

Central Florida HIV Planning Council

Integrated Plan Ad Hoc Committee Minutes

November 17, 2025

Call to Order: The committee chair, Jessica Seidita, called the meeting to order at 2:00 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Jules Smith, Alelia Munroe, Kara Johnson Williams, Vel Cline, Raymond Macon, Jessica Seidita, Rene Cotto-Lewis, Sueanne Vazquez (via teleconference)

Recipient & Lead Agency Staff Present: Claudia Yabrudy, Tessa Bricker, Chris Haubenestel, Yasmin Andre (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">• Replace Beatrice Boursiquot's name with Jessica Seidita for the Vision & Mission Statements section <p>Motion: Alelia Munroe made a motion to accept the agenda with the recommended changes. Jules Smith seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the October 16 Minutes:	<p>The committee reviewed the October 16 minutes and approved them as presented.</p>
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 person or online.
New Business:	<p>Town Hall and Focus Group Structure & Questions</p> <p>Whitney Marshall provided a brief overview of the meeting agenda and reminded the committee that at the last meeting, they planned the community engagement activities as follows: town halls in Orange, Brevard, and Seminole counties, key informant interviews in Osceola County, and a focus group in Lake County.</p> <p>The committee reviewed the recommended changes to the Town Hall questions made by the SSPQ committee. The committee discussed further separation of questions to make each ask about only 1 topic (i.e. separate questions for prevention and care.) The committee also discussed a suggestion to organize the questions by the four pillars of the Ending the HIV Epidemic (EHE) Initiative: Diagnose, Treat, Prevent, Respond.</p> <p>The committee also discussed what information should be provided to attendees prior to questions being presented to them, and the format in</p>

which the information should be presented. Whitney stated that the SSPQ Committee also recommended that attendees receive a list of previously identified barriers. The discussion included the following suggestions:

- A short presentation with epi data, but not so much that it overwhelms the participants
- A handout with information
- Sorting responses to questions into the 4 EHE pillars after the fact so as not to potentially inhibit responses
- Educating attendees on the 4 EHE pillars and framing the questions and the discussion around them
- Not taking more than 15-20 minutes on the introduction/information-sharing portion to allow ample time for attendees to respond
- Letting attendees know what their feedback was in previous years and how it was implemented in the previous plan

The committee acknowledged that not all questions were able to be asked at the previous round of town halls due to time constraints and discussed how to prevent too much time being taken up by repetitive answers and personal anecdotes/complaints. The committee reviewed responses from the March 2022 Orange County Town Hall as part of their discussion. The discussion included the following suggestions:

- Format questions so that they allow for identification of problems but also prompt suggestions for solutions
- Acknowledge that previously identified barriers are still ongoing and seek more specific barriers that have not already been said
- Not providing previously identified barriers and leaving it entirely up to attendees to share their perspectives on barriers
- Better event moderation
- Informing participants that Part A representatives are present to address personal issues
- Allow for people to respond on paper and/or Mentimeter, which was done in the previous round of community engagement activities

The committee reviewed and made preliminary adjustments to the agenda. After further discussion and review, the committee settled on the following questions:

Final Town Hall Questions

- 1) From your observations and experiences, what are major obstacles as it relates to HIV prevention?
 - a. What do you think could be done to address them?
- 2) From your observations and experiences, what are major obstacles as it relates to HIV care?
 - a. What do you think could be done to address them?
- 3) How can the community be more involved in HIV prevention? What roles or actions would make the biggest impact?

- 4) How can the community be more involved in HIV care? What roles or actions would make the biggest impact?
- 5) What keeps people from starting HIV care after diagnosis?
 - a. What can be done to make it easier for people to start HIV care?
- 6) What keeps people from staying in HIV care?
 - a. What can be done to make it easier for people to stay in HIV care?

David Cavalleri stated that the same questions can be used for both the town halls and the focus groups.

Identify Individuals for KII

David Cavalleri recommended finding 3 to 5 individuals for the Key Informant Interviews, including unaligned clients, case managers, peers, and health officers. The committee discussed various ways to seek out these individuals:

- At the November Ryan White Community Meeting (RWCM) in Osceola County
- Reaching out to the Osceola Health Department
- Seeking community partners outside of the Ryan White system of care

The committee tentatively decided to have the Brevard town hall take place on the same day as the Brevard RWCM on January 20th. The committee also tentatively planned to hold two community engagement events in February. The committee discussed a lead on a KII with a representative of Advent Health in Orange County. In response to feedback on the past Integrated Plan, the committee discussed ways to try and involve the educational sphere. One of the committee members stated they will reach out to a contact with the Boys & Girls Club. The committee reviewed the HRSA guidance on key collaborators for community engagement as part of their discussion.

HIV Care Needs Survey Update

Whitney Marshall provided the update that the SSPQ committee decided to extend the close deadline of the HIV Care Needs Survey to January 15th. The goal is around 1,100 completed survey responses throughout the entire OSA; Brevard County has already met their goal.

After some discussion, the committee agreed not to have a meeting in December.

Announcements:

- RWCM in Osceola tomorrow 11/18, topic will be on ADAP

ACTION ITEMS	
Responsible Party	Item
Committee members	Seek out and invite community partners to town halls and focus groups
Claudia Yabrudy	Reach out to Osceola health officer for KII; Put in request for Holden Heights
Kara Johnson Williams	Reach out to contact at Boys & Girls Club for potential KII
Next Meeting:	January 12 th at 2:00 PM
Adjournment:	3:34 PM

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

Approved by: *Jessica Leach* Date: 1.21.26