Central Florida HIV Planning Council

Planning Council Business Meeting Minutes

October 28, 2026

Call to Order: The CFHPC Senior Co-Chair, Anthony McNeil, called the meeting to order at 6:14 PM at Second Harvest Food Bank located at 411 Mercy Drive, Orlando, FL 32805.

Members Present: Anthony McNeil, Tim Collins, Jules Smith, Rene Cotto-Lewis, Jessica Seidita, Terrance Hunter, Iradarnell Westbrook, Monika Trejos-Kweyete, Alelia Munroe

Members Present via Teleconference: Glorybee Nunez, Mike Alonso, AJ Johnson

Members Excused: Nino Franklin, Ida Starks, Raymond Macon

Recipient Staff Present: Whitney Marshall, Claudia Yabrudy

PCS Staff Present: Bryan DuBac, 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 Nino Franklin as Presenter for Ryan White Community Meeting Reports
Postponed Election of FCPN Alternates to next PCB Meeting
Motion: Jessica Seidita made a motion to accept the agenda as presented. Tim Collins seconded the motion.<table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>8</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 September 24 Minutes:</td><td>The Planning Council reviewed the September 24 minutes and approved them as presented.</td></tr>
<tr><td>Open the Floor for Public Comment:</td><td>There were no public comments.
PCS did not receive any comment cards.</td></tr>
<tr><td>Reports: Committees</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
Event programming</td></tr>
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- 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).

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Ryan White Community Meeting

- 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.

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- Goals and objectives were revised to better align with measurable and reportable data.
- The approach to participant engagement was adjusted because of Department limitations.
- 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.

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	○ 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. ○ Continue addressing reporting challenges related to CAREWare, community engagement, testing, and services. Committee members and Claudia Yabrudy shared clarification the vote of concurrence with reservations was due to the concern of the state potentially losing funds is there was a vote of no concurrence. **Executive Committee Meeting** • The committee received an overview of the business conducted at the October Planning Council meetings and received an update on the recent Florida Comprehensive Planning Network (FCPN) meeting. • The committee received an overview of the Part A, Part B, and GR Monthly Expenditure reports. • The committee discussed the schedule and workplan for the Executive Committee and began discussing the same for the Planning Council, taking into consideration the current membership, retention strategies, and the implications of the removal of online member participation beginning January 2027. • The next Executive Committee will be held on Thursday, November 19th, 2026 at 2:00 PM at the Health Services Administration Building.
Reports: Recipient & Lead Agency	**Part A Monthly Expenditures** ***(Expenditures as of August 31, 2026)*** Claudia Yabrudy reported the following: • Percentage of Fiscal Year Transpired: 50% • Target Expenditures: 50% • Actual Expenditures 42.27% • Difference: 7.73% Claudia provided the following information regarding Part A monthly expenditures: • Below target:

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- Oral Health Services: Starting Nov. 1st, five new dentists are available in the network. Contracts are being finalized. Three of the dentists are previous providers and two are new.
- Medical Nutrition Therapy: Supplements are purchased in bulk
- Medical Transportation Services: Bus passes are purchased in bulk
- Expect to spend 100% of the grant

Committee member inquired whether the new providers are new to serving people living with HIV. Claudia explained that the providers are new to Ryan White so there will be an orientation and training. She also noted that several of the providers come from a high volume background and were recommended by individuals who are familiar with the program.

Part B Monthly Expenditures
(Expenditures 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)
  - 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 invoices are paid)
- High utilization

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	○ Transportation ▪ Due to higher needs, hoping for an amendment to aid with utilization **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: • 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)
New Business:	**Ways to Best Meet Needs (WBMN aka Directives)** Claudia Yabrudy and Whitney Marshall provided updates on the 2026-27 directives. The 2026-27 Directives and Responses from Part A & Part B: 1. To ensure that all funded services are available in person in all counties in the OSA a. Part A has all services available except Mental Health. It's not a service category that is offered face to face in all four counties. Oral Health Care services are also new so services will be offered, but not in all counties. b. Part B has Mental Health Services available, but at a lower amount. EIS are serving the rest of the OSA through two providers. Everything else are dollars that go directly to Brevard County providers. Part B & GR dollars go mostly to Brevard since they aren't eligible for Part A. 2. To work with subrecipients to implement methodologies for meaningful input from clients, including but not limited to Client

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Advisory Board (CAB) meetings, focus groups, special studies, town halls, and other client centered engagement activities (where clients provide input on their care). To encourage agencies to explore avenues for both in person and online participation.

a. Part A was able to capture a lot of community feedback through the town halls, focus groups and surveys hosted this year. There are also agencies that have established meetings where they regularly obtain feedback from the clients.
b. Part B has CABs with support groups that have posted their schedules online and some offer online options so that they are more accessible.

