

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

March 20, 2025

Call to Order: The CFHPC Jr. Co-Chair, Andre Antenor, called the meeting to order at 2:04 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Ira Westbrook, Alelia Munroe, Andre Antenor, Jessica Seidita, Frederick “Vel” Cline, Maria “Angie” Buckley, Rene Cotto-Lewis (via teleconference), Andres Acosta (via teleconference), Kara Johnson Williams (via teleconference)

Members Absent: None.

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

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

<p>Approval of the agenda:</p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> • Replace Andres Acosta with Andre Antenor <p>Motion: Alelia Munroe made a motion to accept the agenda with the recommended changes. Vel Cline seconded the motion. The motion was adopted with a unanimous vote.</p>
<p>Approval of the February 20 Minutes:</p>	<p>The committee reviewed the February 20 minutes and recommended the following changes:</p> <ul style="list-style-type: none"> • Part A Monthly Expenditure Percentage of Fiscal Year Transpired should be 83.33% <p>Motion: Alelia Munroe made a motion to accept the February 20 minutes with the recommended changes. Jessica Seidita seconded the motion. The motion was adopted with a unanimous vote.</p>
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • Ira Westbrook made a public comment regarding his right to speak in meetings. • PCS did not receive any comment cards.
<p>Reports:</p>	<p>Membership & Engagement Committee:</p> <ul style="list-style-type: none"> • The committee meeting was cancelled due to a lack of quorum. • The next Membership & Engagement Committee meeting will be held on Tuesday, April 1, 2025, at 2:00 pm. <p>Service Systems Planning and Quality Committee Meeting:</p> <ul style="list-style-type: none"> • The committee received an overview of the Part A Monthly Expenditure report, Part A Quality Management update, Part B Monthly Expenditure

& GR reports, Part B Quarter 3 Expenditure & Utilization report, and Part B Quality Management update.

- The committee reviewed and approved recommendations for the Part A 2025-2026 Level Funding Final Allocation.
- The committee received an Integrated Plan update.
- The committee discussed and approved changing the dates of the May and June SSPQ Committee meetings.
- The committee reviewed and approved the recommended update to the SSPQ workplan.
- The committee reviewed the Part A AAM Planning Council and Subrecipient survey questions. The committee also received feedback and survey question recommendations from Dr. David Cavalleri.
- The committee reviewed the Part A and Part B Medical Nutrition Therapy Service Standard. The service standard will be distributed to providers for feedback. The Referral for Health Care and Support Service and the Early Intervention Services Standards are out for a 30-day review and members will provide feedback at the April SSPQ meeting.
- A member of the SSPQ committee was chosen to represent the PC at future Clinical Quality Management workgroup meetings.
- The committee completed leadership evaluations via Mentimeter.
- The next SSPQ meeting will be held on Thursday, April 3, 2025, at 9:30 am.

Ryan White Community Meeting:

- The participants received an overview of the business conducted at the March Membership & Engagement and Service Systems Planning & Quality committee meetings.
- The participants were given the opportunity to provide feedback on the Medical Nutrition Therapy Service Standard.
- A mental health provider from CAN Community Health gave a presentation on mental health and representatives from New York Life gave a presentation on financial wellness.
- The next Ryan White Community meeting will be held on Tuesday, April 15, 2025, at 6:00 pm.

**Part A Monthly Expenditure Report
(Expenditures as of January 31, 2025)**

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 83.33%
- Target Expenditures: 91.67%
- Actual Expenditures 94.22%
- Difference: -2.55%

Claudia Yabrudy provided the following information regarding Part A expenditure:

- The new grant year began March 1st, 2025 with a partial award of \$2 million.
- Part A is still waiting on the final notice of award from HRSA.
- Oral Health Care expenditure is still being limited to emergency procedures.
- Part A is closely monitoring expenditures, as the partial award is smaller than in previous years.

Claudia also answered questions from members and a member of the public regarding Food Bank/Home-Delivered Meals services and eligibility requirements.

2025-2026 Part A Final Reallocation

Claudia Yabrudy presented the proposed re-allocation based on level funding for grant year 2025-2026, reviewing the reasoning behind each proposed reallocation, and including the plan to shift funding sources for Local Pharmacy Assistance Program (LPAP), Early Intervention Services (EIS), Psychosocial Support Services, and Emergency Financial Assistance (EFA) to EHE. Claudia also noted that SSPQ approved delay of the funding of new core services until the full grant has been awarded.

After discussion of transportation services, members wished to encourage existing clients that have concerns about using public transportation to attend their medical appointments to instead request telehealth appointments.

Motion: Alelia Munroe made a motion to move the level funding re-allocations for 2025-2026 to the full Planning Council for approval. Jessica Seidita seconded the motion. The motion was adopted with a unanimous vote.

Part A Quality Management Update

Claudia Yabrudy provided an updated CQM report, incorporating suggestions from SSPQ in how the data was presented.

