

**Central Florida HIV Planning Council**  
**Planning Council Business Meeting Minutes**

September 26, 2025

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 9:01 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andre Antenor, Angie Buckley, Kara Johnson Williams, Alelia Munroe, Anthony McNeil, Ira Westbrook, Jessica Seidita, Rene Cotto-Lewis, Andrea Dunn, Angus Bradshaw, Beatrice Boursiquot, Brian Toy, Charlie Wright, Fernell Neal, Gabrielle Leonce, Jules Smith, Monika Trejos-Kweyete, Paolo Mancini, Raymond Macon, Sueanne Vazquez, AJ Johnson (Associate Member)

**Members Present via Teleconference:** Priscilla Torres-Theobald

**Members Excused:** Vel Cline, Siri Goberdhan Jr.

**Members Absent:** Terrance Hunter

**Recipient Staff Present:** Yasmin Andre, Claudia Yabrudy, Doris Huff, Pedro Huertas Diaz, John Goodrich

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

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Alelia Munroe made a motion to accept the agenda as presented. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="699 1192 1240 1268"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">19</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	19	0	0
In Favor	Against	Abstain					
19	0	0					
<p><b>Approval of the August 27 Minutes:</b></p>	<p>The Planning Council reviewed the August 27 minutes and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Insert 2025-2026 Final Allocations prior to the motion</li> </ul> <p><b>Motion:</b> Alelia Munroe made a motion to approve the minutes with the proposed changes. Jules Smith seconded the motion.</p> <table border="1" data-bbox="699 1640 1240 1715"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">19</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	19	0	0
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<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments.</li> <li>• PCS did not receive any comment cards.</li> </ul>						

<p><b>New Business:</b></p>	<p><b>Committee Annual Reports</b>  Each standing committee presented their Annual Reports:</p> <p><i>Membership &amp; Engagement Committee: October 2024 – September 2025</i>  The Membership and Engagement Committee has remained committed to strengthening the Council's ability to effectively meet the needs of those living with or impacted by HIV. To achieve this, the committee prioritizes creating a strong foundation of members who reflect the HIV population in the Orlando Service Area. These efforts include supporting recruitment activities aimed at increasing representation of priority populations and the voices of groups with emerging needs, developing community engagement strategies, providing input on the Council's social media presence, overseeing member training, and onboarding new members that will strengthen the Council's ability to achieve its mission.</p> <p><b>The committee accomplished the following:</b></p> <ul style="list-style-type: none"> <li>• As of September 2025, all HRSA-mandated seats are filled (two vacancies arose this year due either a resignation or someone not electing to be reappointed for a second term).</li> <li>• The committee reviewed, interviewed, and onboarded ten new members (including one Associate Member), with another eligible member to be reviewed for approval in October 2025. Of the ten, five are returning members.</li> <li>• Produced three issues of the Red Ribbon Times (RRT), with prints of Volume 17 being released soon.</li> <li>• The Planning Council continues to maintain a solid social media presence on Facebook and Instagram to help keep the community informed of upcoming Council activities and other educational information.</li> <li>• World AIDS Day: Remember and Commit at WinterClub Venue was a successful event with over 100 people in attendance.</li> <li>• Reviewed and approved the HIV Care Needs Survey social media toolkit to help increase engagement and the survey response rate.</li> <li>• Updated and renamed the Recruitment and Retention Plan to better guide the Planning Council's efforts to obtain new and retain current members.</li> <li>• Updated the Annual Training process to include three quarterly trainings throughout the year, instead of one all-day training, to provide members with more diverse and robust training topics and opportunities.</li> </ul> <p><b>The committee faced the following challenges:</b></p> <ul style="list-style-type: none"> <li>• Four members resigned from the Planning Council over the past year, two of whom were Associate Members. The reasons for the resignations primarily involved a need to focus on work and not having the capacity to serve on the Planning Council.</li> </ul>
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- Onboarding members in the 20-29 age group, as there are currently no individuals in this category on the Council. Although the Council does have members in these demographic categories, it would be best to increase reflectiveness in the following:  
unaffiliated/unconflicted RWHAP clients, especially those in the 30-39 and 40-49 age groups.
- In an effort to reduce potential challenges in the upcoming year, another opportunity that the committee can take advantage of is to onboard more Associate Members who could fill a mandated seat, should the current seat holder resign. This will ensure a smoother transition and decrease the amount of time that a vacant mandated seat is open.