3. To work together to establish a series of trainings for the system on working with the aging with HIV population, to include HIV-Associated Neurocognitive Disorder (HAND)
    a. Part A is still working to identify the best way and the target audience. There was a representative from Gilead who did a training during October; a network meeting where HIV & aging was discussed. There is a series of trainings lined up for the next few months with different focuses.

4. To work with subrecipients to implement HIV prevention and treatment strategies that identify priority populations along the continuum of care who are unaware of their status, from identification of status through viral suppression, as well as those in and out of care and not virally suppressed.
    a. Part A works with some recipients that have different projects in our quality work groups that are addressing some of these strategies. Part A will present in more detail at the final report.

5. To work with subrecipients to ensure that staff receive annual training on identifying substance use, addressing stigma, and connecting clients to treatment and that substance abuse assessments and referrals are integrated into client services. To gather input from subrecipients on obstacles and improvement suggestions and to report them to the Planning Council.
    a. Part A had training from one of their current contracted mental health and substance abuse providers. They did a training for the network of case managers, peers, and referral specialists. Participants engaged in conversation about mental health, substance abuse, and how to better address those topics with their clients.
    b. Part B is working on finding a presenter. They have identified some online training modules that will be recommended to case managers and would also help them to meet their annual training requirements. There are Brevard providers working closely with sober living programs and their substance use treatment services. To gather input from subrecipients on obstacles, Part B will be creating an online survey. Whitney

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asked for recommended questions for the survey to be emailed her.

Claudia Yabrudy gave an updated presentation Epidemiologic Profile Data Summary: Orlando Eligible Metropolitan Area (EMA) 60+ Years Age Group 2021-2025.

Highlights:

- Second year in a row where we've seen a decrease in HIV cases for EMA
- 15.6% increase in the 60+ population
- Majority of new cases in Orange County
- 227 new AIDS diagnoses in EMA, 45 for 60+
- Listen back on discussion part + request from Jessica
- Get remaining info from slides
- Whitney shared that (listen back) for Brevard

Committee members discussed how the new data related to that of 2024 and observed the relation to an aging population and referral. Committee members requested a breakdown of clients utilizing specialty care & their age. Inquired how data is collected/ captured. It was shared that lab reporting is sent to the state. There was a suggestion made for the January Planning Council Business Meeting to be a mini data presentation where the updated data.

Motion: Alelia Munroe made a motion to table further discussion of the 2026-27 Directions and decision-making until the January Planning Council Business Meeting. Rene Cotto-Lewis seconded the motion.

In Favor	Against	Abstain
8	0	0

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

Set 2026-27 Committee & Council Schedule

Whitney Marshall presented options for the new committee and council meeting schedules, including an alternating month schedule. Whitney shared an overview of the Executive Committee discussion which included the current meeting schedule, barriers of the current schedules, potential benefits, and potential solutions. Committee members also received information on the frequency of meetings for other planning councils within the EMA.

Committee members discussed pros and cons of an alternating month schedule and shared options of changing back to the original meeting frequency if the trial doesn't work and/ or calling a needed meeting within a 10-day notice.

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	Motion: Jules Smith made a motion to extend the meeting by ten minutes to continue the discussion on committee and council schedules. Jessica Seidita seconded the motion. **In Favor**: 8 **Against**: 0 **Abstain**: 0 The motion was adopted with a unanimous roll-call vote. Committee members shared experiences with current barriers and shared concern considering the increase of HIV cases. Members felt it would be beneficial to evaluate the efficiency of committee meetings. **Motion:** Jules Smith made a motion to table the discussion regarding the committee and council schedule to the next Planning Council Business Meeting on December 9th. Terrance Hunter seconded the motion. **In Favor**: 8 **Against**: 0 **Abstain**: 0 The motion was adopted with a unanimous roll-call vote.
Announcements:	• The Red Room: A Love Letter to the Ribbon World AIDS Day Fundraiser will be held on December 10, 2026 @ 6 – 9 PM at The Valentine Orlando Event Venue, 5135 Adanson St #112, Orlando, FL 32804 ○ Scan the QR code on flyer to register or visit the link in the Central FL HIV Stigma Taskforce's Instagram bio

ACTION ITEMS	
Responsible Party	**Item**
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Next Meeting:	December 9, 2026
Adjournment:	8:16 PM

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Prepared by: Dedrah Mathis **Date:** 11/12/2026

Approved by: _____ **Date:** _____

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