

**Central Florida HIV Planning Council
Executive Committee Meeting Minutes**

August 21, 2025

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:12 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Jessica Seidita, Kara Johnson Williams, Andre Antenor, Alelia Munroe, Ira Westbrook (via teleconference)

Members Excused: Angie Buckley, Rene Cotto-Lewis, Vel Cline

Recipient Staff Present: Claudia Yabrudy, Yasmin Andre, Doris Huff (via teleconference)

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"> • Replace Angie Buckley's name with Andre Antenor for Vision & Mission Statements, etc. • Replace Vel Cline's name with Kara Johnson Williams for the Membership & Engagement Committee Report • Replace Anthony McNeil's name with Alelia Munroe for the SSPQ Report • Replace Rene Cotto-Lewis' name with PCS for the World AIDS Day Workgroup Report • Replace Angie Buckley & Rene Cotto-Lewis' name with PCS for the FCPN Update • Remove the Part A and Part B & GR Initial Funding Slate for PSRA <p>Motion: Alelia Munroe made a motion to accept the agenda with the recommended changes. Kara Johnson Williams 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;">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 July 17 Minutes:</p>	<p>The committee reviewed the July 17 minutes and approved them as presented. PCS will make minor grammatical changes.</p>						
<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. 						
<p>Reports:</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 & Quality Committee Meeting:

- 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 on the Assessment of the Administrative Mechanism (AAM) report, including subrecipient findings, Planning Council survey results, provider reimbursement findings, and consultant recommendations.
- The committee discussed and rescheduled the next SSPQ meeting 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:

- The work group reviewed the event flow, music selections, and additional performance options.
- The work group reviewed and discussed the venue layout, including quilt displays, table arrangements, and the use of video screens during the program.

- The workgroup discussed the WAD 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 proposed changes to Planning Council bylaws (Articles III, IV, and V), tabling Article III pending guidance from the Orange County legal department
- Additional ad hoc meetings were scheduled to complete the bylaws review process
- 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 learn 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.

Alelia Munroe asked why the Part A Reallocations were not shared at the Ryan White Community Meeting. PCS responded that reallocations had not been presented to the community in the past, but will be shared at the October RWCM.

FCPN Update:

Whitney Marshall provided an overview 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 a State and Federal Policy Update, then received an overview of the Statewide Integrated Plan. The group split into breakout sessions to discuss each of the four goals of the Integrated Plan, then reconvened to share what was discussed in each breakout session. On the third day there was opportunity for public comment, then the group reviewed the recent updates made to the FCPN bylaws.

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

Claudia Yabrudy reported the following:

- 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.
- 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. She noted that Part A will be very strict regarding dental and food services moving forward.

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 also answered questions from Ira Westbrook regarding the status of mobile medical units and the jail linkage program, both of which are activities funded by the Ending the HIV Epidemic Initiative.

Motion: Alelia Munroe made a motion to forward the proposed 2025-2026 reallocations to the full Planning Council for review and approval. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted with a unanimous roll-call vote. See attached for the approved allocations.

**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)

Yasmin Andre 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

New Business:

Reminders: Annual Reports and Chair Nominations

Members were encouraged to submit nominations for committee chairs for the next planning cycle, as well as nominations for FCPN Representatives. Members were also encouraged to submit feedback for the Annual Reports for their respective committees.

Applicant Summary

David Bent presented the applicant summary for Candidate 2025-10. Discussion of the applicant summary turned to discussion of the number of people on each standing committee and the idea of splitting up the standing committees, which the committee then agreed would be more appropriate to continue discussing at the next Bylaws Ad Hoc committee meeting.

Motion: Jessica Seidita made a motion to forward Candidate 2025-10 to the full Planning Council for review and vote with a recommendation to the Membership & Engagement Committee. Alelia Munroe seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

David then presented the applicant summary for Candidate 2025-09. The committee discussed committee reflectiveness before moving forward with the vote.

Motion: Jessica Seidita made a motion to forward Candidate 2025-09 to the full Planning Council for review and vote with a recommendation to the SSPQ committee. Kara Johnson Williams seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

Integrated Plan Committee

Whitney Marshall explained the purpose of the creation of a committee for development of the Integrated Plan, which is a responsibility of the Executive Committee.

