

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

April 24, 2024

Call to Order: The Chair, Priscilla Torres, called the meeting to order at 6:04 PM at Heart of Florida United Way at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Priscilla Torres, Andres Acosta, Vel Cline, Paolo Mancini, Ida Starks, Bryan DuBac, Maria Buckley, Timothy Collins, Charlie Wright, Ira Westbrook, Raymond Macon, Audreanna Garcia, Yvelouse Augustin-Leow, Gabrielle Leonce, Monika Trejos Kweyete, Adrain Humphrey, Andre Antenor via Teleconference, Andrea Dunn via Teleconference, Kara Williams, Mike Alonso via Teleconference, Sueanne Vazquez via Teleconference, Anthony McNeil via Teleconference, Fernell Neal via Teleconference

Members Excused: Siri Goberdhan Jr., Alelia Munroe

Absent: Vickie Cobb-Lucien, Keyna Harris

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed and approved the agenda as is.</p> <p>Motion Mr. Cline made a motion to approve the agenda as is. Mr. Collins seconded the motion.</p> <table border="1" data-bbox="656 1077 1182 1167"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>19</td><td>0</td><td>0</td></tr></tbody></table> <p>The April 24th agenda was approved with the changes by a unanimous roll call vote.</p>	In Favor	Against	Abstention	19	0	0
In Favor	Against	Abstention					
19	0	0					
<p>Approval of the March 27th Minutes:</p>	<p>The Planning Council reviewed and approved the minutes with the following changes:</p> <ul style="list-style-type: none">• Correct last bullet under Ryan White Community Meeting Report to Holden Heights location <p>Motion Mr. Cline made a motion to approve the agenda with the changes. Ms. Buckley seconded the motion.</p> <table border="1" data-bbox="656 1629 1182 1719"><thead><tr><th>In Favor</th><th>Against</th><th>Abstention</th></tr></thead><tbody><tr><td>17</td><td>0</td><td>2</td></tr></tbody></table> <p>The March minutes were approved with the changes by a majority roll call vote.</p>	In Favor	Against	Abstention	17	0	2
In Favor	Against	Abstention					
17	0	2					

<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> Mr. Haubenestal provided an update on the current status of the Part B grant. The Part B grant will still exist but will have a new fiduciary statewide agent .He informed the council that there are currently a lot of unanswered questions and moving parts at the moment. <p>Comment Cards:</p> <ul style="list-style-type: none"> No Comment Cards
<p>Reports</p>	<p>Service Systems Planning & Quality Committee Monthly Report:</p> <p>Mr. Mancini provided the following update to the committee:</p> <ul style="list-style-type: none"> The committee received an overview of the monthly expenditures for Part A and Parts B & GR. The committee also received a QM Workgroup update. Mr. Huertes-Diaz introduced the new Part A Recipient Office staff members to the committee. The committee continued their discussion on the needs assessment process and decided to move forward with forming a focus group with a recommendation to develop a special workgroup to create the questions for the focus group. After reviewing the data, similar needs assessments done in the EMA, and recommendations from the SSPQ Committee, the Executive Committee did not approve the formation of the workgroup due to a lack of established goals for the focus group. Instead, the Executive Committee decided to work with the Part A Office and Equality Florida to host a community wide training on cultural humility when working with trans, non-binary, and gender nonconforming folks. The Executive Committee also recommended that the Part A Office conduct a focus group to assess the specific needs of transgender PWH in the EMA since the Office has the experience with contracting consultants for similar studies. The committee received a training on PCN 16-02 and the allowable and unallowable activities for the service categories currently funded in the EMA. Finally, the committee reviewed and approved the PCS Budget Policy & Procedure with only some grammatical changes. <p>Membership and Engagement Committee Monthly Report:</p>

Mr. Cline provided the following update to the committee:

- The committee discussed the membership matrix, PC reflectiveness and attendance roster. There are currently 25 Planning Council members, 15 (60%) are PWH, 10 (40%) are unaffiliated/unaligned PWH, and 8 (32%) are conflicted members.
- The committee reviewed the Planning Council reflectiveness, committee roster, attendance roster and social media insights.
- The committee reviewed and updated the Membership Application policy & procedure.
- The committee discussed the articles for the next volume of the Red Ribbon Times magazine. The deadline for articles is April 30, 2024.
- The committee reviewed and updated the Membership Application and Open Nominations Policy & Procedure. Major changes include: aligning the language in the P&P with the language on the Membership Application and removing redundant or unnecessary procedures that have historically slowed down the applicant approval process.
- The committee discussed World AIDS Day and made a recommendation for the first World AIDS Day Workgroup to start in June. The Executive Committee approved the formation of the workgroup.

