

Central Florida HIV Planning Council
Service Systems Planning & Quality Minutes

May 02, 2024

Call to Order: The Ex-Officio, Ms. Torres called the meeting to order at 9:36 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres, Bryan DuBac, Timothy Collins, Charlie Wright, Vickie Cobb-Lucien, Anthony McNeil, Ira Westbrook, Yvelouse Augustin-Leow, Audreanna Garcia, Andre Antenor via Teleconference, Monika Trejos Kweyete via Teleconference

Members Excused: Alelia Munroe, Maria Buckley, Gabrielle Leonce, and Adrain Humphrey

Absent: None

<p>Approval of the agenda:</p>	<p>The committee reviewed the agenda and approved the agenda with the following changes:</p> <ul style="list-style-type: none"> • Replace Mika Mendoza with Evan Cochuyt for the Part B Utilization Report • • Add Special Order of Business: Vice Chair Elections • Add Heart of Florida United Way location for Next Meeting <p>Motion: Mr. Wright made a motion to approve the agenda with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the April 4th Service Systems Planning & Quality Minutes:</p>	<p>The committee reviewed the April 4th minutes and approved the minutes as written.</p>
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • Mr. Westbrook shared that he feels like case managers and peers need to focus on clients and stay consistent with follow-ups • PCS did not receive any comment cards
<p>Special Order of Business: Vice Chair Elections</p>	<ul style="list-style-type: none"> • Mr. Bent informed the committee that we will be nominating a vice-chair and the members that are eligible for the position. • The committee held discussion on the eligible committee members and casted their vote

	<p>Vice-Chair: Tim Collins</p> <p>Motion: Mr. Westbrook made a motion to nominate Tim Collins for Vice-Chair. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Reports:</p>	<p>Part A Monthly Expenditure Report: (Expenditures as of February 29, 2024) Mr. Huertas reported the following:</p> <ul style="list-style-type: none"> • Target: 100.00% • Actual: 92.03% • Dif: 7.97% <p>Mr. Huertas provided the committee with updates on the partial allocated grant. The April Expenditure should be available at the June Meeting.</p> <p>Mr. Huertas presented the Quarter 4 Utilization and provided the committee a disclaimer on the current stats in the report. He presented on total clients, gender, race, ethnicity, age, and county. He provided an overview of the utilization based on services in comparison to Quartet1-3.</p> <p>Part B Monthly Expenditure Report: (Expenditures as of March 31, 2024) Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 100% • Actual: 99% • Dif: 1% <p>Ms. Mendoza informed the committee that they are expected to spend 100% of the grant and made amendments to account for the changes within Part B</p> <p>Ms. Mendoza further updated the committee on the Part B grant and the extension to March 2025.</p> <p>RW GR Program Expenditure Report: (Expenditure as of March 31, 2024)</p> <ul style="list-style-type: none"> • Target: 75% • Actual: 69% • Difference: 6% <p>Ms. Mendoza provided an update on services that will be provided in 2024-2025. The General Revenue will be funding Outpatient/ Ambulatory service, Oral Healthcare, Medical Transportation and she informed the committee on the changes for the FTE's.</p>

	<p>Mr. Cochuyt presented the Part B Quarter 4 Expenditure and Utilization report. He provided the committee information on utilization based on the total clients served. He provided a detailed overview of these clients by gender, race & ethnicity, age, county, and services offered in comparison to Quarter1-3.</p>
<p>Unfinished Business:</p>	<p>Needs Assessment Process & Focus Group Planning:</p> <ul style="list-style-type: none"> • Ms. Marshall introduced David Cavalleri as the consultant for the Trans Focus Group that will be conducted • Mr. Cavalleri informed the group on the Trans Focus group that was previously conducted four years ago and opened the floor for discussion to hear some concerns that the committee has • The committee held a brief discussion on the concerns they have when addressing the needs on the Trans community.
<p>New Business:</p>	<p>Quality Management Plan:</p> <ul style="list-style-type: none"> • Ms. Mendoza opened the floor for any requested changes and informed the committee that there were anticipated changes due to the changes with the Part B contract but will not be necessary due to the contract being extended to 2025. • Ms. Mendoza provided a brief overview of the goals and 3 year plan. She addressed concerns regarding CareWare with cost and clients served • Ms. Mendoza provided an update on the quality care awards, conducting the scoring system, and further planning the distribution of the awards. She also provided an update on the training the trainers workshop. <p>Motion: Mr. Collins made a motion to approve the 2024 Quality Management Plan. Ms. Garcia seconded the motion. The motion was adopted unanimously without debate.</p> <p>Service Standards Review:</p> <p>Ms. Marshall provided an overview on the service standards for the committee to review to advise any updates or changes.</p> <ul style="list-style-type: none"> • Local Pharmaceutical Assistance Program <ul style="list-style-type: none"> - The committee held discussion on the updates and changes needed in the LPAP. <p>Motion: Mr. DuBac made a motion to table the LPAP Service Standard for further discussion. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • Emergency Financial Assistance

	Motion: Mr. Collins made a motion to table the EFA Service Standard for further discussion. Ms. Cobb-Lucien seconded the motion. The motion was adopted unanimously without debate.
Announcements:	
ACTION ITEMS	
Item	
Next Meeting:	June 6, 2024
Adjournment:	11:54 am

Prepared by: *Nyla Tapley* Date: 05/03/2024

Approved by:  Date: 06/27/2024