

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

May 14, 2026

Call to Order: The SSPQ Committee Chair, Paolo Mancini, called the meeting to order at 1:30 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Paolo Mancini, Jules Smith, Angie Buckley, Charlie Wright, Glorybee Nuñez, Rene Cotto-Lewis, Aleia Munroe, Tim Collins, Mike Alonso, Andre Antenor (via teleconference), Iradarnell Westbrook (via teleconference), Nino Franklin, Monika Trejos Kweyete

Members Excused: Priscilla Torres-Theobald, Jessica Seidita

Recipient & Lead Agency Staff Present: Maria Torres, Claudia Yabrudy, Whitney Marshall, Doris Huff (via teleconference), Tessa Bricker

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

Guests Present: David Cavalleri, Raymond Macon, Vel Cline

Approval of the agenda:	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <p>Replace “Pedro Huertas-Diaz” with “Claudia Yabrudy” for the Part A & EHE Reports</p> <p>Motion: Mike Alonso made a motion to accept the agenda with the recommended changes. Tim Collins seconded the motion.</p> <table border="1" 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 unanimously without debate.</p>	In Favor	Against	Abstain	11	0	0
In Favor	Against	Abstain					
11	0	0					
Approval of the April 9 Minutes:	The committee reviewed the April 9 minutes and approved them as presented.						
Open the floor for public comment:	<ul style="list-style-type: none"> • PCS did not receive any comment cards. • There were no public comments in the room or online. 						
Reports:	<p>Part A Monthly Expenditure Report (Expenditures as of March 31, 2026)</p> <p>Claudia Yabrudy reported the following:</p> <ul style="list-style-type: none"> • Grant Month Number: 1 						

- Target Expenditures: 8.33%
- Actual Expenditures 5.91%
- Difference: 2.42%

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

- Part A is still operating on a partial award from HRSA.
- Some agencies are delayed in their invoicing.
- Clients were able to access medications through other funding sources through March.
- ADAP is anticipating changes to the medication formulary in June.
- The state is in session working to approve a fiscal budget, so the future of the ADAP program structure is still uncertain.

Part A Close-Out Report for FY 2025-26

Claudia reported the following:

- 100% of funds were expended from the prior year
- The Planning Council approved three (3) allocations during the year,
- The Recipients office reallocated funds during the final sweep to cover expenses in Outpatient Ambulatory Health Services, Oral Health, and Medical transportation.
- \$2,647 in Program Income was received and spent in OAHS.

Motion: Mike Alonso made a motion to accept the FY 2025-2026 Final Allocations Report. Tim Collins seconded the motion.

In Favor	Against	Abstain
11	0	0

The motion was unanimously adopted by roll call vote and without debate.

Part A Clinical Quality Management Report

Tessa Bricker reported the following:

	Baseline 2025	2026 Q1	National Target
EMA VLS	92%	91%	95%
OAHS VLS	93%	93%	95%
MCM VLS	89%	84%	92%
Referral VLS	92%	93%	94%

- Data for Q1 Annual Retention was not available at the time of reporting.
- CQM Work Plan Goals include 1) Goal 1: Viral Load Clean Up – Increase EMA-wide VLS from 91% to 94% by improving timely viral load monitoring, follow-up, and data accuracy across service providers; and 2) Goal 2: Quality Care Awards – Refine the

recognition program for QI achievements and the process for implementing QI awards, using the QI Resource Guide.

- 2026 Client Satisfaction Survey Data shows that 14% (825) of clients have responded to the survey.
- Satisfaction survey responses show

	Q1 Medical	Q1 Case Management
Friendliness	98.8%	99.7%
Timeliness	98.2%	99.3%
Understanding	99.0%	99.3%
Guidance	98.6%	100%
Environment	99.6%	98.8%
Confidence	99.4%	98.4%
Satisfaction	98.8%	99.7%

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

Whitney Marshall reported the following:

- Grant Month Number: 12
- Target Expenditures: 100%
- Actual Expenditures 100%
- Difference: 0%

Whitney provided the following information regarding the Part B monthly expenditures:

- The Part B grant year funds were 100% spent with the submission of a final invoice.

GR Monthly Expenditure Report
(Expenditure as of March 31, 2026)

Whitney Marshall reported the following:

- Grant Month Number: 9
- Target Expenditures: 75%
- Actual Expenditures: 79%
- Difference: -4%

Part B Clinical Quality Management Report

Whitney Marshall reported the following:

	Baseline 2025	2026 Q1	National Target
EMA VLS	89%	91%	95%
OAHS VLS	90%	89%	95%
MCM VLS	90%	88%	95%
NMCM VLS	83%	81%	95%

Referral VLS	91%	86%	95%
EMA Retention	72%	70%	90%
OAHS Ret.	80%	81%	90%
MCM Retention	66%	69%	90%
NMCM Ret.	70%	78%	90%
Referral Ret.	65%	76%	90%

For the sake of time, the committee agreed to review the 2027-2031 Integrated Plan Draft at the start of New Business.

2027-2031 Integrated Plan Draft

Dr. David Cavalleri presented the first draft of the Integrated Plan:

- Formatting and language was modified from the previous iteration due to changes in HRSA’s styling.
- Epidemiology data is based on 2024 data from the state.
- Barriers identified in Figure 9: Barriers to HIV Prevention – Service Gaps were gathered through the town hall and focus group process.
- The focus group held at Florida Department of Health in Lake County was held in Umatilla.
- Additional questions or corrections identified should be sent directly to PCS and Dr. Cavalleri by May 22, 2026.
- The Planning Council will approve the final draft of the plan in June and sign the letter of concurrence.

Medical Case Management (MCM) Service Standard

The Committee reviewed proposed changes to the MCM Service Standard:

- The note limiting caseloads for ICM was removed.
- Standard 1.2 was removed so that so that MCM and ICM share the same staff qualifications.
- “Cultural Competence” was removed and replaced with “Patient-centered care”
- Training requirements were revised from 15 hours to 25 hours.
- Confidentiality/HIPAA and professional ethics was split in two:
 - Confidentiality/HIPAA
 - Professional Ethics and Boundaries
- HIV/AIDS Resources was changed to HIV Resources
- The frequency of Part B F2F contact requirements, acuity updates, and care plan updates was removed and revised to align with the Part B approved acuity scale.
- The discharge process and documentation requirements were revised.

Motion: Mike Alonso made a motion to approve the Medical Case Management Service Standard with the proposed changes. Tim Collins seconded the motion.

In Favor	Against	Abstain
----------	---------	---------

New Business

