

Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

July 29, 2026

Call to Order: The CFHPC Jr. Co-Chair, Anthony McNeil, called the meeting to order at 6:00 PM at Second Harvest Food Bank located at 411 Mercy Drive, Orlando, FL 32805.

Members Present: Anthony McNeil, Jessica Seidia, Iradarnell Westbrook, Paolo Mancini, Jules Smith, Kara Williams, Alelia Munroe, Angie Buckley, Charlie Wright, Glorybee Nuñez, Ida Starks, Mike Alonso, Rene Cotto-Lewis, Terrance Hunter, Vel Cline

Members Present via Teleconference: Nino Franklin, Sueanne Vazquez

Members Excused: Andre Antenor, Raymond Macon, Angus Bradshaw, Beatrice Boursiquot, Tim Collins

Members Absent: Monika Trejos Kweyete

Recipient Staff Present: Claudia Yabrudy

PCS Staff Present: Whitney Marshall, Laura Perez

Approval of the agenda:	The Planning Council reviewed the meeting agenda and approved it as presented. Motion: Kara Williams made a motion to accept the agenda as presented. Jessica Seidita seconded the motion. <table><tr><td>In Favor</td><td>Against</td><td>Abstain</td></tr><tr><td>15</td><td>0</td><td>0</td></tr></table> The motion was adopted with a unanimous roll-call vote.	In Favor	Against	Abstain	15	0	0
In Favor	Against	Abstain					
15	0	0					
Approval of the June 24 Minutes:	The Planning Council reviewed the June 24 minutes and approved them as presented. PCS will attach the approved reallocations to the final minutes signed by the chair.						
Open the Floor for Public Comment:	• There were no public comments. • PCS did not receive any comment cards.						
Reports: Committees	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.
- 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 at Second Harvest Food Bank. Executive Committee Meeting: • The committee received an overview of the business conducted at the July Planning Council meetings. • The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports and the Part A Quarterly Utilization report. • The committee approved the following items to be reviewed at the July Planning Council Business Meeting: • An applicant summary with a recommendation for the individual to be placed on the Membership & Engagement Committee if recommended for appointment by the Council. • The proposed 2026-2027 member roster and committee assignments. • The Attendance Policy & Procedure with the changes recommended by the Membership & Engagement Committee. • The committee was given the Grievance Policy & Procedure with recommended changes to review prior to the next meeting. The members also briefly began discussing the cadence of future committee meetings for 2026-2027. Discussions will continue during the August Membership & Engagement and SSPQ meetings. • The next Executive Committee Meeting will be held on Thursday, August 20, 2026, at 2:00 PM at Florida Department of Health – Central. The next Planning Council Business Meeting will be held on August 26, 2026, at 6:00 PM at Second Harvest Food Bank.
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**Reports: Recipient
& Lead Agency**

**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
 - Starting next month there will be a note next to this service category indicating that it is only 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 addressed a question regarding clients being impacted by the loss of Temporary Protected Status. The council discussed transportation concerns in Seminole County.

**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 <i>(Expenditure as of May 31, 2026)</i> 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:	Reminder: Open Nominations, Member Award Nominations, & Annual Committee Reports The Council was reminded that annual committee reports will be presented at the Planning Council Business Meeting prior to PSRA in September. Council members were encouraged to submit content for the Annual Reports to PCS so the information can be passed along to committee chairs to be included in the reports. The Council was reminded that officer nominations and Member of the Year Award nominations are due August 10th, and were directed to where to submit information through the CFHPC website. Applicant Summary The Membership & Engagement Committee Chair read through the applicant summary, interview update, and committee update for Candidate #2025-16. After reviewing the committee roster, the committee voted to forward the candidate to the mayor’s office for appointment with a recommendation to be assigned to the Membership & Engagement committee. Motion: Alelia Munroe made a motion to approve candidate #2025-16. Jules Smith seconded the motion. <table><tr><td>In Favor</td><td>Against</td><td>Abstain</td></tr><tr><td>14</td><td>1</td><td>0</td></tr></table> The motion was adopted by a majority roll-call vote. Proposed 2026-2027 Roster The Council 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. After making additional changes to member’s	In Favor	Against	Abstain	14	1	0
In Favor	Against	Abstain					
14	1	0					

	committee placement, the Council voted to accept the proposed committee roster. Motion: Kara Williams made a motion to approve the proposed 2026-2027 Committee Roster. Terrance Hunter seconded the motion. <table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>14</td><td>0</td><td>0</td></tr></table> The motion was adopted with a unanimous roll-call vote. Attendance P&P The Council received an overview of 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: Alelia Munroe made a motion to approve the Attendance Policy & Procedure with the recommended changes. Terrance Hunter seconded the motion. <table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>15</td><td>0</td><td>0</td></tr></table> The motion was adopted with a unanimous roll-call vote. PCS encouraged members to start thinking about possibly meeting every other month.	In Favor	Against	Abstain	14	0	0	In Favor	Against	Abstain	15	0	0
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14	0	0											
In Favor	Against	Abstain											
15	0	0											
Announcements:	FCPN New Member Orientation – August 11th at 1:00 PM virtual												

ACTION ITEMS	
Responsible Party	Item
Planning Council	Submit nominations for council and committee officers by August 10 th

Next Meeting:	August 26, 2026
Adjournment:	7:27 PM

Prepared by: *Laura Perez* **Date:** 8/12/2026

Approved by: *Andre Antenor* **Date:** 8/31/2026