

**Central Florida HIV Planning Council**  
**Planning Council Business Meeting Minutes**

*December 10, 2025*

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:05 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Angie Buckley, Andre Antenor, Anthony McNeil, Glorybee Nuñez, Terrance Hunter, Rene Cotto-Lewis, Beatrice Boursiquot, Andrea Dunn, Ida Starks, Jules Smith, Angus Bradshaw, Gabrielle Leonce, Fernell Neal, Raymond Macon, Tim Collins, Alelia Munroe, Vel Cline, Ira Westbrook, AJ Johnson

**Members Present via Teleconference:** Paolo Mancini, Kara Williams, Charlie Wright,

**Members Excused:** Jessica Seidita, Brian Toy, Monika Trejos Kweyete, Priscilla Torres, Siri Goberdhan Jr.

**Members Absent:** Sueanne Vazquez

**Recipient Staff Present:** Yasmin Andre, Claudia Yabrudy

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

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Alelia Munroe made a motion to accept the agenda as presented. Tim Collins seconded the motion.</p> <table border="1" data-bbox="699 1192 1239 1268"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	14	0	0
In Favor	Against	Abstain					
14	0	0					
<p><b>Approval of the October 29 Minutes:</b></p>	<p>The Planning Council reviewed the October 29 minutes and approved them as presented.</p>						
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• Vel Cline expressed that the Planning Council is not a place for violence or threats, and that if there are any issues they should be addressed like adults, not childishly. He also expressed that people were not following the dress code.             <ul style="list-style-type: none"> <li>○ Whitney Marshall responded by making it clear that HFUW is strictly violence-free and indicated that she would follow up with Vel after the meeting regarding the issue. She also indicated that the Planning Council does not have a strict written dress code in any of its governing documents.</li> </ul> </li> <li>• Ira Westbrook expressed general discontent and threatened repeatedly to resign from the Planning Council.</li> </ul>						

**Reports:  
Committees**

**Membership & Engagement Committee:**

- 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.

**HIV Care Needs Survey & Integrated Plan Updates**

Whitney Marshall provided the following updates during the Integrated Plan Ad Hoc Committee report:

- There are currently 550 total responses, the majority being from Brevard County
- The survey now closes on January 15<sup>th</sup>
- There are physical flyers for distribution as well as the HIV Care Needs Survey Social Media Toolkit available on the CFHPC website

Ira Westbrook expressed discontent that the last Ryan White Community Meeting of 2025 took place outside of Orange County and the first RWCM of 2026 will also take place outside of Orange County.

Whitney informed members that their packets contained the final community engagement questions as well as HRSA/CDC Integrated Plan guidance on community stakeholders that should be included as part of the Integrated Plan process.

**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 the 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.

	<p><b>Executive Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the Part A Monthly Expenditure Report, Part B &amp; GR Monthly Expenditure Report, and the PCS Quarterly Expenditure Report.</li> <li>• The committee reviewed and approved the PC MOU.</li> <li>• The committee reviewed and discussed the interview summary of an applicant. After a brief discussion, the committee recommended the applicant for appointment to serve on the SSPQ committee.</li> <li>• The committee reviewed and approved the questions that will be used for the upcoming Integrated Plan community engagement activities.</li> <li>• The committee reviewed and approved the Substance Abuse Residential Service Standard.</li> <li>• The committee reviewed the proposed changes for the CFHPC Bylaws.</li> <li>• The next Executive Committee meeting will be held on January 22, 2026 at 2:00 pm.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part A Monthly Expenditure Report (Expenditures as of September 30, 2025)</b></p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"> <li>• Percentage of Fiscal Year Transpired: 58.33%</li> <li>• Target Expenditures: 58.33%</li> <li>• Actual Expenditures 62.35%</li> <li>• Difference: -4.02%</li> </ul> <p>Claudia Yabrudy provided the following information regarding the Part A monthly expenditure:</p> <ul style="list-style-type: none"> <li>• Outpatient/Ambulatory Health Services and Oral Health Care are both spending above target <ul style="list-style-type: none"> <li>○ Both service categories continue to be monitored and steps are being taken to control spending</li> </ul> </li> <li>• The following service categories are spending below target: <ul style="list-style-type: none"> <li>○ Health Insurance Premium &amp; Cost Sharing Assistance – utilization varies based on the client, and Part A is anticipating higher utilization with the upcoming premium changes</li> <li>○ Medical Nutrition Therapy – the last bulk order was placed in October and will be reflected on next month’s report</li> <li>○ Substance Abuse Services Outpatient – due to low utilization</li> <li>○ Medical Transportation Services – a new order for bus passes was placed in October</li> </ul> </li> </ul> <p><b>Part B Monthly Expenditure Report (Expenditures as of September 30, 2025)</b></p> <p>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</p>

the last Part B report to reflect only half of the grant year; the full award was received and went into effect October 1<sup>st</sup>.

