

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

August 22, 2024

Call to Order: The CFHPC Sr. Co-Chair, Priscilla Torres-Theobald, called the meeting to order at 2:05 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres-Theobald, , Ida Starks, Vel Cline, Sueanne Vazquez (Vice Chair) via teleconference, Andre Antenor via teleconference

Members Excused: Alelia Munroe, Andres Acosta

Members Absent: Mike Alonso, Angie Buckley

Recipient Staff Present: Yasmin Andre, Doris Huff, Evan Cochuyt, Pedro Huertas-Diaz

PCS Staff Present: David Bent

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and proposed the following changes:</p> <ul style="list-style-type: none"> • Change all instances of Andres Acosta to Priscilla Torres-Theobald • Remove Alelia Munroe for the SSPQ bridge report and change to Priscilla Torres-Theobald <p>Motion: Vel Cline made a motion to approve the agenda with the changes. Ida Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the July 18th Executive Committee Minutes:</p>	<p>The committee reviewed the July 18th minutes and approved them as written.</p> <p>The committee discussed removing prefixes, such as “Mr.” and “Ms.” from names on the minutes.</p> <p>Motion: Priscilla Torres-Theobald made a motion replace gendered prefixes with individuals’ names in meeting minutes moving forward. Ida Starks seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Open the floor for public comment:</p>	<p>A public comment was made about the food cards being from Publix, which does not allow clients to order groceries online for instances for which they cannot leave the house due to medical precautions. Additionally, compared to Walmart the number of items that can be</p>

	<p>purchased with the \$50 food card is limited. Pedro Huertas-Diaz responded with the following:</p> <ul style="list-style-type: none"> • Publix food cards are purchased because the Part A Office must follow a procurement process. They have requested quotes from other vendors, such as Walmart and Target, and often do not receive a response, making Publix the least expensive option. • Regarding the online vs. in person shopping, Part A will look into it with Publix and provide a response at a later date. <p>PCS received one anonymous public comment online. David Bent read the comment:</p> <ul style="list-style-type: none"> • “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...” • After some discussion around additional training opportunities, revisiting the group agreement, ensuring that the Council’s meetings are fostering a welcoming environment, and member responsibility, the committee decided to add this public comment to the agenda under New Business.
<p>Reports:</p>	<p>Membership & Engagement Committee</p> <ul style="list-style-type: none"> • 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 current reflectiveness of the Planning Council and discussed how the Council can better represent the EMA for gender, age, and race/ethnicity. • The committee reviewed the draft of this year’s annual training agenda and discussed topics to include this year. • The committee reviewed and made updates to a draft of the Red Ribbon Times magazine volume 14. • The committee received a summary of the current Planning Council nominations. <p>Service Systems Planning and Quality Committee Meeting</p>

- 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.

World AIDS Day Workgroup

- The participants reviewed the recommendations from the venue walk throughs.
- The participants discussed the WAD programs and potential performers.
- The participants discussed venue and program options for the WAD event in December.
- 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 and Andres Acosta.
- The participants were given the opportunity to vote on the new HIV Stigma Taskforce logo.
- The attendees participated in bingo and Jeopardy for game night.
- The next Ryan White Community meeting will be held at the Heart of Florida United Way on October 15, 2024, at 6:00 pm.

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

Pedro reported the following:

- Percentage of Fiscal Year Transpired: 33.33%
- Target Expenditures: 33.33%
- Actual Expenditures 35.76%
- Difference: -2.43%

Pedro provided the following information regarding the Part A monthly expenditures, including the proposed reallocation amounts for each category:

- Last month Emergency Financial Assistance (EFA) was high but the Recipient's fiscal department determined that some of the invoices under EFA should actually be billed under Local Pharmaceutical Assistance Program (LPAP).
- ADAP should start covering medications for incarcerated clients in the future. For now, \$200k has been added to LPAP until ADAP can fully take over those clients. Additionally, \$15k has been added to EFA due to an increase in EFA requests.
- Substance Abuse Outpatient has been reduced to supplement Substance Abuse Residential.
- The RFP for dental will be going back out since the selected vendor decided to not move forward. \$535,359 in Health Insurance Premium Cost Sharing funds have been moved back into Oral Health as a result.
- The oral health category is currently high utilized. To address this issue the Recipient will be meeting with an oral health consultant to determine a more sustainable plan for funding usage.
- Admin and CQM have also been reduced (\$150k in Admin and \$50k in CQM).
- Mental Health utilization is currently on target compared to last year.
- Reallocations for moving funds back into Food Bank/Home Delivered Meals may be requested in the next couple of months.
- Part A is working on developing standards for the Home and Community Based Health line so that services can be provided in this area.

