

# Central Florida HIV Planning Council

## Service Systems Planning & Quality (SSPQ) Committee Minutes

October 2, 2025

**Call to Order:** The SSPQ Committee Chair, Alelia Munroe, called the meeting to order at 9:32 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Alelia Munroe, Anthony McNeil, Charlie Wright, Ira Westbrook, Jessica Seidita, Monika Trejos-Kweyete, Paolo Mancini, Rene Cotto-Lewis, Angie Buckley (via teleconference)

**Members Excused:** Gabrielle Leonce, Jules Smith, Priscilla Torres-Theobald

**Members Absent:** Andre Antenor

**Recipient & Lead Agency Staff Present:** Yasmin Andre, Pedro Huertas-Diaz, Tessa Bricker, Doris Huff (via teleconference)

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

<b>Approval of the agenda:</b>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"><li>• Change Anthony McNeil's name to Alelia Munroe</li></ul> <p><b>Motion:</b> Jessica Seidita made a motion to accept the agenda with the recommended changes. Monika Trejos-Kweyete seconded the motion.</p> <table border="1" data-bbox="708 1171 1247 1251"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>5</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	5	0	0
In Favor	Against	Abstain					
5	0	0					
<b>Approval of the August 7 Minutes:</b>	<p>The committee reviewed the August 7 minutes and recommended the following changes:</p> <ul style="list-style-type: none"><li>• Attach Part A final reallocations to the end of the minutes</li></ul> <p><b>Motion:</b> Paolo Mancini made a motion to approve the minutes with the recommended changes. Ira Westbrook seconded the motion.</p> <table border="1" data-bbox="708 1654 1247 1734"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>7</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	7	0	0
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<p><b>Special Order of Business:</b></p>	<p><b>Chair &amp; Vice-Chair Elections</b>  David Bent provided information on which members were eligible for nomination for Chair and Vice-Chair of the committee. Ira Westbrook and Jessica Seidita both declined any potential nominations, as they are committed to co-chairing the RWCM for another year.</p> <p>Members held their elections, and the results were as follows:</p> <ul style="list-style-type: none"> <li>• Committee Chair: Rene Cotto-Lewis</li> <li>• Committee Vice-Chair: Paolo Mancini</li> </ul>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• PCS did not receive any comment cards.</li> <li>• There were no public comments in the room or online.</li> </ul>
<p><b>Reports:</b></p>	<p><b>Part A Monthly Expenditure Report  (Expenditures as of August 31, 2025)</b></p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"> <li>• Percentage of Fiscal Year Transpired: 50.00%</li> <li>• Target Expenditures: 50.00%</li> <li>• Actual Expenditures 53.21%</li> <li>• Difference: -3.21%</li> </ul> <p>Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditure:</p> <ul style="list-style-type: none"> <li>• The following categories are above target expenditure: <ul style="list-style-type: none"> <li>○ Outpatient/Ambulatory Health Services – The county is managing utilization. The fee schedule was updated on July 1<sup>st</sup>, and will hopefully help offset expenditure</li> <li>○ Oral Health Care – The Oral Health consulting is assisting with utilization management and monitoring of overrides</li> </ul> </li> <li>• The following categories are below target expenditure: <ul style="list-style-type: none"> <li>○ Health Insurance Premium &amp; Cost Sharing Assistance – due to delays in processing of client claims</li> <li>○ Medical Nutrition Therapy – supplements are pre-purchased, and the next order will be next week</li> <li>○ Substance Abuse Outpatient – due to low demand; providers are stating that other funding sources are available to meet this need</li> <li>○ Medical Transportation Services – bus passes are pre-purchased and not likely to need reordering until November</li> </ul> </li> <li>• Mental Health Services will be releasing a RFP next year, and they are hoping to get providers that also provide substance abuse treatment services</li> </ul> <p><b>Part A Quarterly Utilization Report</b>  Pedro Huertas-Diaz provided the following information:</p>

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented was compiled from Provide Enterprise.
- Data includes utilization for Part A and MAI funding.
- Summary of clients by core and support services.

