

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

*April 29, 2026*

**Call to Order:** The CFHPC Jr. Co-Chair, Anthony McNeil, 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:** Anthony McNeil, Jessica Seidita, Iradarnell Westbrook, Paolo Mancini, Jules Smith, Kara Williams, Angus Bradshaw, Charlie Wright, Ida Starks, Monika Trejos Kweyete, Tim Collins, Vel Cline, Beatrice Boursiquot (via teleconference), Glorybee Nuñez (via teleconference), Mike Alonso (via teleconference), Sueanne Vazquez (via teleconference)

**Members Excused:** Andre Antenor, Raymond Macon, Alelia Munroe, Angie Buckley, Brian Toy, Gabrielle Leonce, Nino Franklin, Rene Cotto-Lewis, Terrance Hunter

**Members Absent:** Andrea Dunn

**Recipient Staff Present:** Pedro Huertas-Diaz, Claudia Yabrudy (via teleconference), Yasmin Andre (via teleconference)

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

<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>• Remove Alelia Munroe from Unfinished Business</li> </ul> <p><b>Motion:</b> Kara Williams made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion.</p> <table border="1" data-bbox="711 1207 1247 1285" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">In Favor</th> <th style="text-align: center;">Against</th> <th style="text-align: center;">Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11</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	11	0	0
In Favor	Against	Abstain					
11	0	0					
<p><b>Approval of the March 25 Minutes:</b></p>	<p>The Planning Council reviewed the March 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>Unfinished Business</b></p>	<p><b>CFHPC Bylaws</b></p> <p>The Chair explained the time limit on discussion of the Bylaws changes to ensure completion. The committee discussed the three main Bylaws changes that have been causing the most conversation:</p> <ul style="list-style-type: none"> <li>• Quorum Requirements – going back to 50%+1 <ul style="list-style-type: none"> <li>○ Con: struggle for members in outlying counties to attend meetings in person</li> </ul> </li> </ul>						

- Con: Stricter than current attendance requirements, which are already causing some difficulty
- The committee reached an initial consensus to have a quorum requirement of 50%+1 for just PCB, and leaving the 33% quorum requirement for the standing committees
- Associate Membership - Whether or not Associate members should be allowed to be in Membership & Engagement and have full voting rights
  - PCS informed the Council that there is no pushback from HRSA on this matter
  - Council was in consensus to allow Associate Members to have full voting rights in standing committees (removal of one sentence in 7.2.1.1)
- Three standing committees – 6:33pm
  - Pro: There isn't enough time to fully discuss business at SSPQ as it currently stands
  - Pro: Workload in SSPQ is heavy, and the progress of the Integrated Plan isn't being monitored
  - Discussion of how the committee restructuring would happen reopened the Quorum Requirement discussion, leading to a new consensus that moving ahead with three standing committees would require a quorum of 50%+1 for all meetings

Whitney Marshall also reviewed minor language changes to the bylaws.

**Motion:** Kara Williams made a motion to approve the amendments to the Planning Council Bylaws, pending approval from Orange County. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
11	1	0

The motion was adopted by majority roll-call vote

**Reports:  
Committees**

**Integrated Plan Ad Hoc Committee (April 2<sup>nd</sup>)**

- The committee continued its discussion and creation of goals, objectives, and activities for the 2027-2031 Integrated Plan.
- After reviewing the timeline required to allow for the Planning Council to review the Integrated Plan before its submission to HRSA, the committee agreed to hold an additional meeting on April 17, 2026.

**Service Systems Planning & Quality Committee (April 9<sup>th</sup>)**

- The committee reviewed and approved recommended updates to Assessment of the Administrative Mechanism (AAM) surveys and the Provider Capacity and Capability survey.
- The committee reviewed and approved recommended updates to the Service Standard for Outpatient Ambulatory Health Services (OAHS).
- The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports.

- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
- The committee held an election for a new Clinical Quality Management (CQM) Representative, and elected Mike Alonso for the position.
- The committee received the Service Standard for Medical Case Management for a 30-day review.
- The committee received an overview of the Part A and Part B Quarterly Utilization reports.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, May 14<sup>th</sup>, 2026, at 1:30 PM.

