Central Florida HIV Planning Council

Executive Committee Meeting Minutes

June 18, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:05 PM at the Florida Department of Health located at 832 West Central Boulevard, Orlando, FL 32805.

Members Present: Andre Antenor, Anthony McNeil, Kara Williams, Paolo Mancini, Jessica Seidita, Iradarnell Westbrook

Members Excused: Ida Starks

Recipient Staff Present: Claudia Yabrudy, Yasmin Andre

PCS Staff Present: Whitney Marshall, Laura Perez

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<tr>
<td>Approval of the agenda:</td>
<td>The committee reviewed the meeting agenda and recommended the following changes:
Replace Iradarnell Westbrook with Jessica Seidita for the RWCM Committee report
Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Paolo Mancini seconded the motion.
<table>
<tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr>
<tr><td>6</td><td>0</td><td>0</td></tr>
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The motion was adopted unanimously without debate.</td>
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<td>Approval of the May 21 Minutes:</td>
<td>The committee reviewed the May 21 minutes and approved them as presented.</td>
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<td>Open the floor for public comment:</td>
<td>There were no public comments in person or online.
PCS did not receive any comment cards.</td>
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<td>Reports:</td>
<td>Membership & Engagement Committee:

The committee continued planning discussions for this year’s World AIDS Day event, discussing the event venue, time, programming, and calling for sponsors.
The committee reviewed the Planning Council membership matrix and reflectiveness data. As of June 9th, there are 26 Planning Council members, 50% are PWH, 31% 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 previous 28 days.
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	• The committee received an overview of the most current Committee and Attendance Rosters. • The committee was informed that nominations are now open for officer positions for the next Planning Cycle. • The committee discussed the proposed rubric for CFHPC Member of the Year Awards. • The next Membership & Engagement Committee meeting will be held on Tuesday, July 14th, 2026, at 2:00 PM at FDOH Central. **Service Systems Planning & Quality Committee:** • The committee reviewed and discussed recommended updates to the draft of the 2027-2031 Integrated HIV Prevention and Care Plan for the Orlando Service Area. • The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports and the PCS Quarterly Expenditure report. • The committee reviewed and approved the proposed Part A reallocation slate for the 2026-2027 Fiscal Year based on the Final Notice of Award that was received in May. • The committee received a Clinical Quality Management (CQM) Report from its CQM Representative, which highlighted the need for clients to complete Client Satisfaction Surveys. • The committee discussed strategies for addressing Early Identification of Individuals with HIV/AIDS (EIIHA) efforts. • The next Service Systems Planning & Quality Committee meeting will be held on Thursday, July 9th, 2026, at 1:30 PM at FDOH Central. **Ryan White Community Meeting:** • Attendees received an overview of business conducted at this month's Membership & Engagement Committee and SSPQ Committee meetings. • Attendees were provided with the final draft of the 2027-2031 Integrated Plan for review and were informed on how to submit feedback to Planning Council Support. • Attendees were encouraged to complete the HIV Care Needs Survey and directed on where to find it on the CFHPC website. • Pedro Huertas, Part A Representative, gave an overview of the proposed Part A Reallocation for FY2026-2027 following the receipt of the final award. Pedro also provided an update on ADAP following the restoration of program funding. • Mike Alonso of Alanova Solutions gave a presentation on Building Community Resiliency and led attendees in an activity for setting specific and realistic personal goals for the rest of 2026. • Gabriel Rodriguez of QLatinx provided resources on hurricane preparedness. • The next Ryan White Community Meeting will be on Tuesday, July 21st, 2026, at 6:00 PM at Second Harvest Food Bank.

Part A 2026-2027 Reallocations Request

Claudia Yabrudy, Part A Representative, provided an overview of the proposed reallocation for FY2026-2027 based on the Final Notice of Award that was received in May 2026. She highlighted the following:

- $866,515 will be added back to Oral Health Care
- $100,000 will be added to Foodbank/Home-delivered meals to specifically go towards Home-delivered meals

The committee discussed the plans to find a dental insurance plan for Ryan White clients. The committee also requested utilization information for Home-delivered meals vs food cards to gain a better understanding on where the funds are being utilized. The committee discussed how food cards can be a better option for unhoused people that do not have access to a fridge/microwave, and in general are more accessible to clients as they do not require a nutrition plan. After some discussion, the committee agreed to move forward with the proposed slate, and may discuss updating Service Standards in the future.

