Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

Committee Meeting Agenda: Executive Committee
Date/Time: Thursday, September 20, 2018, 11:30 a.m.
Location: Government Center Room A-337
Chair: Lopes, R. **Vice Chair**: Vacant

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 9/20/18 Executive Committee Agenda and 7/19/18 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a) Review and Approve 9/27/18 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
   b) Review October 2018 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items	*Action to be taken, presentation, discussion, brainstorm etc.*
HIVPC Vice Chair Election	ACTION ITEM: Review and approve updated ad-Hoc Nominating Committee timeline process for special elections (Handout C)
HIVPC Evening Meeting/Retreat	ACTION ITEM: Discuss activities for upcoming evening meeting to engage the community/support integrated planning (Handout D)

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** October 18, 2018 11:30 a.m. **VENUE:** GC- TBD

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*
Conduct and Ethics	ACTION ITEM: Review and discuss MCDC recommendations for updated policy and procedure/meeting ground rules language addressing member conduct (i.e. disclosing other member/guest HIV+ status)
Committee WP Review	ACTION ITEM: Review Committee work plans. Determine Committees' progress and make recommendations to Chairs to address unmet goals.

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

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE HIV PLANNING COUNCIL
• Linkage to Care • Retention in Care • Viral Load Suppression •

Meeting Minutes: Executive Committee
Date/Time: Thursday, July 19, 2018, 9:30 a.m.
Location: Government Center Room GC-301
Chair: Lopes, R. **Vice-Chair**: Vacant

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Grantee Staff**
1	Barnes, B. *Acting Vice Chair*	**X**			Anderson, T.
2	Barrientos, Y.	**X**			Fender, T.
3	Edwards, C.	**X**			Garcia, E.
4	Fleurinord, P.		**A**		Green, W.
5	Foster, V.	**X**			**HIVPC Staff**
6	Hayes, M.	**X**			Anyaduba, L
7	Lopes, R., *Chair*	**X**			Guice, M.
8	Robertson, L.	**X**			Johnson, B.
9	Shamer, D.	**X**			Jolly, J.
10	Fortune-Evans, B.	**X**			Holloman, K.
	Chair Quorum = 5	**9**			Oratien, V.

1. CALL TO ORDER

The Chair called the meeting to order at 9:10 a.m. and welcomed all present. Attendees were notified of information regarding 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. Chairs, Committee members, guests, Grantee staff and support staff self-introductions were made. A moment of silence was observed. There were no public comments.

2. APPROVALS

a)

Motion #1: To approve 07/19/18 Meeting Agenda.
Proposed by: Robertson, L. **Seconded by**: Hayes, M.
Action: Passed Unanimously

Motion #2: To approve the 06/21/18 Meeting Minutes with the amendment that one member's name be added to the attendance.
Proposed by: Barnes, B. **Seconded by**: Foster, V.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Approve 07/26/2018HIVPC Agenda (Handout A):
The Committee reviewed and approved the HIVPC agenda with the addition of the Nominating Timeline and Policy Change to the Consent Items and clarification on the elections process to the Discussion Items. (This was later removed from the HIVPC agenda).

b) Review August 2018 Calendar (Handout B): The chairs reviewed and approved the draft August HIVPC Committee Calendar.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

a) Conduct and Ethics: The Chair addressed an incident which took place at a Committee meeting. One member referred to another's status as well as that of a guest using Sunshine Law as a justification for openly discussing another member's status. The Chair stated that it is only up to members and guests to discuss their own statuses, and made it clear that this behavior will not be tolerated. This action was seen as unethical, especially for members involved in the healthcare industry who are familiar with HIPAA policies and client confidentiality. The behavior of outing someone without his or her consent is not tolerable and may also drive away prospective new members. Suggestions were made on adding language to the policies and procedures, new member orientation and/or meeting ground rules relating to disclosing members' status.

ACTION ITEM: Add a conduct section to the Pre-Appointment Member Orientation.

