Central Florida HIV Planning Council

Executive Committee Meeting Minutes

October 22, 2026

Call to Order: The CFHPC Sr. Co-Chair, Anthony McNeil called the meeting to order at 2:03 PM at Orange County Health Services Administration Building located at 2002a E Michigan Street, Orlando, FL 32806.

Members Present: Anthony McNeil, Tim Collins, Rene Cotto-Lewis, Nino Franklin (via teleconference), Jules Smith, Mike Alonso (via teleconference), Jessica Seidita

Members Excused: Ida Starks, Raymond Macon

Members Absent:

Guests Present: Iradarnell Westbrook, Jessica Bizzarro

Recipient Staff Present: Whitney Marshall, Doris Huff (via teleconference), Pedro Huertas-Diaz

PCS Staff Present: Laura Perez, Dedrah Mathis

<table>
<tr><td>Approval of the agenda:</td><td>The committee reviewed the meeting agenda and recommended the following changes:
Added FCPN Bridge Reports with Jessica Seidita as the Presenter to the Reports
Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Tim Collins seconded the motion.<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>The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the August 20 Minutes:</td><td>The committee reviewed the August 20 minutes and approved them as presented.</td></tr>
<tr><td>Open the floor for public comment:</td><td>There were no public comments in person or online.
PCS did not receive any comment cards.</td></tr>
<tr><td>Reports:</td><td>World AIDS Day Workgroup
The committee continued planning for this year’s World AIDS Day event, discussing the following: The volunteer positions needed for the event
The networking hour
World AIDS Day Award submissions – deadline is October 30th</td></tr>
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- Event programming
- Venue photos and proposed layout
- Social media campaign and toolkit
- Event MC

- The next World AIDS Day Planning meeting will be held on Friday, October 30th, 2026, at 2:00 PM at the Orange County Health Services Department Administration Building (2002-A E. Michigan St., Orlando, FL 32805).
- The next Membership & Engagement Committee meeting will be held on Tuesday, November 10th, 2026, at 2:00 PM at the Orange County Health Services Department Administration Building (2002-A E. Michigan St., Orlando, FL 32806).

Service Systems Planning & Quality (SSPQ) and Needs Assessment & Planning Committees

- The joint committee meeting held elections for committee leadership and elected the following individuals:
  - Jules Smith as Chair of the Service Systems & Quality Committee
  - Glorybee Nuñez as Vice-Chair of the Service Systems & Quality Committee
  - Mike Alonso as Chair of the Needs Assessment & Planning Committee
- The committee received an overview of the Part A and Part B Monthly Expenditure reports.
- The committee was informed that, beginning in January 2027, members will no longer be able to participate virtually in Planning Council meetings per Orange County's legal department, which will require changes to the Planning Council's attendance requirements.
- The members present began discussing their committee workplans and schedules and ultimately decided to finalize their discussions at their respective committee meetings in November.
- The committee reviewed the submitted evaluations for the September Annual Meetings.
- The first Service Systems & Quality Committee meeting will be held Thursday, November 5th, 2026, at 1:30 PM at the Orange County Health Services Department Administration Building (2002-A E. Michigan St., Orlando, FL 32806).

The first Needs Assessment & Planning Committee meeting will be held on Thursday, November 12th, 2026, at 2:00 PM at the Orange County Health Services Department Administration Building (2002-A E. Michigan St., Orlando, FL 32806).

Ryan White Community Meeting

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- Attendees received an overview of business conducted at this month's World AIDS Day Planning Meeting and joint Service Systems & Quality and Needs Assessment & Planning Committee meetings.
- The new Co-Chairs introduced a new meeting segment called "Community Voice," which is intended to give the community the opportunity to more openly share their stories, give feedback, and ask questions.
- Gabriel Rodriguez from QLatinx held a group activity on the history of the AIDS Memorial Quilt, and shared how the community can contribute to the work of preserving, transcribing, and sharing the importance of the AIDS quilt.
- The next Ryan White Community Meeting will be held of Tuesday, November 17th, 2026 at Second Harvest Food Bank.

Florida Comprehensive Planning Network (FCPN) Update

- Leadership and Staffing Updates
    - A new FCPN Community Co-Chair was elected.
    - Dr. Neryda Greene was introduced as the new HIV/AIDS Section Administrator.
    - New staff updates were provided as vacancies continue to be filled.
    - Roweshawnah Newton was introduced as the Statewide Planning Coordinator for the HIV Patient Care & Treatment Access Program.
    - An updated organizational chart showing current vacancies was requested.
- Program and Reporting Updates
    - Florida's 2025 data is now available in Florida CHARTS.
    - Work continues on the ADAP report for the group.
    - The ADAP grant application is being prepared for submission.
    - A legislative report is in development and will be shared with the group.
- Integrated HIV Prevention and Care Plan Review

Each section of the State of Florida Integrated HIV Prevention and Care Plan was reviewed and the highlights are:

- Prevention efforts should remain focused in areas with high HIV prevalence and incidence.
- The Department would like to improve the reporting of community engagement activities.
- Goals and objectives were revised to better align with measurable and reportable data.
- The approach to participant engagement was adjusted because of Department limitations.

