

Central Florida HIV Planning Council
Planning Council Business Meeting Minutes

January 28, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:00 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Jessica Seidita, Ira Darnell Westbrook, Paolo Mancini, Jules Smith, Kara Williams, Raymond Macon, Alelia Munroe, Andrea Dunn, Angie Buckley, Angus Bradshaw, Brian Toy, Charlie Wright, Fernell Neal, Gabrielle Leonce, Mike Alonso, Monika Trejos Kweyete, Rene Cotto-Lewis, Terrance Hunter, Tim Collins, Vel Cline

Members Present via Teleconference: Anthony McNeil, Beatrice Boursiquot, Sueanne Vazquez

Members Excused: Glorybee Nuñez, Ida Starks, Priscilla Torres-Theobald, Siri Goberdhan Jr

Recipient Staff Present: Claudia Yabrudy, John Goodrich, Yasmin Andre

PCS Staff Present: Whitney Marshall, Laura Perez

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Mike Alonso made a motion to accept the agenda as presented. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="708 1094 1247 1171"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	19	0	0
In Favor	Against	Abstain					
19	0	0					
<p>Approval of the December 10 Minutes:</p>	<p>The Planning Council reviewed the December 10 minutes and approved them as presented.</p>						
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • Vel Cline, Committee Member, spoke on several concerns relating to PCS, communication at meetings, quorum requirements, conflicts of interest, and a case management issue. <ul style="list-style-type: none"> ○ PCS encouraged him to discuss quorum concerns during the Bylaws discussion and to follow up with the Part A representative regarding his case management concern. • Ira Darnell Westbrook, PHW Rep, expressed frustration about how his grievance regarding the January training was documented. 						
<p>Reports: Committees</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

- 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

Executive Committee

- The committee received an overview of the Part A Monthly Expenditure and Quarterly Utilization reports, and received a Procurement update from Part A.
- The committee received an overview of the Part B & GR Monthly Expenditure Reports. The committee elected to review the Part B Quarterly Utilization and CQM Reports as homework.
- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey. The committee agreed to extend the deadline of the Survey to align with the state's new deadline of August 30th, 2026.
- The committee reviewed the applicant summary that had been forwarded by the Membership & Engagement Committee. After a brief discussion, the committee voted unanimously to recommend the applicant for appointment. The applicant summary will be forwarded to the full Planning Council for review and a vote.
- The committee reviewed and approved the recommended changes to the CFHPC Leadership Evaluation Form.
- The committee approved the recommendation to have the WAD Workgroup start in April to accommodate the Integrated Plan Community Engagement Activities.
- The committee reviewed and approved the 2025-2026 Assessment of the Administrative Mechanism (AAM) Scope of Work.
- The committee reviewed and discussed two Grievances that were submitted: the first was in regard to the January training and the second was in regard to withdrawal of an officer resignation. After much

discussion, the committee determined that the first grievance fell outside the scope of what is outlined by the Grievance and Dispute Policy & Procedure and determined that the second grievance had been resolved.

**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.

**Reports: Recipient
& Lead Agency**

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 also indicated that future utilization reports will include a more detailed breakdown of utilization by FPL.

Part A 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. 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 to support service categories that will be impacted by the upcoming ADAP changes. Claudia shared that this proposal was discussed and approved at the Executive Committee.

Motion: Mike Alonso made a motion that the recipient does not procure services under the Substance Abuse service Category due to changes in ADAP. Kara Williams seconded the motion. As part of discussion, members stated that more awareness should be brought to other non-RWHAP substance abuse treatment providers in the area.

In Favor	Against	Abstain
19	0	1

The motion was adopted with a majority roll-call vote.

The council requested a report from EHE on how funds have been utilized in the service categories they are funding. Part A responded that a lot of information will be brought to the next SSPQ meeting.

**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

Whitney also indicated, in response to a member’s question, that more information on the impact of the ADAP changes to the Part B program will be shared at next month’s SSPQ meeting.

**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%

New Business:

HIV Care Needs Survey Update

The council was informed that there were currently 775 responses to the HIV Care Needs Survey, the majority being from Brevard county. The council was informed that more reflectiveness is needed from the other counties of the OSA. The council was also informed that the state requested that the HIV Care Needs Survey be kept open until August 30th to align with their extended deadline.

Motion: Brian Toy made a motion to keep survey portal open through August 30th. Angus Bradshaw seconded the motion.

In Favor	Against	Abstain
20	0	0

The motion was adopted with a unanimous roll-call vote.

Orange & Seminole Integrated Plan Town Hall Meeting Name and Ad Hoc Schedule

Motion: Kara Williams made a motion to have the Orange County Town Hall meeting on February 18th at 6:00 PM at Holden Heights and to have the Seminole County Town Hall meeting scheduled at a later date. Tim Collins seconded the motion.

In Favor	Against	Abstain
19	1	0

After much discussion, the motion was adopted with a majority roll-call vote.

Motion: Alelia Munroe made a motion to cancel the February Integrated Plan Ad Hoc Committee meeting and move the March meeting to March 5th. Jules Smith seconded the motion.

In Favor	Against	Abstain
19	0	0

After discussion, the motion was adopted with a unanimous roll-call vote.

Applicant Summary

Kara Williams read through the Applicant Summary, Interview Update, and Committee Update for Candidate #2025-15. After a brief discussion clarifying that the applicant was not part of an agency already represented on the Planning Council, the committee moved to approve the applicant.

Motion: Brian Toy made a motion to approve Candidate #2025-15 for appointment and forward to the mayor’s office with a recommendation to the SSPQ committee. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
20	0	0

The motion was adopted with a unanimous roll-call vote.

Motion: Brian Toy made a motion to move the Bylaws, WAD Workgroup, and Leadership Evaluation to next month’s meeting. Rene Cotto-Lewis seconded the motion. As part of discussion, John Goodrich, Part A representative, recommended that the agenda items be instead postponed to March to allow for the February meeting to focus on the upcoming allocation recommendations.

Motion: Alelia Munroe moved to amend the motion to instead postpone the Bylaws, WAD Workgroup, and Leadership Evaluations to March. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
20	0	0

The motion to amend was adopted with a unanimous roll-call vote. The committee then voted on the amended motion to postpone the Bylaws, WAD Workgroup, and Leadership Evaluations to March.

In Favor	Against	Abstain
19	1	0

The amended motion was adopted with a majority roll-call vote.

Motion: Jessica Seidita made a motion to cancel the Ryan White Community Meeting for February due to the February Integrated Plan Town Hall. Mike Alonso seconded the motion.

In Favor	Against	Abstain
17	2	0

The motion was adopted with a majority roll-call vote.

Motion: Mike Alonso made a motion to move the AAM Scope of Work to February. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
19	0	0

The motion was adopted with a unanimous roll-call vote.

Announcements:

- Reportedly, individuals who were receiving ACA premium assistance from ADAP can contact the ACA marketplace and upload their letter to potentially be switched to a plan with a more affordable premium.

ACTION ITEMS

Responsible Party	Item
Part A	Provide a utilization report on service categories funded by EHE

Next Meeting:

February 25, 2026

Adjournment:	8:05 PM
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Prepared by: *Laura Perez* **Date:** 2/11/2026

Approved by: _____ **Date:** _____

DRAFT