



General Meeting

Tuesday, January 27, 2026

11:00 AM – 12:00 PM

Attendees: April Ganzy, Channel Bonner, Edline Victor, Eric Martinez, Ilemir Otaiza, Jackie Clarke, Janice Martin, Onika James, Michelle Peaslee, Miranda Talley, Rebecca Isaac, Rose Pierre, Saundra Rangel, Yenichel Ruan, Emily Carmichael (HCSEF), Tiffany Canate (HCSEF)

Excused: Carrie Hollinger, Natasha Ramlagan

1. Welcome/Introductions/Moment of Silence **Eric Martinez**

- E. Carmichael welcomed attendees, calling the meeting to order at 11:05 AM.
- T. Canate conducted roll call and acknowledged the excused absences for this meeting.
- E. Martinez led a moment of silence.

2. Review and approval of meeting minutes and agenda (Motion) **Eric Martinez**

- E. Martinez called for a review of the previous General Body meeting minutes and the current agenda.
- J. Clarke motioned to accept the current agenda and previous meeting minutes as distributed, and C. Bonner seconded the motion.

3. Lead Agency Report **Lead Agency Staff**

Expenditures

- C. Bonner reported ongoing technical issues with the Expenditures reporting system.
- C. Bonner noted that a help desk ticket had been submitted, and the Lead Agency Expenditure Report would be shared with the Planning Body once resolved.

Quality Assurance Plan Goals and Performance Indicators:

- C. Bonner reported that the Department of Health in St. Lucie County (DOH – St. Lucie) had received the statewide Clinical Quality Management (CQM) Plan for 2026–2030 and is actively reviewing the plan.
- C. Bonner highlighted that the CQM goals remain focused on viral suppression and anti-retroviral (ART) adherence, with a new emphasis on tracking client referrals and appointment follow-through.

4. Committee Updates **Committee Co-Chairs**

Membership **Eric Martinez & Carrie Hollinger**

- T. Canate shared December 2025 website analytics: 27 new visitors and 35 page views, primarily accessed via desktop.
- E. Carmichael presented a draft Provider Reminder Card developed in response to previous conversations with the Membership Committee about ongoing challenges with consumer recruitment. E. Carmichael explained that the card is intended as a simple, desk-friendly visual tool for case managers, front desk staff, and providers to prompt brief conversations about CPN membership during routine client interactions. The card includes brief talking points and a QR code that links to the [Area 15 CPN website](#). E. Carmichael explained that

the Provider Reminder Card is meant to support consistent, low-burden outreach rather than replace more in-depth engagement efforts.

- A. Ganzy highlighted barriers for clients who may be interested in joining the Consortia, including language, as the consortia meetings are only held in English; technology access, as the Consortia meets via Zoom; and fear of status disclosure.
- E. Martinez clarified that disclosing HIV status is not required to join the Consortia. E. Martinez noted that options to support non-English speakers were previously available, and that assistance can be provided to those unfamiliar with virtual platforms.
- T. Canate demonstrated how to access the membership application online and confirmed that staff at the Health Council of Southeast Florida (HCSEF) can provide assistance to community members who are interested in joining the Consortia. She noted that HCSEF staff are available to assist in English, Spanish, or Haitian Creole.
- No further questions were raised.

EQA/Planning

Jackie Clarke, Natasha Ramlagan, Saundra Rangel

- J. Clarke summarized key points from the January EQA/Planning Committee meeting, including the Quality Assurance Plan indicators:
 - Viral Load (VL) Suppression: 73%
 - Adherence to antiretroviral therapy: 100%
 - Medical Visit Frequency (MVF): 33%
- C. Bonner reiterated that MVF data typically improves in the second half of the year due to annual recertification cycles and reported active work on the Ryan White Services Report (RSR).
- No further questions were raised.

