

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

June 20, 2025

Call to Order: The Membership & Engagement Chair, acting as chair pro tem, Fredrick (Vel) Cline, called the meeting to order at 2:30 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Jessica Seidita, Ira Westbrook, Anthony McNeil, Frederick “Vel” Cline, Maria “Angie” Buckley, Andre Antenor (via teleconference), Rene Cotto-Lewis (via teleconference)

Members Excused: Alelia Munroe, Rene Cotto-Lewis

Recipient Staff Present: Claudia Yabrudy, Doris Huff, Evan Cochuyt

PCS Staff Present: David Bent, Whitney Marshall

<p>Approval of the agenda:</p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> • Replace Andre Antenor with Vel Cline for the Call to Order and Approval of the Agenda and Minutes sections • Replace Angie Buckley with Jessica Seidita for the reading of the Vision and Mission Statements section • Replace Rene Cotto-Lewis with PCS under the World AIDS Day Workgroup section of the Bridge Report • Replace Rene Cotto-Lewis with PCS under the Bylaws Ad Hoc Committee section of the Bridge Report <p>Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Anthony McNeil seconded the motion. The motion was adopted unanimously without debate.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	In Favor	Against	Abstain	6	0	0
In Favor	Against	Abstain					
6	0	0					
<p>Approval of the May 22 Minutes:</p>	<p>The committee reviewed the May 22 minutes and approved them as presented.</p>						
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no official public comments in person or online. • PCS did not receive any comment cards. • Vel Cline expressed concern during this section about the date change for the Planning Council’s World AIDS Day event this year. 						
<p>Reports:</p>	<p>Membership & Engagement Committee</p> <ul style="list-style-type: none"> • The committee reviewed the membership matrix, PC reflectiveness and PC attendance roster. There are currently 24 Planning Council members, 45.8% are PWH, 33.3% are unaffiliated/unaligned PWH, and 37.5% are conflicted members. 						

- The committee reviewed the social media insights for Facebook and Instagram over the past 28 days. The committee provided recommendations to improve social media engagement.
- The committee reviewed and discussed the recommended updates for the Attendance Policy & Procedure. After much discussion, the committee decided to postpone making any additional changes to the policy & procedure until the Bylaws Ad hoc committee has completed their review of the Planning Council Bylaws and submitted final recommendations.
- The committee reviewed the interview summary of an applicant. After the review of the applicant's interview summary the committee decided to recommend the applicant for appointment by a majority vote. The summary will be forwarded to the Executive Committee meeting for review and a vote.
- The next Membership & Engagement Committee meeting will be held on Tuesday, July 1, 2025, at 2:00 pm.

Service Systems Planning & Quality Committee Meeting

- The committee received an overview of the Part A 2024-2025 Final Expenditures, Part A Monthly Expenditure report, Part A Expenditures & Utilization report, Part B Monthly Expenditure and General Revenue report.
- Dr. David Cavalleri provided an overview of the results from the AAM draft report. Dr. Cavalleri also provided several recommendations including enhancing communication protocols, streamlining the reallocation process, and optimizing resource utilization.
- The committee reviewed the recommendations for the Referral for Healthcare & Support Services Service Standard. The service standard will be forwarded to the RW Community meeting participants for feedback.
- The committee discussed the date of the July SSPQ meeting. After a brief discussion, the committee moved the date of the meeting from Thursday July 3rd to Wednesday July 2nd.
- The committee received an HIV Care Needs Survey update. Due to the uncertainty at the state level regarding the release date of the HIV Care Needs Survey, a local version of the survey will be released for data collection and the results will be presented at this year's Data Presentation in September.
- The committee was given a 30-day review for the Psychosocial Support and the Substance Abuse Residential Service Standards. Committee members will provide feedback and recommendations at the July SSPQ meeting.
- The next Service Systems Planning & Quality Committee meeting will be held on Wednesday, July 2, 2025, at 2:00 p.m.

World AIDS Day (WAD) Workgroup

- The participants engaged in discussion regarding potential venues for the World AIDS Day event. Following an exchange of options the participants reached a consensus to hold the event at the Winterclub venue in Winter Park.
- Due to December 1st falling on a Monday this year the participants discussed alternative dates for this year's event. After deliberation, the participants came to a consensus and determined that the event will be held on Saturday, December 6, 2025. The time of the event is TBD.
- The participants reviewed the existing sponsorship packet. After a discussion, the participants revised the tiered sponsorship options.
- The participants discussed themes for the event and came to a consensus that this year's theme will be "Rooted in Resilience – *A World AIDS Day Event.*"
- The next virtual WAD workgroup meeting will be held on Friday, July 11, 2025, at 2:00 PM.

Bylaws Ad Hoc Committee

- The committee reviewed and engaged in discussion regarding the proposed amendments to the Planning Council Bylaws. After much discussion regarding member conflicts, motion protocols, and online meeting participation, the committee decided that more time was needed to fully address these matters and agreed to continue the discussion at the next meeting. Additionally, the Part A Recipient's office will provide feedback from the legal department.
- The next Bylaws Ad Hoc Committee meeting will be held on Wednesday July 9, 2025 at 2:00 pm.

Ryan White Community Meeting

- The participants received an overview of the business conducted at the June Membership & Engagement Committee meeting and the Service Systems Planning & Quality Committee meeting.
- The participants received an overview of the recommended updates for the Referral for Healthcare Services Service Standard and were given the opportunity to provide feedback.

Part A 2024-2025 Final Expenditures

Claudia Yabrudy presented the Part A final allocations for FY2024-2025. During the sweeps period, the Recipient's Office made the following changes to the categories listed below to spend 100% of the grant:

- 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)**

Claudia Yabrudy reported the following:

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

Part A FY2024-2025 Annual Utilization & Expenditure*

Claudia Yabrudy presented the Annual Utilization & Expenditure for Fiscal Year 2024-2025.

**See attachment for full annual utilization & expenditure report to see the number of clients served and the change in utilization.*

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 ¹	-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%

¹EHE 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%

Part B 2024-2025 Final Expenditures

Doris Huff 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**

Part B Monthly Expenditure Report

(Expenditures as of April 30, 2025)

Doris Huff reported the following:

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

- Difference: 2%

Part B CQM Update

Evan Cochuyt 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	91%	80%
	MCM	91%	78%
	RHSS	90%	65%
	Non-MCM	95%	66%
Sex	Male	89%	65%
	Female	90%	71%
	Unknown	75%	66%
Race	Black	88%	69%
	Hispanic	93%	67%
	White	90%	64%
	Other	84%	64%
Age	19-24	92%	66%
	25-34	85%	55%
	35-44	87%	52%
	45-54	87%	73%
	55-64	91%	73%
	65+	95%	66%

New Business:

Applicant Summary

Members reviewed the Applicant Summary for Candidate #2025-02. Members discussed concerns regarding the candidate not having completed his term and the Interview Update's note that there was a concern about the candidate's ability to function within a team-oriented planning environment. After discussion and weighing pros and cons, members ultimately decided to forward the candidate to the full Planning Council for review.

Motion: Vel Cline made a motion to forward Candidate #2025-02 to the Planning Council Business meeting for review as a full member with a recommended appointment to the SSPQ committee. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

Motion: Jessica Seidita made a motion to extend the meeting by five minutes. Vel Cline seconded the motion. The motion was adopted with a unanimous vote.

In Favor	Against	Abstain
5	0	0

Referral for Health Care & Support Services Service Standard

After reviewing some of the changes recommended by the SSPQ Committee and the provider feedback to the service standard, the group recommended moving the standard and the feedback to the full Planning Council for a more robust discussion as there was not enough time to review all of the feedback in detail.

Motion: Vel Cline made a motion to forward the Referral for Health Care & Support Services Service Standard and feedback to the full Planning Council. Rene Cotto-Lewis seconded the motion. The motion was adopted with a majority vote.

In Favor	Against	Abstain
3	1	2

Set 6/25/25 Planning Council Business Meeting Agenda

Members discussed the proposed agenda for the June Planning Council Business Meeting.

Motion: 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.

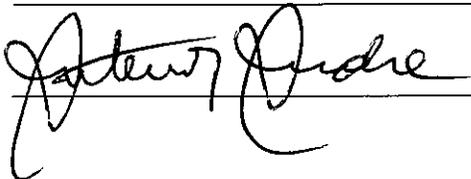
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6	0	0		
Announcements:	There were no announcements.			

