

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

August 8, 2024

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

Members Present: Alelia Munroe, Tim Collins, Charlie Wright, Andre Antenor, Yvelouse Agustin-Leow, Vickie Cobb-Lucien, Angie Buckley, Ira Westbrook via teleconference, Monika Trejos-Kweyete via teleconference, Priscilla Torres-Theobald via teleconference, Gabrielle Leonce-Mendez via teleconference

Members Excused: Bryan DuBac, Jessica Seidita, Anthony McNeil, Adrain Humphrey

Members Absent: Audreanna Garcia

Recipient & Lead Agency Staff Present: Yasmin Andre, Doris Huff, Pedro Huertas-Diaz, Maria Torres

PCS Staff Present: David Bent, Whitney Marshall

Approval of the agenda:	The committee reviewed the agenda and proposed the following changes: <ul style="list-style-type: none">• Change Evan Cochuyt's name to Yasmin Andre Motion: Mr. Collins made a motion to approve the agenda with the changes. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.
Approval of the June 6th Service Systems Planning & Quality Minutes:	The committee reviewed the July 11 th minutes and did not make any changes. The July 11 th minutes were approved as is.
Open the floor for public comment:	<ul style="list-style-type: none">• There were no public comments .• PCS did not receive any comment cards
Reports:	Part A Monthly Expenditure Report: (Expenditures as of June 30, 2024) Mr. Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 33.33%
- Target Expenditures: 33.33%
- Actual Expenditures 35.76%
- Difference: -2.43%

Mr. Huertas-Diaz provided the following information regarding the Part A monthly expenditures, including the proposed reallocation amounts for each category:

- Last month Emergency Financial Assistance (EFA) was high but the Recipient’s fiscal department determined that some of the invoices under EFA should actually be billed under Local Pharmaceutical Assistance Program (LPAP).
- ADAP should start covering medications for incarcerated clients in the future. For now, \$200k has been added to LPAP until ADAP can fully take over those clients. Additionally, \$15k has been added to EFA due to an increase in EFA requests.
- Substance Abuse Outpatient has been reduced to supplement Substance Abuse Residential.
- The RFP for dental will be going back out since the selected vendor decided to not move forward. \$535,359 in Health Insurance Premium Cost Sharing funds have been moved back into Oral Health as a result.
- The oral health category is currently high utilized. To address this issue the Recipient will be meeting with an oral health consultant to determine a more sustainable plan for funding usage.
- Admin and CQM have also been reduced (\$150k in Admin and \$50k in CQM).
- Mental Health utilization is currently on target compared to last year.

Part A Proposed 2024-25 Reallocations

After reviewing the above information, the committee reviewed and approved the Part A 2024-2025 Reallocations slate.

Motion: Mr. Collins made a motion to approve the Part A 2024-2025 reallocations slate as presented. Ms. Buckley seconded the motion. The motion was adopted by a majority roll call vote.

In Favor	Against	Abstention
9	0	1

Part A FY24-25 Q1 Quarterly Utilization Report:

Mr. Huertas-Diaz provided the following information:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented was compiled from Provide Enterprise.
- Data includes utilization for Part A and MAI funding.

- Summary of clients by core and support services.

Percent Change Q1 2023-Q1 2024-25	
MCM	-2%
OAHS	+8%
Oral Health	+15%
EIS	+188%
LPAP	+31%
Mental Health	+367%
Insurance	+82%
SA-O	+1300%
MNT	+180%

Part B 2025-2026 Initial Slate for Resource Allocation

Ms. Andre presented the committee with the Part B 2025-2026 initial funding slate for Resource Allocation, along with the following information:

- Part B is level funded.
- APA was increased slightly compared to last FY.
- Regarding MCM- the Lead Agency is expecting for the sate to move all areas into a model where everyone gets a Medical Case Manager. Enough funding for 16 FTE’s has been allocated in this category.
- OAHS has been decreased compared to the current FY as they don’t expect for this category to be able to cover all positions next year.
- Substance Abuse Outpatient- the Lead Agency wants to ensure that there is a provider in this category that can follow the service standards.
- Regarding Mental Health- FFS means that spending is expected to be about the same.
- Food Bank and Medical Transportation will be GR funded only.

