



## MEETING AGENDA

### COMMITTEE: Community Empowerment Committee

**Date/Time:** Tuesday, April 7, 2015, 1:00 p.m.

**Location:** Broward House Assisted Living Facility

**Chair:** Arianna Lint

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 4/7/15 Agenda, 3/3/15 Minutes
3. **STANDARD COMMITTEE ITEMS**
  - a. Testimonials
4. **UNFINISHED BUSINESS**

None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

| Goal/Work Plan Objective #:                   | Accomplishments                                                                                  |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>CEC 18 Month Work Plan (WP Item 4.3)</b>   | <b>ACTION ITEM:</b> Receive update on the progress of the CEC 18 month Work Plan                 |
| <b>Hot Topic Locations</b>                    | <b>ACTION ITEM:</b> Receive an update on Hot Topic/Community Event location availability         |
| <b>Hot Topic Presentation (W.P. Item 1.3)</b> | <b>ACTION ITEM:</b> Receive a presentation on Broward House Services in the Ryan White Community |

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date:** May 5, 2015, 1:00 p.m. **Venue:** A-337

|                                                                   |                                                                                                                        |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i> | <i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i> |
| <b>PSRA Service Category Priority Rankings (W.P. Item 3.2)</b>    | <b>Priority rank Part A &amp; MAI service categories; send recommendations to PSRA.</b>                                |

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

### PLEASE COMPLETE YOUR MEETING EVALUATIONS

### 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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care  
Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments  
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



### MEETING MINUTES

**COMMITTEE:** Community Empowerment Committee (CEC)

**Date/Time:** Tuesday, March 3, 2015, 1:00 p.m.

**Location:** Governmental Center Annex Room A-337

**Chair:** Arianna Lint **Vice Chair:** Vacant

|    | Members                | Present  | Absent | Guests               |
|----|------------------------|----------|--------|----------------------|
| 1  | Burgess, D.            | X        |        | Lewis, V.            |
| 2  | Bhrangger, R.          | X        |        |                      |
| 3  | Creary, K.             | X        |        |                      |
| 4  | Clayton, L.            |          | A      |                      |
| 5  | Culpepper, K.          | X        |        |                      |
| 6  | Franks, H.             | X        |        | <b>Grantee Staff</b> |
| 7  | Katz, H.B.             |          | A      | Vargas, J.           |
| 8  | Lint, A., <i>Chair</i> | X        |        |                      |
| 9  | Marcoviche, W.         | X        |        |                      |
| 10 | Myers, L.              | X        |        |                      |
| 11 | Parker, P.             |          | A      |                      |
| 12 | Reed, Y.               |          | A      |                      |
| 13 | Robertson, P.          |          | A      |                      |
| 14 | Runkle, D.             | X        |        | <b>HIVPC Staff</b>   |
| 15 | Wilkins, D.            |          | A      | Bente, A.            |
|    | <b>Quorum = 9</b>      | <b>9</b> |        | Johnson, B.          |

#### 1. CALL TO ORDER:

The Chair called the meeting to order at 1:19 p.m.

The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. The Chair, committee members, guests, grantee staff and support staff self-introductions were made. A moment of silence was observed.

#### 2. APPROVALS:

**Motion #1:** To approve today's meeting agenda.

**Proposed by:** Creary, K. **Seconded by:** Runkle, D.

**Action:** Passed Unanimously

**Motion #2:** To approve 2/3/15 meeting minutes

**Proposed by:** Creary, K. **Seconded by:** Runkle, D.

**Action:** Passed Unanimously

#### 3. STANDARD COMMITTEE ITEMS

- a. Testimonials – A member announced that she has been with CDTC for 8 years and she was recently named employee of the month.

#### 4. UNFINISHED BUSINESS

- a. Review the revised event survey to be used at CEC events & community meetings (WP Item 1.4) (HANDOUT A)



HIVPC staff explained the revised event survey including feedback from committee members. A member asked that a question be included regarding future topics. A member asked if social media can be listed in question #8. Staff explained that the “online” option encompasses this variable. The Chair stated that the committee must approve the document today with recommended changes. The following motion was made:

**Motion #2:** To approve the CEC Events & Community Meetings Survey, with recommended change

**Changes:** Include a questions regarding future topics

**Proposed by:** Creary, K. **Seconded by:** Franks, H.

**Action:** Passed Unanimously

A member suggested that attendees be given marketing materials in exchange completed surveys. A member asked how survey data will be utilized. Staff explained that survey data will identify event attendees and the impact of the event. A member asked that data be added to the Committee Work Plan. The Chair stated that these events continually align with the 3 guiding ideas of the HIVPC.

