Central Florida HIV Planning Council

Executive Committee Meeting Minutes

July 23, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:07 PM at the Florida Department of Health – Lake Ellenor, located at 6101 Lake Ellenor Dr, Orlando, FL 32809.

Members Present: Kara Williams, Jessica Seidita, Paolo Mancini, Andre Antenor, Anthony McNeil, Ida Starks, Iradarnell Westbrook (via teleconference)

Guests: AJ Johnson (via teleconference)

Recipient Staff Present: Claudia Yabrudy (via teleconference)

PCS Staff Present: Whitney Marshall, Laura Perez

<table>
<tr><td>Approval of the agenda:</td><td>The committee reviewed the meeting agenda and recommended the following changes:
• Change Ryan White Community Meeting presenter to Jessica Seidita

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></table>
The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the June 18 Minutes:</td><td>The committee reviewed the June 18 minutes and approved them as presented. PCS will correct the address to reflect the correct location.</td></tr>
<tr><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></tr>
<tr><td>Reports:</td><td>Service Systems Planning & Quality (SSPQ) Committee:
• The committee received an overview of the draft report on the Assessment of the Administrative Assessment and provided preliminary feedback. The committee was tasked to review the draft over the next month and provide additional feedback to the consultant.
• The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports and were tasked with reviewing the Part A Quarterly Utilization report on their own time.
• After some discussion and review of utilization data from Fiscal Year 2025-2026, the committee recommended that Part A continue to offer both food cards and home-delivered meals through the Food Bank/Home-Delivered Meals Service Category.</td></tr>
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- The committee received information on the 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.
- The committee had the opportunity to review recommended updates to the Data Presentation Process, Priority Setting Process, and Resource Allocation Process. The committee will review any further recommended updates to the processes and vote on them at next month’s meeting.
- The committee reviewed the initial Resource Allocation funding slates for Part A, Part B, and GR and made recommendations for how the information should be presented in September. The committee will review the slates over the next month and vote on any updates at next month’s meeting.
- The next Service Systems Planning & Quality Committee meeting will be held on Thursday, August 13th, 2026, at 1:30 PM at Florida Department of Health – Central.

Membership & Engagement Committee:

- The committee continued planning discussions for this year’s World AIDS Day event, emphasizing the need to make a final decision on the event venue, and successfully brainstorming several ideas for activities during the event’s Networking Hour.
- The committee reviewed the Planning Council membership matrix and reflectiveness data. Currently, there are 23 Planning Council members, 52% are PWH, 30% are unaffiliated/unaligned PWH, and 35% are conflicted members. The council currently has two open mandated seats:
    - Representatives of/or Formerly Incarcerated People with HIV
    - Hospital Planning Agency or Healthcare Planning Agency
- The committee reviewed the social media performance insights for Facebook and Instagram since the committee last met.
- The committee received an overview of the most current Attendance Roster.
- The committee discussed and voted on recommended updates to the Attendance Policy & Procedure.
- The committee discussed the names for the two categories of the Member of the Year Awards.
- The committee received information on the 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.
- The committee reviewed one applicant summary and voted to recommend the applicant for appointment. The applicant summary will be forwarded to the Executive Committee for review and a vote.
- The committee reviewed the most current committee roster as well as member’s submitted committee preferences and recommended member placement in the three standing committees laid out in the CFHPC Bylaws pending CEO approval.

The next Membership & Engagement Committee meeting will be held on Tuesday, August 11th, 2026, at 2:00 PM at Florida Department of Health – Central.

Ryan White Community Meeting:

- Attendees received an overview of business conducted at this month's Membership & Engagement Committee and SSPQ Committee meetings.
- Pedro Huertas, Part A Representative, gave an overview of the ADAP changes that went into effect July 1st. He also shared an update regarding Oral Health Services that were reinstated July 1st.
- Gabriel Rodriguez of QLatinx shared information about The MODERATE Study being conducted by UCF researching alcohol use among people living with HIV.
- Dr. J. Richelle Joe from UCF's HEART Team held an HIV Photovoice workshop where attendees had the opportunity to bring in photos and discuss what they mean to them in small groups. Dr. Joe provided information on how others can conduct their own Photovoice activities and attendees shared feedback on the small group discussions.
- The next Ryan White Community Meeting will be held on Tuesday, August 18th, 2026 at 6:00 PM, location to be announced.

