



Executive Committee Meeting

Tuesday, January 27, 2026

10:00 AM – 11:00 AM

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

Excused Absences: Carrie Hollinger and Natasha Ramlagan

Minutes

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

- E. Carmichael welcomed the group and commenced the meeting at 10:03 AM. T. Canate conducted roll call and led a moment of silence.

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

- J. Clarke motioned to approve the agenda and previous meeting minutes as previously distributed. C. Bonner seconded.

3. Consortia/patient care budget concerns/discussion

- C. Bonner summarized upcoming changes in the AIDs Drug Assistance Program (ADAP) that would go into effect on March 1, 2026. Changes will include a new income eligibility cap at 130% of the Federal Poverty Level (FPL) and formulary changes.
- The group discussed concerns and how this would impact clients.
- E. Martinez inquired about the availability of 340-rebate funding, to which C. Bonner affirmed that the 340-rebate funding would be discontinued statewide.
- The group discussed the importance of provider coordination and efforts to help clients through the ADAP changes, such as helping clients acquire services through other Payer Assistance Programs (PAPs).

4. Committees:

Membership

Eric Martinez & Carrie Hollinger

EQA

Jackie Clarke & Sandra Rangel

Planning

Sandra Rangel & Natasha Ramlagan

- Detailed minutes for the recent Membership and EQA/Planning Committee meetings were shared with the Executive Committee for their review via email prior to the meeting.
- T. Canate recapped December website metrics and noted consistent desktop traffic. E. Martinez inquired about engagement metrics for the

Outreach Calendar. T. Canate noted that she could include the Outreach Calendar engagement metrics as part of the Website Updates at the February 12, 2026, Membership Committee Meeting.

- E. Martinez led a discussion on ongoing CPN recruitment and outreach challenges.
- E. Carmichael presented a draft Provider Reminder Card that Health Council of Southeast Florida (HCSEF) staff produced for use at clinics and case manager desks, including CPN talking points and a QR code. The committee approved the Provider Reminder Card for immediate use, appreciating its usability and simplicity.
- E. Carmichael noted that HCSEF was also working on developing a set of slides that could be played in clinics.
- The group discussed promoting orientation sessions and broader reintroduction efforts to the CPN.
- C. Bonner shared that the Department of Health in St. Lucie County (DOH-St. Lucie) is using a Ryan White Activity Tracker to monitor referrals and medication orders. She noted that the tracker is still in development, as they are awaiting the release of the Statewide-Integrated Plan to ensure alignment.

5. Old Business

Eric Martinez & Co-Chairs

- E. Martinez shared that The AIDs Institute (TAI) and a subset of members from the HIV section are working to update and finalize the Statewide Integrated Care Plan. He explained that the workgroup meets weekly and has tried to involve at least one stakeholder from each local area.

6. New Business

Eric Martinez & Co-Chairs

- E. Carmichael summarized several tools that were ready for review related to the Area 15 HIV Care Needs Assessment process: the key informant interview guide, the focus group tool, the report structure, and the preliminary survey findings. The Executive Committee agreed to review the materials via email ahead of the next EQA/Planning Committee meeting, scheduled for February 12, 2026.

7. Open Discussion

- No additional items were discussed for open discussion.

Meeting Adjourned at 11:00 AM