



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, March 5, 2024 - 3:00 to 5:00 PM

LOCATION: Broward Regional Health Planning Council

Click Below to Join the meeting via Microsoft Teams

[Click here to join the meeting](#)

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 with and affected by HIV/AIDS in the Council process.

The 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 March 5, 2024
- IV. **ACTION:** Approval of Minutes from January 9, 2024 ([Handout A](#))
- V. Public Comment
- VI. Standard Committee Items: None
- VII. Old Business: None
- VII. New Business
 - a. Discussion: Feedback from the January 31, 2024 “Stigma Smashers” activity: ([Handout B](#))
 - b. Discussion: CEC Marketing Plan Proposal by Elizabeth Davis, CEC Member: This plan is designed to create low-effort systems to stay consistent with social media posting, publicizing CEC events, promoting the HIVPC, press coverage, and event turnout of community members and decision-makers. ([Handout C](#))
 - c. **ACTION:** Finalize activities for FY 2024-2025 ([Handout D](#))

VIII.Public Comment

IX.Data Request

IX.Agenda Items for Next Meeting

X.Next Meeting Date:

Tuesday, April 2, 2024 @ 3:00 PM

Location: Broward Regional Health Planning Council & WebEx.

XI. Agenda Items for Next Meeting:

- Finalize Plans for the April PSRA Townhall Event
- Presentation and Discussion on an Inmate Reentry Program
- Presentation on Ryan White Part A Program Services

XII. Announcements

Fort Lauderdale AIDS Walk, Saturday, March 9, 2024: HIVPC Volunteers Needed

XIII. 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](#)



March 2024

Broward HIV Health Services Planning Council Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit http://www.brhpc.org for updates.				
					1 South Florida AIDS Network Meeting (SFAN) 9:30 AM Microsoft Teams Join the meeting now Meeting ID: 278 498 424 286 Passcode: J8fkU4	2
3	4	5 Support Services Network Meeting 9:00AM-10:15AM Community Empowerment Committee Meeting (CEC) 3:00PM- 5:00PM Location: BRHPC/Microsoft Teams	6	7 System of Care Committee Meeting 9:30AM – 11:30AM Location: BRHPC/Microsoft Teams	8	9 AIDS Walk & Music Festival 8:00 AM-2:30 PM
10  Women and Girls HIV/AIDS Awareness Day	11	12	13	14	15	16
17	18 Quality Management Committee Meeting 11:30AM- 2:30PM Location: BRHPC/Microsoft Teams	19	20  Native HIV/AIDS Awareness Day	21 Priority Setting & Resource Allocation Committee Meeting 9:30AM -12:30PM Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/Microsoft Teams	22	23
24	25	26	27 Quality Network Meeting 9:00 AM – 10:15 AM	28 HIV Planning Council General Body Meeting 9:30AM – 11:30AM Locations: BRHPC/Microsoft Teams	29	

Meetings in **RED** are canceled. Meetings in **BLUE** are for the HIV Planning Council Committees. Meetings in **GREEN** are for the Provider Network. Holidays and meetings outside of the HIV Planning Council are in **BLACK**.



March 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 or (954) 561-9681 ext. 1292 or 1343. Visit <http://www.brhpc.org> for updates.

TODOS ESTAN BIENVENIDOS!	ALL ARE WELCOME!	BON VINI!
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.	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.	Só 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 resewa 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, January 9, 2024 - 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, Dr. 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, W. Cius, Q. Cowan

Planning Council Support Staff Present: M. Patel, D. Liao, N. Del Valle. G. Berkeley Martinez

Guests Present: T. Bratcher, L. Lewis

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

The CEC Chair called the meeting to order at 3:05 p.m. The CEC Chair welcomed all meeting attendees who 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 about HIV/AIDS and services in Broward County. There were no public comments.

