

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

July 2, 2025

Call to Order: The SSPQ Committee Chair, Alelia Munroe, called the meeting to order at 2:04 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Jessica Seidita, Jules Smith, Monika Trejos Kweyete, Charlie Wright, Ira Westbrook (via teleconference), Anthony McNeil (via teleconference), Yvelouse Augustin-Leow, Priscilla Torres-Theobald (via teleconference), Andre Antenor (via teleconference), Beatrice Boursiquot (via teleconference)

Members Excused: Rene Cotto-Lewis

Members Absent: Gabrielle Leonce

Recipient & Lead Agency Staff Present: Pedro Huertas-Diaz, Nicole Virtue, Tessa Bricker, Yasmin Andre, Doris Huff, Evan Cochuyt

PCS Staff Present: Whitney Marshall, Laura Perez

Approval of the agenda:	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none">• Change all times to reflect the afternoon start time of this meeting• Replace Claudia Yabrudy with Pedro Huertas-Diaz <p>Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Jules Smith seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the June 6 Minutes:	<p>The committee reviewed the June 6 minutes and approved them as presented.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• PCS did not receive any comment cards.• There were no public comments in the room or online.
Reports:	<p>Part A Monthly Expenditure Report (Expenditures as of May 31, 2025)</p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none">• Percentage of Fiscal Year Transpired: 25.00%• Target Expenditures: 25.00%• Actual Expenditures 26.44%• Difference: -1.44%

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

- The following service categories are above target expenditure:
 - Outpatient/Ambulatory Health Services
 - Oral Health Care – utilization of this service category is still being managed to prioritize emergency procedures
- The following service categories are below target expenditure:
 - Health Insurance Premium & Cost Sharing Assistance – due to delays in processing claims
 - Medical Nutrition Therapy – this report does not reflect a recent purchase of nutritional supplements
 - Substance Abuse Services Outpatient – this service is being met by other agencies
 - Food Bank/Home-Delivered Meals – this report does not reflect a recent purchase of food cards
 - Medical Transportation Services – this report does not reflect a recent purchase of bus passes

Annual EHE Expenditures & Utilization

Nicole Virtue presented the EHE Utilization & Expenditures for 2020-2025. In 2024-2025, there were a total of 1,638 unduplicated clients, with 299 of those being new that year. 1,173 of the clients served in 2024-2025 were male, 424 were female, and 41 fell into the “Unknown” category. 936 of the clients were Black, 659 clients were White, and 43 clients were of other races. 57 clients were in the 13-24 age group, 883 clients were in the 25-44 age group, 603 clients were in the 45-64 age group, and 95 clients were 65+. Nicole shared utilization and expenditure data on the EHE projects that consisted of a testing linkage module, a one-stop shop, peer support services, enhanced case management, early intervention services, emergency room HIV coordination, and a jail linkage program. The final EHE expenditures for 2024-2025 totaled \$5,077,822. Overall, in 2024-2025 the EHE initiative achieved a Viral Suppression rate of 81%, with a Retention in Care rate of 69%.

Part A CQM Update

Tessa Bricker of Part A presented the EMA Annual Retention and Viral Suppression Data from Q1 of 2025. She shared the 3 goals of the Part A CQM Committee:

1. Increase EMA overall viral suppression from 91% to 93%
2. Refine the recognition program for quality achievement awards
3. Increase the percentage of virally suppressed clients within a cohort of MCM clients from 0% to 70% by November

Annual Retention - 2025 Quarter 1		
EMA OVERALL		71% <i>(National Target: 95%)</i>
Service Category	OAHS	79% <i>(EMA Target: 81%)</i>

	MCM	71% (EMA Target: 73%)
	RS	73% (EMA Target: 74%)
Sex	Male	71%
	Female	73%
	Unknown	62%
Race	Black	72%
	White	70%
	Other	71%
Ethnicity	Hispanic	71%
	Non-Hispanic	71%

Viral Load Suppression - 2025 Quarter 1		
EMA OVERALL		91% <i>(National Target: 95%)</i>
Service Category	OAHS	92% <i>(EMA Target: 94%)</i>
	MCM	85% <i>(EMA Target: 91%)</i>
	RS	92% <i>(EMA Target: 94%)</i>
Sex	Male	91%
	Female	91%
	Unknown	89%
Race	Black	88%
	White	95%
	Other	90%
Ethnicity	Hispanic	95%
	Non-Hispanic	89%
Age	18-28	85%
	29-38	88%
	39-48	91%
	49-58	93%
	59+	95%