ACTION ITEMS	
Responsible Party	Item
N/A	-

Next Meeting:	July 17, 2025
Adjournment:	4:07 PM

Prepared by: Whitney Marshall Date: 7/31/2025

Approved by:  Date: 7/30/2025

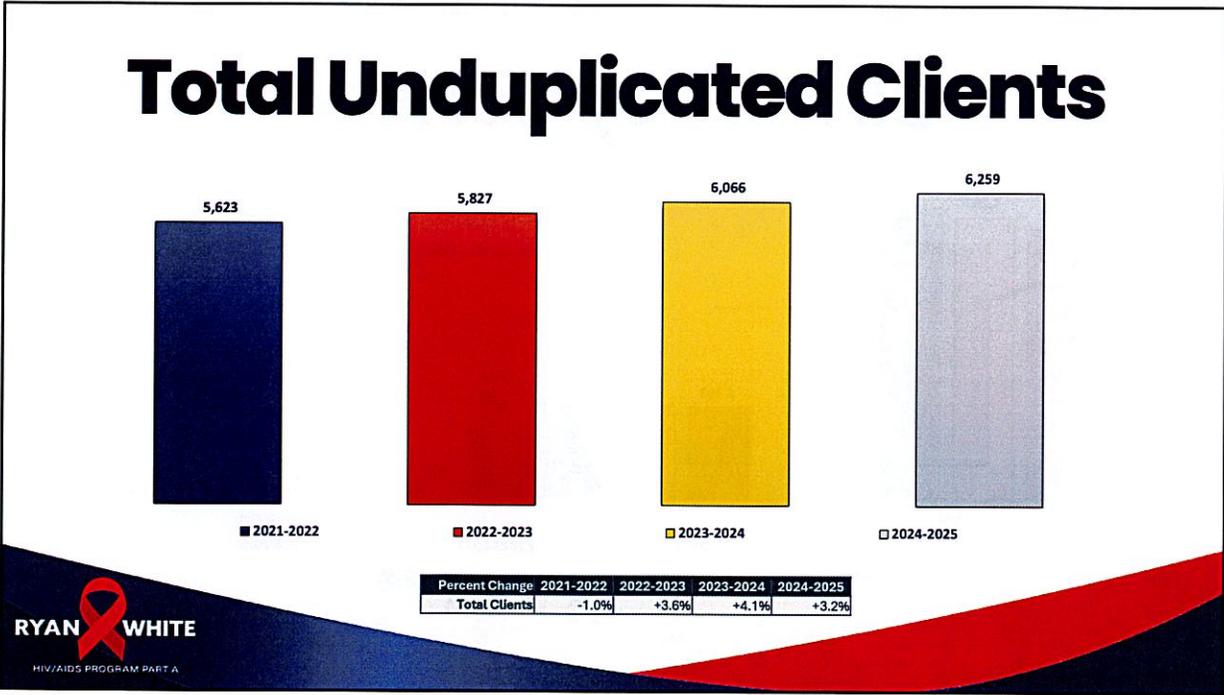
Orlando EMA RWHAP Part A

2024-2025 FY Annual Utilization & Expenditures

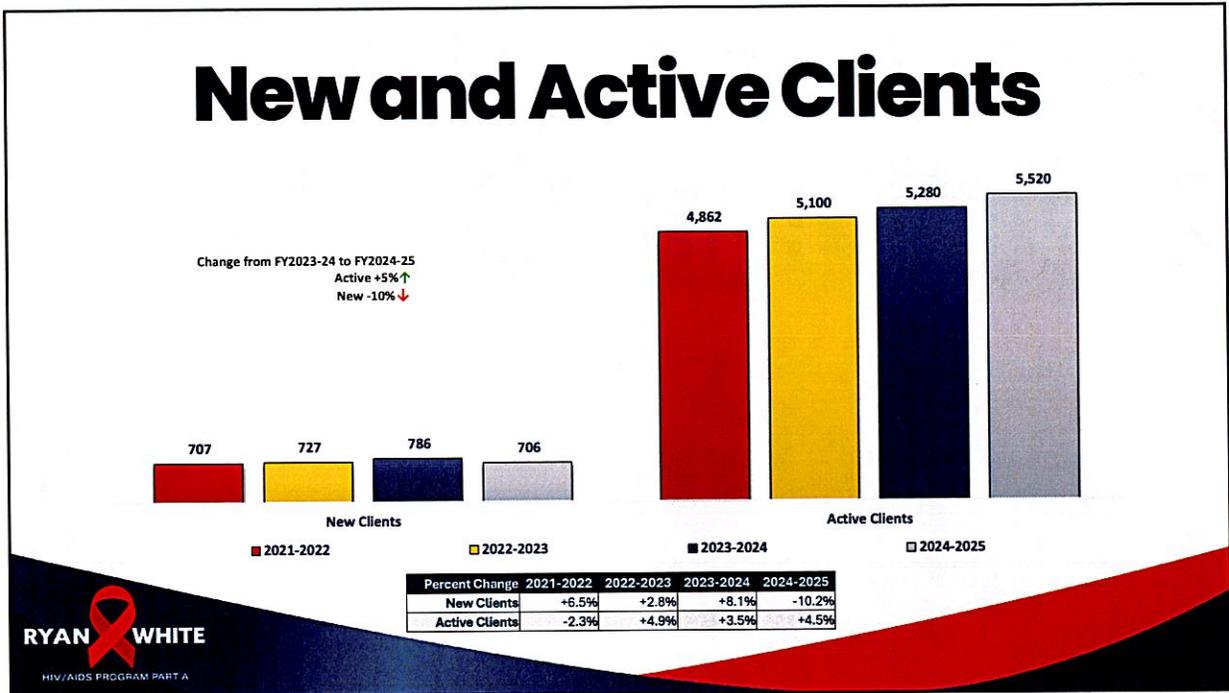
