

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

October 30<sup>th</sup>, 2024

**Call to Order:** The CFHPC Jr. Co-Chair, Andre Antenor, called the meeting to order at 6:05 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Ira Westbrook, Jessica Seidita, Priscilla Torres-Theobald, Andre Antenor, Frederick “Vel” Cline, Charlie Wright, Yvelouse Agustin-Leow

**Members Present via Teleconference:** Andrea Dunn, Anthony McNeil, Gabrielle Leonce, Kara Johnson Williams, Monika Trejos-Kweyete, Sueanne Vazquez

**Members Excused:** Andres Acosta, Alelia Munroe, Maria “Angie” Buckley, Fernell Neal, Siri (JR) Goberdhan Jr,

**Members Absent:** Raymond Macon

**Recipient Staff Present:** Claudia Yabrudy, Yasmin Andre, Pedro Huertas-Diaz (via teleconference)

**Guests Present:** Frederick Cotto-Lewis, Rene Cotto-Lewis, Melba Ayala, Ricky Pettigrew, Ida Starks, Beatrice Bursiquot, Amaya Vinuela (via teleconference), Scott Bowles (via teleconference), Tamiaka Buckler (via teleconference), Tracy Robinson (via teleconference), Gabriella Rodriguez (via teleconference)

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

<b>Approval of the agenda:</b>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none"><li>• Replace all instances of Andres Acosta with Andre Antenor</li><li>• Change Alelia Munroe for the SSPQ report to Andre Antenor</li><li>• Change Andres Acosta for the WAD Workgroup report to PCS</li><li>• Change Ira Westbrook for the RWCM report to Jessica Seidita</li></ul> <p><b>Motion:</b> Vel Cline made a motion to approve the agenda with the changes. Priscilla Torres-Theobald seconded the motion.</p> <table border="1" data-bbox="548 1480 1084 1556"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>12</td><td>0</td><td>0</td></tr></tbody></table> <p>The agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstain	12	0	0
In Favor	Against	Abstain					
12	0	0					
<b>Approval of the September 27<sup>th</sup> Minutes:</b>	<p>The Planning Council reviewed and approved the September 27<sup>th</sup> minutes as-is.</p>						

<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments.</li> <li>• PCS did not receive any comment cards.</li> </ul>
<p><b>Reports: Committees</b></p>	<p><b>Membership &amp; Engagement Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee elected Vel Cline as Chair and Kara Johnson Williams as Vice Chair of the Membership &amp; Engagement Committee.</li> <li>• The Planning Council currently has 19 members, of whom 52% are people with HIV, 42% are unaffiliated/unaligned PWH, and 26% are conflicted members. There are two vacant mandated seats at present.</li> <li>• The committee reviewed the social media insights for Facebook and Instagram. The committee also discussed strategies to increase social media engagement.</li> <li>• An interview summary for a new applicant was reviewed, and the committee recommended the applicant for appointment by a majority vote. The interview summary will be submitted to the Executive for review and vote.</li> <li>• The committee discussed new articles for the next Red Ribbon Times magazine edition.</li> <li>• The committee reviewed and approved their 2024-2025 committee work plan.</li> <li>• The committee reviewed and discussed the results from the annual training evaluations. They did not decide to change the evaluation forms for next year.</li> <li>• The next Membership &amp; Engagement Committee meeting will be held on Tuesday, November 5, 2024, at 2:00 pm.</li> </ul> <p><b>Service Systems Planning and Quality Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee elected Alelia Munroe as Chair and Anthony McNeil as Vice Chair of the Membership &amp; Engagement Committee.</li> <li>• An overview was provided to the committee on the Part A Monthly Expenditure report, Part A Quarter 2 Utilization report, Part B Expenditures report, and the General Revenue report, along with a Clinical Quality Management (CQM) update.</li> <li>• The committee concluded the 2024 needs assessment process on the transgender community and suggested that the Part A Recipient require that funded providers take AETC trainings on transgender care, that there be a third-party community-wide training on HIV care for transgender individuals, and that a training on transgender care be conducted at an upcoming Part A Provider Network meeting.</li> <li>• An update was provided on the Integrated Plan.</li> <li>• The committee reviewed and updated the Substance Abuse Outpatient service standard.</li> </ul>

- The committee reviewed and approved their committee 2024-2025 work plan.
- 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 during 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, though there were no suggestions provided.
- A presentation on the intersection of climate justice, hurricane preparedness, and mental health was given by Andres Acosta, Carlitos Diaz, Gabriella Rodriguez, and Cleyver Gomez from QLatinx.
- The next Ryan White Community meeting will be held on Tuesday, November 19, 2024, at 6:00 pm.

**Executive Committee:**

- The committee received an overview of the business conducted at the Membership & Engagement Committee meeting, Service Systems Planning & Quality Committee meeting, and Ryan White Community meeting.
- 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 reviewed and approved a letter of support for the Ending the HIV Epidemic grant application.
- The committee reviewed the interview summary of an applicant, recommending the individual for appointment by a majority vote. The interview summary will be submitted to the Planning Council for review and a roll call vote.

**World AIDS Day Workgroup:**

- The workgroup reviewed the nominations for the annual World AIDS Day event awards and selected the recipients for the EMA and Brevard County in the following categories: Unsung Hero, Service Awards, and Lifetime Achievement.
- The participants also selected a caterer, approved the draft event agenda, and reviewed pictures from the venue.

	<ul style="list-style-type: none"> <li>• The next virtual World AIDS Day workgroup meetings will be held on Friday, November 8 and November 20, 2024, at 10:00 am.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part A Monthly Expenditure Report: (Expenditures as of August 31, 2024)</b></p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"> <li>• Percentage of Fiscal Year Transpired: 50%</li> <li>• Target Expenditures: 50.00%</li> <li>• Actual Expenditures 57.94%</li> <li>• Difference: -7.94%</li> </ul> <p>Claudia Yabrudy provided the following updates regarding the Part A monthly expenditures:</p> <ul style="list-style-type: none"> <li>• AIDS Pharmaceutical Assistance funds are fully expended, and are being supplemented by Ending the HIV Epidemic (EHE) funds.</li> <li>• Oral Health Care is 66.68% expended; Part A is monitoring utilization and working with dental providers to only approve emergency procedures at this time. If the client is not currently experiencing a dental emergency, then the dental provider works with them to create a treatment plan.</li> <li>• Referral for Healthcare/Support Services are 60.76% expended; Part A is monitoring utilization, but the expectation is that the category will not exceed allocated funds.</li> <li>• Food Bank/Home-Delivered Meals is 74.36% expended; there has been an increase in utilization due to the popularity of the home-delivered meals. Part A is monitoring utilization to ensure that clients that are experiencing the highest need are the ones receiving the services.</li> <li>• Emergency Financial Assistance funds are fully expended and are being supplemented by EHE funds.</li> <li>• Part A submitted the grant application in September.</li> </ul> <p><b>Part A FY24-25 Q2 Quarterly Utilization Report:</b></p> <p>Claudia Yabrudy provided the following information:</p> <ul style="list-style-type: none"> <li>• The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.</li> <li>• All data presented was compiled from Provide Enterprise.</li> <li>• Data includes utilization for Part A and MAI funding.</li> <li>• Summary of clients by core and support services.</li> </ul>

<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%

- Claudia provided updated Mental Health utilization information: 61 clients were served in Q2, which makes the percent change in clients Q1-Q2 -13%.
- The impact of the recent changes made to the Medical Transportation Service Standard is being reflected in increased utilization of rideshare services. Part A is monitoring expenditures.
- Priscilla Torres-Theobald asked if there has been a correlation between increased utilization of rideshare and increased engagement and/or retention in care.
  - Claudia responded that it is too early to tell, but the data is being monitored and will be presented in the future. Additionally, not all agencies have been able to implement the use of rideshare services, and there are also fiscal implications that may need to be examined due to clients receiving services outside of their county of residence.
- Charlie Wright asked if more people are choosing rideshare over bus passes, particularly in Orange County.
  - Claudia responded that clients must meet specific criteria in order to qualify for rideshare. Just because buses are available does not always mean that option will be the most effective to ensure the client is retained in care. Case managers are responsible for creating an action plan that best suits the clients needs.
- Ira Westbrook asked if we are “in the red” in housing, as clients are supposedly reporting that there are no funds, and that availability of services is on a “first come first serve” basis.
  - Claudia responded that funding for housing services is provided by Housing Opportunities for Persons With AIDS (HOPWA). HOPWA’s grant year began in October, so there should still be funding available. She encouraged clients to contact their housing case managers to verify the criteria required to receive housing services.

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

- AIDS Pharmaceutical Assistance funds were used to pay for nutritional supplements while another funding source was closed. That funding source has since re-opened as of July 1st.
- Health Insurance Premium/Cost Sharing and Home and Community Based Care are experiencing reduced need, and funds can be moved into other services categories if they have a higher need.
- 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.
- 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 1st.
- Medical Transportation is experiencing an increased need; more funds are going to be added to this category.
- Non-Medical Case Management is experiencing reduced utilization, likely because clients now only need to complete eligibility once a year.