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

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

Whitney Marshall reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures: 23%
- Difference: 2%

Whitney provided the following information regarding the GR monthly expenditures:

- The following service categories reported below target expenditure:
  - 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

Whitney and Claudia answered a question about regarding the Part A “sweeps” period. The Planning Council gave Part A the authority to perform rapid reallocations in the final three months of the grant year to ensure that all funds are spent, and due to the timing of the committee meetings the PC is notified after the fact. Due to the current spending trends, it is likely that any remaining funds will go towards Oral Health and Outpatient Ambulatory Health Services.

**PCS Quarterly Expenditures Report  
(Expenditures as of August 31, 2025 )**

Whitney Marshall reported the following:

- Quarter: 2
- Target Expenditures: 50%
- Actual Expenditures: 46%
- Difference: 4%

Whitney indicated that although it appears certain categories are over/underspent, there is enough money in the PCS budget to cover all expenses.

Claudia Yabrudy informed the Planning Council that HRSA recently changed the process for submission of the request for carryover of unobligated funds so that it no longer requires a signature from the Planning Council. She explained the purpose of the request for carryover of funds, and informed the Council that the request has already been submitted by the Recipient's office.

**FCPN Elections**

The Planning Council held elections for a new FCPN Patient Care Planning Group representative and new alternates for the two FCPN positions. The Council continued with New Business while the votes were tallied.

**Applicant Summary**

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

**Motion:** Alelia Munroe made a motion to forward Candidate #2025-05 to the mayor's office with a recommendation for appointment to the SSPQ committee. Fernell Neal seconded the motion.

**New Business:**

In Favor	Against	Abstain
17	0	0

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

**Planning Council MOU**

David Bent reviewed 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 Council did not recommend any further changes to the MOU.

**Motion:** Alelia Munroe made a motion to approve the MOU with the changes. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
17	0	0

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

**Substance Abuse Residential Service Standard**

Laura Perez gave an overview of the recommended changes to the Service Standard (SS) for Substance Abuse Residential Services, which included the following:

- Inclusion of the Medicaid definition of Level 1 Residential services under Section 2.1 with a note that the level of care is not funded by RWHAP Part A or Part B
- Replacing a table in Section 2.15 outlining Staffing Requirement and Bed Capacity with a reference to the specific Florida Statute that defines the requirements.

**Motion:** Alelia Munroe made a motion to remove the definition of Level 1 Residential Services from the Service Standard. Ida Starks seconded the motion.

In Favor	Against	Abstain
15	1	1

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

Aside from the aforementioned removal of the definition, the Council made no further changes to the SS.

**Motion:** Alelia Munroe made a motion to adopt the Service Standard for Substance Abuse Residential Services with the recommended changes. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
15	1	1

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

**CFHPC Bylaws & Timeline for Approval**

Alelia Munroe reviewed the proposed changes to the CFHPC Bylaws. She informed the Council that Orange County Legal Ordinances governing Advisory Boards do not apply to the Planning Council with the exception of no online voting.

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

During the discussion, Whitney Marshall shared that the FCPN Patient Care Planning Group representative would need to be voted on again due to there not being a clear majority after the first round of voting. The committee held another vote, then continued its discussion of the Bylaws while the ballots were tallied.

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. Questions were asked about who would decide who goes into which committee (the Membership & Engagement Committee), what the responsibilities for each committee would be (members were provided with proposed workplans for each committee), whether the chairs would need to be re-elected, and the presence of ex-officios at each committee.

One recommendation given was to clarify the language in Section 3.6 regarding the end date of member terms that begin partway through the year.

The Council 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. Vel Cline seconded the motion.

In Favor	Against	Abstain
16	1	0

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

The Council members were encouraged to review all of the Bylaws documents and come prepared for discussion at the next Business meeting. Members were also encouraged to submit feedback to PCS ahead

	<p>of the meeting. Whitney Marshall provided a tentative timeline for the Bylaws approval process:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• February: Members will provide their preferences on which committee they want to be assigned to.</li> <li>• March: Membership &amp; Engagement will review and approve the committee assignments</li> <li>• April: Start of the new split committees.</li> </ul> <p>The Bylaws were distributed to the members for 30-day review.</p> <p><b>FCPN Elections (continued)</b> Whitney Marshall announced the results of the election, informing the committee that the individuals currently in the positions will continue to serve in them until the FCPN updates their membership application form.</p> <ul style="list-style-type: none"> <li>• Patient Care Planning Group (PCPG) Representative: <b>Rene Cotto-Lewis</b></li> <li>• Patient Care Planning Group (PCPG) Alternate: <b>Ida Starks</b></li> <li>• Prevention Planning Group (PPG) Alternate: <b>Andre Antenor</b></li> </ul>
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>• A Walk for Change is taking place this Saturday, December 13<sup>th</sup>. PC members that wish to walk with the CFHPC team should let PCS know.</li> <li>• January 7<sup>th</sup> is first annual training at 1 PM</li> <li>• This is David's last meeting!</li> </ul>

<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
-	-
<b>Next Meeting:</b>	January 28, 2026
<b>Adjournment:</b>	8:13 PM

Prepared by: Laura Perez Date: 12/23/2025

Approved by:  Date: 1-28-2026