Part A FY24-25 Q1 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.

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

Yasmin reported the following:

- Grant Month Number: 3

	<ul style="list-style-type: none"> • Target Expenditures: 25% • Actual Expenditures 21% • Difference: 4% <p>Yasmin provided the following information regarding the Part B monthly expenditures:</p> <ul style="list-style-type: none"> • AIDS Pharmaceutical Assistance (APA) is over expended because funds from this category were being used to supplement a closed funding source until July 1st; however, the remainder of the dollars in APA should last through the rest of the year. • Emergency Financial Assistance (EFA) is normally limited to medications; however, due to HOPWA running out of funds in Brevard, EFA has been used for limited costs related to HOPWA until July. The rest of the funds in this category should last for the remainder of the year. <p>GR Monthly Expenditure Report: <i>(Expenditure as of June 30, 2024)</i></p> <ul style="list-style-type: none"> • Grant Month Number: 12 • Target Expenditures: 100% • Actual Expenditures 100% • Difference: 0% <p>Yasmin Andre provided the following information regarding the GR monthly expenditures:</p> <ul style="list-style-type: none"> • This report represents the final month of the GR grant. • The State requires that 95% of the grant be spent.
<p>New Business:</p>	<p>AAM Final Report</p> <p>Dr. Amy Donley, Consultant, provided an overview via a presentation on the results of the Assessment of the Administrative Mechanism surveys and the final report, including the following information and suggestions from members:</p> <ul style="list-style-type: none"> • What is being presented is includes feedback from the previous SSPQ meeting. Ms. Marshall also provided comments that the members submitted ahead of time that were forwarded to the consultant. • The response rate for the provider survey is 72.7% and the PC member survey response rate is 63%. She also included some of the open-ended responses regarding how to improve communication between the Part A recipient and subrecipients, how to improve payment processing, and how to improve communication between the recipient and the PC about PSRA and reallocations. • The members requested to know which committee the members are on to determine if certain survey questions

regarding understanding data were related to that. The consultant will include this information in the final draft report.

- The committee provided feedback on some solutions to issues that were brought up in the survey results.

PCS Budget

David provided an overview of the first quarter expenditures under the PCS budget. The committee did not have any comments or questions about the following:

- Quarter: 1
- Target Expenditures: 25%
- Actual Expenditures 25%
- Difference: 0%

Review Nominees for PC Officers

David gave the committee a summary of the current Planning Council Officer nominations.

- The nominations for Junior Co-Chair currently include Jessica Seidita, Andre Antenor, and Angie Buckley.
- The nominations for Prevention Care Consumer Representative include Sueanne Vazquez, Ira Westbrook, Jessica Seidita, and Raymond Macon. Sueanne Vazquez declined the nomination.
- The nominations for Patient Care Consumer Representative include Ira Westbrook, Siri Goberdhan Jr., Bryan DuBac, Alelia Munroe, and Mike Alonso.

No objections were presented for any of the officer positions.

Set 8/28/24 Planning Council Business Meeting Agenda

- The committee created the 8/28/24 Planning Council Business meeting agenda.

Motion: Ida Starks made a motion to approve the August 28th Planning Council Business meeting agenda. Vel Cline seconded the motion. The motion was adopted unanimously without debate.

Public Comment Discussion

Motion: Priscilla Torres-Theobald made a motion to add “Public Comment Discussion” to new business. Ida Starks seconded the motion. The motion was adopted unanimously without debate.

The committee discussed the online public comment that was presented earlier at the meeting, including the following:

	<ul style="list-style-type: none"> • Professionalism, member conduct, and general courtesy standards should be upheld by all members. • The attendance policy and training schedule • How to resolve issues that continue to be addressed with individuals without any change in their behavior. • Ensuring that sidebar conversations do not occur during meetings. • Member Rules of Conduct and Violation of Rules of Conduct Policy & Procedures • The members will discuss further at the Planning Council Business Meeting.
Announcements:	<ul style="list-style-type: none"> • No Announcements
ACTION ITEMS	
Responsible Party	Item
Next Meeting:	October 17, 2024
Adjournment:	4:01 PM

Prepared by: Whitney Marshall

Date: 9/5/24

Approved by: Andre Antenor

Date: 10/21/2024