



**Florida Department of Health in Volusia County  
Partnership for Comprehensive HIV/AIDS Planning (PCHAP)  
Meeting Location Room 516 B  
February 20, 2020 2:00 p.m. – 4:00 p.m.**

**PCHAP Special Meeting Minutes**

**Attendees:** Thomas Bryant III, Charles Bethune, John Gonzalez, Jack Garcia, Akisia German, Lorraine Pedro, Cynthia Ross, Tomas Greiner, David Gaeta, Marvin Hall, Mary Lachendro, Brian Geebaur, Latreace Flynt, Randall Mason, Leighray Wilson.

| Speaker              | Topic                 | Discussion  |
|----------------------|-----------------------|---|
| Tomas Greiner, Chair | Welcome/Call to Order | <ul style="list-style-type: none"> <li>• Meeting called to order.</li> <li>• Reviewed Code of Conduct</li> <li>• Notice of Public Meeting and Self -Disclosure</li> <li>• Roundtable Introductions</li> </ul>   |
|                      | Moment of Silence     |   |
|                      | PCHAP Business        | <p>This special meeting was called to finalize the 2020-21 Annual Priorities and Allocations process- Ryan White service priorities and funding allocations for the next contract year (April 2020 – March 2021) in Volusia and Flagler counties. The 20-2021 Service Allocations were discussed in detail, with a quorum present the allocation were approved and documented</p> <p>Past Meeting Minutes Approval</p> <ul style="list-style-type: none"> <li>• No minutes were reviewed for approval. The meeting was solely dedicated to priorities and allocations process.</li> </ul> <p>Ryan White Quarterly Expenditures and RSR Data:</p> <ul style="list-style-type: none"> <li>• No Ryan White budget and demographics were formally reviewed. The meeting was solely dedicated to priorities and allocations process.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Membership list discussion: Tomas made a motion to remove inactive members as well as vote in individuals that have been attending meetings, seeking membership and/or voting membership. The group also discussed the training process for onboarding</li> </ul> |

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|  |             | <p>members. There is a training manual currently in place but should be evaluated to potential simplify the process.</p> <ul style="list-style-type: none"> <li>• Service guidelines discussion: changes to the service guidelines can be recommended by the group but can only be applied to the “PCHAP additions” section. The state guidelines cannot be revised. The food voucher restriction and an increase in the monthly allotment was identified as an item that should be reevaluated. Voting members decided to vote for the food voucher amount increase and removal of the current restriction attached to it. Voting members came to a consensus and approved the food voucher increase. The food voucher amount will be \$50.00 monthly beginning April 1, 2020. The group then discussed removing the compliance restriction attached to food voucher distribution, there was an objection but it was overruled by the majority. The changes were approved. Akisia will document the update in the service guidelines.</li> <li>• Tomas made the recommendation to have physicians present at future meetings to educate the group about long term survivors and their symptoms. This information may be valuable to better understand where funding should be allocated in the future.</li> <li>• Tomas reminded the group about the upcoming elections. Members should send their nominations and recommendation to Akisia via email.</li> <li>• Thomas announced the opening of the new Daytona Beach location at Keech St. Feedback regarding signage was solicited from the group to ensure we are listening to our community’s input as we work to best serve them.</li> </ul> |
|  | Adjournment | 3:56 p.m.  |