



**FORT LAUDERDALE/BROWARD EMA**  
**BROWARD HIV HEALTH SERVICES PLANNING COUNCIL**  
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020  
(954) 561-9681 • FAX (954) 561-9685

## **Community Empowerment Committee Meeting**

**Tuesday, February 1, 2022 - 3:00 PM**

**Meeting via [WebEx](#)**

**Chair: Von Biggs • Vice Chair: Andrew Ruffner**

**Join the meeting via: +1-408-418-9388 US Toll Access code: 132 916 3211**

***This meeting is audio and video recorded.***

Quorum for this meeting is 7

### **DRAFT AGENDA**

#### **ORDER OF BUSINESS**

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
  - a. Meeting Ground Rules
  - b. Statement of Sunshine
  - c. Introductions & Abstentions
  - d. Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for February 1, 2022
5. **ACTION:** Approval of Minutes from January 4, 2022
6. Unfinished Business
  - a. **Action Item:** CEC Listening Session – Continue the discussion on how to host a series of CEC listening sessions within the community, specifically for Consumers to discuss their experiences navigating the Fort Lauderdale/Broward EMA's system of care. Work Plan Activity 1.1: Engage consumers in townhalls/listening sessions.
7. New Business
  - a. **Action Item:** CEC Work Plan Review (Handout A)- Review progress towards FY21 work plan and approve FY22 Committee Work Plan.
8. Public Comment
9. Agenda Items for Next Meeting
  - a. Next Meeting Date: March 1, 2022, at 3:00 p.m. via WebEx
10. Announcements
11. Adjournment

*For a detailed discussion on any of the above items, please refer to the minutes available at:  
[HIV Planning Council Website](#)*

*Please complete your [meeting evaluation](#).*

*Three Guiding Principles of the Broward County HIV Health Services Planning Council*

*• Linkage to Care • Retention in Care • Viral Load Suppression •*

Vision: To ensure the delivery of high quality, comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care.

Mission: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: (1) Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness •  
Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine

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# HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES



1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.

# CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN



1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.

# KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO



1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa esklizif pou fè moun tande-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posesyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.

## Acronym List

ACA: The Patient Protection and Affordable Care Act 2010  
ADAP: AIDS Drugs Assistance Program  
AETC: AIDS Education and Training Center  
AHF: AIDS Health Care Foundation  
AIDS: Acquired Immuno-Deficiency Syndrome  
ART: Antiretroviral Therapy  
ARV: Antiretrovirals  
BARC: Broward Addiction Recovery Center  
BCFHC: Broward Community and Family Health Centers  
BH: Behavioral Health  
BISS: Benefit Insurance Support Service  
BMSM: Black Men Who Have Sex with Men  
BRHPC: Broward Regional Health Planning Council, Inc.  
CBO: Community-Based Organization  
CDC: Centers for Disease Control and Prevention  
CDTC: Children's Diagnostic and Treatment Center  
CEC: Community Empowerment Committee  
CIED: Client Intake and Eligibility Determination  
CLD: Client Level Data  
CM: Case Management  
CQI: Continuous Quality Improvement  
CQM: Clinical Quality Management  
CTS: Counseling and Testing Site  
DCM: Disease Case Management  
DOH-Broward: Florida Department of Health in Broward County  
eHARS: Electronic HIV/AIDS Reporting System  
EIIHA: Early Intervention of Individuals Living with HIV/AIDS  
EFA: Emergency Financial Assistance  
EMA: Eligible Metropolitan Area  
FDOH: Florida Department of Health