While members noted the positive impact of informing members of the public that the Council and its Committees are representative of consumers of the Ryan White program, it was clarified that discussing one's own personal information is each member's choice. The Chair suggested revising and enforcing the ground rules and clarifying the meaning of "Sunshine." Several members stressed the importance of disclosure and privacy being emphasized at the beginning of the meeting and it was agreed upon to update the rules of the meeting relating to this behavior.

b) HIVPC Vice Chair Election: The ad-Hoc Nominating Committee Chair discussed the outcome of the Committee's first meeting. Executive reviewed the proposed policy and timeline (Handout C on file) and discussed voting procedures when only one candidate is nominated. The committee's next meeting agenda will include the plan for voting with recommendations and clarification from the County attorney regarding this specific voting procedure. The current proposed procedure includes 2 minutes for opening statements and 10-15 for Q&A per candidate. Each question should be no more than 30 seconds long.
Regarding single candidate voting, Broward County ordinances require all County Board members to vote. This was a concern in the FY2018-2020 election because there was only one candidate for Vice Chair and a member did not want to vote in favor. The ad-Hoc Nominating Committee suggested adding the option to vote "no" or "none of the above" to the ballot when there is only one candidate. Concerns raised regarding voting in opposition of a sole candidate were that it is no alternative to the candidate so voting against him or her would mean no candidate is selected. After a thorough brainstorming on how to move forward, the group agreed to send the procedures and timeline back to Nominating revise the committee policies and procedures and timeline based on the discussion.

c) HRSA Site Visit Follow Up: The HIVPC Chair thanked everyone who supported and participated during the HRSA site visit. Recipient Staff stated that there were only 2 findings: 1 finding was that the HIVPC by-Laws did not clearly include information pertaining to Planning Council minimum (20) and maximum (35) membership. The By-Laws also referenced "lost wages," which is not an allowable reimbursement, and needed to be removed. Another finding was related to the documentation of Service Delivery Model (SDM) revisions. Although some SDMs were updated and approved by the HIVPC recently, for SDMs that did not require approval, there was no clear documentation pertaining to whether/not the QM and HIVPC had been informed there were no necessary changes at this time. It is required that each SDM is reviewed annually by QMC and the HIVPC and there is documentation of this review process. Additional recommendations included and update to the current MOU between the HIVPC and Broward County (better known as "Guiding Principles").

6. RECIPIENT REPORT

Recipient Staff mentioned that the Part A Office is in the process of writing the grant application for the 2019-2020 fiscal year. There is also a Program Terms Report submission due at the end of the month. This is a mid-year update required by HRSA which includes information about HIVPC's PSRA process.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: VENUE:

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*
Promotional Materials	ACTION ITEM: Review promotional materials for HIVPC

9. ANNOUNCEMENTS

a) The "Chill & Grill" will take place today, July 19, 2018 at 5:30pm.
b) There will be a "Pose" watch party event with discussion afterwards on July 22, 2018 from 8 p.m. – 10 p.m. at Lucky's Tavern.
c) The Ujima conference will be on October 19-21, 2018 at Westin, Fort Lauderdale Hotel.
d) There is "Dinner with Friends" starting on September 10, 2018 at Poverello, and will occur every month throughout the year. Any clients with a chronic disease is eligible for participation. The ultimate goal of the program is to provide a hot meal at lunchtime every day.
e) The HIVPC Manager introduced and welcomed new HIVPC and CQM Staff members.

10. ADJOURNMENT

The meeting adjourned at 10:34 a.m.

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Executive Committee Attendance CY 2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	18	C	15	19	17	21	19						
			1	Barrientos, Y.	N-4/1			X	X	X	X						
1	1	3	2	Barnes, B, *Acting V.Chair*	X		A	A	A	X	X						
0	0	0	3	Edwards, C.	X		X	X	X	X	X						
0	0	6	4	Fleurinord, P.	A		A	A	A	A	A						
			5	Fortune-Evans, B.	N-6/21					X	X						
0	0	0	6	Foster, V.	X		X	X	X	X	X						
			7	Hayes, M.	N-4/1			X	X	X	X						
0	0	0	8	Lopes, R. *Chair*	X		X	X	X	X	X						
0	0	2	9	Robertson, L.	X		X	A	X	A	X						
0	0	1	10	Shamer, D.	X		X	X	X	A	X						
0	1	1		Siclari, R.	X		A	Z-4/1									
0	1	0		Spencer, W.	X		X	Z-4/1									
		1		Taylor-Bennett, C. *V.Chair*	N-3/1		A	X	X	Z-5/25							
				Quorum(Chairs)= 5	8	0	6	6	8	6	9	0	0	0	0	0	

X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - Resigned
C - cancelled
W - warning letter
R - removal letter
QNA - quorum not achieved for entire meeting

HANDOUT A

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA
Thursday, September 27, 2018, 9:30 a.m.
GC-430
Chair: Requel Lopes **Vice Chair:** Vacant
Reminder: *Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