ORANGE COUNTY GOVERNMENT FLORIDA

RYAN WHITE HIV/AIDS PROGRAM PART A

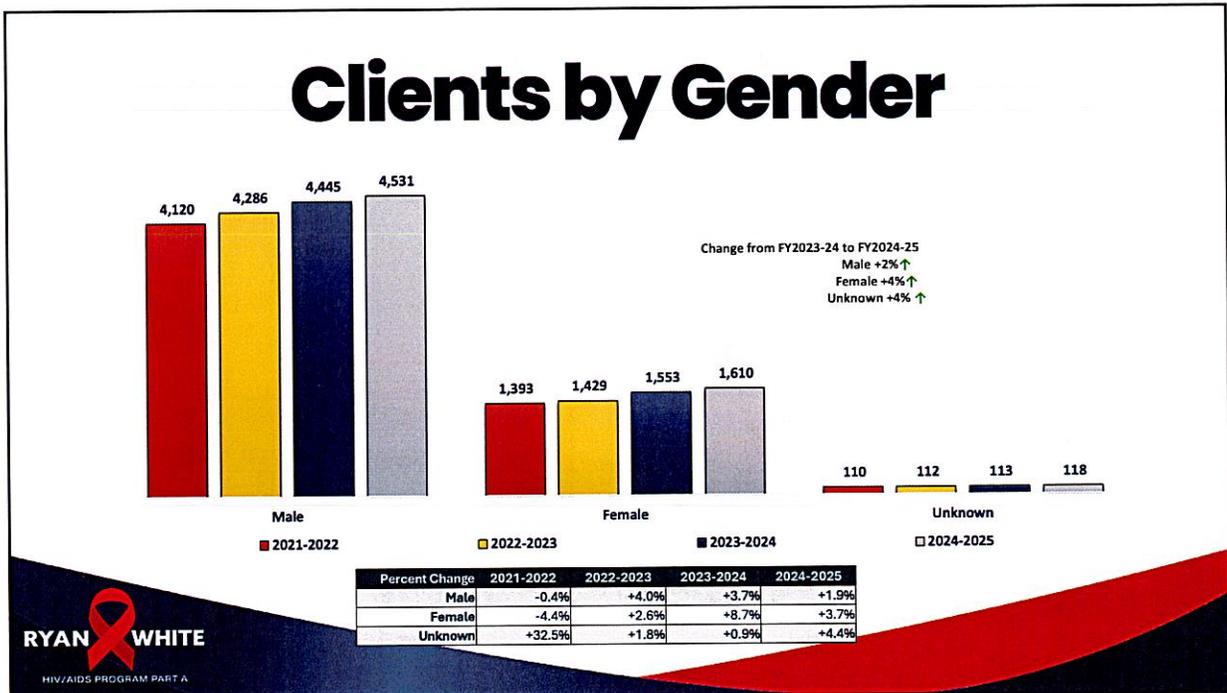
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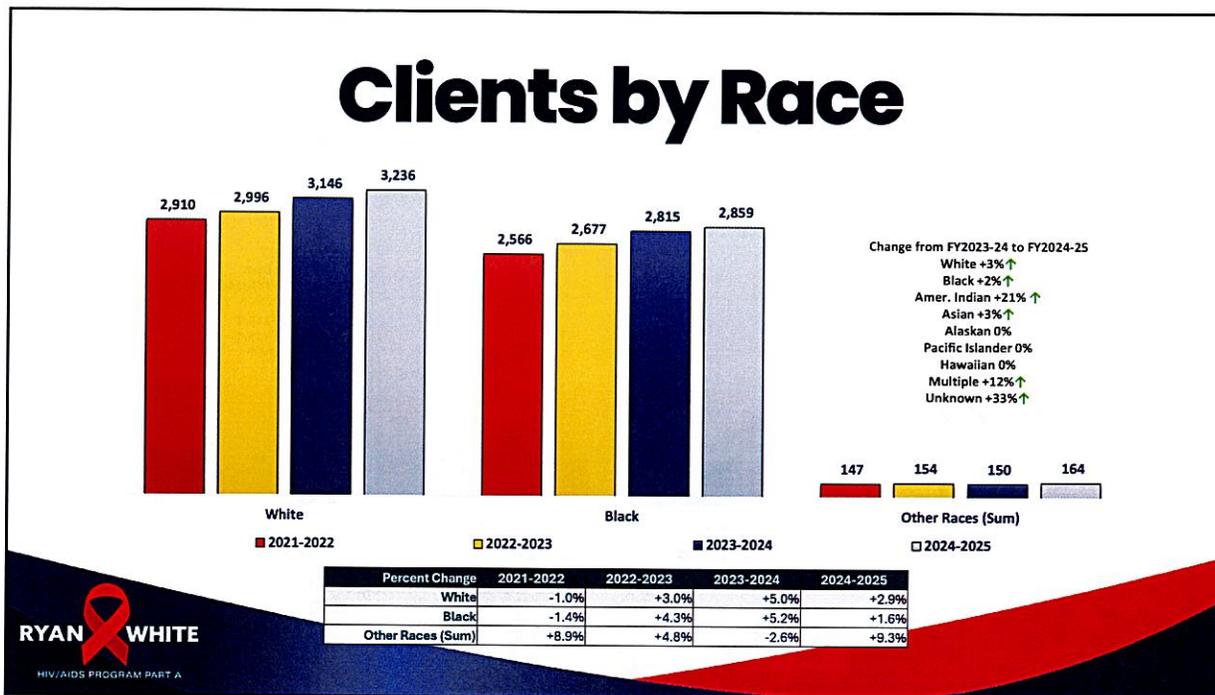
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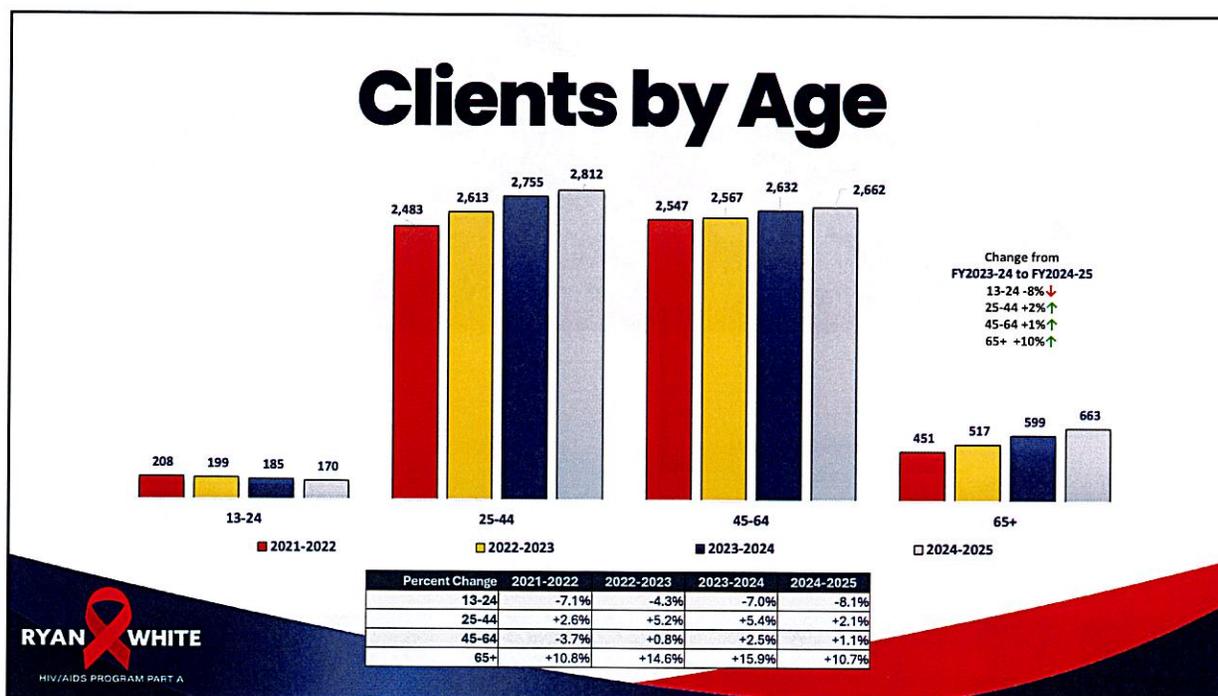
