



Committee Meeting Agenda: Executive Committee

Date/Time: Thursday, November 13, 2014, 12:30 p.m.-3:30 p.m. **Location:** Governmental Center Annex, 302

Chair: Gammell, B. **Vice Chair:** Vacant

1. **CALL TO ORDER:** *Welcome, Review Meeting Ground Rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 11/13/14 Executive Committee Agenda and 10/16/14 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Committee Chair Reports
 - b) Discuss Healthcare Reform Update on HIVPC Agenda: *Epilepsy Foundation of Broward Navigator Program*
 - c) Approve 11-20-14 HIVPC Agenda (Handout A-1 – A-3)
 - d) Review December 2014 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS:**
 - a) MCDC's decision about the Employer Commitment Form
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items (Work Plan Item #)</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Mini Retreat (Handout C)	ACTION ITEM: Review the agenda for the Mini Retreat on December 8, 2014 and determine which committee will take the lead for each item on the agenda. Make any necessary changes before approving the agenda.
Annual Report (Handout D)	ACTION ITEM: Discuss the HIVPC Annual Report, due early 2015. Review items to be included in the report, and make suggestions for any additional achievements or challenges that should be included.
HIVPC Retreat (WP Item 2.3) (Handout E)	ACTION ITEM: Begin planning for the annual HIVPC retreat. Identify at least 2 potential retreat themes, additional parties to invite, and a date for the retreat.

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING,** December 11, 2014, 12:30 p.m. **VENUE:** Room 302

<i>Agenda Items for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Community Event Survey (WP Item 3.3)	<i>Exec, CEC</i>	ACTION ITEM: Review the recommended surveys to evaluate CEC's community events and make any necessary changes.
Attendance (WP Item 3.1)	<i>Exec, MCDC</i>	ACTION ITEM: Monitor adherence to attendance policy for Planning Council and committee members. Send warning or removal letters as necessary.
Review Meeting Evaluations (WP Item 3.5)	<i>Exec</i>	ACTION ITEM: Review meeting evaluations to assess effectiveness of Council and committee meetings, including meeting efficiency and effectiveness.

9. **ANNOUNCEMENTS**
 - a) Service Category Study: Mental Health and Substance Abuse
 - b) Integrated Care and Prevention Comprehensive Plan

10. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

• Linkage to Care • Retention in Care • Viral Load Suppression •

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

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Meeting Minutes: Executive Committee

Date/Time: Thursday, October 16, 2014, 12:30 p.m. **Location:** Governmental Center Annex, A337

Chair: Gammell, B. **Vice-Chair:** Vacant

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Gammell, B., <i>Chair</i>	X		Runkle, D.
2	Grant, C.	X		Agbodzakey, J.
3	Katz, H. B.	X		
4	Lint, A.	X		Grantee Staff
5	Reed, Y.	X		Degraffenreidt, S.
6	Sabatino, D.		A	Jones, L.
7	Schweizer, M.	X		Vargas, J.
8	Siclari, R.	X		
9	Spencer, W.		A	HIVPC Staff
10	Taylor-Bennett, C.	X		Bente, A.
11	Tomlinson, K.		A	Sandler, C.
12	Wilson, T.	X		Johnson, B.
	Quorum = 7	9		

1. CALL TO ORDER

The Chair called the meeting to order at 12:52 p.m. and 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 HIV Planning Council (HIVPC) staff self-introductions were made. A moment of silence was observed.

2. APPROVALS

The following motions were made:

Motion #1: To approve today's meeting agenda.

Proposed by: Taylor-Bennett, C. **Seconded by:** Schweizer, M.

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 8/28/14

Proposed by: Katz, H.B. **Seconded by:** Grant, C.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) **Committee Chair Reports:**

Membership/Council Development Committee (MCDC): The MCDC Chair explained the MCDC consent items on HIVPC agenda. Staff explained the removal of the 75% attendance rule from the MCDC Policies and Procedures because it is in conflict with County policies. Staff also noted that no members have received warning or removal letters because of the 75% attendance rule. Grantee staff asked why a justification is included when adding members onto the HIVPC or committee.

