



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

MEETING AGENDA

COMMITTEE: Community Empowerment

Committee Date/Time: October 1, 2019, 3:00 p.m.

Location: Governmental Center Annex Room A-337

Chair: Vacant **Vice Chair:** Andrew Ruffner

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 10/1/19 Agenda, 9/17/19 Minutes
3. **STANDARD COMMITTEE ITEMS** (10 minutes)
 - a. Testimonials – *What do you want the participants of this event to leave knowing, feeling, or wanting to share with others?*
4. **UNFINISHED BUSINESS**
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**
 - I. **FY2019-2020 Community Empowerment Committee Work Plan (Handout A)**
Work Plan Review
ACTION ITEM: Review revisions made to the CEC FY2019-2020 work plan objectives and activities section to ensure all activities fall under the appropriate objective.
 - II. **Chill, Chat, & Chew Flyer (Handout B)**
Event Flyer Review
ACTION ITEM: Review and draft final edits to the Chill, Chat, and Chew event flyer.
 - III. **Chill, Chat, & Chew Planning (Handout C)**
Objective 2: Increase community engagement to promote education and awareness to affirm support for people with HIV (Integrated Plan Strategy 3.2.a)
ACTION ITEM: Select date and location for Chill, Chat, and Chew community event.

ACTION ITEM: Review activity breakdown and coordinate logistics of Chill, Chat, and Chew community event.

ACTION ITEM: Set goals for Chill, Chat, and Chew community event.

ACTION ITEM: Assign tasks for Chill, Chat, and Chew community event.
6. **RECIPIENT REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING:** **Date:** November 5, 2019 **Venue:** A-337
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

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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



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MEETING MINUTES

Committee: Community Empowerment Committee (CEC)

Date/Time: Tuesday, September 17, 2019 3:00 p.m.

Location: Government Center A-337

Chair: Vacant **Vice Chair:** Andrew Ruffner

ATTENDANCE				
#	Member	Present	Absent	Grantee Staff
1	Bhrangger, R.	X		Anderson, T.
2	Brautigam, A.		A	
3	Burgess, D.	X		HIVPC Staff
4	Fleurinord, P.		A	Martinez, G.
5	Franks, H.	X		Ukpai, F.
6	Marcoviche, W.	X		
7	Robertson, L.		A	Guests
8	Ruffner, Andy <i>Vice Chair</i>	X		Robert Shore
				David Gunion
				Mathamise Pierre
Quorum = 5		5		

1. CALL TO ORDER:

The Vice Chair called the meeting to order at 3:19 p.m. and welcomed all present. The Vice Chair notified attendees that the CEC meeting is based on Florida's "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, and introductions were made by all in attendance.

2. APPROVALS:

Motion #1: To approve 9/17/19 meeting agenda

Proposed by: Franks, H. **Seconded by:** Burgess, D.

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 6/4/19

Proposed by: Franks, H. **Seconded by:** Burgess, D.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Testimonials: The testimonial question (*What is your vision for CEC post-Fighting Stigma through Fashion?*) was posed to the Committee and members took a moment to express their vision. One member

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shared that he would like to see an increase in attendance of community members at events and a clearer direction of where the CEC is headed. He shared that in past endeavors, the CEC would investigate grievances against agencies. The Vice Chair expressed his desire to connect the community through the CEC, as he would like for the committee to play a larger role in the support of persons living with HIV in their effort to find representation and get involved. A meeting guest suggested providing a call-in number for community members to have an opportunity to participate in meetings as there are barriers that may prevent them from attending in person.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

FY2019-2020 Community Empowerment Committee Work Plan: The committee members reviewed the FY2019-2020 CEC work plan (Handout A on file). The Vice Chair read through the objectives and activities set to determine whether the committee met these objectives. The goal of hosting at least 2 outreach events and 2 education events has not yet been met, however, committee members discussed working harder to meet the remaining goals. Thus far, CEC has participated in the rankings for the PSRA committee, analyzed survey results for the Fighting Stigma through Fashion event, and created outreach activities in the community, specifically the Chill, Chat, & Chew activity. The Vice Chair discussed community participation and emphasized the importance of reaching community members unaffiliated with an agency working in HIV. The committee also reflected on other past events that were successful and plan to revisit similar strategies in the future. Failing to properly promote the event was the biggest concern. Members also suggested there should be more research on the front end to determine what strategies and activities would be best for a location/area.

ACTION ITEM (s):

1. Amend the Fighting Stigma through Fashion event on the work plan to reflect the goal being met in July 2019 under Objective 3.1.