<b>Percent Change in Utilization Q1 FY24-25 to Q1 FY25-26 Core Services</b>	
Medical Case Management	-8%
Outpatient Ambulatory Health Services	+3%
Oral Health Care	+26%
Mental Health Services	+60%
Health Insurance Premium & Cost Sharing Assistance	+19%
Medical Nutrition Therapy	-26%
Substance Abuse Outpatient	-77%

<b>Percent Change in Utilization Q1 FY24-25 to Q1 FY25-26 Support Services</b>	
Referral for Health Care & Support Services	+2%
Medical Transportation	-22%
Food Bank/Home Delivered Meals	-47%

Members discussed possible reasons behind the decrease in clients served, including the decrease in the grant award and undocumented individuals no longer seeking services. The committee also requested quarterly utilization reports from EHE for the service categories being funded by EHE.

Pedro responded to a question from a committee member regarding reduction in SNAP benefits. Overrides are available after an assessment of need, but not home delivered meals.

**CQM Report**

Tessa Bricker presented the following information regarding Annual Retention and Viral Suppression in the EMA for Q2 of 2025. Tessa noted that due to issues with provide, this report does not include demographic data for Annual Retention.

<b>2025 Quarter 2</b>		
<b>Category</b>	<b>Annual Retention</b>	<b>Viral Suppression</b>
<b>National Target</b>	95%	95%
<b>OVERALL</b>	71%	93%
OAHS	79%	94%

<b>Service Category</b>	MCM	71%	86%
	RHSS	73%	93%
<b>Sex</b>	Male		93%
	Female		92%
<b>Race</b>	Black		90%
	Hispanic		96%
	White		95%
	Other		95%
<b>Age</b>	18-28		88%
	29-38		89%
	39-48		92%
	49-58		95%
	59+		96%

Tessa also provided information on the updated definition for Annual Retention, which is 2 medical encounters at least 90 days apart.

**Part B Monthly Expenditure Report**  
*(Expenditures as of August 31, 2025)*

Yasmin Andre reported the following:

- Grant Month Number: 5
- Target Expenditures: 83%
- Actual Expenditures 81%
- Difference: 2%

Yasmin reported that the full award is effective as of 10/1/2025 and will not be reflected until the report on October expenditures.

Yasmin provided the following information regarding the August 25<sup>th</sup> amendment:

- AIDS Pharmaceutical Assistance was increased due to nutritional supplements
- Home & Community-Based Care was reduced due to low need
- Mental Health was reduced due to low need
- Oral Health Care was reduced to align with expected referrals
- Emergency Financial Assistance was reduced due to low need
- Referral for Healthcare Support was increased due to an increase in referrals
- Non-Medical Case Management was reduced due to staff vacancies and reduced eligibility activity until November

Yasmin also regarding Part B mental health and substance abuse services providers. The mental health provider under Part B also offers substance abuse services, but they are not funded by Part B dollars. Yasmin also

shared that the government shutdown could delay distribution of social security benefits letters, which could impact the eligibility process.

**GR Monthly Expenditure Report  
(Expenditure as of August 31, 2025)**

Yasmin Andre reported the following:

- Grant Month Number: 2
- Target Expenditures: 17%
- Actual Expenditures: 12%
- Difference: 4%

Yasmin provided the following information regarding the GR monthly expenditures:

- Medical Case Management is above target expenditure due to shifting FTEs from Part B to GR
- The following service categories are below target expenditure due to low utilization:
  - Oral Health Care
  - Outpatient Ambulatory Health Services
  - Food Bank/Home Delivered Meals
- Medical Transportation Services is below target expenditure due to delayed invoices
- Non-Medical Case Management is below target expenditure due to staff vacancies and reduced eligibility activity until November

**New Business:**

**Set 2025-26 Committee Schedule**

The committee discussed their schedule for the 2025-2026 Planning Cycle. The members discussed changing the time of the meetings to accommodate a member that thought they would be able to participate virtually but no longer can. After some discussion, the committee decided to hold the committee meetings every second Thursday of the month from 1:30 PM to 4:00 PM.