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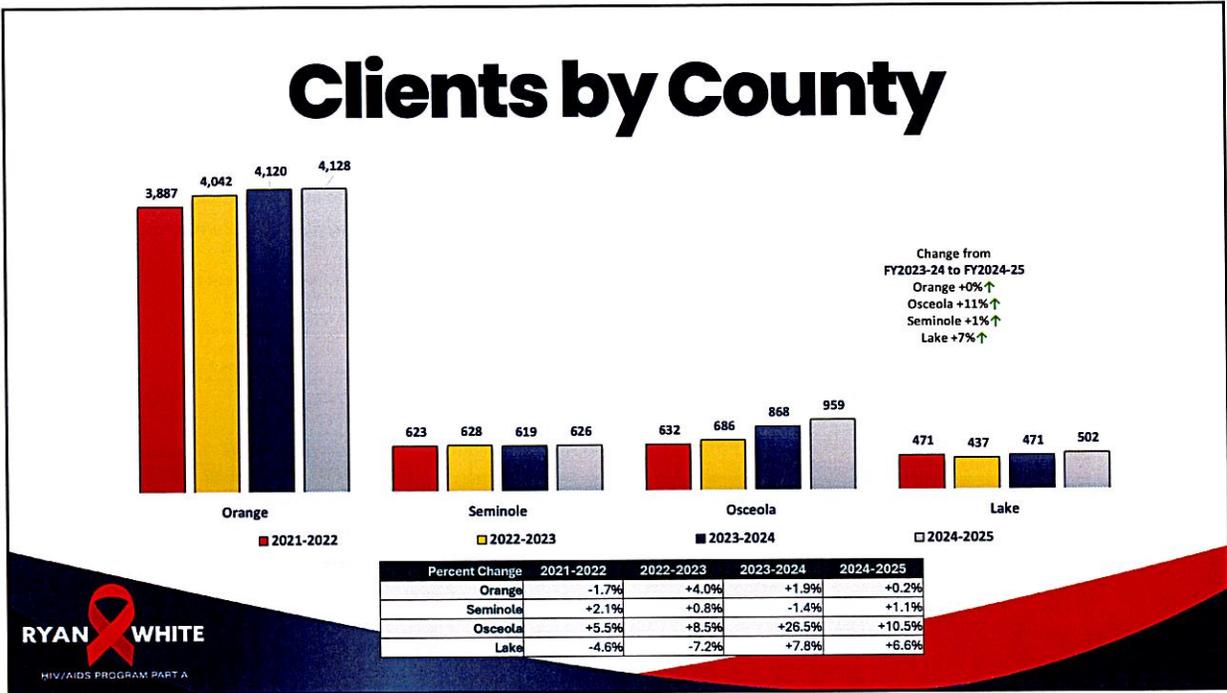
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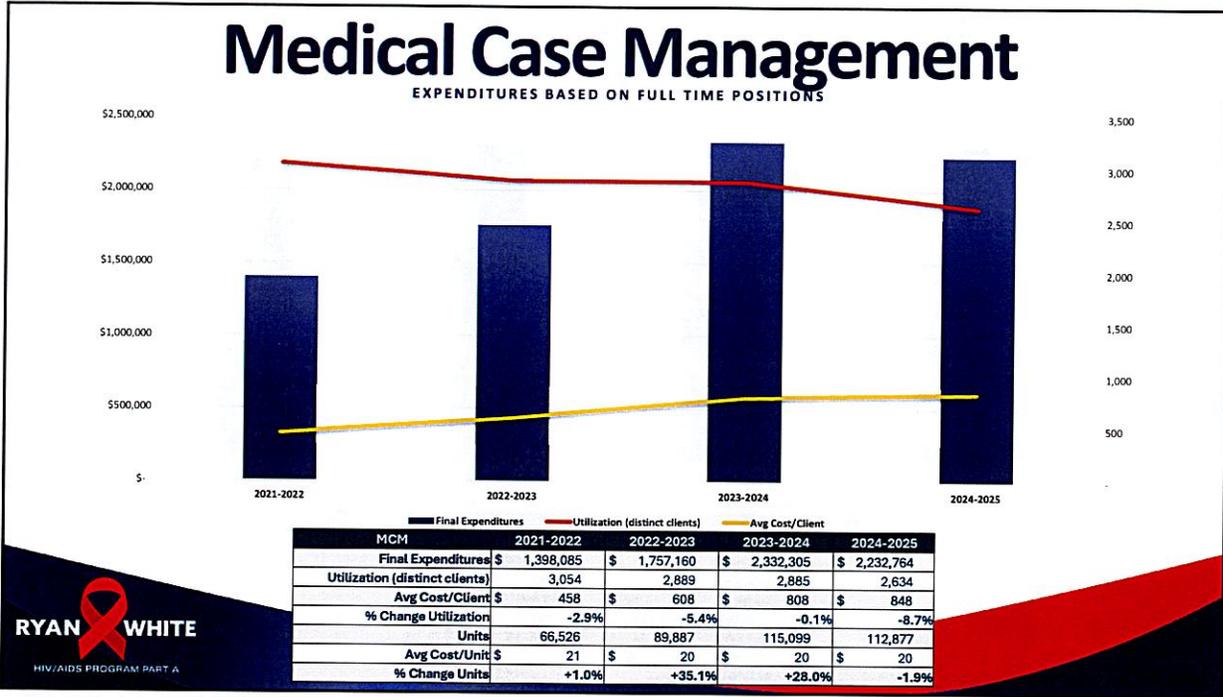
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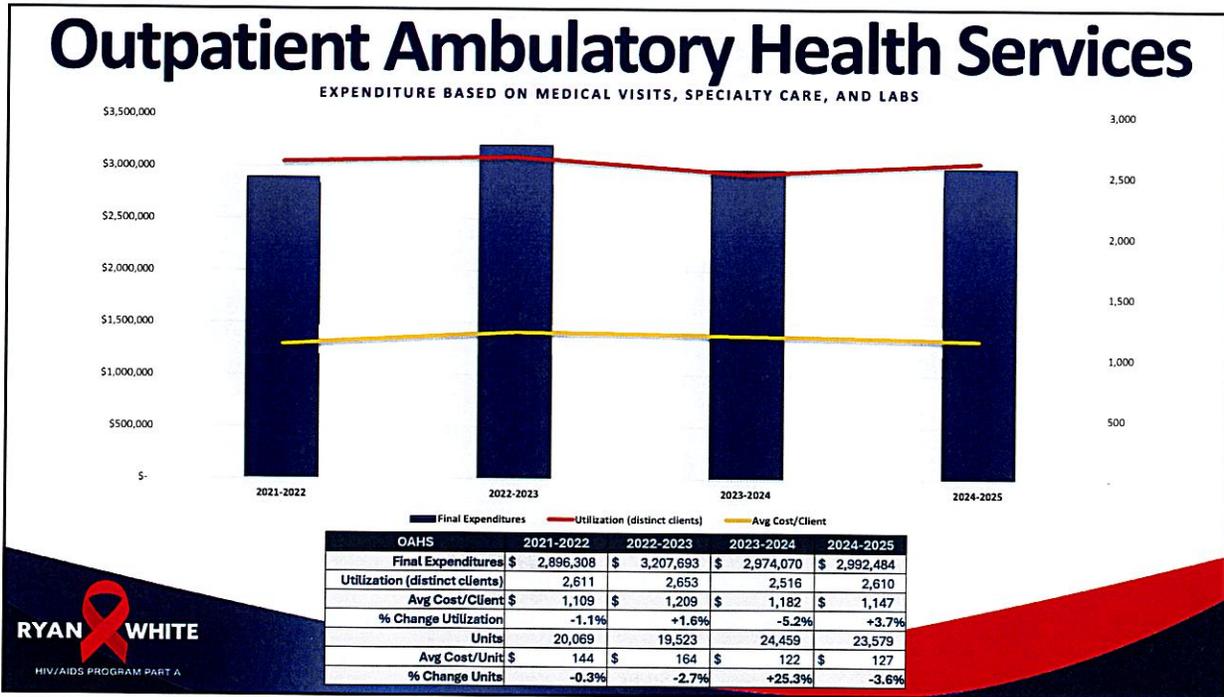