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The Chair explained that this is necessary because the some HIVPC members are not familiar with specific committee members or interested parties. Grantee staff recommended including a biography when adding on new member. The PSRA Chair stated that inclusion of a biography maybe an impeding factor for those wanting to be on the HIVPC. The QMC Chair explained that the justification should include more information than what is currently on the HIVPC agenda. Grantee staff recommended that justifications should be completed at the committee level before being put forth the committee member/interested party to the HIVPC. The MCDC Chair recommended removing the justification on the HIVPC agenda and just including how demographics will affect HIVPC reflectiveness. The MCDC Chair stated that discussions during MCDC meetings regarding new HIVPC members are very detailed before they are approved. Grantee staff recommended adding which seat/role they will be filling to the justification. The MCDC Chair recommended adding an educational component regarding HIVPC demographic reflectiveness and filling seats. The MCDC Chair discussed the mentorship program for HIVPC members and committee members. The MCDC Chair discussed getting members name tags to be worn when conducting outreach in the community. The MCDC Chair announced the Welcome Brunch for interested parties will be held on November 6, 2014.

System of Care (SOC) Committee: The SOC Chair explained that the committee will meet at the end of the month, and there was nothing to report yet.

Community Empowerment Committee (CEC): The CEC Chair announced the Transgender 101 event will be held at ArtServe on October 23, 2014 at 6:00 p.m. The CEC Chair directed members to come and to bring a friend. The CEC Vice Chair explained that Duane Cramer will be present to photograph the event. She also announced that Benjamin Di'Costa from Latinos Salud will be conducting a presentation at the event.

Priority Setting & Resource Allocation (PSRA) Committee: The PSRA Chair announced that due to the new work plans many work plan items have shifted to other committees. The PSRA Chair explained the committee discussed the support group recommendation from *Voices*. A recommendation was made to add the list of support groups in Broward County to the BRHPC website. The PSRA Chair also explained three recommendations made by the committee. The committee recommended that (1) the list of support groups be brought to the CEC to identify more support groups available in the community, (2) for the NAE committee to add questions about support groups to the needs assessment (whether it is through survey questions or focus groups), and (3) for the QMC to consider support groups as part of its service category study. The PSRA Vice Chair explained that committee will now look at utilization data monthly to have a clear vision of expenditures in the EMA.

Quality Management Committee (QMC): The QMC Chair explained that QMC will meet on October 20, 2014. The QMC approved the CIED and Legal Services service delivery models (SDMs) and these will be brought forward to the HIVPC at the October meeting. The Chair explained that six month lab requirements will be included in the CIED service delivery model. The QMC will report further committee items at the HIVPC meeting. The CEC Chair asked if client lab results are inputted into PE so that other providers will not continuously ask for lab results from clients. The Chair stated all providers should be discussing a patient's health to improve their health.



ad-Hoc Nominating Committee: The Chair asked for a brief report from staff about the ad-Hoc Nominating Committee. Staff explained that the committee has approved the procedures, questionnaire, and timeline for nominations. The Chair explained that in the event the Chair was absent the PSRA chair would step in, due to the Vice Chair seat being vacant.

b) Discuss Healthcare Reform Update on HIVPC Agenda

Grantee staff stated he will discuss healthcare reform in the Grantee report at the next HIVPC meeting.

c) Approve 10-23-14 HIVPC Agenda (Handout A)

The committee reviewed the HIVPC agenda and made the following motion:

Motion #3: To approve the 10/23/14 HIVPC meeting agenda, with one amendment.

Amendment: To order the committee summaries so ad-Hoc committees follow the parent committee.

Proposed by: Katz, H.B. **Seconded by:** Schweizer, M.

Action: Passed Unanimously

d) Review November 2014 HIVPC Calendar (Handout B)

The committee reviewed the November 2014 calendar. The HIVPC Chair asked that staff include full committee names on the calendar.

4. **UNFINISHED BUSINESS**

None.

