**Central Florida HIV Planning Council**

**Service Systems Planning & Quality (SSPQ) Committee Minutes**

*August 13, 2026*

**Call to Order:** The SSPQ Committee Chair, Paolo Mancini, called the meeting to order at 1:31 PM Florida Department of Health - Central Health Center located at 832 W Central Blvd, Orlando, FL 32805.

**Members Present:** Paolo Mancini, Jules Smith, Alelia Munroe, Glorybee Nunez, Nino Franklin, Tim Collins, Rene Cotto-Lewis, Angie Buckley, Iradarnell Westbrook

**Members Online:** Andre Antenor, Mike Alonso, Charlie Wright

**Members Excused:** Jessica Seidita, Monika Trejos Kweyete

**Guests:** AJ Johnson (via teleconference), David Cavalleri (via teleconference)

**Recipient & Lead Agency Staff Present:** Pedro Huertas-Diaz, Doris Huff (via teleconference), Maria Torres

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

<table>
<tr><td>Approval of the agenda:</td><td>The committee reviewed the meeting agenda and approved it as presented.<br>Motion: Alelia Munroe made a motion to accept the agenda as presented. Jules Smith seconded the motion.<br><table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>5</td><td>0</td><td>0</td></tr></table><br>The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the July 9 Minutes:</td><td>The committee reviewed the July 9 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.<br>• There were no public comments in the room or online.</td></tr>
<tr><td>New Business:</td><td>AAM Final Report<br>After a brief discussion, the committee moved to postpone review of the AAM Final Report to allow time for the presenter to join the meeting.<br><br>Motion: Alelia Munroe made a motion to table the AAM Final Report until later in the agenda pending Dr. David Cavalleri’s arrival. Jules Smith seconded the motion.</td></tr>
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| In Favor | Against | Abstain |
|---|---|---|
| 5 | 0 | 0 |

The motion was adopted unanimously without debate.

**Reports:**

**Part A Monthly Expenditures**
***(Expenditures as of June 30, 2026)***

Pedro Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 33.33%
- Target Expenditures: 33.33%
- Actual Expenditures 27.67%
- Difference: 5.66%

Pedro provided the following information regarding Part A monthly expenditures:

- The following services are below target:
    - Outpatient/ Ambulatory Health Services – Part A is monitoring utilization
    - AIDS Pharmaceutical Assistance (local) - invoices were processed in July and will appear on next month's report
    - Oral Health Care – Funds were reallocated to this service category in June and services were reestablished July 1st.
    - Mental Health Services – A new provider began services July 1st, and higher expenditure is expected in future reports.
    - Medical Nutrition Therapy – a bulk order was placed in July that will reflect in a future report
    - Food Bank/Home-Delivered Meals – remaining food cards from previous bulk order; new contract for Home-Delivered Meals is currently in process
    - Medical Transportation Services – Part A is monitoring utilization
- The following services are on target:
    - Medical Case Management
    - Referral for Healthcare/ Support Services

Pedro also responded to questions on the following topics:

- There are no new updates on transportation for Seminole county
- The new dental system is receiving positive feedback, and the number of no-show appointments has reduced. Part A is continuing to seek out additional dental providers to meet demand.

Committee members requested an update regarding funding for the Health Insurance Premium & Cost-Sharing Assistance service category. Pedro explained the current challenges with processing copayment assistance. After further discussion, the committee moved to continue the discussion at the October SSPQ committee meeting.

**Motion:** Alelia Munroe made a motion to table the discussion regarding funding for premiums and cost-sharing funds for the October meeting. Jules Smith seconded the motion.

| In Favor | Against | Abstain |
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| 8 | 0 | 0 |

After discussion which included requesting that Part A brings recommendations for possible solutions to the October meeting, the motion was adopted unanimously.

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

Whitney Marshall reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures 26%
- Difference: -1%

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

- The following services are below target due to low utilization:
  - AIDS Pharmaceutical Assistance
  - Health Insurance Premium & Cost Sharing Assistance
- The following services are below target due to delayed referrals and/or invoices:
  - Mental Health
  - Oral Health Care
- The following services are above target due to high utilization:
  - Home & Community-Based Care
  - Outpatient Ambulatory Health Services
  - Medical Transportation Services
- Medical Case Management is above target due to GR reallocations
- Referral for Healthcare Support and Non-Medical Case Management are below target due to spending down the GR grant
- All other services are on target

**GR Monthly Expenditure Report**
***(Expenditure as of June 30, 2026)***

Whitney Marshall reported the following:

