

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

June 6, 2025

Call to Order: The SSPQ Committee Vice-Chair, Anthony McNeil, 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: Anthony McNeil, Ira Westbrook, Charlie Wright, Jessica Seidita, Maria “Angie” Buckley, Gabrielle Leonce, Jules Smith (via teleconference), Monika Trejos Kweyete (via teleconference), Rene Cotto-Lewis (via teleconference), Andre Antenor (via teleconference)

Members Excused: Alelia Munroe, Priscilla Torres-Theobald, Vickie Cobb-Lucien

Members Absent: Yvelouse Augustin-Leow

Recipient & Lead Agency Staff Present: Pedro Huertas-Diaz, Yasmin Andre, Doris Huff (via teleconference), Tessa Bricker (via teleconference)

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

| <p>Approval of the agenda:</p> | <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. Rene Cotto-Lewis seconded the motion.</p> <table border="1" data-bbox="706 1171 1247 1251"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td align="center">7</td> <td align="center">0</td> <td align="center">0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p> | In Favor | Against | Abstain | 7 | 0 | 0 |
|--|--|----------|---------|---------|---|---|---|
| In Favor | Against | Abstain | | | | | |
| 7 | 0 | 0 | | | | | |
| <p>Approval of the May 8 Minutes:</p> | <p>The committee reviewed the May 8 minutes and approved them as presented.</p> | | | | | | |
| <p>Open the floor for public comment:</p> | <ul style="list-style-type: none"> • PCS did not receive any comment cards. • There were no public comments in the room or online. | | | | | | |
| <p>Reports:</p> | <p>Part A 2024-2025 Final Expenditures Pedro Huertas-Diaz presented the Part A final allocations for FY2024-2025. The following service categories/line items had excess funds that were reallocated to overspent categories to ensure 100% expenditure of grant dollars:</p> <ul style="list-style-type: none"> • Local AIDS Pharmaceutical Assistance (\$107,208) • Medical Case Management (\$157,236) • Medical Transportation Services (\$3,811) • Substance Abuse – Residential (\$42) | | | | | | |

- Clinical Quality Management (\$109,367)
- (MAI Funds) Psychosocial Support Services (\$46,129)
- (MAI Funds) Administration (\$49,563)

Part A Monthly Expenditure Report
(Expenditures as of April 30, 2025)

Pedro Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 16.67%
- Target Expenditures: 16.67%
- Actual Expenditures 16.35%
- Difference: 0.32%

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

- Food Bank/Home-Delivered Meals was reported as below target; food cards were purchased in May and will be reflected in the next report

Part A FY2024-2025 Annual Utilization & Expenditure

Pedro Huertas-Diaz presented the Annual Utilization & Expenditure for Fiscal Year 2024-2025.

| Percent Change in Utilization FY2023-2024 to FY2024-2025 Demographic Groups | | |
|--|----------|--------|
| Total Unduplicated Clients | | +3.2% |
| New Clients | | -10.2% |
| Active Clients | | +4.5% |
| Gender | Male | +1.9% |
| | Female | +3.7% |
| | Unknown | +4.4% |
| Race | White | +2.9% |
| | Black | +1.6% |
| | Other | +9.3% |
| Age | 13-24 | -8.1% |
| | 25-44 | +2.1% |
| | 45-64 | +1.1% |
| | 65+ | +10.7% |
| County | Orange | +0.2% |
| | Seminole | +1.1% |
| | Osceola | +10.5% |
| | Lake | +6.6% |

| Percent Change in Utilization FY2023-2024 to FY2024-2025 Core Services | |
|---|---------|
| Medical Case Management | -8.7% |
| Outpatient Ambulatory Health Services | +3.7% |
| Oral Health Care | +8.3% |
| Early Intervention Services | +35.0% |
| Local AIDS Pharmaceutical Assistance Program* | -48.6% |
| Mental Health Services | +184.8% |
| Health Insurance Premium & Cost Sharing Assistance | -43.5% |
| Medical Nutrition Therapy | +21.3% |
| Substance Abuse Services – Outpatient | +188.9% |

**EHE took over this category mid-year*

| Percent Change in Utilization FY2023-2024 to FY2024-2025 Support Services | |
|--|--------|
| Referral for Health Care & Support Services | +3.0% |
| Medical Transportation | -3.4% |
| Psychosocial Support Services | +49.1% |
| Food Bank/Home Delivered Meals | +6.7% |
| Emergency Financial Assistance | +80.0% |
| Substance Abuse Services - Residential | 0.0% |

Pedro answered questions from members regarding the report.

