Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

October 15, 2026

Call to Order: The CFHPC Sr. Chair, Anthony McNeil, called the meeting to order at 1:52 PM at the Orange County Health Services Administration Building located at 2002a E Michigan St, Orlando, FL 32806.

Members Present: Anthony McNeil, Tim Collins, Rene Cotto-Lewis, Nino Franklin, Glorybee Nunez, Iradarnell Westbrook, Jessica Seidita, Jules Smith, Paolo Mancini

Members via Teleconference: Beatrice Bourisquot, Kara Williams, Mike Alsonso

Guests Present: Raymond Macon**,** Alicia Weatherman

Members Absent: Alelia Munroe, Monika Trejos Kweyete, Terrance Hunter

Recipient & Lead Agency Staff Present: Claudia Yabrudy, Pedro Huertas-Diaz, Whitney Marshall, Maria Torres

PCS Staff Present: Bryan DuBac, Laura Perez, Dedrah Mathis

<table>
<tr><td>Approval of the agenda:</td><td>The committee reviewed the meeting agenda and approved it as presented.

Motion: Jules Smith made a motion to accept the agenda as presented. Jessica Seidita seconded the motion.

<table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>7</td><td>0</td><td>0</td></tr></table>
The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the August 13 Minutes:</td><td>The committee reviewed the August 13 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>Special Order of Business</td><td>Elect Service Systems & Quality Committee (SSQ) Chair and Vice Chair

Members reviewed nominations for Chair and Vice Chair of the Service Systems & Quality Committee. All nominees accepted their nominations, except for Terrance Hunter (absent). There were no additional nominations.</td></tr>
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Members voted by ballot, electing Jules Smith as the new SSQ Committee Chair and Glorybee Nunez as the new SSQ Committee Vice Chair.

Elect Needs Assessment & Planning (NA) Committee Chair and Vice Chair

Members reviewed nominations for Vice Chair of the Needs Assessment & Planning Committee. Members voted by ballot, electing Mike Alonso as the new NAP Committee Chair. Considering that the nominee was not present, committee members suggested to postpone election of Needs Assessment & Planning Vice Chair until their first official committee meeting.

Listen back for Whitney's info on training

Clinical Quality Management (CQM) Representative (Part A and Part B)

Motion: Jules Smith made a motion to postpone the election of the CQM Representative(s) and NAP Vice Chair to their respective committee meetings. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
7	0	0

The motion was adopted unanimously without debate.

Reports:

Part A Expenditures
(Expenditure as of August 31, 2026)

Pedro Huertas-Diaz reported the following:

- Percentage of Fiscal Year Transpired: 50%
- Target Expenditures: 50%
- Actual Expenditures 42.27%
- Difference: 7.73%

Pedro provided the following information regarding Part A monthly expenditures:

- Utilization for Outpatient/ Ambulatory Health services are being monitored.
- AIDS Pharmaceutical Assistance and Emergency Financial Assistance (Medications Only) are used as needed.
- There is currently only 1 provider for Oral Health Care. Part A is very close to completing contract and will have a total of 6 providers if the 5 being reviewed are approved.
- The next report will show that Mental Health Services is above target

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	• Food Bank/ Home-Delivered Meals: Resumed home-delivered meals on July 1st. The last bulk order of food cards is not reflected.
	• Medical Transportation Services: The last bulk order for bus passes was done in October, so it is not reflected in this report.
	
	Part B Expenditures
	(Expenditure as of August 31, 2026)
	
	Whitney Marshall reported the following:
	
	• Grant Month Number: 5
	• Target Expenditures: 42%
	• Actual Expenditures 41%
	• Difference: 1%
	
	Whitney Marshall provided the following information regarding Part B monthly expenditures:
	• Lower activity due to GR spenddown
	  ○ AIDS Pharmaceutical Assistance (APA): will likely do some amendments for providers in this service category
	  ○ Referral for Healthcare Support (due to GR spenddown)
	  ○ Non-Medical Case Management (due to GR spenddown)
	• Low utilization
	  ○ Health Insurance Premium/ Cost Sharing
	  ○ Mental Health (delayed referrals)
	  ○ Oral Health Care (delayed invoices)
	  ○ Clinical Quality Management (Expenditures expected to increase later in the year after invoice paid for ??
	• High utilization
	  ○ Home & Community-Based Care
	  ○ Outpatient Ambulatory Health Services (OAHS) [delayed invoices]
	  ○ Medical Transportation Services (will continue to monitor to see if amendments are needed or if it evens out)
	
	GR Expenditures
	(Expenditures as of August 31, 2026)
	
	Due to an error with the report, the GR Expenditures report will be reviewed at the next meeting.

New Business:	**Set 2026-27 Committee Schedules**

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Whitney Marshall provided suggestions for committee schedules for both SSQ and NAP, including the ability to schedule emergency meetings. Committees inquired about how meeting information (such as allocations) are relayed between the standing committee meetings and the Executive Committee and Planning Council Business meetings. Committee members ultimately decided to continue to discussion with the full Planning Council. In the meantime, the SSQ and NAP committee selected dates and times for their upcoming November meetings.

Motion: Jules Smith made a motion to have SSQ meet on November 5, 2026 from 1:30 PM – 3:00 PM. Glorybee Nunez seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

Motion: Jessica Seidita made a motion to have NAP meet on November 12, 2026 from 2:00 PM – 4:00 PM. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

2027 Attendance Requirements

Whitney Marshall shared the new attendance requirements as a result of the legal department's review of the Bylaws. Starting in January 2027, the Planning Council will not be able to have virtual participation of members. Committee members reviewed the current Attendance Policy & Procedures.

Set 2026-27 Committee Workplans

Committee members briefly reviewed committee workplans and the frequency of meetings.

Motion: Jessica Seidita made a motion to move the discussion of Committee Workplans to their respective committee November meetings. Tim Collins seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

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	Review Annual Meeting Evaluation Forms Whitney Marshall went over the evaluation forms submitted for 2026 Data Presentation & PSRA. Committee members provided in-person feedback regarding Data Presentation & PSRA: • Suggestion to share new data before old data (when all new data isn't available) • Suggestion to figure out a way to spread out Data Presentation & PSRA a bit more to alleviate length of time of meeting / Recommended that SSQ review this process – to revisit in Nov (add to agenda) • Positive feedback on mock PSRA • Discussion on how to make data more engaging • Discussion on how to allocate time better to each section of the agenda • Recommendation on becoming more knowledgeable on do's and don't's of the process
Announcements:	No announcements.

ACTION ITEMS	
Responsible Party	**Item**
-	-
Next Meeting:	November 5, 2026 at 1:30 PM for SSQ / November 2, 2026 at 2:00 PM for NA&P
Adjournment:	3:41 PM

Prepared by: Dedrah Mathis **Date:** 10/29/2026

Approved by: _____ **Date:** _____

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