

**Central Florida HIV Planning Council**  
**Executive Committee Meeting Minutes**

January 23, 2025

**Call to Order:** The CFHPC Sr. Co-Chair, Andres Acosta, called the meeting to order at 2:22 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Kara Johnson Williams, Jessica Seidita, Andre Antenor, Andres Acosta, Alelia Munroe (via teleconference)

**Members Excused:** Maria (Angie) Buckley, Ira Westbrook

**Members Absent:** None.

**Recipient Staff Present:** Doris Huff, Evan Cochuyt, Claudia Yabrudy

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

<b>Approval of the agenda:</b>	<p>The committee reviewed and approved the meeting agenda as-is.</p> <p><b>Motion:</b> Jessica Seidita made a motion to approve the agenda as-is. Andre Antenor seconded the motion. The motion was adopted unanimously without debate.</p>
<b>Approval of the November 21<sup>st</sup> Executive Committee Minutes:</b>	<p>The committee reviewed the November 21<sup>st</sup> minutes and approved them as written.</p>
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"> <li>• There were no public comments in person or online.</li> <li>• PCS did not receive any comment cards.</li> </ul>
<b>Reports:</b>	<p><b>Membership &amp; Engagement Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the membership matrix, PC reflectiveness and PC attendance roster.</li> <li>• There are currently 21 Planning Council members, 52% are PWH, 43% are unaffiliated/unaligned</li> <li>• PWH, and 29% are conflicted members. There is currently one vacant mandated seat (Local Public Health Agency).</li> <li>• The committee reviewed the social media insights for Facebook and Instagram. The committee also reviewed and approved the social media posting guidelines.</li> <li>• The committee reviewed and approved articles and photographs to be included in volume 15 of the Red Ribbon Times magazine.</li> <li>• The committee reviewed the agenda for the first quarterly training.</li> <li>• The committee discussed and provided feedback about the World AIDS Day event that took place on December 1, 2024.</li> </ul>

- The next Membership & Engagement Committee meeting will be held on Tuesday, February 4, 2025, at 2:00 pm.

**Service Systems Planning and Quality Committee Meeting:**

- The committee received an overview of the Part A monthly expenditure report, the Part A Quarter 2 utilization report, and the Part B & GR monthly expenditure reports.
- They also received a follow-up on the utilization and expenditures for the Orlando EMA Ending the Epidemic (EHE) initiatives that were presented during the 2024 Data Presentation.
- The committee received an update on the proposal of an Ad Hoc Housing Committee. The committee decided that before a new group is formed, a Homeless Services Network (HSN) representative will be brought in to speak at the next Planning Council Business meeting on January 29th. The purpose of the presentation will be to assist with understanding the role that the Planning Council might play in the existing housing crisis efforts.
- The committee reviewed and updated the Mental Health Service Standard.
- They also continued to create the Other Professional Services and Home and Community-Based Health Service Standards.
- Lastly, the committee received copies of the 2025 HIV Care Needs Survey and the updated Needs Assessment Toolkit. The HIV Care Needs Survey will be released in February 2025.
- The next SSPQ meeting will be held on Thursday, February 6, 2025, at 9:30 am.

**Ryan White Community Meeting:**

- The participants received an overview of the business conducted during the January Membership & Engagement Committee meeting and the Service Systems Planning & Quality Committee meeting.
- The participants were given the opportunity to provide feedback on the Mental Health Service Standard.
- The participants received presentations on Sober Living with Substance Use Disorder Counseling and the Brevard County HOPWA program.
- The next Ryan White Community meeting will be held at the Holden Heights Community Center on Tuesday, February 4, 2025, at 6:00 pm.