5. **MEETING ACTIVITIES / NEW BUSINESS**

a) Community Meetings (Handout C)

The Chair explained the need to have community meetings in order to solicit community feedback. Staff explained that community meetings will have specific goals. The SOC Chair stated that the meetings should revolve around the three guiding ideas. He stated that these meetings should empower clients to improve their health. The CEC Chair explained that having a round table discussion would empower and educate community members. The committee discussed having a speaker that would entice many people to come to the meeting. Grantee staff explained that having famous speakers sometimes has to be planned a year in advance because of their busy schedules. The Chair asked the committee about discussion topics. The SOC Chair stated that topics could include issues surrounding client needs and living with HIV/AIDS today. The committee discussed possible themes for the event such as "Living with HIV Today" or "HIV Today in Broward County." The MCDC Vice Chair stated the a list of topics could be presented and members would choose breakout sessions to attend after a panel discussion. The PSRA Chair stated the HIVPC resource fair was well attended that that the meeting could model that event.

The Chair asked when this should take place. The SOC Chair stated that the event should take place in February or March 2015. The SOC Chair volunteered the SOC Committee to take the lead on this event, and the CEC Chair also volunteered the CEC to help with the event.

b) PSRA Process Assessment (Handout D):

Staff explained the PSRA Process Assessment results. Staff explained that most members stated that they completely understand the process, but results of the survey suggest otherwise. The PSRA Chair stated that most committee members underestimate the PSRA process and do not know the extent to



which decisions the PSRA Committee makes. Grantee staff stated that committee members must know about the PSRA process as it is one of the most important duties of the HIVPC. The QMC Chair explained that an action plan must be implemented to educate those that are not completely comfortable with the process. The PSRA Chair stated that with an updated process timeline that there will be more time to educate members. The PSRA committee will discuss the results and next steps at the November meeting.

c) HIVPC Coordination Meetings (Handout E):

The Chair discussed having committee chairs attend an HIVPC coordination meetings. Staff provided a handout with projected dates for which Chairs can attend during the months of October, November, and December. Attending Coordination meetings will allow for Chairs to discuss any emerging issues and/or planning preparation for upcoming meetings.

d) Plan Annual HIVPC Retreat (Handout F):

The Chair tabled the retreat discussion until the next meeting.

6. GRANTEE REPORT

The Grantee explained the legislative package to be presented to the Broward County Commissioners. The Grantee invited the committee to include their input into the legislative report. Currently the report identifies expanding FL ADAP eligibility, expanding ADAP pharmacy locations, implementing the use of viral load data to monitor the HIV burden, and adopting integrated planning activities. The package also includes the modification of current funding methodologies to ensure communities with greatest need are funded, and increasing HIV funding for large metropolitan communities to link PLWHA into care. The CEC Chair had a question about community viral load data. The Grantee explained that this was included to improve community viral load suppression. The CEC Vice Chair stated that HOPWA services should be increased. The Grantee stated that HOPWA is a local service and not a state level service. The Grantee stated that housing can be included in the homeless legislative package. The committee discussed the action items and approved them to be moved forward by the Broward County Commissioners.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: November 13, 2014, 12:30 p.m. VENUE: A-337

<i>Agenda Items for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Plan Annual HIVPC Retreat (WP Item 2.3)	<i>Exec</i>	ACTION ITEM: Continue planning for the annual HIVPC retreat. Identify at least 2 potential retreat themes, additional parties to invite, and a date for the retreat.
Reallocations ("Sweeps") (WP Item 4.5)	<i>PSRA, Exec</i>	ACTION ITEM: Review and approve recommended reallocations to ensure sufficient core funding.
Assessment of the Administrative Mechanism (WP Item 3.7)	<i>PSRA, Exec</i>	ACTION ITEM: Review the purpose of the administrative mechanism assessment and the activities that are required to be assessed. Review and approve at least 3 recommendations regarding the assessment methodology or activities to be assessed.
Needs Assessment (WP Item 4.1, 4.2)	<i>NAE, SOC, Exec</i>	ACTION ITEM: Review and approve recommended needs assessment timeline, and at least 3 components, target populations, and target questions.