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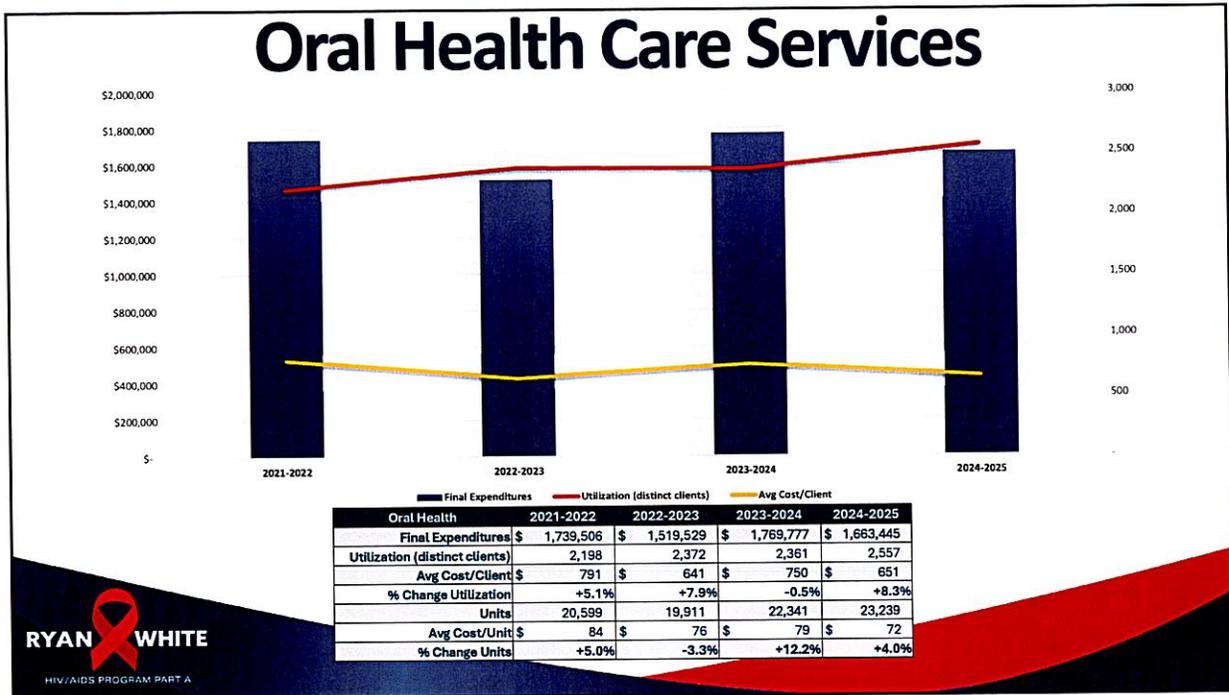
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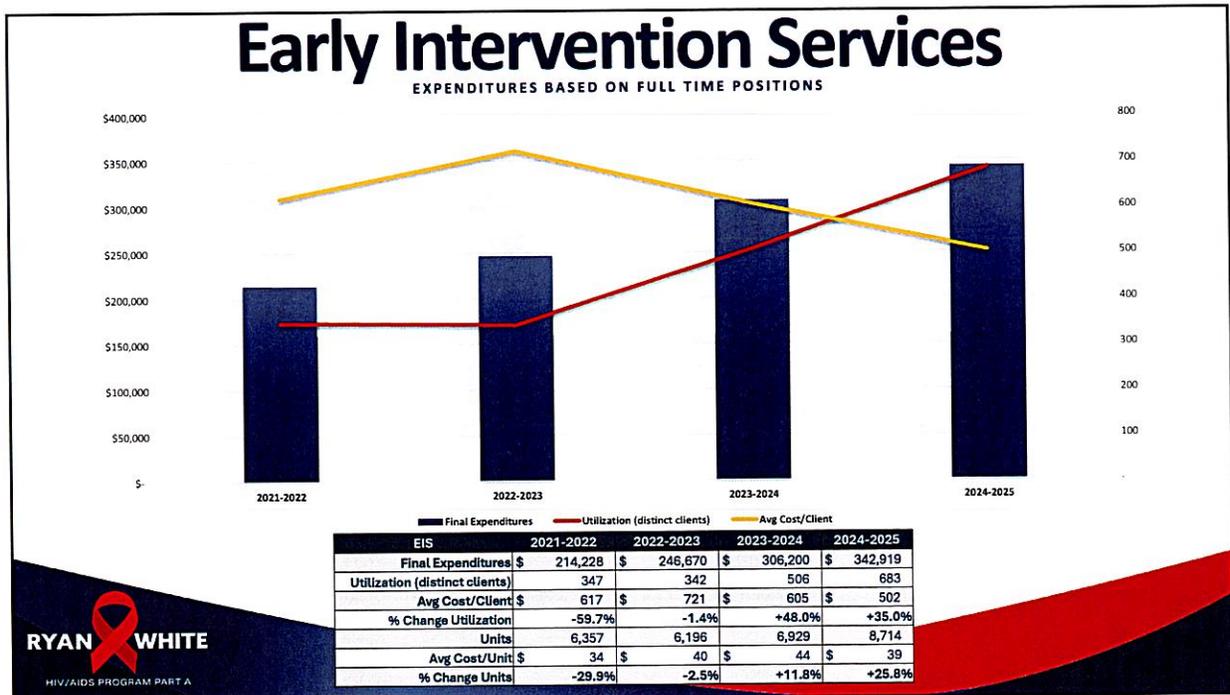
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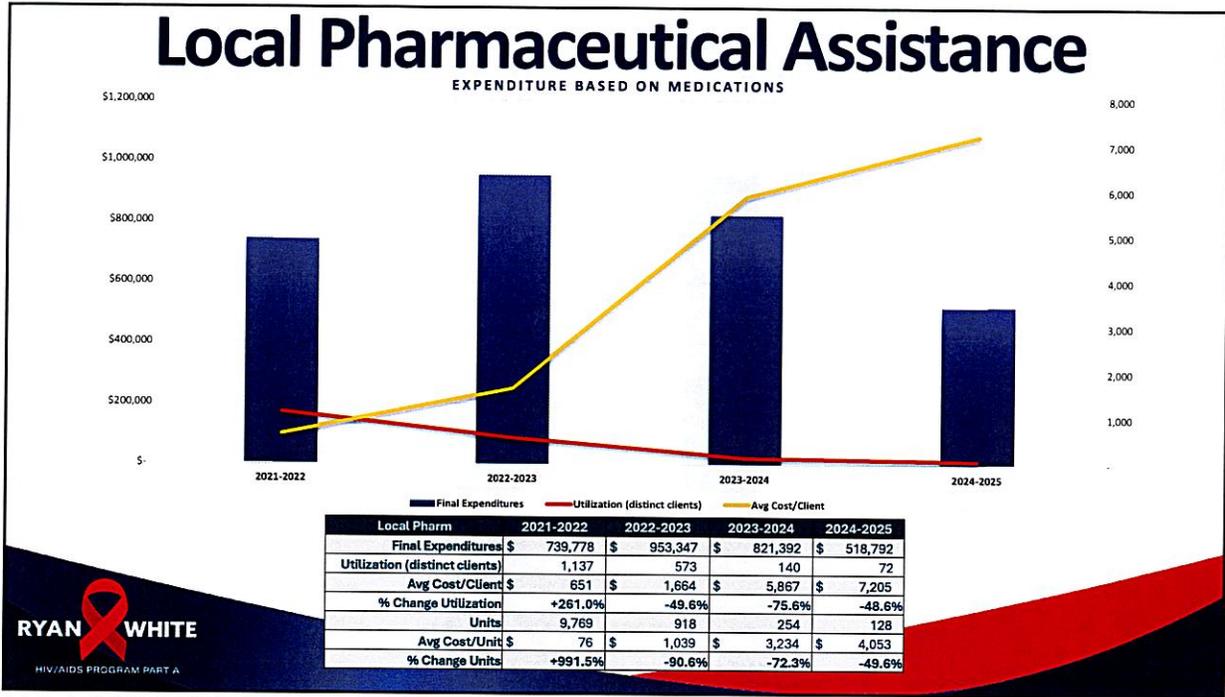
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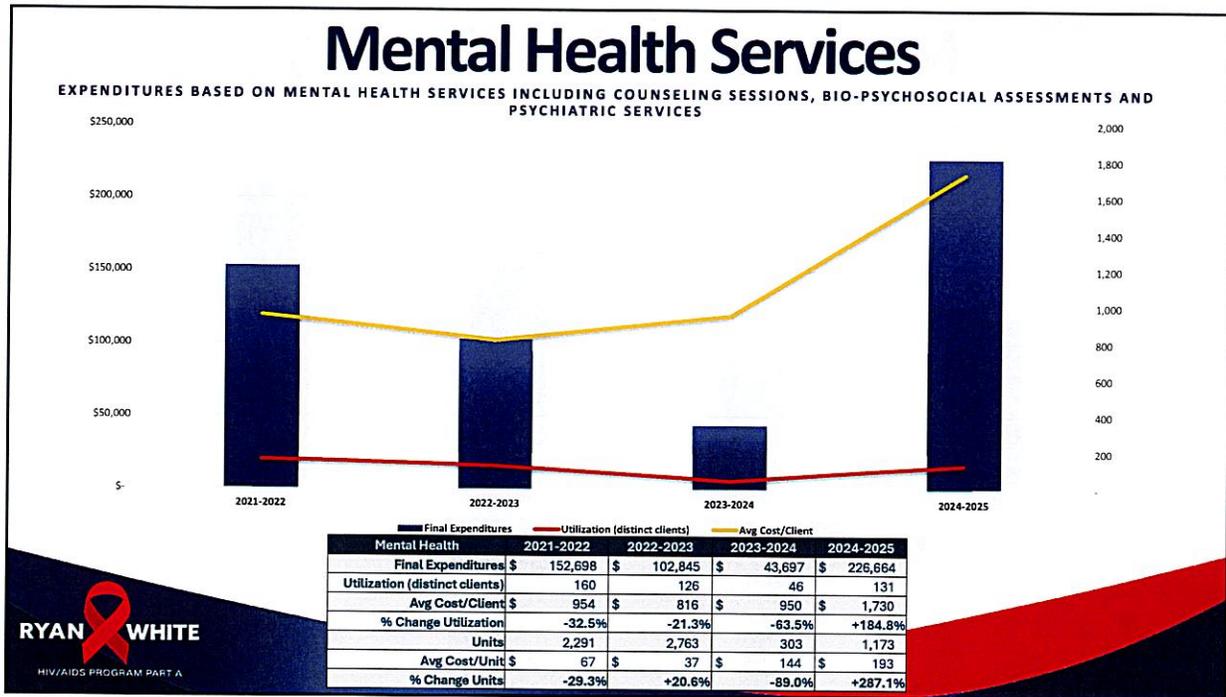
