

**Central Florida HIV Planning Council  
Executive Committee Meeting Minutes**

October 23, 2025

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Ira Westbrook, Rene Cotto-Lewis, Jessica Seidita, Kara Johnson Williams, Andre Antenor, Anthony McNeil, Angie Buckley (via teleconference)

**Members Excused:** Alelia Munroe

**Recipient Staff Present:** Yasmin Andre, Claudia Yabrudy, Doris Huff (via teleconference)

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Replace Paolo Mancini with Rene Cotto-Lewis for the SSPQ Committee Report</li> <li>• Replace Alelia Munroe with Ira Westbrook for the Bylaws Ad Hoc Committee Report</li> </ul> <p><b>Motion:</b> Anthony McNeil made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="padding: 5px;">In Favor</th> <th style="padding: 5px;">Against</th> <th style="padding: 5px;">Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">6</td> <td style="text-align: center; padding: 5px;">0</td> <td style="text-align: center; padding: 5px;">0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	6	0	0
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6	0	0					
<p><b>Approval of the August 21 Minutes:</b></p>	<p>The committee reviewed the August 21 minutes and approved them as presented. PCS will make a minor spelling correction.</p>						
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments in person or online.</li> <li>• PCS did not receive any comment cards.</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> <li>• The committee reviewed and approved their 2025-2026 workplan. The workplan will be forwarded to the Executive Committee for approval.</li> </ul>						

- 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.
- 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.

**Bylaws Ad Hoc Committee:**

- The committee received an update from the Recipient's Office regarding County Ordinances.
- 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 & procedures.
- The next Bylaws Ad Hoc Committee meeting will be held on Wednesday, November 5, 2025, at 9:00 am.

**Integrated Plan Ad Hoc Committee:**

- The committee elected Jessica Seidita as the Integrated Plan Ad Hoc Committee Chair and Beatrice Boursiquot as Vice Chair.
- The committee discussed the committee meeting schedule.
- The committee received an Integrated Plan orientation, covering its purpose, structure and implementation process.
- The committee engaged in a discussion on community engagement activities and strategies that will encourage active participation.
- The next Integrated Plan Ad Hoc meeting will be held on Monday, November 17, 2025, at 2:00 pm.

**Ryan White Community Meeting:**

- The participants received an overview of the business conducted at the Membership & Engagement Committee meeting, Service Systems Planning & Quality Committee meeting, Bylaws Ad Hoc meeting, Integrated Plan Ad Hoc meeting and World AIDS Day workgroup meeting.
- The participants received an overview of the Central Florida HIV Planning Council 2026-2027 Final Prioritizations, Ways to Best Meet Needs Directives, Part A Final Slate and the Part B Final Slate.
- The participants were provided with information on the purpose of the HIV Care Needs Survey and were encouraged to share and complete the survey.
- Gabriella Rodriguez and Carlitos Diaz with QLatinx gave a presentation on the Central Florida AIDS Memorial Project and they also led a World AIDS Day quilt creation activity.
- The next Ryan White Community meeting will be held at the Florida Department of Health in Osceola County on Tuesday, November 18, 2025, at 6:00 pm.

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

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 50.00%
- Target Expenditures: 50.00%
- Actual Expenditures 53.21%
- Difference: -3.21%

Claudia Yabrudy provided the following information regarding the Part A monthly expenditure:

- The following categories are above target expenditure:
  - 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
  - Oral Health Care – The Oral Health consulting is assisting with utilization management and monitoring of overrides
- The following categories are below target expenditure:
  - Health Insurance Premium & Cost Sharing Assistance – due to delays in processing of client claims
  - Medical Nutrition Therapy – supplements are pre-purchased, and the next order will be next week
  - Substance Abuse Outpatient – due to low demand; providers are stating that other funding sources are available to meet this need
  - Medical Transportation Services – bus passes are pre-purchased and not likely to need reordering until November
- A Mental Health and Substance Abuse RFP will be released for services to start next grant year.
- Oral Health Care will also be releasing an RFP next year for insurance plans.

Claudia answered questions from members about the expenditure report, as well as the impacts of the current government shutdown on clients' food benefits. Members requested that the list of food banks in the EMA be updated on the county website. Members also discussed options on how to support clients potentially losing SNAP benefits because of the government shutdown. The committee discussed the idea of a potential reallocation to support the Food Bank/Home-Delivered Meals service category. The committee decided to revisit the matter at November's SSPQ Committee meeting, and Part A will present a more detailed utilization breakdown for the Food Bank/Home-Delivered Meals service category at that meeting.

#### **Part A Quarterly Utilization Report**

Claudia Yabrudy provided the following information:

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

Claudia answered questions from members regarding the reduced utilization in Food Bank/Home Delivered Meals. Claudia explained that the recipient's office is being stricter with overrides due to there being more limited funding.

**Part A CQM Report**

For the sake of time, members were encouraged to review the CQM on their own. Claudia Yabrudy shared briefly that viral suppression and retention in care has either increased from Q1 to Q2 or remained unchanged.

**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 shared that the Part B grant has been extended for an additional six months, but that the additional funds will not go into effect until October 1<sup>st</sup>. The report reflects the original 6-month award.

