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

PART A EXECUTIVE COMMITTEE
Meeting Agenda
January 10, 2013 at 12:30 p.m.

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

Reminder: *Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

1. **CALL TO ORDER**

2. **WELCOME AND INTRODUCTIONS**
   a) Review Meeting Ground Rules, Sunshine and Public Comment Requirements **(**Sign-In)
   b) Self-Introductions
   c) Moment of Silence

3. **APPROVALS**
   a) Meeting Agenda 1/10/13
   b) Meeting Minutes 11/15/12

4. **OTHER BUSINESS**
   a) Update on 2013 Work Plans for HIVPC and its Committees
   ACTION ITEM: Discuss timetable for rolling out 2013 work plans for the Council and Committees. A draft of the Executive work plan is expected to be presented at Joint Executive on Jan. 17. Drafts of Committee work plans are to be presented at each committee meeting in February.
   b) Update on Preparations for Annual HIVPC Retreat
   ACTION ITEM: Discuss subject matter to be covered at HIVPC Retreat on Feb. 28. A two-hour training session was already approved (mandated duties, by-laws, Roberts Rules, ethics law, Sunshine law and Broward's epidemic). Other main focus is new work plans and using them to achieve goals of the National HIV/AIDS Strategy.

5. **NEW BUSINESS**
   a) HRSA Site Visit
   ACTION ITEM: Discuss with Grantee preparations for site visit by HRSA officer in February.

6. **GRANTEE REPORT**

7. **PUBLIC COMMENT**

8. **REQUEST FOR INFORMATION**

9. **AGENDA ITEMS FOR NEXT MEETING**: 1/17/13 at 2 p.m. **Venue:** BRHPC

10. **ADJOURNMENT**

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PART A EXECUTIVE COMMITTEE
200 Oakwood Lane, Suite 100, Hollywood FL 33020
Thursday, November 15, 2012 at 1:30 P.M.
MEETING MINUTES

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

1. **CALL TO ORDER**
The Chair meeting was called to order at 3:14 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 11/15/12 Agenda

Motion #1	To approve Today's Agenda
Proposed by:	Will Spencer
Seconded by:	Karen Creary
Action:	Passed Unanimously

Approval of the 10/18/12 Meeting Minutes

Motion #2	To approve 10/18/12 Meeting Minutes
Proposed by:	Karen Creary
Seconded by:	Will Spencer

4. **SEPTEMBER/OCTOBER/NOVEMBER COMMITTEE REPORTS**
MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

The Chair asked the ad Hoc By-Laws Committee to hold off disbanding after making its recommendations to the HIVPC, so that MCDC could submit proposed job descriptions for HIVPC seats. The By-Laws Chair said the Committee would take up the job descriptions after action had been taken by the HIVPC. Otherwise, the report stands as submitted.

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September 6, 2012

Chair: H.B. Katz, Vice Chair: T. Wilson

An HIV+ guest reported having problems with housing, and was directed to agencies for help. The Committee noted the Council awaits agencies to recommend appointments for recent vacancies in mandated seats. Also, the Committee asked staff to check on efforts to contact the Seminole and Miccosukee tribes about the consumer/Native American seat. Also presented were the results of the HIVPC training survey, which found that Council members prefer training in By-Laws/Policies and Procedures. In a separate survey, JCCR members prefer training in Data on the Epidemic. After a discussion, Membership agreed to meet in October to develop the mandated annual training session to be conducted at the HIVPC retreat in January. In addition, members will develop a series of expanded training topics to be offered for the retreat or a different time. *Next Meeting:* October 4, 2012. *Agenda Items for Next Meeting:* Begin to Develop Plan for Conducting Training Session at HIVPC Retreat.

October 4, 2012

Chair: K. Creary, Vice Chair: T. Wilson

The new Chair welcome presided. The Committee made plans for the required annual training session for HIVPC Members, which would be conducted during the Council retreat in January. The Chair will ask the Executive Committee to reserve 90 minutes of the retreat for training. The topics are the Council's legislatively mandated responsibilities, and a session on By-Laws, Robert's Rules of Order and the Sunshine Law. Training materials were reviewed and potential presenters were identified. Also, the Committee recommended that the retreat agenda include a statistical update on the epidemic in Broward and a discussion of the goals of the National HIV/AIDS Strategy and Comprehensive Plan. Also, after noting a Member's new job will not force him to leave his Council seat, the Committee agreed to review all categories of Council seats with the aim of drafting more-detailed descriptions of them. *Next Meeting:* November 1, 2012. *Agenda Items for Next Meeting:* Review Council seat categories; offer ideas on how MCDC can advance goals of NHAS; Update on Council training session.

