

Central Florida HIV Planning Council
Planning Council Business Meeting Minutes

December 11, 2024

Call to Order: The CFHPC Sr. Co-Chair, Andres Acosta, called the meeting to order at 6:03 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Kara Johnson-Williams, Ira Westbrook, Raymond Macon, Jessica Seidita, Sueanne Vazquez, Andres Acosta, Anthony McNeil, Maria “Angie” Buckley, Frederick “Vel” Cline, Siri (JR) Goberdhan Jr, Fernell Neal, Charlie Wright, Yvelouse Agustin-Leow

Members Present via Teleconference: Gabrielle Leonce, Andre Antenor

Members Excused: Priscilla Torres-Theobald, Monika Trejos-Kweyete, Alelia Munroe

Members Absent: Andrea Dunn

Recipient Staff Present: Claudia Yabrudy, Yasmin Andre

PCS Staff Present: David Bent, Laura Perez

<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 Alelia Munroe for the SSPQ report to Anthony McNeil <p>Motion: Jessica Seidita made a motion to approve the agenda with the changes. Fernell Neal seconded the motion.</p> <table border="1" data-bbox="641 1220 1179 1297"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstain	14	0	0
In Favor	Against	Abstain					
14	0	0					
<p>Approval of the October 30th Minutes:</p>	<p>The Planning Council reviewed the October 30th meeting minutes and approved them as-is.</p>						
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments. • PCS did not receive any comment cards. 						

**Reports:
Committees**

Membership & Engagement Committee:

- 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:

- 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.

World AIDS Day Workgroup (Recap of event):

- The World AIDS Day event took place on Sunday, December 1st at 2:00 pm at the WinterClub Venue Villa Tuscany.
- The event was well attended with a little over 100 guests.
- Speakers included Kamaria Laffrey, who performed a piece on what it means to live with HIV, and Slam Anderson, who performed a poem.

Ryan White Community Meeting:

- The participants received an overview of the business conducted at the November Membership & Engagement and SSPQ committee meetings.
- The participants received a presentation on the Volunteer Income Tax Assistance Program.
- The participants received a presentation on enrollment and recertification process for the AIDS Drug Assistance Program.
- The next Ryan White Community Meeting is scheduled for Tuesday, January 21, 2025. The meeting will be held at Comprehensive Health Care in Melbourne, Florida.

Executive Committee:

- The committee reviewed the monthly bridge report which included the business conducted at the November Membership & Engagement Committee meeting, Service Systems Planning & Quality Committee meeting, World AIDS Workgroup meeting, and Ryan White Community 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 the interview summary for a new applicant and recommended the applicant for appointment. The Planning council will review the interview summary and vote at the next meeting in December.
- The committee reviewed and approved the Membership Application Policy & Procedure.

- The committee reviewed and approved the Service Standards Policy & Procedure.
- The committee reviewed and approved the updates to the Data Presentation Process.
- The committee approved the Planning Council Business meeting agenda.
- The next Executive Committee meeting will be held on Thursday, January 23, 2025 at 2:00 pm.

FCPN Fall Meeting:

- The Florida Comprehensive Planning Network (FCPN) Fall meeting was held Tuesday, November 12th through Thursday, November 14th in Tampa.
- The FCPN council elected a new Community Co-Chair.
- There were no updates on the selection of the Part B fiduciary agent.
- Attendees received updates on all activities of RWHAP Parts A-F.
- Attendees discussed meeting conduct in response to the heightened nature of some discussions during the Spring meeting.
- Attendees received a medical update on upcoming Mpox and STD prevention initiatives.
- The FCPN council revised its bylaws to prevent attendees using AI transcriptionists rather than attending in-person or virtually.
- Attendees received a presentation on the Section's budget.
- Attendees received a presentation on the Florida Viral Hepatitis Elimination Plan and Cluster Detection Response
- Attendees completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the existing committees.
- Attendees received an update on statewide HOPWA-related activities, as well as updates from city representatives on local HOPWA activities.

Peer Certification Program:

Anthony McNeil shared that he completed a Peer Certification Program, which required him to complete certain AETC courses, complete 60 hours of blended online and in-person learning, pass a 100-item exam, and complete 45 hours of supervised preceptorship. Anthony shared that he partnered with Aspire to run a support group that lasted 11 months, and wrote a narrative detailing the experience, which he submitted to the Planning Council to be included in the next issue of the Red Ribbon Times.

**Reports:
Recipient &
Lead Agency**

**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 Yabrudy provided the following updates regarding the Part A monthly expenditures:

- AIDS Pharmaceutical Assistance: all allocated funding has been spent, and the category is now being funded by Ending the HIV Epidemic (EHE) funds.
- Oral Health Care is overspent, and Part A is closely monitoring utilization. If clients require work that is more than the \$2,000 allocated per client, Part A is working with contracted dentists to see whether the work can be pushed into the next grant year.
- Health Insurance Premium and Cost Sharing Assistance is underspent, but this is due to delays in submission of client invoices, and Part A expects that the allocated funds will be used.
- Mental Health Services and Substance Abuse Services – Outpatient are experiencing increased utilization with a new provider providing services in the four-county area.
- Food Bank/Home-Delivered Meals is seeing an increase in utilization due to the Home-Delivered Meals pilot program, and Part A is monitoring utilization and trying to work with clients to have the funding last through the remainder of the grant year.
- Medical Transportation Services has seen an increase in utilization due to the addition of Rideshare to the standards of care; Part A is monitoring utilization.
- Emergency Financial Assistance is 100% expended, and future expenses will be funded by EHE.