Meeting Approvals

The approval for the January 9, 2024, agenda of the Community Empowerment Committee meeting with amendments was proposed by L. Robertson, seconded by V. Biggs, and passed unanimously. The approval for the minutes of the November 7, 2023, meeting was proposed by L. Robertson, seconded by V. Biggs, and approved with no further corrections.

Motion #1: L. Robertson, on behalf of the CEC, made a motion to approve the January 9, 2024, Community Empowerment Committee agenda. The motion

was seconded by V. Biggs and adopted unanimously.

Motion #2: L. Robertson, on behalf of the CEC, made a motion to approve the November 7, 2023, Community Empowerment Committee meeting minutes as presented. The motion was seconded by V. Biggs and adopted unanimously.

Standard Committee Items

None.

New Business

Discussion-PL Cares Presentation: Q. Cowan, Ryan White Part A EHE Program Coordination Senior, presented the PL Cares App, a Broward County Ryan White Part A EHE initiative developed by the University of Virginia. PL Cares provides tailored tools for Ryan White Part A Consumers and Site Care Teams. The primary goal of PL Cares is to improve engagement with care by providing self-management tools, building skills, lowering barriers to care coordination, and facilitating peer support. Clients enrolled in the App are eligible to receive a \$100 gift. Data in the App are secured within the Part A Office and the University of Virginia and are connected to the Provide Enterprise database. PL Cares Palm cards were distributed to attendees and are distributed to provider agencies.

Finalize FY 2023-2024 Outreach Activities: Members discussed the status of the January 31, 2024, *Stigma Smashers* town hall community conversation in honor of Black HIV/AIDS awareness. The facilitators will be Elizabeth Davis and Irvin Wilson, CEC members. The activity will utilize a donated twin-size bed to smash the stigmatized words. The event will be held at the L.A. Lee YMCA/Mizell Community Center from 6:00 P.M. to 8:00 P.M.

V. Biggs recommended rescheduling the March Health Fair and Community Conversations to November 2024, as that will be an opportune time for Health Insurance ACA open enrollment.

Motion #3: V. Biggs, on behalf of the CEC, made a motion to move the March Health Fair Event to November 2024. The motion was seconded by H. Franks and adopted unanimously.

Review Status of the 2023-2024 Work Plan

PCS staff presented the 2023-2024 Work Plan activities. The community conversation scheduled for January 31, 2024, will complete the CEC goals and objectives for the fiscal year.

Approve the 2024-2025 Work Plan

Members reviewed the proposed work plan.

Motion #4: L. Robertson, on behalf of the CEC, made a motion to accept the FY 2024-2025 Work Plan. The motion was seconded by V. Biggs and adopted unanimously.

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: March 5, 2024, at 3:00 p.m. LOCATION: Broward Regional Health Planning Council
- b. Agenda Items for Next Meeting
 - Finalize Outreach /Community Conversations FY 2024-2025
 - Discuss a Proposed Reentry Program

Announcements

- L. Robertson: Ujima, Wednesday, January 17, 2024, *Social Justice and One's Journey in the Coming Out Process*.
- S. Tinsley: HIV Possible, will be hosting and partnering with Ryan White Part A EHE a quilt-panel-making session for the National AIDS Memorial quilt. Saturday, January 13, 2024, Tabling is available.

Adjournment

There being no further business, the meeting was adjourned at 4:12 p.m.

