

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

November 21, 2024

**Call to Order:** The CFHPC Membership & Engagement Chair, Frederick “Vel” Cline, called the meeting to order at 2:09 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Frederick “Vel” Cline, Jessica Seidita, Ira Westbrook, Alelia Munroe via teleconference, Andre Antenor via teleconference

**Members Excused:** Maria (Angie) Buckley

**Members Absent:** Andres Acosta

**Recipient Staff Present:** Doris Huff, Evan Cochuyt, Claudia Yabrudy

**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 Andres Acosta to Vel Cline</li> <li>• Change Andre Antenor to Jessica Seidita</li> <li>• Change Andres Acosta to Jessica Seidita for the WAD Workgroup Report</li> </ul> <p><b>Motion:</b> Jessica Seidita made a motion to approve the agenda with the changes. Ira Westbrook seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the October 17<sup>th</sup> Executive Committee Minutes:</b></p>	<p>The committee reviewed the October 17<sup>th</sup> minutes and approved them as written.</p> <p>PCS later made a minor spelling correction.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• Ira Westbrook expressed concern that front-line providers are not adequately educated on the process for linkage to care and prevention services. After discussion, Claudia Yabrudy will speak offline with Ira about the matter.</li> <li>• PCS did not receive any comment cards.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Membership &amp; Engagement Committee:</b></p>

- The committee reviewed the membership matrix, PC reflectiveness and the PC attendance roster.
- There are currently 20 Planning Council members, 55% are PWH, 45% are unaffiliated/unaligned PWH, and 25% are conflicted members. There are currently two vacant mandated seats.
- The committee examined the social media insights for Facebook and Instagram. The committee also reviewed the social media posting guidelines.
- The committee reviewed the interview summary for a new applicant and recommended the applicant for appointment. The Executive committee will review the interview summary.
- The committee discussed new articles for the next volume of the Red Ribbon Times magazine.
- The committee participated in a brainstorming activity to develop strategies for increasing recruitment and retention on the Planning Council.
- The committee reviewed and updated the Membership Application policy & procedures.
- The committee discussed the upcoming quarterly training schedule, with sessions scheduled for January, May, and September.
- The next Membership & Engagement Committee meeting will be held on Tuesday, January 7, 2025, at 2:00 pm.

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

- The committee received an overview of the Part A monthly Expenditure report, Part B monthly Expenditures report, General Revenue report and Part B Quarter 2 Utilization & Expenditures report.
- The committee reviewed and made updates to the data presentation process.
- The committee reviewed and updated the Service Standards policy & procedure.
- The committee discussed and provided recommendations for inclusion in the draft of the Community-Based Health Care Service Standards.
- The committee discussed and made recommendations for inclusion in the draft of the Other Professional Services Service Standards.
- The committee reviewed and provided recommendations for the HIV Care Needs Survey.
- The committee reviewed and provided recommendations for the content of the FCPN Assessment Toolkit.

- The next SSPQ meeting will be held on Thursday, January 9, 2025, at 9:30 am.

**WAD Workgroup:**

- The participants finalized the event flow for the World AIDS Day event.
- The participants discussed raffle and swag bag options.
- The participants discussed volunteer opportunities for the event. There is currently a need for registration volunteers, quilt ceremony handlers, set up team members, and parking assistants/guides.
- The World AIDS Day event will be at the WinterClub Venue on Sunday, December 1, 2024, at 2:00 pm.

**Ryan White Community Meeting:**

- The participants received an overview of the business that took place at the November Membership & Engagement Committee meeting and the Service Systems Planning & Quality Committee meeting.
- The participants received a presentation on enrollment and recertification for the AIDS Drug Assistance Program. The participants also received a presentation on the Volunteer Income Tax Assistance Program.
- The next Ryan White Community meeting will be held on Tuesday, January 21, 2025, at 6:00 pm.

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

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 58.33%
- Target Expenditures: 58.33%
- Actual Expenditures: 66.35%
- Difference: -8.02%

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

- AIDS Pharmaceutical Assistance (ADAP) and Emergency Financial Assistance are being supplemented with Ending the HIV Epidemic (EHE) funds.
- Oral Health Care: Part A is working closely with a dental consultant to prioritize clients requiring emergency treatment or

routine cleaning. Clients are being encouraged to delay non-urgent treatment to allow for funds to last through the grant year.

