



MEETING AGENDA

COMMITTEE: Community Empowerment Committee

Date/Time: February 5, 2019, 3:00 p.m.

Location: Governmental Center Room A-337

Chair: Vacant **Vice Chair:** Pat Fleurinord

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 2/5/19 Agenda, 11/26/18 Minutes
3. **STANDARD COMMITTEE ITEMS (10 minutes)**
 - a. Testimonials
4. **UNFINISHED BUSINESS**
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

<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>
Membership Drive Recap (Handout A)	ACTION ITEM: Review HIVPC's January Membership Drive outcomes.
Outreach Event Planning (Handout B)	ACTION ITEM: Planning and updates for upcoming community engagement activities.
FY2018 Committee Work Plan (Handout C)	ACTION ITEM: Review progress towards completion of FY2018 CEC Work Plan.
FY2018 Committee Evaluation (Handout D)	ACTION ITEM: Complete FY2018 CEC Evaluation and set goals for FY2019

6. **RECIPIENT REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date:** March 5, 2019 **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>
FY2019 CEC Work Plan	ACTION ITEM: Review and Approve FY2019 CEC Work Plan

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, November 6, 2018 3:00 p.m.

Location: Government Center A-337

Acting Chair: Brad Barnes **Vice Chair:** Patricia Fleurinord

ATTENDANCE					
#	Members	Present	Absent		Guests
1	Barnes, B.	X			Cook, S.
2	Bhrangger, R.	X			Roberts, G.
3	Brautigam, A.	X			
4	Burgess, D.	X			
5	Fleurinord, P.	X			HIVPC Staff
6	Franks, H.		A		Jolly, J.
7	Marcoviche, W.	X			Oratien, V.
8	Robertson, L.	X			Johnson, B.
9	Ruffner, A.	X			
10	Wilson, E.	X			Recipient Staff
	Quorum = 6	9			Anderson, T.

1. CALL TO ORDER:

The Acting Planning Council Vice Chair called the meeting to order at 3:04 p.m. The Acting Planning Council Vice 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. Chairs, committee members, guests, Grantee staff and HIVPC staff self-introductions were made.

2. APPROVALS:

Motion #1: To approve 11/6/18 meeting agenda
Proposed by: Robertson, L. **Seconded by:** Burgess, D.
Action: Passed Unanimously

Motion #2: To approve meeting minutes of 10/2/18.
Proposed by: Robertson, L. **Seconded by:** Marcoviche, W.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Testimonials: None.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

Outreach Event Planning: Support staff began with a brief explanation of the purpose and intent for planning the next community outreach event. The goal is to increase participation amongst young adults. Members began sharing resources that could be utilized in the planning of the outreach event. Some pharmaceutical companies were mentioned, as they provide food for events if they are extended the opportunity to present at the event. Walgreens, CVS and AAHF

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were all suggested as additional sponsorship sources. AAF has an available space that can be used for the event, while other sponsors were said to usually donate materials/resources as opposed to money. Members asked for the term 'Young Adults' to be defined according to HIVPC. The youth/young adult age range was clarified as 18-38 years of age. Committee members suggested that because the age range was so wide, that there could be two separate events to accommodate the difference in preference from one age group to the next, leading into one culminating event that caters to all 'Young Adults'. For the Painting with a Twist, 25-30 should be the target. Target can be 25-30 while inviting all populations, in order to warm the younger attendees up to spearhead the next event.

The committee members recommended looking at target agencies that work with our desired population. The Children's Service Council funds HYT (Healthy Youth in Transition) 15-22 *population* would be a good source to connect with. Other recommendations included looking at the high HIV impacted areas /zip codes, then building the event around this data as a preventative method, or finding those who are living with HIV/AIDS and come up with something that would appeal to this group. The Kiki Project and OIC can be additional partners in promoting this event. A college campus, FAT village, Central Broward, Museum of Arts, Council of Civic Associations of Fort Lauderdale- (where free space was offered), were suggested as possible event venues. Committee requested for members to identify young adults to serve on our council for the sake of these events.

Motion #3: To approve the formation of an Ad-Hoc Youth Advisory Committee for outreach events
Proposed by: Ruffner, A. **Seconded by:** Robertson, L
Action: Passed Unanimously

Acting HIVPC Vice Chair suggested to split the process into two subcommittees: Sponsorship and Marketing so for next month there will be a deeper discussion on timelines and logistics. Sponsorship: Trudy, Lorenzo. Marketing: members were not identified. Proposed next meeting date: December 18th at 3pm; location to be determined. Subcommittees will meet before this.