- Grant Month Number: 12
- Target Expenditures: 100%
- Actual Expenditures: 100%

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|---|---|
| | • Difference: 0%<br><br>Whitney shared information on a June amendment that ensured that the GR grant was fully spent.<br><br>**PCS Quarterly Expenditures**<br>***(Expenditure as of June 30, 2026)***<br><br>Whitney Marshall provided the following information regarding the PCS Quarterly expenditures:<br><br>• Salaries & Benefits are below target due to staff vacancies, but will increase now that the PCS Specialist role has been filled<br>• Professional Services is currently below target but will increase once the AAM consultant is paid<br>• Printing & Miscellaneous is higher due to higher printing costs from printing offsite<br>• Licenses & Fees appears above target due to several annual subscriptions for PCS tools renewing around the same time |
| **New Business:** | **AAM Final Report**<br>Dr. David Cavalleri, consultant from The AIDS Institute (TAI), shared highlights of the final draft report of the Assessment of the Administrative Mechanism, which covers FY2025-2026. Dr. Cavalleri also provided recommendations regarding maintaining communication protocols, material translations, and optimizing resource utilization. Dr. Cavalleri shared that the two keys to ensuring success would be (1) maintaining open communication and (2) ensuring funds get spent in a timely manner.<br><br>Whitney Marshall informed the committee that the full AAM Report is available on the website for review.<br><br>**Annual Committee Report**<br>Paolo Mancini shared a draft of the Annual Committee Report, highlighting the top five successes accomplished during this planning cycle. The committee were also able to review the 2025-2026 Bridge Reports and were informed where to locate them on the CFHPC website.<br><br>It was recommended by the committee to include the updated service standards in the report as part of its successes. The committee also discussed challenges, lessons and highlights of the year to include in the report, such as:<br>• Challenges:<br>    o ADAP changes<br>    o Monitoring a volatile funding landscape<br>• Lessons:<br>    o Remaining proactive versus reactive<br>• Highlights: |

- Adaptive despite changes, committee was still able to meet goals

**Data Presentation & PSRA Processes & Tools**
The committee had the opportunity to review recommended updates to the Data Presentation Process, Priority Setting Process, and Resource Allocation Process. The committee recommended no further changes.

**Motion:** Alelia Munroe made a motion to approve the Data Presentation Processes with the recommended updates. Angie Buckley seconded the motion.

| In Favor | Against | Abstain |
|---|---|---|
| 8 | 0 | 0 |

The motion was adopted unanimously without debate.

The committee briefly discussed conflict management during PSRA. PCS will follow up to ensure that language regarding conflict management is accurate in the CFHPC Bylaws and will also seek guidance from the HRSA Project Officer.

**Motion:** Angie Buckley made a motion to accept the Resource Allocation Processes with the recommended updates. Tim Collins seconded the motion.

| In Favor | Against | Abstain |
|---|---|---|
| 7 | 1 | 0 |

The motion was adopted by a majority vote.

**Motion:** Alelia Munroe made a motion to accept the Priority Setting Processes with the recommended updates. Jules Smith seconded the motion.

| In Favor | Against | Abstain |
|---|---|---|
| 7 | 1 | 0 |

The motion was adopted by a majority vote.

**Initial Funding Slate for Resource Allocation**
The committee reviewed the Part B and GR initial funding slates for resource allocation, which included the committee's recommendation to include the final allocations for the previous fiscal year on the slate for reference. The committee recommended that the slate include a note about which service categories are not funded.

**Motion:** Jules Smith made a motion to approve the Part B and GR Initial Funding Slate for Resource Allocation with the recommended changes. Tim Collins seconded the motion.

| In Favor | Against | Abstain |
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| 9 | 0 | 0 |

The motion was adopted unanimously without debate.

The committee reviewed the Part A initial funding slate for resource allocation, which is the same as the reallocation slate approved by the Planning Council in June 2026. Pedro answered questions from the committee regarding funds for substance abuse and mental health services.

After some discussion, the committee recommended reallocating funds into the Health Insurance Premium & Cost-Sharing service category for the FY2027-2028 slate.

**Motion:** Angie Buckley made a motion to move $20,000 from OAHS to Health Insurance Premium & Cost Sharing Assistance for 2027-2028 slate. Renee Cotto-Lewis seconded the motion.

| In Favor | Against | Abstain |
|---|---|---|
| 7 | 0 | 2 |

The motion was adopted by majority vote.

**Motion:** Jules Smith made a motion to accept the Part A Initial Funding Slate for Resource Allocation with the recommended changes. Tim Collins seconded the motion.

| In Favor | Against | Abstain |
|---|---|---|
| 9 | 0 | 0 |

The motion was adopted unanimously without debate.

**2026-27 Committee Schedule**
The committee began discussing a new workplan and meeting schedule and will continue discussion at their first meeting of the new Planning Cycle in October.

**Motion:** Jules Smith made a motion to table discussion of the committee meeting schedule until the committee meets in October. Angie Buckley seconded the motion.

| In Favor | Against | Abstain |
|---|---|---|

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|---|---|
| | 9 \| 0 \| 0<br><br>The motion was adopted unanimously without debate.<br><br>**Leadership Evaluations**<br>Whitney Marshall informed the committee that leadership evaluations will be sent via email. |
| **Announcements:** | September training invitations have been sent out. |

| **ACTION ITEMS** | |
|---|---|
| **Responsible Party** | **Item** |
| Part A | Bring information about Health Insurance Premium & Cost Sharing Assistance utilization to the October meeting |
| PCS | Verify language regarding conflict management in CFHPC Bylaws and seek guidance from the HRSA Project Officer |
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| **Next Meeting:** | October 8, 2026 |
| **Adjournment:** | 4:00 PM |

**Prepared by:** Dedrah Mathis & Laura Perez **Date:** 8/27/2026

**Approved by:** ______________________ **Date:** ____________