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: Executive Committee
Date/Time: Tuesday, April 19, 2016, 9:30 a.m.-11:30 a.m. **Location:** Governmental Center Annex A-337
Chair: Gammell, B. **Vice Chair**: Lopes, R.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 4/19/16 Executive Committee Agenda and 3/24/16 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a) Committee Chair Reports
   b) Review 4/28/16 HIVPC Meeting Materials and Motions (Handouts A-B)
   c) Approve 4/28/16 HIVPC Agenda
   d) Review HIVPC/Committee Warning and Removal Letters
   e) Review May 2016 HIVPC Calendar
4. **UNFINISHED BUSINESS**
   a. Chair Appointments: Update on new Committee Chair and Vice Chair appointments (Handout C)
   b. Needs Assessment/Evaluation Committee: Discuss the status of the NAE Committee
   c. Quarterly HIVPC Calendar: Review and approve May-July 2016 HIVPC Committee Meeting Calendar
   d. By-Laws Committee: Discuss the reinstating the Ad-Hoc By-Laws Committee
5. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items (Work Plan Item #)	*Action to be taken, presentation, discussion, brainstorm etc.*
Integrated Workgroup Member Appointment	ACTION ITEM: Identify additional Integrated Workgroup member for Part A
Executive Committee Retreat	ACTION ITEM: Schedule a date for upcoming leadership retreat. Discuss topics and agenda items for retreat.

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** May 17, 2016 **VENUE:** A-337

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*

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

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE HIV PLANNING COUNCIL
• Linkage to Care • Retention in Care • Viral Load Suppression •

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Meeting Minutes: Executive Committee
Date/Time: Thursday, March 24, 2016, 9:30 a.m. **Location:** Governmental Center A-337
Chair: Gammell, B. **Vice-Chair**: Lopes, R.

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Guests**
1	Grant, C.	**X**			Cook, R.
2	Katz, H. B.	**X**			Shamer, D.
3	Gammell, B., *Chair*	**X**			Williams, S.
4	Lint, A.	**X**			Curbelo, R.
5	Lopes, R. *Vice Chair*	**X**			Maldonado, N.
6	Spencer, W., *Ex Officio*	**X**			**Grantee Staff**
7	Taylor-Bennett, C.	**X**			Jones, L.
8	Hayes, M.	**X**			Degraffenreidt, S.
9	Siclari, R.		**A**		Green, W.
10	Fleurinord, P.		**A**		**HIVPC Staff**
					Ewart, L.
					Newton, A.
	Quorum = 5	**8**			Jackson, M.

1. CALL TO ORDER

The Chair called the meeting to order at 9:43 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: Grant, C. **Seconded by:** Katz, H.B.
Action: Passed Unanimously

Motion #2: To approve meeting minutes of 1/19/16
Proposed by: Taylor-Bennett, C. **Seconded by:** Katz, H.B.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Committee Chair Reports

The following committee reports were given:

Membership/Council Development Committee (MCDC): The MCDC Chair stated that his committee his recently put 4 new members onto the council, one in a mandated seat. The committee has also changed the "Job Descriptions" to "Service Descriptions" in their Policies and Procedures. MCDC has discussed the design and development of new marketing materials, will be reaching out to companies for help updating their materials. The committee is also looking to change the HIVPC By-Laws to clarify membership definitions, and are in the process of developing a Recruitment Work Plan with members assigned to specific recruitment responsibilities.

The SOC Chair asked about the seat placement of Bessie Dennis from the HIVPC last meeting. Staff told the members that MCDC reviewed Bessie's application at their last meeting and clarified that affiliated consumers should not be placed in Affected Communities seats. They spoke with Bessie about her job and qualifications, reviewed the membership definitions and service description, and determined that Bessie would better serve in the Non-Elected Community Leader seat due to her work community affiliations. Moving forward, all new applicants will be invited to the MCDC meeting for an interview to discuss their qualifications and determine correct seat placement. The SOC Chair would like this to be brought up at the next HIVPC meeting to make sure everyone is aware of the change and process.

Community Empowerment Committee (CEC): The CEC Chair stated that there was no committee meeting in March due to the lack of quorum. She stated that she has happily served as the CEC Chair for one year, but has recently received a letter releasing her from her leadership role on the committee. She explained that she is passionate about the transgender community and works to have her community recognized. She thanked the Planning Council for letting her be a part of their leadership network, and stated that she will continue her role as a HVPC member.

Priority Setting & Resource Allocation (PSRA) Committee: The PSRA Chair told the Executive members that her committee has recently approved the timeline for FY17-18 PSRA Ranking and Allocations process. They are currently reviewing strategies for MAI funding, and their goal is to finish the PSRA process by June.

