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: PART A EXECUTIVE COMMITTEE **MEETING AGENDA**
Date/Time: THURSDAY, APRIL 18, 2013, 12:30 P.M. **Location:** BRHPC
KURYLA, S. **Chair** GAMMELL, B. **Vice-Chair**

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 4-18-13 Executive Committee Agenda and 3-21-13 Meeting Minutes.
3. **STANDARD COMMITTEE ITEMS**
   a) Approve 4-25-13 HIVPC Agenda
   b) Approve May 2013 HIVPC Calendar
   c) Committee Chair Reports – Activities and Progress on Work Plans
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES / NEW BUSINESS**

Goal / Work Plan Objective #:	*Accomplishments:*
a. Committee Summary Template	Chairs will review the Committee summary template on the Planning Council agenda. The Goal is to report on tasks completed based on the Committee work plans.
b. Recommended By-Laws Changes (WP Item 4.1) Handout A	Review and approve changes recommended by ad Hoc By-Laws Committee. Schedule vote by HIVPC. Individual items can be removed, amended and sent back to By-Laws for a second package coming later.
c. Position Descriptions for Council Seats Handout B	Review and approve proposed position descriptions for every seat on the Council, as drafted by Membership/Council Development. This goes to HIVPC, to be added to MCDC Policies & Procedures.
d. Appointment of Committee Members Handout C	Discuss procedure for Chairs appointing persons to Committees. Decide if HIVPC needs a Committee application form to match applicants to Committees.
e. HIVPC Application Handout D	Review edits made to the HIVPC application, approved by Membership/Council Development Committee to ensure requirements are clear.
f. Membership Policies and Procedures Handout E	Review edits made to Membership's policies and procedures. Changes made to provide clarification between mandated seats by virtue of job title and other seats.
g. Public Comment Sign In Sheet Handout F	Review the revised public comment sign in sheet, make edits if necessary. The goal is to clarify how public comment is utilized.

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING, 2:00 p.m. May 16, 2013**

Agenda Items / Tasks for next Meeting (Work Plan Item #)	*Party to Complete Task*	*Information requested (i.e. data, research, etc.)action to be taken, presentation, discussion, brainstorm etc.*
Mentoring Plan (WP Item 2.1)	MCDC	Review any revisions to Plan
Additional Recommended By-Laws Changes (WP Item 4.1)	By-Laws	Review second package of recommendations

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

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PART A EXECUTIVE COMMITTEE
200 Oakwood Lane, Suite 100, Hollywood FL 33020
Thursday, March 21, 2013 at 2:00 p.m.

MEETING MINUTES

Attendance						
#	**Members**	**Present**	**Absent**		**Guests**	
1	Kuryla, S. Chair	**X**				
2	Gammell, B. Vice Chair	**X**			**Grantee Staff**	
3	Taylor-Bennett, C.	**X**			Jones, L.	
4	Creary, K.	**X**				
5	Roberson, C.		**X**		**HIVPC Support Staff**	
6	Katz, H. B.	**X**			Crawford, T.	
7	Grant, C.	**X**			Eshel, A.	
	Quorum = 5	**6**	**1**		Solomon, R.	
	Spencer, W. (ex oficio)	**X**			LaMendola, B.	

1. **CALL TO ORDER**
The Chair called the meeting to order at 2:40 p.m.

2. **Welcome and Introductions & Moment of Silence**
The Chair welcomed everyone and 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. Self-introductions were made. A moment of silence was observed.

3. **APPROVALS**
Approval of 3/21/13 Agenda

Motion #1	To approve Today's Agenda
Proposed by:	Taylor-Bennett, C.
Seconded by:	Gammell, B.
Amended	Add item 4a on retreat agenda
Action:	Passed Unanimously

Approval of the 2/21/13 Meeting Minutes

Motion #2	To approve 2/21/13 Meeting Minutes
Proposed by:	Taylor-Bennett, C.
Seconded by:	Spencer, W.
Action:	Passed Unanimously

Approval of April HIVPC Calendar

Motion #3	To approve the April HIVPC Calendar
Proposed by:	Taylor-Bennett, C.
Seconded by:	Katz, H.B
Action:	Passed Unanimously

Approval of April HIVPC Agenda

Motion #4	To approve the March 28, 2013 HIVPC Agenda
Proposed by:	Creary, K.
Seconded by:	Taylor-Bennett, C.
Action:	Passed Unanimously

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4. OTHER BUSINESS

The Council Vice Chair noted that HIVPC Retreat surveys will be sent out to Council attendees, with a completion deadline of April 5. He thanked the Committee Chairs, Grantees and staff for their efforts. Members suggested that future retreats engage consumers more.

5. NEW BUSINESS

a) Planning Council Going Green

Committees have begun using iPads in addition to printed materials, in an effort to "go green." Staff asked for direction in how fast to proceed. Several members said the PC mailout is unnecessary on paper given the email notices. Other members said printed documents should continue to be available, for those who don't have computers and to guarantee public notice is properly given to all for the PC meeting. The Committee suggested polling Council members on their willingness to use electronic sources vs. receiving paper copies (e.g. in meeting and by mail). A Committee Chair asked that he still have available a printed binder. The PC Chair suggested having one or two binders for each Committee as a reference, and packets available for those who don't want to use iPads. The Grantee and staff will discuss the logistics.

b) Annual Calendar of Council Committee Meetings

The annual calendar was shown, to note conflicts between meeting dates and holidays. Members suggested dropping the Planning Council 11/28/13 and 12/26/13 meetings to avoid Christmas and Thanksgiving, and instead hold a combined meeting on 12/12/13. The Committee agreed to review the annual calendar and email staff with suggested changes.

6. COMMITTEE REPORTS

JCCR - Committee had their community event; Committee on track with work plan.
MCDC - Reviewed potential applicants; could not approve any potential applicants due to lack of quorum. Chair noted clarification that applicants do not need to attend three consecutive meetings to qualify; just three meetings. The Committee may decide to meet monthly instead of every two months. Staff will follow up on potential HIVPC candidates monthly. The Committee reviewed the HIVPC Membership Report.
QMC – The Chair noted that the Committee was unable to approve anything due to lack of quorum. Two potential members were discussed (1 consumer and 1 representative from the Broward County Health Department). Procedure to add new members to the Committee discussed.
Joint Priorities - The Committee is working on a data presentation. PSRA process begins in June.

7. GRANTEE REPORT

ADAP officials from DOH plan to visit in April. A meeting to coordinate with Broward County Health Department and consumers (possibly JCCR) may be planned. Members suggested providing transportation and using a centralized location to help increase community participation.

8. PUBLIC COMMENT – None.

9. REQUEST FOR DATA / INFORMATION

There were no data directives.

10. AGENDA ITEMS FOR NEXT MEETING: Thursday, 4/18/13 at 12:30 p.m. **Venue:** BRHPC

- Standing Agenda Items
- Clarification of Committee membership process
- Review recommended By-Laws changes

11. ADJOURNMENT

The meeting was adjourned at 3:40 p.m.

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Part A Executive Attendance CY: 2013

Member	1/10/13	2/21/13	3/21/13
Kuryla, S., (*Chair*)	1	1	1
Gammell, B, (*V. Chair*)	1	1	1
Creary, K.	E	1	1
Taylor-Bennett, C.	1	1	1
Grant, C.	1	A	1
Roberson, C.	1	A	A
Katz, H. Bradley	1	1	1
Quorum =5	Yes	Yes	Yes