FPL: Federal Poverty Level  
FQHC: Federally Qualified Health Center  
HAB: HIV/AIDS Bureau  
HHS: U.S. Department of Health and Human Services  
HICP: Health Insurance Continuation Program  
HIV: Human Immunodeficiency Virus  
HIVPC: Broward County HIV Planning Council  
HMSM: Hispanic Men who have Sex with Men  
HOPWA: Housing Opportunities for People with AIDS  
HRSA: Health Resources and Service Administration  
HUD: U.S Department of Housing and Urban Development  
IW: Integrated Workgroup  
IDU: Intravenous Drug User  
JLP: Jail Linkage Program  
LPAP: Local AIDS Pharmaceutical Assistance Program  
MAI: Minority AIDS Initiative  
MCDC: Membership/Council Development Committee  
MCM: Medical Case Management  
MH: Mental Health  
MNT: Medical Nutrition Therapy  
MOU: Memorandum of Understanding  
MSM: Men Who Have Sex with Men  
NBHD: North Broward Hospital District (Broward Health)  
NGA: Notice of Grant Award  
NHAS: National HIV/AIDS Strategy  
NOFO: Notice of Funding Opportunity  
nPEP: Non-Occupational Post Exposure Prophylaxis  
NSU: Nova Southeastern University  
OAHS: Outpatient Ambulatory Health Services  
OHC: Oral Health Care  
PE: Provide Enterprise

PLWH: People Living with HIV

PLWHA: People Living with HIV/AIDS

PrEP: Pre-Exposure Prophylaxis

PRISM: Patient Reporting Investigating Surveillance System

PROACT: *Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH-Broward's treatment adherence program.*

PSRA: Priority Setting & Resource Allocations

QI: Quality Improvement

QIP: Quality Improvement Project

QM: Quality Management

QMC: Quality Management Committee

RSR: Ryan White Services Report

RWHAP: Ryan White HIV/AIDS Program

RWPA: Ryan White Part A

SA: Substance Abuse

SBHD: South Broward Hospital District (Memorial Healthcare System)

SCHIP: State Children's Health Insurance Program

SDM: Service Delivery Model

SOC: System of Care

SPNS: Special Projects of National Significance

STD/STI: Sexually Transmitted Diseases or Infection

TA: Technical Assistance

TB: Tuberculosis

TGA: Transitional Grant Area

VA: United States Department of Veteran Affairs

VL: Viral Load

VLS: Viral Load Suppression

WMSM: White Men who have Sex with Men

WICY: Women, Infants, Children, and Youth

## Frequently Used Terms

**Recipient:** Government department designated to administer Ryan white Part A funds and monitor contracts.

**Planning Council Support (PCS) Staff/‘Staff’:** Provides professional staff support, meeting coordination and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

**Clinical Quality Management (CQM) Support Staff:** Provides professional support, meeting coordination and technical assistance to assist the Recipient through analysis of performance measures and other data with implementation of activities designed to improve patient’s care, health outcomes and patient satisfaction throughout the system of care.

**Provider/Sub-Recipient:** Agencies contracted to provide HIV Core and Support services to consumers.

**Consumer/Client/Patient:** A person who is an eligible recipient of services under the Ryan White Act.



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## **Community Empowerment Committee**

**Tuesday, January 4, 2022 - 3:00 PM**  
Meeting via [WebEx](#)

### **DRAFT MINUTES**

CEC Members Present: V. Biggs (Chair), A. Ruffner (Vice-Chair), D. Gunion, H. Franks, L. Robertson, R. Shore, R. Bhrangger, W. Marcoviche, J. Castillo

Members Absent: I. Wilson, S. Jackson

Members Excused: None

Ryan White Part A Recipient Staff Present: S. Scott, T. Thompson, V. Hornsey

Planning Council Support Staff Present: G. Berkley-Martinez, T. Williams, W. Rolle, B. Miller, J. Rohoman

Guests Present: B. Mester

#### **1. Call to Order, Welcome from the Chair & Public Record Requirements**

The CEC Chair called the meeting to order at 3:04 p.m. The CEC Chair welcomed all meeting attendees that were present. Attendees were notified that the CEC meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the CEC Chair, Committee members, Recipient staff, PCS & CQM staff, and guests by roll call, and a moment of silence was observed.

#### **2. Public Comment**

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

#### **3. Meeting Approvals**

The approval for the January 4, 2022, agenda of the Community Empowerment Committee meeting was proposed by D. Gunion, seconded by L. Robertson, and passed unanimously. The approval for the minutes of the November 2, 2021, meeting was proposed by L. Robertson, seconded by A. Ruffner, and approved with no further corrections.

