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 Meeting Agenda: Part A Executive Committee
Date/Time: THURSDAY, August 15, 2013, 12:30 P.M. **Location:** BRHPC
Chair: KURYLA, S. **Vice-Chair**: GAMMELL, B.

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*

2. **APPROVALS:** 8-15-13 Executive Committee Agenda and 7-18-13 Meeting Minutes.

3. **STANDARD COMMITTEE ITEMS**
   a) Committee Chair Reports – Activities and Progress on Work Plans
   b) Discuss Healthcare Reform Update on HIVPC Agenda
   c) Approve 8-22-13 HIVPC Agenda
   d) Review September 2013 HIVPC Calendar

4. **UNFINISHED BUSINESS**

5. **MEETING ACTIVITIES / NEW BUSINESS**

Goal / Work Plan Objective #:	*Accomplishments*
Nominating Committee (WP Item 2.4)	Announce the appointment of the Nominating Committee Chair to prepare for upcoming elections
EIIHA Strategy (WP Item 3.5)	Discuss and review the Early Identification of Individuals with HIV/AIDS (EIIHA) Strategy in relation to HIV Planning Council activities
Mentoring Plan (WP Item 2.1)	Review the Mentoring Plan proposed by Membership/Council Development Committee

6. **GRANTEE REPORTS**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING, 12:30 p.m. September 19, 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.*
Reallocations (WP Item 5.8)	PSRA	Review FY13/14 recommended reallocations

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

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MEETING MINUTES

COMMITTEE: Part A Executive Committee

Date/Time: Thursday, July 18, 2013, 12:30 p.m. **Location:** BRHPC

KURYLA, S. **Part A Chair** GAMMELL, B. **Part A Vice Chair**

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

1. CALL TO ORDER:

The Chair called the meeting to order at 12:37 p.m.

The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

Chairs, committee members, guests, grantee staff and support staff self-introductions were made. A moment of silence was observed.

2. APPROVALS:

Motion #1	To approve today's meeting agenda		
Proposed by:	Gammell, B.	**Seconded by:**	Katz, H.B.
Action:	Passed Unanimously		

Motion #2	To approve meeting minutes of 6/18/13		
Proposed by:	Grant, C.	**Seconded by:**	Katz, H.B.
Action:	Passed Unanimously		

3. STANDARD COMMITTEE ITEMS

a. Approve 7-25-13 HIVPC Agenda

Motion #3	To approve 7/25/13 HIVPC agenda		
Proposed by:	Gammell, B.	**Seconded by:**	Katz, H.B.
Action:	Passed Unanimously		

The Committee suggested adding a more detailed justification to the Priority Setting and Resource Allocation (PSRA) motions for Medical Case Management (MCM) to provide more clarification. The Chair of PSRA summarized recommendations made by the Committee.

MCM: PSRA reviewed the current MCM model; CIED is considered Non-Medical Case Management (NMCM). Transitioning in to the Affordable Care Act (ACA), MCM needs to include a medical component. The new MCM model is Disease Case Management (DCM) to be provided in a clinical setting by a licensed practitioner. The current classification for MCM is actually more of a social case management; therefore, activities will be captured under NMCM model moving forward.

Food Bank: The Committee changed the allocation from 15 boxes/vouchers to 24 boxes/vouchers to increase the number of food bank units allowed.

Eligibility: The Committee changed the eligibility to align all core services to 400% FPL; fiscal impact considered.

Health Insurance Continuation Program (HICP): The Committee reviewed the eligibility for HICP considering implementation of the ACA. Members estimated 750 new clients to the Ryan White care system and anticipated HICP covering subsidized premiums and out of pocket costs to the client. The Committee changed the HICP eligibility to 0%-400% FPL.

4. **UNFINISHED BUSINESS:** None

5. **MEETING ACTIVITIES / NEW BUSINESS**

6. **GRANTEE REPORTS:** Tabled until Joint Executive Meeting

7. **PUBLIC COMMENT:** None

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING: Date:** August 15, 2013 **Venue:** BRHPC

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.*
Nominating Committee (WP Item 2.4)	Exec	Appoint the Nominating Committee Chair to prepare for upcoming elections
EIIHA Strategy (WP Item 3.5)	Exec, Staff	Review and revise the Early Identification of Individuals with HIV/AIDS (EIIHA) Strategy in relation to HIV Planning Council activities
Mentoring Plan (WP Item 2.1)	MCDC	Review the Mentoring Plan proposed by Membership/Council Development Committee
Reallocations (WP Item 5.8)	PSRA, Exec	Review FY13/14 recommended reallocations

The Committee inquired about meeting cancellations in August and September; noted that September may be cancelled due to grant writing. Members asked to consider pending motions in light of possible meeting cancellations.

9. **ANNOUNCEMENTS:** None

10. **ADJOURNMENT**

Without objection the meeting was adjourned at 12:20 p.m.