HANDOUT A-1

BY-LAWS PROPOSALS CONSIDERED BY ad HOC COMMITTEE ON BY-LAWS

COMMITTEE RECOMMENDS BY-LAWS CHANGES ON THESE PROPOSALS

No.	Proposal	By-Laws Location	Stated Reason	By-Laws Recommendation
1	Rename PWA to PLWHA	Art. III, Sec. 15. Art. IV, Sec. 8	Outdated term	Change outdated term
2	Update reference to 2009 Ryan White Care Act	Art. III, Sec. 18	Outdated reference	Change outdated reference
3	Consider giving HIVPC chair more discretion in granting excused absences / Consider restating attendance policy	Art. IV, Sec. 7	Flexibility	Reword section to clarify that Chair decides excused absences. Clarify definition of PC-related business. Cannot make further changes to attendance policy, because it is set by County
4	Correct incorrect reference to section paragraph	Art. IV, Sec. 11A	Correct error	Correct incorrect reference
5	Correct incorrect reference to section numbers	Art. IV, Sec. 11B	Correct error	Correct incorrect reference
6	Consider eliminating rule that HIVPC hold 2-3 meetings per year in community, or reword to say "encouraged" to hold 1-2 per year	Art. VI, Sec. 1	Flexibility	Remove requirement of holding 2-3 HIVPC meetings in the community per year. Add new language saying all HIVPC meetings are open to
7	Simplify language on quorum for Committees	Art. VI, Sec. 2	Need clarity	Reword to simpifyy language on 50% plus one rule for quorum; does not change the rule
8	Consider changing outdated references to "planner/coordinator"	Art. VI, Sec. 5A	Outdated term	Change outdated term
9	Consider changing strict order of HIVPC agenda items	Art. VI, Sec. 5B	Flexibility	Move agenda items for Moment of Silence and for Public Comment. Renumber list. No other changes needed. HIVPC Chair and Executive set agenda
10	Correct typo	Art. VI, Sec. 8A	Typo	Correct typo

11	Reword section on Line of Succession	Art. VI, Sec. 8B	Need clarity	Simplify wording for clarity
12	Change name of Joint Priorities Committee to Priority Setting and Resource Allocation (PSRA) Committee	Art. VI, Sec. 8B. Art. VIII, Sec. 2 and 7	More reflective	Change the name of the Committee
13	Consider rewording section on HIVPC Chair's ability to appoint Committee Chairs	Art. VIII, Sec. 1B	Not clear, flexibility	Reword to say HIVPC Chair appoints Committee chairs at will
14	Who fills in for absent Committee Chair if no vice chair or co-chair?	Art. VIII, Sec. 1C	Need clarity	Reword to say HIVPC Chair or Vice Chair fills in
15	In Committee with Part A Co-chairs, are both members of Executive?	Art. VIII, Sec. 4A	Need clarity	Reword to clarify that both co-chairs would be Exec members

COMMITTEE RECOMMENDS NO BY-LAWS CHANGES ON THESE PROPOSALS

Proposal	Proposal	By-Laws Location	Stated Reason	By-Laws Recommendation
16	If member of Executive is removed for attendance, also removed as chair of standing Committee?		Need clarity	No By-Laws change needed. Executive absence does not remove person as chair of standing committee. HIVPC Chair decides on committee
17	Consider setting maximum number of excused absences per year		Reduce absences	No By-Laws change needed. Disagree with suggestion. Don't penalize member for excused
18	Should a member be ruled absent if not present for 75% of scheduled meeting time?		Need clarity	No By-Laws change needed. By-Laws are already clear that member is ruled absent in that case
19	Do we need definition of unaffiliated consumer in each Committee section of By-Laws?		Clarity	No By-Laws change needed. Definition already in By-Laws once
20	What happens if HIVPC Chair or Vice Chair must resign because no longer qualified for mandated seat?		Clarity	No By-Laws change needed. By-Laws already clear. In this situation, any member must give up seat; can reapply for another. If Chair leaves with < a year left, Vice Chair is acting Chair. If > a year left, Vice Chair is interim and special election is

21	Consider electing HIVPC Co-chairs instead of Chair and Vice Chair. Co-Chair terms would last 4 years, staggered every 2 years		Other EMAs do this, more continuity	No By-Laws change needed. This proposal could cause problems
22	Consider limiting Membership Committee to HIVPC members only		Avoid non-members overseeing members	No By-Laws change needed. By-Laws are clear that non-HIVPC members should be included on MCDC
23	Consider rewording deadline for sending final HIVPC agenda to members		Sometimes cannot comply	No By-Laws change needed. HIVPC Chair and Executive can alter agenda, timing if problem arises
24	Add flexibility to rule requiring 9 HIVPC meetings per year		Flexibility	No By-Laws change needed. Requirement is sound
25	Loosen rules for subcommittees to allow taking action without quorum		Flexibility	No By-Laws change needed. Quorum is necessary for voting
26	Create procedure to avoid meetings being canceled when quorum not met because members do not respond		Reduce avoidable cancellations	No By-Laws change needed. Refer to Grantee and staff to resolve
27	Consider adding to By-Laws an MCDC draft of Position Descriptions for HIVPC seats		Clearer applicant requirements	No By-Laws change needed. Draft should be approved by HIVPC, then sent back to MCDC to add to Committee policies & procedures
28	Address conflict in MCDC P&P. One line says all applicants must attend 3 meetings. Another line says those in seats due to their jobs are immediately recommended to County for appointment		Need clarity	No By-Laws change needed. Recommend that MCDC change policies & procedures to clarify that 3-meeting-rule does not apply to those appointed "by virtue of a mandated seat"
29	Consider changing section that includes Part D and Part F as Joint Planning members		Need clarity	No By-Laws change needed. Good to include Parts D and F. Invite them if they are not members
30	Consider changing section saying JCCR Part A co-chair must be unaffiliated consumer		Need clarity	No By-Laws change needed. Requirement is sound. Part B co-chair appointment not governed by Part A rules but By-Laws hopes Part B complies

31	Consider adding time limits for each agenda item		More control	No By-Laws change needed. HIVPC Chair and Executive control the agenda as needed

COMMITTEE STILL STUDYING

No.	Proposal	By-Laws Location	Stated Reason	By-Laws Recommendation
Defer 1	Reclassify ad Hoc Local Pharmacy Advisory Committee to standing Committee	Art. VIII, Sec. 2G and 3C	Regular review of formulary	Needs more discussion
Defer 2	What is procedure for reporting potential violation of By-Laws or P&P?	Art. X??	Need clarity	Review draft procedure
Defer 3	Review procedure in which HIVPC grievances to go JCCR, then Executive	Art. VIII, Sec. 5C. JCCR P&P	Consider policy update	Review policy in By-Laws as well as Grievance Policy and Form found in Local Procedures Manual

HIV PLANNING COUNCIL

BY-LAWS

By-Laws of the
Broward County HIV Health Services Planning Council

Adopted, January 1992
as Amended April 1995, April 1996, November, 1996, June, 1998, March, 1999, May, 1999, February, 2000, January, 2002, September 2004, and April, 2006, January 2010, January 2012

ARTICLE I.

NAME, AREA OF SERVICE

SECTION 1: The name of the Planning Council shall be "The Broward County HIV Health Services Planning Council" (Council) or such successor name as may be designated by the Broward County Board of County Commissioners.

SECTION 2: The area served by the Council shall be Broward County, Florida. The governing body of Broward County is the Broward County Board of County Commissioners.

SECTION 3: The Council is established by resolution of the Board of County Commissioners codified at Part X of Chapter 12 of the Broward County Administrative Code as amended by the Board of County Commissioners.

ARTICLE II.

PURPOSE, DUTIES

SECTION 1: The purpose of the Council is to provide planning, to promote development of HIV/AIDS health services, personnel, and facilities which meet identified health needs in a cost-effective manner, to reduce inefficiencies, and to develop HIV-related health plans.

SECTION 2: The duties of the Council shall be those specified by the Ryan White Act.

ARTICLE III.

DEFINITIONS

1. *Ad-hoc committee* means a committee established for a limited time or limited and definite purpose.

2. *Alternate* means a person appointed by the Board that may called upon to participate as a voting member of the Council upon the occurrence of certain conditions.

3. *Board* means the Broward County Board of County Commissioners.

4. *Cause* means an action determined by the Council as a basis for discipline or removal from the Council or a Committee.

5. *Committee* means a committee established by the Council in furtherance of Council business.

6. *Consortium* means South Florida AIDS Network (SFAN) of Broward County or Part B.

7. *Consumer* means a person who is an eligible recipient of services under the Ryan White Act.

8. *Council* means the Broward HIV Health Service Planning Council created in Chapter 21, Part X, Broward County Administrative Code, and mandated by the Ryan White Act, Part A

9. *EMA* means Eligible Metropolitan Area

10. *Ex officio* means a committee member who does not have a vote on that committee and does not count as quorum

11. *Joint Committee* means a committee comprising members from both the Council and the Consortium.

12. *Manual* means the Council's Local Policies and Procedures Manual.

13. *Member* means a person appointed to the Council by the Board.

14. *Non-Elected Community Leader* means someone active in the community not elected in formal governmental elections.

