Broward County HIV Health Services Planning Council

BRHPC HEALTH & HUMAN SERVICE INNOVATIONS

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HIVPC Broward County HIV Health Services Planning Council

Part A Executive Committee
Meeting Agenda

April 19, 2012 at 1:30 PM

Samantha Kuryla, Chair **Brad Gammell, Vice Chair**

1. **Call to Order (***Please sign-in)*
2. **Welcome and Introductions**
   - ⇨ Review Meeting Ground Rules, Sunshine and Public Comment Requirements (Sign-In)
   - ⇨ Committee Member and Guest Introductions
3. **Moment of Silence**
4. **Approve Today's Agenda**
5. **Approve 02/16/12 Meeting Minutes**
6. **Part A Grantee Report**
7. **Committee Reports** – MCDC, QMC, JCCR, Joint Planning, PSRA, LPAC
8. **Approve HIVPC Agenda**
9. **Review HIVPC Calendar** (May 2012)
10. **Communication:** Communicating the Committee's Needs (to Support Staff)
11. **Attendance Policy Follow up Discussion** – The Chair would like to add: The March HIVPC meeting began the implementation of that policy and Chairs should remind their Committee members.
12. **Old Business/New Business**
    - ⇨ Parking Lot Items: Items previously discussed and should be revisited in the future for clarification
13. **Public Comment**
14. **Request for Information/Directives Form –** Complete a Staff Directives Form
15. **Reminder:** Meeting Attendance Required at Least 48 hours Prior to Meeting Date. This includes the HIVPC and all Committees as per HIV Planning Council approved By-Laws (Last Update: 1/26/12)
16. **Agenda Items for Next Meeting**
17. **Next Meeting Date:** Thursday, 05/17/12 at 12:30 p.m. (Joint) **Venue:** Carpenter House
18. **Adjournment**

IMPORTANT NOTICE

Please be aware this meeting and all information stated thereof is a matter of public record under FL's Government in the Sunshine Law (FL Statute, Chapter 119.01). Acknowledgement of HIV status is not required, and if disclosed becomes a part of the public record.

Part A Executive Committee Meeting Minutes
200 Oakwood Lane, Suite 100, Hollywood, FL 33020
Thursday, February 16, 2012 at 1:30 p.m.
Meeting Minutes

Attendance					
#	**Members**	**Present**	**Absent**		**Guests**
1	Will Spencer, Chair	X			Brad Gammell
2	Samantha Kuryla, Vice Chair		E		
3	Carla Taylor-Bennett	X			**Grantee Staff**
4	Jeri Pryor	X			Leonard Jones
5	Karen Creary	X			William Green
6	Karlene Tomlinson		X		
7	Michael Rajner	X			**HIVPC Support Staff**
8	H. Bradley Katz	X			Ariela Eshel
					Faikah Hosein
					Gladria Desa
	Quorum = 5	**6**	**2**		Michele Rosiere
					Nekisha Smith

1. **Call to Order**
The Chair began the meeting at 1:40 p.m.

2. **Welcome and Introductions**
The Chair welcomed everyone and self-introductions were made. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, they were advised that the acknowledgement of HIV status is not required but is subject to public record if disclosed.

3. **Moment of Silence**
A moment of silence was observed.

4. **Approve Today's Meeting Agenda**

Motion #1	To "approve the 02/16/12 Meeting Agenda"
Proposed by	Michael Rajner
Seconded by	Jeri Pryor
Action	Passed Unanimously

5. **Approve 1/19/12 Meeting Minutes**

Motion #2	To "approve the 1/19/12 Meeting Minutes"
Proposed by	Michael Rajner
Seconded by	Jeri Pryor
Action	Passed Unanimously