1. **CALL TO ORDER** (10 minutes)
2. **WELCOME AND PUBLIC RECORD REQUIREMENTS**
   a. Welcome and Introductions
   b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
   c. Council Member and Guest Introductions
   d. Moment of Silence
   e. Excused Absences and Appointment of Alternates
   f. Approval of 9/27/18 Meeting Agenda
   g. Approval of 7/26/18 Meeting Minutes
3. **PHONE INTRODUCTIONS**
4. **PUBLIC COMMENT** (Up to 10 minutes)
5. **WRITTEN FEDERAL LEGISLATIVE REPORT HANDOUT** (Kareem Murphy) (Handout A)
6. **CONSENT ITEMS**

#	Motion	Justification	Proposed By
1	To appoint Andrew Ruffner to the HIV Planning Council.	Mr. Ruffner is a longstanding member of the HIV/AIDS community, with experience working in the field at both the local and state level. He has also been involved in our HIVPC events and meetings over the past few months.	MCDC
2	To appoint Ebonni Bryant to the HIV Planning Council.	Ms. Bryant is a 10-year advocate for HIV/AIDS. She serves on her community board in Wilton Manors. Professionally, Ebonni works as the Community Engagement Liaison at the AIDS Healthcare Foundation and will fill the currently vacant ASO/CBO HRSA Mandated seat.	MCDC

7. **NEW BUSINESS**
   a. Vice Chair Elections- Approve updated ad-Hoc Nominating procedures and candidate questionnaires. *(Questionnaires will be available for candidates after the HIVPC meeting).*
8. **DISCUSSION ITEMS**

#	SERVICE CATEGORY	Recommended TO	Recommended FROM	PROPOSED BY
1	Ambulatory Health Services (5)			Priority Setting & Resource Allocation Committee
2	MAI Ambulatory (1)			
3	Pharmaceuticals (3)			
4	Oral Health Care-Routine (5)			
5	Oral Health Care- Specialty (1)			
6	Case Management (7)			
7	Medical Case (Disease) Management (5)			
8	MAI Medical Case (Disease) Management (1)			
9	Mental Health (4)			
10	MAI Mental Health (1)			
11	Substance Abuse (1)			
12	MAI Substance Abuse (1)			
13	Food Bank (1)			
14	Food Voucher (1)			

15	Centralized Intake and Eligibility Determination (1)			
16	MAI CIED (1)			
17	HICP (1)			
18	Legal Assistance (1)			
19	EFA (1)			
20	BISS (1)			
	Total Part A Funds			
	Total MAI Funds			
	Total Funds			

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9. AUGUST/SEPTEMBER COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

September 4, 2018 - Canceled; No Quorum *Chair: Y. Barrientos, V. Chair: P. Fleurinord*

B. AD-HOC NOMINATING COMMITTEE

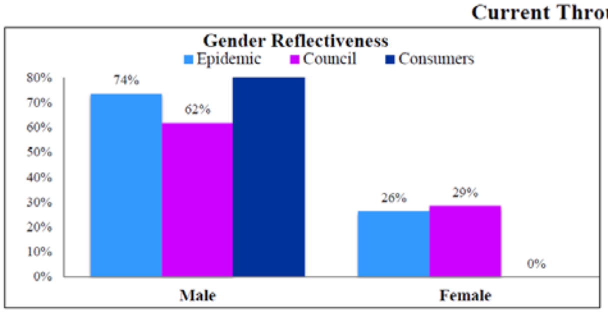
August 20, 2018: Special Meeting *Chair: Barnes, B.*

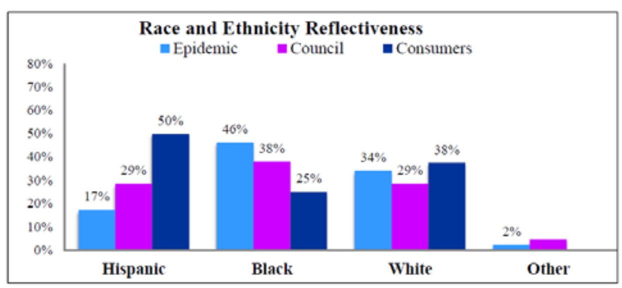
A. Agenda Item Update / Status Summary:
Remote Voting Procedures – Committee members will be allowed to vote remotely, via phone conference, with prior approval to call in. Single Candidate Procedures – It was determined that if there is a single candidate, he/she will run unopposed. If committee members are not happy with the present candidates, they are welcome to nominate another candidate. Nominating Procedure – Candidates have until 5pm on October 24th to submit nominations. Nominations will then be closed at the end of the HIVPC meeting on October 25th. Elections Timeline- Updates were made to the timeline to reflect the delay in the election process.
B. Rationale for Recommendations:
The ad-Hoc Nominating Committee chose to continue using the election process from the previous election cycle. The Committee updated the timeline to reflect the delay in the election process. Election procedures were updated to reflect the need for sufficient question and answer time and to generalize the timeline of election activities.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.

C. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

September 13, 2018 *Chair: V. Foster, V. Chair: Vacant*

HIV Planning Council Membership Report
Current Through August 2018





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,753	74%	13	62%	-12%	7	88%	14%
Female	5,288	26%	6	29%	2%	0	0%	-26%
Transgender	-	-	2	10%	-	2	25%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,455	17%	6	29%	11%	4	50%	33%
Black	9,283	46%	8	38%	-8%	2	25%	-21%
White	6,831	34%	6	29%	-6%	3	38%	3%
Other	472	2%	1	5%	2%	0	0%	2%
Total	20,041	100%	21			8		

Current Members	21
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	38%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. ASO/CBO Serving Affected Populations
4. State Medicaid
5. Local Public Health Agency
6. Health Planning
7. Alternates (3)

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers	33%

A. Agenda Item Update / Status Summary:
Review HIVPC Demographics: The Committee members reviewed the HIVPC and Standing Committee member demographics. 38% of HIVPC members are unaffiliated consumers. We are currently below 12% for male membership and there are no Black female consumers on the HIVPC. The group discussed ways to enhance member recruitment. The HIVPC currently has 7 vacancies. The MCDC discussed each vacancy and brainstormed on ways to fill them. HIVPC and Committee Attendance: The group reviewed the HIVPC attendance, and all committee meetings held in the month of July 2018. Current Applicants, Interested Parties, and Appointments: The HIVPC currently has two candidates for membership. Both candidates were present at the meeting and had the opportunity to speak with committee members about their interest in HIVPC and their background work. Their applications will now be brought to the HIVPC committee for final approval at this month's meeting. - Branding Exercise: BRHPC Communications Specialist shared branding ideas and advice for us as it pertains to our marketing and recruitment materials. The committee will take this information to influence the next direction for promotional materials.
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
Agenda Items for Next Meeting: HIVPC Committee Vacancies, Pre/Post Appointment Orientation, Member Conduct *Next Meeting Date*: October 11, 2018 9:30 a.m. *Venue*: A-337

D. INTEGRATED WORKGROUP

No September Meeting *Chair: T. Pietrogallo, V. Chair: T. Williams*

E. QUALITY MANAGEMENT COMMITTEE (QMC)

September 17, 2018 *Chair: D. Shamer*

A. Work Plan Item Update / Status Summary:
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
D. Data Requests:
E. Other Business Items:

None.
F. Agenda Items for Next Meeting:
Next Meeting Date: October 15th, 2018 at Governmental Center Room A-337

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)
September 20, 2018 *Chair: L. Robertson, V. Chair: M. Hayes*

G. EXECUTIVE COMMITTEE
September 20, 2018 *Chair: R. Lopes, V. Chair: C. Taylor-Bennett*

H. SYSTEM OF CARE COMMITTEE (SOC)
No September Meeting *V. Chair: C. Edwards*

**** For detailed discussion on any of the above items, please refer to the meeting minutes. ****

10. GRANTEE REPORTS (20 minutes)
a. Part A
b. Part B
c. Part C
d. Part D
e. Part F
f. HOPWA
g. Prevention

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: October 25, 2018 9:30 a.m. **LOCATION:** GC-430

Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
HIVPC Vice Chair Elections Nominations	ACTION ITEM: Final Vice Chair Nominations (from the floor)

16. 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 •

HANDOUT A

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BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

July 26, 2018 Meeting Minutes

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Grantee Staff**
1	Arencibia, Y.	X			Anderson, T.
2	Barnes, B.	X			Fender, T.
3	Barrientos, Y.	X			Garcia, E.
4	Bhrangger, R.	X			Green, W. E.
5	Burgess, D.	X			**HIVPC Staff**
6	Fortune-Evans, B.	X			Johnson, B.
7	Foster, V.	X			Oratien, V.
8	Grant, C.	X			Jolly, J.
9	Hayes, M.	X			Guice, M.
10	Holness, Comm. D.V.C		A		Holloman, K.
11	Katz, H. B.	X			Anyaduba, L.
12	Lint, A.	X			**Guests**
13	Lopes, R. *Chair*	X			Marrero, T.
14	Marcoviche, W.	X			Tochtehagan, M.
15	Moragne, T.	X			Garcia, J.
16	Robertson, L.		A		Ruffner, G.
17	Rodriguez, J.		A		Martinez, G.
18	Runkle, D.		A		Moreno, V.
19	Schweizer, M.	X			McShee, S.
20	Shamer, D.	X			
21	Siclari, R.	X			
22	Williams, R.	X			
	Quorum=13	**18**			

1. **CALL TO ORDER**
   The Chair called the meeting to order at 9:31 a.m.