November 1, 2012

Chair: K. Creary, Vice Chair: T. Wilson

The Committee reviewed vacancies and qualified applicants for the HIVPC, and sent no nominees to HIVPC. The Committee first wants to draft job descriptions for each mandated Council seat so members know what is expected of them. Committee members said some Council members may not be contributing as much data and expertise as they could. The Committee reviewed a draft of job descriptions and will revisit at the next meeting. Also, the Committee decided that the best way it can help advance the goals of the National HIV/AIDS Strategy is with the job descriptions and its normal duties recruiting and training. Also, the group recommended a guest be approved as a new member of the Committee. *Next Meeting:* January 3, 2013. *Agenda Items for Next Meeting:* Discuss approving job descriptions for each mandated Council seat; review qualified HIVPC applicants; review updated work plan.

JOINT CLIENT COMMUNITY RELATIONS COMMITTEE (JCCR)

September 5, 2012 (Educational Session and Business Meeting at MODCO)

Part A Co-Chair: K. Creary, Part B Co-Chair: L. Washington

Members of the Committee led an educational session for approximately 25 HIV-positive residents of Mount Olive Development Corporation housing program. Dr. Ana Puga of Children's Diagnostic and Treatment Center made a presentation on "the importance of staying in medical care" and on "prevention for positives." Natasha Markman of CIED spoke and provided handouts detailing how to navigate the HIV health system. Chairs of JCCR and HIV Planning Council spoke about the need for PLWHAs to participate in the process. Residents in the audience asked numerous questions and made comments. Immediate response was positive. Upon completion, the JCCR convened a business meeting without quorum. Three MODCO residents attended and made comments. The Committee heard Part A and Part B reports and initiated planning for another

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educational session in the community. The Part B chair agreed to meet with the HIVPC vice chair to discuss future work plans. *Agenda Items for Next Meeting:* Standing Agenda Items, review of MODCO feedback surveys, plan for next event, invite HIVPC chair and/or vice chair to discuss work plans if needed. *Next Meeting Date:* Oct. 2 2012.

October 2, 2012

Part A Co-Chair: H.B. Katz, Part B Co-Chair: L. Washington

The Part B Co-Chair welcomed the new Part A Co-Chair. Both Chairs reported on the Joint Executive Committee retreat in September, which focused on how the Planning Council and its Committees can meet the three-year goals of National HIV/AIDS Strategy and 2012-15 Comprehensive Plan. The Co-Chairs asked each JCCR Member to come to the November meeting with ideas on what specific actions this Committee can take to help meet those goals, so the group can develop a new Work Plan to implement the ideas. Also, Members reviewed results of a survey of audience members who attended the educational session and Committee business meeting at Mount Olive Development Corp. last month. Audience satisfaction with the event was high. Also, staff gave a report on the Pride Center, which the Committee identified as a suggested location for the next such community event. The Part B Co-Chair suggested holding off action on the next event until after the Committee develops its new Work Plan. Also, staff asked Members to review and give feedback on the 2012 Client Survey once it is available to view online. *Agenda Items for Next Meeting:* Standing Agenda Items; develop new Work Plan; discuss plans for next community event. *Next Meeting Date:* November 13, 2012.

November 13, 2012

Part A Co-Chair: B. Katz, Part B Co-Chair: L. Washington

The Committee had a wide-ranging discussion of actions that JCCR could take to help the Planning Council meet the three-year goals of National HIV/AIDS Strategy. A long list of suggestions emerged, including: Training JCCR members to educate the public on HIV, conducting more public seminars, making sure a certified HIV tester attends JCCR community seminars, and encouraging funding or aid for support groups to educate consumers. The list will be forwarded to the Executive Committee. Also, JCCR members agreed with a plan from the Chairs to hold one outreach or business meeting per quarter in the community in the evening, to educate the public. This would start in March. All other meetings would include a “hot topics” educational session for the JCCR members, starting in January. In addition, the Committee recommended that Leroy Dyer be made a JCCR member. *Agenda Items for Next Meeting:* Standing Agenda Items; discuss plans for first evening community event. *Next Meeting Date:* December 4, 2012.