- Health Insurance Premium & Cost Sharing Assistance: Expenditure appears low due to delays in claim submissions. Clients tend to submit invoices later in the year, so expenditure is expected to increase.
- Mental Health Services & Substance Abuse Services  
Outpatient: New providers are leading to increased utilization, and expenditure is being monitored to assess what will be the new normal for the new providers.
- Food Bank/Home-Delivered Meals: The home-delivered meal service has been a very successful pilot project that has led to an increase in expenditure. Part A is closely monitoring utilization to better understand client needs and circumstances when requesting home-delivered meals.
- Medical Transportation Services: The recent change in the Service Standards for this category has led to an increased utilization of rideshare services.
- Psychosocial Support Services: There was a vacancy in this service category, but clients should not have experienced a decrease in the availability of these services due to the category also being supplemented by EHE funds.
- Any remaining funding from the Clinical Quality Management and Grantee Administration lines will be moved into overspent service categories.
- Currently, Part A is encouraging higher subrecipient engagement in quality management projects. One of the goals for the upcoming year is to provide financial support to subrecipients to support QM initiatives; currently some providers simply do not have the staffing or infrastructure to participate.

Claudia also provided the following information:

- Every year HRSA provides the opportunity to submit an unobligated balance estimate by December 31<sup>st</sup>. Part A wants to submit for the maximum amount, which is 5% of formula funds, upon approval by the Planning Council at the next Planning Council Business Meeting on December 11<sup>th</sup>. The proposed category is Outpatient/Ambulatory Health Services. After discussion, the following motion was made:

**Motion:** Alelia Munroe made a motion to submit 5% of the formula funding and 3% of MAI funding as a projected unobligated balance, with the carryover funds going to the Outpatient/Ambulatory Health Services category. Jessica Seidita seconded the motion. The motion passed with a unanimous vote.

- The House of Representatives has proposed eliminating the funding for the EHE initiative from the FY2025 budget. In the event that EHE is not funded in 2025, then reallocations may need to occur to ensure adequate funding for prioritized service categories.

Ira Westbrook asked if the Planning Council could receive funding for promotional items. Claudia responded that HRSA does not allow promotional items in the Part A budget, but educational materials are allowed.

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

Evan Cochuyt reported the following:

- Grant Month Number: 6
- Target Expenditures: 50%
- Actual Expenditures 45%
- Difference: 5%

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

- AIDS Pharmaceutical Assistance and Emergency Financial Assistance had both been supplementing a closed funding source that has since reopened as of July 1<sup>st</sup>
- The following categories are experiencing reduced utilization/need:
  - Health Insurance Premium/Cost Sharing
  - Home and Community Based Care
  - Substance Abuse Outpatient
  - Non-Medical Case Management
- The following categories are experiencing increased utilization:
  - Medical Transportation
  - Referral for Healthcare Support
- The following reallocations were made September 1<sup>st</sup>:

<b>Service Category</b>	<b>Reallocation</b>
Medical Case Management	- \$13,027.30
Mental Health	\$22,185.22
Substance Abuse Outpatient	- \$10,000.00
Outpatient Ambulatory Health Services	\$35,607.62
Medical Transportation	\$10,000.00
Referral for Healthcare Support	- \$20,892.54
Non-Medical Case Management	- \$23,873.00

**GR Monthly Expenditure Report:  
(Expenditure as of September 30, 2024)**

Evan Cochuyt reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures 30%
- Difference: -5%

**Part B & GR Q2 Utilization & Expenditures**

Evan provided the following information regarding Part B quarterly utilization and expenditures:

- The data presented in the report was compiled from CAREWare and the AIDS Information Management System (AIMS)
- The Area 7 Ryan White Part B & General revenue program provides services in Orange, Osceola, Seminole, and Brevard Counties
- An overview of utilization of core and support services

<b>Percent Change in Utilization Q1-Q2 2024-2025 Core Services</b>	
Local Pharmaceutical Assistance Program	-48%
Early Intervention Services	16%
Health Insurance Premium & Cost Sharing	79%
Medical Case Management	-28%
Mental Health	-38%
Oral Health Care	-7%
Outpatient Ambulatory Health Services	-22%
Home & Community-Based Care	-64%
Substance Abuse Outpatient	0%

<b>Percent Change in Utilization Q1-Q2 2024-2025 Support Services</b>	
Non-Medical Case Management	-22%
Referral for Health Care & Support Services	-36%
Medical Transportation	79%
Emergency Financial Assistance	-77%

**PCS Quarterly Expenditures Report  
(Expenditures as of August 31, 2024)**

Whitney Marshall reported the following:

