

Central Florida HIV Planning Council
Planning Council Business Meeting Minutes

August 27, 2025

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:03 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Angie Buckley, Jessica Seidita, Ira Westbrook, Alelia Munroe, Kara Johnson Williams, Rene Cotto-Lewis, Andrea Dunn, Angus Bradshaw, Beatrice Boursiquot, Brian Toy, Charlie Wright, Jules Smith, Paolo Mancini, Raymond Macon, Sueanne Vazquez

Members Present via Teleconference: Monika Trejos-Kweyete

Members Excused: Anthony McNeil, Vel Cline, Fernell Neal

Members Absent: Gabrielle Leonce, Priscilla Torres-Theobald, Siri Goberdhan Jr, Terrance Hunter

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 recommended the following changes:</p> <ul style="list-style-type: none"> Replace Vel Cline’s name with Kara Johnson Williams for the Membership & Engagement Committee Report <p>Motion: Alelia Munroe made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="711 1171 1247 1249"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	16	0	0
In Favor	Against	Abstain					
16	0	0					
<p>Approval of the July 30 Minutes:</p>	<p>The Planning Council reviewed the July 30 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 25 Planning Council members, 48% are PWH, 36% are unaffiliated/unaligned PWH, and 36% are conflicted members. The committee reviewed the social media performance insights for Facebook and Instagram over the past 28 days. The committee also discussed ideas and provided feedback for social media content. 						

- The committee reviewed the summary for two applicants. After a brief discussion, the committee voted and recommended both applicants for appointment. The applicant summaries will be forwarded to the Executive committee for review and a vote.
- The committee reviewed and approved article submissions for volume 17 of the Red Ribbon Times Magazine.
- The committee discussed their committee workplan and the frequency of committee meetings. After much discussion, the committee determined that they would like to continue to meet monthly.
- The committee completed their committee leadership evaluations via Mentimeter.
- The next Membership & Engagement Committee meeting will be held on Tuesday, October 7, 2025, at 2:00 pm.

Service Systems Planning and Quality Committee:

- The committee received an overview of the Part A Monthly Expenditure report, Part B & GR Monthly Expenditures report, and the PCS Budget report.
- The committee reviewed and approved the proposed Part A reallocations 25-26.
- The committee discussed and approved the 2026-2027 Part A and Part B initial level funding slates.
- The committee received a presentation of the Assessment of the Administrative Mechanism (AAM) report which included subrecipient findings, Planning Council survey findings, provider reimbursement findings, and consultant recommendations.
- The committee discussed the date of the October SSPQ meeting. After a brief discussion, the committee decided to change the date from October 2nd to October 9th.
- The committee reviewed and approved the Service Standards Policy & Procedure.
- The committee received an Integrated Plan update.
- The committee discussed and updated the PSRA processes and evaluation tools.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, October 9, 2025, at 9:30 am.

World AIDS Day Workgroup (August 8th):

- The workgroup reviewed and discussed the event flow, music options and performances.
- The workgroup reviewed pictures of the venue with mockups of how the quilts could be displayed and how the tables can be arranged for the event. The also discussed how the large and small video screens can be used for throughout the program.
- The workgroup discussed the event flyer and provided their feedback.
- The next World AIDS Day workgroup meeting will be held on Friday, August 22, 2025, at 2:00 pm.

Bylaws Ad Hoc Committee:

- The committee reviewed and discussed the proposed changes to the Planning Council bylaws which included Articles III, IV and V. The work group decided to table discussions of Article III until further clarification is received from the Orange County legal department.
- The committee scheduled additional ad hoc meetings to complete their review and recommendations for the PC bylaws.
- The next Bylaws Ad Hoc meeting will be held on Tuesday, August 26, 2025, at 2:00 pm.

Ryan White Community Meeting:

- The participants received an overview of the business conducted at the August Membership & Engagement Committee meeting, SSPQ Committee meeting, WAD Workgroup meeting, and the Bylaws Ad Hoc Committee meeting.
- The participants reviewed recommended updates for the Medical Nutrition Therapy Service Standard and were given the opportunity to provide feedback during the meeting and via email after the meeting.
- The participants received an overview of the Ryan White HIV/AIDS Program EMA eligibility criteria.
- Omar Martinez with UCF informed the participants about two prevention studies that support clinical research. One study is to explore how legal partnerships can support individuals living with HIV who have a history of incarceration. Eligible participants will be referred to an attorney for legal aid and asked to complete a brief questionnaire three times over a six-month period. The second online HIV prevention study focuses on male couples where at least one partner is Hispanic, Latino, or Afro-Latino.
- Darci Brammer with Valencia College gave a presentation on accelerated skills training programs offered at Valencia College. These training programs offer small class sizes, hands on training, career placement, professional resume creation, financial literacy, and the opportunity to gain workplace soft skills.
- The next Ryan White Community meeting will be held at the Heart of Florida United Way on Tuesday, October 21, 2025, at 6:00 pm.