2. **WELCOMES AND INTRODUCTIONS AND PUBLIC RECORD REQUIREMENTS**
   The HIVPC Chair welcomed everyone. Introductions were made by HIVPC members, PC and Recipient Staff, HRSA Staff and Guests. Attendees were notified of Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed. The following motions were made:

Motion #1: To approve today's agenda with an amendment to the July Executive Committee Report.
Proposed by: Katz, H.B. **Seconded by:** Foster, V.
Action: Passed Unanimously

Motion #2: To approve the 6/28/18 meeting minutes
Proposed by: Katz, H.B. **Seconded by:** Foster, V.
Action: Passed Unanimously

3. **PHONE INTRODUCTIONS**
   None.
4. **PUBLIC COMMENT**
   None.
5. **WRITTEN LEGISLATIVE REPORT HANDOUT**

The HIVPC reviewed the Legislative Report (Handout A on file). Members were instructed to submit any questions pertaining to the report to HIVPC Staff and they would forward them to Kareem Murphy for further clarifications.

6. CONSENT ITEMS

None.

7. NEW BUSINESS

a. Conduct and Ethics – The HIVPC Chair reviewed Sunshine Law to clarify for members how best to conduct themselves within the spirit of the HIVPC during meetings. An incident occurred in a recent meeting which was brought to the Chair's attention. The Chair emphasized that Sunshine Law requires meetings to be recorded and accessible. The law does not give anyone the right to disclose another member's information such as HIV+ status. Many members are also service providers and follow HIPAA guidelines and should consider these guidelines as it relates to the discussion of another individual's personal/medical information. Although some membership seats require a member/committee chair to be positive, it is each member's choice to disclose that information in a public setting. Beyond Sunshine Law, members should be conscious of the ethical implications of sharing other members' confidential information. A suggestion for future conversation relating to a member's status in meetings was to ask, "what does the positive community have to say," rather than pointing members out. There was discussion of sanctioning the member in question, but after reviewing Article 4 Section 11 C of the By-laws, the HIVPC Manager stated that a recommendation can be brought to MCDC to update its Policies and Procedures. From there it would go to Executive and then the HIVPC for approval. After further discussion, the HIVPC decided to identify language to strengthen its By-laws and/or Policies and Procedures to address behavior unbecoming of Council members. The Council discussed the possibility of reinstating the ad-Hoc By-laws Committee to address this as soon as possible in addition to having Membership review their Policies & Procedures for member conduct and removal for cause.

8. DISCUSSION ITEMS

None.

9. JULY COMMITTEE REPORTS

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

July 3, 2018 *Chair: Y. Barrientos, V. Chair: P. Fleurinord*

The report stands

July 19, 2018 *Chair: Y. Barrientos, V. Chair: P. Fleurinord*

The CEC Chair discussed the Chill & Grill event, noting a lot of misinformation around PrEP in the community. It was also interesting to hear conversations about friends discussing HIV-related information at gatherings. Many of the attendees were aware of HIV-related topics, but the Chair remarked that there was more ground to cover. The Chair encouraged providers and other members around the table to join CEC in attending these events.

B. AD-HOC NOMINATING COMMITTEE

July 12, 2018 Chair*: Barnes, B.*

The Committee held its first meeting for the Special Election in July and made recommendations which went to the Executive Committee. Executive sent back the recommendations for continued revision. This pushes the election back, giving members more time to consider running for Vice Chair. The Committee is working to address concerns raised during the last election.

C. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

No July Meeting *Chair: V. Foster, V. Chair: Vacant*

At the June HIVPC meeting, a member volunteered to join MCDC, which will allow the Committee to meet until another member joins. The report stands, and the MCDC Chair encouraged attendees to consider joining the Committee.

D. INTEGRATED WORKGROUP

No July Meeting *V. Chair:*

E. QUALITY MANAGEMENT COMMITTEE (QMC)

Canceled no quorum Chair: *D. Shamer V. Chair: Fortune-Evans, B.*

The QMC did not meet in July due to quorum issues. The Chair encouraged any interested parties to join.

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

No July Meeting *Chair: L. Robertson, V. Chair: M. Hayes*

G. EXECUTIVE COMMITTEE

July 19, 2018 *Chair: R. Lopes, V. Chair: Vacant*

The report stands.