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

Yasmin Andre reported the following:

- 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:**

Yasmin Andre provided the following information regarding the Part B CQM report:

- 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
  - Overall VLS for Brevard County is sitting at 80% with OSA QM Goal set for 89%.
  - Overall Annual Retention is at 58% with OSA QM Goal of 74%
    - 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
    - Currently in the process of correcting the denominator filters to repull Retention measures for a more accurate result
- Currently hosting monthly Teams call with Brevard County providers to address monthly QA monitoring of case files
- 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
  - Will include identifying opportunities on coaching on quality and client engagement on quality

**New Business**

**Elect FCPN Alternates:**

Whitney Marshall shared the responsibilities of the Florida Comprehensive Planning Network (FCPN) Representative Alternates and explained the nomination and election process for the positions. The Alternates would only hold the position for the next 11 months, as the terms end in September 2025.

Ira Westbrook nominated Priscilla Torres-Theobald as the Prevention Planning Group Alternate. Priscilla accepted the nomination.

**Motion:** Jessica Seidita made a motion to elect Priscilla Torres-Theobald as the Prevention Planning Group Alternate. Vel Cline seconded the motion.

In Favor	Against	Abstain
12	0	0

The motion was passed by a unanimous roll call vote.

Whitney explained that the Patient Care Planning Group Alternate would need to publicly disclose their status. Ira Westbrook nominated Anthony McNeil as the Patient Care Planning Group Alternate. Anthony accepted the nomination.

**Motion:** Jessica Seidita made a motion to elect Anthony McNeil as the Patient Care Planning Group Alternate. Charlie Wright seconded the motion.

In Favor	Against	Abstain
12	0	0

The motion was passed by a unanimous roll call vote.

**November Meeting Date:**

Whitney Marshall explained that Planning Council Business Meetings (PCBM) are normally held on the last Wednesday of the month, but this year that day falls the day before Thanksgiving. PCS recommends moving the date for the next PCBM to Wednesday December 11<sup>th</sup>, 2024 at 6PM.

Members were provided with an Attendance Tracker for the 2024-2025 Planning Cycle, and Whitney reviewed the attendance policies that members of the Planning Council are held to.

**Motion:** Jessica Seidita made a motion to move the next Planning Council Business Meeting from November 27<sup>th</sup>, 2024 to December 11<sup>th</sup>, 2024. Vel Cline seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion was passed by a unanimous roll call vote.

**Applicant Summary:**

Members were provided with the applicant summary for Candidate #2024-04, as well as a copy of the current Committee Roster. Whitney Marshall reviewed the applicant summary for Candidate #2024-04, Interview Update, Membership & Engagement Committee Update, and Executive Committee Update. Members were given the opportunity to ask questions and discuss the applicant summary.

**Motion:** Jessica Seidita made a motion to recommend Candidate #2024-04 for appointment to the Planning Council and to be assigned to the Membership and Engagement Committee. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
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13	0	0
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The motion was passed by a unanimous roll call vote.

**Committee & PCB Workplans:**

Members were provided with the proposed 2024-2025 Planning Council Business Meeting Workplan, as well as copies of the approved workplans for the Membership & Engagement and SSPQ committees. Whitney Marshall reviewed the proposed changes to the PCBM workplan.

After discussion, the following change was suggested:

- Keep “Develop & Negotiate PC Budget Amount with Recipient” in August instead of moving it to February.

**Motion:** Kara Johnson Williams made a motion to approve the 2024-2025 Planning Council Business Workplan with the recommended changes. Vel Cline seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion was passed by a unanimous roll call vote.

**Substance Abuse Outpatient Care Service Standard:**

Whitney Marshall reviewed the changes made to the Substance Abuse Outpatient Care Service Standard and explained the review process. No changes were suggested by the Ryan White HIV/AIDS Program providers, participants of the Ryan White Community Meeting, or the Executive Committee. No further changes were suggested by the Planning Council.

**Motion:** Jessica Seidita made a motion to approve the Substance Abuse Outpatient Care Service Standard. Vel Cline seconded the motion.

In Favor	Against	Abstain
11	0	1

The motion was passed with a majority roll call vote.

**Announcements**

- World AIDS Day event is Sunday, December 1<sup>st</sup> beginning at 2 pm at the WinterClub Venue Villa Tuscany.
- A Walk For Change is Saturday, November 16th. Go to [www.awalkforchange.com](http://www.awalkforchange.com) for more information.

**ACTION ITEMS**

Responsible Party	Item
Clauda Yabrudy	Bring Part A cheat sheet for standards of care as to who qualifies for bus passes and rideshare to next PCBM meeting.

FCPN Alternates	Send Kara Johnson Williams information for her to be able to write a letter of support to send to the FCPN.
<b>Next Meeting</b>	December 11 <sup>th</sup> , 2024
<b>Adjournment:</b>	7:55 pm

Prepared by:     *Laura Perez*     Date:     11/06/2024    

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_