

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

*April 23, 2026*

**Call to Order:** The CFHPC Jr. Co-Chair, Anthony McNeil, called the meeting to order at 2:00 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, Iradarnell Westbrook (via teleconference), Kara Johnson-Williams, and Ida Starks

Guest: Candace Dunn (via teleconference)

**Members Excused:**

**Recipient Staff Present:** Yasmin Andre, Pedro Huertas-Diaz

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

<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 Claudia Yabrudy name with Pedro Huertas-Diaz for Part A &amp; EHE reports, update spacing of Iradarnell Westbrook’s name</li> <li>• Quarterly moved down to after new business</li> </ul> <p><b>Motion:</b> Paolo Mancini made a motion to accept the agenda with the recommended changes. Kara Williams seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</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	5	0	0
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5	0	0					
<p><b>Approval of the March 19 Minutes:</b></p>	<p>The committee reviewed the March 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, provided by Jessica Seidita</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The next Integrated Plan Ad Hoc Committee Meeting will be held on Friday, May 1<sup>st</sup>, 2026 at 1:00 PM.</li> </ul>						

**Membership & Engagement Committee, provided by Kara Johnson-Williams**

- 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 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 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.

**Service Systems Planning & Quality Committee, provided by Paolo Mancini**

- 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.
- 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.

**Ryan White Community Meeting, provided by Paolo Mancini**

- The participants received an overview of the business conducted at the Integrated Plan Ad Hoc Committee, Service Systems Planning & Quality Committee, World AIDS Day Workgroup, and Membership & Engagement Committee meetings.
- 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.
- 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.
- QLatinx representatives Gabriel Rodriguez and Carlitos Diaz informed the group of their HIV advocacy efforts at the 2026 AIDS Watch 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.
- Iradarnell and Jessica facilitated an activity on HIV and Planning Council myths and facts and did a call for announcements on HIV awareness events.
- The next Ryan White Community Meeting will be on Tuesday, May 19<sup>th</sup>, 2026, at 6:00 PM at Heart of Florida United Way. The next planning meeting for the Ryan White Community Meeting is TBA.

**Part A Monthly Expenditure Report**  
*(Expenditures as of February 28, 2026)*

Mr. Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 100.00%
- Target Expenditures: 100.00%
- Actual Expenditures 97.31%
- Difference: 2.69%

Mr. Huertas-Diaz provided the following information regarding the Part A monthly expenditure:

- Part A is on track to spend all the grant funds
- Seminole County has implemented a way to purchase digital tokens in PWH account to ensure transportation, pending a way for reimburse
- Mr. Huertas-Diaz also addressed a question related to miscommunication from staff about the availability of supermarket gift cards with providers directly.

**Part B Monthly Expenditure Report  
(Expenditures as of February 28, 2026)**

Ms. Marshall reported the following:

- Grant Month Number: 11
- Target Expenditures: 92
- Actual Expenditures 95%
- Difference: -3%

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

**GR Monthly Expenditure Report  
(Expenditure as of February 28, 2026)**

Ms. Marshall reported the following:

- Grant Month Number: 8
- Target Expenditures: 67%
- Actual Expenditures: 68%
- Difference: -2%

**New Business:**

**HIV Care Needs Survey & Integrated Plan Updates**

The committee was informed that there are currently 950 total responses to the HIV Care Needs Survey.

**Applicant Surveys**

Applicant 2026-02, **Motion:** Paolo Mancini made motion to approve applicant, second by Andre Antenor

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

- Applicant 2026-03, **Motion:** Jessica Seidita made motion to approve, second by Ida Starks

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**OAHS service standards**

- Mr. Huertas-Diaz summarized latest changes that have already been shared

- Ms. Marshall informed of new suggestion, “1.6: Providers shall follow current national guidelines for prophylaxis and treatment of opportunistic infections.” Suggested copying directly from the standard, including keeping last point from 1.6.

**Motion:** Paolo Mancini made motions to approve OAHs service standards with changes, second by Andre Antenor

In Favor	Against	Abstain
4	0	2

The motion was adopted unanimously without debate.

**Planning Council and Associates**

- SSPQC finalized recommendations, changes on response options updated, number 13 question was updated.

**Assessment of the Efficiency of the Administrative Mechanism (AAM)**

- Updated placement of intended survey to be completed at top of survey, changes to response options

**Motion:** Jessica Seidita made a motion to approve the AAM assessment survey, second Ida Starks

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Provider Capacity & Capability Survey**

- SSPQ recommended Updated placement of intended survey to be completed at top of survey and direct staff to take a different version of survey; referral number 2 to identify if referrals are inside or outside of the agency; number 24 & 25 clarify resources if they capacity to internally to provide services; plan off correction for major changes such as ADAP; add additional question to see if providers perception aligns with PWH of top five needs,

**Motion:** Paolo Mancini made a motion to approve Provider Capacity Survey, second Kara Williams

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Planning Council Support (PCS) business meeting agenda**

- Andre Antenor excused and Anthony chairing
- Ensure vision, mission, and housekeeping is spoken verbally

	<ul style="list-style-type: none"> <li>• Ensure by-laws for next agenda has a 45 min max set aside, 10 minutes max, 3 pro / 3 cons, last 15 min set aside</li> </ul> <p><b>Motion:</b> Paolo Mancini made motion to approve PCS next meeting agenda April 29th, second Ida Starks</p> <table border="1" data-bbox="722 415 1261 529"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p> <p>The committee discussed the time constraints of the meeting and decided to review the utilization reports on their own.</p> <p><b>Motion:</b> Jessica Seidita made motion to approve review expenditure and utilization report, second Paolo Mancini</p> <table border="1" data-bbox="722 823 1261 898"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	6	0	0	In Favor	Against	Abstain	6	0	0
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<b>Announcements:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>												

<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>
PCS	Resend the recommended Bylaws changes to the Planning Council

<b>Next Meeting:</b>	May 21, 2026
<b>Adjournment:</b>	3:59 PM

Prepared by: Nishika Stafford Date: 4/23/2026

Approved by: [Signature] Date: 5/21/2026