

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

February 6, 2025

Call to Order: The SSPQ Committee Chair, Alelia Munroe, called the meeting to order at 9:31 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Charlie Wright, Ira Westbrook, Yvelouse Augustin-Leow, Maria “Angie” Buckley, Anthony McNeil, Rene Cotto-Lewis, Jessica Seidita (via teleconference), Priscilla Torres-Theobald (via teleconference), Andre Antenor (via teleconference), Kara Johnson Williams (via teleconference), Gabrielle Leonce (via teleconference)

Members Absent: Monika Trejos-Kweyete, Vickie Cobb-Lucien

Recipient & Lead Agency Staff Present: Tessa Bricker, Maria Torres, Yasmin Andre, Doris Huff, Evan Cochuyt, Pedro Huertas-Diaz (via teleconference)

PCS Staff Present: Whitney Marshall, David Bent, Laura Perez

Approval of the agenda:	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none">• Add “Changes to Eligibility Requirements” to New Business <p>Motion: Angie Buckley made a motion to accept the agenda with the recommended changes. Charlie Wright seconded the motion. The motion passed unanimously without debate.</p> <p>PCS later made the following updates to the meeting agenda:</p> <ul style="list-style-type: none">• Removed Part B & GR’s Quarterly Expenditures & Utilization and Quality Management Update from Reports• Removed May SSPQ Meeting (May 1st to May 8th), Integrated Plan Update, Leadership Evaluations from New Business
Approval of the January 9 Minutes:	<p>The committee reviewed and approved the January 9 minutes as-is.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• Dean Hutchins, community member, made a public comment regarding a recent change in documentation requirements for eligibility and expressed concern that the new requirement places an unnecessary burden on clients.• Charlie Wright made a public comment regarding the difficulty he experienced contacting a case manager, and expressed concern that the agencies’ phone systems are a barrier to clients accessing care<ul style="list-style-type: none">○ After discussion, Pedro Huertas-Diaz stated that the matter will be addressed in the next Part A network meeting

	<ul style="list-style-type: none"> • Anthony McNeil shared information on a research study being conducted by UCF regarding impacts of legal aid on HIV health outcomes <ul style="list-style-type: none"> ○ PCS will be sharing this information along with information on Community Legal Services' Legal Clinics happening February 21st in Marion County and March 15th in Orange County Community Legal Services March 15th Orange County <ul style="list-style-type: none"> ▪ Reminder from Part A that the Planning Council does not make procurement decisions for future funded agencies
<p>Reports:</p>	<p>Part A Monthly Expenditure Report <i>(Expenditures as of December 31, 2024)</i></p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"> • Percentage of Fiscal Year Transpired: 83.33% • Target Expenditures: 83.33% • Actual Expenditures 87.81% • Difference: -4.47% <p>Pedro Huertas-Diaz provided the following information regarding Part A monthly expenditure:</p> <ul style="list-style-type: none"> • The following categories are at least 5% above target expenditure: <ul style="list-style-type: none"> ○ Outpatient/Ambulatory Health Services ○ Oral Health Care – category is overspent; Part A is working with providers to prioritize emergency procedures only ○ Early Intervention Services ○ Mental Health Services – does not reflect in table, but category is maxed out; there will be an amendment to increase funding to this service category ○ Substance Abuse Services – Outpatient – some providers are utilizing other funding sources ○ Referral for Healthcare/Support Services ○ Food Bank/Home-Delivered Meals ○ Medical Transportation Services – high expenditure due to cost of rideshare services ○ Substance Abuse – Residential - some providers are utilizing other funding sources ○ Emergency Financial Assistance – category is maxed out; EHE funding is being used to cover expenses • The following categories are at least 5% below target expenditure: <ul style="list-style-type: none"> ○ Health Insurance Premium & Cost Sharing Assistance – category tends to lag behind due to delays in claim submissions, but is expected to max out by the end of the fiscal year ○ Psychosocial Support Services – there are vacancies in this service category

- Ending the HIV Epidemic (EHE) is partially funding the AIDS Pharmaceutical Assistance category

Part A Quality Management Update – Q3 2024-25 Utilization Demographics Report by Service Category

Tessa Bricker presented Part A and MAI utilization data in each service category broken down by Gender, Race, Ethnicity, Age, Housing Status, Distance from the Federal Poverty Line (FPL), and County of Residence. Tessa also presented EHE utilization data broken down in a similar fashion.

After discussion, members requested that future data be presented in a more summarized format to better aid future discussion of potential barriers to care for clients, as well as discussion of demographic groups requiring more attention.

Motion: Anthony McNeil made a motion to postpone the Part B & GR Quarterly Expenditures & Utilization report and Quality Management Update to next month’s meeting. Jessica Seidita seconded the motion. The motion passed with a unanimous vote.