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Community Event Survey (WP Item 3.3)	<i>CEC, Exec</i>	ACTION ITEM: Review and approve the recommended survey to be used at CEC community events.
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9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

The meeting was adjourned at 2:43 pm.

Executive Committee Attendance 2014

Member	1/16/14	2/20/14	3/20/14	3/27/14	4/17/14	5/8/14	5/15/14	6/19/14	7/17/14	8/28/14	10/16/14
Gammell, B, (<i>Chair</i>)	1	1	1	1	1	1	1	1	1	1	1
Grant, C.	1	1	1	1	1	1	1	A	1	1	1
Katz, H.B.	1	1	1	1	1	1	1	1	E	1	1
Lint, A.	Added via By-Laws effective 5.22.14							1	1	1	1
Reed, Y.	E	1	E	E	A	A	1	1	1	1	1
Sabatino, D.	Added via By-Laws effective 6.26.14							1	1	A	
Schweizer, M.	Added via By-Laws effective 6.26.14							1	A	1	
Sicalari, R.	Added via By-Laws effective 5.22.14							1	1	A	1
Spencer, W.	Added via By-Laws effective 6.9.14							A	1	1	A
Taylor-Bennett, C.	1	1	1	1	1	A	1	1	A	1	1
Tomlinson, K.	1	1	1	1	A	E	1	1	1	1	A
Wilson, T.	Added via By-Laws effective 5.22.14							1	1	1	1
Quorum =7	5	7	6	5	5	3	7	9	9	11	9

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BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, November 20, 2014, 9:30 a.m.

Governmental Center, Room 302

Chair: Brad Gammell **Vice Chair:** Vacant

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

1. CALL TO ORDER

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

- a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
- b. Council Member and Guest Introductions
- c. Moment of Silence
- d. Excused Absences and Appointment of Alternates
- e. Approval of 11/20/14 Meeting Agenda
- f. Approval of 10/23/14 Meeting Minutes

3. FEDERAL LEGISLATIVE REPORT (Kareem Murphy) (Handout A)

4. PUBLIC COMMENT (Up to 10 minutes)

5. CONSENT ITEMS

#	MOTION	JUSTIFICATION	PROPOSED BY
1	To approve the System of Care (SOC) Committee's Policies and Procedures.	The policies and procedures were updated to reflect the goals and objectives of the committee.	System of Care Committee
2	To approve the HIVPC Membership Application (Handout B).	The application was updated to reflect recent By-Laws changes and new committees.	Membership/Council Development Committee
3	To approve the HIVPC Coaching Program for Interested Parties (Handout C).	The coaching program will help interested parties learn the roles and responsibilities of committees before an interested party applies for HIVPC membership.	

6. DISCUSSION ITEMS

7. NEW BUSINESS

- a. Training – System of Care Committee (SOC)
- b. Call for Nominations – HIVPC Vice Chair

8. NOVEMBER COMMITTEE REPORTS

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

November 5, 2014

Chair: Y. Reed, Vice Chair: A. Lint

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

November 6, 2014

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

A. Work Plan Item Update / Status Summary:

WP Item 1.1 – The committee reviewed the current demographics of the HIV Planning Council (HIVPC) vacant seats, and attendance. The Council currently consists of 36% consumers, which is higher than the mandated 33%.

WP Item 1.4 - The committee members reviewed vacant seats on the Planning Council. HIVPC Staff was asked to contact Lisa Lugos-Manns from Florida Department of Corrections (FLDOC), and a representative from Broward Sheriff's Office (BSO).

WP Item 1.2 – The Committee reviewed the list of current applicants. HIVPC staff was asked to create a tracking system for “Welcome Brunch” attendees, an individual committee reflectiveness handout, inform committee chairs to attend recruitment events to talk about their committees, and look for alternative sites to hold recruitment events.

WP Item 3.1 – Attendance was also reviewed; a removal letter was sent to Donna Sabatino who sits on the Quality Management Committee (QMC) due to lack of attendance. No other letters have been sent out since last HIVPC attendance review.