Part B 2024-2025 Final Expenditures

Yasmin Andre presented the Part B final allocations for FY2024-2025.

The following service categories had outstanding funds available:

- AIDS Pharmaceutical Assistance
 - Remaining funds: \$87.03
 - Comment: There were no remaining invoices in which RW would be the Payor of Last Resort
- Mental Health
 - Remaining funds: \$1,557.71
 - Comment: Delayed referrals to new provider due to more complex referral process and some clients being eligible for other payers/providers
- Oral Health Care
 - Remaining funds: \$231.03
 - Comment: There were no remaining invoices in which RW would be the Payor of Last Resort
- **Total remaining funds: \$1,875.81**

Yasmin explained that there were delays and unexpected challenges with contracts at the state level that led to a lack of consistency and communication that ultimately impacted Part B's ability to spend all grant dollars. Despite these challenges, Part B did surpass the state threshold of spending at least 95% of the grant and is always striving to spend 100% of grant funds.

**Part B Monthly Expenditure Report
(Expenditures as of April 30, 2025)**

Yasmin Andre reported the following:

- Grant Month Number: 1
- Target Expenditures: 17%
- Actual Expenditures 15%
- Difference: 2%

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

- Part B received a six-month extension and thus only received a six-month allocation, which is reflected in the report
- The first quarter of the Part B grant overlaps with the last quarter of the GR contract, so any expenditures that can be paid by GR will take priority over Part B funds until those funds are fully expended
- The following service categories are below target expenditure:
 - Health Insurance Premium & Cost Sharing Assistance – due to low utilization of service
 - Mental Health – due to low utilization of service
 - Oral Health Care – due to delayed invoices
 - Emergency Financial Assistance – due to low utilization of service
- The following service categories are above target expenditure:
 - AIDS Pharmaceutical Assistance – due to filling a temporary need for nutritional supplements
 - Non-Medical Case Management – due to increase in staffing levels for some providers

Yasmin answered questions from members regarding the future of Part B, sharing that there is simply not enough information at this time to know what the reporting mechanism could look like if and when Part B shifts to a state-wide fiduciary. Pedro also answered questions from members regarding EIS and EHE.

**GR Monthly Expenditure Report
(Expenditure as of April 30, 2025)**

Yasmin Andre reported the following:

- Grant Month Number: 10
- Target Expenditures: 83%
- Actual Expenditures: 82%
- Difference: 1%

Yasmin provided the following information regarding the GR monthly expenditures:

- An April amendment pulled money out of Referral for Healthcare Support, which is seeing a reduction in expenditure due to staff turnover, and reallocated the funds into the following categories:
 - Medical Case Management, which was opened to include staff not covered by the new Part B contract
 - Outpatient/Ambulatory Health Services, which was opened to include services not covered by the new Part B contract
 - Food Bank/Home-Delivered Meals, due to an increase in utilization
 - Medical Transportation Services, to pay for services not covered by the new Part B contract

Part B CQM Update

Yasmin Andre presented a report on Part B Viral Suppression and Annual Retention data for Q1 of 2025. All data was compiled from CAREWare 6.

| 2025 Quarter 1 (January 1 - March 31) | | |
|---------------------------------------|-------------------|-------------------|
| Category | Viral Suppression | Retention In Care |
| National Target | 95% | 90% |
| Brevard OVERALL | 90% | 66% |
| Service Category | OAHS | 80% |
| | MCM | 78% |
| | RHSS | 65% |
| | Non-MCM | 66% |
| Sex | Male | 65% |
| | Female | 71% |
| | Unknown | 66% |
| Race | Black | 69% |
| | Hispanic | 67% |
| | White | 64% |
| | Other | 64% |
| Age | 19-24 | 66% |
| | 25-34 | 55% |
| | 35-44 | 52% |
| | 45-54 | 73% |
| | 55-64 | 73% |
| | 65+ | 66% |

Yasmin answered questions from members regarding the report.