15. *PLWHA* means person living with HIV Disease or AIDS. (Also, PWA or PLWHA)

16. *Part A* means the Ryan White Act, Part A, administered by the County with advice from the Council.

17. *Part B* means the Ryan White Act, Part B, administered by the Broward County Health Department.

18. *Ryan White Act* means the ~~2006~~ Ryan White HIV/AIDS Treatment Extension ~~Modernization~~ Act of 2009.

19. *Unaffiliated* Consumer means individuals who are receiving HIV-related services from Ryan White-funded service providers and not compensated by, representative of, or employed by a provider funded under the Ryan White Act.

Comment [bl1]: Proposal #1. Recommend updating the language

Comment [bl2]: Proposal #2. Recommend updating the language

ARTICLE IV

MEMBERSHIP

SECTION 1: All Members and Alternates of the Council shall be appointed by the Broward County Board of County Commissioners. The process for forwarding recommendations to the Board is outlined in the Membership/Council Development Committee Section of the Manual.

SECTION 2: An individual may serve on the Council only if the individual agrees that if the individual has a financial interest in an entity, if the individual is an employee of a public or private entity, or if the individual is a member of a public or private organization, and such entity or organization is seeking amounts from a grant under the Ryan White Act, the individual will not, with respect to the purpose for which the entity seeks such amounts, participate (directly or in an advisory capacity) in the process of selecting entities to receive such amounts for such purposes.

SECTION 3. The membership of the Council shall be as delineated in the Ryan White Act, as amended.

SECTION 4: Affirmative recruitment efforts shall be made to attract eligible candidates for membership on the Council and the committees with particular attention to gender balance and adequate representation from racial and ethnic minorities that is reflective of the EMA.

SECTION 5: As part of the Council's efforts to increase the percentage of persons living with HIV on the Council, it is recommended that the Council strive, whenever possible, to nominate persons living with HIV disease to vacancies in all other categories as appropriate.

SECTION 6: The term of office for members and alternates shall be at the pleasure of the Broward County Board of County Commissioners.

SECTION 7: Attendance. Attendance of Council meetings shall be in accordance with the Broward County Code of Ordinances section 1-233. The Council may recommend the reappointment of members who were removed pursuant to Broward County Code of Ordinances section 1-233. The committee attendance policy mirrors the Council attendance policy. The Chair of the Council shall, at his or her discretion, determine whether the member's absence meets any of the criteria for an excused absence as set forth in the ordinance. Excused absences for HIVPC-related business means for business outside the regular time and place of HIVPC business.

Comment [bl3]: Proposal #3. Recommend adding new language

SECTION 8. Designation of Alternates. There shall be a minimum of at least three persons living with HIV that reflect the demographics of the epidemic in the County who shall serve as Alternates, appointed and approved by the Broward County Board of County Commissioners. An Alternate may only serve as a voting member of the Council when a member with HIV is unable to serve due to HIV-related illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, Alternates, as directed by the Chair, shall alternate their substitution for ~~PWA~~ PLWHA members unable to serve due to HIV. Alternates shall comply with attendance requirements at Council meetings. Alternates may be appointed by the chair as a voting member only after Quorum has been established.

Comment [bl4]: Proposal #1. Recommend updating the language

SECTION 9: Each Council member shall be a member of at least one standing Committee. Failure to adhere to attendance requirements shall be grounds for removal from the Council.

SECTION 10 All persons in attendance of a meeting of the Council and/or Committee shall comply with the meeting ground rules adopted by the Council.

SECTION 11: Removal of Members and Alternates.

A. Procedure for removal: If a member fails to comply with Paragraphs ~~A or B~~ B or C, or for reasons documented in Paragraph C, the Council shall recommend to the Broward County Board of County Commissioners the removal of that Member or Alternate, upon vote of a majority of the Council members in attendance at a meeting at which Staff has provided written notification to the member or alternate recommended for removal that such item will be on the meeting's agenda.

Comment [bl5]: Proposal #4. Recommend correcting incorrect reference

B. The Council shall recommend that a member be removed from service on the Council for refusing to cooperate in a conflict of interest review, or when it is determined that member knowingly took action(s) intended to influence the conduct of the Council in a manner as defined in **ARTICLE IV. SECTION** ~~1~~ 2 of these By-laws. The Council shall terminate from service any committee member who is not also a Council member for refusing to cooperate in a conflict of interest review, or when it is determined that member knowingly took action(s) intended to influence the conduct of the Council in a manner as defined in **ARTICLE IV. SECTION** ~~1~~ 2 of these By-laws.

Comment [FH6]: Proposal #5. Recommend correcting incorrect reference

Comment [FH7]: Proposal #5: Recommend correcting incorrect language

C. The Council shall recommend that a member be removed from the Council for, but not limited to, failure to comply with County regulations or the Council Local Procedures Manual, failure to comply with meeting ground rules or failure to maintain committee membership.

D. A Council Member, Council Chair or Committee Chair may recommend removal for cause by forwarding to the Membership Committee said recommendation, documenting the reasons for requesting removal. The Membership Committee will review the evidence and make recommendations to the Executive Committee. The Executive Committee will review the recommendation and forward the recommendation to the Council.

ARTICLE V.

OFFICERS

SECTION 1: The officers of the Council shall be members of the Council and shall be a Chair and a Vice-Chair.

SECTION 2: Election of Officers shall utilize a majority vote double election system (primary election and a secondary run-off election). Officers shall be elected by the majority vote of those members or alternates serving as members of the Council present and voting at the meeting during which election is held. The ad Hoc Nominating Committee shall present a slate of candidates for consideration as described in the ad Hoc Nominating Procedure. The Officers shall take office on March 1 or at the first meeting of the calendar year later than March 1. All Officers shall serve a two-year term and shall remain in office until a successor selected. No officers shall serve more than two consecutive terms in one office.

SECTION 3: The duties of the Officers are those which usually apply to such officers and in addition thereto, such other duties as may be designated from time to time by the Council.

SECTION 4: The Chair of the Council will serve as the official liaison of the Council with the Broward County Board of County Commissioners and its designated administrative entity. No other Member of the Council or its committees may speak for the Council.

SECTION 5: With the exception of the Executive Committee, the current Council officers may not serve as chair of any Council committee while holding office. Upon proper notice to the committee, the Council Chair or Vice-Chair may sit as acting chair of the committee when the committee chair or Vice-Chair are unable to attend a properly scheduled meeting of the committee. In the event the Council Chair or Council Vice Chair are serving as acting committee chairs, they count towards quorum and have a vote.

SECTION 6: 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 in Section 2 above at the next Council meeting.

ARTICLE VI.

MEETINGS

SECTION 1: The Council shall meet at least 9 times per fiscal year (Mar. 1 – Feb. 28). Special meetings may be called by the Chair or upon petition of one third of the membership of the Council. Written notice shall be given at least one week prior to each meeting. All HIV Planning Council meeting are open to the public. ~~The Council shall hold 2 or 3 Planning Council meetings annually in the community.~~ Attendance at mandatory Training Activities is also part of Council attendance requirements.

Comment [bl8]: Proposal #6: Recommend removing requirement. Recommend adding new language

SECTION 2: Fifty percent (50%) of the members plus one shall constitute a quorum for the HIV Planning Council, and all standing and ad H~~O~~Coc ~~, Executive and Joint Priorities Priority Setting Resource Allocation~~ Committees, ~~. All others shall be fifty percent (50%) plus one (1), but~~ but with no less than 3 members voting. A majority of those Members present and voting at any meeting at which a quorum is present shall be sufficient to take action on behalf of the Council. The number of Members needed to determine quorum shall be the total number of Members of the Council, but not including the Member representing the Broward County Board of County Commissioners.

Comment [BL9]: Proposal #7: Recommend changing language to say 50% plus one for all

SECTION 3: Only duly appointed Members of the Council and/or committee (or the appointed Alternate in their absence) may vote, and each Member (or Alternate) shall have one vote. Voting privileges are otherwise non-transferable. In the event of a tie vote, there shall be a roll call vote and the Chair shall vote last.

SECTION 4: Public notice of Council meetings shall be given in accordance with Florida Statutes and Broward County Ordinances. Meetings shall be open to the public. Records and data shall be made available to the public under the applicable laws. Minutes of each meeting of the Council or Committee shall be kept. The accuracy of all minutes shall be certified by the Chair of the Council and/or committees.