**Action Item:**

- Add survey data to Committee Work Plan

**5. MEETING ACTIVITIES/NEW BUSINESS**

a. Hot Topic-Community Meeting (WP Item 1.3)

The Chair explained the CEC Hot Topic locations and possible presentation topics. A member stated that she enjoyed the services provided by Care Resource and recommended holding the next event at that location. A member stated that all discussed locations were in the central areas of the County, and suggested holding events in the southern or northern areas of the County. A member asked HIVPC staff to research other locations to hold events, such as Memorial Hospital. There was discussion regarding holding events in June to celebrate LGBT Pride month. The Chair stated the committee must first decide where do to hold the next event. Staff recommended that members rank the locations from 1 to 5. Grantee staff recommended including these locations in a chart with variables such as is if food is permitted and if the meeting space will accommodate all attendees. The committee voted on locations listed. The results included Broward House as #1. Shadowood as #2, and Memorial Hospital as #3. There was discussion regarding the date for the next event. Staff explained that events are usually held on meeting dates. A member recommended looking into locations in Pompano Beach, such as E. Pat Larkins Community Center or Paul Hughes Health Center.

**Action Item:**

- Create a spreadsheet with event locations

b. Welcome Brunch

Staff explained the MCDC Welcome Brunch and asked for voluntaries to give testimonials. The Chair and two members (David Runkle and Karen Creary) volunteered to give testimonials at the next MCDC Welcome Brunch scheduled to take place on May 7, 2015.

c. CEC Educational Series: Got Data, Now What? (WP Item 2.2)-On File

The Chair explained the importance of the data presentation. HIVPC staff explained that presentation came from the National Quality Center. The presentation included the process for



data interpretation, importance of data collection, data utilization, tips for reviewing data, data charts, how data is best used, and data follow-up with consumers.

- d. Barriers to HIVPC & Committee Participation Survey  
5 CEC members took the survey via iPads.

## 6. GRANTEE REPORT

Grantee staff stated the MCDC thanked the CEC for their previous collaboration and announced that the next Welcome Brunch will be on May 7<sup>th</sup> and the theme will be “Cinco de mayo.” To date, a total of 175 clients have been enrolled in HICP. The lowest monthly premium is \$71.00, the average premium is \$302.00, and the highest premium is \$839.00. The estimated monthly cost is \$61,085, with total premium expenses will be \$264,756. ACA enrollment is still open to those clients that began the process prior to the February 15<sup>th</sup> deadline. Grantee staff explained that Florida was the highest in the country for new HIV infections followed by California, Texas, New York, and Georgia. The leading states with highest infection HIV case rates for 2013 include Maryland, Georgia, Louisiana, Florida, and New Jersey. The 3 MSAs with the highest HIV infection rates includes Miami (50.9%) with the highest and Fort Lauderdale with the second highest (46.9%).

## 7. PUBLIC COMMENT

None.

## 8. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: April 7, 2015 Venue: Gov’t Center Annex A-337

| <i>Agenda Items/Tasks for next Meeting<br/>(Work Plan Item/Goal#)</i> | <i>Information requested (i.e. data, research, etc.) action to be taken, presentation,<br/>discussion, brainstorm etc.</i>                                                |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hot Topic Presentation</b> (WP Item 1.3)                           | <b>ACTION ITEM:</b> Hold community meetings in the community at least quarterly that include educational "Hot Topics" to enhance understanding about the 3 Guiding Ideas. |

## 9. ANNOUNCEMENTS

CDTC will be hosting a National Women/Girls HIV/AIDS Awareness Day event on March 7<sup>th</sup> at Oswald Park in Ft Lauderdale from 10:00 am to 2:00 pm.

FLDOH-BC is currently hosting Broward Beach Blitz. This event includes condom distribution and HIV testing at all Broward County beaches.

## 10. ADJOURNMENT

Without objection the meeting was adjourned at 2:56 p.m.



