

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

*April 17, 2025*

**Call to Order:** The CFHPC Jr. Co-Chair, Andre Antenor, called the meeting to order at 2:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andre Antenor, Ira Westbrook, Alelia Munroe, Jessica Seidita, Frederick “Vel” Cline, Rene Cotto-Lewis

**Members Excused:** Maria “Angie” Buckley, Andres Acosta

**Members Absent:** None.

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

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

<b>Approval of the agenda:</b>	<p>The committee reviewed the meeting agenda and approved it as-is.</p> <p><b>Motion:</b> Alelia Munroe made a motion to accept the agenda as-is. Vel Cline seconded the motion. The motion was adopted with a unanimous vote.</p>
<b>Approval of the March 20 Minutes:</b>	<p>The committee reviewed the March 20 minutes and approved them as is.</p>
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• Vel Cline made a public comment regarding Planning Council members participating in community events while being in compliance with the Executive Orders. Claudia Yabrudy informed the committee that the Planning Council should abide by all Executive Orders for reporting and posting purposes.</li><li>• Andres Acosta announced that he would be stepping down as Sr. Co-Chair but would remain on the Membership &amp; Engagement Committee. (This occurred after the Part A reports).</li></ul>
<b>Reports:</b>	<p><b>Part A Monthly Expenditure Report</b> <b><i>(Expenditures as of February 28, 2025)</i></b></p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"><li>• Percentage of Fiscal Year Transpired: 100%</li><li>• Target Expenditures: 100.00%</li><li>• Actual Expenditures 98.75%</li><li>• Difference: 1.25%</li></ul>

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

- The Part A Office is closing out the fiscal year as additional invoices are still coming in, with 100% of the grant expected to be expended.
- The Recipient's Office has received a partial allocation of \$2 million. There are no new updates on the expenditures for the 2025-2026 fiscal year because invoices for March and April are still coming in; however, expenditures are averaging about \$1 million per month.
- The Recipient's Office is in contact with the HRSA Project Officer regarding the concern. Another partial award is pending; however, the date that the funds will be released is unknown. The Recipient's Office will continue to work with the partial award and monitor expenditures.

#### **Part A Quarterly Utilization Report – Quarter 4**

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 Q3-Q4 2024-2025 Core Services</b>	
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

<b>Percent Change in Utilization Q3-Q4 2024-2025 Support Services</b>	
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

### **Procurement Report**

Claudia Yabrudy reported that all services that the Planning Council allocated funds to have an active contract. The following services were up for renewal this year:

- Psychosocial Support Services- three proposals were received, and one agency was awarded the contract to provide services under Part A.
- One-stop shop agency (dental, medical care, and mental health): three proposals were received, and one agency and one agency was awarded the contract to provide services under Part A.
- Early Intervention Services (EIS)- four proposals were received, and one agency was awarded the contract to provide services under Part A. EIS services are currently funded under the EHE grant.

Additionally, one agency obtained a mobile unit, which will provide dental and medical care services. The unit will cover all four counties of the EMA and is estimated to be operational in about a month.

### **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.

	<ul style="list-style-type: none"> <li>• Outpatient Ambulatory Health Services had its allocation increased to pay for invoices that had been delayed.</li> <li>• Medical Transportation Services had its allocation decreased due to a sudden drop in utilization in Q4, following months of higher-than-expected utilization.</li> <li>• Non-Medical Case Management had its allocation increased due to changes in staffing levels.</li> </ul> <p>Yasmin also shared that some funds from the Planning &amp; Evaluation line were used to cover the cost of transporting clients to the Ryan White Community Meeting in Brevard County.</p> <p><b>GR Monthly Expenditure Report</b>  <i>(Expenditure as of February 28, 2025)</i></p> <p>Yasmin Andre reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 8</li> <li>• Target Expenditures: 67%</li> <li>• Actual Expenditures: 68%</li> <li>• Difference: -0.87%</li> </ul> <p><b>Procurement Report</b></p> <p>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 30th, but Part B will still not be conducting an RFP due to the inability to guarantee 12 months' worth of funding.</p>
<p><b>New Business:</b></p>	<p><b>June Executive Committee Meeting Date</b></p> <p>Whitney Marshall informed the committee that the June Executive Committee Meeting date would need to be moved since it falls on a holiday. After brief discussion, the committee decided to move the meeting from Thursday, June 19<sup>th</sup> to Friday, June 20<sup>th</sup> at 2:00 PM.</p> <p><b>Motion:</b> Vel Cline made a motion to approve new Executive Committee Meeting date. Alelia Munroe seconded the motion. The motion was adopted with a unanimous vote.</p> <p><b>HIV Care Needs Survey Update</b></p> <p>Whitney Marshall provided an overview of the update that Planning Council Support (PCS) received regarding the HIV Care Needs Survey. Since the survey is now expected to be released on a statewide level in May, the Planning Council will not release a local version of the survey, as previously discussed during the April SSPQ Committee Meeting.</p>

**World AIDS Day (WAD) Workgroup**

Whitney Marshall informed the committee that the June Executive Committee Meeting date would need to be moved since it falls on a holiday. After brief discussion, the committee decided to move the meeting from Thursday, June 19<sup>th</sup> to Friday, June 20<sup>th</sup> at 2:00 PM.

