Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

July 9, 2026

Call to Order: The SSPQ Committee Chair, Paolo Mancini, called the meeting to order at 1:32 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Andre Antenor, Paolo Mancini, Charlie Wright, Glorybee Nuñez, Iradarnell Westbrook, Jessica Seidita, Mike Alonso, Nino Franklin, Tim Collins

Members Online: Angie Buckley, Monika Trejos-Kweyete

Members Excused: Jules Smith, Alelia Munroe, Rene Cotto-Lewis

Recipient & Lead Agency Staff Present: Pedro Huertas-Diaz, Claudia Yabrudy (via teleconference), Doris Huff (via teleconference), Yasmin Andre (via teleconference)

Guests: David Cavalleri (via teleconference), Anthony McNeil, Kara Williams (via teleconference)

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 Jules Smith with Paolo Mancini for the Vision/Mission Statement section
Move AAM Draft Report up before Reports
Remove Part B Utilization Report

Motion: Charlie Wright made a motion to accept the agenda with the recommended changes. Glorybee Nuñez seconded the motion.

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<tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr>
<tr><td>5</td><td>0</td><td>0</td></tr>
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The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the June 11 Minutes:</td><td>The committee reviewed the June 11 minutes and approved them as presented.</td></tr>
<tr><td>Open the floor for public comment:</td><td>PCS did not receive any comment cards.
There were no public comments in the room or online.</td></tr>
<tr><td>New Business:</td><td>AAM Report
Dr. David Cavalleri, consultant from The AIDS Institute (TAI), provided an overview of the draft report of the Assessment of the Administrative Mechanism, which covers FY2025-2026. Dr. Cavalleri informed the</td></tr>
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	committee of information he still requires for the report and informed the committee that the relevant parties have been made aware. The committee offered formatting recommendations for the report, such as adding a key to the Close Ended Question Responses in Table 7 and increasing the font size in the graphics within the section labeled “Payments Made by the Recipient to Subrecipient.” The committee was tasked with reviewing the draft over the next month and sending feedback to Dr. Cavalleri. The committee was also informed of the following: • The final draft will be reviewed in August • The Recipient’s office will have a month to respond • The final report will be reviewed in September
Reports:	**Part A Monthly Expenditure Report** ***(Expenditures as of May 31, 2026)*** Pedro Huertas-Diaz reported the following: • Percentage of Fiscal Year Transpired: 25% • Target Expenditures: 25.00% • Actual Expenditures 19.49% • Difference: 5.51% Pedro provided the following information regarding the Part A monthly expenditure: • Oral Health Care is below target due to services being reestablished on July 1st, 2026; there is currently only 1 provider but Part A is working on procurement • Mental Health Services is below target due to vacancies in the first quarter; a new provider started services July 1st, 2026 • Medical Nutrition Therapy was below target as of May 31st; a bulk order of nutritional supplements has since been placed • Emergency Financial Assistance is above target due to increased utilization following the ADAP changes **Note: The “comments for +/- 5% from Target” are instead from Actual** The committee reviewed the utilization of Food Bank/Home-Delivered Meals for FY 2025-2026 which was requested at June’s Executive Committee meeting. After some discussion, the Committee recommended that Part A continued to offer both food cards and home delivered meals to clients rather than shifting to just one option. **Part A Quarterly Utilization** Pedro Huertas-Diaz provided an overview of the utilization breakdown by Race and Ethnicity with updated HRSA criteria. The committee reached a

consensus to review the remainder of the utilization report on their own time.

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

Whitney Marshall reported the following:

- Grant Month Number: 2
- Target Expenditures: 17%
- Actual Expenditures 16%
- Difference: 1%

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

- The following Core services are below target due to delayed invoices that are currently being processed:
    - AIDS Pharmaceutical Assistance
    - Home & Community-Based Care
    - Oral Health Care
- Non-Medical Case Management is below target due to low utilization

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

Whitney Marshall reported the following:

- Grant Month Number: 11
- Target Expenditures: 92%
- Actual Expenditures: 94%
- Difference: -3% (rounded)

Whitney indicated that the categories that were reported as 100% expended (Medical Case Management; Outpatient Ambulatory Health Services) are drawing from Part B funds. Non-Medical Case Management was reported as below target due to low utilization.

New Business (continued):

Annual Committee Report
The committee received information on the purpose of Annual Committee Reports and were tasked with submitting anything they wish to include in the report to PCS so it can be forwarded to the committee chairs.

Data Presentation & PSRA Processes
The committee had the opportunity to review recommended updates to the Data Presentation Process, Priority Setting Process, and Resource Allocation Process, which consisted of the following:

- Regarding Previous Trainings, clarification that training sessions will be conducted quarterly online and/or in person

	• Regarding Previous Trainings, clarification that the final training held prior to Data Presentation and PSRA is mandatory for all members to have voting rights during PSRA. The committee was tasked with providing additional updates, which the committee will review and vote on at next month's meeting. **Review Initial Funding Slate for Resource Allocation** The committee reviewed the initial funding slate for resource allocation for Part A, which is the same as the reallocation slate that was approved at June's Planning Council Business Meeting. The committee requested that the reallocation slate include a column with the final expenditures from the previous year. The committee also reviewed the initial slates for Part B and GR, which have remained level-funded for the past several years. The Committee was tasked to review the slates over the next month to discuss and vote on at next month's meeting.
Announcements:	• The Central Florida Latinx Taskforce meeting will be held next Friday, July 17th at 10 AM, at 6101 Lake Ellenor Drive • CMWP's 30th Anniversary Gala will be held July 18th at Doubletree • July's Executive Committee meeting will be at FDOH – Lake Ellenor • July's Ryan White Community Meeting will be at Second Harvest Food Bank; the topic will be an HIV Photovoice workshop • July's Planning Council Business Meeting will also be at Second Harvest Food Bank

ACTION ITEMS	
Responsible Party	**Item**
Committee members	Review AAM draft & send feedback to consultant
Committee members	Provide information for Annual Report to PCS
Committee members	Review annual processes and provide feedback to PCS
Committee members	Review Initial Funding Slates
Next Meeting:	August 13, 2026 at FDOH Central
Adjournment:	3:43 PM

Prepared by: Laura Perez **Date:** 7/21/2026

Approved by: ______________________ **Date:** ____________