| | |
|------------------------------------|--|
| | <p>A concern was raised by a committee member regarding reports that some clients are being told that there are no bus passes. Part A responded that there is likely an issue with communication, as there are bus passes available. The discussion shifted to the topic of access to medical transportation for several minutes.</p> <p>AAM Draft Report Dr. David Cavalleri reviewed the purpose of the Assessment of the Administrative Mechanism, what was included in the process of data collection, and the timeframe of the AAM. He reviewed the Subrecipient and Planning Council survey findings, providing the following information:</p> <ul style="list-style-type: none"> • There was a response rate of 72.7% from subrecipients (8 out of 11 providers) • There was a response rate of 67% from Planning Council and Associate Members (16 out of 24 members) • Feedback was generally positive. <p>Dr. Cavalleri also provided a general overview of the results of the AAM, and provided the following recommendations as part of the draft report:</p> <ul style="list-style-type: none"> • Enhance Communication Protocols • Streamline Re-Allocation Processes • Optimize Resource Utilization <p>The conversation shifted temporarily into discussing the newest draft of the proposed budget breakdown for the Department of Health and Human Services for FY 2026. Dr. Cavalleri encouraged members to submit testimonials about their experiences with Ryan White or HIV care.</p> <p>Members were encouraged to submit any feedback on the draft AAM report to PCS so that it can be sent to Dr. Cavalleri and incorporated into the final report, which will be presented at the July SSPQ meeting.</p> |
| <p>Unfinished Business:</p> | <p>Service Standard: Referral for Healthcare and Support Services Whitney Marshall explained that neither the Executive Committee nor the full Planning Council had the opportunity to review the provider feedback in May, so the Service Standard for Referral for Healthcare and Support Services has returned to the committee for review. Whitney reviewed all the provider feedback, and the committee had the opportunity to discuss the following:</p> <ul style="list-style-type: none"> • Minor grammatical changes • Rewording to incorporate people-first language in Section 1.1 • Changing all instances of “OAHS” to “medical care” • Removal of “possible” in Section 3.1 • Rejecting the proposed combining of Section 3.3 and 3.5 • Changing “72 business hours” to “three (3) business days” <p>Motion: Charlie Wright made a motion to forward the service standard for Referral for Healthcare and Support Services with the recommended</p> |

changes to the Ryan White community and program providers for review. Ira Westbrook seconded the motion.

| In Favor | Against | Abstain |
|----------|---------|---------|
| 5 | 0 | 4 |

The motion was adopted with a majority vote.

Motion: Jessica Seidita made a motion to postpone the Integrated Plan Update and the Leadership Evaluations until the next meeting. Angie Buckley seconded the motion.

| In Favor | Against | Abstain |
|----------|---------|---------|
| 9 | 0 | 0 |

The motion was adopted with a unanimous vote.

New Business:

Preliminary Quorum – July 3rd Meeting

Members discussed who would be available to attend the next scheduled SSPQ meeting due to its proximity to th July 4th holiday. After discussion, members moved the July SSPQ meeting to Wednesday July 2nd at 2:00 PM.

Motion: Jessica Seidita made a motion to extend the meeting by 10 minutes. Andre Antenor seconded the motion.

| In Favor | Against | Abstain |
|----------|---------|---------|
| 8 | 1 | 0 |

The motion was adopted with a majority vote.

Motion: Jessica Seidita made a motion to move the next SSPQ meeting to Wednesday July 2nd at 2:00 PM. Angie Buckley seconded the motion.

| In Favor | Against | Abstain |
|----------|---------|---------|
| 8 | 1 | 0 |

The motion was adopted with a majority vote.

HIV Care Needs Survey Update

Whitney Marshall informed members that due to continued uncertainty at the state level as to the release date of the HIV Care Needs Survey, the plan to release a local version of the survey will be moving forward to allow for data collection for Data Presentation and PSRA. Once the survey is released, the link will be shared with the Planning Council along with the social media toolkit.

Service Standards

| | |
|-----------------------|--|
| | <p>The service standards for Psychosocial Support Services and Substance Abuse Residential were distributed for a 30-day review by the committee.</p> <p>Pedro Huertas-Diaz provided a follow-up to the earlier discussion regarding bus passes.</p> |
| Announcements: | <ul style="list-style-type: none"> HFUW will be hosting a free event on advocacy that will be held prior to the next Planning Council Business meeting on Wednesday, June 25th at 4pm. |

| ACTION ITEMS | |
|--------------------------|--|
| Responsible Party | Item |
| Yasmin Andre | Find last year's state viral load |
| PCS | Add review of Medical Transportation service standard to a future agenda |
| PCS | Send out AAM Draft Report to PC members for review |
| | |
| Next Meeting: | July 2, 2025 at 2:00 PM |
| Adjournment: | 12:07 PM |

Prepared by: *Laura Perez* Date: 6/17/2025

Approved by: *[Signature]* Date: 07/02/2025