Executive Committee:

- The committee received an overview of the Part A Monthly Expenditure report, Part B & GR Monthly Expenditures report, and the PCS Budget report.
- The committee received an overview of the business conducted at the Membership Committee meeting, SSPQ Committee meeting, Bylaws Ad hoc Committee meeting, and Ryan White Community meeting.
- The committee discussed and approved the 2026-2027 Part A and Part B initial level funding slates.
- The committee reviewed and approved the proposed Part A reallocations 25-26.
- Dr. David Cavalleri gave a presentation on the Assessment of the Administrative Mechanism (AAM) report which included subrecipient

	<p>findings, Planning Council survey findings, provider reimbursement findings, and consultant recommendations.</p> <ul style="list-style-type: none"> • The committee reviewed the summary for two applicants. After a brief discussion, the committee voted and recommended both applicants for appointment. The applicant summaries will be forwarded to the Planning Council for review and a vote. • The committee discussed creating an Integrated Plan Ad Hoc Committee. • The committee reviewed and approved the Medical Nutrition Therapy Service Standard. • The committee reviewed and approved the Service Standards Policy & Procedure. • The committee approved the PSRA processes and evaluation tools. • The committee approved the August Planning Council Business meeting agenda. • The next Executive Committee meeting will be held on Thursday, October 23, 2025, at 2:00 pm. <p>World AIDS Day Workgroup (August 22nd):</p> <ul style="list-style-type: none"> • The participants discussed the structure of the event program and provided recommendations for an event host, music playlist ideas and potential DJs. • The participants discussed décor concepts and color palette options for the event. • The participants proposed ideas for swag items and token of remembrance options as a take home memento. • The participants discussed a variety of food and catering options for the event. • The next virtual World AIDS Day workgroup will be held on Friday, October 10, 2025, at 2:00 pm. <p>FCPN Update: Angie Buckley and Rene Cotto-Lewis provided a brief report of what took place at the most recent meeting of the Florida Comprehensive Planning Network, which took place from August 4th to August 6th. The group received updates regarding funding, data, and training, and split into groups to discuss the Integrated Plan for 2027-2031. The group also received State and Federal Policy updates, which included the impacts of the cuts to Medicaid and how that will impact people living with HIV. Rene also shared pride in the work being done by Area 7.</p>
<p>Reports: Recipient & Lead Agency</p>	<p>Part A Monthly Expenditure Report (Expenditures as of June 30, 2025)</p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"> • Percentage of Fiscal Year Transpired: 33.33% • Target Expenditures: 33.33% • Actual Expenditures 35.15%

- Difference: -1.82%

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

- This report is based on the original allocation. The percentages will likely change once the proposed reallocations are implemented.
- With the final allocation, expenditures are closer to 37%, which is over target
- The following service categories are above target expenditure:
 - Outpatient/Ambulatory Health Services – due to increased utilization in Specialty Care
 - Oral Health Care – due to high utilization, though the Recipient’s office is still working to manage utilization and overrides
 - Mental Health Services – due to an increased demand for services
 - Medical Nutrition Therapy
- The following service categories are below target expenditure:
 - Health Insurance Premium & Cost-Sharing Assistance – appears low due to delays in claims processing
 - Medical Case Management – due to vacancies
 - Substance Abuse Services – Outpatient – demand for this service has not been high due to the service being available from other providers
 - Food Bank/Home-Delivered Meals – the expenditure will increase when another bulk order of food cards is processed

Part A Proposed 2025-2026 Reallocations

Claudia Yabrudy presented the proposed reallocations in the Part A grant necessitated by a 5% reduction in the final federal award, resulting in a difference of \$606,988 between the allocations approved in March 2025 and the proposed reallocations. She noted that the impact of this reduction was reduced by Part A having already shifted some service categories to EHE. She reviewed each line item, providing justifications for each reallocation.

Allocation Category	Difference March 2025 vs Proposed Allocation
Outpatient/Ambulatory Health Services	\$260,085
Local Pharmacy Assistance Program	\$0
Oral Health Care	-\$133,402
Early Intervention Services	\$0
Health Insurance Premium & Cost Sharing Assistance	-\$29,619
Mental Health Services	\$90,000
Medical Nutrition Therapy	\$0
Medical Case Management	-\$395,000
Substance Abuse Services – Outpatient	-\$4,002

Home & Community-Based Health Services	\$0
Referral for Healthcare/Support Services	-\$35,000
Food Bank/Home-Delivered Meals	-\$139,503
Medical Transportation Services	-\$13,811
Clinical Quality Management	-\$84,257
Administration	-\$122,479
Total Difference	-\$606,988

Claudia answered questions from members regarding the increased utilization of specialty providers and which service categories were moved to the EHE initiative. Claudia indicated that the information on which specialists are being utilized can be shared with the SSPQ committee. She also answered clarifying questions from members regarding the proposed reallocations.

Motion: Alelia Munroe made a motion to adopt the reallocation slate for 2025-2026. Jules Smith seconded the motion.

