

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

June 24, 2026

Call to Order: The CFHPC Jr. Co-Chair, Anthony McNeil, called the meeting to order at 6:02 PM at Second Harvest Food Bank located at 411 Mercy Drive, Orlando, Florida 32805.

Members Present: Anthony McNeil, Jessica Seidita, Iradarnell Westbrook, Paolo Mancini, Jules Smith, Raymond Macon, Angus Bradshaw, Charlie Wright, Ida Starks, Nino Franklin, Rene Cotto-Lewis, Tim Collins, Vel Cline

Members Present via Teleconference: Andre Antenor, Kara Williams, Glorybee Nuñez, Monika Trejos Kweyete

Members Excused: Alelia Munroe, Angie Buckley, Beatrice Boursiquot, Mike Alonso, Sueanne Vazquez, Terrance Hunter

Recipient Staff Present: Yasmin Andre, Pedro Huertas

PCS Staff Present: Laura Perez, Whitney Marshall (via teleconference)

Approval of the agenda:	The Planning Council reviewed the meeting agenda and approved it as presented. • Replace all instances of Andre Antenor with Anthony Mcneil • Replace Claudia Yabrudy with Pedro Huertas Motion: Charlie Wright made a motion to accept the agenda with the recommended changes. Raymond Macon seconded the motion. <table><tr><td>In Favor</td><td>Against</td><td>Abstain</td></tr><tr><td>11</td><td>0</td><td>0</td></tr></table> The motion was adopted with a unanimous roll-call vote.	In Favor	Against	Abstain	11	0	0
In Favor	Against	Abstain					
11	0	0					
Approval of the May 27 Minutes:	The Planning Council reviewed the May 27 minutes and approved them as presented.						
Open the Floor for Public Comment:	• There were no public comments. • PCS did not receive any comment cards.						
New Business:	2027-2031 Integrated Plan Final Draft David Cavalleri, consultant with The AIDS Institute, provided an overview of the Final Draft of the 2027-2031 Integrated Plan. He reviewed the following changes from the previous draft: • Formatting changes, mainly the Table of Contents • Larger zip code map • Removal of the full Prevalence by Zip code table						

- Addition of table listing the top 10 Zip codes by Prevalence in each county

The Council identified the following recommended change to the draft:

- Removal of mention of the Integrated Plan Ad Hoc Committee attending a mandatory meeting in September

The Council members discussed being mindful of the content of the document to ensure government approval. They also discussed the importance of treating the plan as a guide and a starting point, and the role of the future Needs Assessment and Planning Committee in monitoring the Plan and providing innovative, actionable recommendations.

Motion: Jules Smith made a motion to approve the 2027-20231 Integrated Plan. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
12	1	0

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

Member of the Year Nomination Form

Kara Williams, Membership & Engagement Committee Chair, provided an overview of the proposed Member of the Year nomination form. After some discussion, no further changes were made by the Council.

Motion: Jules Smith made a motion to approve the nomination rubric. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
13	0	0

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

Planning Council Meeting Refreshments – Meals P&P

PCS informed the Planning Council that the Executive Committee voted to suspend refreshments at daytime committee meetings until the Council can return to having meetings at Heart of Florida United Way. Yasmin Andre informed the Council that HFUW may not be available for another three to six months. The Council discussed the cause of the initial changes to the Meals Policy & Procedure (the ADAP changes that began in January). Part A informed the Council that Part A still does not know the number of people who were impacted by the ADAP changes, and the Council discussed how ADAP funding is still uncertain and may need to be revisited. The Council was informed that coffee would no longer be provided at daytime meetings if the vote were to pass, but water would still be provided.

Motion: Jessica Seidita made a motion to suspend refreshments at daytime meetings. Ida Starks seconded the motion.

In Favor	Against	Abstain
11	2	0

The motion was adopted by majority vote.

Letter of Concurrence – Integrated Plan

PCS informed the Council that it needed to vote specifically on the Letter of Concurrence to be attached to the approved Integrated Plan.

Motion: Paolo Mancini made a motion to approve letter of concurrence. Raymond Macon seconded the motion.

In Favor	Against	Abstain
11	2	0

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

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

Pedro Huertas-Diaz reported the following:

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

Pedro 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

Members requested that the note “(Medication Assistance)” be added next to the Emergency Financial Assistance line to clarify for community members the intended purpose of the emergency funds.

Part A 2026-2027 Reallocations Request

Reports:

Pedro Huertas, 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.

Council members discussed how the funding for the Health Insurance Premium & Cost-Sharing Assistance line is uncertain now that ADAP is no longer providing premium assistance.

Motion: Paolo Mancini made a motion to approve the Part A proposed reallocation. Jules Smith seconded the motion.

In Favor	Against	Abstain
13	0	0

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

Pedro estimated that by August/September Part A will have a better idea of the number of people requiring premium/copy assistance.

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

Yasmin Andre reported the following:

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

Yasmin 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)***

Yasmin Andre reported the following:

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

- Difference: -6%

Yasmin 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)

Yasmin Andre reported the following:

- Quarter Number: 4
- Target Expenditures: 100%
- Actual Expenditures: 89%
- Difference: 11%

Yasmin 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. She also explained that this is not a typical year for the Planning Council due to costs for hosting the Integrated Plan Community Engagement Activities at the beginning of 2026. Members discussed how funds unused by PCS get returned to Part A to be used on other services.

Committee Reports

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.
- 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.

Executive Committee Meeting:

- The committee received an overview of the business conducted at all prior meetings this month.
- The committee received an overview of the proposed rubric for the CFHPC Member of the Year Awards that was approved by the Membership & Engagement Committee.
- The committee reviewed and provided feedback for the final draft of the 2027-2031 Integrated Plan.
- The committee discussed suspending refreshments at daytime committee meetings until HFUW is available in order to reduce waste.

	• The committee discussed allowing 30 minutes of discussion on the Integrated Plan at the Planning Council Business meeting. • The next Executive Committee Meeting will be held on Thursday, July 23rd, 2026 at 2:00 PM the Florida Department of Health (FDOH) – Lake Ellenor location.
Announcements:	• Nominations are open for CFHPC officers and chairs and members seeking another term: Jr Co-Chairs, RWCM Co-Chairs, all committee chairs/vice-chairs; if members don't want to be considered for nomination, please let PCS know by August • The PCS Coordinator will be on PTO 6/25-7/3

ACTION ITEMS	
Responsible Party	Item
David Cavalleri	Make final changes to the Integrated Plan
PC Chair	Sign Letter of Concurrence for the 2027-2031 Integrated Plan

Next Meeting:	July 29, 2026 at Second Harvest Food Bank
Adjournment:	8:00 PM

Prepared by: Laura Perez **Date:** 7/7/2026
Approved by: _____ **Date:** _____