

**Central Florida HIV Planning Council**  
**Executive Committee Meeting Minutes**

October 17, 2024

**Call to Order:** The CFHPC Jr. Co-Chair, Andre Antenor, called the meeting to order at 2:00 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Kara Johnson Williams (Vice-Chair), Andre Antenor, Anthony McNeil (Vice-Chair), Ira Westbrook via teleconference

**Members Excused:** Alelia Munroe, Andres Acosta, Fredrick (Vel) Cline, Jessica Seidita, Maria (Angie) Buckley

**Members Absent:** None.

**Recipient Staff Present:** Doris Huff, Evan Cochuyt, Pedro Huertas-Diaz, Yasmin Andre, Claudia Yabrudy via teleconference

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the agenda and proposed the following changes:</p> <ul style="list-style-type: none"> <li>• Change all instances of Andres Acosta to Andre Antenor</li> <li>• Remove Jessica Seidita for the Ryan White Community Meeting report and change to PCS</li> </ul> <p><b>Motion:</b> Kara Johnson Williams made a motion to approve the agenda with the changes. Anthony McNeil seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the August 22<sup>nd</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the August 22<sup>nd</sup> minutes and approved them as written.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• PCS did not receive any comment cards.</li> <li>• There were no public comments.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership &amp; Engagement Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee nominated and voted in Vel Cline as their committee chair and Kara Williams-Johnson as their committee vice chair.</li> <li>• The committee reviewed the membership matrix and PC reflectiveness.</li> <li>• There are currently 19 Planning Council members, 53% are PWH, 42% are unaffiliated/unaligned PWH, and 26% are</li> </ul>

conflicted members. There are currently two vacant mandated seats.

- The committee reviewed the social media insights for Facebook and Instagram. The committee also discussed ideas to increase social media engagement.
- The committee reviewed the interview summary for a new applicant. The committee recommended the applicant for appointment by a majority vote. The interview summary will be reviewed by the Executive committee.
- The committee discussed new articles for the next volume of the Red Ribbon Times magazine.
- The committee reviewed and approved their 2024-2025 committee workplan.
- The committee reviewed and discussed the results from the annual training evaluations.
- The next Membership & Engagement Committee meeting will be held on Tuesday, November 5, 2024, at 2:00 pm.

**Service Systems Planning and Quality Committee Meeting:**

- The committee nominated and voted in Alelia Munroe as their committee chair and Anthony McNeil as their committee vice chair.
- The committee received an overview of the Part A monthly Expenditure report, Part A Quarter 2 Utilization report, Part B Expenditures report and General Revenue report. The committee also received a CQM update.
- The committee discussed the needs assessment process.
- The committee received an update on the integrated plan.
- The committee reviewed and updated the Substance Abuse Outpatient service standard.
- The committee reviewed and approved their committee 2024-2025 workplan.
- The committee reviewed and discussed the Data Presentation and PSRA evaluation results.
- The next SSPQ meeting will be held on Thursday, November 7, 2024, at 9:30 am.

**Ryan White Community Meeting:**

- The participants received an overview of the business conducted at the October Membership & Engagement Committee meeting and the Service Systems Planning & Quality Committee meeting.
- The participants were given the opportunity to provide feedback on the Substance Abuse Outpatient Service Standard.

- The participants received a presentation on the intersectionality of climate justice, hurricane preparedness and mental health from Andres Acosta, Carlitos Diaz, Gabriella Rodriguez, and Cleyver Gomez with Qlatinx.
- The next Ryan White Community meeting will be held on Tuesday, November 19, 2024, at 6:00 pm.

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

Pedro Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 50%
- Target Expenditures: 50.00%
- Actual Expenditures 57.94%
- Difference: -7.94%

Pedro provided the following information regarding the Part A monthly expenditures:

- AIDS Pharmaceutical Assistance funds are near 100% expended, and any future expenditures will be covered with Ending the Epidemic (EHE) funds.
- Oral Health Care is experiencing increased utilization, but there are utilization management tools in place aiming to keep utilization under control, so expenditures should stay on track for the remainder of the year.
- Health Insurance Premium & Cost Sharing Assistance is currently at only 16.68% expended due to delays in invoice processing but should be fully expended by the end of the year.
- Medical Nutrition Therapy is expected to surpass target expenditures due to the purchasing of supplements for a provider.
- Referral for Healthcare/Support Services, Food Bank/Home-Delivered Meals, and Medical Transportation Services are all currently surpassing target expenditures, and the Part A office will be working with agencies to attempt to reduce expenditures in those service categories.
- Emergency Financial Assistance is 100% expended, and any future expenditure will be covered with EHE funds.

**Part A FY24-25 Q2 Quarterly Utilization Report:**

Pedro 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.

<b>Core Services:</b> 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%

<b>Support Services:</b> Percent Change in Clients Q1-Q2 2024-25	
RS	+2%
Transportation	-3%
Peers	-12%
Food	-11%
EFA	-44%
SA-R	-50%

Anthony McNeil requested clarification on whether the triple-digit percent changes in expenditures (such as in Medical Transportation) were within normal limits. Pedro explained that certain service categories require pre-purchases (such as bus passes for Medical Transportation), which can lead to inflated numbers.

**EHE Letter of Support:**

Whitney Marshall explained the process for reviewing and approving the letter of support. Pedro explained that the letter of support is a requirement for the Orange County Government’s Ending the HIV Epidemic (EHE) grant application. Members were given the opportunity to review the letter and suggest changes. The committee did not have any feedback or changes for the letter.

**Motion:** Kara Johnson Williams made a motion to approve the letter of support for the Orange County Government Ending the HIV Epidemic grant application as written. Anthony McNeil seconded the motion. The motion passed unanimously without debate.

