

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

January 15, 2026

Call to Order: The SSPQ Committee Chair, Paolo Mancini, called the meeting to order at 1:31 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Paolo Mancini, Jules Smith (via teleconference), Alelia Munroe, Angie Buckley, Charlie Wright, Glorybee Nuñez, Ira Westbrook (via teleconference), Jessica Seidita, Monika Trejos Kweyete (via teleconference), Rene Cotto-Lewis, Tim Collins, Kara Williams, Anthony McNeil

Members Excused: Priscilla Torres-Theobald

Members Absent: Gabrielle Leonce

Recipient & Lead Agency Staff Present: Yamin Andre, Doris Huff, Claudia Yabrudy, Pedro Huertas-Diaz, Chris Haubenestel (via teleconference)

PCS Staff Present: Whitney Marshall, Laura Perez

<p>Approval of the agenda:</p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> • Add “ADAP Changes” to New Business • Postpone items under Unfinished Business to the next meeting to allow time for the discussion around the ADAP Changes <p>Motion: Alelia Munroe 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="text-align: center;">In Favor</th> <th style="text-align: center;">Against</th> <th style="text-align: center;">Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8</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	8	0	0
In Favor	Against	Abstain					
8	0	0					
<p>Approval of the November 13 Minutes:</p>	<p>The committee reviewed the November 13 minutes and approved them as presented.</p>						
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • PCS did not receive any comment cards. • Ira Westrbook informed the committee of the steps he has taken to raise awareness of the upcoming changes to ADAP, and shared that he had been notified of increased copayments starting March 2nd despite not being an ADAP recipient. 						
<p>Reports:</p>	<p>Part A Monthly Expenditure Report</p>						

(Expenditures as of November 30, 2025)

Pedro Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 75%
- Target Expenditures: 75.00%
- Actual Expenditures 80.39%
- Difference: -5.39%

Pedro Huertas-Diaz provided the following information regarding service categories that are experiencing over $\pm 5\%$ expenditure from target:

- Outpatient/Ambulatory Health Services is above target due to high utilization, and expenditure is being monitored to try and control spending.
- Oral Health Care is well above target expenditure due to high utilization, and the Recipient's office is working with a dental consultant to try and control spending.
- Health Insurance Premium & Cost Sharing Assistance reported below target utilization, but the Recipient's office anticipates an influx of invoices towards the end of the fiscal year.
- Medical Nutrition Therapy reported below target expenditure as nutritional supplements are pre-purchased in bulk, and the Recipient's office may or may not place another bulk order before the end of the fiscal year.
- Substance Abuse Services – Outpatient reported below target expenditure due to low utilization.
- Both Food Bank/Home-Delivered Meals and Medical Transportation Services are above target utilization due to bulk pre-purchases.

Responding to a question regarding transportation in Seminole County following the loss of certain "low volume" bus routes, Pedro indicated that Part A does not have additional information, but the Recipient's office is working on a system for clients to pre-purchase transportation. In the meantime, clients unfortunately cannot receive reimbursement for other types of transportation.

Part A Quarterly Utilization Report: Q2-Q3 2025-2026

Pedro Huertas-Diaz 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.

**Percent Change in Utilization
Core Services**

Medical Case Management	+1%
Outpatient Ambulatory Health Services	0%
Oral Health Care	-21%
Mental Health Services	-2%
Health Insurance Premium & Cost Sharing Assistance	-19%
Medical Nutrition Therapy	4%
Substance Abuse Outpatient (5 to 11 clients)	120%

Percent Change in Utilization Support Services	
Referral for Health Care & Support Services	0%
Medical Transportation	-3%
Food Bank/Home Delivered Meals	+26%

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

Whitney Marshall reported the following:

- Grant Month Number: 8
- Target Expenditures: 67%
- Actual Expenditures 67%
- Difference: -1%

Whitney provided the following information regarding service categories that are experiencing over $\pm 5\%$ expenditure from target:

- Home & Community-Based Care is reporting above target due to higher utilization
- Mental Health is reporting well above target due to increased client referrals. Future reports will likely have an amendment in this service category.
- Medical Transportation is reporting below target due to delayed invoices
- Referral for Healthcare Support is reporting above target due to increased referral activity

**GR Monthly Expenditure Report
(Expenditure as of November 30, 2025)**

Whitney Marshall reported the following:

- Grant Month Number: 5
- Target Expenditures: 42%
- Actual Expenditures: 40%

- Difference: 1%

Whitney provided the following information regarding the GR monthly expenditures:

- A November amendment moved \$58,909.56 from Referral for Healthcare Support to Medical Case Management
- AIDS Pharmaceutical Assistance, Oral Health Care, and Food Bank/Home-Delivered Meals all reported below target due to low utilization
- Medical Transportation Services reported above target due to increased utilization and the receipt of delayed invoices
- Non-Medical Case Management reported below target due to staff vacancies

Part B & GR Utilization & Expenditures

Whitney Marshall provided the following information regarding Part B quarterly utilization and expenditures:

- The data presented in the report was compiled from CAREWare and the AIDS Information Management System (AIMS)
- The Area 7 Ryan White Part B & General revenue program provides services in Orange, Osceola, Seminole, and Brevard Counties
- An overview of utilization of core and support services.