JOINT PLANNING COMMITTEE

September 10, 2012

Part A Co-Chair: K. Tomlinson, Part B Co-Chair: K. Saiswick

The Committee reviewed data submitted by Parts A, C and D that was requested by members, aiming to see how Broward compares to the goals of National HIV/AIDS Strategy and guidelines provided by the National Institute of Medicine. After discussion, the Committee decided it would request information recently provided by HHS to Parts B, C and D, to match Part A requirements. The Committee approved an initial draft of proposed questions for the 2012 Client Survey targeted to be completed by Dec. 31. HOPWA will be asked for an abbreviated list of questions to include, in order to demonstrate collaboration between Part A and HOPWA. At the October meeting, the Committee will review the final survey. It was proposed that the abbreviated survey be utilized in the community for Survey Years 2 and 3 and the extensive Client Survey be utilized on Year 1 and in focus groups. Ideally, the abbreviated survey would target people not in care, newly infected patients and those not adhering to care. *Agenda items for the next meeting*: Standing items, review 7 categories of data to be requested from Parts B-D, approve questions and details of client

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survey, discuss what service category to target for study in 2012. *Next Meeting Date*: Monday, October 8, 2012.

October 8, 2012

Meeting canceled due to lack of quorum.
Agenda Items for Next Meeting: October Agenda to be utilized. *Next Meeting Date*: TBD

November 5, 2012

Part A Co-Chair: Carl Roberson, Part B Co-Chair: Kim Saiswick
The Part B Chair welcomed the new Part A Chair. The Committee reviewed the 2012 Client Survey it had developed and that was approved by the Executive Committee. Also, Joint Planning members discussed seven data measures the federal Health and Human Services recommends be collected, and agreed to request that all the Ryan White Grantees supply the data. Their reports would be due by March or April, in time for the funding allocations process. The Part B Chair asked that an item be added to the agenda of the next Joint Executive Committee meeting to discuss requiring annual viral load results from all clients of Part A services, to help develop a Community Viral Load measure. Also, the Committee endorsed the Chairs suggestions on actions the Committee can take to advance the goals of the National HIV/AIDS Strategy, and added no additional actions. *Agenda items for the next meeting*: Update on Client Survey; report on prevention and routine testing. *Next Meeting Date*: Monday, December 10, 2012.

LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

No September or October meeting

Next Meeting Date: To be determined.

QUALITY MANAGEMENT COMMITTEE (QMC)

September 24, 2012

Guest Chair: B. Gammell, Vice Chair: C. Grant
The Committee reviewed data on Part A clients between the ages of 25-49 as a follow up to discussion regarding the retention needs of the aging population. It was noted the data did not indicate a need for an improvement project focused specifically on this age group. The Committee reviewed a National Quality Center (NQC) In+Care Campaign retention rates report summarizing data from all five submission dates. Additionally, the Committee was updated on the findings from a Medical Case Management (MCM) client-level Gap Measure analysis and the next steps being conducted by the MCM Network to address them. The Committee reviewed the revisions made to the Oral Health Care and Food Bank outcomes and indicators. Representatives from both service categories were present to provide the rationale for the revisions. The Food Bank outcome and indicators were approved by the Committee after discussion and a re-vote. The Oral Health Care outcome and indicator #1 were amended and approved; outcome and indicator #2 will be brought back to the QMC after further research is done. Review of the Comprehensive Plan and Annual QM work plan were tabled until the next meeting. The Committee was informed of the September 18 MCM training and the upcoming MCM resource fair. *Agenda Items for Next Meeting*: Standing Agenda Items, Update on Oral Health Care Outcome and Indicator Revisions, Update on 2012-2015 Comprehensive Plan Implications for QM Committee Work Plan, Review Annual QM Work Plan Next *Meeting Date*: October 15, 2012.

October 15, 2012

Guest Chair: B. Gammell, Vice Chair: C. Grant
Agenda Items for Next Meeting: Standing Agenda Items. *Next Meeting Date*: November 19, 2012.

