Central Florida HIV Planning Council

Executive Committee Meeting Minutes

August 20, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 2:06 PM at Florida Department of Health - Central Health Center located at 832 W Central Blvd, Orlando, FL 32805.

Members Present: Andre Antenor, Kara Williams, Anthony McNeil, Jessia Seidita, Claudia Yabrudy

Members Absent: Paolo Mancini

Members Excused: Ida Starks

Present via Teleconference: Iradarnell Westbrook, Doris Huff, A.J. Johnson, Raquel, David Cavalleri

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

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<td>Approval of the agenda:</td>
<td>The committee reviewed the meeting agenda and approved it as presented.
Change SSPQ Bridge Report presenter to PCS
Motion: Kara Williams made a motion to accept the agenda with the recommended changes. Jessica Seidita seconded the motion.
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<tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr>
<tr><td>4</td><td>0</td><td>0</td></tr>
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The motion was adopted unanimously without debate.</td>
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<td>Approval of the July 23 Minutes:</td>
<td>The committee reviewed the July 23 minutes and approved them as presented.</td>
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<td>Open the floor for public comment:</td>
<td>There were two public comments received.
The first public comment was regarding World AIDS Day. There was a request for an update on the event venue as there are interested sponsors. PCS will contact the interested sponsors.
The second public comment was regarding a missed birthday acknowledgement during July’s PCB Meeting. Committee members and PCS committed to acknowledging both July and August birthdays during the next PCB meeting.</td>
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<td>New Business:</td>
<td>AAM Final Report
Dr. David Cavalleri, consultant from The AIDS Institute (TAI), shared highlights of the final report of the Assessment of the Administrative Mechanism, which covers FY2025-2026. Some of the highlights included:</td>
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<td>• AAM Data Collection
• Subrecipient Survey Overview and Results
    • Survey was sent to 10 subrecipients with a response rate of 60%
• Planning Council and Associate Member Survey Overview
    • Survey generated a response rate of 81.5%
• FY25-26 Allocations & Expenditures
• Subrecipient Reimbursement
    • Of the 6,185 Heritage paid invoices, 99.2% were paid within 45 calendar days
    • Of the 712 Orange County Government paid invoices, 90.4% were paid within 45 calendar days
Dr. Cavalleri also provided recommendations regarding maintaining communication protocols, material translations, and optimizing resource utilization.</td>
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<td>Reports:</td>
<td>Membership & Engagement Committee
• The committee continued planning discussions for this year’s World AIDS Day event, deciding on an event venue pending a visit to the location.
• 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:
    o Representatives of/or Formerly Incarcerated People with HIV
    o 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 a reminder about Annual Committee Reports and were encouraged to submit anything they wish to include in the report to PCS so it can be forwarded to the committee chairs.
• The committee reviewed and voted to affirm the eligibility of members up for reappointment, as well as the eligibility of nominees for Jr. Co-Chair and committee leadership.
• The committee voted on the winners of the two Member of the Year Awards.
• The committee reviewed and approved the proposed agenda for the September Annual Training.
• After discussion, the committee voted to approve a new workplan and committee schedule.
• The next Membership & Engagement Committee meeting will be held on Tuesday, November 10th, 2026, at 2:00 PM, location to be announced.</td>
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	Service Systems Planning & Quality (SSPQ) Committee • The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports and the PCS Quarterly Expenditure report. • The committee received an overview of the final report on the Assessment of the Administrative Mechanism done by the consultant from The AIDS Institute. • The committee reviewed a draft of the Annual Committee report and provided recommendations to the committee chair for additional content. • The committee voted to approve recommended updates to the Data Presentation Process, Priority Setting Process, and Resource Allocation Process. • The committee voted to approve the initial Resource Allocation funding slates for Fiscal Year 2027-2028 for Part B and GR with recommended updates. • After much discussion, the committee voted to approve the initial Resource Allocation funding slate for Fiscal Year 2027-2028 for Part A with a recommendation to reallocate funds from Outpatient Ambulatory Health Services into Health Insurance Premium & Cost-Sharing Assistance. • 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. • The next Service Systems Planning & Quality Committee meeting will be held in October 2026, exact date and meeting location to be announced. **Ryan White Community Meeting** • Attendees received an overview of business conducted at this month's Membership & Engagement Committee and SSPQ Committee meetings. • Laura Perez, PCS Coordinator, gave a presentation on the Planning Council, sharing its purpose, responsibilities, types of membership, and the application process. Planning Council members in attendance shared information on the standing committee responsibilities and the value of having people with lived experience on the Planning Council. • John Curry of Safe Place Treatment Services gave a presentation on best practices for Sober Living, and shared recommended clinical approaches, the pros and cons to sober living housing, highlights of community outreach, and practical steps for people to take while in sober living. • The next Ryan White Community Meeting will be held on Tuesday, October 20th, 2026 at 6:00 PM, location to be announced. **Part A Monthly Expenditures**

(Expenditures as of June 30, 2026)

Claudia Yabrudy reported the following:

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

Claudia provided the following information regarding the Part A monthly expenditure:

- Below target by about 6%
- Funding for Oral Health Care, Mental Health Services, and Food Bank/ Home-Delivered Meals began in July
- Part A is continuing to seek out additional dental providers to meet demand

Committee members requested that EHE not be included on the agenda if there isn't a report for the month.