SECTION 5: COUNCIL AGENDAS

A. The Executive Committee shall meet at least five (5) working days prior to the regularly-scheduled full Council meeting. The Executive Committee (or in the absence of Executive Meeting action, the Council's ~~Planner/Coordinator)~~ Designated Staff Member) shall prepare an agenda for full Council meetings based upon the following: Each committee chair, the Grantee, and/or the Council Support Staff will inform the Executive Committee (or Council ~~Planner/Coordinator~~ Designated Staff Member) of committee recommendations and other actions to be presented for the full Council's approval. Motions passed by Committees may be sponsored by the Chair of the Committee on behalf of the committee and annotated on the Council Agenda as sponsored by the Committee. Individual Members of the Council may also request that action items be placed upon the agenda, by providing them in writing to the Council ~~Planner/Coordinator~~ Designated Staff Member prior to the Executive Committee meeting. Members of the public who wish to bring matters before the full Council for consideration must obtain sponsorship of the item by a Member of the Council. Requesters of all full Council actions will also provide appropriate back-up

Comment [FH10]: Proposal #8: Recommend replacing outdated language

Comment [FH11]: Proposal #8

Comment [FH12]: Proposal #8

documentation to explain the action being requested. The Executive Committee may refer proposed actions to the appropriate committee to examine and make a recommendation prior to presenting the matter to the full Council for action. Proposed motions requiring the full Council's vote shall be listed on the agenda which is sent out to members prior to the full Council meeting. At the Executive Committee's discretion, back-up documentation will be labeled and distributed with the Council's agenda. At the discretion of the Council Chair, action items requested at the Council meeting not on the published agenda may be added to the old/new business portion of the agenda, deferred until the next Council meeting, or referred to the appropriate committee.

B. The ordinary order of the Council's agenda shall be: 1.~~ ~~Call to Order~~; 2. Moment of Silence;~~ 2~~3~~. Welcome and Self-introductions (includes explanation of Ground Rules, Sunshine Law and HIV self- disclosure); ;3. Moment of Silence 4. Excused Absences and Appointment of Alternates 5.Adoption of Agenda; 6~~4~~. Approval of Minutes;~~ ~~7~~6. Public Comment~~; 7~~87~~.Action Items, Consent (no discussion required); 8~~98~~. Action Items, Regular (discussion required); 9~~109~~. Discussion Items; 10~~10~~. Committee Reports; 11~~12~~. Program Support Report; 12~~13~~. Grantee Reports (Part A and Part B); 13~~14~~. Other Reports (including Legislative Update, Part C, Part D, HOPWA, etc); 14~~15~~. Old/New Business; 15~~16~~. Public Comment ~~Input~~; 16~~17~~. Announcements; ~~18. Public Comment ~~17~~1~~8~~9~~. Next Meeting Date, 18~~1920~~. Agenda Items for the Next Meeting, 19~~2~~0~~1~~. Adjournment. The Executive Committee may re-order these items for particular meetings if necessary for the efficient and effective administration of the Council's business.

Comment [BL13]: Proposal #9: Recommend moving Moment of Silence and Public Comment, renumber the order

C. The Executive Committee (or Council Chair in the absence of Executive Committee action) will determine the order of decision action items.

SECTION 6: All persons in attendance of a meeting of the Council and/or Committee shall comply with the meeting ground rules adopted by the Council.

SECTION 7: TIME LIMITS

The Executive Committee will establish time limits for each agenda item for each meeting. The Chair may use discretion to impose time limits on each speaker, to be consistently applied. Upon expiration of the time for discussion of a particular action item, the Chair shall close the debate and call for a vote. A person who has spoken once on a pending matter may not speak again on that matter until all others requesting the floor have been recognized.

SECTION 8: LINE OF SUCCESSION

A. In the event the Chair or Vice Chair does not attend the Council Meeting and neither the Chair nor Vice-Chair has notified the Council that they are not attending the Council ~~Meeting, . Tthe~~ Meeting, the immediate past chair, if present and a member of the council shall chair the meeting.

Comment [FH14]: Proposal #10: Recommend correcting typo

B. In the absence of the immediate past chair the Council meeting may be chaired by, in the following order: ~~with the acting Vice-chair being the next in line of succession:~~

1. Acting Vice Chair
~~1.~~2. Part A Chair of ~~Joint Priorities~~ Priority Setting Resource Allocation
~~2.~~3. Chair of Membership/Council Development
~~3.~~4. Part A Chair of Joint Planning
~~4.~~5. Part A Chair of Joint Client/Community Relations
~~5.~~6. Chair of Quality Management

Comment [BL15]: Proposal #11: Recommend improved wording

Comment [BL16]: Proposal #12: Recommend changing the name of Joint Priorities to Priority Setting Resource Allocation Committee

ARTICLE VII.

CONFLICT OF INTEREST

SECTION 1: Members and Alternates of the Council and all committees established by the Council shall abide by the Florida Statutes, Broward County Ordinances and Administrative Code, as may be amended from time to time, regarding conflicts of interest for public officials and the Government in the Sunshine Law. Copies of these documents shall be furnished to all Council Members and Alternates.

SECTION 2: The Executive Committee of the Council shall be authorized to formulate Council policy, review all concerns, and make recommendations to the full Council regarding conflict of interest issues.

SECTION 3: All Council members and alternates must identify conflicts of interest, and are encouraged to request a review of a potential conflict of interest for themselves or of another Member or Alternate.

SECTION 4: All concerns regarding conflict of interest shall be recorded in the Council's meeting minutes and referred to the Executive Committee for review. The full Council shall take, based on the recommendations of the Executive Committee, whatever actions it deems appropriate and are in compliance with standing Council policies.

SECTION 5: In the event of a conflict of interest and/or during the period of review of said conflict of interest, Member(s) or Alternate(s) under review may participate in the discussion of the matter in conflict/question but shall abstain from voting on the matter.

SECTION 6: A Member or Alternate shall be recommended for termination from service on the Council and any of its committees for refusing to cooperate in a conflict of interest review, or when it is determined that she/he knowingly took action(s) intended to influence the conduct of the Council in a manner prohibited by the By-Laws or federal, state or local laws.

ARTICLE VIII.

COMMITTEES

SECTION 1:

A. The Council shall establish standing and ad hoc committees necessary to fulfill the requirements of the Ryan White Act.

B. Committee Chairs. All Council committees shall be chaired by a member of the Council. All Joint Committees shall be co-Chaired by a Council member and Consortium member. The Council Chair shall appoint the Part A Committee Chairs of each Committee beginning with the date of the Council Chair's term of office. The current Committee Chairs shall continue to serve until the new Committee Chairs are appointed. Part A Committee Chairs/co-Chairs are appointed at the sole discretion of the Planning Council Chair and may be removed or replaced at will.

Comment [BL17]: Proposal #13: Recommend adding language to clarify the authority of the Council chair to appoint Committee chairs

C. Vice-Chairs. A Committee may select a Vice-Chair to conduct meetings in the absence of the committee chair. The Vice-Chair must be selected in a meeting prior to any meeting at which the Vice-Chair conducts the meeting. The Vice-Chair must be a member of the Council. If a Committee has no Vice Chair, the Council Chair or Vice Chair will fill in during the absence of the Committee Chair.

Comment [bl18]: Proposal #14: Recommend adding language to clarify who fills in for absent Chair

D. Appointment of Committee membership. Council Committee Chairs or Co-Chairs shall appoint, with the approval of the Council, the members of each committee. Except as otherwise provided by the By-Laws, a standing or ad-Hoc Committee may include members of the Council, SFAN Consortium and members of the community at large. Committee membership should all be based on the demographics of the epidemic and consideration shall be given to race, ethnicity, self-acknowledged HIV-positivity and gender.

E. Removal of Committee membership. The removal of Committee members shall be that of Council members as provided for in Article 4, Section 11, where applicable.

F. Committee Policies and Procedures. The Council will approve written policies and procedures for all Committees which will be published in the "Local Procedures Manual." The policies and procedures of each committee must be periodically reviewed by that committee and subsequently approved by the Council.

G. Compliance with Council Meeting Ground Rules. When in joint session, all joint committee members shall comply with the meeting ground rules adopted by the Council.