H. SYSTEM OF CARE COMMITTEE (SOC)

No June Meeting *Chair: Vacant V. Chair: C. Edwards*

**** For detailed discussion on any of the above items, please refer to the meeting minutes. ****

10. RECIPIENT REPORTS

a. Part A: The Part A Office is working on its grant application for the upcoming fiscal year. Because of this, only 1 Committee meeting will take place in August. The HRSA Site Visit went well, with only 2 findings: one relating to the By-Laws and the other regarding the Service Delivery Model revision process. The HRSA representatives stated that the annual review of the documents be reflected even when no changes are made. It was also noted that Emergency Financial Assistance needed a Service Delivery Model.

b. Part B: No representative present.

c. Part C: The Part C Program is preparing for a HRSA site visit.

d. Part D: The Part D Program received its notice of grant award. The representative discussed the program's initiatives. 6 children were able to go to Camp Boggy Creek this summer. The program is now focused on its upcoming Women's Camp.

e. Part F: The Part F Program received its grant award which extends 5 years, enabling the program to continue to serve clients on a sliding fee scale.

f. HOPWA: The HOPWA Representative discussed the possibility of master leasing. This initiative will be brought to the Community Services Board for approval. HOPWA is testing a project that may help provide affordable, quality housing by providing single room occupancy in shared units. This would provide up to 4 units per home.

g. Prevention: Surveillance reports indicate that Broward saw a decrease of 3.1% in HIV incidence, a marked improvement. The Prevention Representative shared information from the Rapid PrEP program. This program is offered through the Broward Wellness Center in partnership with FLDOH-BC. As of June 30, 2018, 1,049 people have been enrolled in Test & Treat. The Rapid PrEP program had 136 individuals enrolled. As a department, Prevention has been talking to an array of physicians regarding PrEP. Members requested that the enrollee information be broken down by gender. There was also a suggestion that a list of resources be provided to agencies, and that handouts such as palm cards be made available to help encourage and increase the number/percentage of women taking part in the prevention initiatives. The next BCHPPC meeting will be held on Aug 22nd from 1:30 – 4:00, and the Council will be discussing the Integrated Plan.

11. PUBLIC COMMENT (Up to 10 minutes)

None.

12. ANNOUNCEMENTS

a. Arianna's Center is able to provide a scholarship to the USCA Conference for the 3rd year through an initiative from Gilead. The Conference will take place in September in Orlando.

b. Broward House is having a ribbon tying event Thursday, August 2, 2018 in partnership with CAN.

c. The Poverello Center Thrift Store has voter registration from 10:00 a.m. – 2:00 p.m. Any registered voter can get 50% off at Poverello Center today, July 26th, 2018.

13. REQUEST FOR DATA

None.

14. AGENDA ITEMS FOR NEXT MEETING: September 27, 2018, 9:30 a.m. LOCATION: GC-430

Tasks for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, brainstorm etc.*

15. ADJOURNMENT

The meeting was adjourned at 10:47 a.m.

CY2018 HIVPC Attendance

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	25	C	22	26	24	28	26						
		0	**1**	Arenciaba, Y.	E		E	X	X	X	X						
	1	0	**2**	Barnes B.	X		X	X	X	X	X						
1		0	**3**	Barrientos, Y.	X		X	X	X	X	X						
1	1	0	**4**	Bhrangger, R.	X		X	X	X	X	X						
1	1	0	**5**	Burgess, D.	X		X	X	X	X	X						
		0		DeSantis, M.								Z-1/23					
		0	**6**	Fortune-Evans, B.	X		X	X	X	X	X						
		1	**7**	Foster, V.	X		A	X	X	X	X						
		1	**8**	Grant C.	X		A	X	X	X	X						
		2	**9**	Hayes, M.	A		X	X	A	X	X						
		6	**A**	Holness, D. V.C. (Comm)	A		A	A	A	A	A						
1	1	0	**10**	Katz, H.B.	X		X	X	X	X	X						
1	1	2	**11**	Lint, A.	X		A	X	X	A	X						
		0	**12**	Lopes, R., *Chair*	X		X	X	X	X	X						
1	1	0	**13**	Marcoviche, W.	X		E	E	X	X	X						
		0	**14**	Moragne, T.	X		X	X	X	X	X						
	1	2	**15**	Robertson, L.	X		X	A	X	X	A						
1	1	3	**16**	Robertson, P.	X		A	A	A						W-5/2, R-6/1		
		2	**17**	Rodriguez, J.	A		X	X	X	X	A						
1	1	1	**18**	Runkle, D.	X		E	E	X	X	A						
		0	**19**	Schweizer, M.	X		X	E	X	X	X						
1	1	2	**20**	Shamer, D.	E		X	X	A	A	X						W-7/9
		0	**21**	Siclari, R.	X		X	X	X	X	X						
	1	0		Spencer, W.	X		X	X						Z- 5/15			
		0	**22**	Taylor-Bennett, C.	X		X	X	X						Z - 5/25		
		1	**23**	Williams, R.	X		X	A	X	X	X						
				Quorum = 13	20		17	18	20	19	18						

