of eligible nominees. She informed the members that Priscilla Torres-Theobald was nominated for Chair via paper ballot, but she declined the nomination.</p> <p>David Bent reviewed members who are eligible for nomination. After a review of the roster and discussion, the committee elected the following individuals:</p> <p>Ira Westbrook nominated Alelia Munroe for reelection as the Chair, with Priscilla Torres-Theobald seconding the nomination. Alelia accepted the nomination for Chair of the Service Systems Planning & Quality Committee and entertained a motion to affirm.</p> <p>Motion to Affirm: Alelia Munroe entertained a motion to affirm herself as Chair of the Service Systems Planning & Quality Committee. All members voted in favor, without debate, to elect Alelia Munroe as Chair of the Service Systems Planning & Quality Committee.</p> <p>Whitney Marshall reviewed the responsibilities for the Vice-Chair position. Angie Buckley was nominated by Ira Westbrook, but she declined the nomination.</p> <p>Alelia Munroe nominated Anthony McNeil, with Ira Westbrook seconding the nomination. Anthony accepted the nomination for Vice-Chair of the Service Systems Planning & Quality Committee. No other nominations were made in the room.</p> <p>Motion to Affirm: Alelia Munroe entertained a vote to affirm Anthony McNeil as Vice-Chair of the Service Systems Planning & Quality Committee. All members voted in favor, without debate, to elect Anthony McNeil as Vice-Chair of the Service Systems Planning & Quality Committee.</p>
<p>Reports:</p>	<p>Part A Monthly Expenditure Report (Expenditures as of August 31, 2024) Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"> • Percentage of Fiscal Year Transpired: 50% • Target Expenditures: 50% • Actual Expenditures 57.94% • Difference: -7.94% <p>Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditures:</p> <ul style="list-style-type: none"> • Outpatient/Ambulatory Health Services and Health Insurance Premium & Cost Sharing Assistance are two service categories that tend to lag behind target expenditures due to delays in invoice

processing. Outpatient/Ambulatory Health Services is currently on target, but Health Insurance Premium & Cost Sharing Assistance is only at 16.68% expended for this reason.

- AIDS Pharmaceutical Assistance and Emergency Financial Assistance will be supplemented with EHE funds going forward
- Oral Health Care at 66.68% expended; a utilization management process has been implemented to control spending in this category
- Home Community Based Health Services are at 0% expended because services standards still need to be developed and implemented.
- Food Bank/Home-Delivered Meals is expected to exceed allocated funds by the end of the fiscal year to the number of clients benefiting from the home delivered meals
- Medical Transportation Services may also exceed allocated funds due to the implementation of ridesharing, which is more expensive than bus passes, and which more clients qualify for
- Psychosocial Support Services is at 44.44% expended; there's a vacancy in one of the agencies that should be filled within the next month

Part A FY24-25 Q2 Quarterly Utilization Report

Pedro Huertas-Diaz provided the following information:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented was compiled from Provide Enterprise.
- Data includes utilization for Part A and MAI funding.
- Summary of clients by core and support services.

Percent Change in Clients Q1-Q2 2024-25	
MCM	-12%
OAHS	+6%
Oral Health	+7%
EIS	-21%
LPAP	+5%
Mental Health	-30%
Insurance	-48%
SA-O	+8%
MNT	-10%

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

Yasmin Andre reported the following:

- Grant Month Number: 5
- Target Expenditures: 42%
- Actual Expenditures 38%
- Difference: 4%

Yasmin Andre shared the following comments on why certain categories were above or below 5% variance:

- AIDS Pharmaceutical Assistance is 76% expended and Emergency Financial Assistance is 91% expended due to supplementing closed funding sources that have since re-opened as of July 1st. Current funding amounts in both categories should be enough to cover costs for the remainder of the grant year.
- Health Insurance Premium/Cost Sharing, Home and Community Based Care, and Medical Case Management are experiencing reduced utilization. Medical Case Management is experiencing a reduction in caseloads. However, these categories are still on track to use the remainder of the allocated funds by the end of the year.
- Regarding Mental Health services, there is a new provider that is onboarding and is still developing their client base.
- An amendment has been made to add funding to Medical Transportation due to increased utilization.