Motion: Alelia Munroe made a motion to establish an Ad Hoc Integrated Plan Committee. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

The committee discussed asking for volunteers at the next Planning Council Business Meeting and the importance of quorum and attendance at the meetings. The Part A representative stated that the intention is to hire a consultant to assist with the development of the Integrated Plan. Whitney Marshall provided an overview of what would be addressed at the first meeting. After discussion, the committee decided that the first meeting of the Integrated Plan Ad Hoc Committee will be October 16th at 2:00 PM.

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

In Favor	Against	Abstain
3	0	0

The motion was adopted unanimously without debate.

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, it was revealed that this change would create billing issues, so the change to Section 2.6

needs to be removed. There were no further recommendations from the committee. Due to the nature of the conflicts of the members present, the Service Standard will be forwarded to the full Planning Council for final approval.

Service Standard Policy & Procedure

Whitney Marshall gave an overview of the recommended changes to the Service Standard Policy & Procedure, which is being changed to allow for more provider feedback while avoiding the delay created by the service standard being sent back repeatedly to SSPQ. The committee discussed the recommended changes and provided additional feedback:

- The Part A Recipient and/or Part B Lead Agency will review the Service Standard first
- The revised Service Standard will then be presented to the SSPQ committee for a 30-day review
- After review, the Service Standard gets forwarded to providers and the community
- If there are a lot of recommended changes, the Service Standard would then go back to SSPQ, but if there are not a lot of changes, the Service Standard will continue on to Planning Council Business
- The threshold for the amount of changes will be determined by PCS

Motion: Jessica Seidita made a motion to forward the Service Standard Policy & Procedure to the full Planning Council for review. Alelia Munroe seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

PSRA Processes & Evaluation Tools

Members were provided with copies of the Priority Setting and Resource Allocation processes and evaluation forms for review. The committee reviewed the following recommended changes to both of the processes:

- Revision of the “Previous Trainings” section to reflect that training sessions were conducted quarterly for the 2024-2025 planning cycle
- Indication that voting, motion making, and roll calls are only allowable for members present in person
- Updating language to reflect current HRSA standards

Alelia Munroe also recommended that “PWH” be written out as “people with HIV” per HRSA guidance.

Motion: Jessica Seidita made a motion to move the PSRA processes to the full Planning Council for review. Alelia Munroe seconded the motion.

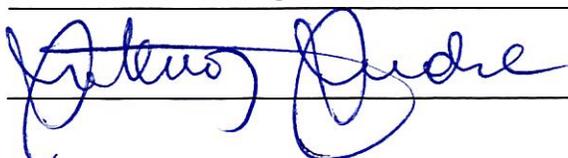
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	<table border="1"> <tr> <td style="width: 30px;">4</td> <td style="width: 30px;">0</td> <td style="width: 30px;">0</td> </tr> </table> <p>The motion was adopted unanimously without debate.</p> <p>The Evaluation Tools were reviewed and approved as presented.</p> <p>Set 8/27/25 Planning Council Business Meeting Agenda Members reviewed and approved the agenda for the next Planning Council Business Meeting.</p> <p>Motion: Alelia Munroe made a motion to approve the agenda for the August 27th Planning Council Business Meeting. Jessica Seidita seconded the motion.</p> <table border="1"> <tr> <th style="width: 30px;">In Favor</th> <th style="width: 30px;">Against</th> <th style="width: 30px;">Abstain</th> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table> <p>The motion was adopted unanimously without debate.</p>	4	0	0	In Favor	Against	Abstain	4	0	0
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Announcements:	<ul style="list-style-type: none"> • Members were encouraged to refer to Outlook and the CFHPC website calendar for the annual meeting dates in September. • The HIV Care Needs Survey is now live. It is currently available in English and Spanish, and the state is working on releasing a version in Haitian-Creole. • Gospel Fest is taking place this Saturday in honor of HIV Faith Awareness Day 									

ACTION ITEMS	
Responsible Party	Item
Dr. David Cavalleri	Make updates to AAM Report PPT Presentation