6. RECIPIENT REPORT

The Ryan White Part A Peer HIV Certification Program is almost rolled out. The interview process has started with 20 applicants. The second round of the program will be starting during the second half of the year in 2019.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: December 18, 2018 **Time:** 3:00 p.m. **Venue:** A-337

Goal/Work Plan Objective #:	Accomplishments
Work Plan Review/ Timeline	ACTION ITEM: Planning and discussion for upcoming community engagement event.

9. ANNOUNCEMENTS

- Free Grocery and Turkey Giveaway - November 17th, 10am-1pm at 1400 N Federal Hwy. Hosted by the Broward Sheriff's Advisory Council.

10. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.



CEC Attendance CY2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	C	6	CX	3	1	5	3	C	CX	2	6	C	
				Apponte, E.	N-6/28						A		NQA	W-9/4, R-10/3			
				Barrientos, Y.,	N- 4/1			X	X	X	X		NQX	Z-10/15			
1	1	0	1	Barnes, B. Acting Chair											X		
1	1	0	2	Bhrangger, R.		X	NQX	X	X	X	X		NQX	X	X		
0	0	0	3	Brautigam, A.											X		
1	1	0	4	Burgess, D.		X	NQX	X	X	X	X		NQX	X	X		
		1	5	Fleurinord, P., V. Chair		X	NQX	X	X	A	X		E	X	X		
		3	6	Franks, H.		X	NQX	X	X	X	A		NQA	X	A		
1	1	4		Lint, A.		X	NQA	A	X	A	X		NQA	W-4/19, R-9/4			
				Marcoviche, W.		X	E	X	X	X	X		NQX	X	X		
1	1	0	7	Robertson, L.		X	NQX	A	X	X	X		NQA	X	X		
1	1	2	8	Robertson, P.		X	NQA	X	A	A	A		W-6/6, R-7/5				
				Ruffner, A.											X		
		0	9	Wilson, E.		X	NQA	X	X	X	X		NQX	X	X		
		1	10	Quorum = 6	0	9	5	8	9	7	8	0	5	0	9	0	

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

HIVPC MEMBERSHIP DRIVE

Initial outcomes from January's initiative to increase
membership

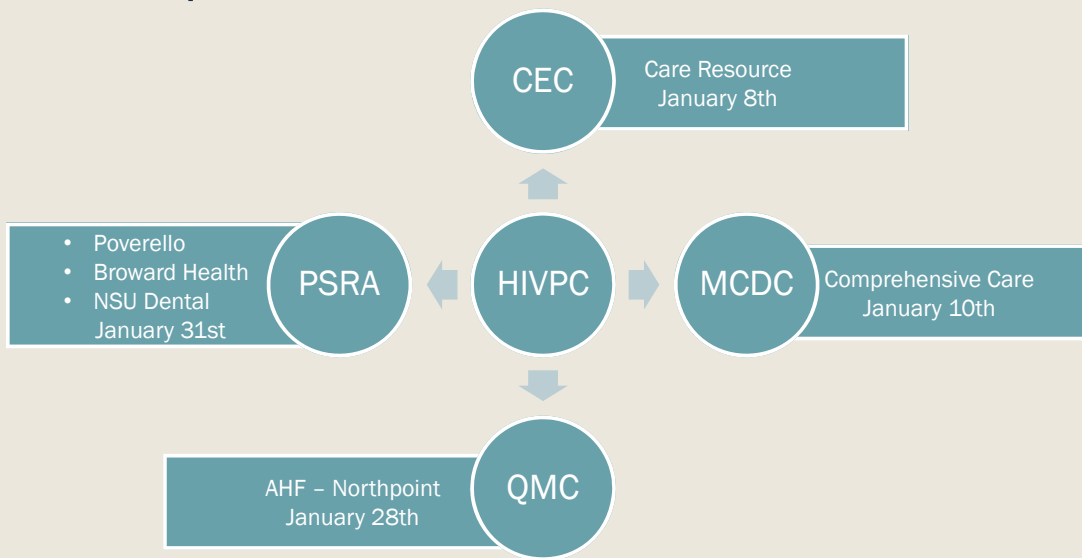
WHAT WAS THE HIVPC MEMBERSHIP DRIVE?

