

Central Florida HIV Planning Council

Bylaws Ad Hoc Committee Minutes

August 11, 2025

Call to Order: The Committee Chair, Alelia Munroe, 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: Jessica Seidita, Alelia Munroe, Vel Cline, Angie Buckley, Raymond Macon, Kara Johnson Williams, Ira Westbrook (via teleconference)

Recipient & Lead Agency Staff Present: Claudia Yabrudy

PCS Staff Present: David Bent, Laura Perez, Whitney Marshall (via teleconference)

Approval of the agenda:	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Jessica Seidita made a motion to accept the agenda as presented. Vel Cline seconded the motion.</p> <table border="1" data-bbox="708 953 1247 1031"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>5</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	5	0	0
In Favor	Against	Abstain					
5	0	0					
Approval of July 9th meeting minutes:	<p>The July 9th minutes were approved as presented.</p>						
Open the floor for public comment:	<ul style="list-style-type: none">• PCS did not receive any comment cards.• In response to a question posed by Ira Westbrook, the Chair stated that future meetings will be scheduled to review Policies and Procedures that pertain to the Bylaws.						
New Business:	<p>Review Bylaws and Make Recommendations for Amendments PCS prepared a document that organizes the proposed changes to the Bylaws that have been discussed by the committee, highlighting recommendations by PCS that have yet to be addressed. The committee first reviewed the PCS suggestion for Section 3.1.5 regarding training attestations and approved the suggested changes.</p> <p>As discussion began for the next item in the document (Section 3.6), Claudia Yabrudy informed the committee that the county is looking more closely at advisory boards and the Orange County Ordinances, which state that terms should be only two years long. Members began discussing how two-year terms would impact the Planning Council's representation on the Florida Comprehensive Planning Network (FCPN). After continued</p>						

discussion, the committee decided to table the discussion around Section 3.6 until Part A is able to get further clarification from Orange County Legal regarding term limits and when members can be appointed.

The committee began reviewing Section 3.7 regarding member attendance, and considered the following excerpt from the Orange County Ordinances:

“Attendance. Any advisory board member who is absent from three (3) consecutive meetings or twenty-five (25) percent of the regular scheduled meetings in a calendar year shall be replaced. A member shall be considered absent if not present during fifty (50) percent or more of the duration of a meeting.”

The committee began a lengthy discussion that included attendance at the full Planning Council Business Meeting vs attendance at the standing committees, the purpose of bridge reports, how attendance has been tracked, and how strict the Ordinances are in comparison to the current Bylaws. The committee noted the differences between the CFHPC Bylaws and the Orange County Ordinances have existed since the Bylaws were created in 2017 and theorized that exceptions may have been made for the CFHPC Bylaws that may have not been documented. The committee discussed potentially building a case for allowing exceptions for the Planning Council by comparing bylaws from other Florida Planning Councils.

After further discussion, the committee agreed to table all discussion of Article 3 of the CFHPC Bylaws until Part A receives further clarification from Orange County Legal regarding potential exceptions to the Ordinances.

The discussion then moved to Article 4 of the Bylaws, and the committee considered the following excerpt from the Orange County Ordinances:

“A chairman or vice-chairman shall serve in that capacity for one (1) year and may be reelected to serve as chairman or vice-chairman, respectively, for one (1) additional consecutive year, and no more.”

After discussion, the committee revised Section 4.2 of the Bylaws to reflect the content of the Ordinances.

The committee discussed and approved PCS's proposed changes to the following:

- Section 4.3 – additions regarding actions to take if the August Membership & Engagement Committee meeting is cancelled; Specifications for FCPN Representatives
- Section 4.4 – language added regarding filling vacancies for FCPN representatives
- Section 4.6 – language added clarifying that FCPN Representatives must resign if their term on the Planning Council ends, and that

	<p>FCPN representatives must abide by FCPN Bylaws and attendance requirements.</p> <ul style="list-style-type: none"> • Section 4.7 – Added duties to the Senior Co-Chair position • Section 4.8 – Added duties to the Junior Co-Chair position • Section 4.10 – Clarified and added duties for FCPN Representatives • Section 4.11 – Clarified duties of FCPN Representative alternates • Section 5.1 – Changing “appointments” to “committee assignments.” <p>Rather than extending the meeting, the committee agreed to pause discussion to be able to move on to the next agenda item, with the intention to continue discussion of Article 6 at the next meeting.</p> <p>Additional Meeting Dates The committee scheduled the following additional meeting dates:</p> <ul style="list-style-type: none"> • Tuesday, August 26th from 2:00 PM to 4:00 PM • Wednesday, October 15th from 2:00 PM to 4:00 PM • Wednesday, November 12th from 2:00 PM to 4:00 PM
Announcements:	<ul style="list-style-type: none"> • The make-up Annual Training session is scheduled for Thursday, August 14th.

ACTION ITEMS	
Responsible Party	Item
Claudia Yabrudy	Get clarification from Orange County Legal regarding the Orange County Ordinances and their impact on the CFHPC Bylaws
Next Meeting:	August 26, 2025 at 2:00 PM
Adjournment:	4:03 PM

Prepared by: Laura Perez Date: 8/25/2025

Approved by:  Date: 10/15/2025