

# Central Florida HIV Planning Council

## Planning Council Business Meeting Minutes

*April 30, 2025*

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:06 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Yvelouse Augustin-Leow, Rene Cotto-Lewis, Andre Antenor, Frederick “Vel” Cline, Siri “JR” Goberdhan Jr., Raymond Macon, Ira Westbrook, Fernell Neal, Kara Johnson Williams, Charlie Wright, Andrea Dunn, Maria “Angie” Buckley

**Members Present via Teleconference:** Jessica Seidita, Priscilla Torres-Theobald, Sueanne Vazquez, Anthony McNeil, Jules Smith

**Members Excused:** Alelia Munroe, Monika Trejos-Kweyete, Andres Acosta

**Members Absent:** Angus Bradshaw, Gabrielle Leonce

**Recipient Staff Present:** Yasmin Andre, Pedro Huertas-Diaz, Claudia Yabrudy (via teleconference)

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

<b>Approval of the agenda:</b>	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Kara Johnson Williams made a motion to accept the agenda as presented. Angie Buckley seconded the motion.</p> <table><tr><td><b>In Favor</b></td><td><b>Against</b></td><td><b>Abstain</b></td></tr><tr><td>17</td><td>0</td><td>0</td></tr></table> <p>The motion was adopted with a unanimous roll-call vote.</p> <p>PCS later changed Claudia Yabrudy’s name to Pedro Huertas-Diaz.</p>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	17	0	0
<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>					
17	0	0					
<b>Approval of the March 26 Minutes:</b>	<p>The Planning Council reviewed the March 26 minutes and approved them as presented.</p>						
<b>Open the Floor for Public Comment:</b>	<ul style="list-style-type: none"><li>• Ira Westbrook expressed discontent regarding a peer support specialist accessing his records. He also addressed a supposed rumor that Ryan White services were ending.</li><li>• David Cavilleri of the AIDS Institute encouraged Planning Council members, associate members, and providers who have received his emails regarding the Part A Assessment of the Administrative Mechanism to complete the survey. His contact information is in the email for anyone that has any questions.</li><li>• Vel Cline shared a concern regarding his case manager and will speak with the Part A representative after the meeting.</li><li>• Randall Keaton, a member of the public who shared that he is trying to join the Planning Council, shared an issue with an agency that he</li></ul>						

	<p>did not wish to identify regarding being rejected for rental assistance. He will speak with the Part A representative after the meeting.</p> <ul style="list-style-type: none"> <li>• Sueanne Vazquez shared that she has been having difficulty getting in contact with an agency. She has reportedly been leaving messages and is not getting a response. The Part A representative will follow up with Sueanne after the meeting.</li> <li>• PCS did not receive any comment cards.</li> </ul>
<p><b>Reports: Committees</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. There are currently 22 Planning Council members, 50% are PWH, 41% are unaffiliated/unaligned PWH, and 36% are conflicted members. There are currently no open-mandated seats.</li> <li>• The committee reviewed the social media insights for Facebook and Instagram over the past 28 days.</li> <li>• The committee discussed and updated the CFHPC Recruitment &amp; Retention Plan.</li> <li>• The committee reviewed and discussed the quarter 1 training evaluation results and created the agenda for the quarter 2 training session.</li> <li>• The committee discussed the virtual WAD workgroup. After a brief discussion, the committee decided that the first virtual World AIDS Day (WAD) Workgroup should be on Friday, May 9, 2025, at 2:00 pm.</li> <li>• The committee reviewed the interview summaries of two applicants.</li> <li>• The committee discussed articles that should be included in the next volume of the Red Ribbon Times.</li> <li>• The next Membership &amp; Engagement Committee meeting will be held on Tuesday, May 6, 2025, at 2:00 pm.</li> </ul> <p><b>Service Systems Planning and Quality Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Expenditure &amp; Utilization report, and the Part B Monthly Expenditure &amp; GR reports.</li> <li>• The committee discussed the HIV Care Needs survey and, after a brief discussion, agreed to conduct a localized version of the survey, pending updates on the statewide survey in mid-April.</li> <li>• The committee discussed and provided recommendations for the Home &amp; Community Based Health and Early Intervention Services (EIS) Service Standards. Following extensive discussion, the committee made a motion to forward the standards to the RWHAP providers and Ryan White Community Meeting.</li> <li>• The next Service Systems Planning &amp; Quality Committee meeting will be held on Thursday, May 8, 2025, at 9:30 am.</li> </ul> <p><b>Ryan White Community Meeting:</b></p> <ul style="list-style-type: none"> <li>• The participants received an overview of the business conducted at the April Membership &amp; Engagement and Service Systems Planning &amp; Quality committee meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• The participants received a RWHAP Part A update regarding the availability of funding under a partial grant award.</li> <li>• The participants were given the opportunity to provide feedback on the EIS and Home &amp; Community-Based Health Service Standards.</li> <li>• A representative from the University of Central Florida informed the participants of a research study on enhancing HIV health outcomes for people who were previously incarcerated.</li> <li>• Anthony McNeil moderated a panel of Peer Specialists on the topic of medical self-advocacy and ways to navigate the RWHAP system of care.</li> <li>• The next Ryan White Community meeting will be held at the Florida Department of Health in Seminole county on May 20, 2025, at 6:00 pm.</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 A Quarterly Expenditure &amp; Utilization report, and the Part B Monthly Expenditure &amp; GR reports.</li> <li>• The committee approved rescheduling the June Executive Committee meeting from Thursday, June 19 to Friday, June 20, 2025.</li> <li>• The Planning Council Sr. Co-Chair announced his resignation from the officer role but will remain on the Planning Council until the end of his term.</li> <li>• The committee reviewed and approved the recommendations for the Recruitment &amp; Retention Plan.</li> <li>• The committee received an update on the HIV Care Needs Survey, with an indication that the statewide survey could possibly be distributed by mid-May.</li> <li>• The committee reviewed a grievance submitted by a Planning Council member concerning motion procedures and the method of voting. After thorough discussion, the committee reached a resolution. As a result, the EIS Service Standard has been referred back to the SSPQ Committee, and a Bylaws Ad Hoc Committee has been established to review the CFHPC Bylaws. The first meeting of the Bylaws Ad Hoc Committee is scheduled for May 15, 2025, at 10:00 am.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part A Monthly Expenditure Report</b>  <b>(Expenditures as of February 28, 2025)</b></p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"> <li>• Percentage of Fiscal Year Transpired: 100%</li> <li>• Target Expenditures: 100%</li> <li>• Actual Expenditures 98.75%</li> <li>• Difference: 1.25%</li> </ul> <p>Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditure:</p>