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November 19, 2012

Meeting Canceled per Grantee

JOINT PRIORITIES COMMITTEE / AD HOC PCIP (Pre-Existing Condition Insurance Plan) SUB-COMMITTEE

September 19, 2012

No Meeting Scheduled for September 2012

October 17, 2012

Part A Co-Chair: C. Taylor-Bennett, Part B Co-Chair: Lisa Agate

The Committee discussed the use of Minority AIDS Initiative funding. Several members favored creating a more comprehensive strategy for how the money is used, to better target minority clients. Members asked if the peer-driven ARTAS program funded by MAI is effective; the Part A Grantee said the program is new and solid data would take time to collect. The Part A Co-Chair and others warned against rushing into action, because changes in MAI affect Part A. The Committee agreed to regularly look at data and revisit the subject. Also, the Committee reviewed the goals of the National HIV/AIDS Strategy and began discussing how it can help meet them. Next month, the group will make its list of specific actions to be added into the work plan, for review by the Executive Committee. *Agenda Items for Next Meeting:* Standing Agenda Items, NHAS Goals/Work Plan, review data regarding MAI. Also, members of the Pre-Existing Condition Insurance subcommittee set a meeting date of Nov. 15. *Next Meeting Date:* TBD.

November 19, 2012

Part A Co-Chair: C. Taylor-Bennett, Part B Co-Chair: Lisa Agate

JOINT EXECUTIVE COMMITTEE

September 20, 2012 - Retreat

Part A Chair: S. Kuryla, Part B Chair: K. Saiswick

The Planning Council Chair announced that the Chairs of Joint Client/Community Relations and Membership/Council Development committees had switched places, to solve an inadvertent By-Laws issue. The Executive group then held a half-day retreat to incorporate the goals of the National HIV/AIDS Strategy and 2012-15 Comprehensive Plan into practice in the Council's practical work. Facilitator Julia Hidalgo reviewed figures about Broward County's unchecked epidemic. She explained the goals: 1) Reducing new infections by 25% and reducing the HIV transmission rate by 30%; 2) Improving HIV Care (increase to 85% the number of newly diagnosed clients receiving clinical care within 3 months of diagnosis, increase to 80% the proportion of Ryan White clients in continuous care and increase to 86% the number of PLWHA in permanent housing), and 3) Reducing disparities (increase the number of gay and bisexual men, Blacks, and Latinos with undetectable viral loads by 20%). The Chairs of each Committee broke into groups and listed specific actions their Committees could take to make progress toward the goals. They will bring their ideas to their Committees and work them into their Work Plans. *Agenda Items for Next Meeting:* Standing Agenda Items, update from committees on progress toward incorporating the goals into their work. *Next Meeting*: November 15, 2012.

November 15, 2012

Part A Chair: S. Kuryla, Part B Chair: K. Saiswick

PART A EXECUTIVE COMMITTEE

August 31, 2012

Chair: S. Kuryla, Vice Chair: B. Gammell

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The Chair led a discussion of the need for teamwork, cooperation and support among the Planning Council's committee chairs, to support the body's vision and goals as well as the Chair. Personal comments and cross-talk have caused tension during recent meetings, leading the Chair to say she would enforce Roberts Rules more closely to keep the debate on track. Members expressed support for her and discussed using a parliamentarian to help keep the meetings more business-like. Also, the Chair noted she learned the Joint Client/Community Relations Committee is required under the By-Laws to have an unaffiliated consumer as chair, but does not now have one. This was an apparent oversight in 2010. She and the Part A Grantee agreed to follow up with the JCCR Chair and Committee. *Agenda Items for Next Meeting:* Retreat at Joint Executive. *Next Meeting*: Sept. 20, 2012.