In Favor	Against	Abstain
15	0	0

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

**Part B Monthly Expenditure Report
(Expenditures as of June 30, 2025)**

Yasmin Andre reported the following:

- Grant Month Number: 3 (of 6)
- Target Expenditures: 50%
- Actual Expenditures 44%
- Difference: 6%

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

- The following service categories are above target expenditure:
 - AIDS Pharmaceutical Assistance – This line has been covering for a closed alternative funding source for nutritional supplements
 - Medical Transportation Services – Due to increased utilization of service
 - Non-Medical Case Management
- The following service categories are below target expenditure:
 - Early Intervention Services – due to staff vacancies
 - Health Insurance Premium & Cost Sharing Assistance – due to low utilization
 - Home & Community-Based Care – due to low utilization
 - Mental Health Services – due to low utilization
 - Oral Health Care – due to delayed invoices

- Outpatient Ambulatory Health Services – due to spending down GR funds first
- Emergency Financial Assistance – low utilization of service
- Referral for Healthcare Support – due to increased shift in activity to MCM
- An amendment to account for service categories with low utilization will be reflected in next month’s report
- Part B is still waiting to hear from the state on whether the contract will be extended after September

GR Monthly Expenditure Report
(Expenditure as of June 30, 2025)

Yasmin Andre reported the following:

- Grant Month Number: 12
- Target Expenditures: 100%
- Actual Expenditures: 100%
- Difference: 0%

PCS Quarterly Expenditures Report
(Expenditures as of February 28, 2025)

Whitney Marshall reported the following:

- Quarter Number: 1
- Target Expenditures: 25%
- Actual Expenditures: 24%
- Difference: 1%

AAM Final Report

Dr. David Cavalleri presented the Final Report on the Assessment of the Administrative Mechanism (AAM) and reviewed the purpose of the AAM, what was included in the process of data collection, and the timeframe of the AAM. He reviewed the Subrecipient and Planning Council survey findings, providing the following information:

- There was a response rate of 72.7% from subrecipients (8 out of 11 providers)
- There was a response rate of 67% from Planning Council and Associate Members (16 out of 24 members)
- Feedback was generally positive.

Dr. Cavalleri also reviewed the allocations and expenditures for FY24-25, the contracts and contract modifications, the analysis for provider reimbursement, the Recipient’s accomplishments in meeting the Planning Council’s Ways to Best Meet Needs, and concluded with the following recommendations:

- Enhance Communication Protocols
- Streamline Re-Allocation Processes
- Optimize Resource Utilization

Dr. Cavalleri also shared that an online training for writing letters to legislators is in the works.

Motion: Alelia Munroe made a motion to adopt the AAM final report. Angie Buckley seconded the motion.

In Favor	Against	Abstain
16	0	0

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

Reminders: Annual Reports, Chair Nominations, HIV Care Needs Survey

PCS gave the Planning Council the following reminders:

- Annual reports will be given at the Planning Council Business meeting before PSRA. Members were encouraged to submit feedback for the reports to PCS as soon as possible.
- The deadline for submissions for FCPN Representatives and Committee Chairs is today.
- Members were encouraged to help distribute information about the HIV Care Needs Survey, which is currently available in English and Spanish. The survey is open through November 30th.
- There will be no committee meetings in September. The Final Annual Training is September 11th, and attendance is mandatory to be able to participate in PSRA.
- Data Presentation will be held on September 19th. Members were encouraged to arrive at 8:30 AM.
- PSRA will be held on September 26th. Members were encouraged to arrive at 8:30 AM.

New Business:

Integrated Plan Ad Hoc Committee Volunteers

Whitney Marshall reviewed the purpose of the creation of the Integrated Plan Ad Hoc committee, and informed members that although the Integrated Plan Ad Hoc committee is open for public membership, Planning Council members are needed to establish quorum. She also provided an overview of the committee and member responsibilities and encouraged members to volunteer. The first meeting will be Thursday October 16th at 2:00 PM at HFUW.

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

In Favor	Against	Abstain
15	0	0

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

Applicant Summary

David Bent presented the applicant summary for Candidate #2025-10.

Motion: Alelia Munroe made a motion to forward Candidate #2025-10 to the Orange County Mayor’s office for appointment with a recommendation to the Membership & Engagement committee. Sueanne Vazquez seconded the motion.

In Favor	Against	Abstain
16	0	0

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

David then presented the applicant summary for Candidate #2025-09.

Motion: Kara Johnson Williams made a motion to forward Candidate #2025-09 to the Orange County Mayor’s office for appointment with a recommendation to the SSPQ committee. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
16	0	0

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

Medical Nutrition Therapy Service Standard

Whitney Marshall explained that the Service Standard for Medical Nutrition Therapy had previously been updated to indicate that care plans could be signed by either a Registered Dietitian or a medical provider in Section 2.6. After further review by the Recipient’s Office, the change needs to be removed. There were no further recommended changes by the PC.

Motion: Jessica Seidita made a motion to approve the Medical Nutrition Therapy Service Standard with the proposed changes. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
13	0	3

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

Service Standard Policy & Procedure

Whitney Marshall gave an overview of the changes made to the Service Standard Policy & Procedure. After some discussion, no further changes were made to the Service Standard.

Motion: Kara Johnson Williams made a motion to accept the Service Standard Policy & Procedure with the recommended changes. Paolo Mancini seconded the motion.

In Favor	Against	Abstain

Approved by: _____ Date: _____

DRAFT