

**Central Florida HIV Planning Council**  
**Planning Council Business Meeting Minutes**

October 29, 2025

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andre Antenor, Anthony McNeil, Jessica Seidita, Ira Westbrook, Paolo Mancini, Beatrice Boursiquot, Angie Buckley, Brian Toy, Charlie Wright, Fernell Neal, Glorybee Nuñez, Ida Starks, Priscilla Torres-Theobald, René Cotto-Lewis, Vel Cline, AJ Johnson

**Members Present via Teleconference:** Kara Johnson Williams, Alelia Munroe, Andrea Dunn, Jules Smith, Monika Trejos Kweyete, Sueanne Vazquez

**Members Excused:** Angus Bradshaw, Raymond Macon, Siri Goberdhan Jr.

**Members Absent:** Gabrielle Leonce, Terrance Hunter

**Recipient Staff Present:** Claudia Yabrudy

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

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Addition of Executive Committee to the Bridge Report, read by Andre Antenor</li> </ul> <p><b>Motion:</b> Jessica Seidita made a motion to accept the agenda with the recommended changes. Fernell Neal seconded the motion.</p> <table border="1" data-bbox="704 1226 1243 1304"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	14	0	0
In Favor	Against	Abstain					
14	0	0					
<p><b>Approval of the September 26 Minutes:</b></p>	<p>The Planning Council reviewed the September 26 minutes and approved them as presented. PCS will make a minor formatting change.</p>						
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• Anthony McNeil gave a special shoutout to Rene Cotto-Lewis for participating in this past weekend's Shatter the Stigma Poetry Slam.</li> <li>• Several Planning Council members commended Anthony McNeil for putting on the Poetry Slam event.</li> <li>• There were no public comments online.</li> </ul>						
<p><b>Reports: Committees</b></p>	<p><b>Service Systems Planning &amp; Quality Committee Meeting:</b></p>						

- The committee elected Reno Cotto-Lewis as Chair of the Service Systems Planning & Quality Committee, and Paolo Mancini as Vice Chair.
- 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.
- The committee received an overview of the Part A Monthly Expenditure report, Part A Quarterly Utilization report, EMA Annual Retention & Viral Suppression report, and the Part B & GR Monthly Expenditures report.
- 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.
- 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.

	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Executive Committee:</b></p> <ul style="list-style-type: none"> <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 discussed the date and time of their committee meetings. After a brief discussion the committee decided that the date and time of their meetings should remain the same.</li> <li>• The committee reviewed and approved the work plans for the Membership &amp; Engagement committee and the Service Systems Planning &amp; Quality committee.</li> <li>• Due to a lack of eligible nominees for Vice Chair of the Membership &amp; Engagement Committee, the Executive committee discussed and approved allowing nominations from members who have served on the Planning Council for less than a year.</li> <li>• The committee discussed the leadership training date. After a brief discussion the committee decided that the leadership training date will be held in-person on Wednesday, November 5, 2025, at 1:30 pm at the Heart of Florida United Way.</li> <li>• The next Executive Committee meeting will be held on Thursday, November 20, 2025, at 2:00 pm.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part A Monthly Expenditure Report</b> <i>(Expenditures as of August 31, 2025)</i></p> <p>Claudia Yabrudy 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>Claudia Yabrudy 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</li> </ul> </li> </ul>

- 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

In response to a member's question, Claudia gave a recap of the discussion that took place at the Executive Committee regarding the potential loss of SNAP benefits due to the government shutdown. At Exec, Part A had indicated that they will present a detailed utilization breakdown of the Food Bank/Home-Delivered Meals service category at the November SSPQ Committee meeting. Regarding the suggestion of potential reallocations, Claudia shared that the Food Bank/Home-Delivered Meals service category currently has around \$62,000 of funding to last until the end of February. Claudia stated that it will be difficult to know the exact impact of the loss of SNAP benefits to Ryan White Clients, because Part A does not know how many people are not utilizing the food services that may seek access for those services beginning November 1<sup>st</sup>. She also indicated that at the November SSPQ meeting Part A can share data on how many overrides were requested starting from November 1<sup>st</sup>.

Claudia shared that the Orange County mayor held a press conference today regarding the potential loss of SNAP benefits and indicated that 175,000 people in Orange County may be impacted. The mayor reportedly stated that he will find 1 million dollars for food services. Part A will be sharing resources on food banks to subrecipients.

Because RWHAP is meant to be the payor of last resort, if a client is eligible for SNAP then they are not eligible for RWHAP services. Claudia gave an overview of possible steps the Planning Council could take to address client food needs.

Members also discussed the following:

- Requested that Part A inquire as to what the other 4 counties in the OSA plan to do
- Expressed concern about whether case managers are prepared for the conversations that will be taking place with clients
- PCS shared that HFUW's Thanksgiving Project will be taking place in November benefiting Orange, Osceola, and Seminole counties
- Shared resources on food banks in the area, encouraging folks to look into websites for further stipulations to receive food services

**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 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%

**CQM Report**

Claudia Yabrudy presented the following information regarding Annual Retention and Viral Suppression in the EMA for Q2 of 2025. Claudia shared that the definition of Retention in Care has recently changed to include labs, and Part A is working to ensure Provide has that updated definition.

<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>	<b>71%</b>	<b>93%</b>
<b>Service Category</b>	OAHS	94%
	MCM	86%
	RHSS	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%

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

Whitney Marshall announced that she will be the new Program Manager for Ryan White at HFUW.