6. **Part A Grantee Report**
The Part A Grantee reported on the January trip to Washington D.C. where the Grantee was part of a group that met with Congressional and HRSA staffers. The topics discussed included: request for additional Ryan White Part A funding for the EMA, the impact of the late Grant Award, reduction of service gaps during the implementation of the Affordable Care Act (ACA), maintaining responsibility and oversight during and post ACA implementation. The Grantee noted that a staffer from the Energy and Commerce Committee commented that HIV/AIDS receives a large amount of funding compared to other diseases. The staffer added that a new rule prohibits single disease bills being voted on the floor. The Grantee noted that HRSA is expecting an on time Grant Award however there is less funding in the Part A supplemental pot. A Request for Proposal (RFP) for MAI services will be released February 27, 2012 and will include Peer Case Management, Substance Abuse, Mental Health, and Outpatient/Ambulatory Medical Care. The Grantee noted that there is a need to increase collaboration between various programs, including other Ryan

White programs, to serve a growing number of clients with less funding. There was discussion with the Part D Grantee who noted that HRSA changed some of the criteria on their Grant Application. In addition, discussion took place regarding the possible impact on Part A if Part D is given a reduced Grant Award. The Part A Grantee noted that a collaborative approach will be best to ensure resources are maximized and duplication of services is minimized. To facilitate collaboration, representatives from all Parts will need to provide monthly reports.

A Grant Projects officer gave feedback on two sections (two thirds) of the Grant Application: (i) Demonstrated Need was given an 'Excellent' and (ii) EIIHA was given a 'Strong'.

The Part A Grantee recognized the accomplishments of the HIVPC under the four-year leadership of the outgoing HIVPC Chair and expressed his appreciation.

7. Committee Reports

A. Membership/Council Development
There was no February meeting. Next meeting: 03/01/12.

B. Quality Management Committee (QMC)
This Committee will meet on February 27, 2012. JCCR Chairs and Members have been invited to attend. The Consumer Survey will be circulated prior to the meeting.

C. Other Committees

- **Joint Client/Community Relations (JCCR)**
  The February meeting was cancelled due to lost quorum.

- **Joint Priorities**
  Report is as stands (copy on file).

- **Joint Planning**
  Report is as stands (copy on file).

- **Ad Hoc Nominating**
  The Chair would like the Committee to reconvene to review the Election Process / Nominating Procedure. Changes in the By-Laws may be necessary.

8. Approve HIVPC Agenda (Handout A)

Consent Item #1	To "Approve the HIVPC Agenda changes"
Proposed by:	Executive Committee
Action:	Passed Unanimously
Changes:	1. *On the HIVPC 01.26.12 Meeting Minutes, 'MR to be removed from the secondary vote table as MR was not on the short list.* 2. *Remove Consent Item #1: It is a Part B issue.* 3. *Remove the 'Ranking' column from Table I (Discussion Item#1 Reference)*

9. Review HIVPC Calendar (Handout B)

Consent Item #2	To "Approve the HIVPC March 2012 Calendar with changes"
Proposed by:	Executive Committee
Action:	Passed Unanimously
Changes:	1. *SFAN meeting moved to 03/01/12 at 6:00pm, same venue* 2. *Executive Committees venue is Carpenter House* 3. *HOPWA CSB meeting to be added to the calendar*

10. Executive Retreat Follow-Up (Carpenter House)
The success of the Joint Executive Retreat was discussed with the emphasis on the venue as all 2012 Joint Executive meetings will take place at Carpenter House. Parking arrangements were queried as they were not as convenient as desired but will remain the same as for the Joint Executive Retreat with special accommodations for

up close parking being made for those needing such.

11. HIV Planning Council Retreat

The HIVPC Annual Retreat will be held on February 23, 2012 at Central Broward Regional Park from 9:30 am – 4:30 pm. Theme: "What is Quality of Care?" The group will meet to finalize items in the Comprehensive Plan the development of which started at the Joint Executive Retreat on 01/19/12.

12. Old/New Business

A. Responsibilities of Chairs and Co Chairs

This was not discussed.

B. BCPP Update

There was no update.

13. Public Comment

There was no public comment.

14. Agenda Items for Next Meeting

- Standing Agenda Items

15. Next Meeting Date

Thursday, March 15, 2012 at 1:30 p.m. at Carpenter House. 4414 N. Surf Road, Hollywood, 33019

16. Adjournment

The meeting was adjourned at 2:19 p.m.

