

## Central Florida HIV Planning Council

### Membership and Engagement Committee Meeting Minutes

January 13, 2026

**Call to Order:** The Membership and Engagement Committee Chair, Kara Williams, 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:** Kara Williams, Fernell Neal, Anthony McNeil, Raymond Macon, Vel Cline, Rene Cotto-Lewis, Sueanne Vazquez, Ida Starks, Beatrice Boursiquot (via teleconference), Brian Toy (via teleconference), Andrea Dunn (via teleconference), AJ Johnson (via teleconference), Terrance Hunter (via teleconference)

**Members Excused:** Siri Goberdhan, Jr.

**Members Absent:** Angus Bradshaw

**Recipient Staff Present:** Yasmin Andre, Quatcy Tirado, Doris Huff (via teleconference)

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

<b>Approval of the agenda:</b>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda as presented. Fernell Neal seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	6	0	0
In Favor	Against	Abstain					
6	0	0					
<b>Approval of the November 12 minutes:</b>	<p>The committee reviewed the November 12 minutes and approved them as presented.</p>						
<b>Open the floor for public comment:</b>	<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>						
<b>Reports:</b>	<p><b>Membership Matrix:</b> The committee received an update to the membership matrix since the previous committee meeting:</p> <ul style="list-style-type: none"> <li>• There are no vacant mandated seats.</li> <li>• 28 Planning Council Members</li> <li>• 50% PWH Planning Council Members</li> </ul>						

- 32% Unconflicted/Unaligned PWH Planning Council Members
- 32% Conflicted members

**PC Reflectiveness:**  
Whitney Marshall provided an overview of the current reflectiveness of the Planning Council and how the Council can better represent the EMA for sex, age, and race/ethnicity.

The council can become more reflective of the HIV epidemic in the EMA by recruiting unconflicted/unaffiliated RWHAP clients of any race and sex, folks in the 20-29 age group, unaffiliated clients in the 40-49 age group, and folks living in Osceola County (though this is not a federal requirement).

**Social Media:**  
Laura Perez provided a report on the performance of the Planning Council's Facebook and Instagram accounts since the last time the committee met (November 12, 2025 – January 12, 2026). She shared information on each profile's audience demographics, follower performance and net follows, content views, content interactions, and top posts.

**Committee and Attendance Roster**  
Whitney Marshall gave an overview of the most recent updates to the Committee Roster. Laura Perez gave an overview of the most current version of the Attendance Roster.

**New Business:**

**Red Ribbon Times Vol 17 & 18 Update**  
Members reviewed the final draft of Volume 17 of the Red Ribbon Times. Members discussed the following possible articles for Volume 18 of the RRT:

- World AIDS Day 2025 recap
- Walk for Change 2025 recap
- An article from OIC

**Applicant Summary**  
Kara Williams reviewed the Applicant Summary and Interview Update for Candidate #2025-15. The members discussed which committee would be the best fit for the candidate and ultimately settled on the candidate's requested committee, SSPQ.

**Motion:** Rene Cotto-Lewis made a motion to forward Candidate #2025-15 to the Executive Committee for review and vote with a recommendation to the Service Systems Planning & Quality Committee. Ida Starks seconded the motion.

In Favor	Against	Abstain
7	0	0

The motion was adopted unanimously without debate.

**Review Orientation & Exit Forms**

Committee members reviewed past completed Member Orientation evaluation forms. Members recommended that future evaluations be electronic, and accepted PCS' recommendation to expand answer choices from three to five options.

**Training Evaluation Results**

The committee reviewed the responses to the evaluations from the Quarterly training that took place on January 7<sup>th</sup>. In response to one of the bits of feedback, the members discussed allowing time at the next training for the members to discuss their purpose (or "Why") for being on the Planning Council.

**Review Leadership Evaluation Process**

Members reviewed the current Leadership Evaluation and gave feedback on how the evaluation can be improved. The committee recommended changing the "poor" answer option to "needs improvement," and suggested mirroring the scale used in the Applicant Interview questions.

**Motion:** Rene Cotto-Lewis made a motion to update the Leadership Evaluation Process as recommended by the Membership & Engagement Committee. Vel Cline seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

**Interview Skills Training**

Whitney Marshall gave the committee a brief training on interview skills, covering topics such as qualities of a good interviewer, the importance of strong interviewing skills, listening more than you talk, understanding personal bias, and other tips to keep in mind while interviewing. Members with previous experience interviewing shared their feedback on important points to focus on during the interview process.

Due to time constraints, the Chair elected to move the WAD Recap as the next item of New Business.

**World AIDS Day Recap**

Members gave their feedback on how the 2025 World AIDS Day event went. Members discussed the possibility of a future event being less of a formal sit-down event to reduce food costs while maintaining the spirit of honoring World AIDS Day. The committee was encouraged to continue to brainstorm and come prepared for further discussion at the first WAD Workgroup meeting. The committee then voted on PCS' recommendation

to move the start of the WAD Workgroup to April to accommodate the Integrated Plan Community Engagement Activities.

**Motion:** Vel Cline made a motion to have the WAD Workgroup start in April 2026. Ida Starks seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Review & Update Social Media Guidelines**

Due to time constraints, the committee agreed to postpone this agenda item until the committee’s next meeting.

**Motion:** Rene Cotto-Lewis made a motion to postpone the Review & Update Social Media Guidelines agenda item until the February meeting. Vel Cline seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

**Integrated Planning & Community Engagement Activities**

Whitney Marshall shared the following information:

- The first Community Engagement Activity is the Brevard Town Hall on January 20<sup>th</sup>.
- The next Integrated Plan Ad Hoc Committee meeting is on Wednesday, January 21<sup>st</sup>. The committee will be sorting through the Town Hall responses to start creating activities for the Integrated Plan goals. Members were encouraged to invite community stakeholders to the meeting.
- The Focus group for Lake County and further Town Halls will be taking place in February.
- There are almost 700 responses to the HIV Care Needs Survey, but more reflectiveness is needed from Orange, Osceola, Lake, and Seminole counties

**Announcements:**

- Members were reminded to review the Bylaws ahead of the Planning Council Business Meeting on January 28<sup>th</sup>
- The committee will be voting on a new Patient Care Client Representative at the January 28<sup>th</sup> meeting
- RRT Volume 18 articles due February 3<sup>rd</sup>

**Action Items**

Responsible Party	Item
KW	Send WM contact information for hospital participating in Integrated Plan
LP	Send Sueanne interview form
<b>Next Meeting</b>	<b>February 10, 2026</b>
<b>Adjournment:</b>	3:59 PM

Prepared by:

*Laura Perez*

Date:

1/27/2026

Approved by:

*[Signature]*

Date:

2/10/2026