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

Whitney Marshall reported the following:

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

Whitney 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

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

Whitney Marshall reported the following:

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

Whitney 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

Claudia Yabrudy also shared that Part A will be releasing the following RFPs in the next couple of days:

- Mental health
- Substance abuse
- Dental insurance

Services would be scheduled to start March 1<sup>st</sup>, 2026. More information will be shared once the RFPs are released. Members briefly discussed the RFPs.

**New Business:**

**FCPN Nominations**

Whitney Marshall shared although the Planning Council just held elections for the FCPN Prevention Planning Group Representative, elections for the Patient Care Planning Group Representative and both alternates must be held at the next Planning Council Business meeting because the FCPN requires that elections for the positions be held in odd-numbered years.

Whitney also provided the update that the FCPN is starting to plan for their statewide Integrated Plan. Whitney provided an overview of the responsibilities of FCPN representatives.

**Set 2025-2026 Planning Cycle Schedule (November PCB Meeting Date)**

The date for the next regularly scheduled Planning Council Business Meeting falls on the day before Thanksgiving, and PCS shared their recommendation to move the meeting to Wednesday, December 10<sup>th</sup> at 6 PM. After some discussion, the committee agreed to move the November meeting, and to continue to have PCB meetings on the last Wednesday of the month at 6 PM.

**Motion:** Beatrice Boursiquot made a motion to move the November PCB to December 10th and keep future meeting cadence for PCB as the last Wednesday of the month at 6 PM. Charlie Wright seconded the motion.

In Favor	Against	Abstain
15	0	0

The motion was adopted unanimously without debate.

**Committee & Council Workplans**

Whitney Marshall provided an overview of the changes made to the Membership & Engagement Committee 2025-2026 Workplan and the SSPQ Committee 2025-2026 Workplan. The committee made no further changes to either workplan.

**Motion:** Jessica Seidita made a motion to approve the committee & Council workplans. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
15	0	0

The motion was adopted unanimously without debate.

Whitney then gave an overview of the changes made to the Planning Council Business Workplan for 2025-2026. The committee made no further changes to the workplan.

**Motion:** Brian Toy made a motion to approve the Planning Council Workplan. Fernell Neal seconded the motion.

In Favor	Against	Abstain
14	0	0

The motion was adopted unanimously without debate.

**Applicant Summary**

David Bent read through the applicant summary, interview update, and committee update for Candidate #2025-11.

**Motion:** Brian Toy made a motion to forward Candidate #2025-11 to the Mayor’s office for approval with a recommendation to the SSPQ Committee. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
15	0	0

The motion was adopted unanimously without debate.

**Announcements:**

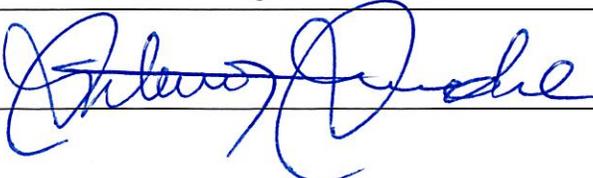
- Case managers encouraged to pre-register clients for UP Orlando’s \$5 Thanksgiving Baskets – forms to pre-register are in Provide
- Case managers also encouraged to qualify Ryan White clients for door-to-door service with Lynx – forms to register are in Provide
- A Walk for Change will be held on December 13<sup>th</sup> from 8 AM to 11 AM at The Grove Park
- Fundraising event for A Walk for Change at Jason’s Deli Sodo Location on November 7<sup>th</sup> from 5 PM to 9 PM
- For anyone who’d like to have a team for Walk for Change, visit: [www.awalkforchange.com](http://www.awalkforchange.com)

	<ul style="list-style-type: none"> <li>• The HIV Stigma Task force monthly meeting will be happening on Friday 31<sup>st</sup> via Zoom</li> <li>• Focus group for rapid start for clients living with HIV will take place in November, there may be a gift card for participants' time, hoping to have around 15 people participate. Contact Anthony McNeil for more info</li> <li>• Another shoutout to Anthony for his Poetry Slam event, and he will be presenting at the February Ryan White Community Meeting</li> <li>• Planning Council-specific announcements: <ul style="list-style-type: none"> <li>○ Please check emails for info on FCPN nominations</li> <li>○ HIV Care Needs Survey closes November 30<sup>th</sup></li> <li>○ The next Bylaws Ad Hoc meeting and the Leadership Training will both be taking place on November 5<sup>th</sup></li> <li>○ HFUW will be closed November 11<sup>th</sup></li> <li>○ Hybrid WAD Workgroup meeting tomorrow October 30<sup>th</sup>, members will be voting on award recipients for WAD 2025</li> </ul> </li> <li>• Rene + Fred have committed to assisting people in need during the loss of SNAP benefits</li> <li>• The Joy Ride is taking place November 21<sup>st</sup> and 22<sup>nd</sup></li> </ul>
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<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
Part A	Provide further information on utilization of Food Bank/Home-Delivered Meals service category as well as data on overrides beginning November 1 <sup>st</sup> to November SSPQ Committee
Alelia Munroe	Forward FCPN workgroup list to PCS

<b>Next Meeting:</b>	December 10, 2025 6PM
<b>Adjournment:</b>	8:00 PM

Prepared by: Laura Perez Date: 11/7/2025

Approved by:  Date: 12/19/2025