5. Florida Comprehensive Planning Network (FCPN) Committee Updates

Eric Martinez

Needs Assessment Committee

- E. Carmichael reported that during the most recent FCPN Needs Assessment Committee meeting, the state announced it had reached 1.4% of its HIV Care Needs Survey response goal by the original November 30, 2025, deadline. In comparison, Area 15 reached 7%.
- E. Carmichael thanked partners for their efforts in reaching people living with HIV and supporting survey data collection.
- E. Carmichael shared that the state will keep the survey portal (hosted by The AIDS Institute) open through August 2026.
- E. Carmichael shared that the state confirmed that standardized tools for focus groups and key informant interviews would not be provided. E. Carmichael explained that, as a result, HCSEF staff reviewed prior Area 15 tools and researched additional resources to inform the development of new versions. E. Carmichael explained that drafted focus group and key informant tools for the 2025 – 2026 Area 15 HIV Care Needs Assessment would be shared at the February 12, 2026, Planning Committee meeting.
- E. Martinez emphasized the need to continue outreach beyond the 10% HIV Care Needs Survey target and asked about multilingual accommodations.
- E. Carmichael confirmed that HCSEF has the ability to conduct focus groups in English, Spanish, and Haitian Creole, and that HCSEF staff also assisted clients in completing surveys in those languages.
- No further questions were raised.

Membership & Bylaws Committee

- E. Martinez reported that the FCPN Membership & Bylaws Committee is reviewing potential amendments to the FCPN Bylaws to strengthen alignment with current operations and clarify member expectations.
- No further questions were raised.

Medication Access Committee

- E. Martinez shared that the FCPN Medication Access Committee is monitoring upcoming changes to the AIDS Drug Assistance Program (ADAP), which will go into effect on March 1, 2026. He shared that these changes will include adjustments to eligibility, medication access, and the formulary. He emphasized the importance of staying informed to help minimize any negative impacts on clients.
- E. Martinez invited C. Bonner to provide further updates on the ADAP changes.
- C. Bonner explained that ADAP will shift to a direct dispense model, with medications delivered directly to clients instead of traditional pharmacy pick-up. She also noted updates to the formulary and highlighted the need to support clients in navigating the new list.
- A. Ganzy added that she will lead a training on Patient Assistance Programs (PAPs) to help case managers assist clients affected by the ADAP changes or in need of alternative medication access.
- No further questions were raised.

Eric Martinez

6. Consumer HIV/AIDS Advisory Group (CHAG) Florida Men's Health Workgroup Update

- E. Martinez noted that the CHAG workgroup is scheduled to meet on January 27, 2026.
- E. Martinez shared that he had no updates regarding the Florida Men's Health Workgroup but would check to see if they remain active.

7. Area 15 Updates

All

- E. Martinez opened the floor for Area 15 Updates.
- M. Talley shared that Midway conducted HIV testing on Martin Luther King Jr. Day and has an upcoming testing event planned for National Black HIV/AIDS Awareness Day (Feb 7).
- J. Clarke noted recurring events held by the Department of Health in Martin County (DOH – Martin) at Indiantown (Feb 3), Stuart (Feb 16), and LAHIA (Feb 20).
- I. Otaiza reported on behalf of Wellview that they conduct ongoing outreach via their mobile unit and make weekly visits to LAHIA (1760 SE Salerno Rd, Stuart, FL 34997).
- R. Pierre shared that DOH-St. Lucie is active at First United Church and Up Center and is preparing for Women and Girls HIV/AIDS Awareness Day in March.
- C. Bonner added that DOH-St. Lucie resumed juvenile detention center testing.
- No further questions were raised.
- Regular after-hours testing through DOH-St. Lucie and DOH-Martin:
 - 1st Tuesday of the month from 4:00 PM to 6:00 PM (16401 SW Farm Rd, Indiantown, FL 34956)
 - 3rd Monday of the month from 4:00 PM to 7:00 PM (3441 SE Willoughby, Stuart, FL 34997)
 - 4th Friday of the month from 4:00 PM to 7:00 PM (1701 S. 23rd Street, Fort Pierce, FL 34950)

8. Old Business

Eric Martinez & Co-Chairs

- No old business items were discussed.

Eric Martinez & Co-Chairs

9. New Business

- No new business items were discussed.

All

10. Open Discussion

- E. Martinez asked if DOH – St. Lucie had a list of local representatives that could be shared with the community, to which C. Bonner noted DOH – St. Lucie does not.
- E. Martinez thanked the group for their input and updates.
- E. Martinez called for a motion to adjourn. C. Bonner motioned; J. Clarke seconded.

Meeting Adjourned at 12:14 PM.