



Executive Committee Meeting

Tuesday, July 22, 2025

10:00 AM – 11:00 AM

Attendees: Channel Bonner, Natasha Ramlagan, Eric Martinez, Jackie Clarke, Tiffany Canate (HCSEF), Emily Carmichael (HCSEF)

Minutes

1. Welcome/Introductions/A Moment of Silence *Eric Martinez & Co-Chairs*

- E. Martinez welcomed the group and commenced the meeting at 10:06 AM. T. Canate conducted roll call, and then E. Martinez led a moment of silence.

2. Review and approval of agenda and previous meeting minutes (Motion)

- C. Bonner motioned to approve the previous meeting minutes, and J. Clarke seconded.
- J. Clarke motioned to approve the agenda. N. Ramlagan seconded.

3. Consortia/patient care budget concerns/discussion

- C. Bonner reported that the Ryan White Budgets remain level-funded for the 2025 – 2026 program cycle and shared the following details:
 - Consortia: \$2,445,603
 - Emerging Communities: \$1,520,458
 - HOPWA: \$723,286
- C. Bonner reported an ongoing statewide shortage of free testing kits and supplies. C. Bonner noted the county health departments have continued to provide the community with resources; however, she shared that providers with HRSA-funded 340B resources may purchase kits for distribution.
 - E. Martinez noted that “flat funding” does not reflect rising costs, which may place additional strain on lab services and testing resources.
 - J. Clarke suggested exploring ways for providers to use 340B resources to help address community needs.
 - C. Bonner highlighted ongoing collaboration between the Department of Health and the local 340B-funded providers to support the community.
- C. Bonner announced that no updates have been issued on the High-Impact Prevention (HIP) RFA24-003, which closed on June 16, 2025.

4. Committees:

Membership
EQA
Planning

*Eric Martinez & Carrie Hollinger
Jackie Clarke & Sandra Rangel
Sandra Rangel & Natasha Ramlagan*

- E. Martinez reviewed the prior Membership Committee meeting. T. Canate shared the June 2025 website metrics, noting 18 total visitors and an increase in mobile traffic to the Area 15 CPN website. Detailed meeting minutes were shared with the group before the meeting via email.
- E. Carmichael presented revisions to the New Member Application, including clarified language, updated formatting, and an optional HIV status disclosure statement based on previous group discussion.
 - The Executive Committee discussed preserving confidentiality while offering both digital and paper formats for interested New Members.
 - The Executive Committee unanimously approved the updated application.
- J. Clarke reviewed the previous EQA/Planning Committee meeting. Detailed EQA/Planning Committee meeting minutes were shared with the group before the meeting via email.
- J. Clarke highlighting new updates from the Florida Comprehensive Planning Network (CPN) Needs Assessment Committee:
 - The Statewide HIV Needs Assessment survey will use a core set of approved HIV survey questions and will be conducted online for consistency.
 - Translation into Spanish and Creole will be available, and the goal is to reach 10% of the local population living with HIV.
 - The Statewide HIV Needs Assessment survey is expected to remain open for 90 days once released, with the final launch timeline pending finalization of the toolkit and portal.
- C. Bonner clarified that the upcoming Statewide HIV Needs Assessment is intended for all persons living with HIV, while the local assessments typically focus only on Ryan White clients who are actively engaged in care.

5. Old Business

Eric Martinez & Co-Chairs

- No items for Old Business were discussed.

6. New Business

Eric Martinez & Co-Chairs

- The Executive Committee discussed how prospective members can attend meetings before submitting a New Member Application. E. Martinez confirmed that individuals are welcome to observe meetings and review [committee meeting minutes](#) available on the Area 15 CPN Website.

7. Open Discussion

- E. Martinez reminded the group of the need for a co-chair and encouraged continued collaboration.
- J. Clarke motioned to adjourn, and C. Bonner seconded.

Meeting Adjourned at 10:59 AM