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

Claudia Yabrudy reported the following:

- Percentage of Fiscal Year Transpired: 25%
- Target Expenditures: 25.00%
- Actual Expenditures 19.49%
- Difference: 5.51%

Claudia 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
- Foodbank/Home-Delivered Meals has no expenditure due to remaining food cards from last year
- Emergency Financial Assistance is above target due to increased utilization following the ADAP changes

A committee member requested that the Emergency Financial Assistance line includes a note indicating that the service category can only be used to cover medication assistance.

Part A Quarterly Utilization Report
Claudia Yabrudy provided the following information:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented was compiled from Provide Enterprise.
- Data includes utilization for Part A and MAI funding.
- Summary of clients by core and support services.

Percent Change in Utilization Q1 FY25-26 to Q1 FY26-27 Demographics	
Total Unduplicated Clients	+1%
New Clients	-30%
Active Clients	+2%
Sex: Male	+1%
Sex: Female	+2%
Black/African American	+2%
Hispanic or Latino	+2%
White	-1%
Asian	-4%
Multiple	-10%
American Indian/Alaskan	-13%
Hawaiian/Pacific Islander	-17%

Percent Change in Utilization Q1 FY25-26 to Q1 FY26-27 Core Services	
Medical Case Management	-20%
Outpatient Ambulatory Health Services	+8%
Oral Health Care	-100%
Mental Health Services	-8%
Medical Nutrition Therapy	+12%

Percent Change in Utilization Q1 FY25-26 to Q1 FY26-27 Support Services	
Referral for Health Care & Support Services	+7%

	Medical Transportation	-15%
	Food Bank/Home Delivered Meals	-59%

Claudia highlighted that a new Clients by Race and Ethnicity breakdown was already in the works behind the scenes to be in alignment with new HRSA guidelines and was not done as a result of direction by the current administration.

The committee discussed clients potentially being impacted by the ending of Temporary Protected Status (TPS) and agencies needing to be aware of client's citizenship status because some services may no longer be available to non-citizens beginning October 1st.

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.

A member requested that Part B and GR reports list Target, Actual, and Difference percentages to two decimal places.

New Business:

Reminder: Open Nominations, Annual Committee Reports, Leadership Training Dates
PCS reminded the committee to submit nominations for new leadership for the new Planning Cycle by August 10th, particularly for Jr. Co-Chair. The committee was also reminded that the HIV Care Needs Survey closes August 30th.

Applicant Summary
Kara Williams gave an overview of the Applicant Summary and Interview Update for Candidate #2025-16. After reviewing the committee roster, the committee voted to forward the candidate to the full Planning Council for review and vote

Motion: Jessica Seidita made a motion to forward Candidate #2025-16 to the full Planning Council with a recommendation to be assigned to the Membership & Engagement Committee. Ida Starks seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Proposed 2026-2027 Roster
The committee reviewed the proposed committee rosters for the proposed three standing committees that will go in effect once the CFHPC Bylaws are approved by the county.

Motion: Paolo Mancini made a motion to accept the CFHPC Committee roster with the changes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

Attendance P&P
The committee reviewed and discussed the recommended changes to the Attendance Policy & Procedure, particularly the section defining excused and unexcused absences, the requirement that members arrive at meetings within 30 minutes of the call to order to be considered present, and the recommendation that members' attendance record be included as part of their file to be considered during any future applications to re-join the Planning Council.

Motion: Paolo Mancini made a motion to approve the Attendance Policy & Procedure with the recommended changes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
6	0	0

The motion was adopted unanimously without debate.

The committee discussed the possibility of changing the committee meeting schedules to meet every other month.

Grievance P&P
Due to time constraints, the committee agreed to review the Grievance Policy & Procedure on their own and come prepared to discuss recommended changes at the next committee meeting.

Set 7/29/26 Planning Council Business Meeting Agenda
The committee reviewed the draft agenda for the Planning Council Business Meeting and recommended the following changes:

- The Jr. Co-Chair will be chairing the meeting due to the Sr. Co-Chair being out of town on the meeting date
- Remove Grievance P&P from New Business

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

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

After a brief discussion with PCS and review of submitted member availability, the committee reached the consensus that the Online Leadership Training will be on Tuesday, August 25th from 2:00 PM from 4:00 PM.

Announcements:	There were no announcements.

ACTION ITEMS	
Responsible Party	**Item**
Committee	Review Grievance Policy & Procedure

Next Meeting:	August 20, 2026 at FDOH – Central
Adjournment:	4:00 PM

Prepared by: Laura Perez Date: 8/6/2026

Approved by: ______________________ Date: ______________