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

Whitney Marshall reported the following:

- Grant Month Number: 12
- Target Expenditures: 100%
- Actual Expenditures: 100%
- Difference: 0%

Whitney shared information on a June amendment that ensured that the GR grant was fully spent.

PCS Quarterly Expenditures
(Expenditure as of May 31, 2026)

Whitney Marshall provided the following information regarding the PCS Quarterly expenditures:

- Salaries & Benefits are below target due to staff vacancies, but will increase now that the PCS Specialist role has been filled
- Professional Services is currently below target but will increase once the AAM consultant is paid
- Printing & Miscellaneous is higher due to higher printing costs from printing offsite
- Licenses & Fees appears above target due to several annual subscriptions for PCS tools renewing around the same time

Unfinished Business:

Grievance P&P
Whitney Marshall presented the changes made to the Grievances Policies and Procedures. While discussing the updates, the committee reviewed a grievance that had been submitted that fellow outside of the scope of the current Grievance P&P. Committee discussed that the grievance had already been addressed and resolved by PCS.

Motion: Kara Williams made a motion to close out the grievance presented due to there already being a resolution. Anthony McNeil seconded the motion.

In Favor	Against	Abstain
4	0	0

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After some discussion, the motion was adopted unanimously.

The committee made no further updates to the Grievance P&P.

Motion: Jessica Seidita made a motion to move the Grievance P&P to the Planning Council Business meeting. Kara Williams seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

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New Business:

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Reminder: Annual Committee Reports
Whitney Marshall provided a reminder that annual committee reports are due and inquired if chairs and co-chairs would like to present their reports at the PCB Meeting. Committee members agreed to present.

Initial Funding Slate for Resource Allocation
Whitney Marshall presented the Ryan White Part A/MAI Proposed Initial Slate for FY2027-2028 including the change made by SSPQ to move $20,000 from OAHS into Health Insurance Premium & Cost Sharing.

Claudia Yabrudy suggested reallocating $376,000 from OAHS to Oral Health Care, bringing to proposed allocation for Oral Health Care to 1,242,910. Committee members considered the suggestion, though, there weren't enough unconflicted members present to hold a vote.

Jessica made a motion to forward the Part A slate to PCB for review and vote. Not receiving a second, the motion died.

Whitney Marshall also shared the draft for the RWHAP Part B & General Revenue Initial Funding Slate for FY2027-2028 which included the SSPQ committee's recommendation to include the final allocations for the previous fiscal year on the slate for reference.

Motion: Jessica Seidita made a motion to forward all of the Initial Funding Slates for Resource Allocation to the full Planning Council. Kara Williams seconded the motion.

In Favor	Against	Abstain
4	0	0

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The motion was adopted unanimously without debate.

Data Presentation & PSRA Processes
The committee reviewed the proposed updated to the Data Presentation & PSRA Processes and didn’t have any additional feedback.

Motion: Kara Williams made a motion to approve the Data Presentation & PSRA Processes. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

Review Open Nominations
The committee reviewed open nominations for Jr. Co-Chair positions.

Motion: Kara Williams made a motion to forward the two candidates for Jr. Co-Chair to the full Planning Council. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

The committee also reviewed members that are seeking reappointment for a second three-year term and a member that is seeking to move from Associate to Full/Regular membership.

Motion: Kara Williams made a motion to forward Anthony McNeil, Sueanne Vasquez and Iradarnell Westbrook for their second term, and AJ Johnson for full membership to the full Planning Council. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

2026-27 Committee Schedules

	The committee was informed that Membership & Engagement voted on a new committee schedule and that SSPQ will discuss their schedule in October. The committee began discussing their committee schedule and will continue their discussion at the next planning cycle. **Draft Agenda for PCB** The committee reviewed the draft for the next PCB meeting and had no further updates. **Motion:** Anthony McNeil made a motion to approve the PCB agenda. Jessica Seidita seconded the motion.

In Favor	Against	Abstain
4	0	0

	The motion was adopted unanimously without debate. **Leadership Evaluations** Link will be sent via email for Leadership Evaluations.
Announcements:	There were no announcements.

ACTION ITEMS	
Responsible Party	**Item**
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Next Meeting:	October 22, 2026
Adjournment:	4:00 PM

Prepared by: Dedrah Mathis Date: 9/2/2026

Approved by: Date: