



PART A EXECUTIVE COMMITTEE

Meeting Agenda

March 21, 2013 at 2:00 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 3/21/13, including amended item 5b.
- b) Meeting Minutes 2/21/13
- c) April HIVPC calendar
- d) HIVPC agenda 3/28/13

4. OTHER BUSINESS

5. NEW BUSINESS

- a) Planning Council Going Green
ACTION ITEM: Committees this month started using i-Pads as well as printed material to view agendas, minutes and handout items at their meetings. Provide direction for how far to take the effort to “go green” and how fast to implement it.
- b) Annual Calendar of Council and Committee Meetings (HANDOUT)
ACTION ITEM: Approve calendar of Council and Committee meetings for 2013. Note dates that conflict with federal and religious holidays. The purpose is to send Outlook calendar appointments to Members for the rest of the year, to assist in planning.

6. COMMITTEE REPORTS: Chairs Report Progress on Work Plan Items

7. GRANTEE REPORT (if necessary)

8. PUBLIC COMMENT

9. REQUEST FOR INFORMATION (from staff)

10. AGENDA ITEMS FOR NEXT MEETING: April 18, 2013 at 12:30 p.m. Venue: BRHPC

11. ADJOURNMENT



PART A EXECUTIVE COMMITTEE
200 Oakwood Lane, Suite 100, Hollywood FL 33020
Thursday, February 21, 2013 at 12:30 p.m.

MEETING MINUTES

Attendance					
#	Members	Present	Absent	Guests	
1	Kuryla, S. Chair	X		Joey Wynn	
2	Gammell, B. Vice Chair	X			
3	Taylor-Bennett, C.	X		Grantee Staff	
4	Creary, K.	X		Jones, L.	
5	Roberson, C.		X	Degraffenreidt, S.	
6	Katz, H. B.	X			
7	Grant, C.		X	HIVPC Support Staff	
Quorum = 5		5	2	Crawford, T.	Eshel, A.
Will Spencer (<i>ex officio</i>)*		X		LaMendola, B.	Rosiere, M.
*Via Phone				Solomon, R.	

1. CALL TO ORDER

The Vice Chair called the meeting to order at 12:47 p.m. without quorum. Quorum was established at 12:55 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 2/21/13 Agenda

Motion #1	To approve Today's Agenda, as amended
Proposed by:	Karen Creary
Seconded by:	H. Bradley Katz
Action:	Passed Unanimously

Approval of the 1/10/13 Meeting Minutes

Motion #2	To approve 1/10/13 Meeting Minutes
Proposed by:	Will Spencer
Seconded by:	Karen Creary
Action:	Passed Unanimously

Approval of March HIVPC Calendar

Motion #3	To approve the March HIVPC Calendar
Proposed by:	Carla Taylor-Bennett
Seconded by:	Karen Creary
Action:	Passed Unanimously

Approval of February HIVPC Agenda

Motion #4	To approve the February 28, 2013 HIVPC Agenda
Proposed by:	Will Spencer
Seconded by:	H. Bradley Katz
Action:	Passed Unanimously

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

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



4. OTHER BUSINESS

a). Update on 2013 Work Plans for HIVPC and Executive Committee

The Committee discussed drafts of the 2013 Executive Committee Work Plans and the HIVPC Work Plans. The discussion covered responsibilities, items that should be included and timelines. Moving forward, the Part B Chair asked that Part B be included in the work plans and the Committee incorporate Part B specific components (e.g. effect of Medicaid expansion in Florida). Part B will bring the Part A Executive work plans to their Executive meeting and will respond within 30 days. It was suggested that the work plans reflect timelines indicating that Executive will be monitoring other committees' actions in advance of when the items go before the Planning Council. It was noted that the vice chair will facilitate with the chair to assist with work plan implementation. Committee reports at Executive will include work plan progress.

The new Executive work plan reflects collaboration between committees and demonstrates the role Executive has in overseeing the progress of other committees. Executive approved the work plans by consensus.

b). Update on Preparations for Annual HIVPC Retreat

The Committee discussed the upcoming HIVPC Retreat. The Part B Chair requested to be added to the Retreat agenda, with topics to include: ADAP, future plans to accomplish NHAS goals and collaborative efforts with Part A. Members of Executive agreed. The Committee reviewed the Retreat agenda. The training will include federal HRSA requirements, National HIV/AIDS Strategy goals, quality indicators, and collaboration on prevention efforts. It was noted that Palm Beach and Broward HIVPC chairs are collaborating.

