

**Central Florida HIV Planning Council**  
**Ryan White Community Meeting Minutes**

May 20, 2025

**Call to Order:** The Co-Chair, Ira Westbrook called the meeting to order at 6:05 PM at Florida Department of Health in Seminole County located at 400 W. Airport Blvd, Sanford, FL 32773.

**Participants:** Raymond Macon, Vel Cline, Brian Toy, Paolo Mancini, Jessica Seidita, Jose A. Duarte, Edward Cook, Michael Brinkley, Troy Johnston, Robert Collier Way, Terence Andrews, Dezmond Brinson, Caroline Pittman, Deane Austin, Maria Jose Velasquez, Yasmin Rocha, Fernell Neal, Siri Goberdhan Jr., Andre Will, Luis Michel, Cicily Martine, Lawonda Barns, Charlie Wright, Pedro Huertas-Diaz, Yasmin Andre

**Present via Teleconference:** Tracy Robinson, Alelia Munroe, Brenda Reed

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Charlie Wright made a motion to accept the agenda as presented. Vel Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the April 15 minutes:</b></p>	<p>The committee reviewed the April 15 minutes and approved them as presented.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments in the room or online.</li> <li>• PCS did not receive any comment cards.</li> </ul>
<p><b>Reports:</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 21 Planning Council members, 48% are PWH, 38% are unaffiliated/unaligned PWH, and 38% are conflicted members.</li> <li>• The committee reviewed the social media insights for Facebook and Instagram over the past 28 days.</li> <li>• The committee engaged in a discussion about potential topics to be included in the upcoming leadership training to address relevant skills and developmental needs.</li> <li>• The committee reviewed the interview summaries of 4 applicants. The committee recommended all 4 applicants for appointment. The summaries will move forward to the Executive committee for review and vote.</li> <li>• The committee reviewed the HIV Care Needs Survey social media toolkit that was created to maximize outreach and engagement.</li> </ul>

- The committee reviewed the recommendations for the Attendance Policy & Procedures. After much discussion the committee decided to continue the conversation at next month's meeting.
- The committee reviewed and discussed the nominations for Jr. Co-Chair of the Planning Council.
- The next Membership & Engagement Committee meeting will be held on Tuesday June 10, 2025, at 2:00 pm.

**Service Systems Planning & Quality Committee Meeting**

- The committee received an overview of the Part A Monthly Expenditure report, Part B Monthly Expenditure & GR reports, Part B Quarter 4 Expenditures & Utilization report and the PCS Expenditures report.
- The committee reviewed and discussed the Early Intervention Services (EIS) Service Standard and the Referral for Health Care & Support Service Standard.
- An update was provided to the committee regarding the HIV Care Needs Survey.
- Dr. David Cavalleri issued a reminder to the committee regarding the AAM survey.
- The committee reviewed and made recommendations for the Provider Capacity & Capability Survey.
- The next Service Systems Planning & Quality Committee meeting will be held on Friday, June 6, 2025, at 9:30 am.

**World AIDS Day (WAD) Workgroup**

- The participants nominated Rene Cotto-Lewis to serve as chair of the World AIDS Day Workgroup.
- The participants established a schedule for upcoming virtual workgroup meetings.
- A recap exercise was conducted to review and evaluate the outcomes of the 2024 World AIDS Day event. The participants reflected on things that went well, identified areas for improvement, and lessons learned to inform future planning.
- The participants received a Six Hats methodology overview that provides a structured approach to group discussion and decision-making.
- The participants-initiated discussions regarding the date, event theme, and a venue wish list.
- The next virtual WAD workgroup meeting will be held on Friday, June 13, 2025, at 2:00 PM.

**Bylaws Ad Hoc Committee**

- The participants nominated Alelia Munroe to serve as Chair and Ira Westbrook as Vice Chair of the Bylaws Ad hoc committee.
- The participants engaged in a discussion regarding the purpose, scope and expectations of the Bylaws Ad hoc Committee.

	<ul style="list-style-type: none"> <li>• The participants discussed and agreed on the upcoming meeting schedule.</li> <li>• The participants reviewed the proposed updates to the PC bylaws. After much discussion it was determined that the participants would continue to review the bylaws and provide additional feedback at the next meeting.</li> <li>• The next Bylaws Ad hoc meeting will be held on Wednesday June 18, 2025, at 2:00 pm.</li> </ul> <p><b>RWHAP Part A Update</b>  Pedro Huertas-Diaz reported that last week Part A received its second partial allocation, totaling 45% of the projected total grant allocation. Part A is hoping to ultimately receive level funding, or the same amount of funds received in last years grant. All Part A services are currently being offered, and once the remainder of the allocation is received the funds should last through February of 2026.</p> <p><b>RWHAP Part B Update</b>  Yasmin Andre gave an overview of the changes planned for the Part B fiscal agency. For the past two years, the state has been working towards a shift towards centralizing the Part B fiscal agents for the various lead agencies throughout the state into one fiduciary agent overseeing the entire state. The hope is that this change will lead to minimal to no disruption for clients. Yasmin also answered questions from attendees.</p>
<p><b>New Business:</b></p>	<p><b>Service Standard: Early Intervention Services (EIS)</b>  Whitney Marshall shared the purpose and process of the review of Service Standards, and reviewed the changes made to the EIS service standard by the SSPQ committee. Attendees were provided with copies of the service standard for review and were given the opportunity to make suggestions and provide feedback. PCS, the Part A Representative, and the Part B Representative answered questions from attendees about the service standard. No further changes to the service standard were made.</p> <p><b>Motion:</b> Fernell Neal made a motion to forward the Service Standard for Early Intervention Services to the Executive Committee for review. Deane Austin seconded the motion. The motion was adopted with a unanimous vote.</p> <p><b>Service Standard: Referral for Health Care &amp; Support Services</b>  Attendees were provided with copies of the service standard for Referral for Health Care &amp; Support Services for review and were given the opportunity to make suggestions and provide feedback.</p> <p><b>Motion:</b> Charlie Wright made a motion to forward the Service Standard for Referral for Health Care &amp; Support Services to the Executive</p>

	<p>Committee for review. Fernell Neal seconded the motion. The motion was adopted with a unanimous vote.</p> <p><b>Peer Support Space Presentation</b>  Caroline Pittman provided a presentation on Peer Support Space and what services the organization offers, and gave an overview of Eva's Casita, Florida's only overnight peer respite. Caroline also took questions from the audience regarding safety concerns, areas served by the organization, and how potential clients can get connected.</p> <p><b>Aspire Health Partners Presentation</b>  Yasmin Rocha, Lead Navigator of YPEP at Aspire and MJ Velazques, Peer Support Specialist with YPEP gave an overview of Aspire Health Partners, which provides cost-effective behavioral health and substance abuse treatment throughout six counties in Florida. Yasmin also took questions from the audience. They will be sending detailed program information to PCS.</p> <p><b>Mental Health Awareness Month Jeopardy Game</b>  PCS facilitated a Jeopardy Game for attendees with the following topics: Mental Health, Resources &amp; Riddles, Planning Council, Stress Management, and Music.</p>
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>• There were no announcements.</li> </ul>

<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
N/A	-

<b>Next Meeting:</b>	June 17, 2025
<b>Adjournment:</b>	8:00pm

Prepared by: Laura Perez Date: 5/30/2025

Approved by: Jessica Little Date: 6.17.25