Part A Executive Attendance CY: 2013

Member	1/10/13	2/21/13	3/21/13	4/18/13	5/16/13	6/18/13	7/18/13
Kuryla, S., (*Chair*)	1	1	1	1	A	1	1
Gammell, B, (*V. Chair*)	1	1	1	1	1	1	1
Creary, K.	E	1	1	E	A	1	E
Taylor-Bennett, C.	1	1	1	1	1	1	1
Grant, C.	1	A	1	1	1	1	1
Roberson, C.	1	A	E	1	1	E	E
Katz, H. Bradley	1	1	1	1	1	1	1
Will Spencer (*ex oficio*)	A	1	1	1	1	1	A
Quorum =5	Yes	Yes	Yes	Yes	Yes	Yes	Yes

2013-14 Work Plan Calendar for Executive Committees

	March	April	May	June	July	Aug
Exec	1 Request data from other funders 1 (Joint) Progress on NHAS goals	1 Review By-Laws changes	1 Mentoring plan 2 Review By-Laws Changes	1 ACA Discussion 2 Comp Plan annual review	1 FY14 Allocations 1 (Joint) Progress on NHAS goals	1 EIIHA data & strategy 2 Pick Nominat. Comm. 3 Mentoring Plan
Joint Exec		X		X		X

	Sep	Oct	Nov	Dec	Jan	Feb	2014/15
Exec	1 Link to care plan 1 (Joint) Progress on NHAS goals 2 Sweeps 3 Meet BCHD prevention team 4 HIVPC training survey	1 HIV Self Assessment Survey 2 Review Community Events 3 Appove FY13 Client Survey	1 Retreat planning 2 Self Assessment Survey 1 (Joint) Progress on NHAS goals	Assessment of Administrative Mechanism	1 Review new Committee Work Plans 2 Appv retreat plans 1 (Joint) Progress on NHAS goals	1 Update P&P, Mission Statement 2 Annual Evaluation	1 Create timeline for 2015-18 Comp Plan
Joint Exec		X		X		X	

Broward County HIV Health Services Planning Council FY2013-14 **Executive Committee Work Plan**

Objective 1. Maintain a Comprehensive Plan for the Organization and Delivery of HIV Services in Broward County	Responsible	Outcome	Start	Due	Progress
1.1 Annually review and update Comprehensive Plan to ensure continued appropriateness	Joint Executive	Plan meets EMA needs	6/13	6/13	Complete
1.2 Monitor activities of standing and ad Hoc Committees to ensure objectives of Comp Plan are met	Executive Committees	EMA goals addressed	Each meeting	Each meeting	Recurring
Objective 2. Capacity/Leadership Development For Planning Council Members and Applicants					
2.1 Review Mentoring Plan	MCDC, Exec, HIVPC	Educated HIVPC	8/13	8/13	Pending
2.2 Review results of Council training survey to recommend training sessions	MCDC, Exec, Staff	Educated HIVPC	9/13	9/13	
2.3 Plan Annual Planning Council Retreat	Exec, Staff, Grantee	PC training, leadership	11/13	1/14	
2.4 Appoint Nominating Committee Chair. Hold Council leadership Elections.	Exec, Staff, HIVPC	PC leadership	8/13	2/14	Pending
2.5 Assess effectiveness of Council, Committee meetings (Meeting Evaluation Reports)	Executive; (Data: Staff)	Develop leadership	2/14	2/14	
Objective 3. Planning Council Operations					
3.1 Monitor adherence to Planning Council attendance policy	Exec, MCDC, Staff	Comply with policy	Monthly	Monthly	Recurring
3.2 Organize and approve Planning Council meeting agenda every month	Executive, Staff	Efficient meetings	Monthly	Monthly	Recurring
3.3 Review, forward to HIVPC removal-for-cause recommendations from Membership	Exec, MCDC, Staff	Comply with policy	As needed	As needed	
3.4 Review and revise HIVPC grievance process	Executive, JCCR, Staff	Grievances resolved	4/13	8/13	By-Laws in process of revision
3.5 Assess JCCR community educational sessions	Executive, JCCR, Staff	Strong consumer input	10/13	10/13	
3.6 Review service quality outcomes	Exec, QM, Staff	High-quality services	As needed	As needed	
3.7 Annual Evaluation	All Committees, Staff	Improved process	2/14	2/14	
Objective 4. Review and Revise Executive Committee Policies and Procedures					
4.1 Review recommended changes to By-Laws	Exec, By-Laws, Staff	Improved By-Laws	4/13	6/13	In process
4.2 Review Executive purpose, mission statement, Committee Work Plans, P & P	Executive, Staff	Updated policies	1/14	2/14	
4.3 Conduct mini-Retreat for Joint Executive	Joint Executive	Develop Leadership	As needed	As needed	
4.4 Review reports from Committee chairs on accomplishing work plan items	Exec, Chairs, Staff	Meet goals of NHAS	Monthly	Monthly	Recurring
Objective 5. Coordination of Funding Streams; Analyze Service Capacity and Infrastructure Needs					
5.1 Develop collaborative relationships with funding sources for PLWHA in Broward: a. Encourage grantees and agencies on PC to submit data on funding and utilization b. Strengthen coordination with federal, state, other funders. Request their data c. Develop linkages between care and prevention. Meet with prevention yearly.	Joint Executive	Efficient services, ensure RW is payer of last resort	As needed	As needed	
5.2 Mobilize providers, community to report data on Community Viral Load	JPC, Exec, Staff	Improved prevention	As needed	As needed	
5.3 Meet bi-monthly with Part B to ensure coordination of funders and policies	Joint Executive	Improved efficiency	Bimonthly	Bimonthly	Recurring
5.4 Review plans for FY13 Client Survey to inform PSRA process	Exec, JPC, Staff	Consumer feedback	10/13	10/13	
5.5 Review and revise EIIHA Strategy	JPC, Exec, Staff, DOH	Improved EIIHA effort	8/13	8/13	Pending
5.6 HIVPC Self-Assessment Survey. Complete Assessment of Administrative Mechanism	PSRA, Exec, Staff	Efficient services	12/13	12/13	
5.7 Review recommended FY14/15 Allocations	PSRA, Exec	Service funding	7/13	7/13	Complete
5.8 Review recommended FY13/14 reallocations (Sweeps)	PSRA, Exec	Service funding	9/13	9/13	