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

Yasmin Andre reported the following:

- Grant Month Number: 2 (of 6)
- Target Expenditures: 33%

- Actual Expenditures 29%
- Difference: 5%

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

- Part B is unsure if there will be an additional 6-month allocation.
- The following service categories are above target expenditure:
 - AIDS Pharmaceutical Assistance – due to filling a temporary need and paying for nutritional supplements in the absence of a funding source that ended July 1st
 - Non-Medical Case Management – due to an increase in staffing levels
- The following service categories are below target expenditure:
 - Health Insurance Premium & Cost Sharing Assistance – due to low utilization as this category is limited to co-pays and deductibles and ADAP covers the majority of those costs
 - Home & Community-Based Care – due to low utilization
 - Mental Health – due to low utilization of new provider; Part B is hoping to boost the referrals to the provider to increase utilization
 - Oral Health Care – due to delayed invoices
 - OAHS – this line was opened up in GR and Part B is prioritizing spending those grant dollars before shifting over to Part B funds
 - Emergency Financial Assistance – no utilization of service as of yet

GR Monthly Expenditure Report
(Expenditure as of May 31, 2025)

Yasmin Andre reported the following:

- Grant Month Number: 11
- Target Expenditures: 92%
- Actual Expenditures: 90%
- Difference: 2%

Yasmin provided the following information regarding the GR monthly expenditures:

- Hoping to spend remainder of grant dollars on OAHS
- All other lines expected to be final allocation:
 - Medical Case Management
 - Food Bank/Home Delivered Meals
 - Medical Transportation Services
 - Non-Medical Case Management

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.

Percent Change in Utilization FY2023-2024 to FY2024-2025 Demographic Groups		
New Clients		+9%
Returning Clients		+44%
Sex	Male	+18%
	Female	+13%
	Unknown	-8%
Race	White	+10%
	Black	+14%
	Hispanic	+35%
	Other	+6%
Age	13-24	-16%
	25-44	+15%
	45-64	+17%
	65+	+22%
County	Brevard	+7%
	Orange	+37%
	Osceola	+105%
	Seminole	+43%
	Other	+36%

Percent Change in Utilization of Core Services FY2023-2024 to FY2024-2025	
AIDS Pharmaceutical Assistance (LPAP)	+47%
Early Intervention Services	+36%
Health Insurance Premium & Cost Sharing	+167%
Home & Community-Based Care*	-
Medical Case Management**	+468%
Mental Health	-77%
Oral Health Care	+11%
Outpatient Ambulatory Health Services	+35%
Substance Abuse Outpatient	+100%