SECTION 2: A standing committee of the Council is a committee which has a purpose that requires a standing membership and a regular meeting schedule. The standing committees of the Council are:

A. Executive
B. Joint Client and Community Relations
C. Membership and Council Development
D. Joint Planning
~~E. Joint Priorities~~ Priority Setting Resource Allocation Committee
F. Quality Management
~~F.~~G. Local Pharmacy Advisory Committee

Comment [BL19]: Proposal #12

Comment [bl20]: Deferred Proposal #1: Make LPAC a standing committee. No recommendation so far

SECTION 3: An ad-hoc committee of the Council is a committee that has a purpose which does not require a standing membership and which may meet on a periodic but not regular schedule. The continuing ad hoc committees are the ad-hoc Nominating Committee, the ad-hoc By-Laws Committee and the ad-hoc Local Pharmacy Advisory Committee. The Council may establish other ad-hoc committees as necessary.

A. Ad Hoc Nominating Committee.

1. Membership. The Nominating Committee shall be composed of not less than five (5) Council members who shall be appointed by the Chair. At least one member shall be a person living with HIV/AIDS.

2. Purpose. The Nominating Committee shall provide a slate of nominations for Members for Chair and Vice-Chair of the Council from among current Council Members. The process utilized by the Nominating Committee to prepare and present the slate of officers for consideration for office is identified in that committee's written policies and procedures.

B. Ad-Hoc By-laws Committee.

1. Membership. The members of the committee shall only include Council members and alternates.
2. Purpose. The ad-Hoc By-Laws Committee shall have the responsibility of periodically reviewing, updating and maintaining the Council By-Laws.

~~C. Ad Hoc Local Pharmacy Advisory Committee (LPAC).~~

~~1. Membership. The members of the committee shall include but is not limited to members with pharmacological and medical expertise as well as consumer members.~~

~~a. Purpose. The Broward County HIV Health Services Planning Council's Local Pharmacy Advisory Committee (LPAC) shall be representative of all stakeholders in HIV/AIDS care in the community. These stakeholders include consumers, providers, and regulators in the affected community. LPAC shall be dedicated to the ongoing review of the RW Part A Pharmacy Service Category.~~

~~b. LPAC's Mission shall be:~~
~~1. To make recommendations to the appropriate committees of the HIVPC to improve the quality, cost-effectiveness and allocation of resources to pharmacy services;~~
~~2. To develop and implement a standardized mechanism for pharmacy services (i.e., policies and procedures, drug access, formulary changes and cost/impact analysis);~~
~~3. To efficiently collect and evaluate current pharmacy data (i.e., utilization, cost, eligibility) for the impact on the Part A system of care;~~
~~4. To coordinate pharmacy services in collaboration with other funding streams (i.e., ADAP, Part B, Medicaid, private payers, including private insurance providers); and~~
~~5. To review current pharmacologic therapeutic regimes and federal guidelines.~~

Comment [BL21]: Deferred Proposal #1

SECTION 4: There shall be an Executive Committee.

A. Membership. The Executive Committee shall consist of the Council Chair, the Council Vice-Chair and the Chair or Co-Chairs of each of the standing committees. The immediate past Council Chair (if the past Chair is currently a member of the Council) will serve as an ex-officio member of the Committee.

Comment [bl22]: Proposal #15: Recommend adding language for clarification

B. The Executive Committee meets to conduct business of the Council (excluding priority-setting and allocation decisions). The Executive Committee shall:
1. Set the agenda for Council meetings
2. Address Conflict of Interest issues
3. Review Membership/Council Development Committee Attendance report to identify Council members not in compliance with attendance requirements
4. Oversee the planning activities established in the comprehensive plan
5. Develop and oversee committee work plans which address comprehensive planning goals and objectives

6. Review Committee recommendations to determine whether the items should be referred to the appropriate Committee
7. Ratify recommendations for removal for cause from the Membership/Council Development Committee
8. Address Joint Client and Community Relations Committee unresolved grievance issues

C. The Committee shall have responsibility for oversight of the planning activities established in the comprehensive plan and development and oversight of committee work plans to address comprehensive planning goals and objectives.

D. Periodic meetings with Consortium Executive Committee. The Committee shall meet jointly with the Consortium Executive Committee on quarterly basis to discuss mutual planning issues and to plan how the two bodies can work together to meet the needs of the EMA. Any consensus recommendations from this Joint Executive Committee shall be brought to the respective planning bodies by their corresponding Chairs for discussion and/or action.

SECTION 5: There shall be a Joint Client/Community Relations Committee.

A. Membership. The members of the committee shall include, but is not limited to, representatives of the Council and the Consortium. No less than 51% of the Council committee members shall be unaffiliated individuals living with HIV.

B. Chair. The Council Committee Chair or Co-Chair shall be an unaffiliated individual with HIV.

C. Purpose. The Committee shall inform and solicit the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. The Committee will function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A and Part B funding.

Comment [BL23]: Deferred Proposal 3: Consider changing Grievance Procedure. No recommendation so far

SECTION 6: There shall be a Joint Planning Committee.

A. Membership. The members of the committee shall include, but is not limited to, representatives of the Council and the Consortium. Members of the Joint Planning Committee shall include but is not limited to representatives of Part A and Part B, Part C, Part D, Part F, and Consumers.

B. Purpose. The Committee shall have responsibility for developing and updating annual needs assessment and other planning activities to ensure quality core medical services are integrated in the Broward County EMA System of Care. The Committee shall plan and address coordinated care across diverse groups by engaging community resources in order to eliminate disparities in access to services. The Committee shall identify strategies for engaging and retaining individuals in care. The Committee shall discuss and incorporate Clinical Quality Measures in the Planning Process.

SECTION 7: There shall be a ~~Joint Priorities Committee.~~ Priority Setting Resource Allocation Committee.

Comment [BL24]: Proposal #12

A. Membership. The Members of the Committee shall include, but is not limited to, representatives of the Council and the Consortium.

B. Purpose. The Committee shall recommend to the Council and Consortium priorities and allocation of Ryan White Part A. The Committee shall review, at least quarterly, any deviations in planned expenditures exceeding 10% in any given funding category for reallocation and/or possible reprioritization. The Committee will facilitate the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). The Committee will develop, review, and monitor eligibility, service definitions, as well as language on 'how best to meet the need.'

SECTION 8: There shall be a Membership/Council Development Committee.

A. Membership. The Members of the Committee shall include, but is not limited to, representatives of the Council, the Consortium and the community at large.

B. Purpose. The Committee shall solicit and screen applications based on objective criteria for appointment to the Council in order to ensure that the demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act and present its recommendations to the full Council. The Committee shall institute orientation and training programs for new and incumbent members. The Committee shall continue to educate the Council and committee members about their respective duties, and the Council's functions and roles in the organization and delivery of HIV/AIDS health and support services.

SECTION 9: There shall be a Quality Management Committee.

A. Membership. The members of the Committee shall include, but is not limited to, representatives of the Council and the Consortium and the community at large.

1. Purpose. The purpose of the Quality Management Program for Ryan White Part A in the Broward County EMA is to systematically monitor, evaluate, and continuously improve the quality and appropriateness of HIV care and services provided to all clients receiving Ryan White Part A and MAI funded services in Broward County.

SECTION 10: There Shall be a Local Pharmacy Advisory Committee

Comment [bl25]: Deferred Proposal #1

A. Membership. The members of the committee shall include but is not limited to members with pharmacological and medical expertise as well as consumer members.

B. Purpose. The Broward County HIV Health Services Planning Council's Local Pharmacy Advisory Committee (LPAC) shall be representative of all stakeholders in HIV/AIDS care in the community. These stakeholders include consumers, providers, and regulators in the affected community. LPAC shall be dedicated to the ongoing review of the RW Part A Pharmacy Service Category.

C. LPAC's Mission shall be:

1. To make recommendations to the appropriate committees of the HIVPC to improve the quality, cost-effectiveness and allocation of resources to pharmacy services;
2. To develop and implement a standardized mechanism for pharmacy services (i.e., policies and procedures, drug access, formulary changes and cost/impact analysis);
3. To efficiently collect and evaluate current pharmacy data (i.e., utilization, cost, eligibility) for the impact on the Part A system of care;
4. To coordinate pharmacy services in collaboration with other funding streams (i.e., ADAP, Part B, Medicaid, private payers, including private insurance providers); and
5. To review current pharmacologic therapeutic regimes and federal guidelines.

