

Central Florida HIV Planning Council
Planning Council Business Meeting Minutes

May 27, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Kara Williams, Ira Westbrook, Tim Collins, Raymond Macon, Vel Cline, Terrance Hunter, Charlie Wright, Jules Smith, Ida Starks, Angus Bradshaw, Paolo Mancini, Glorybee Nuñez, Anthony McNeil, Andre Antenor, Nino Franklin, Monika Trejos Kweyete, Angie Buckley

Members Present via Teleconference: Beatrice Boursiquot, Mike Alonso

Members Excused: Jessica Seidita, Alelia Munroe, Brian Toy, Rene Cotto-Lewis

Members Absent: Gabrielle Leonce, Sueanne Vazquez

Recipient Staff Present: Claudia Yabrudy, Yasmin Andre

PCS Staff Present: Whitney Marshall, Laura Perez

<p>Approval of the agenda:</p>	<p>The Planning Council reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none"> • Addition of a Bylaws Change to New Business • Add Beatrice Boursiquot’s full name to the Integrated Plan Ad Hoc Committee Report <p>Motion: Tim Collins made a motion to accept the agenda with the recommended changes. Monika Trejos Kweyete 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;">15</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>The motion was adopted with a majority roll-call vote.</p>	In Favor	Against	Abstain	15	1	0
In Favor	Against	Abstain					
15	1	0					
<p>Approval of the April 29 Minutes:</p>	<p>The Planning Council reviewed the April 29 minutes and approved them as presented.</p>						
<p>Open the Floor for Public Comment:</p>	<ul style="list-style-type: none"> • There were no public comments. • PCS did not receive any comment cards. 						
<p>New Business:</p>	<p>2027-2031 Integrated Plan Draft & Approval of Final Ad Hoc Committee Minutes</p> <p>Dr. David Cavalleri, the consultant from The AIDS Institute, gave an overview of the draft of the 2027-2031 Integrated HIV Prevention and Care Plan for the Orlando Service Area. The committee offered feedback regarding the addition of a list of zip codes and updates to Figure 12, outlining CY 2025 OSA HIV Funding Sources by Recipient, County,</p>						

Funding Source, and Available Funds. The Council will have a month to review and provide any further feedback before the Plan is submitted to HRSA on June 30th.

The committee reviewed the draft minutes from the May 1st Integrated Plan Ad Hoc Committee Meeting and approved them as presented.

Bylaws Change SS to SSQ Committee

PCS needed to make a correction to move the review of Service Standards responsibility from the Needs Assessment and Planning Committee to the Service Systems & Quality Committee. The committee agreed with the proposed change.

Motion: Jules Smith made a motion to approve the Bylaws with the added change. Tim Collins seconded the motion.

In Favor	Against	Abstain
15	0	0

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

Communication P&P

The committee received an overview of a new Policy & Procedure regarding Communication with Planning Council Support. After some discussion, there were no further recommended changes.

Motion: Terrance Hunter made a motion to approve the Communication Policy & Procedure. Jules Smith seconded the motion.

In Favor	Against	Abstain
14	1	0

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

Letter of Support Request

Claudia Yabrudy spoke on the Letter of Support Request for a new Part F SPNS Initiative Program “Integrating Mental Health & HIV Care Across Implementation Sites” that will provide funds for intensive case management to aid in retention in care. After some discussion, the Council approved the letter as written.

Motion: Kara Williams made a motion to approve the Letter of Support request. Angie Buckley seconded the motion.

In Favor	Against	Abstain
15	0	0

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

PCS Budget

The council received an overview of the Planning Council Support budget for Fiscal Year 2026-2027. The Council approved the budget as presented.

Motion: Kara Williams made a motion to approve the PCS Budget for FY2026-2027. Tim Collins seconded the motion.

In Favor	Against	Abstain
15	0	0

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

Medical Case Management Service Standard

The Council received an overview of the recommended changes to the Medical Case Management Service Standard, mainly in Sections 1.4 regarding training, Section 2.0 regarding acuity levels, and Section 4.2 regarding efforts to re-engage clients who cannot be contacted.

Motion: Tim Collins made a motion to approve the Medical Case Management Service Standard with the recommended changes. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
9	2	4

After some discussion, the motion was adopted with a majority roll-call vote.