	<p>Yasmin provided the following information regarding the August 25<sup>th</sup> grant reallocations:</p> <ul style="list-style-type: none"> <li>• AIDS Pharmaceutical Assistance was increased due to nutritional supplements</li> <li>• Home &amp; Community-Based Care was reduced due to low need</li> <li>• Mental Health was reduced due to low need</li> <li>• Oral Health Care was reduced to align with expected referrals</li> <li>• Emergency Financial Assistance was reduced due to low need</li> <li>• Referral for Healthcare Support was increased due to an increase in referrals</li> <li>• Non-Medical Case Management was reduced due to staff vacancies and reduced eligibility activity until November</li> </ul> <p><b>GR Monthly Expenditure Report</b> <i>(Expenditure as of August 31, 2025)</i></p> <p>Yasmin Andre reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 2</li> <li>• Target Expenditures: 17%</li> <li>• Actual Expenditures: 12%</li> <li>• Difference: 4%</li> </ul> <p>Yasmin provided the following information regarding the GR monthly expenditures:</p> <ul style="list-style-type: none"> <li>• Medical Case Management is above target expenditure due to shifting FTEs from Part B to GR</li> <li>• The following service categories are below target expenditure due to low utilization: <ul style="list-style-type: none"> <li>○ Oral Health Care</li> <li>○ Outpatient Ambulatory Health Services</li> <li>○ Food Bank/Home Delivered Meals</li> </ul> </li> <li>• Medical Transportation Services is below target expenditure due to delayed invoices</li> <li>• Non-Medical Case Management is below target expenditure due to staff vacancies and reduced eligibility activity until November</li> </ul>
<p><b>New Business:</b></p>	<p><b>Set 2025-2026 Exec Committee Schedule</b> Each committee of the Planning Council determines their schedule at their first meeting of the new Planning Cycle. Whitney Marshall shared that Membership &amp; Engagement moved their meetings to the second Tuesday of the month, and that SSPQ moved their meetings to the second Thursday of the month. After some discussion, the committee decided to keep their meeting schedule the same.</p>

**Motion:** Kara Johnson Williams made a motion to keep the Executive Committee meeting scheduled for the third Thursday of the month from 2 PM to 4 PM. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Committee & Council Workplans**

Whitney Marshall reviewed the proposed changes to each of the standing committee workplans, starting with the workplan for the Membership & Engagement Committee. The committee did not make any further changes to the workplan.

**Motion:** Kara Johnson Williams made a motion to approve the Membership & Engagement Committee workplan for 2025-2026. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Whitney then reviewed the proposed changes for the workplan for the SSPQ Committee. The committee did not make any further changes to the workplan.

**Motion:** Anthony McNeil made a motion to approve the SSPQ Committee workplan for 2025-2026. Kara Johnson Williams seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Whitney then reviewed the proposed changes to the Planning Council Business workplan for 2025-2026. Whitney shared that all of the changes made to reporting in SSPQ's workplan were also reflected in the PCB workplan.

**Motion:** Kara Johnson Williams made a motion to approve the Planning Council Business workplan for 2025-2026. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Applicant Summary**

David Bent read through the Applicant Summary for Candidate #2025-11, including the Interview Update and Committee Update.

**Motion:** Ira Westbrook made a motion to forward Candidate #2025-11 to the full Planning Council for review and vote, with a recommendation to the SSPQ committee. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Approval of M&E Vice Chair Nominations**

Whitney Marshall shared that a member from the Membership & Engagement (M&E) Committee received a nomination to be committee Vice-Chair, but they have been on the Planning Council for less than a year. The Executive Committee has the authority to make an exception to the one-year requirement based on experience outside of the Planning Council and how they have interacted with Planning Council Members thus far. The committee discussed the election that took place at the October M&E Committee meeting, the experience of the member in question, and that the other M&E Committee members with the required experience had the opportunity to submit their nominations. After discussion, the committee agreed to suspend the 1-year requirement.

**Motion:** Rene Cotto-Lewis made a motion to suspend the 1-year requirement to allow for the candidate to be eligible for nomination for Membership & Engagement Vice-Chair. Anthony McNeil seconded the motion.

In Favor	Against	Abstain
5	1	0

The motion was adopted by a majority vote.

**Leadership Training Date**

Whitney Marshall shared that the M&E Committee discussed the topics for the Leadership training and suggested that the training happen in person to aid in engagement. The training would be scheduled for 2 hours. The committee discussed which date to hold the Leadership training on, and settled on Wednesday, November 5<sup>th</sup> from 1:30 PM – 3:30 PM.

**Set 10/29/25 Planning Council Business Meeting Agenda**

The committee reviewed the proposed agenda for the October 29<sup>th</sup> Planning Council Business Meeting and made no further changes.

**Motion:** Jessica Seidita made a motion to approve the proposed agenda for the October 29th Planning Council Business Meeting. Kara Johnson Williams seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Announcements:**

- The Desire Foundation will be hosting a community event this Saturday, October 25<sup>th</sup> at 814 West Church St from 10 AM – 1 PM with hot food, haircuts, hygiene kits
- The HIV Stigma Task Force Poetry Slam will be happening Saturday the 25<sup>th</sup> at 6 PM at 3 Masks Inc.
- Whitney Marshall will be the new Ryan White Program Director at Heart of Florida United Way!

**ACTION ITEMS**

Responsible Party	Item
-	-

<b>Next Meeting:</b>	November 20, 2025
<b>Adjournment:</b>	3:47 PM

Prepared by: Laura Perez Date: 11/6/2025

Approved by: [Signature] Date: 11-20-2025