Fighting Stigma through Fashion Review: The Committee reviewed and discussed the results of the fashion show which indicated that the measures for success, which were set prior to the event, were met. The event was met with approximately 58% attendance, 71% of which were between the ages of 18 and 39 years. In addition, 83% of registrants did not report having any affiliation represented on the HIVPC and its Committees. A Recipient staff member shared her experience during her time at the show and applauded the work done by the Committee and support staff.

Chill, Chat, & Chew Planning: PCS Staff presented Chill, Chat, & Chew ideas to the Committee to help guide members in selecting their next community event. Members were provided with a brief description of each idea, a potential flyer draft and a timeframe to host the event. The Committee voted on an event idea and will begin the planning process at the next CEC meeting. Members also made suggestions regarding the visuals of the flyer and changes they would like to see on the final draft. PCS Staff shared that the flyer will include all suggestions made as well as partnerships once confirmed.

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Motion #3: To approve the 1st presented idea for the next Chill, Chat, & Chew event which will feature a treasure hunt. Guests will work in teams to solve clues associated with a selected HIV-related topic to find their team's prize. A facilitated response session and panel discussion will follow.

Proposed by: Bhrangger, R. **Seconded by:** Burgess, D.

Action: Passed Unanimously

ACTION ITEM (s):

1. HIVPC Support Staff will complete modifications to the event flyer.
2. HIVPC Support Staff will follow-up with CEC members tasked with reaching out to potential partners/groups.

6. RECIPIENT REPORT

A representative of the Recipient's Office announced the release of the Positively Speaking newsletter which features an article spotlighting the Fighting Stigma through Fashion show. He also announced that the Recipient's Office is currently in the final stages of grant writing for the Ryan White Part A grant which is currently under review by the organization's leadership. The grant is due for submission September 30th.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: October 1, 2019 **Time:** 3:00 p.m. **Venue:** A-337

I. FY2019-2020 Community Empowerment Committee Work Plan

- a. Review and approve recommended revision to the CEC FY2019-2020 Work Plan to ensure that all activities fall under the appropriate objective category.

II. Chill, Chat, & Chew Planning

- a. Plan for hosting next community event

9. ANNOUNCEMENTS

Tuesday, September 17th: 7p.m.-9 p.m. – World AIDS Museum, "*Outrun the Sky*". The event will showcase a documentary about young men of color living with HIV across the south. It will include a Question & Answer segment with the cast following the documentary.

Friday, September 27th: EPIC, *The 2019 Enhancing Prevention in Communities Biomedical Education Summit*. The summit will feature sessions surrounding topics related to mental health, PLWHA, substance abuse and policy, and PrEP.

10. ADJOURNMENT

The meeting was adjourned without objection at 4:29 p.m.

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CEC Attendance CY2019

Absences Count		Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
			8	5	C	C	7	5	C	C	17				
			Meeting Date												
1	1	Bhrangger, R.	A	X			X	X			X				
3	2	Brautigam, A.	X	X			A	A			A				
0	3	Burgess, D.	X	X			X	X			X				
4	4	Fleurinord, P.	A	X			A	A			A				
1	5	Franks, H.	A	X			X	X			X				
1	6	Marcoviche, W.	A	X			X	X			X				
1	7	Robertson, L.	X	X			X	X			A				
0	8	Ruffner, A., V. Chair	X	X			X	X			X				
2		Wilson, E.	A	A	W - 2/11, Z - 2/19										
		Quorum = 5	4	8	0	0	6	6	0	0	5	0	0	0	

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

Z - resigned

R - removal letter

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FY 2019-20 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 & information sharing. Host at least 2 outreach activities & 2 education events in FY19.

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												
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)

