

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

February 25, 2026

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:02 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andre Antenor, Anthony McNeil, Ira D. Westbrook, Paolo Mancini, Kara Williams, Raymond Macon, Angus Bradshaw, Charlie Wright, Gabrielle Leonce, Glorybee Nuñez, Nino Franklin, Rene Cotto-Lewis, Sueanne Vazquez, Tim Collins, Vel Cline

**Members Present via Teleconference:** Jules Smith, Beatrice Boursiquot, Andrea Dunn, Brian Toy, Mike Alonso, Monika Trejos Kweyete

**Members Excused:** Jessica Seidita, Alelia Munroe, Angie Buckley, Ida Starks, Siri Goberdhan Jr, Terrance Hunter

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

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

<p><b>Approval of the agenda:</b></p>	<p>The Planning Council reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Replace Beatrice Boursiquot with Anthony McNeil for the Integrated Plan Ad Hoc Committee Report</li> </ul> <p><b>Motion:</b> Kara Williams made a motion to accept the agenda with the recommended changes. Tim Collins seconded the motion.</p> <table border="1" data-bbox="711 1205 1247 1283"> <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 January 28 Minutes:</b></p>	<p>The Planning Council reviewed the January 28 minutes and approved them as presented.</p>						
<p><b>Open the Floor for Public Comment:</b></p>	<ul style="list-style-type: none"> <li>• Ira D. Westbrook commented that the Ryan White Community Meeting is back for March and brought up concerns regarding agency participation at community meetings. <ul style="list-style-type: none"> <li>○ Part A will follow up.</li> </ul> </li> </ul>						
<p><b>Reports: Committees</b></p>	<p><b>Membership &amp; Engagement Committee:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>						

- 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 10<sup>th</sup>, 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 12<sup>th</sup>, 2026, at 1:30 PM.

**Integrated Plan Community Engagement Activities:**

- The Lake County Focus Group took place on Tuesday, February 3<sup>rd</sup> at FDOH Lake County. The Focus Group was led by Dr. David Cavalleri and was attended by 7 participants.

	<ul style="list-style-type: none"> <li>• The Rapid Start Provider Engagement session took place on Friday, February 13<sup>th</sup> at FDOH Orange County and was attended by around 45 participants.</li> <li>• The Orange County Town Hall Meeting took place on Wednesday, February 18<sup>th</sup> at Holden Heights Community Center. The Town Hall was led by Dr. David Cavalleri and attended by around 40 participants.</li> <li>• 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.</li> <li>• Participants had the opportunity to respond verbally, on paper, or through Mentimeter.</li> </ul> <p><b>Executive Committee:</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the Part A Monthly Expenditure report, the Part B &amp; GR Monthly Expenditure reports, and the PCS Quarterly Expenditure report.</li> <li>• After discussion, the committee voted to approve Part A’s proposed reallocations for FY 2026-2027 with the notes that the reallocation is based on the estimated award and that only medications approved under the Part A Formulary will be covered.</li> <li>• The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.</li> <li>• The committee discussed and approved updates to the Meals Policy &amp; Procedure regarding the types of food provided at different Planning Council events.</li> <li>• The next Executive Committee meeting will be held on Thursday, March 19<sup>th</sup>, 2026, at 2:00 PM.</li> </ul>
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<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p><b>Part B Monthly Expenditure Report</b> <i>(Expenditures as of December 31, 2025)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 9</li> <li>• Target Expenditures: 75%</li> <li>• Actual Expenditures 77%</li> <li>• Difference: -2%</li> </ul> <p>Whitney indicated that an amendment to Part B funds is pending to increase allocations in the following service categories:</p> <ul style="list-style-type: none"> <li>• Health Insurance Premium &amp; Cost Sharing Assistance</li> <li>• Home &amp; Community-Based Care</li> <li>• Mental Health</li> <li>• Referral for Healthcare Support</li> <li>• Non-Medical Case Management</li> </ul> <p>The amendment would decrease allocations in the following service categories:</p> <ul style="list-style-type: none"> <li>• AIDS Pharmaceutical Assistance (APA)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Medical Transportation Services</li> </ul> <p><b>GR Monthly Expenditure Report</b> <i>(Expenditure as of December 31, 2025)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 6</li> <li>• Target Expenditures: 50%</li> <li>• Actual Expenditures: 49%</li> <li>• Difference: 1%</li> </ul> <p><b>PCS Quarterly Expenditures Report</b> <i>(Expenditures as of November 30, 2025 )</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Quarter: 3</li> <li>• Target Expenditures: 75%</li> <li>• Actual Expenditures: 69%</li> <li>• Difference: 6%</li> </ul> <p>Whitney provided the following information regarding PCS expenditure:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• In order to save costs, after the start of the new grant year there will no longer be security at evening meetings</li> </ul>
<p><b>New Business:</b></p>	<p><b>HIV Care Needs Survey Update</b> The council was informed that the next meeting of the Integrated Plan Ad Hoc Committee will be held next Thursday, March 5<sup>th</sup> at 2:00 PM. The council was informed that there are currently 827 responses to the HIV Care Needs Survey. The council discussed that although the state never approved the Haitian-Creole version of the survey, there is an option in the survey to mark that it is being filled out on behalf of another individual, so Haitian-Creole speakers can be assisted in that way.</p> <p><b>Meals P&amp;P</b> The council reviewed and discussed the recommended updates to the Meals Policy and Procedure, which were to continue to provide meals at Ryan White Community meetings, Integrated Plan Community Engagement Activities, and the annual Data Presentation and PSRA meetings, and to instead serve snacks at all other Planning Council meetings that occur during defined mealtimes. These changes were recommended in light of recent ADAP changes and the resulting reallocations and cost-saving measures that are being implemented.</p>

**Motion:** Rene Cotto-Lewis made a motion to approve the Meals Policy and Procedure with the changes. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
12	2	0

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

**AAM Scope of Work**

The council received an overview of the updates made to the AAM scope of work, which were updating the relevant years and the date when the AAM consultant would attend an SSPQ meeting. The council made no further changes to the document.

**Motion:** Rene Cotto-Lewis made a motion to approve the AAM Scope of Work. Kara Williams seconded the motion.

In Favor	Against	Abstain
15	0	0

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

**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

**Part A Reallocations**

John Goodrich, Part A representative, reported that the state had filed an emergency rule that will implement the ADAP changes on March 1<sup>st</sup>. He gave an overview of the proposed reallocations:

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
<b>SUPPORT SERVICES</b>			
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
<b>Total Services</b>	<b>\$9,645,663</b>	<b>\$9,645,663</b>	<b>\$0</b>
Clinical Quality Management	\$328,048	\$328,048	\$0
Grantee Administration	\$1,100,098	\$1,100,098	\$0
<b>Total</b>	<b>\$11,073,809</b>	<b>\$11,073,809</b>	<b>\$0</b>

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.*

Members asked clarifying questions about the situation. After much discussion, no further changes were recommended to the proposed reallocation, and Part A reminded the council that reallocations can be made monthly as more information about the actual impacts of the changes become apparent.

**Motion:** Kara Williams made a motion to approve Ryan White Part A Proposed Reallocations for FY 2026-2027 with the ability to make changes