Motion: Anthony McNeil made a motion to approve the proposed Part A FY2026-2027 Reallocation slate. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
5	0	0

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

Part A Monthly Expenditure Report
(Expenditures as of April 30, 2026)

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 16.67%
- Target Expenditures: 16.67%
- Actual Expenditures 13.43%
- Difference: 3.24%

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

- The report is based off the allocation that the Planning Council approved in February prior to the most recent changes to ADAP and the receipt of the final award
- The final award included about $190,000 more than last FY
- Medical Transportation Services have high expenditure due to the prepurchase of bus passes

- Additional funds were added to Mental Health Services in the reallocation slate to account for increased utilization from addition of a new provider

Part B Monthly Expenditure Report
(Expenditures as of April 30, 2026)

Whitney Marshall reported the following:

- Grant Month Number: 1
- Target Expenditures: 8%
- Actual Expenditures 7%
- Difference: 1%

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

- The following service categories have had no utilization
  - AIDS Pharmaceutical Assistance
  - Health Insurance Premium & Cost Sharing Assistance
  - Mental Health Care
  - Medical Transportation – due to delayed invoices
- Oral Health Care is below target utilization due to the provider spending down the GR grant

GR Monthly Expenditure Report
(Expenditure as of April 30, 2026)

Whitney Marshall reported the following:

- Grant Month Number: 10
- Target Expenditures: 83%
- Actual Expenditures: 89%
- Difference: -6%

Whitney shared that an April amendment reallocated GR funds from AIDS Pharmaceutical Assistance and Oral Health Care into Medical Case Management and Medical Transportation Services in response to utilization.

PCS Quarterly Expenditures Report
(Expenditures as of May 30, 2026)

Whitney Marshall reported the following:

- Quarter Number: 4
- Target Expenditures: 100%
- Actual Expenditures: 89%

- Difference: 11%

Whitney explained that the PCS grant closed under budget due to staff vacancies in the PCS Manager and Specialist roles as well as the HFUW CFO. The committee discussed the possibility of altering the Meals Policy & Procedure following the restoration of ADAP funds and ways to reduce food waste and ensure meetings stay on track.

New Business:

Member of the Year Nomination Form
Kara gave an overview of the nomination form that was reviewed at Membership & Engagement, discussing eligibility requirements and criteria. The committee did not have further feedback to add.

Motion: Jessica Seidita made a motion to forward the Member of the Year nomination form to the Planning Council for review and vote. Paolo Mancini seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

2027-2031 Integrated Plan Final Draft
The committee had the opportunity to review and provide feedback on the final draft of the 2027-2031 Integrated Plan. The committee discussed providing structure for David at the business meeting and made the recommendation to allow just 30 minutes for questions and not spend time summarizing the entire plan.

After discussion, the committee provided the following recommendations:
- Remove the row listing $270,000 for RWHAP EHE FDOH Lake County
- Update the Table of Contents
- Increase the size of the zip code heat map to have it fill the full page
- Replace the Prevalence by Zip Code table with a table listing the top 10 zip codes by prevalence per county

Motion: Kara Williams made a motion to approve the Integrated Plan with the recommended changes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Planning Council Meeting Refreshments

PCS presented a request to the committee to suspend refreshments at committee meetings until HFUW is available as a meeting location in order to reduce food waste, which the committee discussed.

Motion: Jessica Seidita made a motion to suspend refreshments at committee meetings until further notice. Kara Williams seconded the motion.

In Favor	Against	Abstain
5	1	0

The motion was adopted by majority vote.

Set 6/24/26 Planning Council Business Meeting Agenda
The committee discussed the following changes to the Draft meeting agenda for the next Planning Council Business meeting:

- Have New Business go before Reports
- Allow 30 minutes of discussion for the Integrated Plan
- Have Recipient & Lead Agency reports go before Committee reports to allow for discussion on the Part A Reallocations Request

Motion: Jessica Seidita made a motion to approve the agenda for June's Planning Council Business Meeting. Kara Williams seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Announcements:

- National HIV Testing Day is June 27th
- Events happening on Saturday, June 20th
    - Black Excellence Coalition Juneteenth event
    - Central Florida Fairgrounds Juneteeth/Pride event
    - Baba Project Fatherhood Clinic

ACTION ITEMS	
Responsible Party	**Item**
PCS	Send updated Integrated Plan to Planning Council
Claudia	Bring Foodbank/home-delivered meals utilization breakdown to July SSPQ

Next Meeting:	July 23, 2026 at FDOH Lake Ellenor
Adjournment:	3:52 PM

Prepared by: Laura Perez Date: 6/23/2026

Approved by: Andre Antenor Date: 7/31/2026