

Central Florida HIV Planning Council
Planning Council Business Meeting Minutes

July 30, 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: Kara Johnson Williams, Ira Westbrook, Raymond Macon, Jessica Seidita, Brian Toy, Rene Cotto-Lewis, Vel Cline, Paolo Mancini, Charlie Wright, Monika Trejos Kweyete, Terrance Hunter, Gabrielle Leonce, Anthony McNeil

Members Present via Teleconference: Beatrice Boursiquot, Patricia Torres-Theobald, Sueanne Vazquez

Members Excused: Alelia Munroe, Jules Smith, Angus Bradshaw, Andrea Dunn, Fernell Neal, Siri Goberdhan Jr., Angie Buckley

Recipient Staff Present: Pedro Huertas-Diaz, John Goodrich, 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 recommended the following changes:</p> <ul style="list-style-type: none"> • Add John Goodrich as presenting the Part A Monthly Expenditure Report • Paolo Mancini requested that two items be added to New Business: External Member Conferences & Training and Public Comment Request Form <p>Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Raymond Macon seconded the motion.</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;">13</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	13	0	0
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13	0	0					
<p>Approval of the June 25 Minutes:</p>	<p>The Planning Council reviewed the June 25 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>Membership & Engagement Committee:</p> <ul style="list-style-type: none"> • 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.

Executive Committee:

- The committee received an overview of the business conducted at the July Membership & Engagement Committee meeting, Service Systems Planning & Quality Committee meeting, World AIDS Day Workgroup meeting, Bylaws Ad hoc meeting, and the Ryan White Community meeting.
- The committee received an overview of the Part A Monthly Expenditure report, Annual EHE Expenditures & Utilization report, Part B & GR Monthly Expenditures report, and the Part B Annual Expenditures & Utilization report.
- The committee reviewed the recommendations for the Psychosocial Support and Referral for Health Care & Support Services Service Standards. The service standards will be moved forward to the Planning for review and vote.
- The committee reviewed and approved the agenda for the July Planning Council Business meeting.

- The committee reviewed and approved the Review of the Policies & Procedures P&P.
- The next Executive Committee meeting will be held on Thursday, August 21, 2025, at 2:00 pm.

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

John Goodrich reported the following:

- Percentage of Fiscal Year Transpired: 25.00%
- Target Expenditures: 25.00%
- Actual Expenditures 26.44%
- Difference: -1.44%

John Goodrich provided the following information regarding the Part A monthly expenditure:

- Part A received its final partial award on Monday and it was about \$602,000 less than last year. Reallocations will need to be discussed. Other Part A programs in the state also received reductions in their overall awards.
- The EHE award was about \$59,000 less than last year.
- He does not anticipate that entire service categories will need to be eliminated. Part A will bring proposed reallocations to the next Planning Council committee meeting.

**Reports: Recipient
& Lead Agency**

Part A CQM Update

Pedro Huertas-Diaz 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%

Pedro also answered questions from members regarding how services in languages other than English are being advertised and what efforts are being made to reach target viral load suppression goals.

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 with a Mobile Medical Unit that was delivered in February 2025, 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%.

Nicole answered questions from members about the Mobile Medical Unit, the Jail Linkage program, and the EHE eligibility requirements.

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:

- This is only a 6-month allocation, and the grant would typically be 16% expended on a 12-month grant
- The following service categories are above target expenditure:
 - AIDS Pharmaceutical Assistance – due to 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
 - 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 – due to low utilization

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 reported that the GR grant is completely spent down.

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

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%

* Services are now funded under GR

** No longer funded under Part B

New Business:

Leadership Evaluations

Members had the opportunity to provide anonymous feedback on their Planning Council leadership via Mentimeter.

Reminders

PCS gave the Planning Council Members several reminders about upcoming due dates for Officer and Chair nominations, Annual Reports, and submissions for the Red Ribbon Times, as well as dates for upcoming meetings, training sessions, and Data Presentation/PSRA in September.

External Member Conferences & Training

Paolo Mancini shared that the Planning Council that he was on in Georgia would pay for members to attend HIV-related conferences if members presented on what they learned in return and wanted to know if this Planning Council could do the same. PCS responded that while PCS dollars cannot be used to fund conferences, members are more than welcome to go on their own and present on what they learned when they return.

Letter of Support Request

PCS gave an overview of the letter of commitment request that was sent to the Planning Council after the Executive Committee. Members had the opportunity to review the letter and make suggestions prior to its approval. After review, only a minor change was made.

Motion: Jessica Seidita made a motion to extend the meeting by 15 minutes. Terrence Hunter seconded the motion.

In Favor	Against	Abstain
10	4	0

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

Motion: Jessica Seidita made a motion to approve the Letter of Commitment from Aspire for their HEP-C program. Anthony McNeil seconded the motion.

In Favor	Against	Abstain
14	0	0

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

Service Standard for Referral for Health Care and Support Services
PCS 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: Kara Johnson Williams made a motion to approve this SS. Vel Cline seconded the motion.

In Favor	Against	Abstain
10	0	2

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

Service Standard for Psychosocial Support

PCS reviewed the changes made to the Service Standard for Psychosocial Support Services, and members had the opportunity to provide further feedback. No further changes were made.

Motion: Jessica Seidita made a motion to approve the Service Standard for Psychosocial Support Services. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
9	2	2

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

Review of Policy & Procedures Policy & Procedure

PCS 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. Members did not recommend any further changes.

Motion: Kara Johnson Williams made a motion to approve the Review of Policy & Procedures Policy & Procedure with the recommended changes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
13	0	0

	<p>The motion was adopted with a unanimous roll-call vote.</p> <p>Public Comment Request Form Paolo Mancini raised a concern regarding the address portion of the Public Comment Request Form and what to do if someone seeking to make a public comment is unhoused or has safety concerns regarding sharing their address. Representatives from Part A stated that the form is a county requirement and cannot be altered. After discussion, PCS offered the solution of adding a sticker to the form holder providing clarification on what to do in the discussed scenario.</p>
Announcements:	<ul style="list-style-type: none"> • Seven faith-based organizations joined Positive Assistance’s faith-based coalition at their July 26th meeting. • National Faith HIV/AIDS Awareness Day is August 27th • The Hidden Truth, a free play, will be held Saturday August 9th from 6pm to 9pm

ACTION ITEMS	
Responsible Party	Item
PCS	Add sticker to Public Comment Request Form display

Next Meeting:	August 27, 2025
Adjournment:	8:12 PM

Prepared by: *Laura Perez* Date: 8/13/2025

Approved by: *Antonio Quintero* Date: 8/27/2025