

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

March 19, 2026

**Call to Order:** The CFHPC Jr. Co-Chair, Anthony McNeil, 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:** Raymond Macon, Anthony McNeil, Paolo Mancini, Andre Antenor, Jessica Seidita (via teleconference), Iradarnell Westbrook (via teleconference)

**Members Excused:** Kara Williams

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

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

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> <li>• Replace Andre Antenor’s name with Anthony McNeil for the Call to Order and Approval of Agenda and Minutes sections</li> </ul> <p><b>Motion:</b> Paolo Mancini made a motion to accept the agenda with the recommended changes. Raymond Macon seconded the motion.</p> <table border="1" data-bbox="721 1031 1260 1108"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</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	3	0	0
In Favor	Against	Abstain					
3	0	0					
<p><b>Approval of the February 19 Minutes:</b></p>	<p>The committee reviewed the February 19 minutes and approved them as presented.</p>						
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"> <li>• There were no public comments in person or online.</li> <li>• PCS did not receive any comment cards.</li> </ul>						
<p><b>Reports:</b></p>	<p><b>Integrated Plan Ad Hoc Committee</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed a summary of feedback given at the Integrated Plan Community Engagement Activities conducted thus far.</li> <li>• The committee discussed the Seminole County Community Engagement Activity being a Focus Group instead of a Town Hall. The focus group will be held at the Seminole County Florida Department of Health on March 31st at 6:00 PM.</li> <li>• The committee began discussing goal objectives and activities for the 2027-2031 Integrated Plan.</li> </ul>						

- The committee agreed to hold an additional meeting on March 20th, 2026, and voted to change their meeting cadence to be the 1st Thursday of the month at 2:00 PM.

**Membership & Engagement Committee**

- 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 council currently has one open mandated seat: Representatives of/or Formerly Incarcerated People with HIV
- The committee reviewed the social media performance insights for Facebook and Instagram over the time that the committee last met.
- The committee received a Recruitment & Retention update and an overview of the most current Committee and Attendance Rosters.
- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
- After some discussion, the committee recommended only reading out housekeeping slides at the start of committee meetings in order to save time.
- The committee discussed topics for the May Planning Council Training and the June Leadership Training.
- The next Membership & Engagement Committee meeting will be held on Tuesday, April 14<sup>th</sup>, 2026, at 2:00 PM.

**Service Systems Planning & Quality Committee**

- The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports.
- The committee received an overview of proposed updates to the Service Standard for Outpatient Ambulatory Health Services. The committee will continue their review of the proposed updates at next month's meeting.
- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
- The committee reviewed and recommended updates to the surveys used as part of the Assessment of the Administrative Mechanism (AAM).
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, April 9th, 2026, at 1:30 PM.

**Ryan White Community Meeting**

- The participants received an overview of the business conducted at the Integrated Plan Ad Hoc Committee meeting, Membership & Engagement Committee meeting, and Service Systems Planning & Quality Committee meeting.

- Anthony McNeil, Jr. Co-Chair of the Planning Council and Co-Captain of the HIV Stigma Taskforce, spoke on the purpose and status of the taskforce and performed an original poem.
- Attendees received a presentation from Claudia Yabrudy, Part A Representative, on the recent ADAP changes and an overview of the currently available Part A Services.
- Attendees received a presentation from Rachel Klein, a representative from The AIDS Institute (TAI) providing answers to commonly asked questions regarding the recent ADAP changes.
- Attendees received a presentation from Manny Garcia, a representative from All American Benefits, on the services the insurance broker provides and how they can be of assistance to clients dealing with the recent ADAP changes.
- Attendees had the opportunity to ask all presenters questions regarding the recent ADAP changes.

**Part A Monthly Expenditure Report  
(Expenditures as of January 31, 2026)**

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 91.67%
- Target Expenditures: 91.67%
- Actual Expenditures 91.37%
- Difference: 0.30%

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

- Part A is on track to spend all of the grant funds
- Part A has received a partial allocation for the current FY
- The ADAP changes went into effect March 1<sup>st</sup>
- Future Part A reports may not reflect true utilization of the AIDS Pharmaceutical Assistance line because many clients requested medication refills prior to March 1<sup>st</sup>

Claudia discussed and answered questions from the committee regarding a bill that is waiting to be signed by the Governor that would return the ADAP eligibility to 400% of the FPL and provide stopgap funding through June 30<sup>th</sup>.

**Part B Monthly Expenditure Report  
(Expenditures as of January 31, 2026)**

Whitney Marshall reported the following:

	<ul style="list-style-type: none"> <li>• Grant Month Number: 10</li> <li>• Target Expenditures: 83%</li> <li>• Actual Expenditures 86%</li> <li>• Difference: -3%</li> </ul> <p>Whitney provided an overview of the amendment that took place in January that moved funds out of the following service categories:</p> <ul style="list-style-type: none"> <li>• AIDS Pharmaceutical Assistance</li> <li>• Outpatient Ambulatory Health Services</li> <li>• Medical Transportation Services</li> </ul> <p>The amendment moved funds into 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><b>GR Monthly Expenditure Report</b> <i>(Expenditure as of January 31, 2026)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 7</li> <li>• Target Expenditures: 58%</li> <li>• Actual Expenditures: 58%</li> <li>• Difference: 0%</li> </ul>
<p><b>New Business:</b></p>	<p><b>HIV Care Needs Survey &amp; Integrated Plan Updates</b></p> <p>The committee was informed that there are currently 852 total responses to the HIV Care Needs Survey. The committee was informed that the Integrated Plan Ad Hoc Committee will meet tomorrow, March 20<sup>th</sup> to begin developing goals and objectives for the Integrated Plan based on community feedback gathered so far. They were also informed that the final community engagement activity will be the Seminole County Focus Group on Tuesday, March 31<sup>st</sup>.</p> <p><b>WAD Workgroup</b></p> <p>It is the committee’s responsibility to establish the World AIDS Day Workgroup yearly. The originally planned starting month was delayed to accommodate the Integrated Plan Community Engagement Activities and is now set to start in April.</p> <p><b>Motion:</b> Paolo Mancini made a motion to create a World AIDS Day Workgroup to begin Friday, April 10th, 2026. Andre Antenor seconded the motion.</p>

In Favor	Against	Abstain
3	0	0

The motion was adopted unanimously without debate.

**Letter of Support Request**

Heart of Florida United Way is requesting a letter of support from the Planning Council in pursuit of state HOPWA grant funding. The committee was presented with a draft of the letter for review and made no further changes.

**Motion:** Paolo Mancini made a motion to approve the letter of support with no changes. Andre Antenor seconded the motion.

In Favor	Against	Abstain
3	0	0

After some discussion, the motion was adopted unanimously.

**Set 3/25/26 Planning Council Business Meeting Agenda**

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

**Motion:** Paolo Mancini made a motion to approve the March 25th Planning Council Business Meeting agenda. Andre Antenor seconded the motion.

In Favor	Against	Abstain
3	0	0

The motion was adopted unanimously without debate.

**Announcements:**

- CMWP StrongHER Women’s Wellness Brunch on March 28<sup>th</sup>
- Unconditional Love 5k Run/Walk on March 29<sup>th</sup>
- Members spoke on the importance of attendance at meetings.

**ACTION ITEMS**

Responsible Party	Item
PCS	Resend the recommended Bylaws changes to the Planning Council

<b>Next Meeting:</b>	April 23, 2026
<b>Adjournment:</b>	3:22 PM

Prepared by:     *Laura Perez*     Date:     4/1/2026    

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT