

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

*February 20, 2025*

**Call to Order:** The CFHPC Jr. Co-Chair, Andre Antenor, called the meeting to order at 2:06 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Jessica Seidita, Frederick “Vel” Cline, Alelia Munroe, Andre Antenor, Kara Johnson Williams (via teleconference)

**Members Excused:** Maria “Angie” Buckley

**Members Absent:** Andres Acosta, Ira Westbrook

**Recipient Staff Present:** Evan Cochuyt, Doris Huff, Claudia Yabrudy, Yasmin Andre (via teleconference)

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Change all instances of Andres Acosta to Andre Antenor</li> <li>• Change Yasmin Andre to Evan Cochuyt</li> <li>• Remove Leadership Evaluations from New Business</li> </ul> <p><b>Motion:</b> Alelia Munroe made a motion to accept the agenda with the recommended changes. Vel Cline seconded the motion. The motion passed unanimously without debate.</p> <p>PCS later removed “EHE” from Part A’s report.</p>
<p><b>Approval of the January 23 Minutes:</b></p>	<p>The committee reviewed the January 23 minutes and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• In the SSPQ section of Reports, the first bullet point should say Q3 report instead of Q2.</li> </ul> <p><b>Motion:</b> Alelia Munroe made a motion to accept the January 23 minutes with the recommended changes. Vel Cline seconded the motion. The motion passed with a unanimous vote.</p>
<p><b>Open the floor for public comment:</b></p>	<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>
<p><b>Reports:</b></p>	<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> </ul>

- There are currently 21 Planning Council members, 52% are PWH, 43% are unaffiliated/unaligned PWH, and 29% are conflicted members. There is currently one vacant mandated seat (Local Public Health Agency).
- The committee reviewed the social media insights for Facebook and Instagram over the past 28 days.
- The committee reviewed and approved the draft of volume 15 of the Red Ribbon Times magazine.
- The committee engaged in a recruitment brainstorming session to develop creative strategies for attracting and retaining members.
- The committee reviewed the interview summary of a new applicant. After a brief discussion, the committee unanimously recommended the applicant for appointment to the Planning Council. The summary will be forwarded to the Executive committee for review and vote.
- The committee discussed advertising and distribution strategies for the 2025 HIV Care Needs survey.
- The committee reviewed the CFHPC Marketing Plan and suggested additions, including analytics, metrics, target demographics, social media guidelines, and enhanced digital marketing strategies.
- The committee completed their leadership evaluations via Mentimeter.
- The next Membership & Engagement Committee meeting will be held on Tuesday, March 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, Part B Monthly Expenditure & GR reports, and the PCS Budget report.
- The committee reviewed and approved the Home & Community-Based Health Service Standard.
- The committee reviewed and updated the Mental Health Service Standard.
- The committee discussed client eligibility requirements.
- The committee reviewed and approved the Memorandum of Understanding between the RW HIV/AIDS Program Part A Recipient, Area 7 Lead Agency and the Central Florida HIV Planning Council.
- The next SSPQ meeting will be held on Thursday, March 6, 2025, at 9:30 am.

**Ryan White Community Meeting:**

- Participants received a copy of the February Bridge report, which outlined the business conducted at the Membership &

Engagement Committee meeting and the Service Systems Planning & Quality Committee meeting.

- Attendees engaged in an interactive Shatter the Stigma theater activity, presented by the HIV Stigma Taskforce and Descolonizarte Teatro.
- The next Ryan White Community Meeting will be held on Tuesday March 18, 2025, at 6:00 pm. The Location is TBD.

**Part A Monthly Expenditure Report**  
***(Expenditures as of December 31, 2024)***

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 83%
- Target Expenditures: 83.33%
- Actual Expenditures 87.81%
- Difference: -4.47%

Claudia Yabrudy provided the following information regarding the Part A monthly expenditure:

- All categories are projected to be fully expended by the end of the grant year.
- Around May, Part A will share what funds are moved towards the end of the final quarter.
- Oral Health Care expenditures are high; providers are being strict about only allowing emergency procedures
  - Emergency procedures will continue to be prioritized until receipt of the full grant award for the next fiscal year.

Claudia also discussed the following:

- Currently, Minority AIDS Initiative (MAI) funds are being used to cover Outpatient Ambulatory Health Services (OAHS), Early Intervention Services (EIS), and Psychosocial Support Services (Peers). Ending the HIV Epidemic (EHE) funds are also being used to cover EIS and Peers.
- Part A would like the Planning Council to consider using solely EHE funds to cover EIS and Peers, so that MAI funds can be used to cover OAHS and Medical Case Management (MCM).
- Part A is considering restructuring how EHE funds are used
- There may be a need to increase allocation to OAHS and Case Management in the future
- The matter will be discussed further at next SSPQ meeting.

