

**Central Florida HIV Planning Council**  
**Planning Council Business Meeting Minutes**

May 28, 2025

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:03 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andre Antenor, Jessica Seidita, Ira Westbrook, Alelia Munroe, Anthony McNeil, Frederick “Vel” Cline, Kara Johnson Williams, Maria “Angie” Buckley, Andrea Dunn, Charlie Wright, Gabrielle Leonce, Raymond Macon, Rene Cotto-Lewis, Siri “JR” Goberdhan Jr., Sueanne Vazquez, Yvelouse Augustin-Leow

**Members Present via Teleconference:** Jules Smith

**Members Excused:** Angus Bradshaw, Fernell Neal, Priscilla Torres-Theobald

**Members Absent:** Monika Trejos Kweyete

**Recipient Staff Present:** Yasmin Andre, Claudia Yabrudy

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

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Anthony McNeil made a motion to accept the agenda as presented. Charlie Wright seconded the motion.</p> <table border="1" data-bbox="708 1157 1248 1234"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">17</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	17	0	0
In Favor	Against	Abstain					
17	0	0					
<p><b>Approval of the April 30 Minutes:</b></p>	<p>The Planning Council reviewed the April 30 minutes and approved them as presented.</p>						
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>Raymond Macon made a public comment regarding asking potential applicants to the Planning Council if they are willing and able to attend outreach events on behalf of the Planning Council.</li> </ul>						
<p><b>Special Order of Business: Election of Jr. Co-Chair</b></p>	<ul style="list-style-type: none"> <li>Planning Council members elected Angie Buckley as the new Jr. Co-Chair of the Central Florida HIV Planning Council.</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 21 Planning Council</li> </ul>						

members, 48% are PWH, 38% are unaffiliated/unaligned PWH, and 38% are conflicted members.

- The committee reviewed the social media insights for Facebook and Instagram over the past 28 days.
- The committee engaged in a discussion about potential topics to be included in the upcoming leadership training to address relevant skills and developmental needs.
- 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.
- The committee reviewed the HIV Care Needs Survey social media toolkit that was created to maximize outreach and engagement.
- 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.
- The participants discussed and agreed on the upcoming meeting schedule.
- 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.
- The next Bylaws Ad hoc meeting will be held on Wednesday June 18, 2025, at 2:00 pm.

**Ryan White Community Meeting:**

- The participants received an overview of the business conducted at the May Membership & Engagement and the Service Systems Planning & Quality committee meetings.
- The participants received a funding status update from the Part A representative and a program update from the Part B representative.
- The participants reviewed the Early Intervention Services (EIS) Service Standard and the Referral for Health Care & Support Service Standard. The participants were given the opportunity to provide feedback on the service standards.
- The participants received a presentation on the services provided by Peer Support Space and Aspire Health Partners.
- The participants engaged in a Mental Health Awareness Month Jeopardy game.
- The next Ryan White Community meeting will be held at the Heart of Florida United Way on June 17, 2025, at 6:00 pm.

**Executive Committee:**

- 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 discussed potential dates for the next virtual leadership training and, following a brief discussion, confirmed that the training will be held on Tuesday, July 8, 2025, at 2:00 pm.

	<ul style="list-style-type: none"> <li>• The committee reviewed interview summaries for four applicants; two were recommended for appointment by majority vote, and two by unanimous vote.</li> <li>• The committee reviewed the Jr. Co-Chair nominations and confirmed that nominees were eligible to serve.</li> <li>• The committee reviewed the recommendations and updated the Early Intervention Service (EIS) Service Standard.</li> <li>• The next Executive committee meeting will be held on Thursday, June 19, 2025, at 2:00 pm.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part A Monthly Expenditure Report</b> <i>(Expenditures as of March 31, 2025)</i></p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"> <li>• Percentage of Fiscal Year Transpired: 8.33%</li> <li>• Target Expenditure: 8.33%</li> <li>• Actual Expenditure 8.17%</li> <li>• Difference: 0.16%</li> </ul> <p>Claudia Yabrudy provided the following information regarding the Part A monthly expenditure:</p> <ul style="list-style-type: none"> <li>• Part A has received a second partial award, and is assuming that the full award will be level funding, but that has yet to be confirmed</li> <li>• Outpatient/Ambulatory Health Services appear to be over target expenditure due to the timing of when the claims are received</li> <li>• Medical Transportation Services are over target due to the purchase of bus passes in bulk</li> </ul> <p>Claudia also took questions from members and discussed the following topics:</p> <ul style="list-style-type: none"> <li>• Oral health is the only service that is being closely monitored; nobody should be being turned away for services</li> <li>• Funds should last through February 2026</li> <li>• There is no immediate threat to the Ryan White Part A Program</li> </ul> <p>Members discussed what future planning could look like depending on the amount of funds received. Members of the SSPQ committee were encouraged to start having these conversations.</p> <p><b>Part B Monthly Expenditure Report</b> <i>(Expenditures as of March 31, 2025)</i></p> <p>Yasmin Andre reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 12</li> <li>• Target Expenditure: 100.0%</li> </ul>

- Actual Expenditure 99.5%
- Difference: 0.5%

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

- Mental Health is below target due to delays in referrals to the new provider.
- There is one more report that will be presented next month with the finalized expenditure for the grant.