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	○ Plan priorities were presented within the four pillars of the Ending the HIV Epidemic initiative. ○ Data sources, disparities, and the importance of tailoring services to affected populations were reviewed. ○ Key findings from the HIV Needs Survey included in the plan were discussed. • Day 2 Highlights ○ The group continued its review of the Integrated HIV Prevention and Care Plan. ○ Participants reviewed testing and treatment data, community program updates, successes, and challenges which included housing-related interventions. ○ The current status of PrEP and PEP access was reviewed, including syringe exchange and other harm-reduction programs. ○ The current status of Florida response initiatives, including Data to Care (D2C), was discussed. ○ The group reviewed each goal and objective and asked questions about strategies for achieving them. ○ Implementation, monitoring, and evaluation plans were discussed, along with issues experienced under the previous plan. ○ Ensuring the inclusion of PWH was highly emphasized in the plan and the evaluation of the progress. ○ A vote for concurrence was held and resulted in a vote of concurrence with reservations that included the lack of collaboration for the plan, lack of addressing issues faced by PWH over the past year including ADAP, as well as the inconsistency and edits needed. • Concerns Raised ○ CAREWare database issues may be affecting accurate reporting. ○ The reduction in High Impact Prevention providers may be affecting testing and service reporting. ○ Lack of collaboration for the plan was discussed at length. ○ Lack of ADAP issues and concerns discussed in the document. ○ Lack of how these issues will affect access to care and the inconsistency of the information provided in the document. • Follow-Up Items ○ Provide an updated organizational chart that identifies current vacancies. ○ Complete and share the ADAP report. ○ Submit the ADAP grant application. ○ Complete and provide the legislative report to the group.

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- Continue addressing reporting challenges related to CAREWare, community engagement, testing, and services.

Part A Monthly Expenditures
(Expenditures 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:

- Low utilization
  - Outpatient/ Ambulatory Health Services (monitoring utilization)
  - AIDS Pharmaceutical Assistance (used on an as-needed basis)
  - Oral Health – began on July 1st
    - The procurement process for dental care has been completed. Five new dentists were selected, for a total of 6 dental providers available (Three of these dentists were previous providers).
    - A committee member inquired if the providers have worked in a similar system previously. Pedro shared that some have experience with max volume and that the providers will receive adequate training.
  - Mental Health Services (monitoring referral engagement)
  - Medical Nutrition Therapy — Last bulk order in October
  - Food Bank/ Home-Delivered Meals — Last bulk order placed in October/ Home-Delivered Meals started in October
  - Medical Transportation Services — Last bulk order placed in October
  - Emergency Financial Assistance (used on an as-needed basis)

Part B Monthly Expenditures
(Expenditures as of August 31, 2026)

Whitney Marshall reported the following:

- Grant Month Number: 5

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- 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)
  - Referral for Healthcare Support
  - Non-Medical Case Management
- Low utilization
  - Health Insurance Premium/ Cost Sharing (amendment requests expected)
  - Mental Health (delayed referrals)
  - Oral Health Care (amendment requests expected. Some invoices delayed.)
  - Outpatient Ambulatory Health Services (OAHS): GR spenddown
  - Clinical Quality Management (Expenditures expected to increase later in the year after invoice paid for ??
- High utilization
  - Transportation

Committee member inquired the reason for higher utilization for transportation services. Whitney explained that it seems to be due to higher needs, increased activity of medical vans, and the cost of Ubers in Brevard County being more expensive. Members discussed the differences in efficiency and cost between various transportation options.

Committee members also inquired about nonprofit 340Bs for transportation funds for Part B. Whitney explained that this is used when something isn't Ryan White eligible.

GR Monthly Expenditures
(Expenditures as of August 31, 2026)

Whitney Marshall reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures 25%
- Difference: 0%

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

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- Low utilization
  - AIDS Pharmaceutical Assistance (APA)
  - Clinical Quality Management (Expenditures expected to increase later in the year)
- High utilization
  - Medical Case Management (amendment expected)
  - Oral Health Care (Increased oral health care cost from a provider)

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

Set 2026-27 Committee Schedule / Approve Committee Workplans
Whitney Marshall presented options for a committee schedule for the Executive Committee alongside information regarding the new attendance policy. Committee Members discussed the pros and cons of meeting every month and options for cancelling or scheduling a meeting with input from Pedro Huertas-Diaz regarding HRSA & Part A perspectives and requirements for frequency of meetings. Highlights of the conversation included:

- The option of a trial period to test the effectiveness of an alternating schedule
- Options for a more meaningful way to share the work of the Planning Council to dispel any negative perceptions of the council's work performance
- Discussion of burnout, time commitment, and how this affects membership & engagement
- The opportunity for committee member to attend other committee meetings

The committee proposed putting this discussion on the agenda for the next Planning Council Business Meeting, including a visual of the council's monthly commitment.

Set 10/28 Planning Council Business Meeting Agenda
Planning Council reviewed agenda for the upcoming Planning Council Business Meeting.

The committee reviewed the meeting agenda for the next Planning Council Business Meeting and recommended the following changes:

- Added discussion of 2026-27 Committee and Council Schedule

Motion: Jessica Seidita made a motion to accept the agenda with the recommended changes. Jules Smith seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

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Announcements:	There were no announcements.

ACTION ITEMS	
Responsible Party	**Item**
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Next Meeting:	November 19, 2026
Adjournment:	4:02 PM

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

Approved by: _____ Date: _____

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