

Central Florida HIV Planning Council

Integrated Plan Ad Hoc Committee Minutes

October 16, 2025

Call to Order: The Planning Council Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:05 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Kara Johnson Williams, Raymond Macon, Alelia Munroe, Paolo Mancini, Jessica Seidita, Beatrice Boursiquot, Andre Antenor (via teleconference), Ira Westbrook (via teleconference)

Recipient & Lead Agency Staff Present: Pedro Huertas-Diaz, Claudia Yabrudy, Yasmin Andre (via teleconference)

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

Approval of the agenda:	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Alelia Munroe made a motion to accept the agenda as presented. Raymond Macon seconded the motion. The motion was adopted unanimously without debate.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• PCS did not receive any comment cards.• There were no public comments in person or online.
Special Order of Business	<p>Chair Election</p> <p>The committee held elections for its Chair and Vice-Chair. The following were the nominees for each position:</p> <ul style="list-style-type: none">• Chair nominees: Paolo Mancini, Jessica Seidita, Beatrice Boursiquot• Vice-Chair nominees: Paolo Mancini, Raymond Macon, Beatrice Boursiquot <p>The members held their election, which had the following results:</p> <ul style="list-style-type: none">• <u>Committee Chair:</u> Jessica Seidita• <u>Committee Vice-Chair:</u> Beatrice Boursiquot <p>Following the election, chairing of the meeting was turned over to Jessica Seidita.</p>
New Business:	<p>Set Upcoming Meeting Schedule</p> <p>Whitney Marshall provided the group with information to aid in discussion of the committee schedule. The Integrated Plan is due in June, so the meetings will last at least until then, but the Plan must be completed sooner to allow time for the Planning Council to review and sign off on it. After discussion, the committee decided that the November meeting will be held</p>

on Monday, November 17th at 2:00 PM, then beginning in January 2026, meetings will be held on the second Monday of each month.

Integrated Planning Orientation & Meeting/Member Expectations

Whitney Marshall provided a background on the purpose and importance of the Integrated Plan, and gave an overview of the five stages of the implementation process:

1. Organize/Prepare
2. Prioritize Activities and Develop Plan
3. Implement
4. Monitor/Improve
5. Communicate/Share Progress

Whitney also shared that a consultant with The AIDS Institute will be part of the development of the Integrated Plan.

Whitney gave an overview of a rough timeline for the development of the Integrated Plan:

- Distribute HIV Care Needs Survey – Closes November 30th (but it is likely that the deadline will be extended)
- Community Engagement – November through April
- Collect Information – November through May
- Analyze Data and Develop Plan – November through May
- Submit Plan – June

Whitney also provided an overview of the HRSA/CDC expectations for Integrated Planning, including the following information:

- Legislative language on comprehensive planning
- HRSA/HAB Expectations for integrated/comprehensive planning
- HRSA/HAB expectations for Integrated Prevention and Care Plans
- Key collaborators and community members in the planning process

Whitney then gave an overview of the components of the 2027-2031 Integrated Plan:

- Introduction of Integrated Plan and SCSN
- Community Engagement and Description of Jurisdictional Planning Process
- Contributing Data Sets and Assessments, including:
 - Epidemiologic Snapshot
 - HIV Prevention, Care and Treatment Resource Inventory
 - Needs Assessment
- Situational Analysis Overview, including people and communities disproportionately impacted by HIV
- CY 2027-2031 Goals and Objectives to be organized by national HIV goals and inclusive of the strategies: Diagnose, Treat, Prevent, and Respond
- Integrated Plan Workplan
- Letters of Concurrence

Whitney then directed the committee to the CFHPC website where there are resources for the Integrated Plan. The group also discussed that the local plan will be separate from the State/FCPN plan.

Discuss Community Engagement Activities

The committee had a discussion surrounding the type and frequency of community engagement activities possible before the Integrated Plan is due, including focus groups, town halls (in person and online), key informant interviews, and the HIV Care Needs Survey.

Whitney Marshall provided the committee with some background on past community engagement activities. The committee discussed the following suggestions:

- Beginning any activity with updates so that participants know how their past feedback was implemented.
- Key informant interviews in areas with lower participation rates in other engagement methods
- Collaboration with providers outside of the Ryan White system

The committee reviewed and discussed the HRSA feedback from the 2022-2026 Integrated Plan. Part of the discussion included how to include input from the educational sphere.

The committee addressed that activities would need to begin after the November meeting. The chair suggested town halls in the counties with 30+ participants in the past, and focus groups or key informant interviews for counties with lower participation:

- Town Hall Counties: Orange, Brevard, and Seminole
- Focus Group County: Lake
- Key Informant Interview County: Osceola

The committee discussed the case manager town hall that was held in preparation for the 2022-2026 Integrated Plan. The committee also discussed potentially changing how the meetings are facilitated in order to account for differences between the Part A and Part B grants.

At its next meeting, the committee will do a more in-depth review of past town hall questions to examine if they are eliciting the kinds of client-focused responses that are being sought, and will also further discuss what kinds of community engagement activities will be held.

Announcements:

- There were no announcements

ACTION ITEMS

Responsible Party	Item
-	-
Next Meeting:	November 17 th at 2:00 PM
Adjournment:	4:02 PM

Prepared by: Laura Perez Date: 10/28/2025

Approved by: [Signature] Date: 11.17.25