ARTICLE IX.

BYLAWS: ADOPTION AND AMENDMENTS

SECTION 1: These By-Laws may be adopted, amended, or repealed by a majority vote of the Council.

SECTION 2: Notice of all proposed amendments, with amendments enclosed, shall be mailed or transmitted electronically to each Council member and Alternates at least ten (10) days prior to the meeting at which time such amendments are to be considered for adoption.

SECTION 3: DATE OF EFFECTIVENESS

Unless otherwise provided, these By-Laws and any amendments shall be effective immediately upon approval by the Council.

ARTICLE X.

GENERAL PROVISIONS

SECTION 1: The fiscal year for the Council shall begin on March first and end on the last day of February.

SECTION 2: When procedures are not covered by law or these By-Laws, the latest edition of "Robert's Rules of Order" shall prevail.

SECTION 3: Unless otherwise provided for in the Ryan White Act or other law or regulation, the relationship between the Council and the Grantee is described in the document entitled Guiding Principles. Relations between providers and clients are the responsibility of the Grantee.

SECTION 4: The priority-setting process and budget allocations shall allow for funds to enable Council members who are individuals with HIV and Alternates to be reimbursed for their reasonable expenses for attending Council or Committee meetings which shall include, but not be limited to, the following: transportation, parking, mileage, child care not otherwise being regularly provided to the child, lost wages not including overtime or fringe benefits and appropriate refreshments. The Council member shall execute an affidavit attesting to the validity of the reimbursement request.

HANDOUT C

COMMITTEE APPOINTMENT: COMPARISON OF RYAN WHITE PART A EMAs

EMA	Source	Language
FORT LAUDERDALE	By-Laws: Pg. 9, Article VIII-Section 1D	Appointment of Committee Membership. Council Committee Chairs or Co-Chairs shall appoint, with the approval of the Council, the members of each committee.
LOS ANGELES	http://hivcommission la.info/cms1_049608.pdf Pgs. 6 & 10	The Co-Chairs of the Commission shall: Assign the members of the Commission to its committees Committee Membership A. In special circumstances, upon recommendation of the Commission, the Board of Supervisors may appoint members of committees, and, in so doing, bestow voting privileges to the member for the respective committee only. B. Members of the public may serve on committees (except the Executive Committee) with the permission of the Commission Co-Chairs, but shall not have voting privileges.
NEW YORK	http://www.nyhiv.org/pdfs/Planning%20Council%20Bylaws%20_Approved%20by%20PC%201-24-13.pdf Pg. 9	The members of each standing committee are appointed by the Governmental Co-Chair in consultation with the Community Co-Chair and Finance Officer through an open application process. The Rules & Membership Committee will review applications and make recommendations to the Council officers for appointments.
ORLANDO	http://www.hivnetwork.org/pdf/doc_links/Docs_Links_Bylaws.pdf Pg. 12	Committee Assignments Members are required to serve on at least one standing committee and are recommended for assignment to a committee by the Membership Committee. Members may elect to join one other standing committee (elective committee). The Executive Committee shall approve all assignments.
WASHINGTON, DC	http://doh.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/MWRRWPC%20BYLAWS%20with%20Policies%20%20Procedures%20Feb_2013.pdf Pg. 39	Committee Membership: Planning Council members are assigned to committees by the Council Chair and Community Co-Chair each year as specified in the Bylaws. To the maximum extent possible, committee assignments are based on member preferences.

Dear Interested Party,

Please be aware that this application and all of the information once provided and submitted becomes a public record under Florida's Government in the Sunshine Law, *Florida Statute*, *Chapter 119.01*. Any information included in this application (for example, your HIV status or email address) becomes a public record and can be shared with the public, if requested. In addition, anything said during a Planning Council or Committee meeting is recorded and becomes public record. This information can also be shared with the public.

If your information is requested by an outside source, you will be notified, however the information is a public record and it may become part of a response to a public records request.

Broward County HIV Health Services Planning Council
Membership Application

Please be aware that this application and all of the information you provide becomes a public record under Florida's Government in the Sunshine Law, Florida Statute, Chapter 119.01.

Name: **Date:** HANDOUT D

Contact Information

Home Telephone Number ( )____

Cell Phone Number ( )____

Home Mailing Address ____

____

Current Place of Employment (if applicable)____

Work Telephone Number ( )____

Work Mailing Address ____

____

Email Address ____

Gender

❑ Male ❑ Female ❑ Transgender

Do you self-identify as HIV+?*

❑ Yes ❑ No ❑ N/A

**Disclosure of HIV status is not required for membership. Disclosure of HIV status in this application will become a part of the public record.*

Do you receive Ryan White Part A services?

☐ **Yes** ☐ **No** ☐ **Don't Know**

Are you affiliated as an employee, consultant, or board member with Ryan White Part A?

❑ Yes ❑ No

Race/Ethnicity

- ❑ Black/non-Hispanic
- ❑ White/non-Hispanic
- ❑ Hispanic
- ❑ American Indian/Alaskan Native
- ❑ Asian/Pacific Islander
- ❑ Other (please specify) ………………

………………………………………………………

Categories of Membership (check <u>all</u> that apply)

- ❑ Health care providers, including federally qualified health centers
- ❑ Community-Based Organization /AIDS Service Organization serving affected populations
- ❑ Social Service Providers (including housing and homeless-services providers)
- ❑ Non-elected Community Leaders
- ❑ Affected Communities (people living with HIV/AIDS and underserved communities)
- ❑ Unaffiliated Ryan White Consumer
- ❑ Individuals co-infected with HIV & Hepatitis B or C
- ❑ Members of a Federally Recognized Indian Tribe
- ❑ PLWHA Recently Released from Jail or Prison or their representatives
- ❑ Local Public Health Agencies
- ❑ Hospital Planning Agencies or Health Care Planning Agencies
- ❑ Grantees of Other Federal HIV programs (providers of HIV Prevention Services)
- ❑ Mental Health Providers
- ❑ State Medicaid Agency
- ❑ Substance Abuse Providers
- ❑ Part F Grantees
- ❑ Part C Grantees
- ❑ State Part B Agency
- ❑ Part D Grantees

HANDOUT D

Committee Assessment

All Planning Council Members are ~~requested~~ required to serve on at least one Committee.
Please rank the Committees below to indicate your interest. Rank from 1 to 6, with 1 being the highest.

____ **Membership/Council Development:** Ensures Council/committee membership meets HRSA mandates. Oversees ongoing training/mentoring of Council/committee members.

____ **Quality Management Committee:** 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 staff/client training/education.

____ **Joint Client/Community Relations Committee:** Encourages individuals living with HIV to be involved in Council activities. Helps people to learn about the Council and what it does. Listens to and tries to resolve complaints about how the Council operates (setting funding priorities, preparing plans, hearing from the HIV community, etc).

____ **Joint Planning Committee:** Develops comprehensive plan and goals for HIV services in Broward County; establishes needs; identifies gaps in care.

____ **Joint Priorities:** Analyzes data and develops service priorities, funding recommendations and language on how best to meet priorities.

____ **Ad Hoc Local Pharmacy Advisory Committee**: Makes recommendations to the Planning Council to improve the quality, cost effectiveness and allocation of resources to Pharmacy Services.

General Information

1. Describe your interest in becoming a member of the HIV Planning Council?

____

____

____

____

2. Describe how HIV/AIDS has impacted your life, either personally or professionally.

____

____

____

____

3. Please list any experiences you have related to community decision-making or planning bodies?

____

____

____

____

Please review and initial, indicating your acknowledgement of the following:

_____ I have received, read and understand the HIV Health Services Planning Council Meeting Ground Rules and agree to abide by them at all Council and Committee meetings.

_____ I understand that to qualify for nomination to the Planning Council, I must attend three (3) meetings of one Committee, ~~meetings~~ **and** an Orientation.

_____ I understand that I must attend a post-appointment training within three (3) months of appointment to the Planning Council by the Broward County Board of County Commissioners. If I do not comply with this requirement, I could be removed from the Planning Council.

_____ I understand that serving on the Council and at least one of its Committees will require at least five hours per month, and that excessive absence will result in my removal from the Council and/or Committees. I acknowledge that I am aware of the Planning Council Attendance Policy: a member is automatically removed from the Council if he/she misses three (3) consecutive Planning Council meetings or four (4) Planning Council meetings in a year in accordance with the County Ordinance.