**Motion:** Jessica Seidita made a motion to set the committee schedule to be the second Thursday of the month from 1:30 PM to 4:00 PM. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
6	0	0

After discussion, the motion was adopted unanimously. The next SSPQ Committee meeting will be held on Thursday November 13<sup>th</sup> from 1:30 PM – 4:00 PM.

**Approve 2025-2026 Workplan**

The committee reviewed the workplan with the changes recommended by PCS. In discussing the proposed changes to the Expenditures & Utilization reporting, the committee desired to continue to receive the reports quarterly, but decided to only receive utilization reports. Part A and Part B will look into how to simplify the Utilization reports so they can both be reported at the same meetings in January, April, and July.

The committee accepted the following proposed changes:

- Receiving all annual reports solely during Data Presentation
- Condensing the two CQM workplan items into one, and changing the reporting months to November and April
- Changing Leadership Evaluations to February and June

**Motion:** Jessica Seidita made a motion to adopt the committee workplan with the updates. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

#### **Review PC MOU**

Members discussed the updates to be made to the Memorandum of Understanding (MOU). All changes made to the committee workplan will be reflected in the MOU. Members also suggested grammatical changes and ensuring all language is the most current with HRSA standards.

After some discussion, the committee agreed to distribute the MOU for a 30-day review after PCS makes the recommended changes, which will also allow for new members to review the document.

**Motion:** Jessica Seidita made a motion to have PCS update the MOU based on today's discussion, and that members have 30 days to review for any additional changes to be made at next month's meeting. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

#### **Service Standard – Substance Abuse Residential**

Members previously reviewed the Service Standard for Substance Abuse Residential and requested further information from Part A regarding why Level 1 services are not included as part of the Service Standard. The Part A representative (Pedro) informed members that Level 1 services are not included in the service standards due to cost and the availability of services through other providers. Members were also informed that there were no

further updates to be made to the service standard after reviewing Medicaid documentation. Pedro also informed the committee that Part A will provide information on services in the OSA that provide Level 1 services. Members also discussed receiving resources on detox service providers.

**Motion:** Jessica Seidita made a motion to postpone discussion of the Service Standard for Substance Abuse Residential until the committee receives further information from Part A next month. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
6	0	0

After some discussion, the motion was adopted unanimously.

**Service Standards**

The Service Standards for Oral Health and Outpatient Ambulatory Health Services were distributed to the committee for 30-day review.

**Integrated Plan Committee Reminder**

Members were reminded that the first Integrated Plan Ad Hoc Committee meeting will be held on Thursday, October 16<sup>th</sup> at 2:00 PM. Quorum will be needed to be able to start the meeting, and members were encouraged to attend. Future meeting dates for the committee will be discussed at the first meeting.

**Assess Data Presentation and PSRA Evaluation Results**

Members reviewed and discussed the evaluation results for Data Presentation, Priority Setting, and Resource Allocation. Members discussed the following:

- Continue to hold Data Presentation on one day rather than splitting it across multiple days, to aid in retention of the data shared.
- Suggestion to add logic for members to be able to provide feedback when giving a “neutral” response to an item.
- Suggestion to have people complete the evaluation before they leave.
- Members would like more practice during Mock PSRA, and more scenario-based training.

**Announcements:**

- No announcements.

**ACTION ITEMS**

Responsible Party	Item
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Part A	Quarterly utilization reports for the service categories being funded by EHE
PCS	Send out MOU with notes to committee
Part A	Review counties to ensure that there are detox services (Lvl 1 Substance Abuse Residential) in all counties of the OSA. Recommend note to explain the exclusion of Level 1 services
Angie Buckley	Share NA and AA meeting resources with PCS
<b>Next Meeting:</b>	November 13, 2025 at 1:30 PM
<b>Adjournment:</b>	11:57 AM

**Prepared by:** Laura Perez **Date:** 10/15/2025

**Approved by:** Paul Mancini **Date:** 11/20/25