

The Central Florida HIV Planning Council

Executive Committee Meeting Minutes

November 20, 2025

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Anthony McNeil, Paolo Mancini, Jessica Seidita, Kara Johnson Williams, Jules Smith, Alelia Munroe, Ira Westbrook. There was no member participation online.

Members Excused: Rene Cotto-Lewis

Recipient Staff Present: Claudia Yabrudy

PCS Staff Present: David Bent, Whitney Marshall, 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 Rene Cotto-Lewis with Andre Antenor for the WAD Workgroup Report <p>Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Kara Johnson Williams seconded the motion.</p> <table border="1" data-bbox="711 1024 1253 1102"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>6</td><td>0</td><td>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					
Approval of the October 23 Minutes:	The committee reviewed the October 23 minutes and approved them as presented.						
Open the floor for public comment:	<ul style="list-style-type: none">• Ira Westbrook expressed frustration at a potential scheduling conflict with the February Ryan White Community Meeting and an Integrated Plan Town Hall event. Alelia Munroe expressed that it is important for Planning Council members to prioritize, and that getting community input for the Integrated Plan needs to take precedent because it is a time-limited process that is required to set goals and objectives. After repeated attempts to redirect the conversation, PCS reminded him of the member code of conduct rules. The matter was discussed further after the meeting.• PCS did not receive any comment cards.						
Reports:	<p>Membership & Engagement Committee:</p> <ul style="list-style-type: none">• The committee elected Raymond Macon as the Membership and Engagement Vice Chair.						

- The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council attendance roster. There are currently 27 Planning Council members, 46% are PWH, 33% are unaffiliated/unaligned PWH, and 35% are conflicted members.
- The committee reviewed Facebook and Instagram insights including audience demographics, profile reach, and interactions data.
- The committee discussed training topics for the January training session.
- The committee reviewed and approved the draft of Volume 17 of the Red Ribbon Times Magazine.
- The committee reviewed and discussed an applicant summary. Following a brief discussion, the committee voted to recommend the applicant for appointment. The summary will be forwarded to the Executive Committee for review and vote.
- The next Membership & Engagement Committee meeting will be held on Tuesday, January 13, 2026, at 2:00 pm.

Service Systems Planning & Quality (SSPQ) Committee:

- The committee elected Jules Smith as the committee Vice Chair.
- The committee received an overview of the Part A Monthly Expenditure Report, Part B & GR Monthly Expenditure report, and the PCS Quarterly Expenditure report.
- The committee reviewed and approved the Planning Council Memorandum of Understanding.
- The committee reviewed and made recommendations for the Substance Abuse Residential Service Standard. This service standard will be distributed to providers and community for feedback. There is a 30-day review of the Oral Health and Outpatient Ambulatory Health Services Service Standard.
- The committee received HIV Care Needs Survey and Integrated Plan update.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, January 15, 2026, at 1:30 pm.

World AIDS Day Workgroup:

- The workgroup finalized the World AIDS Day event flow and program.
- The workgroup discussed event volunteer opportunities.
- The World AIDS Day event will take place on Saturday, December 6, 2025, at 5:00 pm.

Bylaws Ad Hoc Committee:

- The committee completed their review of the Bylaws and developed a set of recommendations that will be submitted to the Executive Committee and the Planning Council for consideration.

Integrated Plan Ad Hoc Committee:

- The committee discussed and developed questions to be used at the town halls and focus groups.
- The committee discussed the schedule for the town halls, focus groups and key informant interviews.
- The committee received and HIV Care Needs Survey update
- The next Integrated Plan Ad Hoc meeting will be held on Monday, January 12, 2026, at 2:00 pm.

Ryan White Community Meeting:

- The participants received an overview of the business conducted at the Membership & Engagement Committee meeting, Service Systems Planning & Quality Committee meeting, World AIDS Day Workgroup meeting, Bylaws Ad Hoc Committee meeting, and the Integrated Plan Ad Hoc Committee meeting.
- The participants were provided the opportunity to review the Substance Abuse Residential Service standard and provide feedback.
- The participants received a reminder about the HIV Care Needs Survey and the upcoming World AIDS Day event.
- The participants received a presentation from Angela Ream with STEPS Inc., about substance abuse best practices.
- The participants received a presentation from Emus Hernandez with the Florida Department of Health on ADAP enrollment.
- The next Ryan White Community meeting will be in a form of a town hall held on Tuesday, January 20, 2026, at 6:00 pm at Comprehensive Health Care in Melbourne, Florida.
- Transportation to and from the meeting location is available for clients.

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

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 58.33%
- Target Expenditures: 58.33%
- Actual Expenditures 62.35%
- Difference: -4.02%

Claudia Yabrudy provided the following information regarding the Part A monthly expenditure:

- Outpatient/Ambulatory Health Services and Oral Health Care are both spending above target
 - Both service categories continue to be monitored, and dental services may have to be limited to emergencies towards the end of the fiscal year
- The following service categories are spending below target:
 - Health Insurance Premium & Cost Sharing Assistance – utilization varies based on the client, and Part A is

anticipating higher utilization with the upcoming premium changes

- Medical Nutrition Therapy – the last bulk order was placed in October and will be reflected on next month's report
- Substance Abuse Services Outpatient – due to low utilization
- Medical Transportation Services – a new order for bus passes was placed in October

Claudia also spoke on the following:

- In response to a question as to whether it's possible to move funds from other categories into dental services, Claudia explained that there will not be enough funds if expenditures continue at the rate that they have been going
- Florida Part A programs are working with the AETC to review the diagnosis list for specialty care services
- Part A will be losing a mental health and substance abuse provider on December 1st and is working to transfer their clients to the other remaining providers so there is no disruption in service once
- There are 3 RFPs out: Mental Health, Substance Abuse, and Dental Insurance
- Answered questions regarding transportation and dental services.

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

Whitney Marshall shared that the Part B reports will now include a note at the bottom listing all non-funded categories, and reported that this will be the last Part B report to reflect only half of the grant year; the full award was received and went into effect October 1st.

Whitney Marshall reported the following:

- Grant Month Number: 6
- Target Expenditures: 100%
- Actual Expenditures 98%
- Difference: 2%

Whitney provided the following information regarding the Part B monthly expenditures:

- Oral Health Care reported below target expenditure due to low utilization
- Medical Transportation Services reported below target expenditure due to delayed invoices that have since been received

In response to a question, Whitney also reported that it does not appear that the shift to the state-wide fiduciary agent will be taking place, but

	<p>indicated that HFUW has yet to receive anything in writing regarding the matter.</p> <p>GR Monthly Expenditure Report <i>(Expenditure as of September 30, 2025)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> • Grant Month Number: 3 • Target Expenditures: 25% • Actual Expenditures: 23% • Difference: 2% <p>Whitney provided the following information regarding the GR monthly expenditures:</p> <ul style="list-style-type: none"> • The following service categories reported below target expenditure: <ul style="list-style-type: none"> ○ AIDS Pharmaceutical Assistance (APA) – due to spending down Part B ○ Outpatient Ambulatory Services (OAHS) – due to low utilization ○ Food Bank/Home-Delivered Meals – due to delay in processing invoices ○ Non-Medical Case Management – due to staff vacancies and reduced eligibility activity • Medical Case Management reported well above target utilization due to shifting FTEs from Part B to GR <p>PCS Quarterly Expenditures Report <i>(Expenditures as of August 31, 2025)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> • Quarter: 2 • Target Expenditures: 50% • Actual Expenditures: 46% • Difference: 4% <p>Whitney provided the following information regarding PCS expenditure:</p> <ul style="list-style-type: none"> • There was an error in the budget category labels in the report presented to SSPQ that has since been corrected • The invoice for the AAM consultant was not received by August 31st but will be reflected in the next quarter's report
<p>New Business:</p>	<p>HIV Care Needs Survey & Integrated Plan Updates – Call for community stakeholders</p> <p>Whitney Marshall provided the following updates regarding the HIV Care Needs Survey:</p>

- SSPQ recommended that the deadline for the survey be extended from November 30th to January 15th to allow additional time for more responses
- The state will still be sent survey data on November 30th to meet their deadline
- As of today there are 453 responses, but 1,096 is the goal of 10% of the PWH in the EMA

Members discussed the low response rate and how some agencies need to go through additional layers of approval for the survey to be distributed to their clients. Whitney encouraged the committee to utilize the survey social media toolkit on the Planning Council website to aid in distribution.

The committee then reviewed the questions that will be used as part of the upcoming Integrated Plan community engagement activities. Members discussed the possibility of including an ice-breaker activity themed to Black History Month at the start of the February Town Hall, time permitting, and noted that the Town Hall agenda was reworked to allow adequate time for all questions to be answered. The committee did not recommend any further changes to the Town Hall questions, shown below:

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?

Motion: Paolo Mancini made a motion to approve the 2027-2031 Integrated Plan Town hall questions. Kara Johnson Williams seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Members were also provided with a document with HRSA/CDC recommendations for key collaborators and community members that would be beneficial to include as part of the Integrated Plan process.

Applicant Summary

David Bent read through the Applicant Summary for Candidate #2025-05, as well as the Interview and Committee updates.

