

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

Approval of the agenda:	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Kara Johnson Williams made a motion to accept the agenda as presented. Angie Buckley seconded the motion.</p> <table><tr><td>In Favor</td><td>Against</td><td>Abstain</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>	In Favor	Against	Abstain	17	0	0
In Favor	Against	Abstain					
17	0	0					
Approval of the March 26 Minutes:	<p>The Planning Council reviewed the March 26 minutes and approved them as presented.</p>						
Open the Floor for Public Comment:	<ul style="list-style-type: none">Ira Westbrook expressed discontent regarding a peer support specialist accessing his records. He also addressed a supposed rumor that Ryan White services were ending.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.Vel Cline shared a concern regarding his case manager and will speak with the Part A representative after the meeting.						

	<ul style="list-style-type: none"> • 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 did not wish to identify regarding being rejected for rental assistance. He will speak with the Part A representative after the meeting. • 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. • PCS did not receive any comment cards.
Reports: Committees	<p>Membership & Engagement Committee:</p> <ul style="list-style-type: none"> • 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. • The committee reviewed the social media insights for Facebook and Instagram over the past 28 days. • The committee discussed and updated the CFHPC Recruitment & Retention Plan. • The committee reviewed and discussed the quarter 1 training evaluation results and created the agenda for the quarter 2 training session. • 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. • The committee reviewed the interview summaries of two applicants. • The committee discussed articles that should be included in the next volume of the Red Ribbon Times. • The next Membership & Engagement Committee meeting will be held on Tuesday, May 6, 2025, at 2:00 pm. <p>Service Systems Planning and Quality Committee:</p> <ul style="list-style-type: none"> • The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Expenditure & Utilization report, and the Part B Monthly Expenditure & GR reports. • 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. • The committee discussed and provided recommendations for the Home & 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. • The next Service Systems Planning & Quality Committee meeting will be held on Thursday, May 8, 2025, at 9:30 am. <p>Ryan White Community Meeting:</p>

	<ul style="list-style-type: none"> • The participants received an overview of the business conducted at the April Membership & Engagement and Service Systems Planning & Quality committee meetings. • The participants received a RWHAP Part A update regarding the availability of funding under a partial grant award. • The participants were given the opportunity to provide feedback on the EIS and Home & Community-Based Health Service Standards. • 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. • Anthony McNeil moderated a panel of Peer Specialists on the topic of medical self-advocacy and ways to navigate the RWHAP system of care. • 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. <p>Executive Committee:</p> <ul style="list-style-type: none"> • The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Expenditure & Utilization report, and the Part B Monthly Expenditure & GR reports. • The committee approved rescheduling the June Executive Committee meeting from Thursday, June 19 to Friday, June 20, 2025. • 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. • The committee reviewed and approved the recommendations for the Recruitment & Retention Plan. • 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. • 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.
Reports: Recipient & Lead Agency	<p>Part A Monthly Expenditure Report (Expenditures as of February 28, 2025)</p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"> • Percentage of Fiscal Year Transpired: 100% • Target Expenditures: 100% • Actual Expenditures 98.75% • Difference: 1.25%

Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditure:

- Any line items that were not at 100% as of February 28th 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 ¹	-29%
Early Intervention Services	-2%
Local AIDS Pharmaceutical Assistance Program ²	67%
Mental Health Services	-6%
Health Insurance Premium & Cost Sharing Assistance	13%
Medical Nutrition Therapy	-15%
Substance Abuse Services – Outpatient ³	-43%

¹ Utilization management measures were implemented in Q4 to reduce services to just emergency procedures

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

³ 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%

	<p>Procurement Report</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, but Part B will still not be conducting an RFP due to the inability to guarantee 12 months' worth of funding.</p>						
<p>New Business:</p>	<p>HIV Care Needs Survey Update</p> <p>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.</p> <p>Junior Co-Chair Nominations</p> <p>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 5th.</p> <p>Bylaws Ad Hoc Committee</p> <p>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 15th at 10:00 AM. Members were encouraged to volunteer for membership in the committee.</p> <p>Motion: Vel Cline made a motion to establish the Bylaws Ad Hoc Committee. Fernell Neal seconded the motion.</p> <table><tr><td>In Favor</td><td>Against</td><td>Abstain</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>Recruitment & Retention Plan</p> <p>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.</p> <p>Motion: Kara Johnson Williams made a motion to approve the CFHPC Recruitment & Retention Plan with the recommended changes. Angie Buckley seconded the motion.</p>	In Favor	Against	Abstain	17	0	0
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In Favor	Against	Abstain											
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Announcements:	<ul style="list-style-type: none">• Latino PositHIVE Resistance is an event for gay, bi, and queer Latinx folks living with HIV that will be happening Saturday, May 10th. PCS will share the flyer on social media.• 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.• A Walk for Change Season 2 will be taking place on Saturday December 13th, 2025. There are 15 benefitting agencies. Please go to awalkforchange.com for more information.• The Planning Council’s World AIDS Day Workgroup needs a chair. The chair of the workgroup must be a member of the Planning Council.												

ACTION ITEMS	
Responsible Party	Item
N/A	-

Next Meeting:	May 28, 2025
Adjournment:	7:25 pm

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

Approved by: _____ Date: _____

DRAFT