

**Central Florida HIV Planning Council**  
**Ryan White Community Meeting Minutes**

October 21, 2025

**Call to Order:** The Co-Chair, Ira Westbrook called the meeting to order at 6:06 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Participants:** Ira Westbrook, Randall Keeton (Vanity), Troye Pollock, Deane Austin, Eric O’Neal, Rene Cotto-Lewis, Edward Coofe, Michael Brinkley, Stacey Jacobs, Fred Cotto-Lewis, Tracey Robinson, Latisha Ruft, John Hennessy, Troy Laudermilch, Reverend AJ Johnson, Beatrice Boursiquot, Richelle Joe, Raheim Perrey, JP Williams, Anthony McNeil, Christina Jones, Yasmin Andre, Fernell Neal, Cecil McKay, Demetrius Frazier, Viviana Colafrancesco, Raymond Macon, Andre Antenor, Pedro Huertas-Diaz, Kimberley James

**Present via Teleconference:** Joe Mario, Ree, Kara Williams, Brenda Reed, Meca James, Sueanne Vazquez

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda as presented. Raymond Macon seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the August 19 minutes:</b></p>	<p>The committee reviewed the August 19 minutes and approved them as presented.</p>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• Randall Keeton, aka Vanity, made a public comment expressing concern about the rules and eligibility requirements of the HOPWA program, and will speak to the Part A representative after the meeting.</li> <li>• There were no public comments online.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Service Systems Planning &amp; Quality Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• The committee elected Reno Cotto-Lewis as Chair of the Service Systems Planning &amp; Quality Committee, and Paolo Mancini as Vice Chair.</li> <li>• The committee discussed the schedule of their committee meetings and agreed to move the meetings from the first Thursday of each month at 9:30 am to the second Thursday of each month at 1:30 pm.</li> <li>• The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Utilization report, EMA Annual Retention &amp; Viral Suppression report, and the Part B &amp; GR Monthly Expenditures report.</li> </ul>

- The committee reviewed and approved their 2025-2026 workplan. The workplan will be forwarded to the Executive Committee for approval.
- The committee discussed and approved the Planning Council Memorandum of Understanding (MOU).
- The committee reviewed Substance Abuse Residential Service Standard. Following discussion, the committee decided to postpone further review until the next meeting to obtain more information from the Recipient's Office.
- The Outpatient Ambulatory Health Services and Oral Health Service Standard were distributed to the committee for a 30-Day review.
- The committee reviewed and discussed the Data Presentation and PSRA evaluation results.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, November 13, 2025, at 1:30 pm.

**Membership & Engagement Committee:**

- The committee elected Kara Johnson Williams as the Membership and Engagement Committee Chair. The committee will elect a Vice Chair at the next committee meeting.
- The committee discussed the schedule of their committee meetings and agreed to move the meetings from the first Tuesday of the month at 2:00 pm to the second Tuesday of the month at 2:00 pm.
- The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council attendance roster. There are currently 26 Planning Council members, 46% are PWH, 38% are unaffiliated/unaligned PWH, and 35% are conflicted members.
- The committee reviewed the annual Facebook and Instagram insights including audience demographics, profile reach, and interactions data.
- The committee reviewed and approved their 2025-2026 workplan. The workplan will be forwarded to the Executive Committee for approval.
- The committee reviewed and discussed an applicant interview summary. After a brief discussion, the committee voted and recommended the applicant for appointment to serve on the SSPQ committee. The applicant summary will be forwarded to the Executive committee for review and a vote.
- The committee discussed leadership training topics.
- The next Membership & Engagement Committee meeting will be held on Wednesday, November 12, 2025, at 2:00 pm.

**World AIDS Day Workgroup:**

- The committee workgroup discussed volunteer opportunities for the December event.
- The workgroup reviewed and discussed the nominees for the Unsung Hero, Service, and Lifetime Achievement Awards. After much discussion, the workgroup decided to revisit the voting process at the next meeting.