Parking Lot Items

For Discussion at Executive Committee

1. **Attendance Policy** as stated in the Administrative Code
   a. *HIVPC motion* to Executive: Direction on restatement of Ordinance as it pertains to attendance.
   b. Methods of achieving Quorum (MS Outlook Calendar Appointments, Email, Survey)
2. **Part A and Joint Executive Committee Standing Meeting Time**
3. **Executive Committee Meeting Attendance**
   - When an Executive Committee member (Chair of a Committee) is non compliant with attendance and is in jeopardy of being removed – what is the protocol?
4. **Committee Vice-Chair Role**
   - Chairing committee when the Chair of that Committee is not present at said Committee

Added at April Executive Committee for Discussion at next Joint Meeting

Part A /Part B Clarification

- Develop definitions for membership based on Part A vs. B
- Develop common process for committee member appointment and approval process

Part B Processes and Procedures Clarification

- Committee Chair appointment and approval process
- Excused Absences at Joint Meetings (Example: Part A Co-Chair is absent – can Part B Co-Chair give an excused absence?)
- Part B Attendance Tracking
  - Part B Warning Letters
  - Part B Removals: Part B's: Removals due to non Attendance

Executive Committee Meeting Minutes. Thursday, April 10, 2008 at 1:00 P.M.

Part A Grantee Report . The Grantee thanked all of the Support Staff for their support and hard work on the highly-ranked Grant Application with special mention to Michele Rosiere. There are several items that will be presented to the Board of Commissioners this Spring for approval, including: a new attendance requirement, term limits, and the issue of counting the Commissioner toward Quorum at Planning Council meetings.

Joint Priorities/Joint Planning Committee Meeting April 16, 2008 @ 11:00 A.M.

Part A Grantee Report. The Board of County Commissioner's approved the funding recommendations for Fiscal Year 08/09. On May 13th 2008, the Board of County Commissioners will be holding a public hearing to amend the Broward County Administrative Code to address the following: the Commissioner's attendance in regards to quorum, attendance requirements of Planning Council members, and institution of term limits (allow 2 three-year terms). Any changes to the Code will not be retroactive.

HIV Health Services Planning Council, April 24, 2008 @ 9:00 A.M.

Part A Grantee Report. The Grantee has been reviewing all of the feedback about inefficiencies in the Planning Council. HIV PC Staff has researched other EMA's Planning Councils' By- Laws in order to understand what is the most successful. On May 13th there will be a public hearing at 115 South Andrews Avenue, 4th floor, The Government Center. There are three proposed changes to the administrative code. 1) Term limits 2) Attendance policy 3) Removal by the Human Services Dept for conduct reasons. He encourages everyone to be there at the meeting on May 13th. The County Commissioner will only be counted toward Quorum when he is present.

Joint Client/Community Relations, May 6, 2008 @ 1:00 P.M.

Part A Grantee Report. At the last Joint Priorities/Joint Planning, Executive, and Planning Council meetings the attendance problems in the Planning Council were discussed. Last Tuesday, the County Administrator directed the County Attorney to propose changes to the County's Administrative Code to help rectify some of the problems. The proposed changes include instituting three-year term limits, with the option to renew based on the Member's desire to continue. It was noted that these term limits are far more liberal than in most other EMA's. Secondly, the Commissioner who sits on the Planning Council will not count towards quorum in the event that s/he is absent. In all Boards and Councils sanctioned by the Commission, there is a regulation for automatic removal in the case of four absences in a calendar year. If a PWA who is absent due to illness, an excused absence will be granted and will not count towards total absences. On May 13th, the Board of County Commissioners will hold a public hearing on the proposed changes. If anyone has any concerns, they may voice them at this meeting. Assuming the changes are adopted, they will go into affect sometime after June.

Membership/Council Development Committee Meeting, May 1, 2008 @ 9:00 A.M.

New County Ordinance on Attendance Requirements (Staff)

There are three proposed changes to the County Administrative Code that will be discussed during a public hearing at 2:00 p.m. on May 13th at 115 South Andrews Avenue, 4th floor-The Government Center.

1. Term limits
2. Attendance policy
3. Removal by the Human Services Dept for conduct reasons.