Executive Committee Meeting

Wednesday, October 14, 2026
2:00 PM – 3:00 PM

Attendees: Eric Martinez, Carrie Hollinger, Jackie Clarke, Natasha Ramalgan, Saundra Rangel, Tiffany Harris (HCSEF), Emily Carmichael (HCSEF), Renette Villanois (HCSEF), Gabrielle Graham (HCSEF)

Excused Absences: Channel Bonner

Minutes

1. **Welcome/Introductions/A Moment of Silence** *Eric Martinez*
   - T. Harris acknowledged that a quorum was met with five of the six executive committee members present. E. Martinez welcomed the group at 2:05 PM and led a moment of silence.
   - E. Martinez requested that references to "consortium" in the meeting purpose be replaced with "planning body" in future materials and additional documents for the planning body as applicable.

2. **Review and approval of agenda and previous meeting minutes (Motion)**
   - C. Hollinger motioned to approve the agenda as distributed, and N. Ramalgan seconded.
   - C. Hollinger motioned to approve the July 28, 2026, Executive Committee minutes as distributed, and N. Ramalgan seconded.

3. **Consortia/patient care budget concerns/discussion**
   - There were no Consortia/patient care budget concerns or updates discussed.

4. **Committees:**

   Membership — *Eric Martinez & Carrie Hollinger*
   EQA — *Jackie Clarke & Saundra Rangel*
   Planning — *Saundra Rangel & Natasha Ramalgan*

   - C. Hollinger summarized recent Membership Committee discussions, noting that no recommendations were made for removal from the membership roster and recruitment efforts remain ongoing, including outreach to prospective members in Indian River and Okeechobee Counties.
   - C. Hollinger reviewed website updates and noted that the events calendar had been updated to include the Needs Assessment presentation

announcements and WellView Care's upcoming Community Care Days. No updates were available regarding the promotional slides for provider offices.

- J. Clarke and T. Harris summarized recent EQA Committee updates regarding Clinical Quality Management performance measures, noting increases in viral suppression, antiretroviral therapy, and medical visit frequency. T. Harris reviewed Ryan White Services Report updates on behalf of C. Hollinger, noting increases in clients receiving outpatient medical services and medical case management.
- C. Hollinger reiterated that medical visit frequency is expected to increase as clients complete visits, and that third-quarter results reflect positive progress toward year-end measures.
- The group discussed reporting challenges related to limited integration among CAREWare, HMS, laboratory reporting, and provider systems. C. Hollinger explained that manual data entry and efforts to obtain missing laboratory results contribute to changes in reported measures throughout the year.
- T. Harris shared updates regarding the Needs Assessment, noting that 276 survey responses were included in the final analysis. T. Harris noted that a virtual focus group was held on October 13, and the final session is scheduled for October 21 at 12:00 PM. Members were encouraged to refer individuals living with HIV who had not already participated, particularly residents of Indian River County. T. Harris shared that high-level findings from the full needs assessment would be presented on October 28 at 12:00 PM and 6:30 PM via Zoom.
- T. Harris shared additional updates from the recent Planning Committee meeting, noting possible collaboration opportunities with Project Response in Sebastian and Operation Hope in Fellsmere for HIV testing and education.
- E. Martinez requested the number of active Ryan White clients receiving services to provide context for Needs Assessment participation. C. Hollinger agreed to provide the information by the end of the following day.

5. Old Business *Eric Martinez*

- No old business was brought forward.

6. New Business *Eric Martinez*

New Member Application Review and Approval

- Prior to the meeting, HCSEF securely shared one new member application with the Executive Committee for review and consideration.
- E. Martinez explained the membership application review and approval process, noting that the Executive Committee approves applications and new members are subsequently introduced to the General Body. He also discussed orientation materials and mentorship opportunities to support new member participation.
- C. Hollinger motioned to approve the new membership application, and J. Clarke seconded. The application was approved.

Bylaws Review and Discussion

- A copy of the Bylaws with comments was shared with the Executive Committee members for review and consideration ahead of the meeting.
- T. Harris screenshared the current bylaws and summarized the discussion to date, noting the group may elect to suggest additional changes, but so far two areas that have been highlighted included consideration of quorum and reviewing the new member approval and orientation process.
- T. Harris reviewed opportunities to align quorum definitions throughout the bylaws. T. Harris shared that the 25% requirement aligns with the Area 15 bylaws revised in 2019 and 2021. She also summarized quorum requirements used by the statewide planning network and other partnership areas, including majority-based requirements and minimum attendance with consumer representation. The group discussed establishing consistent quorum requirements that reflect the planning network's current membership and participation. T. Harris clarified that quorum has been calculated using 25% of the membership roster for the applicable body or committee. Members agreed to revise applicable language to define a quorum as 25% of the membership, with representation from both a person living with HIV and a formal FCPN Network member. E. Martinez noted that the Network Member is typically the Lead Agency representative.
- T. Harris reviewed previous suggestions regarding new membership procedures, including allowing existing members to participate in orientation and considering minimum meeting attendance requirements for prospective members. She also shared examples from other partnership areas that require applicants to attend the meeting at which their membership is considered. Members discussed the existing requirement to complete orientation within 90 days of membership approval and the flexibility needed to coordinate group sessions. The group agreed to maintain the existing language and table further discussion of membership and orientation requirements until C. Bonner returns from leave.
- E. Martinez encouraged members to review the bylaws and identify additional areas for clarification or revision.

7. **Open Discussion**
    - The group discussed scheduling conflicts affecting the November 24 Executive Committee and General Body meetings. The group agreed to cancel the General Body meeting and reschedule the Executive Committee meeting to meet the minimum requirement of four meetings annually, as outlined in the bylaws. HCSEF staff will coordinate with committee members to identify an alternative date for the November meeting.
8. **Next Steps and Adjourn**
    - J. Clarke motioned to adjourn the meeting, and C. Hollinger seconded.