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

Evan Cochuyt reported the following:

- Grant Month Number: 9
- Target Expenditures: 75%
- Actual Expenditures 68%
- Difference: 7%

Evan reviewed the funding reallocations that took place following the 12-24 Part B Amendment:

- The following service categories had their allocations reduced to match current usage/align with expected claims:
 - Health Insurance Premium & Cost Sharing Assistance
 - Home & Community-Based Care
 - Mental Health Services
 - Substance Abuse – Outpatient
 - Outpatient Ambulatory Health Services
 - Emergency Financial Assistance
 - Referral for Healthcare Support
 - Non-Medical Case Management
- The following service categories had their allocations increased:
 - AIDS Pharmaceutical Assistance – increased to support oral nutrition
 - Early Intervention Services – increased FTE cost cap

- Medical Case Management – as of December 31st, Part B is moving to a new model where all clients utilize a Medical Case Manager, so the majority of funds were reallocated to this service category
- Medical Transportation Services – increased to match current usage

GR Monthly Expenditure Report
(Expenditure as of December 31, 2024)

Evan Cochuyt reported the following:

- Grant Month Number: 6
- Target Expenditures: 50%
- Actual Expenditures: 61%
- Difference: 11%

Evan provided the following information regarding the GR monthly expenditure:

- Food Bank/Home-Delivered Meals is experiencing increased need
- Funds from Referral for Healthcare support were reallocated to Medical Transportation Services and Non-Medical Case Management to match staffing levels shifting to Part B MCM

PCS Quarterly Expenditures Report
(Expenditures as of November 30, 2024)

Whitney Marshall reported the following:

- Grant month Number: 3
- Target Expenditures: 75%
- Actual Expenditures: 76%
- Difference: -1%

Whitney provided the following information regarding PCS expenditure:

- The expenditure from the AAM consultant is now reflected in the Professional Services category
- Despite Travel & Meetings and Printing & Misc appearing overspent in the report, there are available funds remaining in the overall budget

After discussion, Angie Buckley requested that PCS provide the original budget to compare to the changes made by the Finance Department to ensure proper transparency in the use of funds.


Unfinished Business: Home & Community-Based Health Service Standard

	<p>Members continued reviewing the Service Standards for Home & Community Based Health Services. Whitney Marshall reviewed the updates made to the service standard since the last meeting.</p> <p>After discussion, the following updates were made:</p> <ul style="list-style-type: none"> • Removal of clarification of whether DME is inexpensive • Clarifying where time periods are business days or calendar days <p>Motion: Anthony McNeil made a motion to forward the Home & Community-Based Health Services service standard to providers and the PWH community for review. Rene Cotto-Lewis seconded the motion. The motion passed with a unanimous vote.</p> <p>MOU- RWHAP/Part A/Area 7/CFHPC</p> <p>Members reviewed the Memorandum of Understanding between the RWHAP Part A Recipient, the Area 7 Lead Agency, and the CFHPC. Members were informed that the Lead Agency and Recipient did not have any recommended changes. After review, members did not make further changes but noted that updates will need to occur once Part B’s situation changes.</p> <p>Motion: Jessica Seidita made a motion to adopt the MOU as written for another year. Angie Buckley seconded the motion. The motion passed with a unanimous vote.</p>
<p>New Business:</p>	<p>Changes to Eligibility Requirements</p> <p>Committee members and Pedro Huertas-Diaz (representing Part A) discussed the recent changes made to eligibility requirements. The committee chair stated that the new requirement appears to create an additional burden for clients, and noted that the change was implemented without input from the Planning Council or notification to the full system of care.</p> <p>After lengthy discussion, Pedro stated that Part A will be rescinding the change, and will emphasize that letters being provided as part of the eligibility process are more thoroughly verified. The following suggestions were also made as part of the discussion:</p> <ul style="list-style-type: none"> • Review of the process for making changes to eligibility requirements • Review of eligibility requirements to clarify who is responsible for verification of documents • Review of the eligibility requirements of other housing services to compare what is being asked of applicants • Review of training practices to ensure no accidental disclosures of client status <p>Motion: Anthony McNeil made a motion to postpone discussion of the May meeting date, the Integrated Plan Update, and the Leadership Evaluation to</p>

	<p>the next meeting. Angie Buckley seconded the motion. The motion passed with a unanimous vote.</p> <p>Follow Up to 1/29 PCB HSN Presentation Members discussed the next steps regarding the formation of an ad-hoc housing committee following the Homeless Services Network (HSN) presentation at the January Planning Council Business Meeting. The Chair recommended that rather than establishing a new committee, HSN could instead give more frequent updates to the Planning Council on the status of the homelessness crisis in the area. This recommendation will be forwarded to the Executive Committee for review.</p> <p>Review M&E Committee HIV Care Needs Survey Distribution Strategy Recommendations Whitney Marshall shared the inclusion of Membership & Engagement in the discussion of the distribution strategy for the HIV Care Needs Survey and suggested that the matter be discussed at the next Planning Council Business Meeting. The Chair agreed.</p> <p>Early Intervention Services (EIS) Service Standard (30-day review) The Chair encouraged committee members to review the EIS service standards for discussion at the March SSPQ meeting.</p>
Announcements:	<ul style="list-style-type: none"> Registration for the HIV Stigma Task Force's Masquerade ball is closed due to being at capacity.

ACTION ITEMS	
Responsible Party	Item
Part A	Give updates to staff directory issue
Next Meeting:	March 6, 2025
Adjournment:	11:59 AM

Prepared by: Laura Perez Date: 2/17/2025

Approved by:  Date: 3/6/2025