- Any line items that were not at 100% as of February 28<sup>th</sup> did reach 100% expenditure after any remaining claims were processed.

### Part A Quarterly Utilization Report

Pedro Huertas-Diaz 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.

Percent Change in Utilization Q3-Q4 2024-2025 Core Services	
Medical Case Management	7%
Outpatient Ambulatory Health Services	-7%
Oral Health Care <sup>1</sup>	-29%
Early Intervention Services	-2%
Local AIDS Pharmaceutical Assistance Program <sup>2</sup>	67%
Mental Health Services	-6%
Health Insurance Premium & Cost Sharing Assistance	13%
Medical Nutrition Therapy	-15%
Substance Abuse Services – Outpatient <sup>3</sup>	-43%

<sup>1</sup> Utilization management measures were implemented in Q4 to reduce services to just emergency procedures

<sup>2</sup> Data is not complete; EHE contributed funds to this service, but Part A did not receive their data

<sup>3</sup> Data does not include invoices that are still being processed

Percent Change in Utilization Q3-Q4 2024-2025 Support Services	
Referral for Health Care & Support Services	4%
Medical Transportation	-9%
Psychosocial Support Services	-22%
Food Bank/Home Delivered Meals	-9%
Emergency Financial Assistance*	-
Substance Abuse Services - Residential	0%

\*This service category is no longer funded by Part A

Pedro also provided the update that Part A was informed that they would be receiving another partial allocation, but exactly when is unknown.

### Procurement Update

Pedro Huertas-Diaz reported that in FY 2024-2025, Part A issued 3 RFPs, received 3 proposals, and 1 agency was awarded. An EIS EHE-funded RFP received 4 proposals, and 1 agency was awarded. Additionally, a peers EHE-funded RFP received 4 proposals, and 1 agency was awarded.

**Part B Monthly Expenditure Report**  
***(Expenditures as of February 28, 2025)***

Yasmin Andre reported the following:

- Grant Month Number: 11
- Target Expenditures: 92%
- Actual Expenditures 89%
- Difference: 3%

Yasmin reviewed the funding reallocations that took place following a February amendment:

- AIDS Pharmaceutical Assistance had its allocation increased to supplement the loss of a funding source that was paying for nutritional supplements.
- Health Insurance Premium & Cost Sharing Assistance had its allocation decreased due to low utilization.
- Medical Case Management had its allocation decreased due to a temporary reduction in staffing levels in Q4.
- Oral Health Care had its allocation decrease due to a reduction in expenditure following the switch to a purchase order system.
- Outpatient Ambulatory Health Services had its allocation increased to pay for invoices that had been delayed.
- Medical Transportation Services had its allocation decreased due to a sudden drop in utilization in Q4 following months of higher-than-expected utilization.
- Non-Medical Case Management had its allocation increased due to changes in staffing levels.