**Part A Monthly Expenditure Report:  
(Expenditures as of November 30, 2024)**

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 75.00%
- Target Expenditures: 75.00%
- Actual Expenditures: 81.98%
- Difference: -6.98%

Claudia provided the following information regarding the Part A monthly expenditures:

- All categories are on track to be fully spent
- Funds in CQM and Administration lines will be reallocated to service categories
- Part A is working closely with providers to make sure the remaining funds last through the end of the fiscal year
- Part A is working closely with dental consultants to prioritize emergency dental procedures

Claudia also provided the following information:

- This week, Part A received the partial grant award, 2.1 million dollars, which should last through the first quarter. The remainder of the award should come in May.
- Ending the HIV Epidemic (EHE) funds have been partially awarded \$1 million, which should be 45% of the expected full award.

**Part A Quarterly Utilization Report:**

Claudia Yabrudy 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 Q2-Q3 2024-2025 Core Services</b>	
Medical Case Management	-5%
Outpatient Ambulatory Health Services	2%
Oral Health Care	-12%
Early Intervention Services	-2%
Local AIDS Pharmaceutical Assistance Program <sup>1</sup>	-
Mental Health Services <sup>2</sup>	6%
Health Insurance Premium & Cost Sharing Assistance <sup>3</sup>	63%
Medical Nutrition Therapy	-16%
Substance Abuse Services – Outpatient <sup>4</sup>	-50%

<sup>1</sup>No new data was provided for Q3 as this category is now being funded by EHE

<sup>2</sup>Only 2 months reported, still waiting on invoice from November  
<sup>3</sup>Large increase can be attributed to clients waiting until the end of the year to submit their invoices  
<sup>4</sup>Only 1 month reported, still waiting on invoices from 2 months, so percent change in clients is not accurate

<b>Percent Change in Utilization Q2-Q3 2024-2025 Support Services</b>	
Referral for Health Care & Support Services	-4%
Medical Transportation	-7%
Psychosocial Support Services	-32%
Food Bank/Home Delivered Meals	-32%
Emergency Financial Assistance <sup>1</sup>	-
Substance Abuse Services - Residential	0%

<sup>1</sup>No new data was provided for Q3 as this category is now being funded by EHE

The Planning Council requested a demographic breakdown of the utilization of EIS and Mental Health services.

**EHE Outcomes Update**

Claudia Yabrudy reviewed the following updates made to the 2023-2024 Annual Utilization and Expenditure report:

- Data was provided from the Linkage to Care Community Dashboard (Slide 13). A total of 280 out of 396 recorded clients were linked to care as of November 30<sup>th</sup>, 2024. 46% of those clients were linked to care in less than 30 days.
  - The Planning Council requested a breakdown of the clients linked to care in less than 30 days to see how many were linked within 7 days and within 14 days.
- Data was provided on the utilization of the One Stop Shop with extended hours (Slide 14). There have been 74 visits since May 2021.
- Language was added to reflect the flexibility of Peer Support Services and Enhanced Case Management to engage with clients in the community. (Slides 19 & 21)
- Data was provided on the outcomes of the Orlando Health Emergency Room HIV Coordination initiative (Slide 25). Since the start of the initiative, 3,179 patients were tested in the ER, 2,893 (91%) were not reactive, 188 (6%) reactive.
- Data was provided on the outcomes of the Jail Linkage Program (Slide 26). Over 13,067 tests completed since August 2021, 12,776 (98%) were non-reactive, 291 (2.2%) were reactive.

- Data was provided on the EHE Viral Suppression Outcomes (Slide 32). 2023-2024 saw 80% of the 1,658 clients served achieving viral suppression.
  - It is expected that clients in the EHE programs will have a lower percentage of viral suppression due to the populations being more difficult to serve.

Claudia also reported that the EHE housing program funded with carryover funds from 2020 will not be able to continue. She also reminded committee members that a representative from the Homeless Services Network (HSN) will come to speak about the status of the housing crisis in Orange County at the next Planning Council Business Meeting.