## Community Empowerment Committee (CEC) CY 2015 Attendance

| Count | Meeting Month:         | Jan | Feb | Mar      | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|-------|------------------------|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|       | Meeting Date:          | 6   | 3   | 3        |     |     |     |     |     |     |     |     |     |                    |
|       |                        |     |     |          |     |     |     |     |     |     |     |     |     |                    |
| 1     | Bhrangger, R.          | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 2     | Burgess, D.            | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 3     | Clayton, L.            | E   | X   | A        |     |     |     |     |     |     |     |     |     |                    |
| 4     | Creary, K.             | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 5     | Culpepper, K.          | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 6     | Franks, H.             | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 7     | Katz, H.B.             | X   | E   | A        |     |     |     |     |     |     |     |     |     |                    |
| 8     | King, J.               | A   | A   | R - 2/13 |     |     |     |     |     |     |     |     |     | W - 1/15           |
| 9     | Lint, A., <i>Chair</i> | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 10    | Marcoviche, W.         | E   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 11    | Myers, L.              | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 12    | Parker, P.             | A   | X   | A        |     |     |     |     |     |     |     |     |     |                    |
| 13    | Reed, Y.               | X   | X   | A        |     |     |     |     |     |     |     |     |     |                    |
| 14    | Robertson, P.          | X   | X   | A        |     |     |     |     |     |     |     |     |     |                    |
| 15    | Runkle, D.             | X   | X   | X        |     |     |     |     |     |     |     |     |     |                    |
| 16    | Wilkins, D.            | X   | X   | A        |     |     |     |     |     |     |     |     |     |                    |
|       | <b>Quorum = 9</b>      | 12  | 14  | 9        |     |     |     |     |     |     |     |     |     |                    |

### CEC – Minutes – 3/3/15

**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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care

Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments  
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

**DRAFT - Broward County HIV Health Services Planning Council FY2014-16 Community Empowerment Committee Work Plan**

| <b>Objective 1. Hold Community Events and Meetings</b>                                                                                                            | <b>Outcome</b>                                         | <b>Annual Target</b> | <b>Start</b>      | <b>Due</b>         | <b>Progress</b>      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------|-------------------|--------------------|----------------------|
| 1.1 Develop calendar of community meetings and events.                                                                                                            | Improved process                                       | 100%                 | 2/15              | 2/15               | <u>75% complete</u>  |
| 1.2 Plan or participate in at least 3 community events with identifiable goals to be achieved and target audiences.                                               | Educated CEC members & consumers                       | 66%                  | <del>4</del> 6/15 | <del>4</del> 6/15  |                      |
| 1.3 Hold meetings in the community at least quarterly that include educational "Hot Topics" to enhance understanding about the 3 Guiding Ideas.                   | Active recruiting;<br>Educated CEC members & consumers | 75%                  | <del>3</del> 4/15 | <del>3</del> 4/15  | <u>50% Complete</u>  |
| 1.4 Develop survey to analyze the effectiveness of each community meeting or event; surveys distributed at each community meeting or event.                       | Improved process                                       | 100%                 | 2/15              | 2/15               | <u>100% Complete</u> |
| 1.5 Analyze survey results after each community meeting to recommend future actions; <u>provide overall results in annual CEC accomplishments and challenges.</u> | Improved process                                       | 100%                 | 1/15              | 1/1 <del>5</del> 6 |                      |
| <b>Objective 2. Educate CEC Members and Consumers</b>                                                                                                             |                                                        |                      |                   |                    |                      |
| 2.1 Develop a marketing strategy to reach consumers.                                                                                                              | Active recruiting                                      | 100%                 | 7/15              | 10/15              |                      |
| 2.2 Receive quarterly orientation and training to enable CEC members and consumers to be more active participants in the HIVPC and committees.                    | Educated CEC members & consumers                       | 100%                 | 3/15              | 2/16               | <u>25% Complete</u>  |
| 2.3 Develop plan to train CEC members on how to be peer educators.                                                                                                | Educated CEC members & consumers                       | 100%                 | 5/15              | 5/15               |                      |
| <b>Objective 3. Obtain Consumer Feedback and Provide Insight From Consumer Perspective</b>                                                                        |                                                        |                      |                   |                    |                      |
| 3.1 Hold annual community forum to gather feedback from consumers about barriers to obtaining HIV services and staying in treatment.                              | Improved process                                       | 100%                 | <del>4</del> 6/15 | <del>4</del> 6/15  |                      |
| 3.2 Priority rank Part A & MAI service categories; send recommendations to PSRA.                                                                                  | Data driven PSRA process                               | 100%                 | 5/15              | 5/15               |                      |
| 3.3 Hold a "mini retreat" with all committees to discuss how committees work together to complete activities.                                                     | Educated CEC members                                   | 100%                 | 12/14             | 12/14              | <u>100% COMPLETE</u> |
| <b>Objective 4. Update Work Plan and Policies &amp; Procedures</b>                                                                                                |                                                        |                      |                   |                    |                      |
| 4.1 Review at least 3 CEC accomplishments and challenges.                                                                                                         | Improved process                                       | 66%                  | 1/15              | 1/15               | 100% COMPLETE        |
| 4.2 Conduct annual evaluation to assess past year and recommend improvements; identify at least 3 areas of improvement for upcoming year.                         | Improved process                                       | 66%                  | 1/15              | 1/15               | 100% COMPLETE        |
| 4.3 Review and update Work Plan and Policies & Procedures.                                                                                                        | Updated planning documents                             | 100%                 | 2/15              | 2/15               | ONGOING              |