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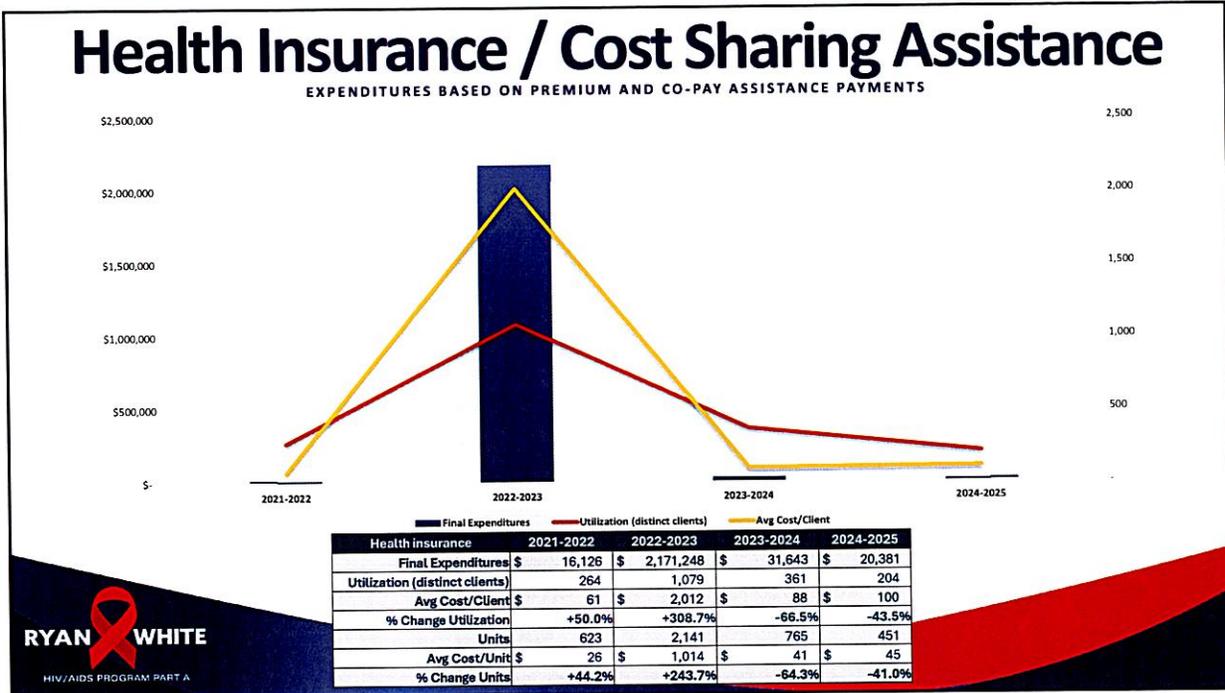
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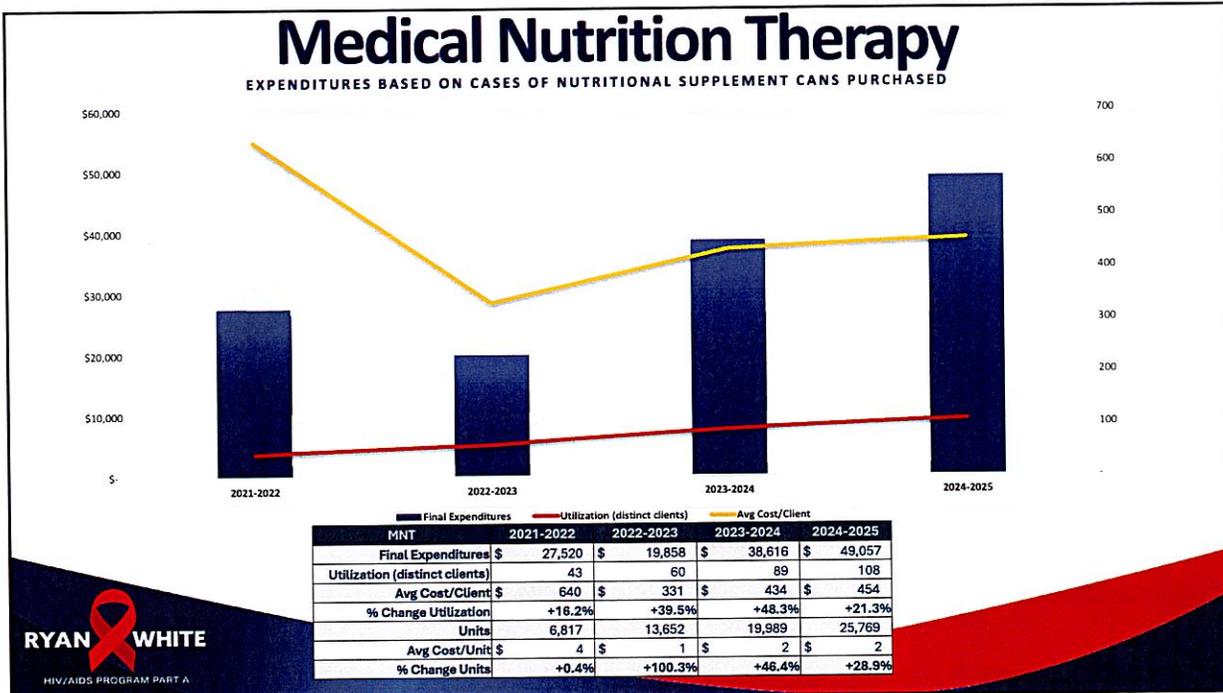
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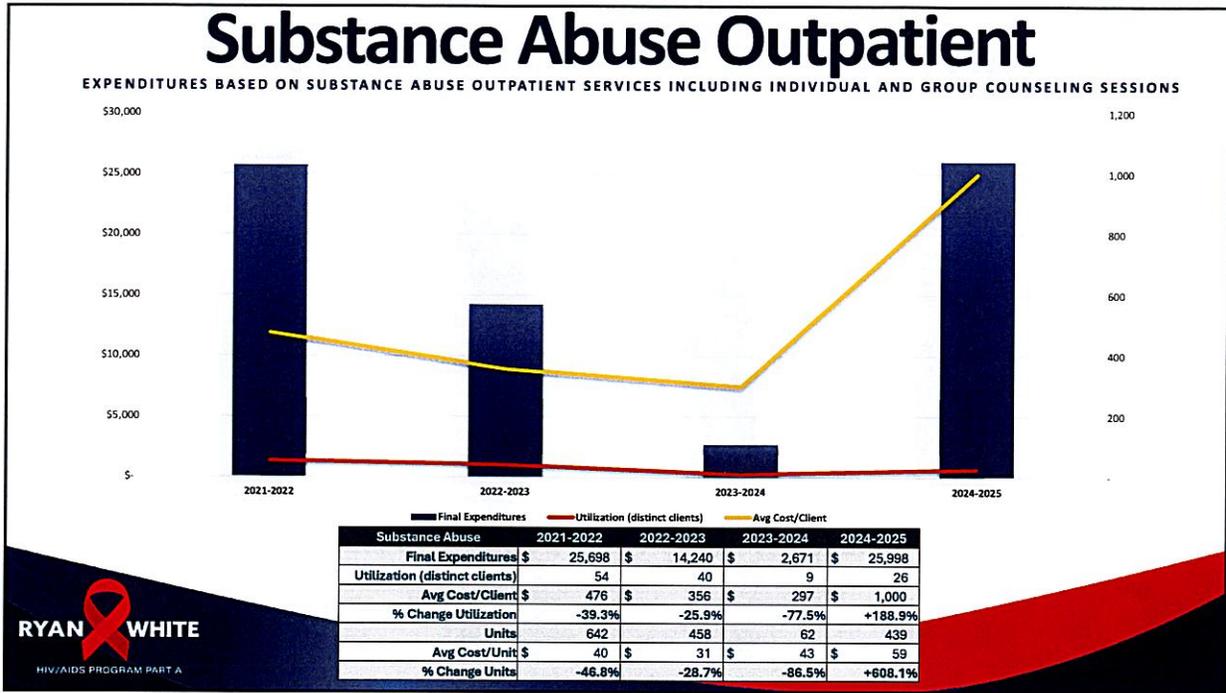