**Part B Monthly Expenditure Report:  
(Expenditures as of November 30, 2024)**

Evan Cochuyt reported the following:

- Grant Month Number: 8
- Target Expenditures: 67%
- Actual Expenditures 60%
- Difference: 6%

Evan provided the following information regarding the Part B monthly expenditures:

- The following service categories are below target:
  - Health Insurance Premium & Cost Sharing Assistance, Substance Abuse Outpatient, and Non-Medical Case Management due to reduced utilization
  - Home & Community-Based care due to reduced need
  - Medical Case Management due to reduced case loads
  - Mental Health due to a provider transition, and clients with insurance opting to see other providers in their network
  - Oral Health Care; The existing dental plan ended December 31<sup>st</sup>, and the category will be shifting to fee-for-service
- The following service categories are above target:
  - AIDS Pharmaceutical Assistance and Emergency Financial Assistance due to the category funds supplementing a closed funding source through June 30<sup>th</sup>
  - Medical Transportation Services due to increased utilization of rideshare services
- Clinical Quality Management is above target, and adjustments were made in Q2 due to staffing changes

	<p><b>GR Monthly Expenditure Report:</b> <i>(Expenditure as of November 30, 2024)</i></p> <p>Evan Cochuyt reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 5</li> <li>• Target Expenditures: 42%</li> <li>• Actual Expenditures: 51%</li> <li>• Difference: -9%</li> </ul> <p>Evan provided the following information regarding the GR monthly expenditures:</p> <ul style="list-style-type: none"> <li>• Food Bank/Home-Delivered Meals is on target</li> <li>• Referral for Healthcare Support is above target due to FTEs being shifted to GR from Part B</li> </ul>
<p><b>New Business:</b></p>	<p><b>Letter of Support Request</b> Committee members were provided with a copy of a Letter of Support for 26Health for review. Whitney Marshall reviewed the purpose of Letter of Support requests. Members discussed the request, noting that the agency is not a Ryan White funded agency, and that they have had limited interaction with the Planning Council in the past. After discussion, committee members concluded that the Letter of Support did not contain enough information for the Planning Council to approve.</p> <p><b>Motion:</b> Alelia Munroe made a motion to deny the letter of support request. Receiving no second, the motion died.</p> <p>After further discussion, members decided to deny the letter while allowing 26Health the opportunity to respond with an updated letter that addresses the following questions:</p> <ul style="list-style-type: none"> <li>• How would the FQHC Look-Alike status provide better access to care for Central Florida's HIV population?</li> <li>• What are the critical gaps in services mentioned in the letter that 26Health would fill for people with HIV?</li> <li>• How is 26Health ensuring that the HIV Community in Central Florida is currently being served?</li> </ul> <p><b>Motion:</b> Alelia Munroe made a motion to deny the letter with the feedback given. Jessica Seidita seconded the motion. After discussion, the motion passed with a unanimous vote.</p> <p><b>Mental Health Service Standard</b> Whitney Marshall reviewed the addition made to the Mental Health Service Standard by the SSPQ committee, adding language to specify that Mental Health services may be provided via telehealth.</p>

	<p>Members were given the opportunity to make changes, but no further updates were made.</p> <p><b>Motion:</b> Jessica Seidita made a motion to approve the Mental Health Service Standards with the recommended changes for forwarding to the full Planning Council. Kara Johnson Williams seconded the motion. The motion passed with a unanimous vote.</p> <p><b>Set 1/29/25 Planning Council Business Meeting Agenda</b> Members discussed the meeting agenda for the next Planning Council Business meeting.</p> <p><b>Motion:</b> Jessica Seidita made a motion to set the agenda for the next Planning Council Business meeting. Andre Antenor seconded the motion. The motion passed with a unanimous vote.</p>
<b>Announcements:</b>	There were no announcements.
<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
Part A	Demographic breakdown of Early Intervention Services and Mental Health Services utilization
Part A/EHE	Breakdown of EHE clients that were linked to care within 30 days
<b>Next Meeting:</b>	February 20 <sup>th</sup> , 2025
<b>Adjournment:</b>	3:45pm

Prepared by:     *Laura Perez*     Date:     1/28/2025    

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