

Central Florida HIV Planning Council
Executive Committee Meeting Minutes

July 17, 2025

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:00 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Andre Antenor, Vel Cline, Jessica Seidita, Ira Westbrook (via teleconference), Rene Cotto-Lewis (via teleconference), Kara Johnson Williams (via teleconference)

Members Excused: Angie Buckley

Recipient Staff Present: Doris Huff, Claudia Yabrudy, Yasmin Andre

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

<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"> • Add Referral for Health Care & Support Services Service Standard to New Business <p>Motion: Vel Cline made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="711 940 1248 1018"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	4	0	0
In Favor	Against	Abstain					
4	0	0					
<p>Approval of the June 20 Minutes:</p>	<p>The committee reviewed the June 20 minutes and recommended the following changes:</p> <ul style="list-style-type: none"> • Wording in Part A Final Allocations • Recommendation to add number of clients served to reports in addition to/instead of the percent change in utilization and add the reports as an attachment to the minutes <p>Motion: Jessica Seidita made a motion to approve the June 20 minutes with the recommended changes. Vel Cline seconded the motion.</p> <table border="1" data-bbox="711 1501 1248 1579"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	3	0	1
In Favor	Against	Abstain					
3	0	1					
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no public comments in person or online. • PCS did not receive any comment cards. 						

Reports:

Membership & Engagement Committee:

- The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council 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 performance insights for Facebook and Instagram over the past 28 days.
- The committee reviewed and discussed the Q2 training evaluation results and established the Q3 training agenda for September based on the evaluation feedback.
- The committee reviewed the draft of volume 16 of the Red Ribbon Times Magazine and provided suggestions for changes.
- The next Membership & Engagement Committee meeting will be held on Tuesday, August 5, 2025, at 2:00 pm.

Service Systems Planning and Quality Committee:

- The committee received an overview of the Part A Monthly Expenditure report, Annual EHE Expenditures & Utilization report, Part B & GR Monthly Expenditures report, Part B Annual Expenditures & Utilization report and received an update on Clinical Quality Management activities.
- The committee completed online leadership evaluations for their committee chairs and agreed to review the progress of the Integrated Plan at the August meeting.
- Since the Referral for Healthcare and Support Services Service Standard was returned to the committee, the members reviewed and made changes based on the remaining provider feedback that was not discussed at the June Planning Council Business Meeting. The committee also reviewed the Psychosocial Support Service Standard and made minor changes. Members began reviewing the Substance Abuse Residential Service Standard and elected to continue making edits at the next meeting. The committee will also discuss potential changes to the Service Standard Review Policy and Procedure at the August meeting.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, August 7, 2025, at 9:30 am.

Bylaws Ad Hoc Committee:

- The committee continued their discussion of the proposed bylaws amendments. They reviewed the attendance numbers for online and in-person participation compared to the current in-person quorum requirements over the last year. After much discussion, the committee recommended a new structure for the start of the agenda and changes to the Attendance Policy and Procedure for the Membership & Engagement Committee to review.

- The committee was advised that, per Orange County's Legal Department, online voting is no longer recommended as an approved method of voting.
- At the next meeting, the committee will discuss further recommendations and determine if more meetings need to be scheduled.
- The next Bylaws Ad Hoc Committee meeting will be held on Monday, August 11, 2025, at 2:00 pm.

World AIDS Day Workgroup:

- The workgroup discussed the programming for WAD 2025, including the quilt ceremony, PWH testimonials, and how to engage a more diverse audience demographic at this year's event. The members will review a mock program at the August meeting.
- The workgroup also reviewed the three WAD award categories and decided to make minor changes to the Unsung Hero Award and to open nominations on August 1, 2025.
- The next World AIDS Day Workgroup meeting will be held on Friday, August 8, 2025, at 2:00 pm, with a second meeting on August 22, 2025, at 2:00 pm.

Ryan White Community Meeting:

- The participants received an overview of the business conducted at the July Membership & Engagement Committee meeting, Service Systems Planning & Quality Committee meeting, Bylaws Ad hoc meeting and the World AIDS Day Workgroup meeting.
- The participants reviewed the recommended updates for the Psychosocial Support Service Standard and were given the opportunity to provide feedback.
- Gabriella Rodriguez and Carlitos Diaz with QLatinx gave a presentation on Hurricane preparation and disaster response. After the presentation, the participants were given resources and participated in a group activity to work through real life disaster scenarios.
- After the meeting adjourned, the participants were given the opportunity to take part in a volunteer focus group on provider-enacted HIV stigma led by Dr. Blake Scott with UCF.
- The next Ryan White Community meeting will be held at the Heart of Florida United Way on Tuesday, August 19, 2025, at 6:00 pm.

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

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 25.00%
- Target Expenditures: 25.00%

- Actual Expenditures 26.44%
- Difference: -1.44%

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

- There is an increase in utilization in the following service categories that Part A is monitoring:
 - Outpatient/Ambulatory Health Services
 - Oral Health Care
 - Mental Health Services
- Part A was informed that they should be receiving the final award this month.