_____ If appointed, I would be willing and able to fulfill the responsibilities and functions of a member of the Broward County HIV Health Services Planning Council.

_____ I am not an appointed member of any other Council or Board appointed solely by the Broward County Board of County Commissioners.

_____ I understand that if I am affiliated with an agency serving HIV/AIDS clients, I am willing to supply information requested by the Council or a Committee about my agency's services, client utilization and expenditures, as permitted by my agency.

Preferred Method of Contact

To facilitate meetings, Planning Council Support Staff will contact Members via phone, email and mail.

I prefer to receive phone calls and messages at: ❑ Home ❑ Work ❑ Cell

Phone number (   ) ________________________________

I prefer to receive mail at ❑ Home ❑ Work

____

Signature **Date**

Note: This application expires six (6) months from date of submission.

Mail or FAX your completed application to:

HIVPC Support Staff
Broward Regional Health Planning Council
200 Oakwood Lane,
Hollywood, Florida 33020

FAX: (954) 561 – 9685

If you have any questions, please call (954) 561 – 9681.

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE
Policies and Procedure

Policies

The Membership/Council Development Committee shall solicit and screen applications for appointment of all members and alternates of the Broward County HIV Health Services Planning Council (Council) by the Broward County Board of County Commissioners. The Committee shall ensure that Council and committee members are knowledgeable about their duties, the functions of the Council, and the Council's role in the organization and delivery of HIV/AIDS health and support services.

The Committee shall institute orientation and training programs for new and incumbent members. Orientations will be held quarterly (Approved 8/6/09).

An individual may serve on the Council only if the individual agrees that if the individual has a financial interest in an entity, if the individual is an employee of a public or private entity, or if the individual is a member of a public or private organization, and such entity or organization is seeking amounts from a grant under the Ryan White CARE Act (Act), the individual will not, with respect to the purpose for which the entity seeks such amounts, participate (directly or in an advisory capacity) in the process of selecting entities to receive such amounts for such purpose.

Council members and alternates as well as committee members must meet attendance requirements in accordance with the Code of the County, except that absences from meetings by individuals because of illness related to their HIV shall not be counted as an absence.

Council members and/or alternates (appointed by the County Commission) and committee members will automatically be removed from the Planning Council or committee that meets more frequently that quarterly if he/she: 1) has three (3) consecutive unexcused absences regardless of year, or 2) misses four (4) meetings in one (1) calendar year (January-December) because of unexcused absences. A committee member will automatically be removed from a committee that meets on a quarterly or less frequent basis if he/she: 1) has two (2) consecutive unexcused absences regardless of year, or 2) misses two (2) meetings in one (1) calendar year (January-December) because of unexcused absences. (Approved 9/2008 for Council, 9/2009 for Committees)

A member and/or alternate shall be deemed absent from a meeting when the member and/or alternate is not present at the meeting at least seventy-five (75) percent of the time.

A letter signed by the Planning Council Chair or Vice Chair will be sent to Council members and/or alternates and committee members at risk of exceeding allowed number of absences, informing them of their attendance record and stating that one more additional absence will result in their removal from the Council.

If a Council member is removed from the Council, to be recommended for reappointment, s/he must go through the original membership process as stated in the Membership Policies and Procedure. The Council may recommend the reappointment of members whose absences were caused by extenuating circumstances.

The membership categories for the Council and Consortia shall be consistent with those defined in the Act. Not less than 33 percent of the Council shall be individuals who are receiving HIV-related services from Part A funded providers, are not officers, employees, or consultants to any entity that receives amounts from such a grant, and do not represent any such entity, and reflect the demographics of the population of individuals with HIV as determined annually. For purposes of the preceding sentence, an individual shall be considered to be receiving such services if the individual is a parent of, or a caregiver for, a minor child who is receiving such services. This may not be construed as having any effect on entities that receive funds from grants under any other Act program but do not receive funds from grants under Part A, on officers or employees of such entities, or on individuals who represent such entities.

The Committee will recommend for appointment no more than 40% of the Council Members who are providers of HIV-related services who receive funds under Part A of the CARE Act. (Approved 11/19/2009)

No more than 3 members employed by one governmental agency or provider shall serve on the Planning Council at one time. (Approved 1/28/2010)

There shall be a minimum of two individuals with HIV who shall serve as alternates appointed and approved by the Broward County Commission. The latter may only serve as voting members in Council meetings for any period of time that a member with HIV is unable to serve due to HIV illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, alternates, as directed by the Chair, shall alternate their substitution for PWA members unable to serve due to HIV. Alternates shall comply with attendance requirements at Council meetings.

Affirmative outreach shall be made to attract qualified candidates for membership on the Council with particular attention to gender balance and adequate representation from racial and ethnic minorities.

As part of the Council's efforts to increase the percentage of individuals with HIV on the Council, the Broward County Commission should strive, whenever possible, to appoint individuals with HIV to vacancies not only in that category but to other categories as appropriate.

The term of office for members and alternates shall be at the pleasure of the appointing Commissioner.

The Committee shall be responsible for recommending removal of Council members and Alternates in accordance with the Council By-Laws.

Procedures

Membership:
Semi-annually the current membership will be evaluated for compliance with local, state and federal policies.

Deficiencies through attrition, or change in qualifications of members will be documented. A member's qualification may change because of excess absences or by change of employment. Any changes to member's affiliation status will also be noted. Council support staff will report on absences. Current members will be surveyed each year (using a form similar to the application).

Individuals with HIV who experience extended absence due to illness will be moved to alternate status until they are able to regularly participate again.

The Committee will create a roster of current members and identify membership deficiencies and vacancies. The Committee will review the status of current members and alternates who:

- Fail to maintain the status to represent the membership category set forth in the Act;
- Fail to maintain the qualifications set forth in Broward County Resolution #94-1286 (or its successors);

At such time as a member's professional responsibilities changes such that he/she no longer represents the constituency for which he/she was originally appointed, that member shall immediately resign and his/her seat shall be filled in accordance with the provisions contained in the Membership policies and procedures. The member shall have the ability to reapply for membership to the Council. (Approved 11/19/2009)

Current Members and Alternates whose status and/or qualifications change will be given priority for reassignment to any existing vacancy for which they may qualify.

The Membership/Council Development Committee and Broward County HIV Health Services Planning Council shall be notified of changes to representation ~~that are~~ involving members who are on the Council by virtue of holding a mandated seat due to their employment ~~position~~ (e.g. Medicaid). Such changes shall be informational in nature and immediately forwarded to the Broward County Board of County Commissioners for appointment.

Comment [BL1]: The By-Laws Committee recommended wording changes to this paragraph of the MCDC Policies & Procedures. They suggest this wording resolves a conflict between this paragraph and the highlighted paragraph below.

An open, well publicized recruitment activity will occur. Membership applications and "Interested Party" brochures are available at all meetings of the Council and at all outreach and business meetings in the community. The Membership Committee Chair is responsible for offering to visit, specifically, case management agencies in efforts to encourage the recruitment of consumers for potential Council membership.

Council staff will verify that all active/pending applications meet the non-conflict of interest requirements as applicable, note any changes in employment or affiliation status, and present the eligible applications to the Membership Committee for review.

Applicants will be invited to attend an orientation and encouraged to join a committee. Applicants will receive a package of information that contains specific questions regarding the applicant's interest in becoming a Council and/or a Committee member. Committee information will be included in the package.

All prospective Planning Council members other than those in mandated seats by virtue of employment are required to participate in a single committee for at least three ~~months~~ meetings and attend a membership orientation prior to being considered for appointment to the Planning Council. (Approved 4/2008)

Applications will be screened and rated based on:

- Ability to fulfill membership representation deficiencies/vacancies;
- Experience and expertise to fulfill a particular category of membership;
- Participation on Committees;
- Attendance at information luncheon; and
- Other identified criteria.

As part of the MCDC's selection process for new applicants, the following will be used based on priority:

- Unaffiliated consumers;
- Federally mandated seats;
- Non-Elected Community Leaders;
- Vacant seats based on categories.

In its review and recommendation process, The Membership Committee is further guided by the Ryan White CARE Act Title I Manual (Section VI: 2-3 *Planning Council Membership; Planning Council Nominations*). These Sections give the legislative background of the CARE Act that requires the Planning Council to be both reflective and representative of the demographic composition of the population of individuals living with HIV in the geographical area served. The Committee will, to the best of its ability, strive to achieve an optimal balance of Council composition that is reflective, representative, and, statistically, most closely approximates the HIV/AIDS prevalence in the geographical area served.