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

Yasmin Andre reported the following:

- Grant Month Number: 9
- Target Expenditure: 75%
- Actual Expenditure: 75%
- Difference: 0%

**Part B & GR Utilization & Expenditures**

Yasmin 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.

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

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

Whitney Marshall reported the following:

- Quarter Number: 4
- Target Expenditure: 100%
- Actual Expenditure: 100%
- Difference: 0%

Whitney provided an overview of what each Budget Category contains and reported that although some categories are above/below target expenditure, all the spent funds do balance out.

**New Business:**

**Community Legal Services Presentation**

Stefani Lopez-Smith, an attorney with Community Legal Services, gave a presentation on Sealing or Expungement of a Criminal Record, covering the following topics:

- The long-term effects of a criminal charge
- An overview of sealing and expunging
- The difference between sealing and expunging
- The definition of criminal disposition
- What conditions disqualify someone from being able to have their record sealed or expunged
- What to do if someone has more than one criminal charge
- Recourse if someone does not qualify for sealing/expungement

**AAM Survey Reminder**

Whitney Marshall encouraged members to take the AAM survey, and will provide contact information for the AAM Consultant, David Cavalleri if needed.

**Applicant Summaries**

Members reviewed and voted on applicant summaries for four prospective members.

**Motion:** Kara Johnson Williams made a motion to forward Candidate #2025-06 to the Orange County Mayor's Office with a recommendation for associate membership to the Planning Council and appointment to the Membership & Engagement Committee. Vel Cline seconded the motion.

In Favor	Against	Abstain
14	0	0

The motion was adopted with a unanimous roll-call vote.

**Motion:** Jessica Seidita made a motion to forward Candidate #2025-04 to the Orange County Mayor's Office with a recommendation for full membership to the Planning Council and appointment to the Membership & Engagement Committee. Anthony McNeil seconded the motion.

In Favor	Against	Abstain
16	0	0

The motion was adopted with a unanimous roll-call vote.

**Motion:** Jessica Seidita made a motion to forward Candidate #2025-07 to the Orange County Mayor's Office with a recommendation for membership to the Planning Council and appointment to the Membership & Engagement Committee. Angie Buckley seconded the motion.

In Favor	Against	Abstain
16	0	0

The motion was adopted with a unanimous roll-call vote.

**Motion:** Jessica Seidita made a motion to forward Candidate #2024-01 to the Orange County Mayor's Office with a recommendation for full membership to the Planning Council and appointment to the Membership & Engagement Committee. Kara Johnson Williams seconded the motion.

In Favor	Against	Abstain
16	0	0

The motion was adopted with a unanimous roll-call vote.

**Motion:** Kara Johnson Williams made a motion to extend the meeting to 8:15 PM. Alelia Munroe seconded the motion.

In Favor	Against	Abstain
13	2	0

The motion was adopted with a majority roll-call vote.

**Early Intervention Services (EIS) Service Standard**

Whitney Marshall reviewed the recommended changes made to the service standard for Early Intervention Services by the Executive Committee.

	<p>Members were allowed the opportunity to suggest further changes, but none were made.</p> <p><b>Motion:</b> Vel Cline made a motion to approve the Service Standards for Early Intervention Services with the recommended changes. Angie Buckley seconded the motion.</p> <table border="1" data-bbox="711 415 1248 491"> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> <tr> <td>9</td> <td>2</td> <td>5</td> </tr> </table> <p>The motion was adopted with a majority roll-call vote.</p> <p><b>Referral for Health Care &amp; Support Services</b> The committee decided to send the service standard for Referral for Health Care &amp; Support Services back to the SSPQ committee for further review.</p>	In Favor	Against	Abstain	9	2	5
In Favor	Against	Abstain					
9	2	5					
<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>• A Request for Applications (RFA) for HIV High-Impact Prevention (HIP) is currently out. Applications are due June 16<sup>th</sup>, 2025.</li> <li>• Positive Assistance will be holding Real Talk tomorrow from 5pm – 7pm.</li> <li>• The Center for Multicultural Wellness and Prevention (CMWP) will be holding their Annual Community Health Summit in September.</li> <li>• Let's BeeHive in conjunction with UCF will be holding a focus group tomorrow for cisgendered college-aged women on HIV prevention</li> <li>• Let's BeeHive Prep Ambassador program will be launching next month</li> </ul>						

ACTION ITEMS	
Responsible Party	Item
N/A	-

Next Meeting:	June 25, 2025
Adjournment:	8:07 PM

Prepared by: Laura Perez Date: 6/11/2025

Approved by: [Signature] Date: 6/25/2025