**Motion #1: Mr. Gunion, on behalf of the CEC, made a motion to approve the January 4, 2022, Community Empowerment Committee agenda as presented. The motion was adopted unanimously.**

**Motion #2: Mr. Robertson, on behalf of the CEC, made a motion to approve the November 2, 2021, Community Empowerment Committee meeting minutes as presented. The motion was adopted unanimously.**

4. Standard Committee Items

There were no standing committee items on the agenda for this meeting.

5. Unfinished Business

The CEC continued the discussion on the CEC Engagement Survey. PCS Staff presented the survey results of the Fort Lauderdale Pride community outreach event on November 20-21, 2021. Information presented created discussion from members about the effectiveness of the CEC outreach survey. Members are hopeful that there will be more participants to complete the survey for the next community outreach event.

Members also continued the discussion on the CEC Listening Session. Members wanted to know if there was a timeline for the listening sessions. PCS Staff informed members that the social media platforms have started and would be a great way to host the listening sessions. Members agreed that this would be a great tool to engage the community and address the next fiscal year's workplan. The Committee also discussed possible topics for the listening sessions. PCS staff noted that each month has national HIV Awareness Days, which could be themes for various discussions.

6. New Business

Members started the discussion on community needs regarding food distribution centers. Delivery options from food bank locations were highlighted as an area of concern. Members were also concerned that the food bank's hours are not accommodating. Members want to gather more information on which organizations provide extended hours of operation food delivery services. The Food Bank representative indicated that food is distributed after hours and will ensure that the website is updated with the correct information.

Members also discussed the possibility of meetings being in-person. PCS Staff advised the committee that quorum must be established in person, even if there is an option for members to join virtually. Members agreed to continue to meet virtually until further notice. Lastly, PCS Staff showcased the social media platforms for HIVPC. HIVPC has three social media platforms: Twitter, Instagram, and Facebook. Members were encouraged to like and follow the pages and look for updates for the upcoming year.

7. Recipient's Report

There was no Recipient's report for this meeting.

8. Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

9. Agenda Items for Next Meeting

The next CEC meeting will be held on February 1, 2022, at 3:00 p.m. via WebEx Videoconference.

10. Announcements

There were no announcements for this meeting.

11. Adjournment

There being no further business, the meeting was adjourned at 3:56 p.m.

## 12. CEC Attendance for CY 2022

| Consumer | PLWHA | Absences | Count | Meeting Month                | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|----------|-------|----------|-------|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|          |       |          |       | Meeting Date                 | 4   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 1     | Bhrangger, R.                | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 1     | 0        | 2     | Biggs, V., <i>Chair</i>      | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 0     | 0        | 3     | Franks, H.                   | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 0     | 0        | 4     | Gunion, D.                   | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 5     | Marcoviche, W.               | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 1     | 0        | 6     | Robertson, L.                | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 0     | 0        | 7     | Ruffner, A., <i>V. Chair</i> | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 0     | 0        | 8     | Shore, R.                    | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 0     | 1        | 9     | Wilson, I.                   | A   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 0        | 1     | 0        | 10    | Castillo, J.                 | X   |     |     |     |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 1        | 11    | Jackson, S.                  | A   |     |     |     |     |     |     |     |     |     |     |     |                    |
|          |       |          |       | <b>Quorum = 7</b>            | 9   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |                    |

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

Community Empowerment Committee Meeting Minutes – January 4, 2022  
Minutes prepared by PCS Staff

# Handout A

[illegible]

