



FORT LAUDERDALE/BROWARD EMA  
BROWARD HIV HEALTH SERVICES PLANNING COUNCIL  
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020  
(954) 561-9681 • FAX (954) 561-9685

# Community Empowerment Committee Meeting

Tuesday, January 9, 2024 - 3:00 to 5:00 PM

LOCATION: Broward Regional Health Planning Council

Click Below to Join the meeting via WebEx

<https://browardregionalhealthplanningcouncil.my.webex.com/browardregionalhealthplanningcouncil.my/j.php?MTID=m3188deffe91b1f559c49e603d3069809>

*This meeting is audio and video recorded.*

Chair: Shawn Tinsley • Vice Chair: Irving Wilson

Purpose: The Community Empowerment Committee (CEC) serves as a bridge between the HIV Health Services Planning Council and people with HIV in Broward. It encourages the involvement of individuals living with and affected by HIV/AIDS in the Council process. It informs and solicits the participation of individuals infected and affected with HIV/AIDS in the planning, priority setting, and resource allocation processes.

Quorum for this meeting is 7

## AGENDA

### ORDER OF BUSINESS

I. Call to Order/Establishment of Quorum

II. Welcome from the Chair

- a. Meeting Ground Rules
- b. Statement of Sunshine
- c. Introductions & Abstentions
- d. Moment of Silence

III. **ACTION:** Approval of Agenda for January 9, 2024

IV. **ACTION:** Approval of Minutes from November 7, 2023 (**Handout A**)

V. Public Comment

VI. Standard Committee Items

VII. New Business

- a. **Action Item:** PL Cares presentation presented by Quasia Cowan, MPH (**Handout B**)
- b. **Action Item:** Finalize Outreach Activities (**Handout C1**)
  - Discuss and provide updates on the facilitated town hall listening session scheduled for January 31, 2024.
  - Discuss the Ryan White Informational Session (Health Fair) (March 2024) (**Handout C2**)
- c. **Action Item:**
  1. Review 2023-2024 Work Plan (**Handout D**)
  2. Approve 2024-2025 Work Plan (**Handout E**)

VIII. Public Comment

IX. Agenda Items for Next Meeting

a. Next Meeting Date:

**February 6, 2024 @ 3:00PM**

**Location: Broward Regional Health Planning Council & WebEx.**

b. Agenda Items for Next Meeting  
TBD

X. Announcements

XI. Adjournment

*For a detailed discussion on any of the above items, please refer to the minutes available at:*

[HIV Planning Council Website](#)

*Please complete your [meeting evaluation](#).*

*Three Guiding Principles of the Broward County HIV Health Services Planning Council*

**• Linkage to Care • Retention in Care • Viral Load Suppression •**

Vision: To ensure the delivery of high-quality, comprehensive HIV/AIDS services to low-income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care.

Mission: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high-quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: (1) Foster the substantive involvement of the HIV-affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie •  
Nan H. Rich • Tim Ryan • Hazelle P. Rogers • Michael Udine

[Broward County Website](#)



# January 2024

## Broward HIV Health Services Planning Council Calendar



| Sunday | Monday                                                                                                                                                                                                                                                                                                                             | Tuesday                                                                                                                                                        | Wednesday                                               | Thursday                                                                                                                                            | Friday                                                       | Saturday                                                                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------|
|        | <p>All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change.</p> <p>Please contact support staff at <a href="mailto:hivpc@brhpc.org">hivpc@brhpc.org</a> or (954) 561-9681 ext. 1244/1343. Visit <a href="http://www.brhpc.org">http://www.brhpc.org</a> for updates.</p> |                                                                                                                                                                |                                                         |                                                                                                                                                     |                                                              |                                                                                       |
|        | 1 <b>New Year's Day</b><br>                                                                                                                                                                                                                       | 2                                                                                                                                                              | 3 <b>Oral Health Network Meeting</b><br>3:00PM-4:15PM   | 4                                                                                                                                                   | 5 <b>South Florida AIDS Network Meeting (SFAN)</b><br>9:30AM | 6                                                                                     |
| 7      | 8                                                                                                                                                                                                                                                                                                                                  | 9 <b>Behavioral Health Network Meeting</b><br>2:00PM-3:15PM<br><b>Community Empowerment Committee Meeting (CEC)</b><br>3:00PM- 5:00PM<br>Location: BRHPC/WebEx | 10                                                      | 11 <b>Membership/Council Development Committee Meeting</b><br>9:30AM – 11:30AM                                                                      | 12                                                           | 13                                                                                    |
| 14     | 15                                                                                                                                                                                                                                                                                                                                 | 16 <b>Quality Management Committee Meeting</b><br>11:30AM– 2:30PM<br>Location: BRHPC/WebEx                                                                     | 17                                                      | 18 <b>Priority Setting &amp; Resource Allocation Committee Meeting</b><br>9:30AM -12:30PM<br><b>Executive Committee Meeting</b><br>12:45PM – 2:45PM | 19                                                           | 20                                                                                    |
| 21     | 22                                                                                                                                                                                                                                                                                                                                 | 23 <b>Integrated Planning Work Group</b><br>1:00PM– 4:00PM                                                                                                     | 24 <b>Quality Network Meeting</b><br>9:00 AM – 10:15 AM | 25 <b>HIV Planning Council Meeting</b><br>9:30AM – 11:30AM<br>Locations: BRHPC/Webex                                                                | 26                                                           | 27                                                                                    |
| 28     | 29                                                                                                                                                                                                                                                                                                                                 | 30                                                                                                                                                             | 31                                                      |                                                                                                                                                     |                                                              |  |



# January 2024



## Broward HIV Health Services Planning Council Calendar

All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Unless otherwise noted, meetings will be held via WebEx. Please contact support staff at [hivpc@brhpc.org](mailto:hivpc@brhpc.org) or (954) 561-9681 ext. 1292 or 1343. Visit <http://www.brhpc.org> for updates.

### TODOS ESTAN BIENVENIDOS!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

Para confirmar información acerca de la reunión de Consejo de Planeación HIV, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.

### ALL ARE WELCOME!

Unless otherwise noted on the calendar, all meetings are held at:

Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

To confirm HIV Planning Council meeting information, or reserve special needs services such as Translation from English to Spanish or Creole, or are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.

### BON VINI!

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

### HIVPC Committee Descriptions

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.

Executive Committee - Sets agenda for Council meetings, addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system-based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.



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## **Community Empowerment Committee**

**Tuesday, November 7, 2023 - 3:00 PM**

**Location: Broward Regional Health Planning Council and Virtual Meeting via [WebEx](#)**

### **DRAFT MINUTES**

**CEC Members Present:** S. Tinsley (Chair), R. Bhrangger, W. Marcoviche, V. Biggs, R. Shore, I. Wilson (Vice Chair), K. Hayes, E. Dudelzak, H. Franks, E. Davis, L. Robertson

**Members Absent:** J. Wright

**Ryan White Part A Recipient Staff Present:** G. James, B. Miller, W. Cius, R. Pena

**Planning Council Support Staff Present:** M. Patel, D. Liao, N. Del Valle

**Guests Present:** T. Bratcher, S. Cook

#### Call to Order, Welcome from the Chair & Public Record Requirements

The CEC Chair called the meeting to order at 3:06 p.m. The CEC Chair welcomed all meeting attendees that were present. Attendees were notified that the CEC meeting is based on Florida's "Government-in-the-Sunshine Law and meets reporting requirements, including the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the CEC Chair, Committee members, Recipient Staff, PCS & CQM Staff, and guests by roll call, and a moment of silence was observed.

#### Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

#### Meeting Approvals

The approval for the November 7, 2023, agenda of the Community Empowerment Committee meeting with amendments was proposed by L. Robertson, seconded by I. Wilson, and passed unanimously. The approval for the minutes of the October 3, 2023, meeting was proposed by V. Biggs, seconded by I. Wilson, and approved with no further corrections.

**Motion #1:** I. Wilson, on behalf of the CEC, made a motion to approve the November 7, 2023, Community Empowerment Committee agenda. The motion was seconded by I. Wilson and adopted unanimously.

**Motion #2:** V. Biggs, on behalf of the CEC, made a motion to approve the October 3, 2023, Community Empowerment Committee meeting minutes as presented. The motion was seconded by I. Wilson and adopted unanimously.

### Standard Committee Items

None.

### New Business

#### Discussion of Final Workplan Activity for FY 2023

The CEC Chair, S. Tinsley-Jackson, led the discussion and updated the committee members on the conversation that took place with the AETC Representative. The decision was made that AETC would not be the right fit for CEC's January 2024 Townhall Event. After much discussion with regards to which audience that the next townhall event should target, the following motion was made:

**Motion #3: V. Biggs, on behalf of the CEC, made a motion to have the next CEC – Community Conversation Townhall Event focus on HIV/AIDS in the black community. The motion was seconded by I. Wilson and adopted unanimously.**

The following motion was also made as an official title for the townhall event:

**Motion #4: V. Biggs, on behalf of the CEC, made a motion to have *HIV Inside the Black Community – What's Next?* as the official title of the next CEC – Community Conversation Townhall Event. The motion was seconded by I. Wilson and adopted unanimously.**

Following motion #4, after some careful consideration, concern was raised by L. Roberston that the word "HIV" in the title of the event is stigmatizing and would deter attendance from our focus population. So, the following motion was proposed as a replacement:

**Motion #5: E. Davis, on behalf of the CEC, made a motion to have *Stigma Smashers* as the official title of the next CEC – Community Conversation Townhall Event. The motion was seconded by V. Biggs and adopted unanimously with a "No" vote from R. Shore.**

CEC Member further discussed possible locations that the townhall Event could take place. They placed importance for the event's location to be in certain zip codes where the affected population resides. The options of January 30, 2024, and Jan 31, 2024, with a time of 6pm to 8pm remained the same for committee members.

### Finalize ideas for the 2024-2025 CEC Community Conversation Calendar

CEC members agreed to table the discussion for the FY 2024 – 2025 Community Conversation Calendar to December's meeting.

### Recipient's Report

There was no Recipient's report for this meeting.

### Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

### Agenda Items for Next Meeting

- a. Next Meeting Date: December 5, 2023, at 3:00 p.m. LOCATION: Broward Regional Health Planning Council
- b. Agenda Items for Next Meeting  
TBD

## Announcements

- V. Biggs: On November 14, 2023, The Mannor will be hosting the Transgender Equality Awards at 6:30pm – 2345 Wilton Drive, Wilton Manors.
- V. Biggs: On November 16, 2023, The State of the Trans Community Event is being held at ArtServe.
- W. Cius: Faith-Based Initiative Event hosted by the Recipient Office Part A will take place on November 30, 2023 from 11am to 1pm.

## Adjournment

There being no further business, the meeting was adjourned at 4:52 p.m

## CEC Attendance for CY 2023

| Consumer | PLWHA | Absences | Count | Meeting Month          | Jan | Feb | Mar | Apr | May  | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|----------|-------|----------|-------|------------------------|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|--------------------|
|          |       |          |       | Meeting Date           | 3   | 7   | 7   |     | 2    | 6   |     |     | 5   | 3   | 7   |     |                    |
| 1        | 1     | 0        | 1     | Bhrangger, R.          | X   | X   | X   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
| 0        | 1     | 0        | 2     | Biggs, V.              | X   | X   | X   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
| 0        | 0     | 1        | 3     | Franks, H.             | X   | X   | X   | C   | X    | A   | C   | C   | X   | X   | X   |     |                    |
| 0        | 0     | 0        | 4     | Gunion, D.             | X   | X   | X   |     |      |     |     |     |     |     |     |     |                    |
|          |       |          |       |                        |     |     |     |     |      |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 5     | Marcoviche, W.         | X   | X   | X   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
| 0        | 1     | 0        | 6     | Robertson, L.          | X   | X   | X   | C   | X    | X   | C   | C   | E   | X   | X   |     |                    |
| 0        | 0     | 1        | 7     | Ruffner, A.            | A   | A   |     |     |      |     |     |     |     |     |     |     |                    |
|          |       |          |       |                        |     |     |     |     |      |     |     |     |     |     |     |     |                    |
| 0        | 0     | 0        | 8     | Shore, R.              | X   | X   | X   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
| 0        | 0     | 0        | 9     | Wilson, I., Vice-Chair | X   | X   | X   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
| 1        | 1     | 0        | 10    | Jackson, S., Chair     | X   | X   | X   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
|          |       |          | 11    | Wright, J.             |     |     |     |     | N, X | A   | C   | C   | A   | A   | A   |     |                    |
|          |       |          | 12    | Dudelzak, E            |     |     |     |     | N, X | X   | C   | C   | X   | X   | X   |     |                    |
| 1        | 0     | 1        | 13    | Hayes, Kendra          | X   | X   | A   | C   | X    | X   | C   | C   | X   | X   | X   |     |                    |
|          |       |          |       | Quorum = 6             | 10  | 10  | 9   |     | 11   | 9   |     |     | 9   | 10  | 10  |     |                    |

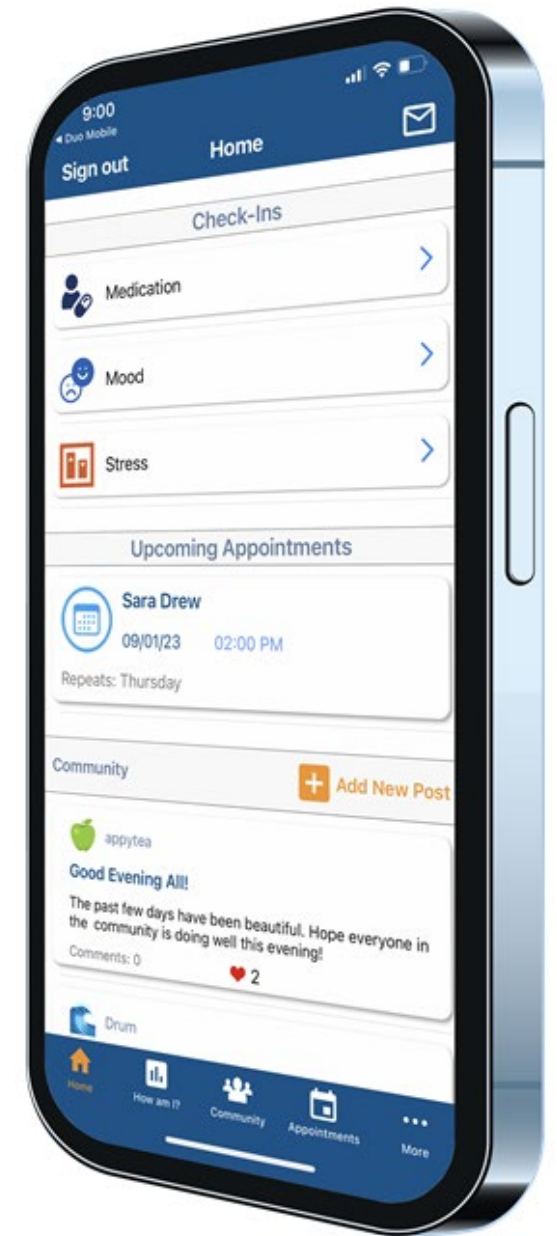
| Legend:                     |                     |
|-----------------------------|---------------------|
| X - present                 | N - newly appointed |
| A - absent                  | Z - resigned        |
| E - excused                 | C - canceled        |
| NQA - no quorum absent      | W - warning letter  |
| NQX - no quorum present     | Z - resigned        |
| CX - canceled due to quorum | R - removal letter  |

Community Empowerment Committee Meeting Minutes – November 8, 2023  
Minutes prepared by PCS Staff



## PL Cares Overview

Kristine Atrigenio-Conway, MBA



# Objectives

- Provide an overview of PL Cares Program
- Describe some of the benefits to clients and providers
- Provide overview of PL Cares portal and features
- Feedback and Comments



# The PL Cares® Platform

- Evidence-based smartphone app intervention/program that was developed by the University of Virginia to improve engagement and retention in HIV care, viral suppression, provide peer support and resources to people living with HIV.
- Clients may experience many challenges living with HIV. Challenges may include:
  - Transportation
  - Stigma
  - Isolation/ lack of social support
  - Adherence to medications
  - Racial disparities
  - Retention in care
  - Homelessness
  - Poverty
  - Mental health and substance abuse

This platform can address some of these issues.



# Member Benefits

PL Cares® provides:

- Improved adherence & retention
- Social support
- Self-monitoring
- Goal achievement
- Positive health behavior
- Secure, trusted communication



# PL Cares® Platform Security

- By “invitation” only access
- Password protected
- Biometric sign-in option
- Automatic Log-out
- Required anonymity on secured community message board
- No personally identifying information stored



# PL Cares® Features

## Home

Find the PositiveLinks App home screen. See daily self-monitoring Check-Ins for meds adherence, mood, and stress. See quizzes and get feedback.

## Community Posts

Build social support by engaging with other Members anonymously through PL Community.

## Contacts

Access a personalized list of site care team contacts.

## Labs

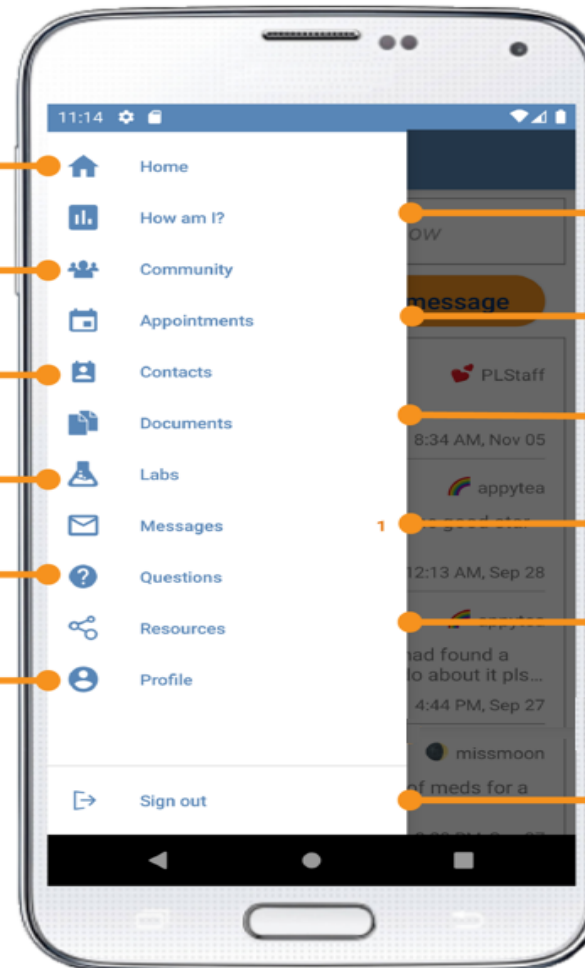
View CD4 count and viral load lab results.

## Questions

Find answers to common questions of people living with HIV.

## Profile

Change the Avatar. Set sign in biometrics. Change the time of meds Check-In. See Achievement Badges.



## How am I?

See a monthly view of daily Check-Ins for meds adherence, mood, and stress.

## Appointments

View a list of upcoming appointments.

## Documents

Add and share documents with the site care team.

## Messages

Use secure messaging to communicate.

## Resources

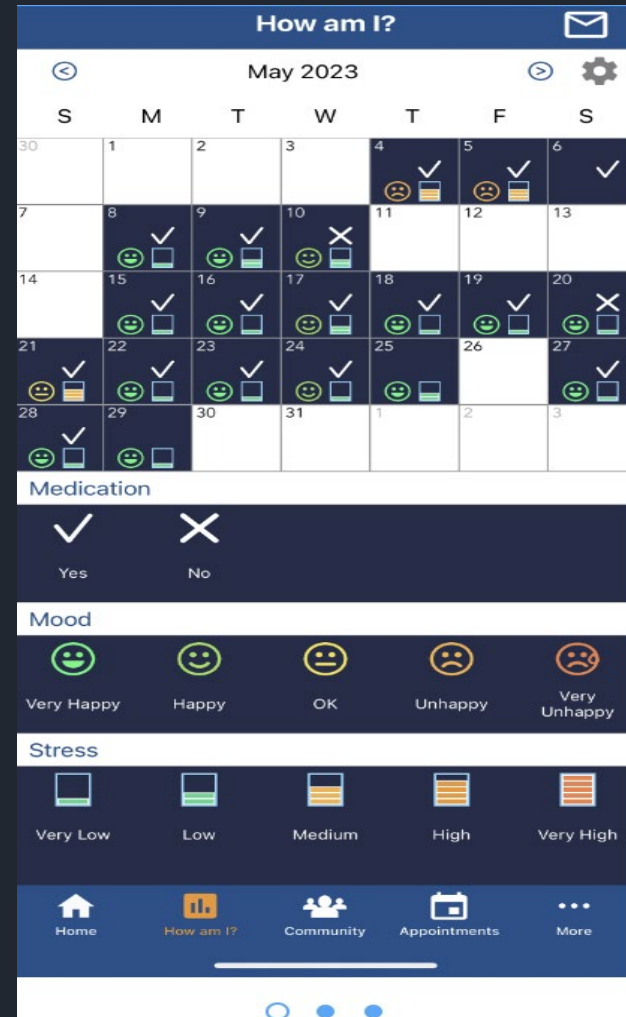
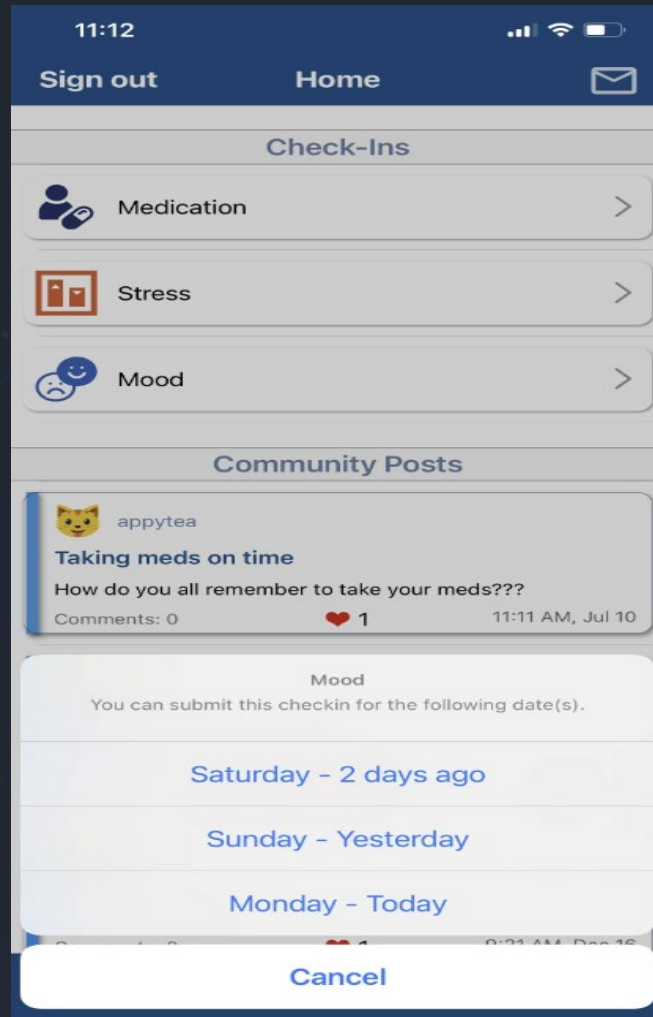
Access audio, video, and web resources to support people living with HIV.

## Sign out

Sign out of PositiveLinks.

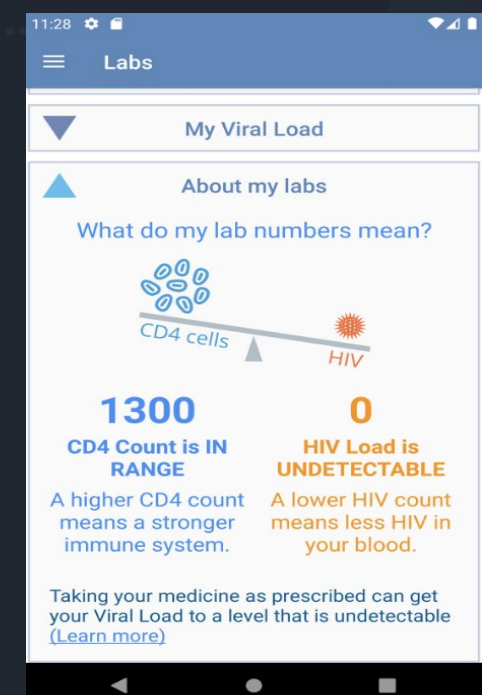
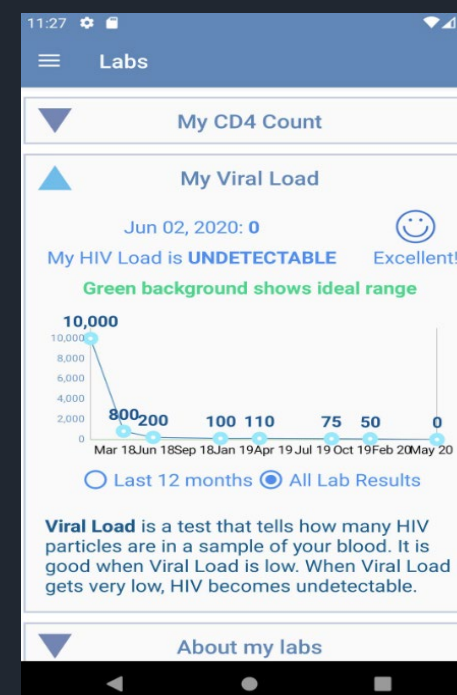
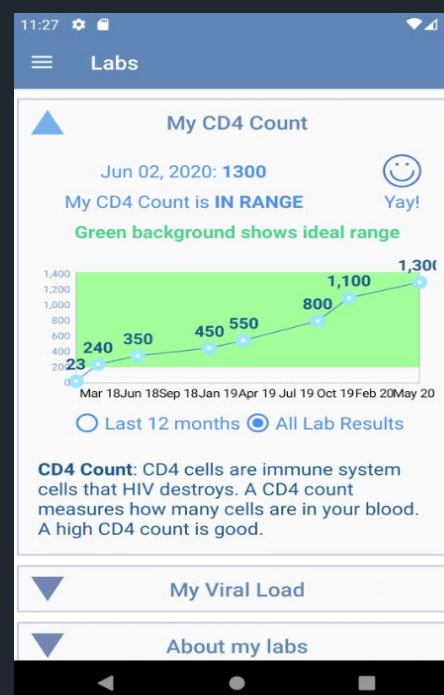
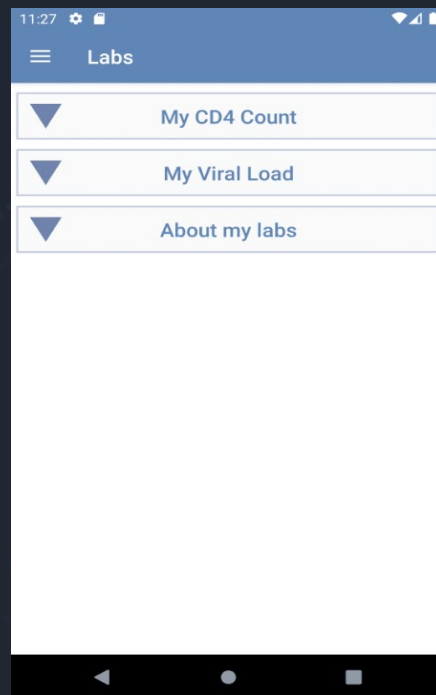
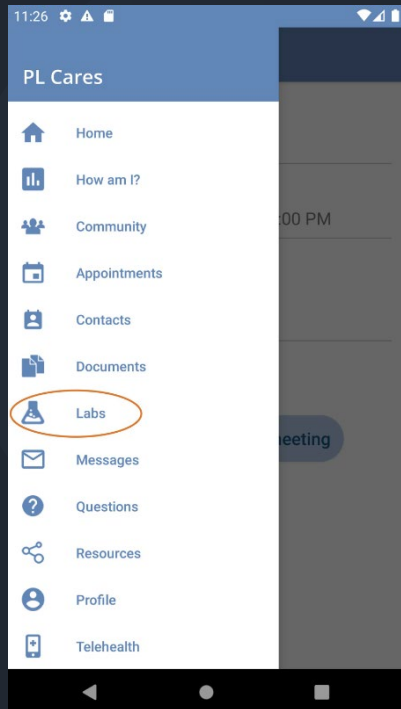
# Self- monitoring Daily Check-ins

- Medication
- Mood
- Stress

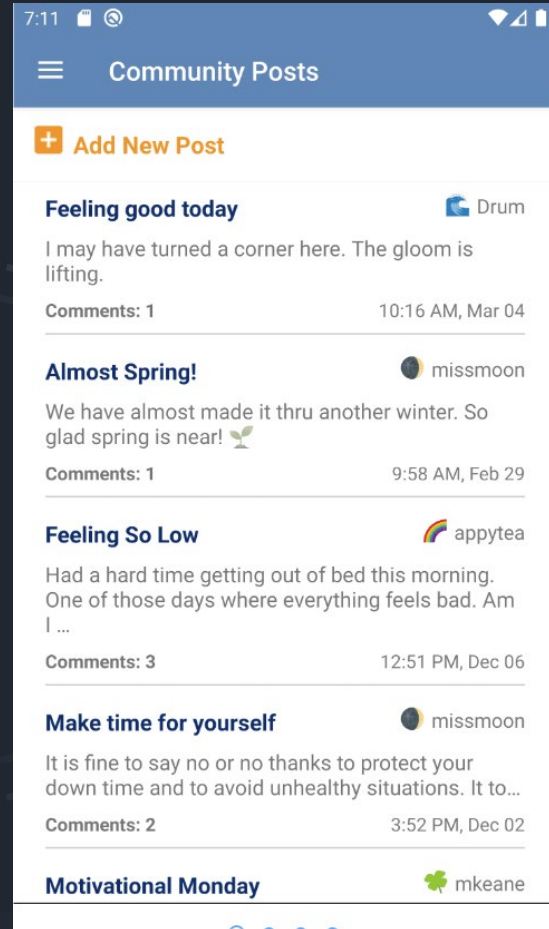
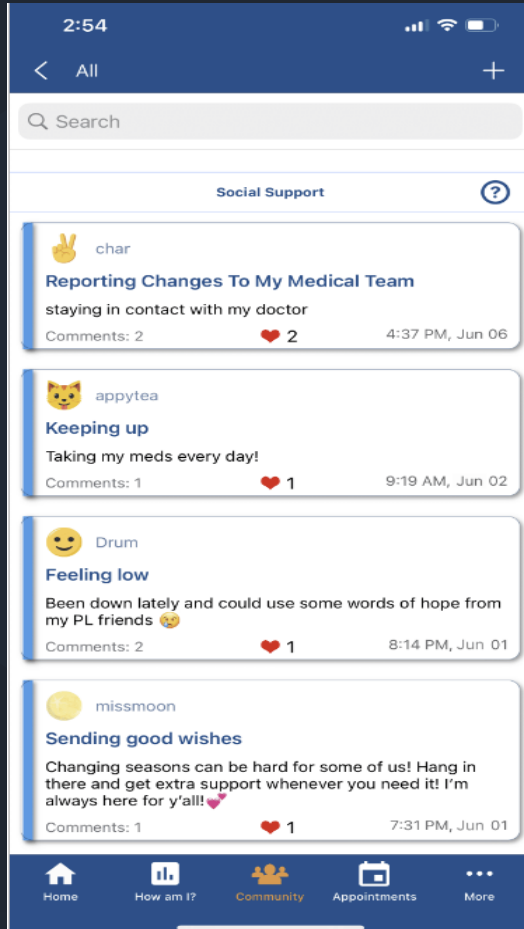


# Lab Results Feature

- Lab results can help encourage members to improve or maintain their progress toward their health goals.



# Community Message Board



## Community Guidelines and Monitoring

- Member Privacy
  - No personally-identifying information on posts
- Emergencies
  - Contact 911 during emergencies or family/friends for support
- Monitoring
  - The community message board will be monitored during Broward County's office hours, Monday – Friday, 8:00am - 4:30pm

# PL Cares® Coordinator

## Role / Responsibilities of the Site PL Cares® Coordinator

- Member enrollment & account management
- Monitors community message board
- Monitors weekly member utilization of the platform
- Conduct engagement & retention follow up with members
- Maintains resources & questions
- Provides technical support

### Broward County PL Cares® Coordinator:

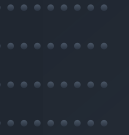
Kristine Atrigenio-Conway

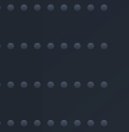
Email: [katrigenioconway@broward.org](mailto:katrigenioconway@broward.org)

Phone: (954) 357 - 5772

# Gift Card Incentive

- Eligible for \$100 Publix Gift Card / monthly
- A check-in rate of at least 70% is required





# Feedback & Comments

# For More Information

- PL Cares

<https://www.wht.care/plcares>

## Contacts:

- Kristine Atrigenio-Conway  
Tele-Adherence Coordinator  
Email: [Katrigenioconway@broward.org](mailto:Katrigenioconway@broward.org)  
Phone: (954) 357 – 5772
- Quasia Cowan  
Broward County - EHE Sr Program Project Coordinator  
Email: [Qcowan@broward.org](mailto:Qcowan@broward.org)  
Phone: (954) 357 - 7809

**Community Empowerment Committee  
HIV Health Services Planning Council  
January 31, 2024, Town Hall Meeting  
In honor of Black HIV/AIDS Awareness – February 7<sup>th</sup>**

The January 31, 2024, town hall meeting focusing on African Americans receiving Ryan White services, will address healthcare, medication, housing, and overall well-being. These questions can serve as a starting point for a meaningful and inclusive discussion during the town hall meeting. It's essential to create an open and safe space for dialogue, allowing community members to share their perspectives and provide valuable insights.

Here are some sample questions to facilitate discussion:

**1. Access to Healthcare:**

- How can we ensure that African Americans living with HIV have equitable access to Ryan White services, including medical care, counseling, and support programs?
- Are there specific barriers that the community faces in accessing healthcare services, and how can these be addressed?

**2. Medication Adherence:**

- What strategies can be implemented to improve medication adherence among African Americans receiving Ryan White services?
- Are there cultural factors or specific challenges that impact consistent medication use, and how can the healthcare system better support individuals in overcoming these challenges?

**3. Housing Support:**

- How can we enhance housing support for African Americans living with HIV through the Ryan White program?
- Are there specific housing-related issues or concerns that need immediate attention, and what solutions can be explored?

**4. Mental Health and Counseling:**

- What mental health resources are currently available through the Ryan White program, and how can they be improved to better address the needs of the African American community?
- Are there cultural competency and sensitivity training programs in place for healthcare providers and counselors to ensure effective support?

**5. Community Engagement:**

- How can the Ryan White program better engage with the African American community to raise awareness, reduce stigma, and promote testing and early intervention?
- Are there community-based initiatives that have been successful in other areas that could be replicated to improve engagement and outcomes?

#### 6. Intersectionality:

- How can the Ryan White program address the intersectionality of issues, such as race, gender, and socioeconomic status, to provide more comprehensive and tailored support?
- In what ways can the program acknowledge and respond to the unique needs and experiences of African American transgender individuals within the HIV/AIDS community?

#### 7. Feedback Mechanisms:

- What mechanisms are in place to gather feedback from the African American community regarding their experiences with Ryan White services, and how can these feedback loops be strengthened?
- Are there avenues for community members to actively participate in shaping the policies and programs of the Ryan White program?

#### 8. Collaboration with Community Organizations:

- How can the Ryan White program collaborate more effectively with local African American community organizations to enhance outreach and support services?
- Are there successful models of collaboration between healthcare providers and community organizations that can be replicated or scaled up?

## Community Empowerment Committee Listening Sessions March 2024 – February 2025

| Status   | Month of Event | Topic                                          | Partnering Organization | Sample Questions |
|----------|----------------|------------------------------------------------|-------------------------|------------------|
| Planning | March 2024     | Ryan White Informational Session (Health Fair) | TBD                     | To Be Determined |
| Planning | September 2024 | Aging Gracefully                               | TBD                     | To Be Determined |
|          |                |                                                |                         | To Be Determined |
|          |                |                                                |                         | To Be Determined |

| Community Empowerment Committee (CEC) Work Plan FY2023-2024                                                                                                                                                                                                                             |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |          |       |     |      |      |     |      |     |     |     |     |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|----------|-------|-----|------|------|-----|------|-----|-----|-----|-----|-----|
| The work plan is intended to help guide the work of the committee and to assist the Community Empowerment Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X". |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  | Target   |       | Q1  |      | Q2   |     | Q3   |     | Q4  |     |     |     |
|                                                                                                                                                                                                                                                                                         |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  | 4 Events |       | 3   |      |      |     |      |     |     |     |     |     |
| Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice.                                                                                                                                                                             |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |          |       |     |      |      |     |      |     |     |     |     |     |
| Activities                                                                                                                                                                                                                                                                              |  | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  | Mar      | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
| 1.1 Engage consumers in townhalls/listening sessions at minimum, biannually.                                                                                                                                                                                                            |  | CEC/Staff/Facilitator | Consumer Involvement                                                                                                    | Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole.                                                                                                                                                                                                    |  |  |  |  |  | X        | X     |     | X    |      |     |      |     |     |     |     |     |
| 1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA annually.                                                                                                                                                                                          |  | CEC/Staff             | Data driven PSRA process                                                                                                | Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data.                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |          |       | X   |      |      |     |      |     |     |     |     |     |
| 1.3 Educate CEC members on HIVPC & Ryan White Part A.                                                                                                                                                                                                                                   |  | Recipient/Staff       | Increased knowledge of HIVPC & Ryan White Program among CEC members                                                     | Provide presentations or links to HRSA Ryan White Part A Webinars regarding topics of interest about the HIV Planning Council, Community Outreach, and Involvement.                                                                                                                                                                                                                                                                                     |  |  |  |  |  |          | X     |     |      |      |     |      |     |     |     |     |     |
| 1.4 Host focus groups to receive feedback from populations of focus and/or selected audiences at minimum, biannually.                                                                                                                                                                   |  | Staff/Facilitator     | Utilize feedback in PSRA process and future CEC and MCDC event planning efforts                                         | Determine populations to include in focus group and what kind of information would be of use. Populations are not limited to consumers; they may include other community members as applicable. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies. Utilize any relevant recommendations that may inform the work of CEC. |  |  |  |  |  | X        | X     |     | X    |      |     |      |     |     |     |     |     |
| Objective 2: Promote education and awareness to affirm support for PWHA                                                                                                                                                                                                                 |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |          |       |     |      |      |     |      |     |     |     |     |     |
| Activities                                                                                                                                                                                                                                                                              |  | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  | Mar      | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
| 2.1 Recommend creation or revision of promotional literature to MCDC as needed.                                                                                                                                                                                                         |  | CEC                   | Collaboration with MCDC to inform the community about HIVPC                                                             | Determine information useful to the community in understanding the role of the HIVPC and revise language and visuals of marketing materials surrounding stigma. Provide this information to MCDC to update or create promotional literature.                                                                                                                                                                                                            |  |  |  |  |  |          |       |     |      |      |     | X    |     |     |     |     |     |
| 2.2 Distribute promotional literature - physically and electronically - to the community on an ongoing basis.                                                                                                                                                                           |  | CEC/Staff             | Increased consumer awareness of HIVPC                                                                                   | CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff Team will distribute HIVPC and HIV-related information to its community listserv.                                                                                                                                                                                                                                                   |  |  |  |  |  | X        | X     | X   | X    |      |     |      |     |     |     |     |     |
| 2.3 Analyze survey results for each community event, including outreach, trainings and community forums on an ongoing basis.                                                                                                                                                            |  | Staff/CEC             | Measure event outcomes                                                                                                  | Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives.                                                                                                                                                                                                                       |  |  |  |  |  |          | X     | X   |      |      |     |      |     |     |     |     |     |
| 2.4 Partner with HIV stakeholders to engage in community events on an ongoing basis.                                                                                                                                                                                                    |  | CEC                   | Develop consistent presence at community events                                                                         | Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BCHPPC, Latinos En Accion, SFAN).                                                                                                                             |  |  |  |  |  | X        | X     |     | X    |      |     |      |     |     |     |     |     |
| Objective 3: Support communities in efforts to address misconceptions and reduce HIV-related stigma and other stigmas that negatively affect HIV outcomes.Strategy 3.1.4 (2022-2026 Integrated Plan)                                                                                    |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |          |       |     |      |      |     |      |     |     |     |     |     |
| Activities                                                                                                                                                                                                                                                                              |  | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  | Mar      | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
| 3.1 Develop and implement education and awareness strategies that incorporate results from feedback mechanisms to increase HIV literacy                                                                                                                                                 |  | CEC                   | Increased awareness and utilization of services for PHW and Reduce HIV-related health disparities and health inequities | Partner with community organizations to institute a countywide summit for stakeholder collaborations to address various HIV-related issues including misconceptions and HIV-related Stigma.                                                                                                                                                                                                                                                             |  |  |  |  |  |          | X     | X   |      |      |     |      |     |     |     |     |     |
| Objective 4: Create and promote public leadership opportunities for PWH. Strategy 3.3.1 (Integrated Plan 2022-2026)                                                                                                                                                                     |  |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |          |       |     |      |      |     |      |     |     |     |     |     |
| Activities                                                                                                                                                                                                                                                                              |  | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  | Mar      | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
| 4.1 Build the capacity of PWH to be meaningfully involved in the planning, delivering, and improvement of RWHAP services.                                                                                                                                                               |  | CEC                   | Increased PWH on advisory boards, consumer boards, and employed as Peers                                                | Incorporate programs from the organization, Meaningful Involvement of People with HIV/AIDS (MIPA) in Broward; Partner with the National Minority AIDS Council's (NMAC) ELEVATE or ESCALATE Programs, or other community partners to address HIV stigma reduction, workforce recruitment, development, and advancement needs for PWH in populations 50+, Young Black Men, T/GNC, and Latinx.                                                             |  |  |  |  |  | X        |       | X   |      |      |     |      |     |     |     |     |     |

Abbreviations: BCHPPC (Broward County HIV Prevention Planning Council); SFAN (South Florida AIDS Network); PCS (Planning Council Support Staff); T/GNC Transgender and gender nonconforming

| Community Empowerment Committee (CEC) Work Plan FY2024-2025                                                                                                                                                                                                                             |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------|-----|------|------|-----|----------|-----|-----|-----|-----|-----|--|--|--|
| The work plan is intended to help guide the work of the committee and to assist the Community Empowerment Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X". |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| GOAL: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing by participating in at least 4 community events.                                                                                                           |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     | Target   | Q1  | Q2  | Q3  | Q4  |     |  |  |  |
|                                                                                                                                                                                                                                                                                         |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     | 4 Events |     |     |     |     |     |  |  |  |
| Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice.                                                                                                                                                                             |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June | July | Aug | Sept     | Oct | Nov | Dec | Jan | Feb |  |  |  |
| 1.1 Engage consumers in townhalls/listening sessions at minimum, biannually.                                                                                                                                                                                                            | CEC/Staff/Facilitator | Consumer Involvement                                                                                                    | Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole.                                                                                                                                                                                                    |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| 1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA annually.                                                                                                                                                                                          | CEC/Staff             | Data driven PSRA process                                                                                                | Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data.                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| 1.3 Educate CEC members on HIVPC & Ryan White Part A.                                                                                                                                                                                                                                   | Recipient/Staff       | Increased knowledge of HIVPC & Ryan White Program among CEC members                                                     | Provide presentations or links to HRSA Ryan White Part A Webinars regarding topics of interest about the HIV Planning Council, Community Outreach, and Involvement.                                                                                                                                                                                                                                                                                     |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| 1.4 Host focus groups to receive feedback from populations of focus and/or selected audiences at minimum, biannually.                                                                                                                                                                   | Staff/Facilitator     | Utilize feedback in PSRA process and future CEC and MCDC event planning efforts                                         | Determine populations to include in focus group and what kind of information would be of use, Populations are not limited to consumers; they may include other community members as applicable. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies. Utilize any relevant recommendations that may inform the work of CEC. |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| Objective 2: Promote education and awareness to affirm support for PWHA                                                                                                                                                                                                                 |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June | July | Aug | Sept     | Oct | Nov | Dec | Jan | Feb |  |  |  |
| 2.1 Recommend creation or revision of promotional literature to MCDC as needed.                                                                                                                                                                                                         | CEC                   | Collaboration with MCDC to inform the community about HIVPC                                                             | Determine information useful to the community in understanding the role of the HIVPC and revise language and visuals of marketing materials surrounding stigma. Provide this information to MCDC to update or create promotional literature.                                                                                                                                                                                                            |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
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| 2.3 Analyze survey results for each community event, including outreach, trainings and community forums on an ongoing basis.                                                                                                                                                            | Staff/CEC             | Measure event outcomes                                                                                                  | Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives.                                                                                                                                                                                                                       |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| 2.4 Partner with HIV stakeholders to engage in community events on an ongoing basis.                                                                                                                                                                                                    | CEC                   | Develop consistent presence at community events                                                                         | Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BCHPPC, Latinos En Accion, SFAN).                                                                                                                             |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
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| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June | July | Aug | Sept     | Oct | Nov | Dec | Jan | Feb |  |  |  |
| 3.1 Develop and implement education and awareness strategies that incorporate results from feedback mechanisms to increase HIV literacy                                                                                                                                                 | CEC                   | Increased awareness and utilization of services for PHW and Reduce HIV-related health disparities and health inequities | Partner with community organizations to institute a countywide summit for stakeholder collaborations to address various HIV-related issues including misconceptions and HIV-related Stigma.                                                                                                                                                                                                                                                             |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| Objective 4: Create and promote public leadership opportunities for PWH. Strategy 3.3.1 (Integrated Plan 2022-2026)                                                                                                                                                                     |                       |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |
| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                                                                | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June | July | Aug | Sept     | Oct | Nov | Dec | Jan | Feb |  |  |  |
| 4.1 Build the capacity of PWH to be meaningfully involved in the planning, delivering, and improvement of RWHAP services.                                                                                                                                                               | CEC                   | Increased PWH on advisory boards, consumer boards, and employed as Peers                                                | Incorporate programs from the organization, Meaningful Involvement of People with HIV/AIDS (MIPA) in Broward; Partner with the National Minority AIDS Council's (NMAC) ELEVATE or ESCALATE Programs, or other community partners to address HIV stigma reduction, workforce recruitment, development, and advancement needs for PWH in populations 50+, Young Black Men, T/GNC, and Latinx.                                                             |     |       |     |      |      |     |          |     |     |     |     |     |  |  |  |

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# HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.



# CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN

1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.



# KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa eskizif pou fè moun tandè-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posèsyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.

## Acronym List

ACA: The Patient Protection and Affordable Care Act 2010

ADAP: AIDS Drugs Assistance Program

AETC: AIDS Education and Training Center

AHF: AIDS Health Care Foundation

AIDS: Acquired Immuno-Deficiency Syndrome

ART: Antiretroviral Therapy

ARV: Antiretrovirals

BARC: Broward Addiction Recovery Center

BCFHC: Broward Community and Family Health Centers

BH: Behavioral Health

BISS: Benefit Insurance Support Service

BMSM: Black Men Who Have Sex with Men

BRHPC: Broward Regional Health Planning Council, Inc.

CBO: Community-Based Organization

CDC: Centers for Disease Control and Prevention

CDTC: Children's Diagnostic and Treatment Center

CEC: Community Empowerment Committee

CIED: Client Intake and Eligibility Determination

CLD: Client Level Data

CM: Case Management

CQI: Continuous Quality Improvement

CQM: Clinical Quality Management

CTS: Counseling and Testing Site

DCM: Disease Case Management

DOH-Broward: Florida Department of Health in Broward County

eHARS: Electronic HIV/AIDS Reporting System

EIIHA: Early Intervention of Individuals Living with HIV/AIDS

EFA: Emergency Financial Assistance

EMA: Eligible Metropolitan Area

FDOH: Florida Department of Health

FPL: Federal Poverty Level  
FQHC: Federally Qualified Health Center  
HAB: HIV/AIDS Bureau  
HHS: U.S. Department of Health and Human Services  
HICP: Health Insurance Continuation Program  
HIV: Human Immunodeficiency Virus  
HIVPC: Broward County HIV Planning Council  
HMSM: Hispanic Men who have Sex with Men  
HOPWA: Housing Opportunities for People with AIDS  
HRSA: Health Resources and Service Administration  
HUD: U.S Department of Housing and Urban Development  
IW: Integrated Workgroup  
IDU: Intravenous Drug User  
JLP: Jail Linkage Program  
LPAP: Local AIDS Pharmaceutical Assistance Program  
MAI: Minority AIDS Initiative  
MCDC: Membership/Council Development Committee  
MCM: Medical Case Management  
MH: Mental Health  
MNT: Medical Nutrition Therapy  
MOU: Memorandum of Understanding  
MSM: Men Who Have Sex with Men  
NBHD: North Broward Hospital District (Broward Health)  
NGA: Notice of Grant Award  
NHAS: National HIV/AIDS Strategy  
NOFO: Notice of Funding Opportunity  
nPEP: Non-Occupational Post Exposure Prophylaxis  
NSU: Nova Southeastern University  
OAHS: Outpatient Ambulatory Health Services  
OHC: Oral Health Care  
PE: Provide Enterprise

PLWH: People Living with HIV  
PLWHA: People Living with HIV/AIDS  
PrEP: Pre-Exposure Prophylaxis  
PRISM: Patient Reporting Investigating Surveillance System  
PROACT: *Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH-Broward's treatment adherence program.*  
PSRA: Priority Setting & Resource Allocations  
QI: Quality Improvement  
QIP: Quality Improvement Project  
QM: Quality Management  
QMC: Quality Management Committee  
RSR: Ryan White Services Report  
RWHAP: Ryan White HIV/AIDS Program  
RWPA: Ryan White Part A  
SA: Substance Abuse  
SBHD: South Broward Hospital District (Memorial Healthcare System)  
SCHIP: State Children's Health Insurance Program  
SDM: Service Delivery Model  
SOC: System of Care  
SPNS: Special Projects of National Significance  
STD/STI: Sexually Transmitted Diseases or Infection  
TA: Technical Assistance  
TB: Tuberculosis  
TGA: Transitional Grant Area  
VA: United States Department of Veteran Affairs  
VL: Viral Load  
VLS: Viral Load Suppression  
WMSM: White Men who have Sex with Men  
WICY: Women, Infants, Children, and Youth

## Frequently Used Terms

**Recipient:** Government department designated to administer Ryan White Part A funds and monitor contracts.

**Planning Council Support (PCS) Staff/‘Staff’:** Provides professional staff support, meeting coordination, and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

**Clinical Quality Management (CQM) Support Staff:** Provides professional support, meeting coordination, and technical assistance to assist the Recipient through analysis of performance measures and other data with the implementation of activities designed to improve patient care, health outcomes, and patient satisfaction throughout the system of care.

**Provider/Sub-Recipient:** Agencies contracted to provide HIV Core and Support services to consumers.

**Consumer/Client/Patient:** A person who is an eligible recipient of services under the Ryan White Act.

# HIVPC ATTENDANCE POLICIES

## BROWARD COUNTY CODE OF ORDINANCES CHAPTER 1, ARTICLE XII. BOARDS, AUTHORITIES AND AGENCIES GENERALLY

### GENERAL REQUIREMENT AND POLICIES

#### Sec. 1-233. Terms of appointees to Broward County agencies, authorities, boards, committees, commissions, councils, and task forces; quorum

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##### Removal based on Attendance

1. Board meetings on a quarterly or less frequent basis: Members will be removed after two (2) consecutive unexcused absences or missing two (2) properly noticed meetings in one (1) calendar year.
2. Board meetings more frequently than quarterly: Members will be removed after three (3) consecutive unexcused absences or missing for (4) properly noticed meetings in one (1) calendar year.

##### Excused Absences

Require written notice to the chair of the board prior to the meeting (when practicable). The chair of the board shall determine whether the absence meets the criteria for an excused absence. Members may be excused **ONLY** for the following reasons:

1. Member performing an authorized alternative activity relating to outside advisory board business that directly conflicts with the properly noticed meeting;
2. Death of an immediate family member (spouse, father, mother, stepparent, in loco parentis, child, or stepchild domiciled in member's household);
3. Death of member's domestic partner;
4. Member's hospitalization;
5. Member summoned for jury duty; or
6. Member is issued a subpoena by a court of competent jurisdiction.

##### Non-excused absences

1. Out of town business.
2. Doing business or attending a meeting for member's company.
3. Attending another meeting as an elected official.
4. Car problems.

##### Requirements of Appointment

Any advisory board appointee who fails to meet the requirements of his or her appointment, including residency, if required to live in the district, is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

##### Quorum Rules

Once a quorum has been established by members physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone.

**Appointees shall notify the board coordinator *at least two (2) business days prior* to the scheduled meeting date as to whether they will or will not attend the meeting.** This will allow the cancellation of a meeting due to a lack of quorum prior to the actual meeting date.

***If a board member does not confirm to the board coordinator that he or she will be present, at least 2 days prior to the meeting, he or she will be marked absent where such failure results in the meeting being cancelled for lack of quorum.***

## HIVPC ATTENDANCE POLICIES

If a meeting is **scheduled and a sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting:

- Members present will be marked as attending.
- Members who telephone in, will be marked as attending.
- Members not present will be marked absent.
- Members, who did not confirm they were attending and attend, will be marked present.

If a meeting is **scheduled and a sufficient number of members to have quorum DID NOT CONFIRM** that they will be physically present at the meeting, **THE MEETING WILL BE CANCELLED PRIOR TO THE MEETING DATE:**

- Members who intended to telephone in, will be marked absent.
- Members, who did not confirm that they were attending, will be marked absent.
- Members who confirmed they would be attending will be marked *present* and it will be noted on the attendance sheet that the meeting was cancelled.

If a meeting is **scheduled and sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting, **BUT QUORUM WAS NOT PRESENT AT THE MEETING, THE MEETING WILL BE CANCELLED:**

- Members present will be marked as attending but it will be noted that the meeting was cancelled.
- Members not present will be marked absent.
- Members, who telephone in, will be absent.
- Members, who did not confirm that they were attending, and attend, will be marked present.
- Members who did not confirm that they were attending, and do not attend, will be marked absent.

(Ord. No. 79-36, § 1, 6-20-79; Ord. No. 89-19, § 1, 5-9-89; Ord. No. 92-4, § 1, 3-10-92; Ord. No. 92-13, § 1, 5-12-92; Ord. No. 92-46, § 1, 11-10-92; Ord. No. 95-18, § 1, 4-11-95; Ord. No. 1999-06, § 1, 2-23-99; Ord. No. 2001-01, § 1, 1-9-01; Ord. No. 2001-10, § 1, 3-27-01; Ord. No. 2002-10, § 1, 3-18-02; Ord. No. 2003-21, § 1, 6-10-03; Ord. No. 2005-01, § 1, 1-11-05; Ord. No. 2005-16, § 1, 6-28-05; Ord. No. 2006-17, § 1, 6-13-06; Ord. No. 2008-36, § 1, 9-9-08; Ord. No. 2009-39, § 1, 6-23-09; Ord. No. 2012-30, § 1, 10-23-12; Ord. No. 2014-08, § 1, 02-25-14)

**End of Packet**