* This service category was not reported

** Reflects the shift in care model to where all clients have a MCM

	<table border="1" data-bbox="576 163 1399 506"> <thead> <tr> <th colspan="2" data-bbox="576 163 1399 237">Percent Change in Utilization of Support Services FY2023-2024 to FY2024-2025</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 237 1274 279">Non-Medical Case Management</td> <td data-bbox="1274 237 1399 279">+16%</td> </tr> <tr> <td data-bbox="576 279 1274 321">Referral for Health Care & Support Services</td> <td data-bbox="1274 279 1399 321">-11%</td> </tr> <tr> <td data-bbox="576 321 1274 363">Food Bank*</td> <td data-bbox="1274 321 1399 363">-100%</td> </tr> <tr> <td data-bbox="576 363 1274 405">Medical Transportation</td> <td data-bbox="1274 363 1399 405">+24%</td> </tr> <tr> <td data-bbox="576 405 1274 447">Emergency Financial Assistance</td> <td data-bbox="1274 405 1399 447">-66%</td> </tr> <tr> <td data-bbox="576 447 1274 506">Psychosocial Support**</td> <td data-bbox="1274 447 1399 506">-100%</td> </tr> </tbody> </table> <p data-bbox="548 506 1071 541">* Services are now funded under GR</p> <p data-bbox="548 541 1018 577">** No longer funded under Part B</p>	Percent Change in Utilization of Support Services FY2023-2024 to FY2024-2025		Non-Medical Case Management	+16%	Referral for Health Care & Support Services	-11%	Food Bank*	-100%	Medical Transportation	+24%	Emergency Financial Assistance	-66%	Psychosocial Support**	-100%
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Unfinished Business:	<p data-bbox="451 619 803 655">Integrated Plan Update</p> <p data-bbox="451 655 1510 802">Members were provided with copies of the 2022-2026 Integrated Plan for review. The committee was encouraged to review the Integrated Plan over the next 30 days and return to the next meeting with questions and recommendations for any changes to the plan.</p> <p data-bbox="451 835 1502 1018">Motion: Jessica Seidita made a motion to have the committee members thoroughly review the progress on the Integrated Plan and be prepared to make recommendations regarding any potential changes before it ends in 2026. Jules Smith seconded the motion. The motion was adopted with a unanimous vote.</p> <p data-bbox="451 1060 815 1096">Leadership Evaluations</p> <p data-bbox="451 1096 1437 1169">Members were given the opportunity to complete an evaluation of the committee leadership via Mentimeter.</p>														
New Business:	<p data-bbox="451 1209 1477 1245">Service Standard for Referral for Health Care and Support Services</p> <p data-bbox="451 1245 1523 1575">Whitney Marshall informed the committee that this is the second time the Service Standard for Referral for Health Care and Support Services has been sent back to SSPQ. The June Planning Council Business Meeting did not finish reviewing all provider feedback, so the service standard was sent back to the committee for further review. Whitney reviewed the feedback that the full Planning Council was able to address, and the committee resumed reviewing the service standard from where the full PC left off. The committee discussed the remaining provider feedback, and ultimately recommended the following changes:</p> <ul data-bbox="511 1575 1518 1686" style="list-style-type: none"> <li data-bbox="511 1575 1518 1686">• A portion of Section 2.7 was edited to clarify the collaboration between MCM and RS in coordinating referrals to core and support services <p data-bbox="451 1686 1523 1797">During the discussion, a member brought up an issue regarding two client grievances. Clients are encouraged to elevate all grievances if they are not adequately addressed.</p> <p data-bbox="451 1833 1490 1944">After discussion, the chair called for a motion to forward the Service Standard directly to the full Planning Council for review. PCS shared that according to the CFHPC Policy and Procedure for Review of Service</p>														

Standards, the procedure would call for the Service Standard to next be sent back out to the Ryan White providers and community for review. The chair then stated that the Policy should be changed and continued with the motion on the floor.

Motion: Charlie Wright made a motion to send the Service Standard for Referral for Health Care and Support Services directly to the full Planning Council for review. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
6	0	3

The motion was adopted with a majority vote.

Service Standard for Psychosocial Support

The committee reviewed the Service Standard for Psychosocial Support Services and recommended the following changes:

- Addition of “or Lead Agency” after every instance of “the Recipient”
- Removal of the specific training requirements in Section 1.2

Motion: Jessica Seidita made a motion to forward the Service Standard for Psychosocial Support Services to the Ryan White community and providers for review and feedback. Yvelouse Augustin-Leow seconded the motion.

In Favor	Against	Abstain
6	0	2

The motion was adopted with a majority vote.

Service Standard for Substance Abuse Residential

After a brief review of the Service Standard for Substance Abuse Residential Services, the committee decided that further review of the service standard be postponed until Part A provides clarification on whether it covers Level 1 substance abuse services.

Motion: Jessica Seidita made a motion to table discussion of the Service Standard for Substance Abuse Residential Services until Part A provides feedback on Level 1 services. Jules Smith seconded the motion. The motion was adopted with a unanimous vote.

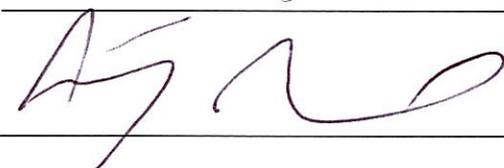
Annual Reports

Members were provided with copies of an Annual Report template, all of the bridge reports for this planning cycle, and the last planning cycle’s Annual Report for review. Members were informed that the committee’s Annual Report for this planning cycle is due in September, and that members should submit their feedback on what to include in the report to PCS so that information can be passed along to the committee chairs. The committee will review the draft report at the next meeting.

	The chair requested that the committee review the Review of Service Standards Policy & Procedure at the next meeting, as well as the system-wide Service Standards to ensure that the standards incorporate eligibility for EHE services. PCS reminded the committee to submit their nominations for Jr. Co-chair, FCPN representative, and committee chair and vice-chairs.
Announcements:	No announcements.

ACTION ITEMS	
Responsible Party	Item
PCS	Send Chair word document of last year's Annual Report
Next Meeting:	August 7, 2025
Adjournment:	4:18 PM

Prepared by: Laura Perez Date: 7/14/2025

Approved by:  Date: 8/7/2025