**Motion:** Alelia Munroe made a motion to establish the WAD Workgroup with a start date of May 9<sup>th</sup>. Vel Cline seconded the motion. The motion was adopted with a unanimous vote.

**Recruitment & Retention Plan**

Whitney Marshall reviewed the changes that the Membership & Engagement Committee made to the Recruitment and Retention Plan. Key changes include:

- Updating any reference the plan makes to “marketing” and changing to “recruitment and retention”.

Additional recommendations made to the plan during the Executive Committee were:

- The removal of “bilingual Internet” in reference to the website. The committee was informed that the website has a plug-in that allows people to translate the website into their desired language.
- Clarification that some resources will be provided during outreach opportunities or events based on the availability of those resources.
- Adding when the plan was last updated to the footer of the document.
- Updating “HIV/AIDS” to “HIV”

**Motion:** Vel Cline made a motion to approve the updated CFHPC Recruitment and Retention Plan. Alelia Munroe seconded the motion. The motion was adopted with a unanimous vote.

**Grievance Form & EIS Service Standard**

Whitney Marshall informed the committee that PCS received a grievance earlier from Rene Cotto-Lewis regarding the service standards reviewed at the April SSPQ Committee meeting and voting methods in the Bylaws. The Bylaws do not currently list “voice voting” as a valid method of voting to approve business, and there is a concern that conflicts are not being properly managed when discussing service standards. After a lengthy discussion regarding the scope of the bylaws regarding service standards, how to ensure that both community and provider input is gathered, and voting methods, the following recommendations for resolution were made:

- Establish an ad hoc committee to identify specific areas of improvement within the bylaws and to determine where the bylaws should apply. It was also recommended that Andre Antenor try to get at least five members to participate in the ad hoc. Members who

volunteered for the ad hoc committee were Andre Antenor, Rene Cotto-Lewis, and Ira Westbrook.

- Move to rising votes instead of voice votes until the bylaws are updated.
- Return the EIS Service Standard to the SSPQ Committee for re-review in May.
- Inform the Planning Council Business meeting attendees that a grievance was filed and what the proposed resolution was in the bridge report.

**Motion:** Alelia Munroe made a motion to return the EIS Service Standard to the SSPQ Committee. Jessica Seidita seconded the motion. The motion was adopted with a unanimous vote.

**Motion:** Rene Cotto-Lewis made a motion to establish a Bylaws Ad Hoc Committee. Vel Cline seconded the motion. The motion was adopted with a unanimous vote.

The date and time of the first Bylaws Ad Hoc Committee will be May 15<sup>th</sup> at 10:00 AM at Heart of Florida United Way. The cadence of future meetings will be established at the first committee meeting.

### **Home & Community-Based Health (HCBHS) Service Standard**

Whitney Marshall shared that the HCBHS Service Standard was reviewed by the SSPQ Committee, Ryan White Community Meeting, and sent to all RWHAP providers. No additional feedback was provided by the Community Meeting attendees or the RWHAP providers. A reminder was provided to the committee that this service category is not be funded under the recently approved level-funding reallocation. Whitney then reviewed the changes recommended by the Executive committee, the most notable being limiting the scope of the service standard to durable medical equipment (DME) under the allowable Medicare items list, which led to the recommendation to remove Section 2.0 on Home Health Aides/Health Care Providers.

**Motion:** Alelia Munroe made a motion to forward the Home and Community-Based Health (HCBHS) Service Standard to the full Planning Council for approval. Vel Cline seconded the motion. The motion was adopted with a majority vote of five in favor, 0 opposed, and 1 abstention.

### **Set 4/30/25 Planning Council Business Meeting Agenda**

Members discussed the proposed agenda for the April Planning Council Business Meeting.

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

<b>Announcements:</b>	There were no announcements.
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<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
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<b>Next Meeting:</b>	May 22, 2025
<b>Adjournment:</b>	3:48 PM

Prepared by: Whitney Marshall Date: 5/1/2025

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