**GR Monthly Expenditure Report**  
***(Expenditure as of February 28, 2025)***

Yasmin Andre reported the following:

- Grant Month Number: 8
- Target Expenditures: 67%
- Actual Expenditures: 68%
- Difference: -0.87%

**Procurement Report**

Yasmin Andre shared that the last round of procurement for Part B was for the year 2024-2025, and that no procurement has been made since then due to the expectation that the Part B contract would have transitioned to the new state-wide fiduciary agent by March 31st. The contract has since

	been extended until September, but Part B will still not be conducting an RFP due to the inability to guarantee 12 months’ worth of funding.						
New Business:	<b>HIV Care Needs Survey Update</b> David Bent shared that the statewide HIV Care Needs Survey will be released in mid-May. Yasmin Andre added that the survey is open to all PWH, not just Ryan White clients. She also answered questions from members regarding distribution of the survey.						
	<b>Junior Co-Chair Nominations</b> David Bent shared that nominations for CFHPC Junior Co-Chair are open due to the Sr. Co-Chair stepping down from the role and the current Jr. Co-Chair automatically ascending to that position. Members were each provided with a nomination form, a letter of intent form, and a copy of the committee roster, and were encouraged to submit any nominations for Jr. Co-Chair by May 5 <sup>th</sup> .						
	<b>Bylaws Ad Hoc Committee</b> David Bent explained that, as part of a resolution to a grievance submitted to the Planning Council, the Executive Committee recommended the establishment of a Bylaws Ad Hoc Committee to review the CFHPC Bylaws, with the first meeting scheduled for Thursday, May 15 <sup>th</sup> at 10:00 AM. Members were encouraged to volunteer for membership in the committee.						
	<b>Motion:</b> Vel Cline made a motion to establish the Bylaws Ad Hoc Committee. Fernell Neal seconded the motion.						
	<table><tr><td><b>In Favor</b></td><td><b>Against</b></td><td><b>Abstain</b></td></tr><tr><td>17</td><td>0</td><td>0</td></tr></table> <p>The motion was adopted with a unanimous roll-call vote.</p>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	17	0	0
<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>					
17	0	0					
	<b>Recruitment &amp; Retention Plan</b> David Bent provided an overview of the changes made to the CFHPC Recruitment & Retention Plan. Members had the opportunity to review the plan and provide feedback on edits changes to be made.						
	<b>Motion:</b> Kara Johnson Williams made a motion to approve the CFHPC Recruitment & Retention Plan with the recommended changes. Angie Buckley seconded the motion.						
	<table><tr><td><b>In Favor</b></td><td><b>Against</b></td><td><b>Abstain</b></td></tr><tr><td>17</td><td>0</td><td>0</td></tr></table> <p>The motion was adopted with a unanimous roll-call vote.</p>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	17	0	0
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17	0	0					
	<b>Home &amp; Community-Based Health Services (HCBHS) Service Standard</b>						

	<p>David Bent gave an overview of the review process for the service standard for Home &amp; Community-Based Health Services. Members were provided with copies of the service standard for review and had the opportunity to provide feedback and suggest edits to be made.</p> <p><b>Motion:</b> Kara Johnson Williams made a motion to approve the service standard for Home &amp; Community-Based Health Services with the recommended changes. Vel Cline seconded the motion.</p> <table><tr><td><b>In Favor</b></td><td><b>Against</b></td><td><b>Abstain</b></td></tr><tr><td>15</td><td>0</td><td>2</td></tr></table> <p>The motion was adopted with a majority roll-call vote.</p>	<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>	15	0	2
<b>In Favor</b>	<b>Against</b>	<b>Abstain</b>					
15	0	2					
<b>Announcements:</b>	<ul style="list-style-type: none"><li>• Latino PositHIVe Resistance is an event for gay, bi, and queer Latinx folks living with HIV that will be happening Saturday, May 10<sup>th</sup>. PCS will share the flyer on social media.</li><li>• The Women’s Empowerment Group through the Area 7 program office will be held every second Wednesday of the month from 11:00 AM to 2:00 PM. PCS will share the flyer on social media.</li><li>• A Walk for Change Season 2 will be taking place on Saturday December 13<sup>th</sup>, 2025. There are 15 benefitting agencies. Please go to <a href="http://awalkforchange.com">awalkforchange.com</a> for more information.</li><li>• The Planning Council’s World AIDS Day Workgroup needs a chair. The chair of the workgroup must be a member of the Planning Council.</li></ul>						

ACTION ITEMS	
Responsible Party	Item
N/A	-

<b>Next Meeting:</b>	May 28, 2025
<b>Adjournment:</b>	7:25 pm

Prepared by: Laura Perez Date: 5/13/2025

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