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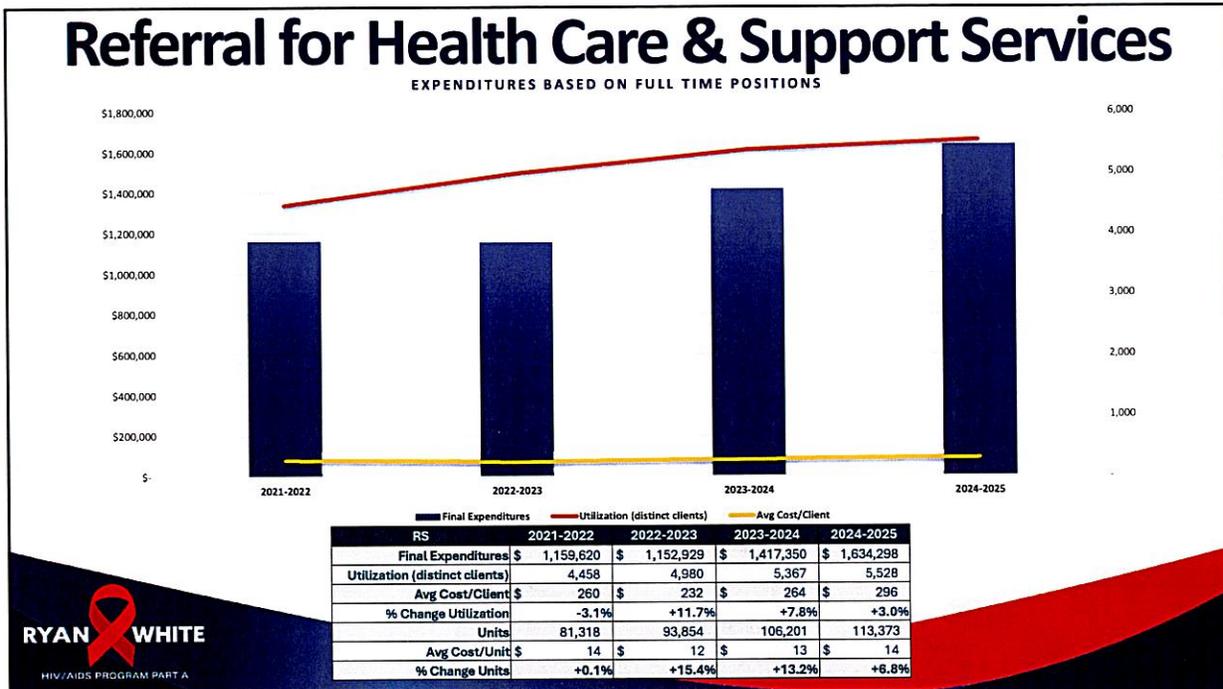
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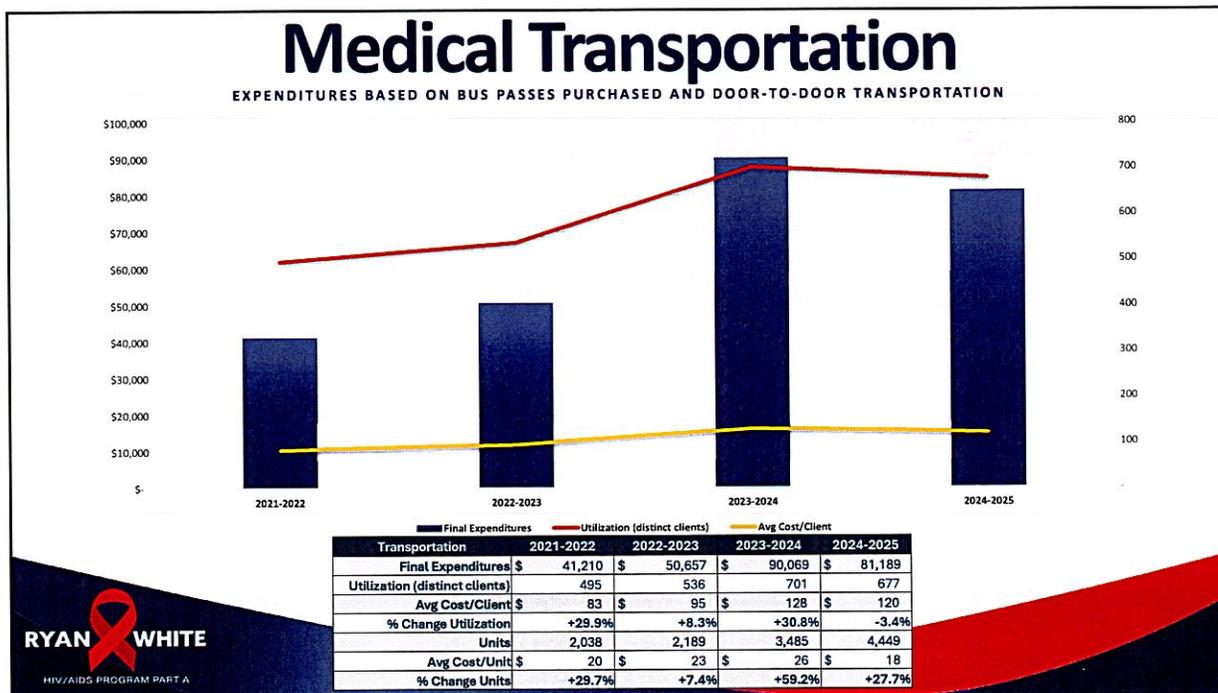
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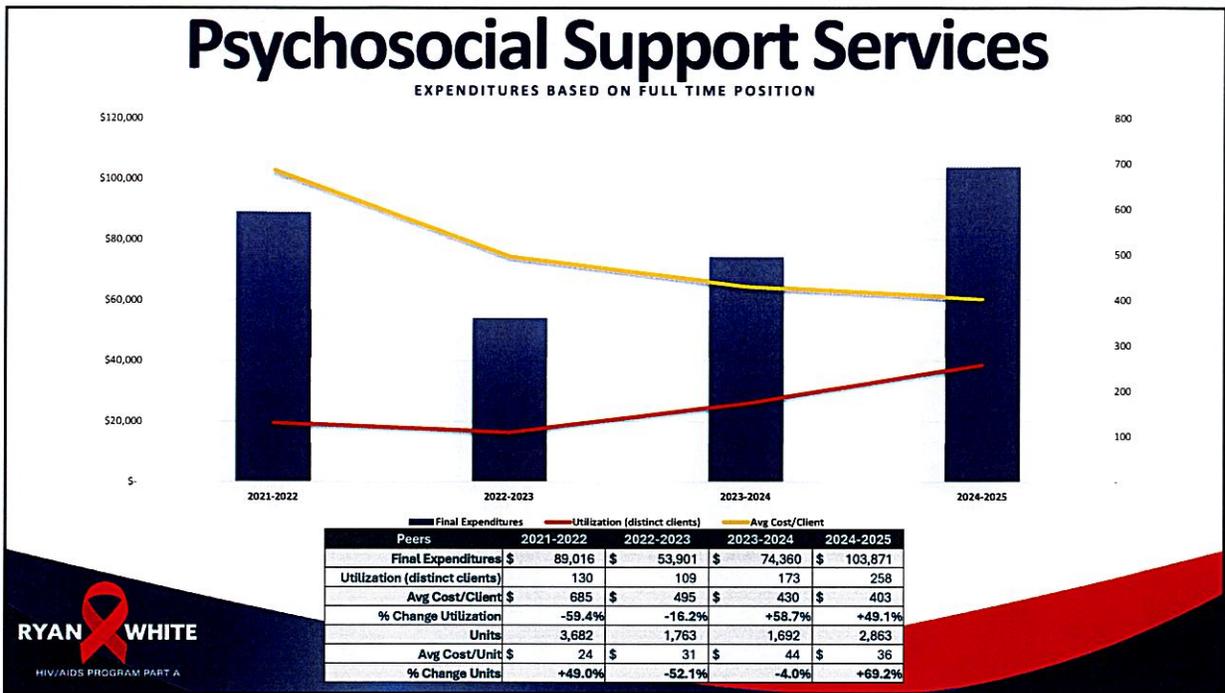