October 18, 2012

Chair: S. Kuryla, Vice Chair: B. Gammell

The group reviewed a draft of the 2012 Client Survey, which was presented because Joint Planning did not meet in October; the survey needed approval to begin so it can be completed by the target date of Dec. 31. A guest Council member suggested rewording questions and shortening the survey. After a discussion, the Committee agreed on wording changes and kept all questions on the written and online survey forms, with a goal of 1,100+ client responses like last year. Also, the Committee suggested altering or removing a By-Laws requirement that the Council hold 2-3 meetings per year off-site. By-Laws will discuss it. The Committee canceled the Oct. 25 Council meeting due to a light agenda (the November meeting is also canceled for Thanksgiving) and moved the next Council meeting to Dec. 13. Also, the Part A Grantee reported spending patterns indicate the EMA may have a carryover. His office is working with providers on expenses. At the Grantee's suggestion, the group agreed that the annual review of service category would be directed by Quality Management. *Agenda Items for Next Meeting:* Standing agenda items; committee reports; Work Plan review. *Next Meeting*: Nov. 15, 2012.

November 15, 2012

Part A Chair: S. Kuryla, Part A Vice Chair: B. Gammell

AD HOC BY-LAWS COMMITTEE

The By-Laws Chair and members present set the next meeting for 1:30 p.m. on December 12, 2012.

September 19, 2012

Chair: W. Spencer

The Chair convened the subcommittee's initial meeting without quorum, for discussion purposes only. He expressed hope the subcommittee could complete its review in about five meetings through the end of the year, and submit recommended By-Laws updates to the HIV Planning Council in January. The group went through a list of potential By-laws issues to be considered, as submitted by Council Members and Committees. Another series of items submitted by others also was reviewed. Consensus for action was reached on many items, with others in need of more discussion. All the issues will be brought to the next meeting for possible action by the full subcommittee. More items may be added to the list later. *Agenda Items for Next Meeting:* Review and act on proposed By-Laws changes. *Next Meeting*: October 11, 2012.

October 11, 2012

Chair: W. Spencer

The committee met with quorum for its second meeting. Several matters were discussed, including Attendance Policy issues, Joint Priorities name change to PSRA, protocol for addressing attendance non-compliance at Executive Committee, committee vice-chair role, reclassifying LPAC to a standing committee, restating definition of 'unaffiliated consumer' in each committees' By-Laws, development of policy for noting By-Laws or Policy and Procedures violations, protocol following resignation of Council

Chair or Vice-Chair as a result of a change in mandated seat, membership composition of MCDC, and HIVPC Chair and Vice-Chair terms. Each item was discussed at length and recommendations were made. These will be documented by staff and brought to the next meeting. The Chair asked staff to draft policy language for addressing By-Laws or Policy and Procedures violations. The committee chair is confident that final and formal recommendations will be brought to the HIVPC in January. *Agenda Items for Next Meeting:* Review and Recommend By-Laws changes, *Next Meeting Date:* November 8, 2012.

November 8, 2012

Chair: W. Spencer
Meeting Canceled per Chair and Grantee

5. APPROVE HIVPC 12/13/12 AGENDA (HANDOUT A)

The HIVPC 12/13 Meeting Agenda was reviewed and approved by the Executive Committee as shown in the motion below:

Motion #3	To approve the HIVPC 12/13/12 Meeting Agenda with a placeholder for Quality Management Committee
Proposed by:	Carla Taylor-Bennett
Seconded by:	H. Bradley Katz
Action:	Passed Unanimously

6. REVIEW DECEMBER HIVPC MEETING CALENDAR (HANDOUT B)

The December calendar was reviewed and suggested changes were noted.

7. OTHER BUSINESS

a) Preparations for Annual HIVPC Retreat **(HANDOUT C)**
The Committee discussed possible locations and topics for the annual HIVPC retreat on Thursday, February 28, 2013.

POTENTIAL TOPICS

1. **HIVPC Training (2 hours)**
   Membership/Council Development Committee plans training on these topics:
   a. Annual HIVPC training required by HRSA: Legal Requirements of HIVPC – 30 minutes (Support Staff and/or Part A Grantee Staff)
   b. HIVPC By-Laws, Roberts Rules of Order, Broward County Code of Ethics, Sunshine Law – 60 minutes (Support Staff, By-Laws Chair and/or County Staff)
   c. Update on the Epidemic in Broward County – 30 minutes (Will request Broward County Health Department)

2. **Goals of the National HIV/AIDS Strategy / 2012-15 Comprehensive Plan**
   a. Discuss ways that the Planning Council, all the Committees and partners from the community can work together to meet the goals of reducing new HIV infections, increasing access to care and reducing disparities
   b. Review the newly drafted 2013 Work Plans for the Committees