CEC Attendance for CY 2024

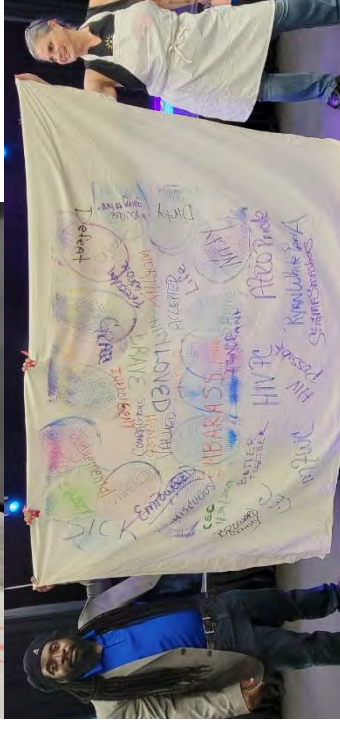
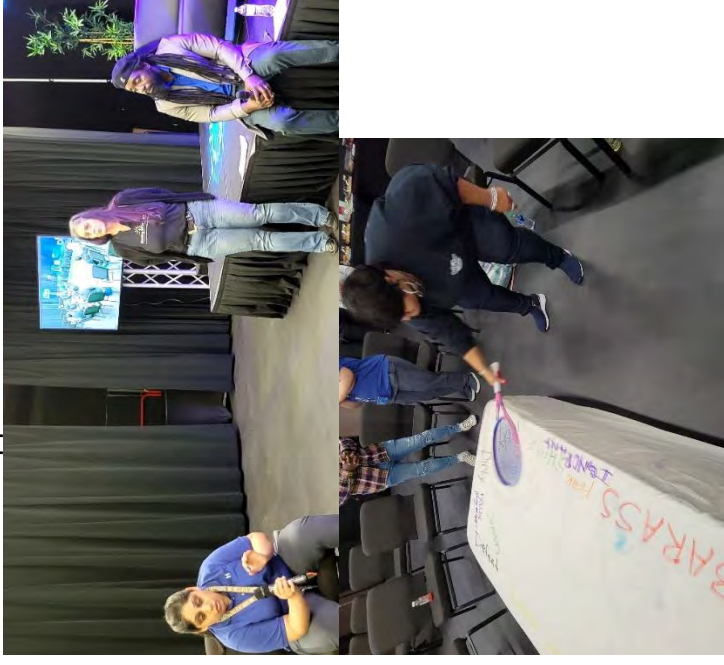
Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date	9	C	5	2	7	4	2		3	1	5	3	
0	1	Bhrangger, R.	X												
0	2	Biggs, V.	X												
0	3	Franks, H.	X												
0	4	Davis, Elizabeth	X												
0	5	Marcoviche, W.	X												
0	6	Robertson, L.	X												
0	7	Shore, R.	X												
0	8	Wilson, I., Vice-Chair	X												
0	9	Jackson, S., Chair	X												
1	10	Wright, J.	A												
0	11	Dudelzak, E	X												
0	12	Hayes, Kendra	X												
		Quorum = 7	11												
Legend: X - present A - absent E - excused NQA - no quorum absent NQX - no quorum present CX - canceled due to quorum N - newly appointed Z - resigned C - canceled W - warning letter Z - resigned R - removal letter															

Community Empowerment Committee Meeting Minutes – January 2024
Minutes prepared by PCS Staff

Community Conversation Debrief of Events

Stigma Smasher	Date: January 31, 2024 Location: L.A. Lee YMCA/Mizell Community Center Facilitators: Elizabeth Davis and Irvin Wilson, CEC Members In-Person Attendance: 14 people
Topics that were discussed	• The audience's perspective on Stigma: ◦ Sense of shame around certain conditions, stigma comes from other people, based on misinformation, external concepts impact internal concepts, preconceived notions about the condition and the person with the condition. • Disparities ◦ Access to affordable, knowledgeable, empathetic healthcare ◦ Lack of knowledge about insurance coverage, in-network versus out-of-network ◦ Lack of knowledge about HIV/AIDS, Mental Health, Diabetes, and other health conditions ◦ Patients feeling devalued: Why seek care if a patient does not feel seen or valued? ◦ Lack of empowerment to know that the patient has the power to change provider and speak up for better health care. • Discussed Resources • Conduct a second secret shopper assessment of Ryan White Part A providers ◦ Include Black MSMs as shoppers • Encourage diversity in the staff of Provider agencies • Hold Providers to be approachable and accountable for educating newly diagnosed patients. • Empower clients with accurate information about their condition, medication options, and insurance coverage options • Let patients know that they have a voice in their health care. • Attendees wrote stigmatizing words and phrases. • Smashed the words with a painted tennis racket.
Recommendations	
Stigma Smashing Activity	

-
-
- Wrote opposite words of affirmation.