Part A Estimated Unobligated Balance (UOB) and Estimated Carryover Request:

Claudia Yabrudy explained the purpose of the Estimated UOB and Estimated Carryover request and reviewed the contents of the request form. Claudia explained that it is standard practice for Part A to submit the request. Members were given the opportunity to ask questions regarding the request.

Motion: Charlie Wright made a motion to approve the submission of the 2024-2025 Estimated Unobligated Balance and Estimated Carryover Request. Kara Johnson-Williams seconded the motion.

In Favor	Against	Abstain
14	0	0

The motion passed with a unanimous roll-call vote.

Ira Westbrook inquired into the usage of the SURE housing grant that had been awarded to Zebra Youth earlier this year. After some discussion, the Planning Council requested an update on the grant from Part A, with the understanding that the utilization of the grant falls outside of the scope of Planning Council business.

Motion: Jessica Seidita made a motion requesting an update from the Part A office on the SURE housing grant. Vel Cline seconded the motion.

In Favor	Against	Abstain
14	0	0

The motion passed with a unanimous roll-call vote.

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

Yasmin Andre reported the following:

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

Yasmin Andre provided the following information on the Part B monthly expenditures:

- AIDS Pharmaceutical Assistance and Emergency Financial Assistance funds were being used at the beginning of the grant year to supplement a closed funding source that has since reopened, and the remaining funds should last through the end of the grant year.
- Health Insurance Premium/Cost Sharing, Home and Community Based Care, and Medical Case Management are all experiencing low utilization due to reduced need.
- Mental Health's expenditure appears low in the report, but the category has recently seen increased utilization due to the new provider being fully onboarded and providing services.

- Substance Abuse Outpatient and Non-Medical Case Management are experiencing less utilization than anticipated, and funds are going to be moved out of the category and into services that have a higher need.
- OAHS expenditure is just below target in the report due to delayed invoicing, but the expenditure has increased recently.

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

Yasmin Andre reported the following:

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

Part B Q2 2024-2025 Utilization & Expenditures:

Yasmin Andre 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

Percent Change in Utilization Q1-Q2 2024-2025 Core Services	
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%

Percent Change in Utilization Q1-Q2 2024-2025 Support Services	
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)**

Yasmin Andre reported the following:

- Grant month Number: 2
- Target Expenditures: 50%
- Actual Expenditures: 47%
- Difference: 3%

Yasmin provided the following information regarding PCS expenditures:

- Some categories appear under expended, but it is due to expenditures originally budgeted for the Professional Services category being ultimately coded to Travel and Meetings.

Applicant Summary:

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 Committee Updates. This applicant would fill a vacant mandated seat.

Motion: Jessica Seidita made a motion to recommend Candidate #2024-05 for appointment to the Planning Council and to be assigned to the Membership and Engagement Committee. Kara Johnson-Williams seconded the motion.

New Business

In Favor	Against	Abstain
14	0	0

The motion passed with a unanimous roll-call vote.

Membership Application P&P:

David Bent reviewed the proposed addition to the Membership Application Policy and Procedure, which includes allowing the Membership & Engagement Committee and SSPQ Committee ex-officios to conduct interviews in the absence of other members of the Membership & Engagement Committee. Members were given the opportunity to provide feedback and make suggestions, but no further changes were made.

Motion: Vel Cline made a motion to approve the recommended changes to the Planning Council Member Application Process Policy and Procedure. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion passed with a unanimous roll-call vote.

Service Standards P&P:

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

Motion: Kara Johnson-Williams made a motion to approve the Service Standards Policy and Procedure with the recommended changes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
14	0	0

The motion passed with a unanimous roll-call vote.

Data Presentation Process:

Yasmin Andre 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: Vel Cline made a motion to approve the Data Presentation Process with the recommended changes. Siri (JR) Goberdhan Jr. seconded the motion.

In Favor	Against	Abstain
14	0	0

The motion passed with a unanimous roll-call vote.

Announcements

- AdyaCare will be holding their December Community Love Table event on Saturday, December 21st.

	<ul style="list-style-type: none"> The HIV Stigma Task Force will be holding The Stigma-Free Table: A Lunch Conversation on Saturday, December 14th at the Eatonville Public Library from 2:30-4:30pm.
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ACTION ITEMS	
Responsible Party	Item
Claudia Yabrudy	Provide the Planning Council an update on the usage of the SURE housing grant awarded to Zebra Youth.
Next Meeting	January 29, 2025
Adjournment:	7:17 pm

Prepared by: Laura Perez Date: 12/12/2024

Approved  Date: 1/ /24