

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

November 13, 2025

Call to Order: The SSPQ Committee Chair, Paolo Mancini, called the meeting to order at 1:30 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Paolo Mancini, Alelia Munroe, Charlie Wright, Gabrielle Leonce, Glorybee Nuñez, Jessica Seidita, Jules Smith, Monika Trejos-Kweyete (via teleconference)

Members Excused: Angie Buckley, Ira Westbrook, Priscilla Torres-Theobald, Rene Cotto-Lewis

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

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

Approval of the agenda:	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none">• Move Unfinished Business to before Reports <p>Motion: Alelia Munroe made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="708 1087 1247 1167"><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
In Favor	Against	Abstain					
7	0	0					
Approval of the October 2 Minutes:	The committee reviewed the October 2 minutes and approved them as presented.						
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 the room or online.						
Special Order of Business:	<p>Vice-Chair Election</p> <p>A Chair and Vice-Chair were elected at the last meeting, but the Chair since resigned and the Vice-Chair ascended to Chair. The Chair called for nominations for the new Vice-Chair of the committee. Jules Smith self-nominated. With no other nominees, the committee held a vote of affirmation to elect Jules Smith as the SSPQ committee Vice-Chair.</p>						
Unfinished Business:	<p>Review PC MOU</p> <p>The committee reviewed and discussed the proposed changes to the Memorandum of Understanding, which were primarily updates to the Deliverables, Timelines, and Responsible Party table within the <i>Information to be provided by the Recipient and Lead Agency to the Planning Council</i></p>						

section to reflect updates made to the committee's workplan, as well as some minor language changes throughout the document.

Motion: Alelia Munroe made a motion to forward the MOU with the recommended changes to the Executive Committee and full Planning Council for review and approval. Jules Smith seconded the motion.

In Favor	Against	Abstain
7	0	0

The motion was adopted unanimously without debate.

Service Standard: Substance Abuse Residential

Discussion on the Service Standard (SS) for Substance Abuse Residential Services was postponed by the committee last month. Pedro Huertas-Diaz provided an overview of last month's discussion: the level of care required for Level 1 Residential services is cost-prohibitive, and providers are reportedly able to utilize other funding sources for substance abuse treatment. After some discussion, the committee decided to include the Medicaid definition of Level 1 Residential services in the SS with a note that that level of care is not funded by RWHAP Part A or Part B. The committee also wanted to ensure that Medicaid had not made any changes to the information presented in the "Staffing Requirement and Bed Capacity" table.

Motion: Alelia Munroe made a motion to forward the Service Standard for Substance Abuse Residential Services to the community and provider network with the recommended changes for review and feedback. Jules Smith seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Service Standard: Oral Health

Part A indicated that they had reviewed the Oral Health Service Standard (SS) and had no recommended changes. After a brief discussion, the committee moved to postpone discussion of the SS until the Recipient's office dental consultant has the opportunity to review it and provide feedback.

Motion: Alelia Munroe made a motion to postpone discussion of the Oral Health Service Standard to allow for review and feedback from Part A's Oral Health Consultant. Charlie Wright seconded the motion.

In Favor	Against	Abstain
7	0	0

The motion was adopted unanimously without debate.

Whitney Marshall provided a brief review of the recently-updated process for review of Service Standards.

Service Standard: Outpatient Ambulatory Health Services

The committee decided to allow an additional 30 days for review of the Service Standard (SS) for Outpatient Ambulatory Health Services. The committee also acknowledged that the SS may need to be updated to reflect the most current HHS guidance.

Reports:

**Part A Monthly Expenditure Report
(Expenditures as of September 30, 2025)**

Pedro Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 58.33%
- Target Expenditures: 58.33%
- Actual Expenditures 62.35%
- Difference: -4.02%

Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditure:

- Outpatient/Ambulatory Health Services and Oral Health Care are both spending above target
 - So far this year, Oral Health has seen an increase of utilization by 220 clients
 - Both service categories continue to be monitored
- The following service categories are spending below target:
 - Health Insurance Premium & Cost Sharing Assistance – utilization varies based on the client, and Part A is anticipating receiving a bulk request for copayments towards the end of the year
 - Medical Nutrition Therapy – the last bulk order was placed in October and will be reflected on next month's report
 - Substance Abuse Services Outpatient – due to low utilization
 - Medical Transportation Services – a new order for bus passes is in progress and will be reflected on next month's report