Motion #4	To hold the annual HIVPC retreat at ArtServe on Thursday, February 28, 2013.
Proposed by:	H. Bradley Katz
Seconded by:	Karen Creary
Action:	Passed Unanimously

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8. NEW BUSINESS

a) Request from JCCR for Mentor Volunteers at Other Committees
Joint Client/Community Relations Committee wants to make its consumer members more comfortable coming to the meetings of other Committees with the possibility of joining one. The goal is to put more consumers onto other Committees in order to expand their knowledge. The Committee discussed the need for other Committees to help JCCR members or other consumers navigate through the system.

9. GRANTEE REPORT

There was no official report. However, the Grantee urged the Committee to allocate enough time for the combined Joint and Part A Executive Committee meetings.

10. PUBLIC COMMENT

There was no public comment.

11. REQUEST FOR DATA / INFORMATION

No data requests were finalized.

12. AGENDA ITEMS FOR NEXT MEETING: Thursday, 1/17/12 at 12:30 p.m. **Venue:** BRHPC

- Standing Agenda Items

13. ADJOURNMENT

Without objection the meeting was adjourned at 4:04 p.m.

PART A EXECUTIVE ATTENDANCE CY 2012

Member	1/19/12	2/16/12	Mar	4/19/12	5/17/12	6/14/12	7/12/12	8/16/12	8/31/12	Sep	10/18/12	11/15/12
Kuryla, S., (*Chair*)	1	**E**		1	1	1	1	1	1		E	1
Gammell, B, (*V. Chair*)				1	1	1	1	1	1		1	1
Creary, K.	1	1		1	**E**	1	1	1	**A**		E	1
Taylor-Bennett, C.	1	1		1	1	1	1	1	1		1	1
Grant, C.				*Appointed 11/7/12*								1
Roberson, C.				*Appointed 11/2/12*								1
Katz, H. Bradley	1	1		1	1	**E**	**E**	1	1		1	1
Quorum =5	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes		Yes	Yes

DRAFT

2013-14 Executive Committees Work Plan Calendar

	March	April	May	June	July	Aug
Exec	1 Review By-Laws changes 2 Request data from other funders 1 (Joint) Progress on NHAS goals	1 Rev Grntee Memo of Understanding 2 Review PSRA timeline, data list	1 Approve PSRA training for HIVPC members 2 PCIP report 1 (Joint) Progress on NHAS goals	1 Review JCCR community events 2 Mentoring plan 3 Priority rankings	1 FY14 Allocations 2 Appove FY14 Client Survey 3 HIVPC training survey 1 (Joint) Progress on NHAS goals	1 Sweeps 2 EIIHA data & strategy 3 Comp Plan annual review
Joint Exec		X		X		X

	Sep	Oct	Nov	Dec	Jan	Feb	Undated '14/15
Exec	1 Approve FY13 Client Survey 2 Link to care plan 1 (Joint) Progress on NHAS goals	1 Special pop strategy 2 Meet BCHD prevention team	1 Retreat planning 2 Data Planning 3 Joint Planning report on barriers 1 (Joint) Progress on NHAS goals	Approve PC self-assessment survey	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	

DRAFT

Broward County HIV Health Services Planning Council FY2013-14 Work Plans
Draft 1/2/13

EXECUTIVE COMMITTEE (DRAFT DRAFT DRAFT)

1.						
#	**Objectives**	**Accountability/ Data Source**	**Outcome**	**Target Date**	**Due Date – no later than**	**Status**
A.	Review and Update Work Plan of Executive Committees Review Work Plans of all Committees	Executive, Support Staff, Grantee	Coordinated Work Plans	1/17/13	2/28/13	On schedule for completion
B.						
C.						
D.						

2. CAPACITY/LEADERSHIP DEVELOPMENT FOR PLANNING COUNCIL MEMBERS AND APPLICANTS						
#	**Objectives**	**Accountability / Data Source**	**Outcome**	**Target Date**	**Due Date**	**Status**
A.						
B.						
C.						

3. PLANNING COUNCIL OPERATIONS						
#	**Objectives**	**Accountability / Data Source**	**Outcome**	**Target Date**	**Due Date**	**Status**
A.						