| March                                                                                                                                                                   | April                                                                                                                             | May                                                                                                                                                                                                             | June                                                                                                                                        | July                                                                                                                                                                                                              | Aug                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- <del>Community meeting</del></li> <li>-CEC Educational Series</li> </ul>                                                       | <ul style="list-style-type: none"> <li>- Community <del>forum</del> <u>meeting</u></li> </ul>                                     | <ul style="list-style-type: none"> <li>- Community meeting</li> <li>- Analyze survey results</li> <li>- Develop plan to train CEC members to be Peer Educators</li> <li>- Priority rankings for PSRA</li> </ul> | <ul style="list-style-type: none"> <li>- Quarterly orientation for CEC members</li> <li>- <u>Community Forum</u></li> </ul>                 | <ul style="list-style-type: none"> <li>- Develop social marketing strategy</li> <li>- Community meeting</li> </ul>                                                                                                | <ul style="list-style-type: none"> <li>- Community event</li> <li>- Develop social marketing strategy</li> </ul>                                     |
| Sep                                                                                                                                                                     | Oct                                                                                                                               | Nov                                                                                                                                                                                                             | Dec                                                                                                                                         | Jan                                                                                                                                                                                                               | Feb                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>- Develop social marketing strategy</li> <li>- Analyze survey results</li> <li>-Quarterly orientation for CEC members</li> </ul> | <ul style="list-style-type: none"> <li>- Analyze survey results</li> <li>- Finish developing social marketing strategy</li> </ul> | <ul style="list-style-type: none"> <li>- Community meeting</li> </ul>                                                                                                                                           | <ul style="list-style-type: none"> <li>- Community event</li> <li>- Mini retreat</li> <li>-Quarterly orientation for CEC members</li> </ul> | <ul style="list-style-type: none"> <li>- Develop survey for community events</li> <li>- Analyze survey results</li> <li>- Review accomplishments &amp; challenges</li> <li>- Conduct annual evaluation</li> </ul> | <ul style="list-style-type: none"> <li>- Review and update WP and P&amp;Ps</li> <li>- Develop calendar of community meetings &amp; events</li> </ul> |

## CEC HOT TOPIC MEETING LOCATIONS

| Location                                     | Maximum Cap. (40+) | Projector Screen | Outside Food | Available Date | Comments                                               |
|----------------------------------------------|--------------------|------------------|--------------|----------------|--------------------------------------------------------|
| 1. Broward House (ALF)-Jamie Powers          | Yes                | Yes              | Yes          | April          | Meeting 4.7.15                                         |
| 2. Shadowood                                 | No                 | No               | No           | N/A            | Small location. Will provide food for smaller meetings |
| 3. Memorial Hospital- Isabel Cano            | Yes                | Yes              | Yes          |                | MHS Location Change                                    |
| 4. E. Pat Larkins Center- Mary/Tommie Bright | Yes                | Yes              | Yes          | July           | County Letterhead/Public Event application             |
| 5. FLDOH- Paul Hughes Center                 | No                 | No               | No           | N/A            |                                                        |
| 6. Care Resource- Maite Soria                | Yes                | Yes              | Yes          | September      | Location space similar to FUSION                       |
| 7. PRIDE Center-Bishop Makalani-Mahe         |                    |                  |              | June           | Partner with SOC (MCM) for resource fair               |