

**Central Florida HIV Planning Council
Executive Committee Meeting Minutes**

January 23, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Rene Cotto-Lewis, Jessica Seidita, Paolo Mancini, Raymond Macon, Anthony McNeil

Members Excused: Kara Williams, Angie Buckley

Members Absent: Ira Westbrook

Recipient Staff Present: Yasmin Andre, Claudia Yabrudy, Doris Huff (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"> • Claudia Yabrudy requested the addition of a Procurement Update to the Part A reports. <p>Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Paolo Mancini seconded the motion.</p> <table border="1" data-bbox="721 1094 1258 1171"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</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	5	0	0
In Favor	Against	Abstain					
5	0	0					
<p>Approval of the November 20 Minutes:</p>	<p>The committee reviewed the November 20 minutes and approved them as presented.</p>						
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • There were no public comments in person or online. • PCS did not receive any comment cards. 						
<p>Reports:</p>	<p>Membership & Engagement Committee</p> <ul style="list-style-type: none"> • The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council attendance roster. There are currently 28 Planning Council members, 50% are PWH, 32% are unaffiliated/unaligned PWH, and 32% are conflicted members. • The committee reviewed the social media performance insights for Facebook and Instagram over the time since the committee last met. • The committee received an overview of the most current Committee and Attendance Rosters. 						

- The committee reviewed the final draft for Volume 17 of the Red Ribbon Times Magazine and called for article submissions for Volume 18, which are due by Tuesday, February 3rd, 2026.
- The committee reviewed one applicant summary. After a brief discussion, the committee voted and recommended the applicant for appointment. The applicant summary will be forwarded to the Executive Committee for review and a vote.
- The committee reviewed and provided feedback on the Orientation Evaluation form, the Evaluation Results from the Quarterly Training that took place on January 7th, and the Leadership Evaluation Process.
- The committee received an Interview Skills training.
- The committee provided feedback on the 2025 World AIDS Day Event, Rooted in Resilience. The committee also voted to have the 2026 WAD Workgroup begin in April to accommodate the Integrated Plan Community Engagement Activities.
- The committee received an overview of the upcoming Integrated Plan Community Engagement Activities.
- The next Membership & Engagement Committee meeting will be held on Tuesday, February 10th, 2026, at 2:00 PM.

Service Systems Planning & Quality Committee

- The committee received an overview of the Part A Monthly Expenditure and Quarterly Utilization reports, the Part B & GR Monthly Expenditure and Quarterly Utilization reports, and the Part B CQM Report.
- The committee reviewed and approved the 2025-2026 Assessment of the Administrative Mechanism (AAM) Scope of Work.
- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey. The committee decided to extend the deadline of the Survey to align with the state's new deadline of August 30th, 2026.
- The committee had a lengthy discussion regarding the recently announced changes to the ADAP program.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, February 12th, 2026, at 1:30 PM.

Brevard County Town Hall Meeting

- The Brevard County Town Hall Meeting, the first in this year's series of Integrated Plan Community Engagement Activities, took place at Comprehensive Health Care.
- The Town Hall was led by Dr. David Cavalleri and attended by around 40 participants.
- Participants of the Town Hall received an overview of the purpose of the Integrated Plan, a snapshot of the most current Epi data, and were informed of how their feedback will be incorporated into the next Integrated Plan.

- Participants had the opportunity to respond verbally, on paper, or through Mentimeter.

Integrated Plan Ad Hoc Committee

- The committee received an overview of the Brevard County Town Hall Meeting that took place the night before.
- The committee reviewed the feedback received from the Brevard County Town Hall. After some discussion, the committee decided to use the majority of the meeting to suggest actionable items that addressed the town hall feedback that could be used as part of future Integrated Plan activities.
- The committee received materials from the Integrated HIV/AIDS Planning Technical Assistance Center (IHAP TAC) that could be used as part of developing, tracking, and monitoring the progress of the Integrated Plan.
- The next Integrated Plan Ad Hoc Committee meeting will be held on Monday, February 9th, 2026, at 2:00 PM.

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

Claudia Yabrudy reported the following:

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

Claudia highlighted the service categories where expenditure is above target (Outpatient/Ambulatory Health Services, Oral Health Care, Food Bank/Home-Delivered Meals, and Medical Transportation). She reported that there are measures in place to control spending, including limiting dental services to emergencies only.

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.

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%

Claudia answered questions from the committee regarding the potential impacts of the upcoming ADAP changes. Part A is unable to afford the insurance premiums that ADAP is dropping. The timing of the changes meant that Part A did not have the opportunity to plan ahead and find alternative insurance solutions for clients.

