



Executive Committee Meeting

Tuesday, September 23, 2025

10:00 AM – 11:00 AM

Attendees: Channel Bonner, Eric Martinez, Carrie Hollinger, Tiffany Canate (HCSEF), Emily Carmichael (HCSEF)

Excused Absences: Saundra Rangel

Minutes

- 1. Welcome/Introductions/A Moment of Silence** *Eric Martinez*
 - E. Martinez welcomed the group and commenced the meeting at 10:20 AM. T. Canate conducted roll call and led a moment of silence.
- 2. Review and approval of agenda and previous meeting minutes (Motion)**
 - C. Bonner motioned to approve the agenda and previous meeting minutes. C. Hollinger seconded.
- 3. Consortia/patient care budget concerns/discussion**
 - C. Bonner shared that there were no updates to the Consortia/Patient Care budget. However, C. Bonner noted that there has been an increase in service costs and despite level funding.
 - C. Bonner noted that the Needs Assessment survey will help identify which services clients use most and where continued support is needed.
 - C. Bonner reflected on recent client trends, noting a rise in clients seeking and receiving oral health care. She noted that overall, more clients are actively engaging with services overall.
- 4. Committees:**

Membership	<i>Eric Martinez & Carrie Hollinger</i>
EQA	<i>Jackie Clarke & Sandra Rangel</i>
Planning	<i>Sandra Rangel & Natasha Ramlagan</i>

 - T. Canate reviewed key points from the last Membership and EQA/Planning Committee meetings. Detailed minutes were shared with the Executive Committee for their review via email prior to the meeting.
 - C. Bonner reported that adjustments will be needed for the EQA/Planning agenda regarding the Activity Tracker. She noted that further updates will come after the Integrated Plan is finalized and the state outlines specific expectations tied to that new tracker.

5. Old Business

Eric Martinez

- No items for old business brought up for discussion.

6. New Business

Eric Martinez

- Member Attendance and Engagement
 - T. Canate screenshared a summary report depicting attendance data from January 1 to August 31, 2025. The executive committee discussed participation requirements and suggested revisions to the listserv. The executive committee also suggested sending a reminder email to those who have not met the active member requirements outlined in the Bylaws.
 - The committee discussed follow-up steps to improve engagement on Consortia calls, emphasizing the importance of increasing provider participation.
 - The executive committee discussed strategies to raise awareness about the Area 15 CPN. E. Carmichael and T. Canate shared that HCSEF staff have been distributing flyers and attending community partner meetings across the Treasure Coast. C. Bonner shared that pens and brochures are available to share during outreach efforts.
- Meeting Review
 - T. Canate shared upcoming committee meeting dates:
 - Membership & EQA/Planning: October 9, November 13, and December 11, 2025
 - General Body/Executive Committee: November 25, 2025
 - The executive committee requested to cancel the November 25, 2025 and December 11, 2025 meetings due to holidays.
 - C. Bonner shared that DOH-St. Lucie is working with local providers to collaborate on a coordinated event for World AIDs Day, tentatively scheduled for December 5, 2025.

7. Open Discussion

- T. Canate thanked the group for their continued efforts. C. Hollinger motioned to adjourn, and C. Bonner seconded.

Meeting Adjourned at 10:55 AM