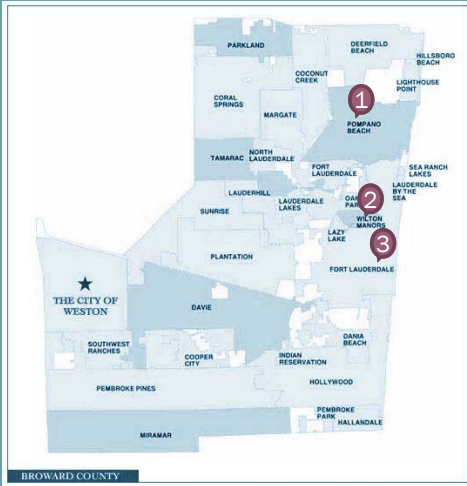


HIV Planning Council Membership Drive

- Committee members participated by tabling at agencies
- Members talked about the HIVPC and its Committees
- Distributed:
 - Palm Cards
 - HIVPC Promotional Items
 - Contact Cards
 - Tickets

Participation & Locations





PARTICIPATION & LOCATIONS

INITIAL OUTCOMES

Goals, Actions, & Outcomes

Goal	Action	Outcome
20 website page views in January	Provided palm cards with website to interested community members	45 page views January 10 th -31 st ☒
Receive 20 completed "Get Involved" cards	Spoke to community members and guided them through filling out the contact card	45 "Get Involved" cards returned ☒
4 people engaged at the Membership Drive attend a Committee/Council meeting	Tickets handed out with incentive to attend a meeting	TBD ☐

NEXT STEPS

Initial Contact

Email sent to community members who provided email addresses

- 2 calendar requests
- 2 signed up for future emails

[Email Campaign](#)



Follow Up

- Members will reach out to community members over the phone
 - *Maintain continuity*
 - *Establish trust and recognition*
- Committee members will receive contact information from HIVPC Staff to reach out to prospective members



CEC Outreach Event- Spring 2019

HANDOUT B

CEC Outreach Event Name	Fighting Stigma Through Fashion
Event Date/Location	Date: Friday, May 10, 2019 Location: Art Serve Time: 7-10pm
Event Summary	• The fashion show is targeted to young adults in Broward County. The event is scheduled to begin at 7pm and will start with a networking hour where we are hoping to have vendors and community agencies tabling in the lobby of the Art Serve building. • The 3-scene fashion show will begin at 8pm and feature local designers, models and performers who will all be taking the stage between the opening act and the closing scene. • Designers chosen to participate, will be shopping for their fashion show wardrobes at partnering community agencies i.e. Goodwill and Out of the Closet. • There will be a casting call for designers/ makeup artists and models. • The fashion show will have three themes/scenes: Awareness (RED), Prevention (BLUE) and Fighting Stigma (WHITE). • The event will be MC'd and will also feature performances by local artists. • There will be HIV/AIDS-Ed videos playing and educational materials made available throughout the show. • The committee hopes to receive sponsorships from a variety of agencies in the community (Goodwill, Out of the Closet, Walgreens, Gilead, DOH, CVS, MAC, etc.). • Volunteers will range from high school and college students to adults in the community.
Ad-Hoc Committee Progress	• Venue has been confirmed • Casting Call flyers will be presented at February meeting • Proposed list of designers and performers will be presented at next meeting • Event Proposals will be sent out to all potential sponsors by next meeting Next scheduled meeting: Tuesday, February 12th at 3pm at the World AIDS Museum

FY 2018-19 Community Empowerment Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Community Empowerment Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Enhance capacity in communities throughout the EMA through community mobilization, education/awareness, and resource and information sharing. Host at least 2 outreach activities & 2 education events in FY18.

Objective 1: Increase Consumer education and overall knowledge of the Committee's role in the HIVPC

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Participate in quarterly trainings on topics such as the HIV Care Continuum, viral load suppression, HIVPC 3 Guiding Principles, PLWHA advocacy and leadership	Quarterly	Staff/Facilitator	Educate CEC members and Consumers	Invite experts and HIV Community Partners to provide training and education sessions					X							
1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA	Annually	Staff/Grantee	Data driven PSRA process	Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data				X								

Objective 2: Increase community engagement to promote education and awareness to affirm support for PLWHA (Integrated Plan Strategy 3.2.a)

[illegible]

Objective 3: Provide networking and communication opportunities to address the epidemic (Integrated Plan Strategy 4.1.d)

[illegible]

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[illegible]

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[illegible]

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[illegible]

1.) Community Engagement

	Not Effective			Very Effective	
	1	2	3	4	5
How effective were the CEC's community engagement efforts this year?					

How could the committee improve their community outreach efforts? What could they do differently?

2.) Meeting Effectiveness

	Not Relevant			Very Relevant	
	1	2	3	4	5
How relevant were the agenda, reports, and next steps?					

What are 2 ways to improve the relevance of meeting agenda items?

3.) Committee Involvement

	Not Active			Very Active	
	1	2	3	4	5
How active do you think you have been as a committee member?					

In 2019-2020 how will you play an active role on the Community Empowerment Committee?

4.) Committee Involvement

What was your role in the following CEC/HIVPC Outreach Events?

Chill & Grill: _____

Tabling: _____

Membership Drive: _____

Word of Mouth: _____

5.) Goals

What are some FY2019 CEC goals?
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