**Part B Monthly Expenditure Report
(Expenditures as of September 30, 2025)**

Whitney Marshall reported the following:

- Grant Month Number: 6
- Target Expenditures: 100%
- Actual Expenditures 98%
- Difference: 2%

Whitney provided the following information regarding the Part B monthly expenditures:

- In response to a request at last month's meeting, the Part B reports will now include a note at the bottom listing all non-funded categories
- There is also an asterisk next to service categories funded by GR
- This will be the last Part B report to reflect only half of the grant year; the full award was received and was effective October 1st
- Oral Health Care reported below target expenditure due to low utilization
- Medical Transportation Services reported below target expenditure due to delayed invoices that have since been received

GR Monthly Expenditure Report
(Expenditure as of September 30, 2025)

Whitney Marshall reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures: 23%
- Difference: 2%

Whitney provided the following information regarding the GR monthly expenditures:

- The GR reports will also include a note at the bottom listing all non-funded categories as well as asterisks next to service categories funded by Part B
- The following service categories reported below target expenditure:
 - AIDS Pharmaceutical Assistance (APA) – due to spending down Part B
 - Outpatient Ambulatory Services (OAHS) – due to low utilization
 - Food Bank/Home-Delivered Meals – due to delay in processing invoices
 - Non-Medical Case Management – due to staff vacancies and reduced eligibility activity
- Medical Case Management reported well above target utilization due to shifting FTEs from Part B to GR

PCS Quarterly Expenditures Report
(Expenditures as of August 31, 2025)

Whitney Marshall reported the following:

- Quarter: 2
- Target Expenditures: 50%
- Actual Expenditures: 46%

- Difference: 4%

Discuss Food Bank/Home Delivered Meals Challenges

Last month the Executive Committee recommended to put this item on the agenda due to the government shutdown and disruption in SNAP benefits in order to discuss how the Planning Council can respond. As of today, November 13th, the government has reopened, so there is no need for further discussion or action from the Planning Council.

HIV Care Needs Survey & Integrated Plan Update

Whitney Marshall shared that there are currently 389 responses to the HIV Care Needs Survey, with 332 of those being completed responses. The target is around 1,100 responses. The majority of responses have been from Brevard County. Whitney encouraged the committee to do what they can to increase response rates. The survey is set to close November 30th. The committee discussed the following successes in driving engagement:

- Including the survey as part of the eligibility process for new or recertifying clients
- Having the surveys at the front desk
- Use of iPads
- QR codes in waiting areas

Whitney also provided clarification that the survey is for anyone living with HIV, not just Ryan White clients. The committee discussed the idea of keeping the survey open for longer. After some discussion, the committee decided to keep the survey open until January 15, 2026.

Motion: Jules Smith made a motion to extend the survey deadline to January 15, 2026. Gabrielle Leonce seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

Whitney then provided a recap on what took place at the first Integrated Plan Ad Hoc Committee Meeting. She shared that the committee decided to hold town halls in Orange, Brevard, and Seminole counties, Key informant interviews in Osceola County, and a focus group in Lake County as part of the community engagement activities. The next Integrated Plan Ad Hoc Committee meeting will be Monday November 17th at 2 PM.

With the remainder of the meeting time, the committee had opportunity to provide feedback for the Integrated Plan Ad Hoc Committee on the questions to be used at the town hall meetings. As part of their discussion, the committee reviewed past town hall responses, a past town hall agenda, and materials that past participants received. The committee provided suggestions on questions to ask and primer/housekeeping information to provide to participants.

New Business:

Announcements:	<ul style="list-style-type: none"> • WAD 2025, Rooted in Resilience will be taking place on Saturday, December 6th at Verbo De Vida Orlando, next door to HFUW. • Encourage people to take the HIV Care Needs Survey! • The 2nd annual Light of Remembrance WAD walk will take place on Monday, December 1st in Mt. Dora. The walk starts at 6:30, and candles will be provided.
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ACTION ITEMS	
Responsible Party	Item
PCS	Research Medicaid's most up-to-date staffing requirements for Substance Abuse Residential services
Next Meeting:	January 15, 2026 at 1:30 PM
Adjournment:	3:58 PM

Prepared by: Laura Perez Date: 11/24/2025

Approved by: Paul Mancuso Date: 1/15/2026