# Handout A

| 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 participation in communities throughout the EMA through education/awareness and resource & information sharing by participating in at least 4 community events.                                                                                                           |                       |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     | Baseline | Target | Q1  |      | Q2  |     | Q3  |     | Q4  |  |  |
|                                                                                                                                                                                                                                                                                         |                       |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     | 4        | 4      |     |      |     |     |     |     |     |  |  |
| Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice.                                                                                                                                                                             |                       |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                        | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June     | July   | Aug | Sept | Oct | Nov | Dec | Jan | Feb |  |  |
| 1.1 Engage consumers in townhalls/listening sessions at minimum, biannually.                                                                                                                                                                                                            | CEC/Staff/Facilitator | Consumer Involvement                                                            | Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole.                                                                                                                                                                                                    |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA annually.                                                                                                                                                                                          | CEC/Staff             | Data driven PSRA process                                                        | Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data.                                                                                                                                                                                                                                                                                                                                         |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 1.3 Educate CEC members on HIVPC & Ryan White Part A monthly.                                                                                                                                                                                                                           | Recipient/Staff       | Increased knowledge of HIVPC & Ryan White Program among CEC members             | Provide presentations regarding topics of interest about the HIV Planning Council, its Committees, and the Ryan White Part A Program.                                                                                                                                                                                                                                                                                                                   |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 1.4 Host focus groups to receive feedback from populations of focus and/or selected audiences at minimum, biannually.                                                                                                                                                                   | Staff/Facilitator     | Utilize feedback in PSRA process and future CEC and MCDC event planning efforts | Determine populations to include in focus group and what kind of information would be of use. Populations are not limited to consumers; they may include other community members as applicable. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies. Utilize any relevant recommendations that may inform the work of CEC. |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| Objective 2: Promote education and awareness to affirm support for PLWHA (Integrated Plan Strategy 3.2.a).                                                                                                                                                                              |                       |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                        | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June     | July   | Aug | Sept | Oct | Nov | Dec | Jan | Feb |  |  |
| 2.1 Recommend creation or revision of promotional literature to MCDC as needed.                                                                                                                                                                                                         | CEC                   | Collaboration with MCDC to inform the community about HIVPC                     | Determine information useful to the community in understanding the role of the HIVPC. Provide this information to MCDC to update or create promotional literature.                                                                                                                                                                                                                                                                                      |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 2.2 Distribute promotional literature - physically and electronically - to the community on an ongoing basis.                                                                                                                                                                           | CEC/Staff             | Increased consumer awareness of HIVPC                                           | CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff Team will distribute HIVPC and HIV-related information to its community listserv.                                                                                                                                                                                                                                                   |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 2.3 Analyze survey results for each community event, including outreach, trainings and community forums on an ongoing basis.                                                                                                                                                            | Staff/CEC             | Measure event outcomes                                                          | Determine successes and failures of each event. 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.                                                                                                                                                                                                                       |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 2.4 Partner with HIV stakeholders to engage in community events on an ongoing basis.                                                                                                                                                                                                    | CEC                   | Develop consistent presence at community events                                 | Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) 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) (Examples of Stakeholder Organizations: BTAN, Latinos En Accion, SFAN).                                                                                                                               |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| Objective 3: Provide networking and communication opportunities to address the epidemic (Integrated Plan Strategy 4.1.d).                                                                                                                                                               |                       |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| Activities                                                                                                                                                                                                                                                                              | Responsible Party     | Outcomes                                                                        | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mar | April | May | June     | July   | Aug | Sept | Oct | Nov | Dec | Jan | Feb |  |  |
| 3.1 Use Needs Assessments, SOC, QM and PSRA recommendations to coordinate feedback mechanisms that address HIV prevention, stigma and treatment (YEAR 1-5)                                                                                                                              | CEC                   | Utilize feedback in PSRA process and other identifiers                          | Host events for target groups based on defined data collection focus.                                                                                                                                                                                                                                                                                                                                                                                   |     |       |     |          |        |     |      |     |     |     |     |     |  |  |
| 3.2 Develop and implement education and awareness strategies that incorporate results from feedback mechanisms to increase HIV literacy (YEAR 3)                                                                                                                                        | CEC                   | Reduce HIV-related health disparities and health inequities                     | Utilize community feedback to develop and implement education and awareness activities in the EMA.                                                                                                                                                                                                                                                                                                                                                      |     |       |     |          |        |     |      |     |     |     |     |     |  |  |