

# Central Florida HIV Planning Council

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

April 3, 2025

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

**Members Present:** Alelia Munroe, Anthony McNeil, Charlie Wright, Ira Westbrook, Jules Smith, Maria “Angie” Buckley, Jessica Seidita, Priscilla Torres-Theobald, Yvelouse Augustin-Leow,

**Members Present via Teleconference:** Andre Antenor, Monika Trejos-Kweyete, Rene Cotto-Lewis, Vickie Cobb-Lucien (Associate Member)

**Members Excused:** Gabrielle Leonce

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

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

<b>Approval of the agenda:</b>	The committee reviewed the meeting agenda and approved it as presented. <b>Motion:</b> Jessica Seidita made a motion to accept the agenda as presented. Angie Buckley seconded the motion. The motion was adopted unanimously without debate.
<b>Approval of the March 6 Minutes:</b>	The committee reviewed the March 6 minutes and approved them as presented.
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• Anthony McNeil asked if there was any intention to change the group agreement due to changes at the federal level. Yasmin Andre replied that there is no plan to change the group agreement because the use of pronouns is optional.</li><li>• Ira Westbrook shared his frustration and disappointment about his desire to use his own funds during the community meeting.</li><li>• PCS did not receive any comment cards.</li></ul>
<b>Reports:</b>	<b>Part A Monthly Expenditure Report (Expenditures as of February 28, 2025)</b>  Pedro Huertas-Diaz reported the following: <ul style="list-style-type: none"><li>• Percentage of Fiscal Year Transpired: 100%</li><li>• Target Expenditures: 100.00%</li><li>• Actual Expenditures 98.75%</li><li>• Difference: 1.25%</li></ul>

Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditure:

- There are still claims and invoices being processed, but Part A expects 100% expenditure of the grant

**Part A Quarterly Utilization Report – Quarter 4**

Pedro 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.

<b>Percent Change in Utilization Q3-Q4 2024-2025 Core Services</b>	
Medical Case Management	7%
Outpatient Ambulatory Health Services	-7%
Oral Health Care <sup>1</sup>	-29%
Early Intervention Services	-2%
Local AIDS Pharmaceutical Assistance Program <sup>2</sup>	67%
Mental Health Services	-6%
Health Insurance Premium & Cost Sharing Assistance	13%
Medical Nutrition Therapy	-15%
Substance Abuse Services – Outpatient <sup>3</sup>	-43%

<sup>1</sup> Utilization management measures were implemented in Q4 to reduce services to just emergency procedures

<sup>2</sup> Data is not complete; EHE contributed funds to this service, but Part A did not receive their data

<sup>3</sup> Data does not include invoices that are still being processed

<b>Percent Change in Utilization Q3-Q4 2024-2025 Support Services</b>	
Referral for Health Care & Support Services	4%
Medical Transportation	-9%
Psychosocial Support Services	-22%
Food Bank/Home Delivered Meals	-9%
Emergency Financial Assistance*	-
Substance Abuse Services - Residential	0%

\*This service category is no longer funded by Part A

**Procurement Report**

Pedro Huertas-Diaz reported that the Recipient's Office did not release a Request for Proposals (RFP) for Part A services this year. However, the home-delivered meals program did conduct an informal Request for Quotes (RFQ) procurement process which was awarded pending renewal.

**Part B Monthly Expenditure Report**  
***(Expenditures as of February 28, 2025)***

Yasmin Andre reported the following:

- Grant Month Number: 11
- Target Expenditures: 92%
- Actual Expenditures 89%
- Difference: 3%

Yasmin reviewed the funding reallocations that took place following a February amendment:

- AIDS Pharmaceutical Assistance had its allocation increased to supplement the loss of a funding source that was paying for nutritional supplements.
- Health Insurance Premium & Cost Sharing Assistance had its allocation decreased due to low utilization.
- Medical Case Management had its allocation decreased due to a temporary reduction in staffing levels in Q4.
- Oral Health Care had its allocation decrease due to a reduction in expenditure following the switch to a purchase order system.
- Outpatient Ambulatory Health Services had its allocation increased to pay for invoices that had been delayed.
- Medical Transportation Services had its allocation decreased due to a sudden drop in utilization in Q4 following months of higher-than-expected utilization.
- Non-Medical Case Management had its allocation increased due to changes in staffing levels.

Yasmin also shared that some funds from the Planning & Evaluation line were used to cover the cost of transporting clients to the Ryan White Community Meeting in Brevard County.

**GR Monthly Expenditure Report**  
***(Expenditure as of February 28, 2025)***

Yasmin Andre reported the following:

- Grant Month Number: 8
- Target Expenditures: 67%
- Actual Expenditures: 68%
- Difference: -0.87%

	<p><b>Procurement Report</b>  Yasmin Andre shared that the last round of procurement for Part B was for the year 2024-2025, and that no procurement has been made since then due to the expectation that the Part B contract would have transitioned to the new state-wide fiduciary agent by March 31st. The contract has since been extended until September, but Part B will still not be conducting an RFP due to the inability to guarantee 12 months' worth of funding.</p>
<p><b>New Business:</b></p>	<p><b>HIV Care Needs Survey</b>  Whitney Marshall gave an overview of the status of the HIV Care Needs Survey: The survey was initially expected to be released at the end of March, but due to changes happening at the state and federal levels, the release has been delayed, and the most current version of the survey is still under review. After discussion, the committee decided that they will move forward with releasing the survey locally if the April 15<sup>th</sup> FCPN meeting does not provide an updated timeline for distribution of the survey.</p> <p>In order to have data to be able to analyze during PSRA in September, the committee discussed having the survey open from May until August. The committee also discussed leaving the survey open past August to collect more data. The committee also discussed what changes would need to be made to the survey in order to have all questions comply with recent Executive Orders.</p> <p><b>Motion:</b> Angie Buckley made a motion to have PCS make Executive Order-compliant changes to the HIV Care Needs Survey and distribute the survey locally beginning in May. Priscilla Torres-Theobald seconded the motion. The motion was adopted with a unanimous vote.</p> <p><b>Service Standard: Home &amp; Community-Based Health Services</b>  Whitney Marshall shared that the Service Standard for Home &amp; Community-Based Health Services was returned to this committee after review by the Executive Committee. Whitney also acknowledged that this service category will not be funded under the recently approved level-funding reallocation. Whitney then reviewed the changes recommended by the Executive committee, the most notable being limiting the scope of the service standard to durable medical equipment (DME), which led to the recommendation to remove Section 2.0 of the service standard.</p> <p>The committee discussed the service standard and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Addition of language to complete Section 3.2</li> <li>• Insertion of language from Section 1.4 into Section 3.4</li> </ul> <p><b>Motion:</b> Jessica Seidita made a motion to forward the Service Standard for Home &amp; Community-Based Health Services with the recommended changes to the community and providers for review. Anthony McNeil seconded the motion. The motion was adopted with a unanimous vote.</p>

	<p><b>Service Standard: Early Intervention Services (EIS)</b>  Members were presented with copies of the service standard for Early Intervention Services (EIS) for review and discussion, and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Update to the training topics in Section 1.2</li> <li>• Addition of a note that requirements in Section 1.3 can be waived by the Recipient or Lead Agency</li> <li>• Replace all instances of “Outpatient/Ambulatory Health Services” to “medical care services”</li> <li>• Clarification of language referencing the approved electronic database management system</li> <li>• Addition of navigation of the Ryan White system of care to client education in Section 2.8</li> <li>• Addition of standards regarding exit interviews in Section 4.1</li> <li>• Changing the order of the entries in Section 4.0</li> <li>• Addition of a note in Section 4.3 regarding how long EIS may retain a client for if they are unable to enter the case management system</li> </ul> <p><b>Motion:</b> Jessica Seidita made a motion to forward the Service Standard for Early Intervention Services with the recommended changes to the community and providers for review. Priscilla Torres-Theobald seconded the motion. After a lengthy discussion which included the definition and scope of an outreach plan as mentioned in Section 1.10, the motion was ultimately adopted with a majority vote.</p> <p><b>Service Standard: Referral for Health Care and Support</b>  <b>Motion:</b> Jessica Seidita made a motion to postpone discussion of the Service Standard for Referral for Health Care and Support Services until the next meeting. Charlie Wright seconded the motion. The motion was adopted with a unanimous vote.</p> <p><b>Service Standard: Psychosocial Support (30-day review)</b>  The service standard for Psychosocial Support Services was distributed for a 30-day review by the committee.</p>
<b>Announcements:</b>	No announcements.

<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
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<b>Next Meeting:</b>	May 8, 2025
<b>Adjournment:</b>	11:57 am

**Prepared by:** *Laura Perez* **Date:** 4/14/2025

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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