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

October 2018

HANDOUT B

Broward County HIV Health Services Planning Council Calendar

Last Updated: 9/19/2018

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1343 or visit http://www.brhpc.org for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 **Community Empowerment Committee Meeting** 3:00 p.m., A-337^	3 **Oral Health Network Meeting** 3:00 p.m., A-337^	4 **SFAN** 6:00 p.m., ~	5
8	9	10	11 **Membership/Council Development Committee Meeting** 9:30 a.m., TBD^	12
15 **Quality Management Committee Meeting** 12:30 p.m., A-337^ ***National Latino AIDS Awareness Day***	16	17	18 **Priority Setting & Resource Allocation Committee Meeting** 9:00 a.m., A-337^ **Executive Committee Meeting** 11:30 a.m., A-337^	19 **Behavioral Health Network Meeting** 2:00 p.m., A-337^
22	23	24	25 **HIV Planning Council Meeting** 9:30 a.m., GC-430^	26
29	30	31		

^Governmental Center —115 S Andrews Ave, Ft. Lauderdale, 33301
~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334
\+ **Poverello Center-** 2056 N Dixie Hwy, Wilton Manors, FL 33305

Meetings in **Red** are cancelled.
Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.
Meetings in **Black** are not associated with the HIV Planning Council.

October 2018

HANDOUT B

Broward County HIV Health Services Planning Council Calendar

Last Updated: 9/19/2018

Dates and times are subject to change. Visit **http://www.brhpc.org/programs/hiv-planning-council/** for updates. For questions about the HIV Planning Council & Committees, please contact the HIVPC Staff at 954-561-9681 ext. 1343. For questions about the QI Networks, please contact CQM Staff at .954-561-9681 ext. 1250

TODOS ESTAN BIENVENIDOS!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301
(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

Para confirmar información acerca de la reunión de Consejo de Planeación VIH, 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:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301
(Access from Downtown Bus Terminal and Tri-Rail/ Broward County Transit)

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:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301
(Access from Downtown Bus Terminal and Tri-Rail/ Broward County Transit)

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

HIVPC Committee Descriptions

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.

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.

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.

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.

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.

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.

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.

2018 AD-HOC NOMINATING COMMITTEE SPECIAL ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting.	June 28, 2018
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	July 12, 2018
Second ad-Hoc Nominating Committee meeting.	August 20, 2018
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running.	September 27, 2018
Deadline to return completed questionnaire to HIVPC staff.	October 24, 2018 @ 12:00 p.m.
HIVPC meeting; Nominations from the floor. Nominations closed at meeting adjournment.	October 25, 2018
Deadline to submit nominations from the floor candidate questionnaire. Deadline to submit questions for election Q&A.	November 9, 2018 @ 5:00 p.m.
Third ad-Hoc Nominating Committee meeting. Prepared Q&A questions for approval. Review & approve slate of candidates, election process, and ballots.	November 13, 2018
HIVPC meeting. Q&A session for all candidates. Vice Chair election. Candidates present and voting takes place. Votes read into record.	November 29, 2018*
Start of new HIVPC Vice Chair term.	January 1, 2019*

*Tentative based on Executive Committee approval of HIVPC Special Election meeting in November.

NOMINATING PROCEDURE

FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the HIVPC meeting prior to the election, a verbal call for nominations from the floor will take place. Council Members will be given a candidate questionnaire form to express their interest in running for Vice Chair. The form contains a set of questions about why they want to be an officer and their past leadership experience. The deadline for submitting responses will be 4 weeks after form distribution.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet, following the Planning Council meeting, to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the next Planning Council mailing.

At the beginning of the following Planning Council meeting, candidates will give presentations that should be limited to 10 minutes with an additional 2 minutes for clarification relevant to the responses. Ballots will then be distributed to members present. The ballots will include the candidates' names for Vice Chair. If there is only one candidate running for office, the ballot will include an option for members to either approve or reject the candidate. Planning Council members will receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the September meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective as of October 1, 2018.

