

# Central Florida HIV Planning Council

## Service Systems Planning & Quality (SSPQ) Committee Minutes

July 11, 2024

**Call to Order:** The SSPQ Committee Chair, Ms. Munroe called the meeting to order at 9:30 a.m. at the Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Bryan DuBac, Yvelouse Augustin-Leow, Andre Antenor, Alelia Munroe, Tim Collins, Charlie Wright, Jessica Seidita, Maria “Angie” Buckley, Ira Westbrook, Monika Trejos Kweyete via Teleconference, Vickie Cobb-Lucien via teleconference

**Members Excused:** Audreanna Garcia, Vicki Cobb-Lucien, Anthony McNeil, Gabrielle Leonce

**Members Absent:** None

**Recipient Staff Present:** Yasmin Andre, Evan Cochuyt, Claudia Yabrudy, Pedro Huertas-Diaz, Doris Huff, Tessa Bricker

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

<b>Approval of the agenda:</b>	The committee reviewed the agenda and proposed the following changes: <ul style="list-style-type: none"><li>• Postpone the Part B CQM update until the August committee meeting.</li></ul> <b>Motion:</b> Mr. DuBac made a motion to approve the agenda with the changes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.
<b>Approval of the June 6<sup>th</sup> Service Systems Planning &amp; Quality Minutes:</b>	The committee reviewed the June 6 <sup>th</sup> minutes and did not make any changes. The June 6 <sup>th</sup> minutes were approved as is.
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• Ms. Marshall reminded everyone to complete the nomination forms for Planning Council Officers and the upcoming year’s SSPQ committee chairs. Nomination forms are due to Planning Council Support by August 1<sup>st</sup>. Mr. Collins requested to be removed from the committee roster of eligible members.</li><li>• PCS did not receive any comment cards</li></ul>

**Reports:**

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

Mr. Huertas-Diaz reported the following:

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

Mr. Huertas-Diaz provided the following updates regarding the Part A monthly expenditures:

- Numbers are based on partial award allocations.
- Expenditures in the mental health category have greatly increased since the previous year and utilization of this category is expected to remain consistent.
- The Part A Office is currently in the blackout period for the RFP for the oral health insurance provider.
- 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.
- Regarding Outreach: a media campaign will start soon after the school year begins.
- Regarding Emergency Financial Assistance (EFA): EFA is covering costs right now but the current level of utilization is not expected to be seen in the future.

**Part A FY23-24 Annual Expenditure & Utilization Report:**

Mr. Huertas-Diaz 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. Huertas-Diaz 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:**

Ms. Bricker provided an overview of the annual retention and viral suppression data for Quarter 2 of 2023 through Quarter 1 of 2024 by demographics and priority groups.

- The presentation was based on feedback provided by the community and Council on how they wanted the data presented.
- Ms. Seidita inquired about the rates by gender vs. rates by race being different and was informed that there could be missing demographic information that was not self-reported.

**Part A Initial Funding Slate for Resource Allocation**

Ms. Yabrudy provided an overview of the 2025-2026 Part A Initial Slate for Resource Allocation along with the following updates:

- The maximum amount that can be applied for the new FY is \$12.1 million.
- Emergency Financial Assistance was overspent last year, but Part A is working with ADAP to decrease spending in that category in the upcoming FY and this is not an ongoing issue.
- Compared to the FY24-25 allocations, the proposed FY25-26 slate has additional funding in:
  - Health Insurance Premium & Cost Sharing
  - Outpatient/Ambulatory Health Services
  - 5% allocated to CQM

The committee reviewed the initial slate to determine if any changes should be proposed and made a motion to approve it as presented.

**Motion:** Mr. DuBac made a motion to adopt the FY2025-26 Ryan White Part A Initial Slate for Resource Allocation. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
11	0	0

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

Ms. Andre reported the following:

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

Ms. Andre 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 1<sup>st</sup>.
- 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. Andre 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.
- The total grant award amount has not changed since before 2015.
- Ms. Andre 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.

**Part B Annual Expenditure & Utilization Report:**

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

- 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.

**New Business:**

**Provider Capacity and Capability Study:**

Ms. Andre provided an explanation of the purpose of the annual provider capacity and capability study and reviewed the recommended changes to the 2024 version. The following major suggestions were made:

- Separate question 10 into two questions.
- Questions 21.b and 57 should say “can access services” instead of “can pay for services”
- Under sustainability & scalability, question 28 should be duplicated: one for clinics and one for case managers.
- Under section 4 reword phrasing to say “clients with an HIV diagnosis”
- Clarify that purchase orders are considered referrals
- For mental health and substance use providers: add logic to the survey to ensure that they answer all questions.

The committee also had questions about previous year’s response rates that were addressed.

**Dates for August SSPQ Meeting:**

- Ms. Marshall informed the committee that the August meeting is scheduled for the morning after the July Planning Council Business meeting. After a brief discussion the committee agreed to change the meeting date to August 8, 2024 at 9:30 AM.
- Ms. Marshall also provided a brief overview of the new business agenda items for next month’s meeting.

**Service Standards Initial Review:**

- Ms. Marshall advised the committee to review the Substance Abuse Outpatient Service Standard and come prepared with any proposed updates to the next meeting.
- Ms. Yabrudy announced that the Part A Office has a meeting with the State tomorrow and will be discussing the State’s desire to standardize service standards across the all areas. She asked that if the members have any feedback that they can send it to her and she will provide it to the State.
- Clarity was provided on the Substance Abuse SS: actual client records do not need to be on file to be in compliance with the measures.

**AAM Draft Report**

Dr. Amy Donley, Consultant, provided a brief overview via a presentation on the results of the Assessment of the Administrative Mechanism surveys, including the following information and suggestions from members:

	<ul style="list-style-type: none"> <li>• What is being presented is not the full report because data from Part A is still being finalized.</li> <li>• 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.</li> <li>• 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.</li> <li>• Once received, PCS will send the full report for members to review.</li> </ul>
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<b>Announcements:</b>	The Ryan White Community meeting will be held in Lake County this month.
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**ACTION ITEMS**

<b>Responsible Party</b>	<b>Item</b>
PCS	Sent out the final draft of the AAM report once received.
<b>Next Meeting:</b>	August 8, 2024
<b>Adjournment:</b>	11:28 AM

Prepared by: Whitney Marshall Date: 07/24/2024

Approved by:  Date: 08/13/2024