**The committee will continue to:**

- Build on recruitment and retention strategies and increase reflectiveness to ensure that the Planning Council is representative of the Orlando Service Area.
- Ensure adherence to attendance policies across committees and be intentional about ways to keep members engaged. This includes finalizing updates to the Attendance Policy & Procedure.
- Identify and address training opportunities for Planning Council members and leadership.

*Service Systems Planning & Quality Committee: October 2024 – September 2025*

**1. Committee's Role Within the Service System:**

The Service Systems Planning & Quality Committee is responsible for developing and monitoring the Integrated Plan for HIV Prevention and Care in collaboration with the Ryan White HIV/AIDS Program (RWHAP) Part B Lead Agency and the RWHAP Part A Recipient. The committee is also responsible for developing and implementing a Comprehensive Needs Assessment, reviewing expenditures and taking the lead on the Priority Setting and Resource Allocation processes. Additionally, the committee is responsible for Assessing the Administrative Mechanism in how quickly the Lead Agency and RWHAP Part A Recipient distribute the funds to the community to provide services.

**2. Activities Accomplished during past 12 months:**

- a. Reviewed and made recommendations to update the Planning Council's Policies and Procedures that pertained to the Committee's processes that were due for review.
- b. Reviewed monthly, quarterly, and annual RWHAP Part A, RWHAP Part B and General Revenue (GR) expenditure and

utilization reports to identify barriers and gaps in service delivery in the Orlando Service Area.

- c. Provided important recommendations to the Provider Capacity and Capability Survey to ensure accurate assessment of Provider needs for the Annual Data Presentation.
- d. Updated the evaluation tools for annual processes such as Data Presentation and Priority Setting & Resource Allocation.
- e. Provided recommendations to the Assessment of the Administrative Mechanism (AAM) process, reviewed the initial draft report and requested additional information from the AAM Consultant and the RWHAP Part A Recipient that improved the Council's understanding of how well the Recipient responded to the Council's directives.
- f. Reviewed and updated 6 Service Standards and completed the development of a Service Standard for Home and Community Based Services and Other Professional Services: Legal Services, although due to funding these 2 Service Standards have been put on hold.
- g. Reviewed and made recommendations to the Performance Measures data presented to the Committee and the Planning Council to provide an understanding of disparities in outcomes for various subpopulations.
- h. Reviewed and recommended re-allocation of RWHAP Part A funding after the final award was received and in August to ensure sufficient funds were available for Core Services through the end of the funding year.
- i. Updated the Memorandum of Understanding between the Planning Council, Lead Agency and the RWHAP Part A Recipient.
- j. Monitored the implementation of the Integrated Plan.
- k. Worked with the Recipient to develop the Initial Funding Slate for PSRA for both RWHAP Part A and RWHAP Part B funding for FY 2026-2027.

### **3. Challenges or Lessons Learned:**

The Committee has had to recommend changes regarding funding re-allocations in an uncertain environment, having received partial awards for most of the funding year as well as postponed decisions regarding the RWHAP Part B Statewide Fiduciary Agent. Notwithstanding these challenges, the Committee was able to complete it's assigned work for the year and look forward to the new planning year.

### **4. Outstanding Activities (still pending completion):**

	<p>a. Finalize the Other Professional Services: Legal Services Service Standard if funding allows for their implementation in the new year.</p> <p>b. Utilize the Home and Community-Based Health Services Service Standard for the RWHAP Part A program if funding allows.</p> <p><b>Election of Officers</b>  The Planning Council held elections for their new Junior Co-Chair and a new Florida Comprehensive Planning Network (FCPN) Prevention Planning Group (PPG) Representative. The Planning Council members elected:</p> <ul style="list-style-type: none"> <li>• Anthony McNeil for Junior Co-Chair of the Planning Council</li> <li>• Jessica Seidita for FCPN PPG Representative</li> </ul> <p><b>Awards Presentation</b>  Members received awards recognizing their time serving on the Planning Council.</p>
<b>Next Meeting:</b>	October 29, 2025
<b>Adjournment:</b>	10:00 AM

Prepared by: Laura Perez Date: 10/7/2025

Approved by: [Signature] Date: 10/29/2025