**Part B Monthly Expenditure Report**  
***(Expenditures as of December 31, 2024)***

Evan Cochuyt reported the following:

- Grant Month Number: 9
- Target Expenditures: 75%
- Actual Expenditures 68%
- Difference: 7%

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

- The following service categories had their allocations reduced to match current usage/align with expected claims:
  - Health Insurance Premium & Cost Sharing Assistance
  - Home & Community-Based Care
  - Mental Health Services
  - Substance Abuse – Outpatient
  - Outpatient Ambulatory Health Services
  - Emergency Financial Assistance
  - Referral for Healthcare Support
  - Non-Medical Case Management
- The following service categories had their allocations increased:
  - AIDS Pharmaceutical Assistance – increased to support oral nutrition
  - Early Intervention Services – increased FTE cost cap
  - Medical Case Management – as of December 31<sup>st</sup>, Part B is moving to a new model where all clients utilize a Medical Case Manager, so the majority of funds were reallocated to this service category
  - Medical Transportation Services – increased to match current usage
- Dental Plans were terminated 12/31, Service cap was reset for 2025 and the category is shifting to a Purchase Order model

**GR Monthly Expenditure Report**  
***(Expenditure as of December 31, 2024)***

Evan Cochuyt reported the following:

- Grant Month Number: 6
- Target Expenditures: 50%
- Actual Expenditures: 61%
- Difference: -11%

Evan provided the following information regarding the GR monthly expenditure:

- Food Bank/Home-Delivered Meals is experiencing increased need

	<ul style="list-style-type: none"> <li>Funds from Referral for Healthcare support were reallocated to Medical Transportation Services and Non-Medical Case Management to match staffing levels shifting to Part B MCM</li> </ul> <p><b>PCS Quarterly Expenditures Report</b> <i>(Expenditures as of November 30, 2024 )</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>Quarter Number: 3</li> <li>Target Expenditures: 75%</li> <li>Actual Expenditures: 76%</li> <li>Difference: -1%</li> </ul> <p>Whitney provided the following information regarding PCS expenditure:</p> <ul style="list-style-type: none"> <li>Despite Travel &amp; Meetings and Printing &amp; Misc appearing overspent in the report, there are available funds remaining in the overall budget</li> </ul>
<b>Unfinished Business:</b>	<p><b>Housing Ad Hoc Proposal</b> Members discussed the Homeless Services Network (HSN) presentation at the January Planning Council Business Meeting. Whitney Marshall shared that HSN wanted to emphasize that housing services for people with disabilities does include people with HIV. The SSPQ Committee recommended that rather than form a new housing committee, HSN can instead provide quarterly reports to the full Planning Council. If quarterly is too frequent, then at least biannual reports. Members were also encouraged to direct clients to 211.</p> <p><b>Letter of Support Request</b> Whitney Marshall reviewed 26Health’s response to the Planning Council’s request for further information regarding their request for a letter of support. Notably, 26Health’s response did not include an updated draft of the letter. After discussion, the Executive Committee decided not to alter their decision to reject the request for the letter of support, but did wish to encourage 26Health to get involved with the Planning Council.</p>
<b>New Business:</b>	<p><b>Applicant Summary</b> David Bent reviewed the applicant summary for Applicant #2024-11. After reviewing the applicant summary and committee roster, a motion was made to recommend Applicant #2024-11 for review and approval at the full Planning Council Business meeting.</p>

**Motion:** Jessica Seidita made a motion to recommend Candidate #2024-11 for review and approval by the full Planning Council and to be assigned to the Service Systems Planning & Quality (SSPQ) committee. Alelia Munroe seconded the motion. The motion passed with a unanimous vote.

**Home & Community-Based Health Service Standard**

Members reviewed the current draft of the Service Standards for Home & Community Based Health Services, along with provider feedback. The committee recommended the following changes:

- Addition of language regarding whether a condition is temporary or permanent to 1.1.
- Removal of the mention of a fee schedule
- Removal of 2.0 Scope of Service and 3.0 Discharge
- Removal of language about case-by-case exceptions, limiting scope of services solely to Durable Medical Equipment (DME)

After further discussion, the committee decided to send the service standard back to SSPQ for further review.

**Motion:** Alelia Munroe made a motion to send the Service Standard for Home & Community-Based Health Services back to SSPQ for further review. Jessica Seidita seconded the motion. The motion passed with a unanimous vote.

**MOU- RWHAP/Part A/Area 7/CFHPC**

Members reviewed the Memorandum of Understanding between the RWHAP Part A Recipient, the Area 7 Lead Agency, and the CFHPC. Members were informed that the Lead Agency, Recipient, and the SSPQ committee did not make any changes.

After discussion, changes were recommended regarding the shared responsibility of Clinical Quality Management programs. The recommended changes will be presented to the full Planning Council for review. The committee also acknowledged that the MOU would need to be revisited pending changes to the Part B Lead Agency.

**Set 2/26/25 Planning Council Business Meeting Agenda**

Members discussed the meeting agenda for the next Planning Council Business meeting on February 26<sup>th</sup>.

**Motion:** Jessica Seidita made a motion to set the agenda for the next Planning Council Business meeting. Alelia Munroe seconded the motion. The motion passed with a unanimous vote.

**Announcements:**

There were no announcements.

**ACTION ITEMS**

<b>Responsible Party</b>	<b>Item</b>
Part A	Follow up with HSN regarding regular reports
<b>Next Meeting:</b>	March 20, 2025
<b>Adjournment:</b>	3:57 pm

Prepared by: Laura Perez Date: 2/25/2025  
Approved by: [Signature] Date: 3/25/2025