Review New Name for Interested Parties “Mentorship” Program – MCDC reviewed the new name for “Mentorship” Program which is the HIVPC Coaching Program for Interested Parties. MCDC unanimously approved the new name.

Employer Commitment Form – MCDC reviewed the Employer Commitment Form and there was extensive discussion as to the need for the form. The committee unanimously approved not to implement the form.

B. Rationale for Recommendations:

None.

C. Data Reports / Data Review Updates:

The Committee reviewed the demographics of the Council as it reflects the epidemic of Broward County.

D. Data Requests:

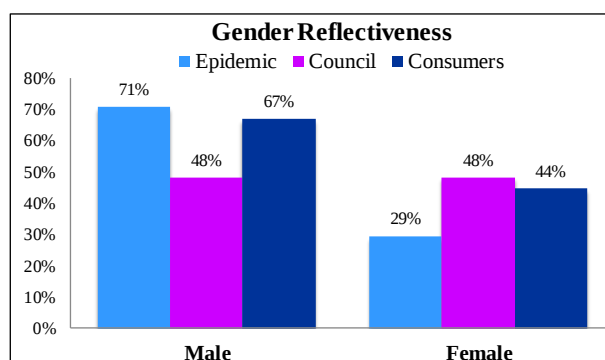
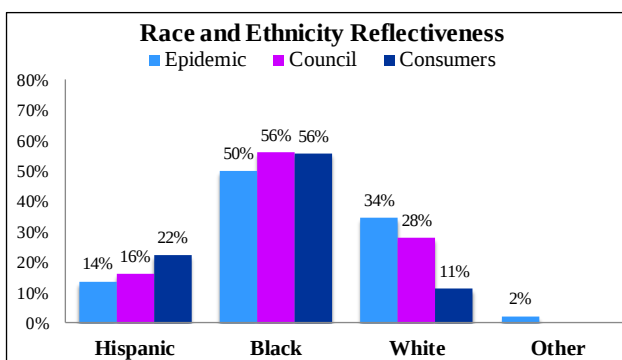
MCDC requested a tracking a tracking system for “Welcome Brunch” attendees and an individual committee reflectiveness handout.

E. Other Business Items:

Agenda Items for Next Meeting: Accomplishments & Challenges, Welcome Brunch Successes & Challenges Next Meeting Date: December 4, 2014 9:30 a.m. - Room A-335 at the Governmental Center.

HIV Planning Council Membership Report

11/20/2014



Gender	Epidemic	Council	Consumers	% Difference
Male	11,836 71%	12 48%	6 67%	-23%
Female	4,944 29%	12 48%	4 44%	19%
Transgender	- -	1 4%	0 0%	-
Race	Epidemic	Council	Consumers	% Difference
Hispanic	2,290 14%	4 16%	2 22%	2%
Black	8,361 50%	14 56%	5 56%	6%
White	5,772 34%	7 28%	1 11%	-6%
Other	357 2%	0 0%	0 0%	-2%
Total	16,780	25	9	

Current Members	25
Minimum Required Per County Ordinance	20
Maximum Allowed Per County Ordinance	35
% of Members That Are Unaffiliated Consumers	36%

Vacant Seats
1. Grantees of Other Fed HIV Programs - Prevention
2. Hospital/Health Care Planning Agencies
3. Local Public Health Agencies
4. Rep for Former Fed/State/Local Prisoners
5. State Government Administering Ryan White Part B

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time.

C. NEEDS ASSESSMENT/EVALUATION COMMITTEE (NAE)**November Meeting Cancelled***Chair: K. Tomlinson, Vice Chair: W. Spencer***D. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)****November 19, 2014***Chair: C. Taylor-Bennett, Vice Chair: R. Siclari***E. AD-HOC FOOD SERVICE ELIGIBILITY COMMITTEE****November 18, 2014***Chair: M. DeSantis***F. AD-HOC MAI MEDICAL CASE MANAGEMENT COMMITTEE****No November Meeting***Chair: M. Hayes***G. AD-HOC LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)****No November Meeting***Chair: D. Proulx***H. QUALITY MANAGEMENT COMMITTEE (QMC)****November Meeting Cancelled***Chair: C. Grant***I. SYSTEM OF CARE COMMITTEE (SOC)****October 27, 2014***Chair: M. Schweizer, Vice Chair: D. Sabtino***A. Work Plan Item Update / Status Summary:**