Ryan White Community Meeting

Ms. Starks provided the following update to the committee:

- Attendees participated in the Provider Open House at the Holden Heights Community Center. The participants had the opportunity to meet community organizations and learn about the resources that they provide.
- The May 17th Ryan White Community meeting will be held at the Valencia College campus in Osceola County (1800 Denn John Lane- CIT Building Suite 300, Kissimmee, FL, 34744) at 6:00 PM with a topic around Mental Health Awareness month.

**Part A Monthly Expenditure Report:
(Expenditures as of February 29, 2024)**

	<p>Ms. Yabrudy reported the following for FY 23-24 grant:</p> <ul style="list-style-type: none"> • Target:100% • Actual: 91.28% • Dif: 8.72% <p>Ms. Yabrudy informed the planning council that at the moment Part A is operating on a partial reward and is expecting the full award by the end of this month for FY 24-25. The same goes for the Ending the HIV Epidemic grant as the award is pending; Ms. Yabrudy proceeded with providing an overview of the expenditure.</p> <p>Part B Monthly Expenditure and Utilization Report: (Expenditures as of February 29, 2024)</p> <p>Ms. Mendoza reported the following:</p> <ul style="list-style-type: none"> • Target: 92% • Actual: 87% • Dif: 4% <p>Ms. Mendoza informed the planning council the current status with the changes with HFUW and the Part B Lead Agency as more information is provided and developed. Ms. Mendoza provided an overview of the expenditure and expressed the goal of making sure the grant is spent.</p> <p>RW GR Program Expenditure Report: (Expenditure as of February 29, 2024)</p> <ul style="list-style-type: none"> • Target: 67 • Actual: 63% • Difference: 3% <p>Ms. Mendoza provided an overview of General Revenue Expenditure Report. Ms. Mendoza discussed the use and success for the use of rideshare. At the moment there is a lot developing regarding the GR and Part B Grant and the logistics for the fiduciary.</p>
<p>New Business</p>	<p>CFHPC Member Application Form:</p> <ul style="list-style-type: none"> • Ms. Marshall provided the planning council an overview of the changes and updates made to the Membership Application from the recent feedback received. She differentiated from the previous changes and new changes • The Planning council opened the floor for discussion and decided to approve the Membership application with the updated changes.

Motion Mr. Cline made a motion to approve the Central Florida HIV Planning Council Membership Application with the recommended changes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
20	0	0

The Central Florida HIV Planning Council Membership Application was approved by a unanimous roll call vote.

Policies and Procedures:

Planning Council Application and Open Nominations Process:

- Ms. Marshall provided the planning council an overview for the recommended changes to the policy and procedures.
- The planning council held discussion on the application process and member involvement from Service Systems Planning & Quality Committee. Ms. Marshall clarified that all planning council members can be involved in the application interview and selection process but is the main responsibility of the Membership & Engagement Committee.

Motion Mr. Collins made a motion to approve the Central Florida HIV Planning Council Application and Open Nominations Process Policy and Procedures with the recommended changes. Ms. Garcia seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
18	1	0

The Central Florida HIV Planning Council Application and Open Nominations Process Policy and Procedures was approved by a majority roll call vote.

Planning Council Support Budget:

- Ms. Marshall provided a brief overview of the updates made for the committee names in the policy and procedures

Motion Mr. Wright made a motion to approve the Central Florida HIV Planning Council Support Budget Policy and Procedures with the updates. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention

17	0	0
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The Central Florida HIV Planning Council Support Budget Policy and Procedures was approved by a unanimous roll call vote.

AAM Surveys & Consultant Update:

- Ms. Marshall provided a brief overview for the AAM Survey and updated the Planning on the year’s consultant/ Amy Donley.
- The committee held brief discussion to approve the AAM Survey and went into a roll call vote

Motion Mr. Collins made a motion to approve the AAM Survey with the update. Mr. DuBac seconded the motion. The motion was adopted unanimously without debate.

In Favor	Against	Abstention
16	3	0

The AAM Survey was approved by a majority roll call vote.

World AIDS Day Workgroup Update:

- Ms. Marshall updated the planning council on the formation of the workgroup. The workgroup will begin in June 2024 via Online.
- Mr. Acosta informed the planning council that the CFHPC WAD event has solidified their title 1 sponsor and 2 additional sponsors pending

Announcements:

- Walk for Change fundraising event will be on November 16th in Downtown
- The HIV Task force will be participating in the Puerto Rican Day parade this Saturday, April 27th
- The May RW Community Meeting will be on May 21st in Osceola County
- There will be a NAMI Walk on the weekend of the 26th at the Crane Roost Park

ACTION ITEMS

Party Responsible	Item
Next Meeting	May 29th, 2024
Adjournment:	7:58 PM

Prepared by: *Nyla Tapley* Date: 05/01/2024

Approved by:  Date: 07/31/24