Next Meeting:	October 23, 2025 2:00 PM to 4:30 PM
Adjournment:	4:19 PM

Prepared by: Laura Perez Date: 9/4/2025

Approved by:  Date: 10/23/2025

**Ryan White Part A/MAI Proposed Reallocation - Based on Final Notice of Award Received
August 2025**

Part A

2025-2026 Priorities	Allocation Categories	24-25 Expenses	Allocations Approved September 2024	Allocation Approved March 2025	Proposed Reallocation August 2025	%	Difference March 2025 vs Proposed Allocation	Difference Proposed vs 24-25 Expenses
6	Outpatient /Ambulatory Health Services	\$2,677,209	\$2,940,000	\$2,836,310	\$3,086,395		\$260,085	\$419,186
1	Local Pharmacy Assistance Program	\$518,792	\$300,000					-\$518,792
4	Oral Health Care	\$1,863,445	\$750,000	\$1,600,000	\$1,466,598		-\$133,402	-\$196,847
14	Early Intervention Services		\$0					\$0
3	Health Insurance Premium & Cost Sharing Assistance	\$20,381	\$805,133	\$50,000	\$20,381		-\$29,619	\$0
7	Mental Health Services	\$226,664	\$150,000	\$230,000	\$320,000		\$90,000	\$93,336
15	Medical Nutrition Therapy	\$49,057	\$235,000	\$50,000	\$50,000			\$943
2	Medical Case Management	\$2,232,764	\$2,425,951	\$2,400,000	\$2,005,000		-\$395,000	-\$227,764
12	Substance Abuse Services - outpatient	\$25,998	\$75,000	\$30,000	\$25,998		-\$4,002	\$0
19	Home Community-Based Health Services		\$10,000	\$0				\$0
	Core Medical Services Subtotal	\$7,414,310	\$7,691,084	\$7,196,310	\$8,984,372	79%	-\$211,938	-\$429,938
8	Referral for Healthcare/Support Services	\$1,634,298	\$1,500,000	\$1,700,000	\$1,665,000		-\$35,000	\$30,702
16	Food Bank/Home-Delivered Meals	\$253,993	\$100,000	\$280,000	\$140,497		-\$139,503	-\$113,496
13	Medical Transportation Services	\$81,189	\$60,000	\$95,000	\$81,189		-\$13,811	\$0
22	Substance Abuse - Residential	\$64,958	\$20,000	\$0				-\$64,958
10	Psychosocial Support		\$0					\$0
18	Outreach Services		\$75,000					\$0
24	Emergency Financial Assistance	\$50,099	\$40,000					-\$50,099
11	Other Professional Services		\$25,000					\$0
	Support Services Subtotal	\$2,084,537	\$1,820,000	\$2,075,000	\$1,886,686	21%	-\$188,314	-\$197,851
	Total Service Allocations	\$9,498,847	\$9,511,084	\$9,271,310	\$8,871,058		-\$400,252	-\$627,789
	Clinical Quality Management	\$210,333	\$559,476	\$319,700	\$235,443	2%	-\$84,257	\$25,110
	Administration	\$947,498	\$1,118,951	\$1,065,688	\$943,189	9%	-\$122,479	-\$4,309
	Total Award	\$10,656,678	\$11,189,511	\$10,656,678	\$10,049,690		-\$606,988	-\$606,988

MAI

2025-2026 Priorities	Allocation Categories	24-25 Expenses	MAI Allocations Approved September 2024	MAI Allocation Approved March 2025	MAI Proposed Reallocation August 2025	MAI %	Difference March 2025 vs Proposed Allocation	Difference Proposed vs 24-25 Expenses
6	Outpatient /Ambulatory Health Services	\$315,275	\$320,078	\$470,160	\$374,605		-\$95,555	\$59,330
14	Early Intervention Services	\$342,919	\$320,000				\$0	-\$342,919
2	Medical Case Management			\$300,000	\$400,000		\$100,000	\$400,000
10	Psychosocial Support	\$668,194	\$640,078	\$770,160	\$774,605	100%	\$4,445	\$116,411
	Core Medical Services Subtotal	\$1,326,393	\$1,280,156	\$1,540,320	\$1,549,210		\$9,884	\$116,722
	Support Services Subtotal	\$103,871	\$150,000	\$0	\$0		\$0	-\$103,871
	Total Service Allocations	\$1,430,264	\$1,430,156	\$1,540,320	\$1,549,210		\$9,884	\$12,851
	Clinical Quality Management	\$38,961	\$46,475	\$770,160	\$774,605	3%	\$4,445	\$12,540
	Administration	\$84,215	\$92,950	\$88,524	\$88,524	10%	\$0	\$4,309
	Total Award	\$885,241	\$929,503	\$868,241	\$868,686		\$4,445	\$4,445
	Total Award	\$11,541,919	\$12,119,014	\$11,541,919	\$10,939,376		-\$606,988	-\$606,988