**World AIDS Day Workgroup (April 10<sup>th</sup>)**

- The workgroup discussed the pros and cons of the 2025 World AIDS Day event, Rooted in Resilience.
- Due to rules restricting online voting, the committee discussed having the tasks of the workgroup absorbed by the Membership & Engagement Committee.
- The workgroup discussed preliminary ideas for the 2026 World AIDS Event.

**Membership & Engagement Committee (April 14<sup>th</sup>)**

- 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 since the committee last met.
- The committee received an overview of the most current Committee and Attendance Rosters.
- The committee reviewed and approved two Applicant Summaries to be forwarded to the Executive Committee.
- The committee finalized the agenda for the May Planning Council Training.
- The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
- The committee moved to embed the tasks of the World AIDS Day Workgroup as a standing agenda item.
- The next Membership & Engagement Committee meeting will be held on Tuesday, May 12<sup>th</sup>, 2026, at 2:00 PM.

**Integrated Plan Ad Hoc Committee (April 17<sup>th</sup>)**

- The committee finalized its discussion of goals, objectives, and activities for the 2027-2031 Integrated Plan. The consultant will create a draft of the Plan that will be reviewed at the committee's next meeting.
- The next Integrated Plan Ad Hoc Committee Meeting will be held on Friday, May 1<sup>st</sup>, 2026 at 1:00 PM.

	<p><b>Ryan White Community Meeting (April 21<sup>st</sup>)</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, Service Systems Planning &amp; Quality Committee, World AIDS Day Workgroup, and Membership &amp; Engagement Committee meetings.</li> <li>• Claudia Yabrudy, Part A Representative, presented the group with an update on the AIDS Drug Assistance Program’s (ADAP) local impact and reminded everyone that the Center for Medicare and Medicaid Services’ (CMS) Special Enrollment Period for ADAP clients ends on April 30th.</li> <li>• Participants also received presentations from Seantel Jarrett on the Women’s Empowerment Group held on the second Wednesday of each month and from Yani German on the services that Divas in Dialogue provides.</li> <li>• QLatinx representatives Gabriel Rodriguez and Carlitos Diaz informed the group of their HIV advocacy efforts at the 2026 AIDSWatch and of the upcoming AIDS Memorial Quilt projects, including Positive Assistance’s International AIDS Candlelight Memorial on May 16<sup>th</sup>. They also provided award certificates to all those who supported the Planning Council’s 2025 World AIDS Day Ceremony.</li> <li>• Iradarnell and Jessica facilitated an activity on HIV and Planning Council myths and facts and did a call for announcements on HIV awareness events.</li> <li>• The next Ryan White Community Meeting will be on Tuesday, May 19, 2026, at 6:00 PM at Heart of Florida United Way. The next planning meeting for the Ryan White Community Meeting is TBA.</li> </ul> <p><b>Executive Committee (April 23<sup>rd</sup>)</b></p> <ul style="list-style-type: none"> <li>• The committee received an overview of the business conducted during the April meetings, including monthly expenditure reports for Part A, Part B, and GR.</li> <li>• The committees reviewed and approved the following items to move forward to the full Planning Council: the two applicant summaries, the AAM surveys for subrecipients and Planning Council members, and the Provider Capacity and Capability Survey.</li> <li>• Members also reviewed the provider feedback on the OAHS Service Standard and updated section 1.6 to reflect the provider’s recommendation.</li> <li>• The committee also discussed time-saving measures for the Planning Council Business Meeting and set the draft agenda for the April 29<sup>th</sup> meeting.</li> <li>• The next Executive Committee Meeting will be held on Thursday, May 21, 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 February 28, 2026)</b></p> <p>Pedro Huertas-Diaz reported the following:</p>

