

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

May 8, 2025

Call to Order: The SSPQ Committee Chair, Alelia Munroe, called the meeting to order at 9:30 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Alelia Munroe, Anthony McNeil, Ira Westbrook, Jessica Seidita, Jules Smith, Maria “Angie” Buckley (via teleconference), Monika Trejos Kweyete (via teleconference), Priscilla Torres-Theobald

Members Excused: Charlie Wright, Rene Cotto-Lewis

Members Absent: Gabrielle Leonce, Yvelouse Augustin-Leow, Vickie Cobb-Lucien

Recipient & Lead Agency Staff Present: Doris Huff, Evan Cochuyt, Yasmin Andre, Pedro Huertas-Diaz, Claudia Yabrudy (via teleconference)

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

Approval of the agenda:	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Jessica Seidita made a motion to accept the agenda as presented. Anthony McNeil seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the April 3 Minutes:	<p>The committee reviewed the April 3 minutes and approved them as presented.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• Paolo Mancini (community member) expressed concern about potential cuts to the Ryan White program.<ul style="list-style-type: none">○ The Committee Chair responded to the concern, giving an overview of the current and projected state of the federal funding.• PCS did not receive any comment cards.
Reports:	<p>Part A Monthly Expenditure Report <i>(Expenditures as of March 31, 2025)</i></p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none">• Percentage of Fiscal Year Transpired: 8.33%• Target Expenditures: 8.33%• Actual Expenditures 8.17%• Difference: 0.16%

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

- The following service categories are now being funded by EHE:
 - AIDS Pharmaceutical Assistance
 - Early Intervention Services
- Health Insurance Premium & Cost Sharing was reported as 0% expended due to claims still being processed that have not yet been adjudicated by the controller's office.
- Medical Nutrition Therapy was reported as 0% expended as there was no need to purchase nutritional supplements in March due to a remaining supply from the previous purchase. Additional supplements were purchased in April.
- Medical Transportation Services was reported as 11.97% expended due to the purchase of bus passes in March.
- The remaining Support Services are not being funded by Part A.

Pedro also shared that Part A has not yet received another partial allocation, and that Part A is continuing to be conservative with all expenditures, planning for the worst but hoping for the best. Claudia Yabrudy also added that if the EHE initiative is ended, services being funded by EHE will be funded until February 2026.

Claudia also reported that expenditures for all EHE-funded service categories are currently on target.

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

Evan Cochuyt reported the following:

- Grant Month Number: 12
- Target Expenditures: 100.0%
- Actual Expenditures 99.5%
- Difference: 0.5%

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

- Any unexpended funds in the report should be resolved in the final March report which will be shared next month.
- Mental Health is at 86.2% expended due to delayed referrals to the new provider.

GR Monthly Expenditure Report (Expenditure as of March 31, 2025)

Evan Cochuyt reported the following:

- Grant Month Number: 9

- Target Expenditures: 75%
- Actual Expenditures: 75%
- Difference: 0%

Evan provided the following information regarding the GR monthly expenditures:

- Food Bank/Home Delivered Meals is above target expenditure due to increased utilization of the food bank.
- Non-Medical Case Management is below target expenditure due to changes in staffing levels.

Part B & GR Utilization & Expenditures

Evan Cochuyt 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 Q3-Q4 2024-2025 Core Services	
Local Pharmaceutical Assistance Program	91%
Early Intervention Services	1%
Health Insurance Premium & Cost Sharing	-56%
Home & Community-Based Care	11%
Medical Case Management*	138%
Mental Health	-27%
Oral Health Care	15%
Outpatient Ambulatory Health Services	-44%
Substance Abuse Outpatient**	-

**High change in utilization attributed to recent changes in care model where all clients are now assigned a Medical Case Manager*

***Data for this service area was not reported at this meeting*

Percent Change in Utilization Q3-Q4 2024-2025 Support Services	
Non-Medical Case Management	39%
Referral for Health Care & Support Services	-4%
Medical Transportation	2%
Emergency Financial Assistance	50%