Work Plan and Policies & Procedures – The committee spent a large portion of the meeting reviewing and making changes to the SOC policies and procedures. The Grantee and HIVPC staff clarified the history of the committee and the purpose it was created for. The committee added language about the three guiding principles of the HIVPC, identifying structural barriers, and making recommendations to other committees. The committee approved the policies and procedures with the additional language. The work plan was tabled until the next meeting.

Data Review – The committee reviewed basic demographics for Part A clients versus the demographics of PLWHA in Broward County overall. The demographics were very similar between Part A and Broward County. The Grantee recommended that for the next meeting, the committee review demographic comparisons for priority populations identified in the EIIHA plan and the epidemiology of new infections. Staff also explained the committee the HIV Care Continuum, including its purpose and the data sources for all the numbers and percentages. It was noted that Part A clients are doing well along all stages of the care continuum, but Broward County overall is not doing as well. A committee member also noted that only the first stage of the continuum (diagnosed) contains private payer data, since all HIV test outcomes must be reported to the state. The needs assessment and *Voices* overview were tabled until the next meeting.

B. Rationale for Recommendations:

The policies and procedures were updated to reflect the goals and objectives of the committee.

C. Data Reports / Data Review Updates:

The committee reviewed a comparison of the basic demographics of Part A clients versus PLWHA in Broward. The committee also reviewed the HIV Care Continuum graphs for Florida, Broward County, and Part A.

D. Data Requests:

Demographic comparison of priority populations as identified in the EMA's FY 2014 EIIHA plan. Epidemiology of new infections in Broward County for CY 2013.

E. Other Business Items:

Agenda Items for Next Meeting: Work Plan, Data Review Next Meeting Date: November 24, 2014- 9:30 a.m., Governmental Center Annex, A-337.

J. AD-HOC NOMINATING COMMITTEE**No November Meeting***Chair: T. Wilson***K. EXECUTIVE COMMITTEE****November 13, 2014***Chair: B. Gammell*

9. GRANTEE REPORTS

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention

10. UNFINISHED BUSINESS**11. ANNOUNCEMENTS**

- a. Reminder: HIVPC Mentorship Program

12. PUBLIC COMMENT (Up to 10 minutes)**13. REQUEST FOR DATA****14. AGENDA ITEMS FOR NEXT MEETING:** December 18, 2014, 9:30 a.m. **LOCATION:** Gov't Center Room 302

<i>Tasks for next Meeting</i>	<i>Party to Complete Task</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Assessment of the Administrative Mechanism	<i>HIVPC</i>	ACTION ITEM: Complete the HIVPC survey for the assessment of the administrative mechanism.

15. ADJOURNMENT**PLEASE COMPLETE YOUR MEETING EVALUATIONS**

**THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL**

- Linkage to Care • Retention in Care • Viral Load Suppression •

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:****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.***Are you affiliated as an employee, consultant, or board member with Ryan White Part A?**☐ Yes☐ No**Race/Ethnicity (Check all that apply)**☐ Black/non-Hispanic☐ White/non-Hispanic☐ Hispanic☐ American Indian/Alaskan Native☐ Asian/Pacific Islander☐ More than One Race _____**Categories of Membership (check all that apply)**

- ☐ Health care providers, including federally qualified health centers
☐ Community-Based Organizations serving affected populations/AIDS Service Organizations
☐ 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

Committee Assessment

All Planning Council Members are requested to serve on at least one Committee.

Please rank the Committees below to indicate your interest.