	<ul style="list-style-type: none"> <li>• Percentage of Fiscal Year Transpired: 100%</li> <li>• Target Expenditures: 100%</li> <li>• Actual Expenditures 97.31%</li> <li>• Difference: 2.69%</li> </ul> <p>Pedro reviewed each line item of the Part A monthly expenditure report and indicated that Part A is on track to spend 100% of grant funds.</p> <p><b>Part B Monthly Expenditure Report</b> <i>(Expenditures as of February 28, 2026)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 11</li> <li>• Target Expenditures: 92%</li> <li>• Actual Expenditures 95%</li> <li>• Difference: -3%</li> </ul> <p>Whitney reviewed line items in the Part B monthly expenditure report that differed from target expenditure, mainly due to some service categories utilizing GR funds instead of Part B funds.</p> <p><b>GR Monthly Expenditure Report</b> <i>(Expenditure as of February 28, 2026)</i></p> <p>Whitney Marshall reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 8</li> <li>• Target Expenditures: 67%</li> <li>• Actual Expenditures: 68%</li> <li>• Difference: -1%</li> </ul> <p>Whitney reviewed line items in the GR monthly expenditure report that differed from target expenditure due to low utilization, changes in staffing levels, and utilization of Part B funds.</p>
<p><b>New Business:</b></p>	<p><b>FCPN Alternate Election</b> The Council held an election for a new FCPN Patient Care Planning Group (PCPG) Alternate, and elected Paolo Mancini for the position.</p> <p><b>World AIDS Day Workgroup to M&amp;E Committee</b> Kara Williams, Chair of the Membership &amp; Engagement Committee, reviewed the reasoning behind why the tasks of the World AIDS Day Workgroup are being absorbed by the Membership &amp; Engagement committee.</p>

**Motion:** Jules Smith made a motion to allow the Membership & Engagement Committee to absorb the duties of the World AIDS Day Workgroup. Ida Starks seconded the motion.

In Favor	Against	Abstain
12	0	0

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

**Applicant Summaries**

The Council reviewed the applicant summary, interview updates, and committee updates for Candidate #2026-02 applying to be an associate member of the Planning Council.

**Motion:** Jessica Seidita made a motion to forward Candidate #2026-02 to the Mayor’s office with a recommendation for appointment to the Membership & Engagement Committee as an associate member. Charlie Wright seconded the motion.

In Favor	Against	Abstain
12	0	0

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

The Council reviewed the applicant summary, interview updates, and committee updates for Candidate #2026-03. After a brief discussion regarding the candidate’s scores on their competencies, the Council moved forward with the applicant.

**Motion:** Charlie Wright made a motion to forward Candidate #2026-03 to the Mayor’s office with a recommendation for appointment to the Membership & Engagement Committee. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
11	1	0

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

**Outpatient Ambulatory Health Services (OAHS) Service Standard**

Pedro Huertas-Diaz provided an overview of the proposed updates to the OAHS Standards, including feedback from providers. He indicated that the majority of the changes were made to align with the most current HHS guidance. The committee also discussed clarification of language for Section 1.13 regarding methods to attempt to contact clients after missed appointments.

**Motion:** Tim Collins made a motion to approve the Outpatient Ambulatory Health Services Service Standards with the recommended changes. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
9	0	3

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

### **AAM Provider & Planning Council Surveys**

The Council received an overview of the proposed updates to the AAM Provider and Planning Council Surveys and made no further changes.

**Motion:** Kara Williams made a motion to approve the Provider and Planning Council AAM Surveys. Jules Smith seconded the motion.

In Favor	Against	Abstain
12	0	0

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

### **Provider Capacity & Capability Survey**

The Council received an overview of the proposed updates to the Provider Capacity & Capability Survey and made no further changes.

**Motion:** Kara Williams made a motion to approve the Provider Capacity & Capability Survey with the changes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
12	0	0

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

### **Leadership Evaluations**

The Planning Council had the opportunity to evaluate their Sr. and Jr. Co-Chairs as well as the Ryan White Community Meeting Co-Chairs via SurveyMonkey.

The Council agreed to review Quarterly Part A and Part B Utilization Reports on their own time.

### **Announcements:**

- May 18<sup>th</sup> is the first day of an AETC Conference in Orlando.

ACTION ITEMS	
Responsible Party	Item
PCS	Resend RWCM Leadership Eval
PCS	Request appt letters from Part A for candidates
PCS	Follow up with members RE: Training date

<b>Next Meeting:</b>	May 27, 2026
<b>Adjournment:</b>	8:01 PM

Prepared by:     *Laura Perez*     Date:     5/13/2026    

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