

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

July 31, 2024

Call to Order: The CFHPC Sr. Co-Chair, Priscilla Torres-Theobald, called the meeting to order at 6:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres-Theobald, Andres Acosta, Kara Johnson Williams, Gabrielle Leonce, Yvelouse Agustin-Leow, Ira Westbrook, Alelia Munroe, Charlie Wright, Jessica Seidita, Vickie Cobb-Lucien, Monika Trejos-Kweyete, Raymond Macon, Angie Buckley, Vel Cline, Ida Starks, Anthony McNeil via teleconference, Sueanne Vazquez via teleconference, Andre Antenor via teleconference, Andrea Dunn via teleconference

Members Excused: Audreanna Garcia, Mike Alonso, JR Goberdhan, Tim Collins, Fernell Neal, Bryan DuBac

Members Absent: None

Recipient Staff Present: John Goodrich, Doris Huff

PCS Staff Present: David Bent, Whitney Marshall

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda with the following changes:</p> <ul style="list-style-type: none">• Change Pedro Huertas-Diaz for the Part A reports to John Goodrich• Change Yasmin Andre for the Part B reports to Doris Huff• Move the mini-training to occur before the reports section. <p>Motion Ms. Munroe made a motion to approve the agenda with the changes. Mr. Cline seconded the motion.</p> <table border="1" data-bbox="607 1423 1146 1503"><tr><td>In Favor</td><td>Against</td><td>Abstention</td></tr><tr><td>18</td><td>0</td><td>0</td></tr></table> <p>The July agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstention	18	0	0
In Favor	Against	Abstention					
18	0	0					
<p>Approval of the June 26th Minutes:</p>	<p>The Planning Council reviewed and approved the June 26th minutes with the following changes:</p> <ul style="list-style-type: none">• Change “agenda” to “minutes” on under the Approval of the May 29th Minutes section.• Correct the motions to approve the EFA and LPAP service standards to say “Mr. Cline made a motion to approve the updates to the EFA Service Standard. Ms. Starks seconded the motion.						

	<p>The motion to approve the EFA Service Standard was approved by a unanimous roll call vote.” And “Mr. Collins made a motion to approve the updates to the LPAP Service Standard. Mr. Antenor seconded the motion. The motion to approve the LPAP Service Standard was approved by a unanimous roll call vote.”</p> <ul style="list-style-type: none"> • Add the approved 2024-25 Part A slate to the final minutes PDF. <p>Motion Mr. Cline made a motion to approve the minutes with the changes. Mr. Wright seconded the motion.</p> <table border="1" data-bbox="607 499 1146 575"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstention</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>0</td> <td>6</td> </tr> </tbody> </table> <p>The June minutes were approved with the changes by a majority roll call vote.</p>	In Favor	Against	Abstention	12	0	6
In Favor	Against	Abstention					
12	0	6					
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • No Public Comments • PCS did not receive any comment cards. 						
<p>New Business</p>	<p>Analyzing Data and Reading Reports Mini Training</p> <ul style="list-style-type: none"> • Ms. Marshall provided the Council with a mini training on how to read reports and interpret data. Topics included: <ul style="list-style-type: none"> ○ How to differentiate between qualitative and quantitative data ○ Definitions of commonly used terms in PC reports ○ The components of the Recipient and Lead Agency’s monthly, quarterly, and annual reports ○ An overview of other common reports like Clinical Quality Management and RWHAP Program Services Report 						
<p>Reports (Committee)</p>	<p>Service Systems Planning and Quality Committee Meeting</p> <ul style="list-style-type: none"> • The committee reviewed the monthly Part A, B, and GR expenditure reports. The Part A Recipient presented their annual utilization report and an annual retention and viral suppression report. The Part B Lead Agency also presented their annual utilization report. • The Part A Recipient provided the committee with the 2025-2026 initial funding slate for the annual resource allocation process. After some discussion, the committee approved the slate via a unanimous roll call vote. • The AAM consultant presented the preliminary findings from the Planning Council and Part A provider survey results, with the full draft report to be provided to the committee for review and discussion. • Finally, the committee received the Health Insurance Service Standard for an initial 30-day review and submitted Planning Council Officer and Committee Chair nominations. 						

	<p>Membership & Engagement Committee</p> <ul style="list-style-type: none"> • The July Membership & Engagement Committee was cancelled due to lack of quorum. <p>World AIDS Day Workgroup</p> <ul style="list-style-type: none"> • The participants discussed potential venue locations. After much discussion the participants narrowed the option down to 3 potential locations. • The participants discussed a theme for this year’s event. • The participants discussed sponsorship options. • The next virtual World AIDS Day workgroup meeting will be held on Friday, August 9, 2024. <p>Ryan White Community Meeting</p> <ul style="list-style-type: none"> • The July Ryan White community meeting was held at Lifepointe Church SBC in Lake County, which was attended by over thirty participants. • The participants received an overview of the Service Systems Planning & Quality Committee meeting business and the activities of the World AIDS Day Workgroup. • The participants provided their feedback on the type of World AIDS Day event they would like to see. There was a consensus that the event should be earlier in the day after morning church services and preferably a brunch or early lunch. • The participants received a presentation from Florida Department of Health Nutritionist, Stephanie Alvarado on the intersection of nutrition and HIV, how to make healthy choices, and accessible ways to improve one’s diet. • The next Ryan White Community meeting will be held on Tuesday, August 20, 2024. <p>Executive Committee</p> <ul style="list-style-type: none"> • The committee reviewed the monthly Part A & B monthly expenditure reports and the Part A & B Annual Utilization reports. The committee also received an overview of the Ryan White GR monthly expenditures report. • The committee reviewed and approved the 2025-2026 Ryan White Part A initial slate. • The committee approved the July Planning Council Business meeting agenda.
<p>Reports (Recipient & Lead Agency)</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of May 31, 2024)</p> <p>Mr. Goodrich reported the following:</p>

- Percentage of Fiscal Year Transpired: 25%
- Target Expenditures: 25%
- Actual Expenditures 25.53%
- Difference: -0.53%

Mr. Goodrich provided an updated report from SSPQ with the following updates regarding the Part A monthly expenditures:

- Outpatient Ambulatory Health Services is on track.
- The Part A Office is currently in the blackout period for the RFP for the oral health insurance provider. If nothing comes of it, then funding will need to be reallocated.
- Food Bank/Home Delivered Meals expenses are at a higher percentage right now because a large order was placed in this category to cover the remainder of the year and the numbers will self-correct over time. Medical transportation also has high utilization because a bulk order of bus passes was placed.
- A potential vendor has been identified for Home and Community Based Health Services.
- EFA is overspent but the office believes this to be an accounting error and is working to correct it.
- AIDS Pharmaceutical Assistance (APA) will start seeing more utilization next month. Next month will also see more spending in supplemental.

Part A FY23-24 Annual Expenditure & Utilization Report:

Mr. Goodrich provided an overview of the fiscal year (FY) 2023-2024 Part A Annual Utilization & Expenditure presentation, including the following information:

- Data from this report was compiled from Provide.
- Total unduplicated clients in FY23-24 increased by 4.8% (6,066) from the previous year.
- Total new clients in FY23-24 increased by 8.1% (786) since the previous year.
- Osceola and Lake Counties saw an increase in clients due to several factors, such as the increased construction of homes and people moving to areas.
- Utilization of Early Intervention Services (EIS) increased due to lack of full time employee (FTE) vacancies compared to the previous year.
- Food Bank/Home Delivered Meals increased by 70.4% since the previous year due to changes to the eligibility requirements in the service standard.
- Mr. Goodrich also provided the following results from the 2022 Ryan White HIV/AIDS Program Services Report (RSR):
 - The Orlando EMA ranked #1 in Florida for viral suppression and #2 in Florida for annual retention.

- The Orlando EMA outranked other Florida EMA's for total number of transgender clients served in 2022.

Quality Management Update:

Mr. Goodrich provided a brief overview of quality management (Early Identification of Individuals with HIV/AIDS) EIIHA update, which included the following data:

- Orland EMA viral load suppression (90%) and annual retention (705) rates.
- Orlando EMA average viral load suppression by demographics (gender, race, ethnicity, and age)
- The Orlando EMA average viral load suppression rates by EIIHA priority groups: White MMSC, Black MMSC, Hispanic MMSC, Black Heterosexual

[Part A Initial Funding Slate for Resource Allocation item removed as the full Planning Council did not need to review or approve the slate]

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

Ms. Huff reported the following:

- Grant Month Number: 2
- Target Expenditures: 17%
- Actual Expenditures 13%
- Difference: 3%

Ms. Huff provided the following information on the Part B Monthly Expenditures:

- The AIDS Pharmaceutical Assistance (APA) line is being used for nutritional supplements for some clients. The usual funding source for this expense has run out and as payor of last resort Part B is supplementing the costs until the funding source re-opens on July 1st.
- The Health Insurance Premium/Cost Sharing and Food Bank categories are currently underspent under Part B because funding from GR is being spent down in these two categories.

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

Ms. Huff reported the following:

- The GR grant year spans from July 1, 2023 to June 30, 2024.
- The committee should expect to see almost 100% of the funding spent in each category.

	<ul style="list-style-type: none"> Ms. Huff also informed the committee of the amendments made to the budget and provided a comparison between the 4/24/24 amended allocations, the 5/24/24 amended allocations, and the actual YTD expenditures. <p>Part B Annual Expenditure & Utilization Report:</p> <p>Ms. Huff provided an overview of the fiscal year (FY) 2023-2024 Part B Annual Utilization & Expenditure presentation, including the following information:</p> <ul style="list-style-type: none"> The data presented in this report was compiled from CAREWare. The total number of clients served in 2023 was 1485, with 1408 being returning clients and 77 being new clients. The majority of clients were served in Brevard County. Regarding Oral Health Care: 245 clients were served in this category with \$115,000 spent, making the average cost per client \$468, compared to 2016 where 166 clients were served with \$123,000 spent and 2020 where 191 clients were served with \$255,000 spent. This is due to being fully on the dental insurance program which maximizes program savings. Annual data for psychosocial support cannot be compared as it was not available prior to 2023.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Announcements:	<ul style="list-style-type: none"> Annual Training is on Friday, August 16, 2024 from 9AM-5PM Data Presentation will be on Friday, September 20, 2024 from 9AM-5PM PSRA is scheduled for Friday, September 27, 2024 from 9AM-5PM
-----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACTION ITEMS

Item	
Next Meeting	August 28, 2024
Adjournment:	7:37 pm

Prepared by: Whitney Marshall Date: 8/14/24

Approved by: Andres Acosta Ardila Date: 11/20/24