

## Central Florida HIV Planning Council

### Bylaws Ad Hoc Committee Minutes

October 15, 2025

**Call to Order:** The Committee Chair, Alelia Munroe, called the meeting to order at 2:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Alelia Munroe, Jessica Seidita, Kara Johnson-Williams, Ida Starks, Ira Westbrook (via teleconference), Beatrice Boursiquot (via teleconference), Sueanne Vazquez (via teleconference)

**Recipient & Lead Agency Staff Present:** Yasmin Andre, Claudia Yabrudy

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

<b>Approval of the agenda:</b>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Jessica Seidita made a motion to accept the agenda as presented. Kara Johnson Williams seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px 10px;">In Favor</th> <th style="padding: 2px 10px;">Against</th> <th style="padding: 2px 10px;">Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px 10px;">4</td> <td style="text-align: center; padding: 2px 10px;">0</td> <td style="text-align: center; padding: 2px 10px;">0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	4	0	0
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4	0	0					
<b>Approval of August 11<sup>th</sup> meeting minutes:</b>	<p>The August 11<sup>th</sup> minutes were approved as presented.</p>						
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"> <li>• PCS did not receive any comment cards.</li> <li>• There were no public comments in person or online.</li> </ul>						
<b>New Business:</b>	<p><b>Updates from Part A Office – County Ordinances</b>                  Claudia Yabrudy, the Part A representative, informed the committee that because the Planning Council is a body formed due to a legislative mandate by a federal grant and is not an advisory group, it is exempt from the Orange County Ordinances regarding advisory group membership, term limits, and onboarding. The Planning Council must still comply with Florida Sunshine Law and establishment of in-person quorum with no online voting.</p> <p><b>Review Bylaws’ Proposed Changes and and Make Recommendations for Amendments</b>                  The committee discussed the following sections of the Bylaws:</p> <ul style="list-style-type: none"> <li>• Section 3.6 – remove reference to Orange County ordinance; remove proposed limit of four three-year terms; update language</li> </ul>						

	<p>regarding no term limits for mandated seats, and update language regarding seeking waivers from the Planning Council instead of the County</p> <ul style="list-style-type: none"> <li>• Section 4.2 – Revert back to original language</li> <li>• Section 4.3 – Updated nomination dates for officers, splitting nomination due dates for Jr. Co-Chair and all other officers; updated language regarding FCPN Representatives and Alternates</li> <li>• Section 4.4 – Updated language regarding following FCPN’s most recent Bylaws</li> <li>• Section 4.10 – Updated language regarding roles and responsibilities of the FCPN representatives</li> <li>• Article 7 – Committee decided that Ad Hoc Committee Chairs are members of the Executive Committee throughout the duration of the existence of the committee</li> <li>• 7.1.1 – Addition of Ad Hoc committee chairs to membership of the Executive Committee; updated language for Part B Lead Agency Representative</li> </ul> <p>The committee also discussed the following:</p> <ul style="list-style-type: none"> <li>• The committee discussed the idea of the creation of lifetime term limits but ultimately decided to only revisit the issue in the event that the Planning Council reaches its maximum number of members.</li> <li>• The committee decided that quorum requirements for Ad Hoc committees should be the same as all other committees, but did not come to a consensus on how to determine quorum when there is not a set committee roster.</li> <li>• After a lengthy discussion regarding concerns about past members using substances, the committee deemed that the matter was not within the scope of the Bylaws Ad Hoc Committee and is more appropriate to discuss within the context of the Planning Council’s Policies &amp; Procedures.</li> <li>• The committee discussed the idea of potentially splitting out the standing committees back into four. PCS provided information on how other Florida Planning Councils split their standing committees and discussed why the standing committees were combined in the first place. Though the committee did not reach a final consensus, the discussion ended with the idea of keeping Membership &amp; Engagement as one committee and splitting SSPQ back into two committees, with one of them potentially taking on the responsibilities of the Integrated Plan committee.</li> </ul> <p>The committee scheduled its next meeting for Wednesday November 5<sup>th</sup> from 9:00 AM to 12:00 PM.</p>
<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>• There were no announcements.</li> </ul>

