

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

*May 22, 2025*

**Call to Order:** The CFHPC Sr. 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:** Jessica Seidita, Andre Antenor, Frederick “Vel” Cline, Maria “Angie” Buckley, Ira Westbrook

**Members Excused:** Alelia Munroe, Rene Cotto-Lewis

**Recipient Staff Present:** Claudia Yabrudy, Yasmin Andre, Doris Huff, Evan Cochuyt

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Replace Alelia Munroe and Rene Cotto-Lewis with Angie Buckley in Reports</li> </ul> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the April 17 Minutes:</b></p>	<p>The committee reviewed the April 17 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 person 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 15, 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 15, 2025, at 6:00 pm.

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

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 8.33%
- Target Expenditure: 8.33%
- Actual Expenditure 8.17%
- Difference: 0.16%

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

- Part A was given another partial award last week, which should last for the next 3 months.
- Outpatient/Ambulatory Health Services appear to be over target expenditure due to the timing of when the claims are received
- Medical Transportation Services are over target due to the purchase of bus passes
- Providers are being understanding of the lack of certainty around funding, but so far there have been no interruptions to services

In response to a question about plans in the event that more funds are not provided in three months, Claudia stated that the Recipient's office has continuous communication with the HRSA Project Officer, and that more funds are coming, but the timing remains unknown.

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

Yasmin Andre reported the following:

- Grant Month Number: 12
- Target Expenditure: 100.0%
- 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%

Yasmin provided the following information regarding the GR monthly expenditure:

- Food Bank/Home Delivered meals is above target utilization due to increased utilization of food bank
- Non-Medical Case Management is below target utilization due to changes in staffing levels
- A recently-completed amendment added funding to the Medical Transportation Services line that will be reflected in future reports

**Part B & GR Utilization & Expenditures**

Yasmin Andre 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:**

**AAM Survey Reminder**

Whitney Marshall encouraged members to complete the AAM Survey as soon as possible so that the consultant has time to create the draft report

before the next SSPQ meeting. It can be taken online or over the phone by request.

### **Leadership Training Date**

Members discussed possible dates for the second virtual Leadership Training and ultimately scheduled the training to be held on Tuesday, July 8<sup>th</sup> from 2:00 PM to 3:30 PM.

### **Applicant Summaries**

Members reviewed and discussed four applicant summaries.

**Motion:** Vel Cline made a motion to forward applicant #2025-06 to the full Planning Council for review and approval for associate membership with a recommended appointment to the Membership & Engagement Committee. Angie Buckley seconded the motion. The motion was adopted with a majority vote.

**Motion:** Vel Cline made a motion to forward applicant #2025-04 to the full Planning Council for review and approval with a recommended appointment to the Membership & Engagement Committee. Jessica Seidita seconded the motion. The motion was adopted with a majority vote.

**Motion:** Angie Buckley made a motion to forward applicant #2025-07 to the full Planning Council for review and approval with a recommended appointment to the Membership & Engagement Committee. Jessica Seidita seconded the motion. The motion was adopted with a unanimous vote.

**Motion:** Ira Westbrook made a motion to forward applicant #2024-01 to the full Planning Council for review and approval with a recommended appointment to the Membership & Engagement Committee. Vel Cline seconded the motion. The motion was adopted with a unanimous vote.

### **Jr. Co-Chair Nominations**

Whitney Marshall shared the following members who accepted the nomination for Jr. Co-Chair:

- Rene Cotto-Lewis
- Angie Buckley
- Anthony McNeil

Members affirmed that all nominees are eligible for the position.

**Motion:** Jessica Seidita made a motion to affirm that Rene, Angie, and Anthony are eligible for nomination for Jr. Co-Chair. Vel Cline seconded the motion. The motion was adopted with a majority vote.

	<p><b>Early Intervention Services (EIS) Service Standard</b>  Whitney Marshall reviewed the provider feedback on the service standard for Early Intervention Services (EIS). Members discussed the following changes:</p> <ul style="list-style-type: none"> <li>• Part B cannot do an episode of care as suggested by provider throughout section 2.0</li> <li>• Replace any instance of cultural sensitivity, humility, or competency with cultural “responsiveness”</li> <li>• Addition of less restrictive language to the staff qualifications for EIS Coordinators</li> <li>• Clarification of business hours for timelines in Section 2.0</li> <li>• Addition of language to EIS Coordinator responsibilities throughout Section 2.0</li> <li>• Addition of new Section 4.1 regarding termination of a client with valid eligibility from EIS</li> <li>• Clarification of language in Section 4.3 regarding research during the process of attempting to contact clients</li> <li>• Addition of language in Section 4.4 regarding incarcerated clients</li> </ul> <p><b>Motion:</b> Vel Cline made a motion to forward the Service Standard for Early Intervention Services with the recommended changes to the full Planning Council for review. Angie Buckley seconded the motion. The motion was adopted with a majority vote.</p> <p><b>Referral for Health Care &amp; Support Services Service Standard</b>  The service standard for Referral for Health Care &amp; Support Services will be reviewed at the Planning Council Business Meeting.</p> <p><b>Set 5/28/25 Planning Council Business Meeting Agenda</b>  Members discussed the proposed agenda for the next Planning Council Business Meeting.</p> <p><b>Motion:</b> Vel Cline 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.</p>
<b>Announcements:</b>	There were no announcements.

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

<b>Next Meeting:</b>	June 20, 2025
<b>Adjournment:</b>	3:59 PM

Prepared by: Laura Perez Date: 6/2/2025

Approved by: Angie Burch Date: 6/30/2025