- ☐ **Membership/Council Development:** Ensures Council/committee membership meets HRSA mandates. Oversees ongoing training/mentoring of Council/committee members.
- ☐ **Community Empowerment 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).
- ☐ **Needs Assessment/ Evaluation Committee:** Develops and updates the annual Needs Assessment, including determining focuses for the client survey, provider survey, and client focus groups. Evaluates and updates the Comprehensive Plan to determine progress.
- ☐ **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.
- ☐ **Priorities Setting & Resource Allocation Committee:** Analyzes data and develops service priorities, funding recommendations and language on how best to meet priorities.
- ☐ **System of Care Committee:** Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.
- ☐ **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) 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.

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 _____

My preferred email address is _____

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.



HIVPC Coaching Program for Interested Parties

Guidance for Committee Chairs

In order to increase interested party's knowledge of HIV Planning Council Committees and retain membership participation in meetings, the MCDC will institute a voluntary coaching programs.

Committee members who have volunteered their time to be a Coach will be assigned by the Committee Chair. The MCDC Chair will notify Committee Chairs of interested parties that would like to be assigned a Committee Coach. The assigned Coach should be a Committee member and may also be a Planning Council member.

The interested party should, when possible, sit near his/her Coach during meetings. This will allow the Coach to easily answer any questions the interested party might have.

Committee Chairs will instruct Coaches to educate interested parties on the following points:

1. Review of Committee FAQ's
2. Reminders of Meetings
3. Reimbursement benefits
4. Explanation of complex language
5. Empowerment and respect for individual opinions and ideas.
6. A summary of Robert's Rules of Order
7. Committee Policies and Procedures

If needed and requested by the interested party, the Coach may also remind the interested party of upcoming meetings which might be of interest to that person.

If the interested party expresses interest in becoming a full Planning Council member, then the Committee Chair will assign a Mentor who is a member of the Planning Council.

Coaches provide support to interested parties on the following:

1. Help interested parties, including PLWHA, feel welcome, learn individual member perspectives, and become comfortable with planning council processes and interactions.
2. Provide strong and informed feedback about the effect of Committee actions and decisions on Ryan White clients and PLWHAs.
3. Take special responsibility for making sure the interested party understands the background and context of discussions and actions.
4. Increase interested party's knowledge of the Committee and retain attendance and membership participation in Committee meetings.
5. Complete the Coach/Interested Party evaluation at the conclusion of the coaching period (conclusion will be upon mutual agreement between the coach and the interested party).

December 2014

HANDOUT B

Broward County HIV Health Services Planning Council Calendar

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1250 or visit http://www.brhpc.org/RW_calendar.aspx for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 Membership/Council Development Committee (MCDC) 9:30 a.m., A-335^	5 SFAN 10:00 a.m.~
8 MINI RETREAT 12:00 p.m., #	9 ad-Hoc Food Services Eligibility Committee 12:30 p.m., TBD	10	11 Executive Committee 12:30 p.m., GC-302^	12
15 HIVPC Coordination 9:30 a.m., A-335^ Quality Management Committee (QMC) 12:30 p.m., A-335^	16	17 Priority Setting and Resource Allocation Committee (PSRA) 12:30 p.m., A-337^	18 HIV Planning Council (HIVPC) 9:30 a.m., GC-302^	19
22 System of Care Committee (SOC) 9:30 a.m., A-337^	23	24	25 CHRISTMAS DAY BRHPC CLOSED	26
29	30	31		

^Government Center Annex-115 S Andrews Ave, Ft. Lauderdale, 33301
~Dorothy Mangurin Comp. Center-100 NE 56th St, Ft. Lauderdale, 33334
#Central Broward Regional Park-3700 NW 11th Place, Lauderhill, 33311
*BRHPC-200 Oakwood Ln, Suite 100, Hollywood, 33020

Meetings in **Red** are cancelled.
Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.
Meetings in Black are not associated with the HIV Planning Council.

Last Updated: 11/4/2014

December 2014

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Dates and times are subject to change. Visit <http://www.brhpc.org/HIVPC.html> for updates. For questions about the HIV Planning Council & Committees, please contact Cady Sandler at 603-689-8899. For questions about the QI Networks, please contact Brithney Johnson at 954-644-2774.

TODOS ESTAN BIENVENIDOS!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

Para confirmar información acerca de la reunión de Consejo de Planeación VIH, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.