Annual EHE Expenditures & Utilization

Claudia Yabrudy 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+. Claudia 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%.

Claudia also shared that Part A is still waiting for the final EHE award. Claudia then answered questions about 340-B Designated Pharmacy programs. Members discussed at length the requirements, benefits, and drawbacks to the program.

Part A CQM Update

Claudia Yabrudy presented the EMA Annual Retention and Viral Suppression Data from Q1 of 2025.

Annual Retention - 2025 Quarter 1		
EMA OVERALL		71% of 5,569 Total Clients (National Target: 95%)
Service Category	OAHS	79% of 4,017 Clients (EMA Target: 81%)
	MCM	71% of 3,138 Clients (EMA Target: 73%)

	RS	73% of 5,140 Clients (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% of 5,016 Total Clients (National Target: 95%)
Service Category	OAHS	92% of 3,435 Clients (EMA Target: 94%)
	MCM	85% of 1,392 Clients (EMA Target: 91%)
	RS	92% of 4,240 Clients (EMA Target: 94%)
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%

The committee Chair noted that this report is based off HRSA's old definition of retention in care. The new definition of retention in care has yet to be updated in Provide. Members discussed the nuances of how retention in care is assessed.

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 that became a permanent need; future reports will reflect more money added to this line
 - 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:

- 100% of funds have been spent as of today.
- GR was funded for the next 12 months.

Part B & GR Final Utilization & Expenditures FY 2024-2025

Yasmin Andre provided the following information regarding Part B & GR Final Utilization & Expenditures for FY 2024-2025:

- 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

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

Percent Change in Utilization of Support Services FY2023-2024 to FY2024-2025	
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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%

* Services are now funded under GR

** No longer funded under Part B

Service Standard for Psychosocial Support Services

Whitney Marshall reviewed the changes to the Service Standard for Psychosocial Support Services that were recommended by the SSPQ committee, Ryan White providers, and the RWCM. The committee discussed the following:

- Addition of new Section 2.1 to reflect language present in the Service Standard for Referral for Healthcare and Support Services.
- Minimum training requirements
- Changing instances of 72 hours to 3 business days

Motion: Jessica Seidita made a motion to forward the Service Standard for Psychosocial Support Services to the full Planning Council for review and approval. Vel Cline seconded the motion.

In Favor	Against	Abstain
3	0	1

The motion was adopted by majority vote.

New Business:

Service Standard for Referral for Health Care and Support Services

Whitney Marshall reviewed all of the changes made to the Service Standard for Referral for Health Care and Support Services, noting that this is the second time that it has moved through the review process. Members did not recommend any further changes to the service standard.

Motion: Vel Cline made a motion to forward the Service Standard for Referral for Health Care and Support Services to the full Planning Council for review and approval. Andre Antenor seconded the motion.

In Favor	Against	Abstain
2	0	2

The motion was adopted by majority vote.

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

In Favor	Against	Abstain

4	0	0
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The motion was adopted unanimously without debate.

Letters of Support Policy & Procedure

Whitney Marshall explained that the Policy & Procedure for Letters of Support is being reviewed due to recent changes announced by the Bylaws Ad Hoc Committee regarding members no longer being allowed to vote online. After much discussion around Letters of Support requirements and what could be considered an "appropriate timeframe" as written in the P&P, the committee decided to table the discussion until the Orange County Legal Department provides further clarification regarding possible exceptions where e-voting may be allowed.

Motion: Alelia Munroe made a motion to table the discussion of the Letters of Support Policy & Procedure until the committee receives feedback from Orange County Legal. Vel Cline seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

Motion: Alelia Munroe made a motion to extend the meeting by 5 minutes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

Review of Policy & Procedures Policy & Procedure

Whitney Marshall reviewed the proposed changes to the Review of Policy & Procedures Policy & Procedure, which consist of updates to the names of the merged standing committees and the addition of Policies that each committee is responsible for. The committee did not recommend further changes to the Policy & Procedure.

Motion: Jessica Seidita made a motion to forward the Review of Policy & Procedures Policy & Procedure with recommended changes to the full Planning Council for review and approval. Alelia Munroe seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

	<p>Set 7/30/25 Planning Council Business Meeting Agenda Members discussed and approved the proposed agenda for the next Planning Council Business Meeting.</p> <p>Motion: Jessica Seidita made a motion to approve the agenda for the July 30th Planning Council Business meeting. Vel Cline seconded the motion.</p> <table border="1" data-bbox="722 363 1260 441"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	4	0	0
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Announcements:	<ul style="list-style-type: none"> • Talk Test Treat Latinos Task Force will be meeting tomorrow 9:30-10:30. 						

ACTION ITEMS	
Responsible Party	Item
N/A	-

Next Meeting:	August 21, 2025
Adjournment:	4:16 PM

Prepared by: Laura Perez Date: 7/31/2025

Approved by: [Signature] Date: 8/21/2025