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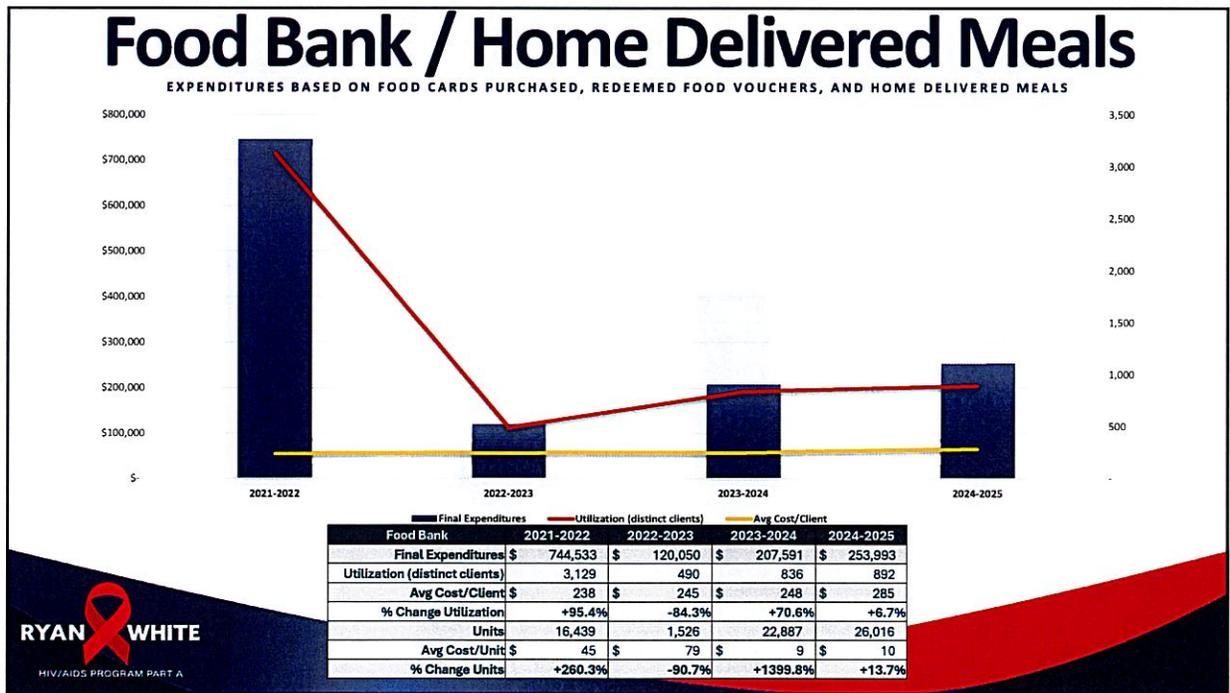
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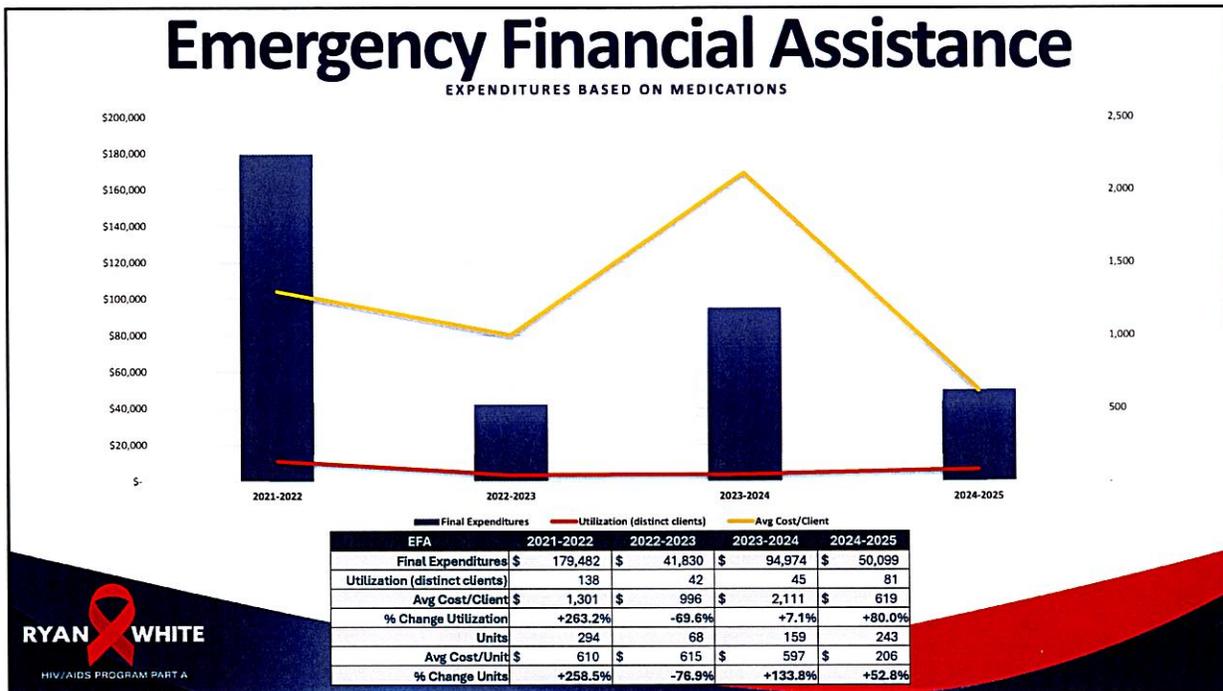
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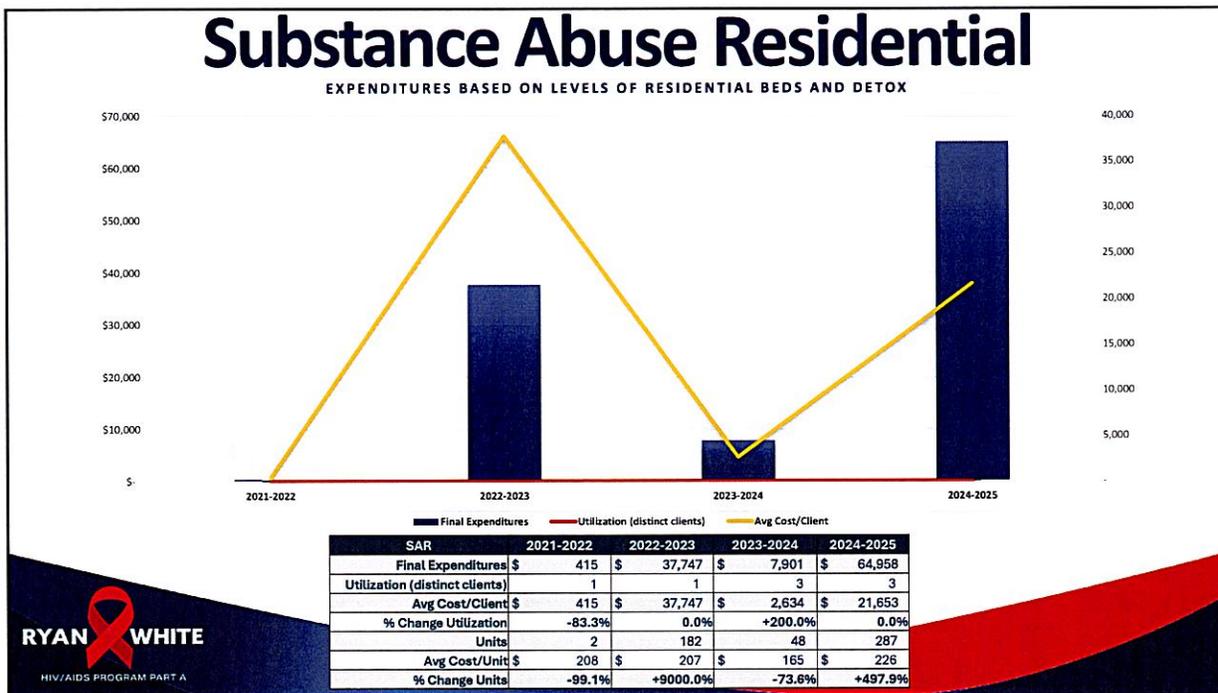
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