ALL ARE WELCOME!

Unless otherwise noted on the calendar, all meetings are held at:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

To confirm HIV Planning Council meeting information, or reserve special needs services such as: Translation from English to Spanish or Creole; or, are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.

BON VINI!

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Needs Assessment/Evaluation (NAE) Committee - Develops and updates the annual Needs Assessment, including determining focuses for the client survey, provider survey, and client focus groups. Evaluates and updates the Comprehensive Plan to determine progress.

Quality Management Committee (QMC) - 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 QM staff/client training/education.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

Executive Committee - Sets agenda for Council meetings. addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.

HIVPC Mini Retreat**2014****AGENDA****Date/Time:** Monday, December 8, 2014, 12:00 – 4:30 p.m.**Location:** Central Broward Regional Park
3700 NW 11th Place, Lauderhill, FL 33311**Facilitator:** Emily Gantz-McKay

12:00 - 12:30 p.m.	Sign In & Lunch
12:30 - 12:45 p.m.	Welcome: <i>Welcome, Introductions, Moment of Silence</i>
12:45 - 1:00 p.m.	Icebreaker: <i>Think Inside the Box</i>
1:00 - 1:15 p.m.	History of the 18 Month Work Plans
1:15 - 1:30 p.m.	The 3 Guiding Principles of the HIVPC: <i>Linkage to Care, Retention in Care, Viral Load Suppression</i>
1:30 - 1:45 p.m.	Icebreaker: <i>Peanut Butter & Jelly</i>
1:45 - 2:30 p.m.	How Committees Work Together
2:30 - 3:00 p.m.	Break & Dessert
3:00 - 4:15 p.m.	Breakout Sessions: <i>How the HIVPC Works With Prevention</i>
4:15 - 4:30 p.m.	Wrap Up of Mini Retreat
4:30 p.m.	Adjournment



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



ANNUAL REPORT RESEARCH

EMA/TGA	TOPIC AREAS
Broward	About the HIVPC (Mission & Vision, 3 Guiding Principles) HIVPC Membership (Current Members, Demographics) Evaluations (Committee Chair Survey, PSRA Survey, HIVPC Self-Assessment) HIVPC & Committee Accomplishments (Trainings, Meetings)
Baltimore	Planning Council Mission Planning Council Membership (Current Members) About the Planning Council (Demographics, Trainings, Meetings) About the EMA (Demographics, Policy Changes) Planning Council & Committee Accomplishments Funded Services Collaboration Activities On the Horizon (Potential Policy/Program Changes) Planning Council Focus: Leadership for the Future
Boston	Mission Membership Meetings Work of the Council & Accomplishments Council Recommendations
Dallas	EMA Epidemiology Planning Council Mission & Vision Planning Council Staff Report Letter from the Chair Planning Council Report (Membership, Activities, & Accomplishments) Committee Reports (Membership, Activities, & Accomplishments)
New York City	Planning Council Presentations & Activities Committee Presentations & Activities



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2014 RETREAT OF HIV PLANNING COUNCIL

Proposed Date: February/March

Proposed Location: Downtown Fort Lauderdale

1. Proposed Themes & Training Topics

- a. Integrated Prevention and Care Comprehensive Plan: Focusing the retreat on the integrated Prevention and Care Comprehensive Plan will help prepare the HIVPC for the integrated plan that is due in 2016.
- b. HIV Biomedical Interventions: This training will focus on current HIV biomedical medical interventions. This training will explore interventions such as Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP), both utilized to prevent HIV infection.

2. Additional Parties to Invite

- a. Emily Gantz-McKay: Ms. Gantz McKay may be available for further Technical Assistance (TA) on the integrated Prevention and Care Comprehensive Plan that will be due in 2016.
- b. Facilitator: The committee may want to consider obtaining a facilitator to help with discussion regarding
- c. Prevention Planning Council: If the retreat is focused on the integrated Comprehensive Plan, the committee may want to consider inviting the Prevention Planning Council. The committee may want to limit the retreat to the Executive Committees if both the HIVPC and the BCHPPC will be present.