Motion: Ms. Cobb-Lucien made a motion to approve the Part B 2025-2026 Initial Slate for Resource Allocation as presented. Mr. Collins seconded the motion. The motion was adopted by a unanimous roll call vote.

In Favor	Against	Abstention
9	0	0

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

Ms. Andre reported the following:

	<ul style="list-style-type: none"> • Grant Month Number: 3 • Target Expenditures: 25% • Actual Expenditures 21% • Difference: 4% <p>GR Monthly Expenditure Report: (Expenditure as of June 30, 2024)</p> <ul style="list-style-type: none"> • Grant Month Number: 12 • Target Expenditures: 100% • Actual Expenditures 100% • Difference: 0% <p>Ms. Andre provided the following information regarding the Part b & GR monthly expenditures:</p> <ul style="list-style-type: none"> • What is left in the budget should cover the needs of each service category for the remainder of the year, but if not funding can be moved around if needed. • This month signifies the close out of the GR for the grant year. • At the next committee meeting, members will see the new contract expenditures. <p>Part B CQM Update</p> <p>Motion: Ms. Cobb-Lucien made a motion to table the Part B Clinical Quality Management update until the next meeting. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
<p>New Business:</p>	<p>PCS Budget</p> <p>Ms. Marshall provided an overview of the first quarter expenditures under the PCS budget. The committee did not have any comments or questions about the following:</p> <ul style="list-style-type: none"> • Quarter: 1 • Target Expenditures: 25% • Actual Expenditures 25% • Difference: 0% <p>AAM Final Report</p> <p>Dr. Amy Donley, Consultant, provided an overview via a presentation on the results of the Assessment of the Administrative Mechanism surveys and the final report, including the following information and suggestions from members:</p> <ul style="list-style-type: none"> • The methodology stayed mainly the same to help analyze any trends across the years. • What is being presented is includes feedback from the previous SSPQ meeting and more information on the WBMN. • 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.

- The committee provided feedback on some solutions to issues that were brought up in the survey results, such as:
 - Create a mini training on the sweeps policy (to address the comments about members not feeling well-informed during December)
 - Put public comment box in the HFUW lobby (to address anonymous feedback)
 - Regarding the grant application: it might be beneficial to request a summary of the Part A grant. If members would like to have a full copy, then they can make a request to the Recipient's office.
 - Include a question about grievances in next year's Provider Capacity & Capability survey.
 - Use Outreach funds for creating/printing/distributing posters for the front offices/lobbies and bathrooms of provider offices on the grievance process.
- The members also requested to know how many agencies participated in the training for the WBMN. This question will be addressed in the final report of the AAM.

Service Standard Review- Substance Abuse Outpatient

Ms. Munroe advised the committee to review the service standard again and bring any recommended changes to the next meeting.

Motion: Ms. Cobb-Lucien made a motion to send the Substance Abuse Outpatient service standard back for another 30 day review. Mr. Antenor seconded the motion. The motion was adopted unanimously without debate.

Needs Assessment Process Findings

The committee discussed the needs assessment process findings from the transgender focus group and survey. The results prompted discussion around the training that was offered to the community and the members presented potential solutions for how to include the results of the needs assessment into the Council's ongoing efforts such as:

- AETC trainings on transgender care
- Making more of an effort to recruit trans members to the SSPQ Committee
- Train the Trainer sessions hosted by trans individuals

The committee will continue their discussions on the topic at the next meeting.

	Motion: Mr. Cobb-Lucien made a motion to extend the meeting by five minutes. Mr. Collins seconded the motion. The motion was adopted unanimously without debate.
Announcements:	No announcements.
ACTION ITEMS	
Responsible Party	Item
Next Meeting:	October 3, 2024
Adjournment:	12:03 PM

Prepared by: Whitney Marshall Date: 08/21/2024

Approved by:  Date: 11/7/2024