

**Palm Beach County HIV CARE Council  
CARE Council Meeting Minutes**

***October 27<sup>th</sup> 2025 @ 2:00 P.M. @1440 Martin Luther King Jr Blvd, Riviera Beach, Florida - 33404 / Belle Glade Library - 725 NW 4th St, Belle Glade Library //LUNCH will be provided @ Both the location.***

*Join Zoom Meeting*

<https://pbcgov.zoom.us/j/89737386376?pwd=FPm2R4sYkB6yDIad4hhKa07DGEYFGJ.1>

*Meeting ID: 897 3738 6376*

*Passcode: 925299*

**Members Present**

1. Ashnika Ali
2. Hector Bernardino
3. Lysette Perez
4. Orquidea Acevedo
5. Kristen Harrington – **Secretary**
6. Miguel Vasquez
7. Glenn Krabec
8. Brittany Henry
9. Tad Fuller – **Vice Chair**
10. Kim Rommel-Enright
11. Cynthia Walker
12. Dr. Berthline Isma
13. Cecil Smith
14. Annette Dunn
15. Mary Jane Reynolds
16. Richardo Jackson- **Chair**
17. Youssef Motii- **Treasurer**

**Members Absent**

- Dominique Lane  
Kenny Talbot  
Rosie Hayes  
Nancy McConnell  
Ashaki Sypher

**Guests**

- Lilia Perez  
Kristen Ferguson  
Fabiola Gonzalez  
Denise Grigoriou  
Andi Thomas  
Wilson  
Erin McSpadden  
Brenda Mccall  
  
Hardeep Singh  
Donna Taylor  
Michelle Scott  
Irma Shutes  
Krystal Estrada  
Dr Sandra Anderson  
Sandra Steward  
Djennha Seneval  
  
Pedro Tibanear  
Keri Ramnarez  
Shella V.  
  
Raymond Cortes

Note: If you have any question or require special accommodations, please contact Neeta Mahani at 561-355-4820 or [Nmhahani@pbcgov.org](mailto:Nmhahani@pbcgov.org) .

### **Staff Attendance Table**

| <b><u>Recipient Staff</u></b> | <b><u>Recipient Staff</u></b> | <b><u>CARE Council Staff</u></b> |
|-------------------------------|-------------------------------|----------------------------------|
| Jeffrey Lesanti               | Jasmine Parrish               | Neeta Mahani                     |
| Jason Gross                   | Dr Daisy Wiebe                |                                  |
| Anna Bala                     | Willie Joseph                 |                                  |
| Geneve Simeus                 | Neera Maharaj                 |                                  |
| Shoshana Ringer               | Dr Andres Correa              |                                  |
| Stephen Ellis                 | August Frohnhoefer            |                                  |
| Dr Casey Messer               | Lyn Todd                      |                                  |
| Jessica Bobber                |                               |                                  |

**I.** Call to order. Roll, Introduction of Guests – Meeting started at 2:20 p.m. Neeta Mahani took the roll call and quorum were present.

**II.** A Moment of Reflection- Richardo Jackson

### **A Moment of Silence**

*A moment of silence is observed in respect to the memory of those individuals  
Who have succumbed to AIDS and those who are living with HIV. Let us  
Remember why we are here today. Let us have the strength to make the decisions that  
Will improve the care of those we serve. Let us be thankful for what we have accomplished to  
date.*

**III. Motion to accept Kenny Talbot Excused Absences:**

Annette Dunn – First and Dr. Motii - Second, Motion Carries

**IV. Motion to accept October 27<sup>th</sup>, 2025, CARE Council Meeting Agenda as amended, to include a discussion on the temporary loss of SNAP benefits under New Business as the third bullet point.**

Cecil Smith - First and Brittany Henry – Second, Motion Carries

**V. Acceptance of September 29<sup>th</sup>, 2025, CARE Council Meeting Minutes:** were tabled for further review due to inaccuracies in motions. . Neeta was tasked with reviewing the minutes and making necessary updates

Tad Fuller - First and Glenn Krabec- Second, Motion Carries

**VI. Comments by the Chair:** The meeting chair emphasized the importance of supporting communities during ongoing changes, encouraging respectful and patient participation, and appreciating members' efforts.

**VII. County Staff Comments: Recipient and Care Council staff:**

**VIII. Standing Reports: (5 – 10 min each)**

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- A. **CPP Update:** Rob Scott – **No update**
- B. **Part B Report: Patient Care & 4BNWK Report:** Erin McSpadden {Please see attached} Present the part B report. Please see attached.
- C. **HOPWA (West Palm Beach):** Miguel Vazquez – No update
- D. **Palm Beach County Recipient Report:** Dr. Casey Messer –  
**Grant Updates and Staffing Changes**  
 Dr. Casey provided an overview of ongoing grant activities and staffing updates.
  - **Grant Expenditures:** Dr Casey reported that most grant budgets were progressing as expected, with expenditures aligning closely to projected percentages. He noted that minor delays in the county’s financial system had temporarily affected a few allocations but emphasized that corrective actions were underway to ensure timely processing.
  - **Grant Applications:** Dr Casey provided recipient-level updates, confirming that **non-compete continuation applications** for both the **Ryan White** and **MAI grants** had been successfully submitted. They also discussed the resolution of technical issues related to accessing the **EHB portal**, which had been caused by firewall restrictions.
  - **Staffing Updates:** Two staff members recently received **internal promotions**, reflecting the program’s focus on career growth and retention. Neera Maharaj got promoted to program assistant position. Additionally, recruitment is underway for a **new registration clerk position** to strengthen client intake and data management processes.
  - **Media and Program Expansion:** The team highlighted recent **media coverage** showcasing the success of local **HIV services** and the positive community impact of the **H2O (Health, Housing, and Opportunity)** program. Discussions are in progress regarding the potential **replication of the H2O program in Broward County**, recognizing its success in addressing housing stability and health outcomes.**HIV Services and Enrollment Updates**
  - **Program Success and Replication:** Dr Casey shared outcomes from the **H2O program**, emphasizing its measurable impact on **economic mobility and self-sufficiency** among participants. He noted that the program’s success has sparked interest in replication efforts in other regions.
  - **Impact of Government Shutdown:** Dr Messer assured the members that the recent **government shutdown** had **not impacted the HIV Elimination Services programs**, and all essential services continue to operate without disruption.
  - **ACA Open Enrollment:** The team discussed the upcoming **ACA open enrollment period**, with Dr Casey explaining that although **premium tax subsidies** are scheduled to expire in December, both the **Ryan White** and **EHE programs** will continue to support health insurance coverage for individuals with HIV.
  - **Enrollment Support:** Ashnika provided details on available **enrollment assistance options**, including both **in-person and virtual appointments**. She

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also announced several **community enrollment events** scheduled across Palm Beach County to ensure accessible and equitable outreach for all clients.

**E. Part A Expenditure Report:** Jeffery Lesanti {Please see attached}

- **Expenditure Overview:** Jeffery presented the **expenditure report covering March through August 2025**, noting a steady month-over-month increase in new expenditures from **\$497,000 to \$740,000**.
- **Unobligated Balance Reports:** Agencies were reminded that **unobligated balance reports are due by November 1st**, ensuring timely financial reconciliation before year-end.
- **Upcoming P&A Committee Meeting:** A **Planning and Allocations (P&A) Committee meeting** is scheduled for **November 6th at 2:00 p.m.** to review sweeps and reallocations.
- **Clarification on Health Insurance Expenditures:** Belle clarified that the **absence of health insurance expenditure data for July and August** resulted from **technical reimbursement issues** rather than a lack of actual spending.
- **Agency Accountability:** Jeffery emphasized the importance of maintaining timely financial submissions to prevent delays in future funding cycles and ensure compliance with grant requirements.

### **Financial Processes and Meeting Schedules**

- **Invoice Submission Process:** Jeffery explained that agencies **cannot submit invoices for future months until previous months' invoices are fully approved**, ensuring fiscal accountability and audit readiness.
- **Category Transfers:** Jeffery clarified that **fund transfers between core support services and other funding categories** require **formal approval from the P&A Committee** before implementation.

**F. Executive:** Richardo Jackson – No update

**G. Community Engagement :** Kristen Harrington- No update

**H. P & A:** Dr Youssef Motii - The **P&A Committee meeting** will be held on **November 6th at 2:00 p.m.**

- **QMEC:** Hector Bernardino – Discussed as committee just met and discussed Work plan & Service Delivery Standards Review
  - Medical Transportation
  - Oral Health
  - Next QMEC meeting is scheduled for January 22<sup>nd</sup> 2026
- I. Planning:** Lysette Perez- Lysette mentioned -we are meeting as a workgroup twice a month.
- J. Housing:** Miguel Vazquez & Andres Correa- No update
- K. Ad-Hoc Bylaws:** Tad Fuller- Bylaws did not meet in October but planning to meet in November.

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## **IX. Old Business: None**

## **X. New Business:**

- New date of Bylaws committee meeting is in November-

The CARE Council meeting scheduled for November 17th at 2 p.m. will be preceded by the Bylaws Committee meeting at 12 p.m.

- Holiday party date in December 2025 and the name recommendation by the chair  
**“Together for Care: Holiday Public Forum & Celebration”**  
**“Bridging Care & Community: Holiday Public Forum”**

Together for CARE Holiday Public Forum and Celebration

1. Event Planning: The group discussed plans to host a **“Together for CARE”** Holiday Public Forum and Celebration at the Belle Glade Library.
  2. Proposed Dates and Time: The event is tentatively scheduled for December 8th or December 15th, with a proposed time frame of 12:00 p.m. to 3:00 p.m.
  3. Venue Coordination:
    - a. Neeta agreed to check the library’s availability for the proposed dates.
    - b. Belle confirmed that the Belle Glade Library is supportive of hosting the event and will assist with logistical arrangements as needed.
  4. Event Goals: The forum will serve as both a community celebration and an opportunity to engage the public in discussions around CARE initiatives, services, and upcoming priorities for 2026.
- **Temporary loss of SNAP benefits**
    1. Richardo discussed the effects of the federal government shutdown on SNAP benefits, noting that no new benefits will be disbursed starting November 1st due to the ongoing budget impasse.
    2. Richardo outlined potential funding sweeps and reallocations to provide temporary relief through support services such as food banks and community feeding programs.
    3. He emphasized the importance of collaborating with local partners and community-based organizations to ensure that families in need continue to receive essential support during the funding pause.
    4. Community Involvement: Members discussed the need for increased communication and outreach to inform clients about available local resources and to mobilize community support during this challenging period.

## **XI. Public Comments: 3 Minutes**

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**XII. Educational Moment: Jessica Bober Rosenhal {Assistant County Attorney Palm Beach County Attorney's Office}**

- Understanding Public Comment, Sunshine Law, and Motion Procedures for HIV Care Council Meetings”

**Educational Session: Florida Sunshine Law and Robert’s Rules of Order**

- **Presentation by Jessica:** Jessica, the **new attorney for the CARE Council**, provided an informative session covering key legal and procedural topics:
  - An overview of the **Florida Sunshine Law**, including transparency requirements for public meetings, notice provisions, and record-keeping obligations.
  - A review of **Robert’s Rules of Order**, focusing on the **proper process for introducing, discussing, and voting on motions** to maintain orderly and compliant meetings.

**XIII. Announcements:** The conversation ended up with below announcements:

**1. Administrative Surveys and Community Resource Sharing**

Survey Completion Reminder: Members were reminded to complete the ongoing administrative Mechanism surveys. The collected feedback will be used to evaluate current program effectiveness, identify service gaps, and inform future funding and operational priorities for the upcoming year.

**2. Community Resource Coordination:** Members were also asked to share up-to-date information about local food pantries and community feeding programs with Neeta for inclusion in a consolidated community resource list.

**3. Purpose of Distribution:** The compiled list will be shared with partner agencies and clients to improve access to emergency food resources, especially in light of recent concerns about SNAP benefit interruptions.

**XIV. Adjournment: 4:13 p.m.**

**\*Conflict of Interest**

*A CARE Council member who has an identified conflict of interest must abstain from voting on issues related to that conflict. A member who does not abstain from voting on issues where a conflict is identified by the County’s Commission on Ethics may be removed from the CARE Council.*

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