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

- Grant Month Number: 2
- Target Expenditures: 17%
- Actual Expenditures: 19%
- Difference: -3%

**Part B CQM Update
(Covering July 1, 2023 to June 30, 2024)**

Yasmin Andre shared the following information:

- The Area 7 Ryan White Part B & General revenue program provides services in Orange, Osceola Seminole and Brevard Counties
- All data presented in this report was compiled from CAREWare 6, the electronic database management system used by Area 7

Overall Viral Load Suppression Q3 2023 - Q2 2024	
Q3 2023	85%
Q4 2023	82%
Q1 2024	80%
Q2 2024	80%

Overall Retention in Care Q3 2023 - Q2 2024	
Q3 2023	61%
Q4 2023	57%
Q1 2024	52%
Q2 2024	58%

Alelia Munroe commented on the need to review the guidelines in how retention in care is measured, as the current methods do not account for clients whose care is stable and are seeing providers more than 90 days apart.

Unfinished Business:

Updating Service Standards for Substance Abuse Outpatient Care

	<p>Whitney Marshall provided an explanation of the process of updating service standards. Committee members suggested formatting changes and minor alterations to wording, but otherwise made no further changes to the content of the Service Standards for Substance Abuse Outpatient Care.</p> <p>Motion: Jessica Seidita motioned to approve the Service Standards for Substance Abuse Outpatient Care with the recommended changes to forward to providers and the Ryan White Community Meeting for review. Anthony McNeil seconded the motion. The motion was adopted unanimously without debate.</p> <p>Needs Assessment Process Whitney Marshall reviewed what the committee had discussed at the previous committee meeting regarding the potential solutions for including the results of the transgender focus group and survey into the Council’s ongoing efforts. The following ideas were suggested:</p> <ul style="list-style-type: none"> • A third community-wide training (Per Part A, scheduling is pending availability of the trainer) • Require all members of care team from providers funded by Part A to take/retake the AETC training that covers trans care; track participation with completion certificates • Have a “pretend”/”secret shopper” client visit the providers and make observations • Trainings during Part A network provider meetings
<p>New Business:</p>	<p>2024-2025 Meeting Schedule Committee members discussed potentially changing the date and time for the 2024-2025 planning cycle.</p> <p>Motion: Jessica Seidita made a motion to keep the Service Systems Planning & Quality Committee scheduled for the first Thursday of each month, from 9:30 am to 12:00 pm. Charlie Wright seconded the motion. The motion passed unanimously without debate.</p> <p>2024-2025 Committee Workplan The following changes to the 2024-2025 Committee Workplan were recommended:</p> <ul style="list-style-type: none"> • Removing Develop MOU with KPOE/Hospitals • Removing Mini Trainings • Review of Procurement Reports is no longer marked “as needed,” and will occur in March only. <p>Motion: Jessica Seidita made a motion to approve the 2024-2025 Committee Workplan with the recommended changes to be forwarded to the Executive Committee. Gabrielle Leonce-Mendez seconded the motion. The motion passed unanimously without debate.</p>

	<p>Integrated Plan Update Whitney Marshall shared that the Integrated Plan updates will occur on paper. PCS will be scheduling meetings with Part A and FDOH to document the progress on the Integrated Plan's goals, which will be reported to the SSPQ Committee. There will be future discussions on methods to gather feedback for the Integrated Plan, most likely being town halls.</p> <p>Review of Data Presentation & PSRA Results Whitney Marshall reviewed the results of the Evaluations for Data Presentation and PSRA with the committee. The Chair requested that PCS facilitate the PSRA process in the future so that the Chair can focus on making their decisions rather than having to divide their attention between PSRA and ensuring the meeting is running smoothly. Whitney Marshall responded that PCS will update the PSRA process to include the recommended change and present the updates to the committee for review and approval. After some discussion, the committee decided not to make further changes to the Data Presentation and PSRA evaluation format.</p>
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Announcements:	<ul style="list-style-type: none"> The committee was provided with a copy of the letter from HRSA sharing changes to the "Other Professional Services" service category to include legal services.
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ACTION ITEMS

Responsible Party	Item
PCS	Inquire which EMAs have developed service standards for Other Professional Services and Home and Community-Based Services.
PCS	Reach out to the AIDS institute for a copy of the 2025 HIV Care Needs Draft Survey and add review to the November agenda.
Next Meeting: November 7, 2024	
Adjournment: 11:55 AM	

Prepared by: *Laura Perez* Date: 10/08/2024

Approved by: _____ Date: _____