- Grant month Number: 2
- Target Expenditures: 50%
- Actual Expenditures: 47%

	<ul style="list-style-type: none"> <li>• Difference: 3%</li> </ul> <p>Whitney provided the following information regarding PCS expenditures:</p> <ul style="list-style-type: none"> <li>• Travel &amp; Meetings is 73% expended, but there are remaining funds in the budget to continue to fund this category.</li> <li>• The Professional Services expenditure will be better reflected in the next quarter's report, as the AAM consultant was paid September 1<sup>st</sup>.</li> </ul> <p>Whitney also provided the following information:</p> <ul style="list-style-type: none"> <li>• PCS cannot use grant funding for swag/promotional items; any funds for purchasing promotional items would need to be raised.</li> <li>• The WAD Workgroup wants to explore using leftover WAD funds to go towards a fund for burial and funeral expenses for PWH that are not covered by RWHAP. This will not be implemented this year, but may be considered for next year's event.</li> </ul>
<p><b>New Business:</b></p>	<p><b>Applicant Summary:</b>  Members were provided with the applicant summary for Candidate #2024-05, as well as a copy of the current Committee Roster. David Bent reviewed the applicant summary for Candidate #2024-05, Interview Update, and Membership &amp; Engagement Committee Update. This applicant would fill a vacant mandated seat.</p> <p><b>Motion:</b> Alelia Munroe made a motion to recommend Candidate #2024-05 for appointment and vote by the full Planning Council and to be assigned to the Membership and Engagement Committee. Jessica Seidita seconded the motion. The motion passed unanimously.</p> <p><b>Membership Application P&amp;P:</b>  Whitney Marshall reviewed the proposed addition to the Membership Application Policy and Procedure, which includes allowing the Membership &amp; Engagement Committee and SSPQ Committee ex-officio to conduct interviews in the absence of other members of the Membership &amp; Engagement Committee. Alelia Munroe suggested adding language to define procedures if the SSPQ ex-officio cannot be contacted. Members discussed attendance requirements for members, as well as other sections of the policy.</p> <p><b>Motion:</b> Alelia Munroe made a motion to approve the additions to the Planning Council Member Application Process Policy and Procedure for forwarding to the full Planning Council. Jessica Seidita seconded the motion. The motion passed with a unanimous vote.</p>

**Service Standards P&P:**

Whitney Marshall reviewed the updates to the Service Standards Policy and Procedure regarding the development of new policies and procedures. Members were given the opportunity to make suggestions, but no further changes were made.

**Motion:** Alelia made a motion to approve the additions to the Service Standards Policy and Procedure for forwarding to the full Planning Council. Jessica Seidita seconded the motion. The motion passed with a unanimous vote.

**Data Presentation Process:**

Whitney Marshall reviewed the additions to the Data Presentation Process regarding quarterly training sessions and training attendance. Members were given the opportunity to make suggestions, but no further changes were made.

**Motion:** Jessica Seidita made a motion to approve the additions to the Data Presentation Process for forwarding to the full Planning Council. Ira Westbrook seconded the motion. The motion passed with a unanimous vote.

**Set 12/11/24 Planning Council Business Meeting Agenda:**

Whitney Marshall reviewed the proposed draft agenda for the next Planning Council Business Meeting on December 11<sup>th</sup>. One minor change was suggested by Part A.

**Motion:** Alelia made a motion to accept the draft agenda for the December 11<sup>th</sup> Planning Council Business Meeting. Jessica Seidita seconded the motion. The motion passed with a unanimous vote.

**Request from SSPQ Committee:**

Alelia Munroe, on behalf of SSPQ, requested the creation of an ad-hoc housing committee, to serve for at least 6 months, and to invite housing representatives from the 5 counties. The purpose of the committee would be to identify what housing initiatives are available in the 5 county area so they can be publicized, and discuss how to increase affordable housing units in the area. The committee's discussion included the following:

- Existing housing initiatives, such as the Homeless Services Network (HSN) and the Continuum of Care (CoC), which service Orange, Osceola and Seminole counties.
- Brevard has its own housing initiative (Brevard Homeless Coalition).
- Because these other housing services are open to everyone, not just PWH, their eligibility requirements are stricter.
- There could be room for additional training on available housing and homelessness resources and services.



	<ul style="list-style-type: none"> <li>A representative from the HSN could come speak to the Planning Council to provide more information on ongoing housing efforts.</li> </ul> <p>After discussion, the committee decided that SSPQ will get more information on the existing housing initiatives and resources in Central Florida before deciding whether to move forward with the creation of the ad-hoc housing committee.</p>
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<b>Announcements:</b>	<ul style="list-style-type: none"> <li>World AIDS Day is December 1<sup>st</sup>!</li> </ul>
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**ACTION ITEMS**

<b>Responsible Party</b>	<b>Item</b>
Part A	Bring information on the CoC and the HSN to the January SSPQ meeting.
<b>Next Meeting:</b>	January 23, 2025
<b>Adjournment:</b>	3:53 PM

Prepared by: Laura Perez Date: 11/26/2024

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

