

**Central Florida HIV Planning Council**  
**Planning Council Business Meeting Minutes**

*February 26, 2025*

**Call to Order:** The CFHPC Sr. Co-Chair, Andres Acosta, called the meeting to order at 6:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andres Acosta, Charlie Wright, Yvelouse Augustin-Leow, Anthony McNeil, Angus Bradshaw, Fernell Neal, Rene Cotto-Lewis, Frederick “Vel” Cline, Raymond Macon, Kara Johnson Williams, Alelia Munroe, Ira Westbrook, Maria “Angie” Buckley

**Members Present via Teleconference:** Andre Antenor, Gabrielle Leonce, Andrea Dunn

**Members Excused:** Jessica Seidita, Priscilla Torres-Theobald, Monika Trejos Kweyete

**Members Absent:** Siri (JR) Goberdhan Jr., Sueanne Vazquez

**Recipient Staff Present:** Claudia Yabrudy, Yasmin Andre

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

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Change Andre Antenor to Andres Acosta</li> <li>• Change Jessica Seidita to Ira Westbrook</li> </ul> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda with the recommended changes. Fernell Neal seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">In Favor</th> <th style="text-align: center;">Against</th> <th style="text-align: center;">Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion passed with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	14	0	0
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14	0	0					
<p><b>Approval of the January 29 Minutes:</b></p>	<p>The Planning Council reviewed and approved the January 29 minutes as-is.</p>						
<p><b>Special Order of Business:</b></p>	<p><b>FCPN Patient Care Planning Group Representative Election</b>  Whitney Marshall explained the role of the FCPN Patient Care Planning Group (PCPG) Representative. The Representative would be in their role until September. Members held an election, and elected Rene Cotto-Lewis as the new FCPN PCPG Representative.</p>						
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• Ira Westbrook made a public comment about a letter he received from Planning Council Support regarding his attendance.</li> <li>• PCS did not receive any comment cards.</li> </ul>						

**Reports:  
Committees**

**Membership & Engagement Committee:**

- The committee reviewed the membership matrix, PC reflectiveness and PC attendance roster.
- 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.

	<ul style="list-style-type: none"> <li>Attendees engaged in an interactive Shatter the Stigma theater activity, presented by the HIV Stigma Taskforce and Descolonizarte Teatro.</li> <li>The next Ryan White Community Meeting will be held on Tuesday March 18, 2025, at 6:00 pm. The Location is TBD.</li> </ul> <p><b>Executive Committee:</b></p> <ul style="list-style-type: none"> <li>The committee received an overview of the Part A Monthly Expenditure report, Part B Monthly Expenditure &amp; GR reports, and the PCS Budget Report.</li> <li>The committee reviewed the request for a letter of support.</li> <li>The committee reviewed the interview summary of a new applicant. The committee unanimously recommended the applicant for appointment. The summary will be forwarded to the Planning Council for review and a roll call vote.</li> <li>The committee reviewed the Home &amp; Community-Based Health Service Standard, and decided to send it back to SSPQ for further review.</li> <li>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.</li> <li>The committee reviewed and approved the agenda for the February Planning Council Business meeting.</li> <li>The next Executive Committee meeting will be held on Thursday, March 20, 2025.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part A Monthly Expenditure Report (Expenditures as of December 31, 2024)</b></p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"> <li>Percentage of Fiscal Year Transpired: 83%</li> <li>Target Expenditures: 83.33%</li> <li>Actual Expenditures 87.81%</li> <li>Difference: -4.47%</li> </ul> <p>Claudia Yabrudy provided the following information regarding the Part A monthly expenditure:</p> <ul style="list-style-type: none"> <li>All categories are projected to be fully expended by the end of the grant year, and services will be able to continue March 1<sup>st</sup> without any interruptions.</li> <li>Oral Health Care expenditures are high; providers are being strict about only allowing emergency procedures. <ul style="list-style-type: none"> <li>Emergency procedures will continue to be prioritized until receipt of the full grant award for the next fiscal year.</li> </ul> </li> </ul> <p>Claudia also provided the following information:</p>

- Part A will be discussing reallocations with SSPQ next week to align with potential shifts in funding sources that were discussed at the last Executive Committee meeting.
- The EHE housing program will not continue after March 1<sup>st</sup>, and clients are being referred to HOPWA.
- HOPWA has a backlog of 215 clients, and new referrals are not being accepted until the backlog has been addressed.
- On Friday, HRSA sent an email notifying Part A that no new clients are to be enrolled in the SURE housing grant.
  - Any pending clients are being referred to HOPWA.