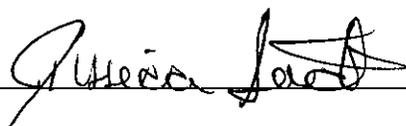
	<ul style="list-style-type: none"> <li>• The next World AIDS Day Workgroup meeting will be held in person at the Heart of Florida United Way with a virtual option on Thursday, October 30, 2025, at 2:00 pm.</li> </ul> <p><b>Bylaws Ad Hoc Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee received an update from the Recipient’s Office regarding County Ordinances.</li> <li>• The committee continued its review of the PC Bylaws, discussing proposed amendments to specific articles. The committee agreed to continue this process at the next meeting with a focus on reviewing the Planning Council’s policies &amp; procedures.</li> <li>• The next Bylaws Ad Hoc Committee meeting will be held on Wednesday, November 5, 2025, at 9:00 am.</li> </ul> <p><b>Integrated Plan Ad Hoc Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee elected Jessica Seidita as the Integrated Plan Ad Hoc Committee Chair and Beatrice Boursiquot as Vice Chair.</li> <li>• The committee discussed the committee meeting schedule.</li> <li>• The committee received an Integrated Plan orientation, covering its purpose, structure and implementation process.</li> <li>• The committee engaged in a discussion on community engagement activities and strategies that will encourage active participation.</li> <li>• The next Integrated Plan Ad Hoc meeting will be held on Monday, November 17, 2025, at 2:00 pm.</li> </ul>
<p><b>New Business:</b></p>	<p><b>Final Priority Setting &amp; Resource Allocation (PSRA) Documents</b> Whitney Marshall provided an overview of the final documents from this year’s PSRA processes, which included the following:</p> <ul style="list-style-type: none"> <li>• CFHPC Final Prioritization 2026-2027</li> <li>• Directives to the Recipient (Ways to Best Meet Needs) FY 2026-2027</li> <li>• Ryan White Part A Final Slate 2026-2027</li> <li>• Part B &amp; General Revenue Final Funding Slate for 2026-2027</li> </ul> <p>Whitney also answered questions from attendees.</p> <p><b>HIV Care Needs Survey</b> Whitney Marshall provided information on the purpose and importance of the HIV Care Needs Survey and encouraged attendees to complete and share the survey.</p> <p><b>QLatinx AIDS Quilt Making and Presentation</b> Gabriella Rodriguez and Carlitos Diaz of QLatinx gave a presentation on the history, purpose, and importance of the AIDS Memorial quilt and led attendees in an activity to create their own pieces for the quilt or assist in repairing existing quilts. Gabriella also shared information on the AIDS Memorial Quilt Project and shared a lookbook of quilts that require</p>

	transcription. Attendees were encouraged to assist however they could, through creation of their own quilts, taking home repair kits, transcription of existing quilts, and providing history for quilts that are missing their context.
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>• The HIV Stigma Taskforce Shatter the Stigma poetry Slam will be taking place this Saturday, October 25, 2025 at 6 PM at 3 Masks Inc.</li> <li>• The next HIV Stigma Taskforce meeting will be held virtually on Friday October 31, 2025 from 6 PM – 7 PM, email Anthony McNeil or contact PCS for more information</li> <li>• The Faith-based AIDS Coalition for Technical Assistance and Services meets every 4<sup>th</sup> Saturday of the month. Their next meeting is Saturday October 25 from 10 AM – 12 PM at 1700 W. Colonial Dr.</li> <li>• QLatinx will be hosting their monthly One Wash at a Time event at the Family Laundry on Semoran on Thursday, October 23 from 5 PM – 8 PM</li> </ul>

<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>

<b>Next Meeting:</b>	November 18, 2025 in Osceola County
<b>Adjournment:</b>	7:55 pm

Prepared by: Laura Perez Date: 10/22/2025

Approved by:  Date: 11.18.25