Quality Management Committee (QMC): The QMC Chair explained that her committee is currently reviewing data for 18-38 year old unsuppressed Black heterosexual males. Their committee has determined that housing is a barrier to care, but has identified no other clear barriers based on the PE data. The committee will forward their findings to other committees for further review. The SOC Chair asked the QMC Chair about 18-38 year old age group. She sees the need to break the age bracket down to smaller blocks from young adults to adults, as there are so many differences between 18-20, 20-25, etc. The QMC Chair stated that they have had the groups broken down previously, and saw that 18-28 and 29-38 had similarities so they merged the 2 during data analysis. However, she does recognize those groups do have different behavior patterns and barriers, and would need different interventions.

System of Care Committee: The SOC Chair explained that her committee is working on changing their policies and procedures. They are looking to the Grantee and Staff for clarification on the scope and goals of the committee, and are looking to distinguish their work from other committees. At the last meeting the members had a data review from a Broward's DOH, and their next task is to finalize P&P and then identify starting focus and objectives. The committee is also looking to bring new members to the table.

b) Review HIVPC/Committee Warning and Removal Letters: The PC Chair asked the chairs to pay attention to their members' attendance, and discussed quorum issues due to non-attendance. Members who have confirmed attendance and do not come to the meetings, resulting in the loss of quorum will be marked as absent.

c) Review April HIVPC Calendar (Handout B): The committee reviewed the April HIVPC calendar. The MCDC Chair asked this his meeting be held in a larger room to accommodate his growing committee. The SOC Chair stated that she has a conflict with Executive meetings, and cannot attend each month due to prior obligations.

4. UNFINISHED BUSINESS

None.

5. PUBLIC COMMENT

Dr. Bob Cook from Southern HIV and Alcohol Research Consortium (SHARC) at the University of Florida addressed the committee. He stated that SHARC's mission is to improve the health outcomes of people affected by alcohol and HIV specifically, although broadly for all substance abuse and mental health issues. He understands that people with substance abuse and mental health issues have a harder time getting retained in care and achieving positive health outcomes. He is currently researching ways to reach out to the community, and looking to recruit people to participate in his current survey. The objective is to track long term outcomes of people with HIV and to understand linkage and adherence challenges for mental health, substance abuse and HIV care and treatment. He is also interested in studying the health effects of HIV and marijuana use as marijuana may be legally prescribed in Florida soon. Dr. Cook wanted to introduce himself and his project to the committee. His survey is currently open to anyone who is HIV+, takes approximately 30-45 minutes to complete, and participants will receive a $25 gift card. He is especially looking to survey harder to reach populations including people with high risk behaviors, youth, people over 60 years old, and the transgender population. Dr. Cook distributed his card to meeting participants who were interested in his research, and it was noted that his findings could be very helpful in the work of various committees.

6. MEETING ACTIVITIES/NEW BUSINESS

a) 2016 HIVPC Calendar (Handout D1-D2): The committee members reviewed the 2016 HIVPC Master Calendar. They discussed blocking off the month of August to schedule an All Committee Retreat sometime at the beginning of the month. The months of September and October could also potentially be cancelled for grant writing. The members discussed several events taking place in the summer: USCA, the due date of the Integrated Comprehensive Plan, the Ryan White All Titles Conference, and the writing of the FY17-18 grant. They discussed scheduling a retreat in July, but the Grantee reminded the members that the month of July is slated for public comment sessions for the Comp Plan, and IC members may have multiple meetings in both July and August. The Grantee requested all Chairs review their meeting schedule and think about how often their committees meet. This item was tabled until the next meeting for further discussion.

b) Integrated Committee Chair Appointment: The PC Chair has appointed Will Spencer as the Part A Co-Chair of the IC, and Carla Taylor-Bennett as the IC Vice Chair.