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Create forums for Community Summits to identify strengths, challenges, opportunities and barriers for individuals living with HIV in Broward County (YEAR 1)	Bi-Annually	IW/CEC	Achieve a more coordinated response to the local HIV epidemic	a. Coordinate with HIV stakeholders (e.g. BTAN, Latinos En Accion, SFAN) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) b. Provide presentations by HIV experts (AETC, NQC) to educate community members on emerging issues in HIV, including accessing Ryan White services c. Provide non traditional activities (not specific to "HIV") at Summit to better engage participants d. Request feedback from attendees regarding barriers and stigma in the HIV/AIDS community through surveys to document feedback and follow up with participants.												
2.2 Identify emerging leaders representative of the HIV community who are willing to participate in leadership activities (Integrated Plan Strategy 3.2.c) (YEAR 2)	Ongoing	IW/CEC/MCDC	Increase leadership opportunities for individuals living with HIV	Utilize continuous outreach through community forums and events to identify emerging leaders. Emphasize selection of Ryan White consumers who would be willing to participate in leadership activities.												
2.3 Promote opportunities for advocacy and leadership within the HIV Community (Integrated Plan Strategy 3.2.c) (Year 2-5)	Ongoing	IW/CEC	Increase leadership opportunities for individuals living with HIV	Develop Leadership Series for identified Ryan White consumers and leaders in the HIV Community. Series should be CEC/Consumer led and focus on topics such as advocacy, letter writing and leadership. Each Series should have a graduation ceremony or recognition program for participants, and such event should coincide with national HIV recognition days, if applicable.												
2.4 Analyze survey results for each community event, including outreach, trainings and community forums	Bi-Annually	Staff/CEC	Monitor progress of Network goal	Determine successes and failures of each event. Provide results in annual CEC Evaluation. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives					X							

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

[illegible]

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL'S
COMMUNITY EMPOWERMENT COMMITTEE
INVITES YOU TO

HANDOUT B

CHILL, CHAT & CHEW: TREASURE HUNT



**FREE
EVENT**

Join us for an interactive community forum to
encourage dialogue around topics of HIV.
Come and be a part of the conversation.

SPEAKERS ■ FOOD ■ PRIZES ■ FUN



Date: TBD
Time: TBD Location: TBD



Chill, Chat, & Chew: Treasure Hunt

Knowledge Goal: To enhance capacity in a Broward County community through education/awareness and resource/information sharing. This will be an educational event related to the HIV Planning Council's guiding principles:

Linkage to Care • Retention in Care • Viral Load Suppression

Treasure Hunt

Description: Guests will be asked to participate in a treasure hunt at the beginning of the event. Attendees will work in teams, led by volunteer to solve clues related to the selected HIV-related topic to find their team's prize which will remain locked until the final activity. After the hunt, guests will answer facilitated questions followed by a panel discussion. Next, guests will play a Reversals Game to answer a typical HIV-related question in reverse order. A facilitated response session and panel discussion will follow. Finally, attendees will be given the key to unlock their prizes to reveal a prize directly related to the event's theme.

Reasoning: Guests will be engaged in the treasure hunt and reversals game, both of which will lead into related questions and panel discussions. This event would provide a fun way to educate community members.

Activity Outline:

1. Treasure Hunt
2. Facilitated Question Session
3. Panel Discussion
4. Reversals Game
5. Teams share best answers from Reversals Game with Facilitator
6. Panel Discussion
7. Treasure Hunt Reveal

How to Play:

Step 1: The facilitator will establish the treasure hunt boundaries for the group.

This could be the room the event is being held in or the entire building (depending on the location of the event and whether access is granted for the building).

Step 2: Each team will be given a set of clues to an HIV-related topic.

The CEC Committee will discuss and select each HIV-related topic they would like to be addressed during the facilitated panel discussion.

Step 3: Participants will work together to follow the steps of each clue until prize is revealed.

Clues can be in the form of an anagram (where the letters in a word or phrase are scrambled), a riddle, a picture, a prop or a standard clue. Clues can also be given in sequential order where each clue leads to another clue, which leads to another, and so on.

Step 4: Attendees will reconvene for a brief facilitated question session and panel discussion.

The group facilitator will ask a series of questions based on an HIV-related topic to incite conversation and attendees will be given the opportunity to, in turn, ask panelists topic related questions.

Reversals Game:

Description:

Step 1: The facilitator will inform the group that they will be working on the HIV-related issue.

An example an HIV-related issue could be viral load suppression, retention in care, or adherence to ART regimen.

Step 2: The facilitator will present the reversal: what would it look like if....

CEC members can come up with an example reversal to help guide teams.

Step 3: Volunteer team leads will encourage brainstorming and “out-of-the-box” ideas.

This can be an opportunity for engagement between CEC and community members.

Step 4: Teams will present their reversal ideas to the Facilitator and group.

The facilitator will go through each teams’ ideas and lead a discussion about what items may be useful or contain a useful concept. The group will discuss how the concept could be expanded into an idea that has promise for fixing the issue.

Step 5: The facilitator will open the floor to community members to give them an opportunity to ask the panelists questions about any of the discussed HIV-related issues.

Panelists will provide their expertise on the HIV-related topics and give expert advice when requested.

Final Step: Volunteers will provide each team with their final clue.

The treasure hunt reveal will take place here and prizes will be rewarded at this time.