FOR SPECIAL ELECTIONS

In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined above. Dates may vary based on the timing of the resignation.

Approved 10/30/17 by HIVPC

Name of event: **World Aids Day: Fighting the Stigma through Fashion**

Potential Event Dates: **December 2018 (6th, 13th, 20th)**

Time of event: **5:30pm**

Target audience -

Who is this promotion targeted at? ***Young PLWHA*** *One way to get the word out would be through promotion and collaborating with community agencies.*
What does the audience need to know? ***The HIV/AIDS community should not be stigmatized; you can live productive, proud and positive lives all while making a deep community impact.***
What will hold their interest? ***Hearing how PLWHA went on to lead normal lives while faced with unusual obstacles.***

Message –
Overall we want young adult PLWHA to know that positivity and happiness can come after diagnosis. A lot of times younger adults who live with the virus are reluctant to become a part of the community out of fears of being stigmatized. We want to erase that stigma by exposing this population to a group of strong, resilient and impactful people who also serve on our HIVPC committees. We also want to have more young voices on the HIVPC.

Objectives -

To draw in new members of the HIV community, increase and diversify long term survivor/supporter involvement with HIVPC. To provide social and educational activities to nurture relationships and community building. *To increase membership by 1%. To recruit 5 potential council members between the ages of 21-35.*

Description of event – At this event, Ryan White Consumers/HIVPC members will be paired with a local designer/design student. Each pair will work together to create a piece that tells the survivor's story. This piece will be worn down the runway as a part of the collective fashion show. Other participants, who are supporters of the cause, will also be invited to wear their own fashionable pieces that represent strength, unity and humanity.

Evaluation criteria established

Aims/objectives: To increase membership by 1%. To recruit 5 potential council members between the ages of 21-35.

Did we achieve what we set out to do?

What were the intended/unintended outcomes?

How do we measure effectiveness?

What tools do we use to measure our success?

Checklist

- ☐ Who will be involved in the event
- ☐ Date/s of event determined
- ☐ Location/venue for event booked
- ☐ Target audience determined
- ☐ Message determined
- ☐ Objectives set
- ☐ Risk assessment completed
- ☐ Evaluation criteria established

Event Agenda

5:30pm Intro to visitors/HIVPC Meeting
6:30pm Brief Synopsis of meeting, HIVPC and community involvement
6:40pm Fashion Show
6:50pm **Performance/**Video Break- Survivor story through dramatic expression
7:05pm Fashion Show
7:15pm Performance/**Video Break**- Joining a committee/HIVPC Overview
7:30pm Panel Discussion: Fighting Stigma Through Fashion/their journeys to their final designs.
8:00pm Closing/Invitation to Join HIVPC & its Committees

During the fashion show runway portion, the survivor will walk the runway to his/her voice over telling his/her story. Once survivors have walked the runway, they will stop to address the audience and speak more candidly about HIVPC, their involvement and its importance in the community. They will also share how being a part of HIVPC has impacted their lives.

Name of event: **Painting with a Purpose**

Date of event: **March 28, 2019**

Time of event: **5:30pm**

Target audience

Who is this event targeted at? New community members
What does the audience need to know? Who HIVPC is and what we do in the community along with why they are needed
What will hold their interest? The engaging painting activity along with HIV survivor stories

Message

What do you want to say to the target audience? Inform them on services and resources provided through HIVPC
What do you want them to know/do? We want them to become more involved in the HIV community and join committees.

Objectives

As a planning council, in order for us to have a deeper impact, we need to begin to find more creative ways to draw in new members of the community so that the word about HIVPC and our mission is spread and fulfilled.

Risk assessment

One of our biggest risks with this event is low attendance. This can be addressed by making sure we are heavily promoting the event well in the advance of the event date to finalize and advertise for attendance.

Evaluation criteria established

What were our aims/objectives?
Did we achieve what we set out to do?
Did it come in on budget?
What were the intended/unintended outcomes?
How do we measure effectiveness?
What tools do we use to measure our success?

Checklist

- ☐ Who will be involved in the event
- ☐ Date/s of event determined
- ☐ Location/venue for event booked
- ☐ Target audience determined
- ☐ Message determined
- ☐ Objectives set
- ☐ Risk assessment completed
- ☐ Evaluation criteria established

Event Agenda

5:30pm Intro to visitors/HIVPC Meeting
6:30pm Brief Synopsis of meeting, HIVPC and community involvement
6:45pm Painting w/ Purpose
8:00pm Closing/Invitation to Join HIVPC & its Committees