Motion: Jessica Seidita made a motion to forward Candidate #2025-05 to the full Planning Council for review and vote with a recommendation for appointment to the SSPQ committee. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

Planning Council MOU

Whitney Marshall gave an overview of the proposed changes to the Memorandum of Understanding (MOU), which were primarily updates to the Deliverables, Timelines, and Responsible Party table within the *Information to be provided by the Recipient and Lead Agency to the Planning Council* section to reflect updates made to the committee's workplan, as well as some minor language changes throughout the document. The committee recommended a minor wording change but made no other changes to the content of the MOU.

Motion: Alelia Munroe made a motion to move the MOU to the Planning Council. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Substance Abuse Residential Service Standard

Whitney Marshall gave an overview of the recommended changes to the Service Standard (SS) for Substance Abuse Residential Services. SSPQ had recommended including the Medicaid definition of Level 1 Residential services in the SS under Section 2.1 with a note that that level of care is not funded by RWHAP Part A or Part B. The committee then discussed a recommended update to Section 2.15 regarding Staffing Requirement and Bed Capacity, and recommended inserting wording referencing the

specific Florida statute that defines the requirements in the SS instead of having to continuously update the table.

Whitney also made the committee aware that with the new SSPQ meeting date, providers will have less time to review service standards.

Motion: Alelia Munroe made a motion to forward the Substance Abuse Residential Service Standard to the full Planning Council for review and vote. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

CFHPC Bylaws & Timeline for Approval

Alelia Munroe, chair of the Bylaws Ad Hoc Committee, reviewed the proposed changes to the CFHPC Bylaws, providing context for many of the decisions.

The Bylaws Ad Hoc Committee proposed the following changes to be made throughout the Bylaws:

- Changing “Planning Body” to “Planning Council”
- Changing “Consumer” to “Client”
- Changing “HIV disease” to “HIV”

The Bylaws Ad Hoc Committee proposed changes to the following sections of the Bylaws:

- Article II: Purpose and Duties
- Article III: Members
- Article IV: Officers
- Article V: Membership Responsibilities
- Article VI: Planning Body Meetings
- Article VII: Committees
- Article IX: Voting

The committee moved to extend the meeting to allow additional time to review the proposed Bylaws changes.

Motion: Alelia Munroe made a motion to extend the meeting by 15 minutes. Ira Westbrook seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

The committee discussed the proposed change to Section 6.1.7 regarding quorum requirements, reviewed the Attendance and Quorum Comparison for the 2024-2025 Planning Cycle as part of their discussion, and ultimately recommended to specify that the new majority quorum requirement would also apply to all standing and ad hoc committees.

The committee discussed the proposed change to Section 7.2 regarding splitting SSPQ into two separate committees: Service Systems & Quality Committee and Needs Assessment & Planning Committee. Whitney Marshall provided an overview of the estimated timeline for the approval of the Bylaws to inform the discussion on the timeline for the splitting of the committees:

- November: The Executive Committee reviews the proposed changes.
- December: The full Planning Council receives the proposed changes for a 30-day review.
- January: The full Planning Council votes on the proposed changes and forwards the Bylaws to the Orange County Legal department for review and the Mayor for final approval.
- February: Members will provide their preferences on which committee they want to be assigned to.
- March: Membership & Engagement will review and approve the committee assignments
- April: Start of the new split committees.

Members were encouraged to review the proposed bylaws changes during the 30-day review period and come prepared for discussion at the January Planning Council Business Meeting.

FCPN Nominations Reminder

Whitney Marshall reminded the committee that at the December Planning Council Business meeting there will be election for the following FCPN positions:

- Patient Care Planning Group (PCPG) Representative
- Patient Care Planning Group (PCPG) Alternate
- Prevention Planning Group (PPG) Alternate

Set 12/10/25 Planning Council Business Meeting Agenda

The committee reviewed the proposed agenda for the December 10th Planning Council Business Meeting and made no further changes.

Motion: Alelia Munroe made a motion to approve the December 10th Planning Council Business agenda. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

	The motion was adopted unanimously without debate.
Announcements:	<ul style="list-style-type: none"> • Anthony McNeil announced that his Focus Group for Rapid Start programs was changed to one-on-one interviews with participants. • Her ART Works will be taking place Thursday, December 4th • Rooted in Resilience, the 2025 World AIDS Day event will be taking place Saturday, December 6th • A Walk for Change will be taking place Saturday, December 13th

ACTION ITEMS	
Responsible Party	Item
-	-

Next Meeting:	January 22, 2026
Adjournment:	4:17 PM

Prepared by: Laura Perez Date: 12/3/2025

Approved by: [Signature] Date: 1-23-2026