**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 provided the following information regarding the Part B monthly expenditures:

- AIDS Pharmaceutical Assistance funds were used to cover nutritional supplements while another funding source was closed. That funding source has since re-opened as of July 1<sup>st</sup>.
- Emergency Financial Assistance funds were used to supplement HOPWA funds that had already run out. The HOPWA funding source has since re-opened as of July 1<sup>st</sup>.
- Health Insurance Premium/Cost Sharing is experiencing reduced utilization, but is expected to increase over the next year after the Open Enrollment period ends. Some funds have already been moved out of the category and will be reflected in the September budget.
- Home and Community Based Care is experiencing reduced need; many clients are eligible for Medicare and Medicaid, and are able to access those services through those programs.
- Medical Case Management is experiencing a reduction in caseloads, but those services are being covered by Referral for Healthcare Support.
- Mental Health is below target; there is a new provider that is onboarding and is in the process of transitioning existing clients into their care.
- Substance Abuse Outpatient is well below target expenditure due to low utilization, continuing a trend that has existed for several years.
- Medical Transportation is experiencing an increased need; funds have already been added into this category and will be reflected in September's report.
- Non-Medical Case Management is experiencing reduced utilization, likely due to the fact that clients now only need to complete eligibility once a year.

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

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

Yasmin Andre provided the following information regarding the GR monthly expenditures:

- GR funds are currently only used towards Food Bank/Home Delivered Meals and Referral for Healthcare Support, both of which are currently on track.

**Part B CQM Update:**

Evan Cochuyt and Yasmin presented the following information regarding the Part B CQM report:

	<ul style="list-style-type: none"> <li>• Even though the OSA combined Part A and Part B CQM workgroup has disbanded, the priorities that were selected for this fiscal year of overall VLS and Annual Retention in Care have been maintained by the Part B Area <ul style="list-style-type: none"> <li>○ Overall VLS for Brevard County is sitting at 80% with OSA QM Goal set for 89%.</li> <li>○ Overall Annual Retention is at 58% with OSA QM Goal of 74% <ul style="list-style-type: none"> <li>▪ We have identified a couple factors in how the denominator has been set up for this measure that has had the effect of inflating the denominator value resulting in lower than actual outcome percentage</li> <li>▪ Currently in the process of correcting the denominator filters to repull Retention measures for a more accurate result</li> </ul> </li> </ul> </li> <li>• Currently hosting monthly Teams call with Brevard County providers to address monthly QA monitoring of case files</li> <li>• In the process of developing a Quality Improvement Tool Kit that will be made available to providers to help consolidate essential QI/QM material in one document to be utilized by provider CQM teams in their development and implementation of Provider QI projects <ul style="list-style-type: none"> <li>○ Will include identifying opportunities on coaching on quality and client engagement on quality</li> </ul> </li> </ul>
<p><b>New Business:</b></p>	<p><b>2024-25 Committee Schedule:</b></p> <p>Committee members discussed potentially changing the date and time for the 2024-2025 planning cycle. After a brief discussion, the committee decided not to alter the Executive Committee meeting schedule.</p> <p><b>Motion:</b> Anthony McNeil made a motion to keep the Executive Committee Meeting scheduled for the third Thursday of each month, from 2:00 PM to 4:00 PM. Kara Johnson Williams seconded the motion. The motion passed unanimously without debate.</p> <p><b>Applicant Summary:</b></p> <p>Members were provided with the applicant summary for Candidate #2024-04, as well as a copy of the current Committee Roster. Whitney reviewed the applicant summary for Candidate #2024-04, Interview Update, and Membership &amp; Engagement Committee Update.</p> <p>Ira Westbrook expressed concern as to whether the applicant will be able to handle the increased stress of the position. Whitney</p>

responded that the expectations for council members have not changed. She also emphasized the purpose and importance of keeping the applicant summaries anonymous. Members discussed why and how the candidate previously left Planning Council.

**Motion:** Anthony McNeil made a motion to recommend Candidate #2024-04 for approval and vote by the full Planning Council and to be assigned to the Membership and Engagement Committee. Kara Johnson Williams seconded the motion. The motion passed with a majority vote.

**Committee & PCB Work Plans:**

*Membership & Engagement Committee Work Plan*

Whitney reviewed the updates the Membership & Engagement Committee made to their 2024-2025 workplan, including the removal of mini trainings and addition of quarterly trainings.

**Motion:** Kara Johnson Williams made a motion to approve the 2024-2025 Membership & Engagement Committee Work Plan with the recommended changes. Anthony McNeil seconded the motion. The motion passed unanimously without debate.

*SSPQ Work Plan*

Whitney reviewed the updates made to the 2024-2025 SSPQ Committee Work Plan. Evan pointed out that “Mini trainings” needs to be removed from the Membership & Engagement Work Plan.

**Motion:** Anthony McNeil made a motion to approve the 2024-2025 SSPQ Work Plan with the recommended changes. Kara Johnson Williams seconded the motion. The motion passed unanimously without debate.

*Planning Council Work Plan*

Whitney reviewed the updates made to the 2024-2025 Planning Council Work Plan.

Yasmin suggested moving “Develop & Negotiate PC Budget Amount With the Recipient” from August to February, with the approval of Part A (Pedro).

**Motion:** Anthony McNeil made a motion to approve the 2024-2025 Planning Council work plan with the recommended changes. Kara Johnson Williams seconded the motion. The motion passed unanimously without debate.

**Substance Abuse Outpatient Care Service Standard:**

Whitney reviewed the updates made to the Substance Abuse Outpatient Care Service Standard and explained the review process.

