

Central Florida HIV Planning Council
Planning Council Business Meeting Minutes

June 25, 2025

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Jessica Seidita, Ira Westbrook, Frederick “Vel” Cline, Kara Johnson Williams, Rene Cotto-Lewis, Andrea Dunn, Angus Bradshaw, Brian Toy, Charlie Wright, Gabrielle Leonce, Priscilla Torres-Theobald, Raymond Macon, Siri Goberdhan Jr., Terrance Hunter

Members Present via Teleconference: Alelia Munroe, Anthony McNeil, Beatrice Boursiquot, Monika Trejos Kweyete, Sueanne Vazquez, Yvelouse Augustin-Leow

Members Excused: Maria “Angie” Buckley, Fernell Neal, Jules Smith

Members Absent: None.

Recipient Staff Present: Claudia Yabrudy, Yasmin Andre

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

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Vel Cline made a motion to accept the agenda as presented. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="704 1161 1245 1239"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">18</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	18	0	0
In Favor	Against	Abstain					
18	0	0					
<p>Approval of the May 28 Minutes:</p>	<p>The Planning Council reviewed the May 28 minutes and approved them as presented.</p>						
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments. • PCS did not receive any comment cards. 						
<p>Reports: Committees</p>	<p>Service Systems Planning and Quality Committee:</p> <ul style="list-style-type: none"> • 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.

Membership & Engagement Committee:

- 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.

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 p.m.

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.
- Joél Morales with Contigo Fund gave a presentation on HIV Advocacy.
- The participants were informed about an Advocacy 101 workshop that will be held at the Heart of Florida United Way on Wednesday, June 25, 2025, at 4:00 p.m.
- The next Ryan White Community meeting will be held at the Heart of Florida United Way on July 15, 2025, at 6:00 pm.

Bylaws Ad Hoc Committee:

- The committee reviewed and engaged in discussion regarding the proposed amendments for 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.

Executive Committee:

- 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.
- 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 unanimous vote. The summary will be forwarded to the Planning Council meeting for review and a vote.
- The committee reviewed and discussed the recommendations for the Referral for Healthcare & Support Services Service Standard.

- The committee reviewed and approved the June Planning Council Business meeting agenda.
- The next Executive Committee meeting is scheduled for Thursday, July 17, 2025, at 2:00 pm.

Part A 2024-2025 Final Expenditures

Claudia Yabrudy reviewed the final Part A expenditures for FY 2024-2025 and provided information regarding the April 2025 allocations that were done by the Grantee during the sweep period to cover all expenses among the categories.

**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%

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

- Part A continues to assume that level funding will be awarded; so far, Part A has received \$5.2 million in partial allocations. Per a call with the HRSA project officer earlier this week, the appropriations budget has been approved, and final awards should be released “late summer”, the latest being September.
- Outpatient/Ambulatory Health Services – appears to be over target expenditure due to the timing of medical claims being received
- Medical Nutrition Therapy – appears to be over target expenditure due to the bulk purchase of food cards

Part A FY2024-2025 Annual Utilization & Expenditure

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

Reports: Recipient & Lead Agency

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*

***This service category gained two new providers*

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

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

The following service categories had outstanding funds available:

- AIDS Pharmaceutical Assistance
 - o Remaining funds: \$87.03
 - o 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 Part B did surpass the state threshold of spending at least 95% of the grant, and the state is able to move remaining funds to ADAP.

**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

**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%
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.

New Business:

Open Nominations Information

Members were informed that nominations for Jr. Co-Chair, FCPN Rep, and Committee Chair positions are open. Whitney Marshall gave an overview of the nomination process. Members were encouraged to submit nominations to PCS by August 4th.

Applicant Summary

Members reviewed the Applicant Summary, Interview Update, and Committee Updates for Candidate #2025-02. Members discussed the concern surrounding the candidate's ability to function within a team-oriented planning environment.

Motion: Kara Johnson Williams made a motion to forward Candidate #2025-02 to the Orange County Mayor's office for full membership to the Planning Council with an appointment to the SSPQ committee. Vel Cline seconded the motion.

In Favor	Against	Abstain
15	3	0

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

Service Standard for Referral for Health Care & Support Services

Whitney Marshall reviewed the path the Service Standard for Referral for Health Care & Support Services has taken. The Part A representative provided clarification regarding the HRSA definition at the beginning of the service standard. Members were given the opportunity to review and discuss provider feedback. The discussion turned to education and training requirements present in the service standard. After a meeting extension and further discussion, the committee ultimately decided to send the service standard back to SSPQ for further review.

Motion: Vel Cline made a motion to extend the meeting by 15 minutes. Charlie Wright seconded the motion.

In Favor	Against	Abstain
15	2	0

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

Motion: Kara Johnson Williams made a motion to send the Service Standard for Referral for Health Care & Support Services back to SSPQ for review. Siri Goberdhan Jr. seconded the motion.

In Favor	Against	Abstain
17	0	0

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

Announcements:	<ul style="list-style-type: none"> • The Baba Project June 28th Co-Parenting Success Project • Friday June 27th is National HIV Testing Day, go to Talk Test Treat for information on who is doing testing
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ACTION ITEMS	
Responsible Party	Item
-	N/A

Next Meeting:	July 30, 2025
Adjournment:	8:15 PM

Prepared by: Laura Perez Date: 7/9/2025

Approved by: [Signature] Date: 7/30/2025