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

Yasmin Andre reported the following:

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

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

- The report reflects reallocations made as part of the December amendment.

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

Yasmin Andre reported the following:

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

Yasmin provided the following information regarding GR monthly expenditures:

- December amendment included reallocations that allowed for opening new lines of service to existing providers

**PCS Quarterly Expenditures Report**  
*(Expenditures as of November 30, 2024 )*

Yasmin Andre reported the following:

- Quarter Number: 3
- Target Expenditures: 75%
- Actual Expenditures: 76%
- Difference: -1%

Yasmin provided the following information regarding PCS expenditure:

- Despite Travel & Meetings and Printing & Misc appearing overspent in the report, there are available funds remaining in the overall budget.

**New Business**

**Housing Ad Hoc Follow-Up**  
 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 could instead provide reports to the full Planning Council. The Executive Committee agreed with this idea.

Part A shared the following information regarding HSN:

- After reaching out to HSN, it is likely that the reports will be twice a year.
- HSN is currently conducting their point-in-time count.
  - Part A requested this information be presented, including any data collected on PWH

**Applicant Summary**  
 David Bent reviewed the applicant summary including the interview update, committee update, and next steps for Applicant #2024-11. After reviewing the applicant summary and committee roster, a motion was made to recommend Applicant #2024-11 for appointment to the Planning Council.

**Motion:** Alelia Munroe made a motion to recommend Candidate #2024-11 for appointment to the Planning Council and to be assigned to the Service Systems Planning & Quality (SSPQ) committee. Charlie Wright seconded the motion.

In Favor	Against	Abstain
15	0	0

The motion passed with a unanimous roll-call 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. Whitney Marshall reviewed the changes recommended by the Executive Committee to the Clinical Quality Management (CQM) section.

After discussion, the section on CQM was updated to specify that there are separate CQM Plans for Part A and Part B, and that the Planning Council will be represented at both CQM workgroup meetings. SSPQ will discuss the selection of which member(s) will represent the Planning Council for CQM meetings at their next committee meeting.

**Motion:** Kara Johnson Williams made a motion to approve the Memorandum of Understanding with the recommended changes. Angie Buckley seconded the motion.

In Favor	Against	Abstain
16	0	0

The motion passed with a unanimous roll-call vote.

**Leadership Evaluations**

Members were provided with a QR code to complete Leadership Evaluations via Mentimeter for the Sr. and Jr. Co-Chairs in order to provide constructive feedback to leadership.

**Six Hats Thinking Activity**

Whitney Marshall gave instructions for a Six Hat Thinking activity, which is a tool to help people consider different perspectives during group decision-making. Members went through a practice activity, and then brainstormed strategies for the distribution of the HIV Care Needs Survey that will increase response rates.

The following ideas were suggested during the Green Hat portion of the discussion:

- Offer monetary incentive (find sponsors)
  - QR code ID code for tracking who has received incentive
- iPads
- Show impact that previous survey had – what changed based off previous results?
- Link on all social media
- PCS with iPad at private entities who serve PWH
- Identify community champions that can encourage participation
- Event to get people to take the surveys
- Expand out further to non-RWHAP providers (e.g. food pantries)
- Incentivize case managers to get clients to take surveys
- Reach out to private providers

**Announcements**

- Let's Beehive, Inc. is hosting their 9th annual Queen Bee HIV/AIDS Awareness Symposium & Fundraiser for Women & Girls on Saturday, March 8th from 3:00 pm - 7:00 pm, in recognition of National Women

and Girls HIV/AIDS Awareness Day. Link for more information:  
<https://www.letsbeehive.org/queen-bee-2025.html>

**ACTION ITEMS**

Responsible Party	Item
PCS	Need to correct Exec bridge report to say that the Service Standard was sent back to SSPQ
<b>Next Meeting</b>	March 26, 2025
<b>Adjournment:</b>	8:00 PM

**Prepared by:** Laura Perez **Date:** 3/3/2025

**Approved by:** Antony Judge **Date:** 3/27/2025