Procurement Update

Claudia Yabrudy had previously informed the Planning Council that Part A had released RFPs for Dental, Mental Health, and Substance Abuse Outpatient Services. Claudia provided the update that Part A received two proposals each for Mental Health and Substance Abuse and received no proposals for Dental. Due to the reallocations that will need to take place as a result of the ADAP changes, Part A is proposing not executing the contracts for the Substance Abuse Outpatient Services provider so that the funds in the service category can instead be reallocated, likely to OAHS. After some discussion, the committee agreed with the proposal.

Motion: Rene Cotto-Lewis made a motion to recommend the Planning Council not fund Substance Abuse due to funding changes occurring March 1st. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

Claudia added that it is likely that similar changes will need to occur with other service categories once more information is received.

For the sake of time, PCS recommended having the committee review the Part B Quarterly Utilization and CQM reports on their own to be able to

more quickly get to New Business. The committee agreed with the recommendation.

Motion: Jessica Seidita made a motion to have the Part B Quarterly Utilization and CQM Reports as homework and to review the Part B and GR expenditure reports and then move to New Business. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

**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

Whitney also informed the committee of some corrected percentages in the Part B utilization report, and added that the number of clients served and units remained unchanged.

Regarding the Part B CQM report, Whitney also reported that Part B is looking into a request for why some demographic categories had low retention rates.

HIV Care Needs Survey & Integrated Plan Updates
 Whitney Marshall reported that there are currently 764 responses to the HIV Care Needs Survey, and that more responses are needed from counties other than Brevard for better reflectiveness for the entire OSA. The committee was also informed that SSPQ agreed to align the local survey’s deadline with the state’s extended deadline of August 30th, 2026.

Motion: Paolo Mancini made a motion to agree to extend the HIV Care Needs survey deadline to August 30th, 2026, to align with the state’s deadline. Raymond Macon seconded the motion.

In Favor	Against	Abstain
5	0	0

New Business: The motion was adopted unanimously without debate.

The committee was provided with the agenda and meeting materials from the Brevard Town Hall for review.

Applicant Summary
 Laura Perez read through the Applicant Summary, Interview Update, and Committee Update for Candidate #2025-15. The committee discussed the impact of the candidate’s appointment on the percentage of unconflicted/unaligned PWH on the Planning Council. Whitney Marshall informed the committee that if the Council falls below 33% unconflicted/unaligned PWH, the Council would need to create and document a plan for how to increase the percentage to provide to HRSA.

Motion: Paolo Mancini made a motion to forward Candidate #2025-15 to the full Planning Council with a recommendation for appointment to the SSPQ Committee. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

CFHPC Leadership Evaluation Form

Whitney Marshall gave an overview of the changes to the Leadership Evaluation form as recommended by the Membership & Engagement committee, with some additional updates recommended by PCS. The committee had the opportunity to review the form and recommended no further changes.

Motion: Jessica Seidita made a motion to approve the changes. Raymond Macon seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

WAD Workgroup – April Start

Whitney Marshall shared that PCS recommended that the WAD workgroup start in April to accommodate the Integrated Plan Community Engagement Activities.

Motion: Jessica Seidita made a motion to approve the WAD Workgroup to start in April 2026. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

AAM Scope of Work

Whitney Marshall gave an overview of the purpose of the AAM Scope of Work and the changes recommended by SSPQ, which were just updating the years in the document to the current planning cycle.

Motion: Jessica Seidita made a motion to approve the AAM Scope of Work and forward it to the Planning Council. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

CFHPC Bylaws Reminder

Whitney Marshall reminded the committee to review the recommended Bylaws changes ahead of the next Planning Council Business meeting.

Grievance Submissions

The committee reviewed two grievances that were submitted through the online form by the same complainant, Ira Westbrook. The committee was also provided with copies of the Grievance Policy & Procedure, letters submitted by the complainant, and email exchanges relevant to the submitted grievances for review.

The committee entered a lengthy discussion including what transpired on the day in question in the grievance, the importance of adhering to Florida Sunshine Law, referring to Roberts Rules when the Bylaws do not specify action to take, prior behavior of the complainant, the reasonability of the requested resolution, and the Grievance resolution process. The committee moved to extend the meeting to allow for adequate time for discussion of the matter.

Motion: Jessica Seidita made a motion to extend the meeting by 15 minutes. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
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The motion was adopted unanimously without debate.

Motion: Jessica Seidita made a motion to make grievant aware that the committee did not find validity with the grievance and will not be moving forward with it. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
0	5	0

After discussion, the motion was unanimously rejected by the committee.

After further discussion, the committee concluded that the first grievance did not meet the criteria outlined in the Grievance Policy & Procedure and agreed that the second grievance had been resolved due to the complainant's rescinding of their resignation being accepted.

Motion: Rene Cotto-Lewis made a motion to not move forward with the first grievance due to the fact that it does not meet the requirements as