5. NEW BUSINESS

a) Position Descriptions for Mandatory Seats on HIVPC

Proposed descriptions for mandatory seats were shown. By-Laws Committee will review them.

6. GRANTEE REPORT

The Grantee is in the process of closing out FY 2012/2013 and finalizing bulk purchases. The notice for partial grant award for FY 2013/14, to include 50% of formula and 45% of MAI was sent.

7. PUBLIC COMMENT

There was no public comment.

8. REQUEST FOR DATA / INFORMATION

The Committee requested that they review the HIVPC grievance procedure at the April meeting.

9. AGENDA ITEMS FOR NEXT MEETING: Thursday, 3/21/13 at 2:00 p.m. Venue: BRHPC

- Standing Agenda Items

10. ADJOURNMENT

Without objection the meeting was adjourned at 2:16 p.m.



Part A Executive Attendance CY: 2013

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

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March -December 2013 Committee Meeting Calendar

JANUARY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH

M	T	W	T	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
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22	23	24	25	26
29	30			

MAY

M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- Joint Client/Community Relations Committee (Every 1st Tuesday at 1:00 p.m.)
- Membership/Council Development Committee (Every 1st Thursday of every 2 months at 9:00 a.m.)
- Joint Planning Committee (Every 2nd Monday at 2:00 p.m.)
- Priority Setting and Resource Allocation Committee (Every 3rd Wednesday at 12:30 p.m.)
- Executive Committee (Every 3rd Thursday at 12:30 p.m.)
- Quality Management Committee (Every 3rd Monday at 12:30 p.m.)
- HIV Health Services Planning Council (Every 4th Thursday at 9:00 a.m.)

Slashes reflect Holidays

March- December 2013 Meeting Dates for HIVPC and Committees

Joint Client/Community Relations (Meeting time: 1:00 p.m.)

- March 5, 2013 at 6:00 p.m.
- April 2, 2013 (Last Day: Passover)
- May 7, 2013
- June 4, 2013
- July 2, 2013
- August 6, 2013
- September 3, 2013
- October 1, 2013
- November 5, 2013 (Election Day)
- December 3, 2013

Membership/Council Development Committee (Meeting time: 9:00 a.m.)

- March 7, 2013
- April 4, 2013
- May 2, 2013
- July 4, 2013 (Independence Day)
- September 5, 2013 (Rosh Hashanah)
- November 7, 2013

Joint Planning Committee (Meeting Time: 2:00 p.m.)

- March 11, 2013
- April 8, 2013
- May 13, 2013
- June 10, 2013
- July 8, 2013
- August 12, 2013
- September 9, 2013
- October 14, 2013
- November 11, 2013 (Veterans Day)
- December 9, 2013

Priority Setting and Resource Allocation Committee (Meeting Time: 12:30 p.m.)

- March 20, 2013
- April 17, 2013
- May 15, 2013
- June 19, 2013
- July 17, 2013
- August 21, 2013
- September 18, 2013
- October 16, 2013
- November 20, 2013
- December 18, 2013

Executive Committee (Meeting Time: 12:30 p.m.)

- March 21, 2013 (Joint)
- April 18, 2013
- May 16, 2013 (Joint)
- June 20, 2013
- July 18, 2013 (Joint)
- August 15, 2013
- September 19, 2013 (Joint)
- October 17, 2013
- November 21, 2013 (Joint)
- December 5, 2013

Quality Management (Meeting Time: 12:30 p.m.)

- March 18, 2013
- April 15, 2013
- May 20, 2013
- June 17, 2013
- July 15, 2013
- August 19, 2013
- September 16, 2013
- October 21, 2013
- November 18, 2013
- December 16, 2013

HIV Planning Council (Meeting Time: 9:00 a.m.)

- March 28, 2013
- April 25, 2013
- May 23, 2013
- June 27, 2013
- July 25, 2013
- August 22, 2013
- September 26, 2013
- October 24, 2013
- No November Meeting
- December 12, 2013