Recommendations for appointment as members and/or alternates will be forwarded to the Council for recommendation to the Broward County Board of County Commissioners for consideration and appointment.

A semi-annual post-appointment training will occur for new members and other interested parties. New appointees will be offered the guidance of a mentor. The Membership Committee will conduct mentoring training twice annually for Council volunteers.

Council Development:
The Committee will develop and implement an annual Council Development training plan which meets requirements in the Act.

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE
Mentoring Program

In order to increase attendance and participation in Council meetings, this Committee will institute orientation and training programs for new and incumbent members.

An important segment of this training will be designated as the Mentoring Program which will be offered to all new Council members and alternates.

A welcome letter will be sent to the above members with an attachment requesting the new members and alternates to choose a committee they have an interest in attending. In addition, at the post appointment orientation meeting, Council members who have volunteered their time to this program will be assigned by the Chair of the Membership/Council Development Committee.

The new members and alternates, when possible, should sit near his/her Mentor during all meetings. (Non-voting alternates are reminded they may sit in proximity to their mentor, but not at the table). This will allow the Mentor to easily answer any questions the new member might have.

Volunteer Mentors will receive training annually according to the schedule set forth in the Committee Workplan. The Mentor should strive to educate the new member on the following points:

1. Review of Orientation Manual
2. Reminders of Meetings
3. Availability of Transportation
4. Day care reimbursement benefit
5. Reimbursement of lost wages
6. Explanation of complex language
7. Empowerment and respect for individual opinions and ideas.
8. A summary of Robert's Rules of Order

If needed and requested by the new member/alternate, the Mentor may also remind new members of upcoming meetings which might be of interest to that person.

Approved 1/24/13

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL MEETING DRAFT PUBLIC COMMENT SIGN- IN SHEET

MEETING DATE AND TIME: 4/25/13, 9:00 A.M.	MEETING ROOM: BRHPC CONFERENCE ROOMS A-D

A Note About Public Comments

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.

Please be advised that a speaker's individual issue with services cannot be resolved during the Meeting. That is not the purpose of the Public Comment period. Individual problems raised during Public Comment will be assigned to Planning Council support staff or the Ryan White Grantee's office to be addressed at a later time. The Planning Council Vice Chair is charged with monitoring the response to individual problems raised during Public Comment.

If you wish to speak during Public Comment, please sign up on this sheet. At the appropriate time, you will be called to speak by the Chair. Be aware that all meetings of the Planning Council and its Committees are recorded. The recording and meeting minutes are public records. If you state your HIV/AIDS status, it will be on the public record. Individuals are welcome to submit written comments to a member of the staff who would be happy to read them on behalf of the individual during the Meeting.

Speakers are requested to be succinct and to avoid lengthy repetition of points made by other speakers. The Council Chair can limit public comment to 1 minute per person. Council members and staff will remember that Public Comment is a time to hear from the community. Please refrain from questioning or exchanging dialogue with speakers.

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Ryan White Part B
Expenditure Report

HANDOUT G

Service Category	Part B 2012-2013 Allocated	Part B 2012-2013 FEBRUARY/ Encumbered	Part B 2012-2013 Monthly Average Left	Part B 2012-2013 YTD Spent/ Encumbered	Part B 2012-2013 % Encumbered	Part B 2012-2013 (% Left)	Part B 2012-2013 (Balance)
Home Delivered Meals	$2,479		$1,954	$525	21.2%	78.8%	$ 1,954
Medication Co-Pay	$540,200	$27,494	$299,798	$240,402	44.5%	55.5%	$ 299,798
AICP Insurance Prem	$69,800	$47,512	$3,489	$66,311	0.0%	100.0%	$ 3,489
Case Management (non-medical)	$228,287	$21,396	$54,825	$173,462	76.0%	24.0%	$ 54,825
Medical Transportation	$150,971		$1,244	$149,727	99.2%	0.8%	$ 1,244
Administration	$110,192	$3,572	$26,814	$83,377	75.7%	24.3%	$ 26,814
TOTALS	**$1,101,929**	**$99,973**	$97,031	$713,804	64.8%	35.2%	$ 388,124
					35.2%		

Home Delivered Meals Served 3 clients (Invoices to be reflected in March)

Medication Co Payment served 282 clients in which 16 were new to the program.
274 Clients served in February Medication Co Payment.
8 Clients served in February Mail Order
Cost Avoidance for Medication Co-Payment Program for February $45,493.64
Savings as a result of using co-pay cards April-February is approximately $ 200,000

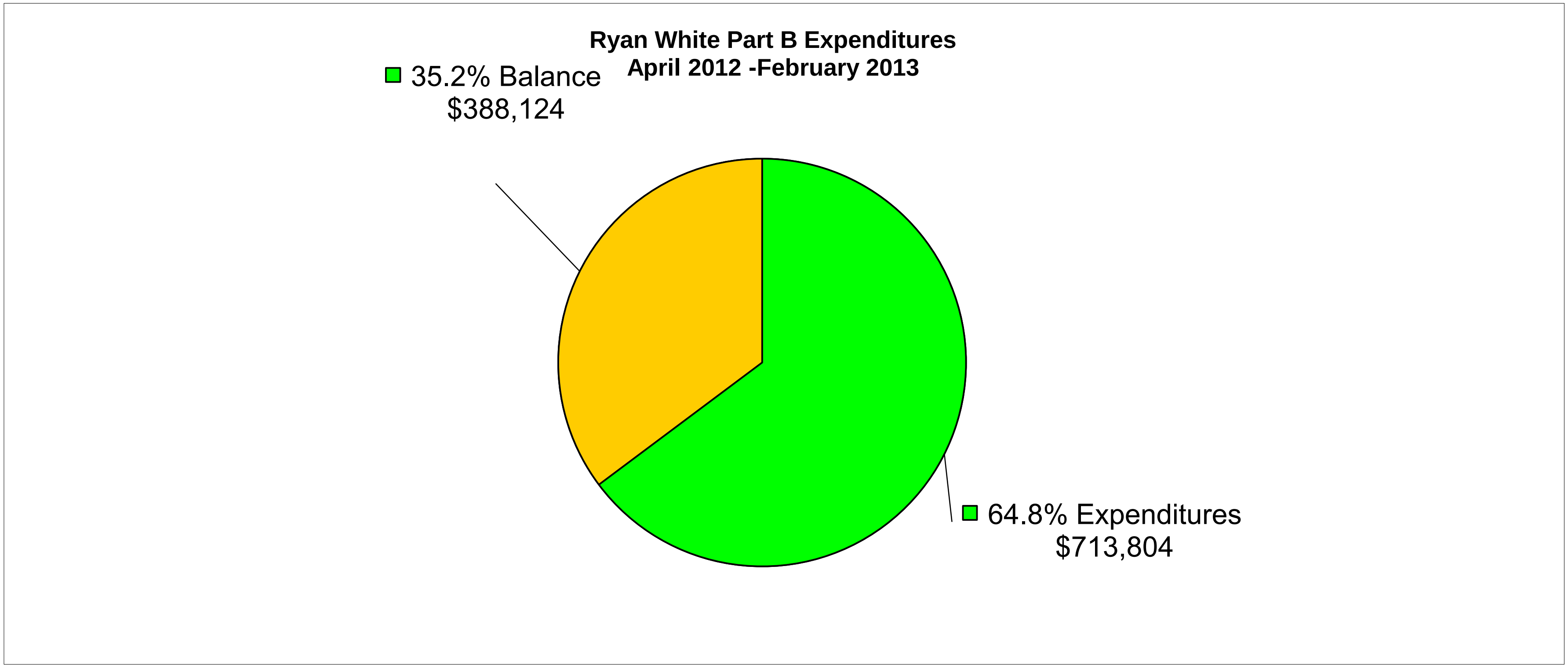
Non-Medical Case Management conducted 863 eligibility interviews in February

Medical Transportation 288 (10 ride) and 389 (31 day) passes distributed in February.

This report reflects all invoices received and paid as of 2/28/2013

HANDOUT G

Ryan White Part B
Expenditure Report



Report for Fiscal Year April 2012 thru March 2013