Percent Change in Utilization Q2-Q3 FY2025-2026 Demographic Groups		
New Clients		-31%
Returning Clients		+5%
Sex	Male	0%
	Female	0%
Race	White	5%
	Black	-2%
	Hispanic	-2%
	Other	-11%
Age	13-24	-21%
	25-44	-8%
	45-64	6%
	65+	3%
County	Brevard	6%
	Orange	-27%
	Osceola	38%
	Seminole	-77%
	Other	-30%

**Percent Change in Utilization of Core Services
Q2-Q3 FY2025-2026**

AIDS Pharmaceutical Assistance (LPAP)	-5%
Early Intervention Services	-23%
Health Insurance Premium & Cost Sharing	-50%
Home & Community-Based Care	+17%
Medical Case Management	+6%
Mental Health	+25%
Oral Health Care	-34%
Outpatient Ambulatory Health Services	+19%

Percent Change in Utilization of Support Services Q2-Q3 FY2025-2026	
Non-Medical Case Management	+118%
Referral for Health Care & Support Services	-14%
Medical Transportation	-35%
Emergency Financial Assistance	-100%

Part B CQM Report

Whitney Marshall provided the following information regarding Part B Clinical Quality Management from January 1, 2025 to December 31, 2025:

- The data presented in the report was compiled from CAREWare
- The Area 7 Ryan White Part B & General revenue program provides services in Orange, Osceola, Seminole, and Brevard Counties

Viral Load Suppression by Service				
	OAHS	NMCM	MCM	RS
2024 VLS	90%	82%	78%	82%
2025 VLS at Q4 end	90%	83%	90%	91%
Virally Suppressed	842	818	866	752
Not Virally Suppressed	90	173	100	75
Total	932	991	966	827

Viral Load Suppression by Demographics		
	2024 VLS	2025 VLS
Male	82%	83%
Female	89%	90%
White	81%	90%
Black	78%	89%
Hispanic	81%	90%
Other Race	65%	72%

Retention in Care by Service				
	OAHS	NMCM	MCM	RS
2024 Retention	80%	54%	63%	54%

2025 Retention at Q4 end	81%	74%	73%	76%
Retained in Care	738	575	697	613
Not Retained in Care	168	207	254	193
Total	906	782	951	806

Retention in Care by Demographics		
	2024 Retention	2025 Retention
Male	52%	71%
Female	72%	72%
White	92%	64%
Black	84%	74%
Hispanic	74%	77%
Other Race	72%	68%

Part B will follow up regarding the decrease in retention in care.

The Chair agreed to rearrange the agenda so New Business can be addressed before beginning the discussion around the recent changes to ADAP.

Discuss AAM – Scope of Work

The committee reviewed the Assessment of the Administrative Mechanism Scope of Work that needs to be approved before the consultant can begin the process. Aside from updating the dates, the committee recommended no further changes.

Motion: Alelia Munroe made a motion to adopt the AAM Scope of Work without any changes with the exception of the dates. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

New Business:

After brief discussion in favor of the decision, the motion was adopted unanimously.

Integrated Plan Update

The committee received the following updates:

- The first Community Engagement Activity will be taking place with a Town Hall in Brevard County on Tuesday, January 20th.
- The next Integrated Plan Ad Hoc Committee meeting will take place on January 21st.
- The Focus Group in Lake County will be taking place on Tuesday, February 3rd, and the committee was encouraged to send over contact information of potential participants.
- Key informant interviews continue to take place with the consultant.
- The Orange County Town Hall is taking place on Wednesday, February 18th

HIV Care Needs Survey Update

The committee was informed that the state requested that the HIV Care Needs Survey be kept open until August 30th to align with their extended deadline. As of today, there are 731 responses to the HIV Care Needs Survey, with 99 of those being partially completed. The committee was reminded that the survey is for all people living with HIV, not just Ryan White clients.

ADAP Changes

Representatives from the Part A office provided an overview of the state’s recently announced changes to the AIDS Drug Assistance Program (ADAP) that are set to go into effect on March 1st:

- The Federal Poverty Level (FPL) eligibility threshold for uninsured clients will decrease from 400% FPL to 130% FPL
- Insurance assistance is ending
- Prescriptions will only be fillable from CVS Caremark
- Biktarvy will be removed from the formulary
- Descovy will be limited only to clients experiencing renal failure

The Part A representatives indicated that they were not informed of this decision during their regularly scheduled calls with the state, and that they still have not heard from the state regarding the decision. They shared estimates that 1,000 people will be removed from the ADAP in Orange County, and around 1,400 people will be impacted in the entire EMA. Clients reportedly received no guidance from ADAP on what to do next aside from a list of websites.

The committee discussed the potential impacts to clients, the need to inform clients about the potential changes, possible community resources, and different reallocation options that may have to be considered.

Ultimately, no actionable recommendations were made by the Recipient’s office due to lack of information from the state. Part A indicated that they would bring more information and recommendations to next month’s meeting in order to inform any reallocations that have to be made.

Announcements:

- Brevard County Town Hall on Tuesday, January 20th. Clients need to request transportation by Friday, as Monday the 19th is a holiday.

ACTION ITEMS

Responsible Party

Item

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Next Meeting:	February 12, 2026
Adjournment:	3:54 PM

Prepared by: Laura Perez **Date:** 1/29/2026

Approved by: Pablo Manco **Date:** 2/12/26