

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

May 21, 2026

**Call to Order:** The CFHPC Sr. Co-Chair, Andre Antenor, 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:** Kara Williams, Anthony McNeil, Andre Antenor, Jessica Seidita, Ida Starks, Paolo Mancini, Iradarnell Westbrook (via teleconference)

**Recipient Staff Present:** Claudia Yabrudy, Yasmin Andre (via teleconference)

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

<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 Iradarnell Westbrook with Jessica Seidita for RWCM report</li> <li>• Move New Business ahead of Reports</li> </ul> <p><b>Motion:</b> Anthony McNeil made a motion to accept the agenda with the recommended changes. Paolo Mancini 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;">6</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	6	0	0
In Favor	Against	Abstain					
6	0	0					
<p><b>Approval of the April 23 Minutes:</b></p>	<p>The committee reviewed the April 23 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>Committee Reports:</b></p>	<p>The committee reached a consensus to read committee reports first to allow time for additional PCS staff to join the meeting.</p> <p><b>Integrated Plan Ad Hoc Committee</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The committee voted to forward the Plan for its next stage of review.</li> </ul> <p><b>Membership &amp; Engagement Committee</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>						

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.

	<ul style="list-style-type: none"> <li>• Pedro Huertas, Part A Representative, shared that the Florida legislature is currently holding a special session until May 29<sup>th</sup> 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.</li> <li>• 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.</li> <li>• Attendees participated in an HIV/AIDS 101 Jeopardy game.</li> <li>• The next Ryan White Community Meeting will be on Tuesday, June 16<sup>th</sup>, 2026, at 6:00 PM at Heart of Florida United Way.</li> </ul>												
<p><b>New Business:</b></p>	<p><b>Grievance Form Submission</b>                  The committee discussed a grievance which was submitted in reference to the April 29<sup>th</sup> Planning Council Business Meeting. The grievant was allowed time to speak on the matter, PCS provided additional context, and the committee discussed the situation. While acknowledging that a miscommunication appears to have taken place between the grievant and PCS, the committee ultimately determined that the grievance did not fall within the scope outlined by the Grievance Policy &amp; Procedure.</p> <p><b>Motion:</b> Jessica Seidita made a motion to dismiss the grievance as it does not fit the current grievance policy. Ida Starks seconded the motion.</p> <table border="1" data-bbox="719 1077 1258 1155"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously.</p> <p><b>Grievance P&amp;P</b>                  Due to the amount of time spent discussing the grievance submission, the committee agreed to postpone discussion of the proposed updates to the Grievance Policy &amp; Procedure to allow time for the remainder of New Business.</p> <p><b>Motion:</b> Kara Williams made a motion to postpone discussion of the Grievance P&amp;P until the next meeting. Paolo Mancini seconded the motion.</p> <table border="1" data-bbox="719 1591 1258 1669"> <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><b>Communication P&amp;P</b></p>	In Favor	Against	Abstain	5	0	0	In Favor	Against	Abstain	6	0	0
In Favor	Against	Abstain											
5	0	0											
In Favor	Against	Abstain											
6	0	0											

The committee received an overview of the proposed Communication Policy & Procedure. After some discussion, the committee approved the P&P as presented.

**Motion:** Anthony McNeil made a motion to forward the Communication Policy & Procedure to the full Planning Council as-is. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Letter of Support Request**

Claudia Yabrudy, Part A representative, 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. The committee discussed the impact of previous grants and the importance of informing new hires about the limitations of grant funding, and ultimately approved the request.

**Motion:** Kara Williams made a motion to approve the Letter of Support Request. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**PCS Budget**

The committee received an overview of the PCS Budget, with comments describing the purpose of each line item. During the discussion the committee was informed that Part A received its final award that was \$190,000 more than last year.

**Motion:** Jessica Seidita made a motion to approve the PCS budget for FY2026-2027. Ida Starks seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

**Medical Case Management Service Standard**

The committee reviewed and discussed the proposed changes and submitted provider feedback for the Service Standard for Medical Case Management. The committee discussed Section 1.4 regarding training requirements and Section 4.2 regarding client re-engagement efforts. Discussion included the suggestion to match language in the service

standard to language present in the Service Standard for Referral for Healthcare and Support Services.

**Motion:** Paolo Mancini made a motion to approve the Medical Case Management Service Standard with the recommended changes. Ida Starks seconded the motion.

In Favor	Against	Abstain
3	0	3

The motion was adopted by majority vote.

**2027-2031 Integrated Plan Draft & Approval of Final Ad Hoc Minutes**

Due to time constraints, the committee reached a consensus to review the draft Integrated Plan and final Ad Hoc minutes at the Planning Council Business Meeting.

**Set 5/27/26 Planning Council Business Meeting Agenda**

The committee reviewed the draft agenda for the next Planning Council Business Meeting and discussed the following changes:

- Move New Business before Reports to allow time for the consultant to review before he has to leave the meeting
- The Integrated Plan Ad Hoc committee report will be read by either the committee Vice-Chair or the Sr. Co-Chair

**Motion:** Anthony McNeil made a motion to approve the Planning Council Business agenda. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Due to time constraints, the committee agreed to review all reports on their own.

**Motion:** Jessica Seidita made a motion to have the committee review all reports on their own. Anthony McNeil seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

**Announcements:**

There were no announcements.

**ACTION ITEMS**

