

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

March 25, 2026

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:00 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

**Members Present:** Andre Antenor, Anthony McNeil, Jessica Seidita, Iradarnell Westbrook, Paolo Mancini, Raymond Macon, Brian Toy, Charlie Wright, Gabrielle Leonce, Glorybee Nuñez, Ida Starks, Mike Alonso, Rene Cotto-Lewis, Terrance Hunter, Tim Collins, Vel Cline

**Members Present via Teleconference:** Jules Smith, Beatrice Boursiquot, Alelia Munroe, Monika Trejos Kweyete, Nino Franklin, Sueanne Vazquez

**Members Excused:** Kara Williams, Siri Goberdhan Jr.

**Members Absent:** Andrea Dunn, Angie Buckley, Angus Bradshaw

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

**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 Kara Williams with Raymond Macon for the Membership &amp; Engagement Report</li> </ul> <p><b>Motion:</b> Jessica Seidita made a motion to approve the agenda as-is. Tim Collins seconded the motion.</p> <p><b>Motion:</b> Mike Alonso made a motion to amend the motion to include the recommended change. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="706 1346 1247 1423"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p> <p>The committee then held a roll-call vote on the amended motion to approve the agenda with the recommended changes.</p> <table border="1" data-bbox="706 1644 1247 1722"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted with a unanimous roll-call vote.</p>	In Favor	Against	Abstain	15	0	0	In Favor	Against	Abstain	15	0	0
In Favor	Against	Abstain											
15	0	0											
In Favor	Against	Abstain											
15	0	0											
<p><b>Approval of the February 25 Minutes:</b></p>	<p>The Planning Council reviewed the February 25 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.</li> <li>• PCS did not receive any comment cards.</li> </ul>
<p><b>Reports: Committees</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> <li>• 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.</li> </ul> <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. The council currently has one open mandated seat: Representatives of/ or Formerly Incarcerated People with HIV</li> <li>• The committee reviewed the social media performance insights for Facebook and Instagram over the time that the committee last met.</li> <li>• The committee received a Recruitment &amp; Retention update and an overview of the most current Committee and Attendance Rosters.</li> <li>• The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.</li> <li>• After some discussion, the committee recommended only reading out housekeeping slides at the start of committee meetings in order to save time.</li> <li>• The committee discussed topics for the May Planning Council Training and the June Leadership Training.</li> <li>• The next Membership &amp; Engagement Committee meeting will be held on Tuesday, April 14<sup>th</sup>, 2026, at 2:00 PM.</li> </ul> <p><b>Service Systems Planning &amp; Quality Committee</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports.</li> <li>• 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.</li> <li>• The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.</li> </ul>

	<ul style="list-style-type: none"> <li>• The committee reviewed and recommended updates to the surveys used as part of the Assessment of the Administrative Mechanism (AAM).</li> <li>• The next Service Systems Planning &amp; Quality Committee meeting will be held on Thursday, April 9th, 2026, at 1:30 PM.</li> </ul> <p><b>Ryan White Community Meeting</b></p> <ul style="list-style-type: none"> <li>• The participants received an overview of the business conducted at the Integrated Plan Ad Hoc Committee meeting, Membership &amp; Engagement Committee meeting, and Service Systems Planning &amp; Quality Committee meeting.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Attendees had the opportunity to ask all presenters questions regarding the recent ADAP changes.</li> </ul> <p><b>Executive Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the business conducted at all prior meetings this month.</li> <li>• The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports.</li> <li>• The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.</li> <li>• The committee voted to establish the 2026 World AIDS Day (WAD) Workgroup, with its first meeting scheduled to take place virtually on Friday, April 10th from 2:00 PM to 3:30 PM.</li> <li>• The committee voted to approve a Letter of Support requested by Heart of Florida United Way in pursuit of state HOPWA grant funding.</li> <li>• The next Executive Committee Meeting will be held on Thursday, April 23rd, 2026 at 2:00 PM.</li> </ul>
<p><b>Reports: Recipient &amp; Lead Agency</b></p>	<p>Claudia Yabrudy gave an overview of the bill that was recently signed by the Governor that returns the ADAP eligibility to 400% of the FPL and provides stopgap funding through June 30th. She provided clarification on what the bill does and does not impact and answered questions from the Planning Council.</p>

**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 Yabrudy 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 and is hoping for level funding
- April, May, June LPAP funds will not be used due to the recently signed bill

The committee discussed further questions regarding the recent ADAP changes.

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

Whitney Marshall reported the following:

- Grant Month Number: 10
- Target Expenditures: 83%
- Actual Expenditures 86%
- Difference: -3%

Whitney provided an overview of the amendment that took place in January that moved funds out of the following service categories:

- AIDS Pharmaceutical Assistance
- Outpatient Ambulatory Health Services
- Medical Transportation Services

The amendment moved funds into the following service categories:

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

**GR Monthly Expenditure Report**  
***(Expenditure as of January 31, 2026)***

Whitney Marshall reported the following:

- Grant Month Number: 7
- Target Expenditures: 58%
- Actual Expenditures: 58%
- Difference: 0%

**HIV Care Needs Survey & Integrated Plan Focus Group Reminder**

The Planning Council received the update that there are currently 852 responses to the HIV Care Needs Survey, and the minimum goal is 1,100 completed surveys. The survey closes on August 30<sup>th</sup>.

**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 Planning Council was presented with a draft of the letter for review and, after a brief discussion, made no further changes.

**Motion:** Mike Alonso made a motion to approve the letter of support request. Ida Starks seconded the motion.

In Favor	Against	Abstain
14	0	0

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

**New Business:**

**Leadership Evaluation Form**

The Planning Council was given an overview of the recommended changes to the Leadership Evaluation Form. After some discussion, the Council recommended adding an "Unsure" option with a space for comments to each item.

**Motion:** Jessica Seidita made a motion to approve the evaluation form with the recommended changes. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
15	0	0

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

**CFHPC Bylaws**

The Planning Council began reviewing and discussing the proposed changes to the CFHPC Bylaws, focusing on language regarding FCPN representatives, quorum requirements, and the proposal to split SSPQ back into two committees. The Council also discussed a possible addition to Article VII and whether Associate Members should be allowed on the

Membership & Engagement committee. Due to time constraints, the committee moved to continue the discussion at next month's meeting.

**Motion:** Mike Alonso made a motion to postpone the discussion of the bylaws until the next meeting. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
14	0	0

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

**Announcements:**

- The next FACTS meeting will be held this Saturday March 28<sup>th</sup>

ACTION ITEMS	
Responsible Party	Item
PCS	Make recommended changes to Leadership Evaluation

<b>Next Meeting:</b>	April 29, 2026 @ 6:00 PM
<b>Adjournment:</b>	8:02 PM

Prepared by: Laura Perez Date: 4/7/2026

Approved by: [Signature] Date: 4/29/26