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Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

August 26, 2026

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 6:03 PM at Second Harvest Food Bank located at 411 Mercy Drive, Orlando, FL 32805.

Members Present: Andre Antenor, Anthony McNeil, Tim Collins, Alelia Munroe, Raymond Macon, Kara Williams, Iradarnell Westbrook, Charlie Wright, Terrance Hunter, Vel Cline, Angus Bradshaw, Rene Cotto-Lewis, Ida Starks, Paolo Mancini

Members Present via Teleconference: A.J. Johnson, Jules Smith, Nino Franklin, Mike Alonso, Fernell Neal, Beatrice Bourisquot, Jessica Seidita

Guest Speaker Present: David Cavalleri

Members Excused: Angie Buckley, Glorybee Nunez, Monika Trejos Kweyete

Members Absent: Sueanne Vazquez

Recipient Staff Present: Whitney Marshall, Claudia Yabrudy

PCS Staff Present: Laura Perez, Dedrah Mathis

<table>
<tr><td>Approval of the agenda:</td><td>The Planning Council reviewed the meeting agenda and recommended the following changes:
Removed Initial Funding Slate for Resource Allocation from New Business
Added World AIDS Day Venue to Reports with Kara Williams as the presenter
Motion: Kara Williams made a motion to accept the agenda with the recommended changes. Ida Starks seconded the motion.<table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>13</td><td>0</td><td>0</td></tr></table>The motion was adopted with a unanimous roll-call vote.</td></tr>
<tr><td>Approval of the July 29 Minutes:</td><td>The Planning Council reviewed the July 29 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.
A member apologized to Gabriel Rodriguez for how she was spoken to at this month’s Membership & Engagement Committee meeting. The Jr. Co-Chair asked for context regarding the apology.</td></tr>
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New Business

AAM Final Report

Dr. David Cavalleri, consultant from The AIDS Institute (TAI), provided an overview of the final report of the Assessment of the Administrative Mechanism, which covers FY2025-2026. Some of the highlights included:

- 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.

Motion: Alelia Munroe made a motion to adopt the AAM Final Report pending a response from the recipient's office. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion was adopted with a unanimous roll-call vote.

Reports: Committees

World AIDS Day Venue

Kara Williams gave an update on the previously chosen venue for World AIDS Day. The Quaker House doesn't have enough parking and so the council was asked to reconsider the second venue option, the Beardall Senior Center.

Motion: Kara Williams made a motion to move the WAD venue from the Quaker House to the Beardall Senior Center. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion was adopted with a unanimous roll-call vote.

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The council also discussed meeting 30 minutes prior to the Annual Training on September 11th for WAD Planning. WAD Planning Meeting will begin at 9:30 AM.

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:
  - 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 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.

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.

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- 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.

Executive Committee

- 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 received an overview of the business conducted at the August Planning Council meetings.
- The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports and the PCS Quarterly Expenditure report.
- The committee voted to close out a submitted grievance that did not fall within the scope defined by the Grievance Policy & Procedure that had been resolved by PCS.
- The committee approved the following items to be reviewed at the August Planning Council Business Meeting:
    - Grievance Policy & Procedures

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	○ Initial Part A, Part B, and GR funding slates for Resource Allocation ○ Data Presentation and PSRA Processes ○ Submitted nominations for Jr. Co-Chair and members up for reappointment for their second term • 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 Executive Committee Meeting will be held Thursday, October 22nd, 2026, at 2:00 PM, location to be announced.
Reports: Recipient & Lead Agency	**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: • AIDS Pharmaceutical Assistance (local) expenditure is at 0% following restoration of ADAP services • Oral Health Care expenditure is at 4.13% due to services resuming in July; procurement of additional vendors is in progress • Food Bank/ Home-Delivered Meals expenditure is at 0% as the new contract for Home-Delivered Meals is pending Claudia also informed the council that the next few months would be busy for Part A offices and providers within the community as there are 6 RFPs coming out next month for the following services: Dental, Peer Support, Early Intervention Services, Outpatient/ Ambulatory Health Services, Medical Case Management, and Referral Specialists. Claudia also shared where funding opportunities can be found on the Orange County Florida website. **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%

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Whitney 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 reported the following:

- Quarter: 1
- Target: 25%
- Actual: 16%
- Difference: 9%

Whitney 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

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- 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

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<tr><td>New Business:</td><td>

Reminder: Annual Committee Reports
Whitney Marshall gave a reminder that chairs will be giving an annual committee report at the Planning Council Business Meeting that precedes PSRA in September. She encouraged council members to email PCS if they have suggestions for information to be added to the reports.

