



General Meeting

Tuesday, January 23rd, 2024
11:00 AM – 12:00 PM

Minutes

Attendees: Eric Martinez, Jana's OtterPilot (AI), Edwin Torres, Edwin's OtterPilot (AI), Renella Mitchell, Kerry McCormick, Sandra Rangel, Carrie Hollinger, Michelle Peaslee, Jackie Clarke, Yenice Ruan, Steve Hoke, Miranda Talley, Edline Victor, Supernormal AI Notetaker, Danyelle Sheffield (HCSEF)

**1. Welcome/Introductions/Moment of Silence Eric Martinez & _____
Co-Chairs**

2. Review and approval of meeting minutes and agenda (Motion)

Eric stated Renella's name needs to now be added to the FCPN Planning Network section of the agenda. Danyelle stated she will update the agenda and minutes accordingly. Previous meeting minutes and the current agenda were approved.

**3. Lead Agency Report Expenditures Lead Agency Staff
Quality Assurance Indicators
Work Plan Updates**

Expenditures:

Danyelle shared her screen to show the Consortia, Emerging Communities, and HOPWA budgets that were sent over by Channel Bonner. The group had a discussion on the expenditure report Sandra provided for the month of November. The Consortia budget runs from April to March and shows \$103,522.41 spent during November, making the total budget 66% expended. The HOPWA budget runs from July to June and shows \$7,583.59 spent during November, making the total budget 32% expended. The Emerging Communities budget runs from April-March and shows \$7,982.22 spent

during November, making the total budget 52% expended. Eric and Steve requested Danyelle send the copies of each budget to the full body.

Quality Assurance Indicators:

Carrie provided an update on the Quality Assurance Indicators.

1. Adherence to ART – target is 85%, currently at 86.9%.
2. Medical Visit Frequency – target is 77%, currently at 73.5%. Carrie stated that while the goal wasn't met, there has been a 13% improvement from 2022.
3. Viral Load Suppression – target is 79%, currently at 72%.

Activity Tracker Updates:

Carrie stated Channel attended the FCPN meeting in December. Carrie shared the FCPN is proposing a portal for the integrated plan to track activities, so they will be on the lookout for more information on that in the future. Carrie also mentioned she has still been receiving Martin County's outreach updates, and looks forward to receiving updates in 2024 from more of the private providers in order to get a broader picture of what is happening in the community.

4. Committee Updates:

**Membership
EQA
Planning**

**Eric Martinez
Steve Hoke
Renella Mitchell**

Membership:

Eric provided an update on the Membership committee meeting that took place in November. Eric opened the floor to anyone who would like to share their community updates. Jackie shared that on February 7th, DOH in Martin County will be having an event in recognition of Black HIV Awareness Month from 10:00 AM – 2:00 PM in East Stuart at a Speedy Mart. Jackie also mentioned she will share the flyer once it has been approved. April shared the next Black Health Panel that is happening on February 23rd at the Havert L. Fenn Center in Fort Pierce from 10:00 AM – 2:00 PM. There are currently seventeen (17) confirmed vendors from various community based organizations (CBOs) who will be providing resources and free health screenings. April reminded the group that all attendees need to register for event, and that the QR code to register can be found on the flyer.

Eric stated the business and rack cards are being distributed to those who would like them. Channel asked to send her an email for those who would like to receive and coordinate with her.

Danyelle provided a website update for the month of December. There were nineteen (19) new visitors and a total of forty-seven (47) page views. Additionally, there were

thirteen (13) new visitors that traveled to the site directly through the URL, four (4) traveled to the site through stlucie.floridahealth.gov, and two (2) traveled to the site through Google.

Eric stated trying to meet with Case Management to discuss what the Planning Body entails. Eric updated the group that the term “Consortium” is no longer to be used, but the CPN is now considered the “Planning Body”. Eric also mentioned the new member orientation packet needs to be updated.

Eric stated the bylaws are in the final stages of editing and they will be sent out to the full body via email once complete. Members will have 30 days to get back to Danyelle for any revisions/questions/comments before they are put into effect.

EQA:

Steve provided update on the EQA Committee. Steve mentioned Carrie provided an update on the Quality Assurance Indicators and Activity Tracker among all counties. Steve stated that Carrie was working on the provider chart reviews as well.

Planning:

Renella provided an update on the Planning Committee. Renella reiterated the two events that were shared previously, regarding the event on February 7th that Jackie shared and the Black Health Panel on February 23rd that April shared. Renella informed the group the next Planning Committee meeting will be on February 19th. During this meeting, nominations for a co-chair position will be held, so please plan to attend this meeting for anyone interested.

5. Florida Comprehensive Planning Network Committee Updates

**Eric Martinez
Renella Mitchell
Steve Hoke**

Eric stated he would like to table this agenda item for the next meeting.

6. Consumer HIV/AIDS Advisory Group (CHAG) Florida Men’s Health Workgroup Update

**Eric Martinez
Steve Hoke**

Eric provided an update on the CHAG. He mentioned the group hasn't made a decision yet on the next in-person meeting. Eric also mentioned the CHAG is working to update marketing materials and have recently introduced a new liaison, and is hopeful this will help with member retention and community involvement with CHAG. Eric informed the group that CHAG is working on a dashboard of sorts, but doesn't have much information on it at this time. The other subcommittees are up and running – one is for new members and one is for education and prevention.

Steve provided an update on the Florida Men's Health Workgroup. He stated there has not been a meeting in the last two months, but that the next meeting is scheduled to place in March.

7. Area 15 Updates

All

Channel stated the HANDS clinic purchase order is being worked on, now that DOH has heard back from their executive board. So, DOH will be working with the HANDS clinic in the near future to be able to offer more oral health services. Channel also stated the Maternal and Child Health section is in the planning phase of a perinatal symposium. Additionally, Channel mentioned the Maternal and Child Health section is working on a way to educate more of their clients who are child bearing age in order to attempt to keep the perinatal transmission rates down.

8. Old Business

**Eric Martinez & _____
Co-Chairs**

No items discussed.

9. New Business

**Eric Martinez & _____
Co-Chairs**

No items discussed.

10. Open Discussion

No items discussed.

Meeting Adjourned