

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

February 19, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:04 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 Williams

Members Excused: Rene Cotto-Lewis

Members Absent: Ira Westbrook

Recipient Staff Present: Yasmin Andre, Doris Huff, Claudia Yabrudy

PCS Staff Present: Whitney Marshall, Laura Perez

<p>Approval of the agenda:</p>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Kara Williams made a motion to accept the agenda as presented. Paolo Mancini seconded the motion.</p> <table border="1" data-bbox="711 978 1250 1056"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</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	4	0	0
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<p>Approval of the January 23 Minutes:</p>	<p>The committee reviewed the January 23 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 Planning Council membership matrix and reflectiveness data. There are currently 27 Planning Council members, 48% are PWH, 30% are unaffiliated/unaligned PWH, and 37% are conflicted members. • The committee reviewed the social media performance insights for Facebook and Instagram over the time that the committee last met. • The committee received guidance from PCS to direct concerns or complaints to PCS directly or to the full Planning Council rather than leaving negative comments on CFHPC's social media channels. The committee requested that this guidance be added to the Bridge Report and for all Planning Council members to be mindful of the CFHPC Rules of Conduct and of what is posted on CFHPC's social media 						

channels, as negative comments can dissuade potential members from joining the Planning Council.

- The committee received an overview of the most current Committee and Attendance Rosters.
- The committee reviewed and approved article submissions for Volume 18 of the Red Ribbon Times.
- The committee reviewed and approved the Social Media Guidelines as presented.
- The committee discussed potential strategies for increasing the percentage of unaffiliated/unconflicted RWHAP client members on the Planning Council.
- The committee received an overview of the upcoming Integrated Plan Community Engagement Activities.
- The next Membership & Engagement Committee meeting will be held on Tuesday, March 10th, 2026, at 2:00 PM.

Service Systems Planning & Quality Committee:

- The committee received an overview of the Part A Monthly Expenditure report, the Part B & GR Monthly Expenditure reports, and the PCS Quarterly Expenditure report.
- After a lengthy discussion, the committee voted to approve Part A's proposed reallocations for FY 2026-2027 with the notes that only medications approved under the Part A Formulary will be covered and that, beginning March 1, 2026, for every month that ADAP changes are delayed, \$100,000 will be reallocated from AIDS Pharmaceutical Assistance to Oral Health Care for preventive care.
- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
- The committee discussed and approved recommended updates to the Meals Policy & Procedure regarding the types of food provided at different Planning Council events.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, March 12th, 2026, at 1:30 PM.

Integrated Plan Community Engagement Activities:

- The Lake County Focus Group took place on Tuesday, February 3rd at FDOH Lake County. The Focus Group was led by Dr. David Cavalleri and was attended by 7 participants.
- The Orange County Town Hall Meeting took place on Wednesday, February 18th at Holden Heights Community Center. The Town Hall was led by Dr. David Cavalleri and attended by around 40 participants.
- Participants 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.

The committee discussed ways to include more diverse client feedback, including sharing the Town Hall questions with CAB meetings, and the idea of a tri-county Town Hall for Orange, Osceola, and Seminole counties for the next instance of Integrated Plan Community Engagement Activities.

Part A Monthly Expenditure Report
(Expenditures as of December 31, 2025)

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 83.33%
- Target Expenditures: 83.33%
- Actual Expenditures 85.61%
- Difference: -2.28%

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

- Expenditures in both Outpatient/Ambulatory Health Services and Oral Health Care are being monitored and managed

Claudia shared that Part A has received a partial award. The committee discussed the uncertainties surrounding the ADAP changes taking place on March 1st.

Part A Reallocations

The committee discussed the following proposed reallocations in response to the upcoming ADAP changes:

Service Categories	2025-2026 Budget	2026-2027 Proposed Budget	Change
CORE SERVICES			
Outpatient /Ambulatory Health Services	\$3,471,000	\$4,271,000	+ \$800,000
AIDS Pharmaceutical Assistance (local)	\$0	\$1,238,474	+ \$1,238,474
Oral Health Care	\$1,466,598	\$0	- \$1,466,598
Health Ins Premium & Cost Sharing Assist	\$20,381	\$0	- \$20,381
Mental Health Services	\$320,000	\$100,000	- \$220,000
Medical Nutrition Therapy	\$50,000	\$50,000	\$0
Medical Case Management	\$2,405,000	\$2,405,000	\$0