Grievance P&P
Whitney Marshall presented the changes made to the Grievances Policies and Procedures. Council members recommended some minor grammatical changes.

Motion: Kara Williams made a motion to approve the Grievance Policy & Procedures with the recommended changes. Ida Starks seconded the motion.

In Favor	Against	Abstain
11	1	0

The motion was adopted with a majority roll-call vote.

Data Presentation & PSRA Processes & Tools
Whitney Marshall presented the changes made to the Data Presentation & PSRA Processes & Tools. Members did not recommend any further updates.

Motion: Tim Collins made a motion to approve the Data Presentation & PSRA Processes & Tools. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion was adopted with a unanimous roll-call vote.

Review Open Nominations
The council reviewed the following nominees for Jr. Co-Chair:

- Mike Alonso
- Tim Collins

Motion: Paolo Mancini made a motion to forward the two candidates for Jr. Co-Chair to the CEO's office for consideration. Ida Starks seconded the motion.

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In Favor	Against	Abstain
13	0	0

The motion was adopted with a unanimous roll-call vote.

The council 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: Alelia Munroe made a motion to forward Anthony McNeil's request for reappointment to the CEO's office for consideration. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
12	0	0

The motion was adopted with a unanimous roll-call vote.

Motion: Kara Williams made a motion to forward Iradarnell Westbrook's request for reappointment to the CEO's office for consideration with the assignment of the SSPQ committee. Vel Cline seconded the motion.

In Favor	Against	Abstain
12	0	0

The motion was adopted with a unanimous roll-call vote.

Motion: Alelia Munroe made a motion to for Sueanne Vasquez's request for reappointment to the CEO's office for consideration with the assignment of Membership & Engagement committee. Kara Williams seconded the motion.

In Favor	Against	Abstain
13	0	0

The motion was adopted with a unanimous roll-call vote.

Motion: Alelia Munroe made a motion to recommend appointment to the full planning council for AJ Johnson with the assignment of Membership & Engagement committee. Charlie Wright seconded the motion.

In Favor	Against	Abstain
12	1	0

The motion was adopted with a majority roll-call vote.

2026-27 Committee Schedule

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	The council discussed the Membership & Engagement Committee's new schedule for the new planning cycle, including how there is usually low attendance in October, and noting that the schedule allows for a break in the summer. **Motion:** Kara Williams made a motion to approve the workplan schedule with five meetings a year for the Membership & Engagement Committee. Terrance Hunter seconded the motion. In Favor: 11 | Against: 1 | Abstain: 0 After some discussion, the motion was adopted with a majority roll-call vote. **Leadership Evaluations – PCS will send link via email**
Announcements:	**Reminder:** no committee or community meetings in September • **September 11th @ 9:30 AM – 10:00AM:** World AIDS Day Planning meeting • **September 11th @ 10:00 AM – 3:00 PM:** CFHPC Final Annual Training • **September 17th @ 8:30 AM – 5:30 PM:** Data Presentation • **September 24th @ 8:30 AM – 5:30 PM:** Final Planning Council Business Meeting and Priority Setting & Resource Allocation (PSRA) **All September meetings located at:** Florida Department of Health Lake Ellenor – 6101 Lake Ellenor Drive, Orlando, FL 32809 • **August 30th:** National Faith HIV Awareness Day conducting HIV testing • **September 19th:** Hope & Helps Headdress Gala

ACTION ITEMS	
Responsible Party	**Item**
-	-

Next Meeting:	September 24, 2026
Adjournment:	8:01 PM

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

Approved by: Anthony McNeil **Date:** 11/3/2026

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