February 8, 2024

This plan is designed to create low effort systems to stay consistent with social media posting, publicizing CEC events, promoting HIVPC/BRHPC, press coverage and event turnout of community members and decision makers.

Key concepts

- Following standardized event planning timeline
- Managing workload and expectations
 - If no one volunteers, it doesn't get done and that's got to be ok. No judgment, no default falling back on council staff
- Branding "Stigma Smashers"

SOCIAL MEDIA

- Scheduled evergreen* posts - 30 day rotation - includes posts on what HIVPC and BRHPC do, Stigma Smashers/"no shame in our game" (art pic & comment, update language on trauma-informed/stigma free language ie "barrier free vs safe sex", easy, judgment free ways to "have the conversation"), open enrollment, RW services, application process, navigation tips, health app, what joining HIVPC means for you and the community, health tips, HIV Special Interest Group (SIG) and Days of Significance- ie long term survivors, women, aging, etc, DoS events w/community partners
 - *evergreen posts are posts always relevant and can be posted without alteration
- Special events (posts can also be scheduled)
- Tagging committee members and Community Partners
- **NEEDS**
 - 30 evergreen posts
 - Scheduling
 - List of people to tag
 - List of hashtags
 - List of community partners
 - Timely special event copy
 - Timeline/deadline protocol for special event posting

www.movingforwardwellness.org

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954-715-1646

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GETTING BUTTS in SEATS - GBIS (I hope no one is offended by this. It's a theater term 😊)

- 2 person committee member invitation commitment
- Member commitment to sharing on social media (for those that use it)
- Door prize/drawing for one big ticket gift card (\$100 publix/lyft/aldi)
- Targeted invitation outreach, Fresh Energy FE (ie Williams @ Afro-Pride)
- Targeted outreach to Decision Makers - DM - "Your Seat is Waiting" program carrot/stick publicity approach to getting providers, policy makers and legislators out to events
- **NEEDS**
 - 2 person committee member invitation commitment
 - Social media sharing
 - Door prizes
 - List of FE outreach
 - List of DM outreach

PRINT and VISUAL MEDIA

- Press release
 - Follow up phone call/email receipt confirmation
- Post event outreach
 - Event summary
 - Share event photos
- **NEEDS**
 - Event Media Maven
 - Back up Maven
 - Press contact list
 - Outreach/follow through plan
 - Checklist/spreadsheet
 - Picture/anonymity/safe space policy and procedures

RADIO OUTREACH

- Proposing/scheduling "Stigma Smashers" conversations
- Tabling events
- **NEEDS**
 - List of contacts
 - Event planning timeline
 - Outreach/relationship building
 - Tabling staff and swag

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**Community Empowerment Committee: Outreach/Community Conversations
March 2024 – February 2025**

Status	Month of Event	Topic	Partnering Organization	Sample Questions
Planning	April 2024	PSRA Townhall	PSRA/CEC	To Be Determined
Planning	September 2024	Aging Gracefully (National HIV/AIDS Aging Awareness Day Sept 18 th)	TBD	To Be Determined
Planning	November 2024	Ryan White Informational Session (Health Fair)	CEC/RWPA Office/RW Provider Agencies/ Other Community Organizations	To Be Determined
Planning	To be Determined	“Getting to Know the HIVPC” Radio Stations/Podcast Interviews	CEC/NPR/105.1/Other talk show-based forums	To Be Determined
Planning	July 2024	Young Black MSM Outreach (<i>The South Florida ballroom scene</i>)	CEC/AfroPride Federation Inc.	To Be Determined



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

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