Substance Abuse Services - Outpatient	\$25,998	\$0	- \$25,998
SUPPORT SERVICES			
Referral for Healthcare / Support Services	\$1,665,000	\$1,200,000	- \$465,000
Food Bank / Home-Delivered Meals	\$140,497	\$0	- \$140,497
Medical Transportation Services	\$81,189	\$81,189	\$0
Emergency Financial Assistance	\$0	\$300,000	+ \$300,000
Total Services	\$9,645,663	\$9,645,663	\$0
Clinical Quality Management	\$328,048	\$328,048	\$0
Grantee Administration	\$1,100,098	\$1,100,098	\$0
Total	\$11,073,809	\$11,073,809	\$0

The proposed reallocations were presented with the following notes:

- *Part A Allocations approved by PC September 2025 based on estimated award. Final award still pending.*
- *Only medications approved under the Part A Formulary will be covered.*
- *Beginning March 1, 2026, for every month that ADAP changes are delayed, \$100,000 will be reallocated from AIDS Pharmaceutical Assistance to Oral Health Care for preventative care (cleanings).*

The committee discussion included the following:

- Reallocations will need to be revised once the full award is received
- For the past 10 years there has always been at least one million dollars spent in Oral Health Care, and these changes will cause a huge impact to the community
- The note about funds going into dental was written when it still appeared that the ADAP changes could be challenged before going into effect
- The proposed reallocation is subject to change once the true impacts of the ADAP changes become more clear

After some discussion, Part A decided to remove the note regarding funds being reallocated into Oral Health Care.

Motion: Kara Williams made a motion to accept the Part A reallocation with the notes that the allocations are based on an estimated award with the final award still pending and that only medications approved under the Part A Formulary will be covered. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
3	0	0

The motion was adopted unanimously via roll-call vote.

Part B Monthly Expenditure Report
(Expenditures as of December 31, 2025)

Whitney Marshall reported the following:

- Grant Month Number: 9
- Target Expenditures: 75%
- Actual Expenditures 77%
- Difference: -2%

Whitney indicated that an amendment to Part B funds is pending to increase allocations in the following service categories:

- Health Insurance Premium & Cost Sharing Assistance
- Home & Community-Based Care
- Mental Health
- Referral for Healthcare Support
- Non-Medical Case Management

The amendment would decrease allocations in the following service categories:

- AIDS Pharmaceutical Assistance (APA)
- Medical Transportation Services

GR Monthly Expenditure Report
(Expenditure as of December 31, 2025)

Whitney Marshall reported the following:

- Grant Month Number: 6
- Target Expenditures: 50%
- Actual Expenditures: 49%
- Difference: 1%

PCS Quarterly Expenditures Report
(Expenditures as of November 30, 2025)

Whitney Marshall reported the following:

- Quarter: 3
- Target Expenditures: 75%

- Actual Expenditures: 69%
- Difference: 6%

Whitney provided the following information regarding PCS expenditure:

- Professional services appear overspent due to the one-time fee for the AAM consultant last year as well as the cost of security for the evening meetings
 - In order to save costs, after the start of the new grant year there will no longer be security at evening meetings

New Business:

HIV Care Needs Survey & Integrated Plan Updates

Whitney Marshall shared that there are currently 814 responses to the HIV Care Needs Survey and reminded the committee that the overall target is around 1,100 responses. She also reminded the committee that the next Integrated Plan Ad Hoc Committee meeting will be held on Thursday, March 5th at 2:00 PM.

Meals P&P

Whitney Marshall gave an overview of the recommended changes to the Meals Policy & Procedure that were proposed by the SSPQ committee regarding cost-savings around meals at Planning Council events. The recommendation is to continue to serve meals at the Ryan White Community Meeting and integrated plan community engagement activities, and to instead serve healthy snacks at all other meetings. After some discussion, the committee decided to remove “healthy” from the policy.

Motion: Paolo Mancini made a motion to forward the Meals Policy & Procedure with the recommended changes to the full Planning Body. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
3	0	0

The motion was adopted unanimously without debate.

Set 2/25/26 Planning Council Business Meeting Agenda

PCS made the recommendation to move the Part A report and proposed reallocations to after New Business to allow for adequate time for discussion, which the committee accepted.

Motion: Kara Williams made a motion to approve the February 25th Planning Council Business Meeting Agenda with the changes. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
3	0	0

	The motion was adopted unanimously without debate.
Announcements:	<ul style="list-style-type: none"> Public comment for the ADAP rule changes closes on March 4th. The AIDS Institute will be holding an online convening on Friday, February 20th regarding the upcoming ADAP changes.

ACTION ITEMS	
Responsible Party	Item
WM	Resend emails for the ADAP rule making public comment and TAI Webinar to the Planning Council

Next Meeting:	March 19, 2026
Adjournment:	3:48 PM

Prepared by: Laura Perez Date: 3/3/2026

Approved by: [Signature] Date: 3/19/2026