**Reports:
Committees**

Due to time constraints, the Council discussed which reports needed to be prioritized to review.

Motion: Kara Williams made a motion to have members review the Part A CQM, Part B & GR Monthly, and Part B CQM reports on their own time. Tim Collins seconded the motion.

In Favor	Against	Abstain
14	1	0

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

Integrated Plan Ad Hoc Committee

- The committee reviewed the draft of the 2027-2031 Integrated HIV Prevention and Care Plan for the Orlando Service Area and provided feedback requested by the consultant.
- The committee voted to forward the Plan for its next stage of review.

Membership & Engagement Committee

- The committee began planning for this year's World AIDS Day (WAD) event, discussing the event date, time, budget, possible venues, sponsorship, and decided on a theme: 45 Years Together: United and Unbreakable. WAD Planning will continue at the next Membership & Engagement Committee meeting and will be open to public participation.
- The committee reviewed the Planning Council membership matrix and reflectiveness data. There are currently 26 Planning Council members, 46% are PWH, 27% are unaffiliated/unaligned PWH, and 38% 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 discussed the new Communications Policy & Procedure.
- The committee began discussing how to best approach the creation of Member Awards for the Planning Council.
- The committee discussed ways to effectively communicate the contents of the Integrated Plan to the community.
- The committee received a reminder about the upcoming Planning Council Training on Friday, May 15th, 2026.
- The next Membership & Engagement Committee meeting will be held on Tuesday, June 9th, 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 Part A and Part B Clinical Quality Management (CQM) Reports, and the Part A close-out report for Fiscal Year 2025-2026.
- The committee reviewed and provided recommendations to the draft of the 2027-2031 Integrated HIV Prevention and Care Plan for the Orlando Service Area.
- The committee reviewed and provided recommended updates to the Service Standard for Medical Case Management.
- The committee received a reminder about the upcoming Planning Council Training on Friday, May 15th, 2026.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, June 11th, 2026, at 1:30 PM.

Ryan White Community Meeting

- Attendees received an overview of business conducted at this month's Integrated Plan Ad Hoc Committee, Membership & Engagement Committee, and SSPQ Committee meetings.
- Attendees reviewed and provided feedback on the recommended changes to the Service Standard for Medical Case Management.

- Attendees were provided with the draft of the 2027-2031 Integrated Plan for review and were informed on how to submit feedback to Planning Council Support.
- Pedro Huertas, Part A Representative, shared that the Florida legislature is currently holding a special session until May 29th to finalize the budget for Fiscal Year 2026-2027, and that Part A will hopefully have more information on the future of the AIDS Drug Assistance Program (ADAP) afterwards.
- Vanessa Brundidge of Heart of Florida United Way gave a presentation on Financial Literacy and the Bank On initiative. Attendees were informed on how to access further information on the HFUW website.
- Attendees participated in an HIV/AIDS 101 Jeopardy game.
- The next Ryan White Community Meeting will be on Tuesday, June 16th, 2026, at 6:00 PM at Heart of Florida United Way.

Executive Committee

- The committee received an overview of the business conducted at all prior meetings this month.
- The committee reviewed and discussed a Grievance Form Submission. After much discussion, the committee determined that grievance fell outside the scope outlined by the current Grievance Policy & Procedure.
- The committee reviewed and approved the proposed Communication Policy & Procedure.
- The committee discussed and approved a Letter of Support requested Part A in pursuit of “Integrating Mental Health & HIV Care Across Implementation Sites,” a new RWHAP Part F Initiative.
- The committee reviewed and approved the PCS Budget for Fiscal Year 2026-2027.
- The committee reviewed and discussed proposed changes to the Service Standard for Medical Case Management.
- The next Executive Committee Meeting will be held on Thursday, June 18th, 2026 at 2:00 PM.

Reports: Recipient & Lead Agency

Part A Final Allocation for FY2025-2026

Claudia Yabrudy, Part A Representative, provided an overview of the closeout report for FY2025-2026. She highlighted the service categories where Part A made reallocations to ensure 100% of grant funds were spent.

Motion: Jules Smith made a motion to approve the final allocation presented by Part A. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
14	0	0

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

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