EMA Annual Retention 2024		
Category	Target	Q4 Actual
OAHS	79%	78%
MCM	70%	70%
RS	72%	71%
Overall	95%	70%

EMA Viral Suppression 2024		
Category	Target	Q4 Actual
OAHS	94%	93%
MCM	90%	86%
RS	94%	92%
Overall	95%	92%

EMA Q4 2024 Viral Suppression by Sex	
Sex	Percentage
Female	92%
Male	92%

EMA Q4 2024 Viral Suppression by Race	
Race	Percentage
Black	88%
White	95%

Unknown	87%	Other	95%
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EMA Q4 2024 Viral Suppression by Ethnicity	
Ethnicity	Percentage
Hispanic	96%
Non-Hispanic	90%

EMA Q4 2024 Viral Suppression by Age Group	
Age Group	Percentage
18-28	86%
29-38	89%
39-48	91%
49-58	93%
59+	96%

Part B Monthly Expenditure Report
(Expenditures as of January 31, 2025)

Yasmin Andre reported the following:

- Grant Month Number: 10
- Target Expenditures: 83%
- Actual Expenditures 79%
- Difference: 4%

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

- The following service categories are below target expenditure:
 - AIDS Pharmaceutical Assistance – due to delayed invoicing
 - Health Insurance Premium & Cost Sharing Assistance – due to reduced utilization, as more clients are enrolling in ADAP
 - Home & Community-Based Care – due to reduced utilization
 - Medical Case Management – funds were moved to this category from Referral for Healthcare Support to support all clients having a medical case manager
 - Oral Health Care – due to delayed invoicing
- The following service categories are above target expenditure:
 - Substance Abuse Outpatient – remaining funding was reallocated to other categories due to low utilization
 - Emergency Financial Assistance
 - Referral for Healthcare Support
 - Non-Medical Case Management – GR funds can be used if needed prior to the start of Part B's next grant

GR Monthly Expenditure Report

(Expenditure as of January 31, 2025)

Yasmin Andre reported the following:

- Grant Month Number: 7
- Target Expenditures: 58%
- Actual Expenditures: 66%
- Difference: -8%

Part B & GR Utilization & Expenditures

Yasmin provided the following information regarding Part B quarterly utilization and expenditures:

- The data presented in the report was compiled from CAREWare and the AIDS Information Management System (AIMS)
- The Area 7 Ryan White Part B & General revenue program provides services in Orange, Osceola, Seminole, and Brevard Counties
- An overview of utilization of core and support services.

Percent Change in Utilization Q2-Q3 2024-2025 Core Services	
Local Pharmaceutical Assistance Program	-63%
Early Intervention Services ¹	29%
Health Insurance Premium & Cost Sharing	-5%
Medical Case Management ²	194%
Mental Health	-62%
Oral Health Care	-11%
Outpatient Ambulatory Health Services ³	82%
Home & Community-Based Care	125%
Substance Abuse Outpatient ⁴	-100%

¹ Vacancy was filled, allowing for more clients to be seen.

² Part B shifted its case management model in Brevard County so that all clients are assigned a Medical Case Manager.

³ One of the providers shifted away from a fee-for-service model, and is now billing for staff time

⁴ One client was utilizing the services in Q1 and Q2 but not in Q3

Percent Change in Utilization Q2-Q3 2024-2025 Support Services	
Non-Medical Case Management	80%
Referral for Health Care & Support Services	-41%
Medical Transportation	-24%
Emergency Financial Assistance	-71%

Part B Quality Management Update

Yasmin Andre provided a report on Part B Viral Suppression and Annual Retention data for 2024. She shared that the target for Viral Suppression was 89%, and the target for Retention in Care was 74%.

Viral Suppression – 2024 Q4			Retention In Care – 2024 Q4		
Overall		82%	Overall		68%
Sex	Female	83%	Sex	Female	72%
	Male	82%		Male	52%
	Unknown	71%		Unknown	70%
Age	19-24	100%	Age	19-24	73%
	25-34	77%		25-34	58%
	35-44	77%		35-44	60%
	45-54	82%		45-54	72%
	55-64	85%		55-64	70%
	65+	86%		65+	76%
Race	Black Non-Hispanic	81%	Race	Black Non-Hispanic	84%
	Hispanic	88%		Hispanic	74%
	Other	64%		Other	72%
	White Non-Hispanic	82%		White Non-Hispanic	92%
EIIHA	Black MMSC	79%	EIIHA	Black MMSC	60%
	Hispanic MMSC	88%		Hispanic MMSC	70%
	White MMSC	82%		White MMSC	67%
	Black Heterosexual	83%		Black Heterosexual	72%

New Business:

SSPQ Workplan Update

Whitney Marshall reviewed the change made to the SSPQ Workplan, which was to remove the development of the PCS Annual Budget due to not being a committee responsibility.

Motion: Alelia made a motion to approve the SSPQ Workplan. Vel seconded the motion. The motion was adopted with a unanimous vote.

	<p>PCB Workplan Update Whitney Marshall reviewed the change to the Planning Council Business Workplan, which was to remove the development and negotiation of the PCS Annual Budget for the same reason that the item was removed from the SSPQ workplan, as stated above.</p> <p>Motion: Alelia Munroe made a motion to move the Planning Council Workplan to the full Planning Council for review and approval. Jessica Seidita seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Medical Nutrition Service Standard Whitney Marshall reviewed the updates made to the Service Standard for Medical Nutrition Therapy after review by SSPQ, the community, and providers. Aside from formatting changes, the most notable update was the specification that “the care plan shall be signed by either a registered dietitian or medical provider.”</p> <p>Motion: Alelia Munroe made a motion to move the Medical Nutrition Therapy Service standard to the full Planning Council for review and approval. Jessica Seidita seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Set 3/26/25 Planning Council Business Meeting Agenda Members discussed the proposed agenda for the next Planning Council Business Meeting.</p> <p>Motion: Alelia Munroe made a motion to approve the agenda for the next Planning Council Business meeting. Angie Buckley seconded the motion. The motion was adopted with a unanimous vote.</p>
Announcements:	There were no announcements.

ACTION ITEMS	
Responsible Party	Item
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Next Meeting:	April 17, 2025
Adjournment:	3:24 PM

Prepared by: Laura Perez Date: 3/31/2025

Approved by: _____ Date: _____

DRAFT