PCS Quarterly Expenditures Report
(Expenditures as of February 28, 2025)

	<p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none">• Grant month Number: 12• Target Expenditures: 100%• Actual Expenditures: 100%• Difference: 0% <p>Whitney provided the following information regarding PCS expenditure:</p> <ul style="list-style-type: none">• The majority of costs usually fall within Travel & Meetings due to the cost of transporting clients to meetings and providing food for the meetings.• Some World AIDS Day costs were covered by the Travel & Meetings line.• The AAM consultant fees were covered by the Professional Services line.						
Unfinished Business:	<p>Early Intervention Services (EIS) Service Standards</p> <p>The Committee Chair shared that the committee was not mindful of conflicts of interest during the previous discussion and vote on the EIS Service Standard and it was sent back to the committee as a result.</p> <p>After a brief discussion on how COI can impact discussion surrounding Service Standards, the committee members reviewed the EIS Service Standard and recommended the following changes:</p> <ul style="list-style-type: none">• Removal of the alterations to the HRSA definition• Clarification on when cases can be closed in Section 4.4 <p>Motion: Andre Antenor made a motion to forward the Service Standard for Early Intervention Services to the community and providers for review and feedback. Anthony McNeil seconded the motion.</p> <table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>4</td><td>0</td><td>3</td></tr></table> <p>After discussion regarding the closing of cases for incarcerated clients, the motion was adopted with a majority vote.</p> <p>Referral for Health Care and Support Services Service Standard</p> <p>Members reviewed the Service Standard for Referral for Health Care and Support Services. After a lengthy discussion, the following changes were recommended:</p> <ul style="list-style-type: none">• Addition of new Section 2.4 specifying the frequency in which referral specialists should contact clients without a Medical Case Manager• Clarification of wording regarding client’s eligibility expiration in Section 2.5• Addition of clarification regarding attempts to contact clients	In Favor	Against	Abstain	4	0	3
In Favor	Against	Abstain					
4	0	3					

	<ul style="list-style-type: none">• Addition of incarceration to cases when a client’s case may be closed <p>Motion: Andre Antenor made a motion to forward the Service Standard for Referral for Health Care and Support Services to the community and providers for review and feedback. Priscilla Torres-Theobald seconded the motion.</p> <table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>3</td><td>0</td><td>3</td></tr></table> <p>The motion was adopted with a majority vote.</p>	In Favor	Against	Abstain	3	0	3
In Favor	Against	Abstain					
3	0	3					
New Business:	<p>Motion: Jessica Seidita made a motion to postpone the Integrated Plan update and Leadership Evaluation until the next meeting. Andre Antenor seconded the motion. The motion was adopted with a unanimous vote.</p> <p>HIV Care Needs Survey Update Whitney Marshall shared that the state should be releasing the link to the HIV Care Needs Survey soon, hopefully by May 15th. The Membership & Engagement Committee reviewed a social media toolkit that will be used once the survey link is released with the hopes of increasing the survey response rate.</p> <p>AAM Survey Reminder Members were encouraged to complete the AAM survey.</p> <p>Provider Capacity & Capability Survey Members were provided with the current draft of the Provider Capacity & Capability Survey as well as a copy of the survey from 2024 for review. Whitney Marshall and Yasmin Andre reviewed the changes made to the current draft of the survey, and members had the opportunity to provide feedback and make suggestions.</p> <p>Motion: Jessica Seidita made a motion to extend the meeting by 15 minutes. Andre Antenor seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Motion: Anthony McNeil made a motion to approve the Provider Capacity & Capability Survey with the recommended changes. Andre Antenor seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Service Standards The service standards for Psychosocial Support Services and Substance Abuse Residential were distributed for a 30-day review by the committee. Members were encouraged to send any recommended changes to the service standards to PCS.</p>						

Announcements:	No announcements.
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ACTION ITEMS	
Responsible Party	Item
N/A	-
Next Meeting:	June 6, 2025
Adjournment:	12:15 PM

Prepared by: *Laura Perez* **Date:** 5/21/2025

Approved by: _____ **Date:** _____