c) Standing Committee Chair Appointment: The PC Chair stated that he believes that all of the PC members are leaders, and the he sees the need for new members to have opportunities for growth and progress to taking on committee leadership roles. The PC Chair stated that many people see committee meeting frequency as a barrier to participation, and that he would like to form a sub-committee to examine how committees work and if some committees could be combined or met less frequently. The committee chairs discussed possible barriers to member recruitment, participation and retention. The PSRA Chair believed that there have been difficulties in maintaining active participation from members of all committees. She thinks there is need for a revamped recruitment effort, and recommends a succession plan for Committee Chair replacement, specifically the PSRA Committee. The QMC chair also sees the need to reach out stakeholders and hopes that the IC can bring in stakeholders or even take on some of the other committee's workload. The SOC Chair believes that people may not be engaged in the process because of the nature of the meetings; committee meeting are business meetings. The PC Vice-Chair stated that from her perspective as a new member, people seem to rely on MCDC for recruitment when all members should be recruiting. She understands the process is hard, but she believes everyone around the table knows of people that would benefit the council. She stated that the HIVPC will become stagnant without new people, and that is everyone's problem, not just the Membership Committee. The MCDC Chair stated that his committee is looking for new ways to recruit members by hosting HIV support groups and assigning members specific recruitment responsibilities. The PC Chair expressed the need for CEC members to join and participate in other committees, and expand their role on the Planning Council. CEC Chair stated that trust is a big issue, the community doesn't trust the PC to hear and resolve their issues. The Grantee spoke about his experience at other advisory boards, and how he believes that the HIVPC is professional council, and while this does not always lend itself to community participation and engagement, the members are dedicated to solving the serious issues facing Broward's HIV epidemic. What the PC needs, he said, is to start small and try to find the right people who are also dedicated and passionate. The Chairs will bring this discussion back to their committees and come up with a recruitment plan to people to bring the right people to

their committee table. The members spoke about the belief that younger generations of HIV+ people are apathetic, while other individuals in the community are complacent; people are living their lives and don't feel like they have time to participate.

d) Sub-Committees: The PC Chair spoke about his desire to form a subcommittee to review committee recruitment, focus, direction, and meeting frequency. The Chair suggested looking to past chairs and members for a 3-4 month committee to make recommendations to the By-Laws Committee. He would like the group to look at current committees and decide: do they meet PC needs? Can some be combined? Do they need to meet monthly? Members expressed concern about creating a committee to examine whether there are too many standing committees, especially since many PC members already have full schedules. The PSRA Chair suggested that the Executive Committee take up the issue as they know what their committees do and how they operate. It was suggested that Executive members participate in a facilitated retreat to focus on committee purpose.

Motion #3: To hold an Executive retreat in June to discuss committee purpose. The Executive members will determine the specific date at the April Executive meeting **Proposed by:** Taylor-Bennett, C. **Seconded by:** Katz, H.B. **Action:** Passed Unanimously

ACTION ITEMS: Staff will research 5 EMAs to see how their committees/meetings are structured: LA, Houston, Boston, New York, San Fran.

Poll executive members for preferred days and times or Executive meetings; needs to follow PSRA, either 3rd Thursday (morning or afternoon) or 3rd Friday in the afternoon.

e) Needs Assessment/Evaluation Committee: This item was not discussed

7. GRANTEE REPORT

The Grantee stated that the Broward County Attorney came to the last HIVPC meeting, and pointed out that during a meeting that is open to the public and Sunshined guests do not need to introduce themselves on the record. The attorney believes that there should be a statement on the agenda clarifying that guests do not need to introduce themselves. However, if they guest should wish to speak during the meeting, then then must identify themselves for the record. Guests can also choose not to sign in. He also spoke about the Integrated Collaborative meeting with the Grantees of Prevention and Care and Treatment funding. As funders and recipients of federal grants, the goal is that the different parts will start to align their work plans to collaborate and not duplicate their work, as well as identify gaps in services and be part of the Integrated Comprehensive Plan. The next Collaborative meeting will go over work plans and data sharing, both of which will be incorporated into the Comp Plan. The Ryan White All Titles conference will be in D.C. during August 23rd-25th. The Ryan White Part A RFP to be released sometime in mid-April. The RFP notice will be distributed throughout the county by email, newspaper advertisement, on the PC listserv, and other avenues. It will be a competitive process and all providers/agencies may apply.

8. PUBLIC COMMENT

Rosalia Curbelo, a social artist, spoke to the committee members. She stated that as long as there are new HIV cases and Ryan White programs, there will be a need for the HIVPC. She has seen the change of HIV into a chronic disease. She recognizes that people can be intimidated by the committee's process and being on public record, and wondered if recruitment could be aided with a change in committee's structure or by using the internet to help keep people involved. She would like to see people be more proactive in community outreach, and requests that the HIVPC leader consider bringing in presenters to make the committees more interesting and consumer friendly. She will always be grateful to the HIVPC because of the memories of her late husband and the people she knew from the HIVPC that are no longer here. She was thankful that the members have the dignity and ethics to manage Ryan White Part A funding.

9. AGENDA ITEMS / TASKS FOR NEXT MEETING: April 19, 2016 VENUE: Room A-337

Agenda Items for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, etc.*

10. ANNOUNCEMENTS

The Broward Sheriff's Office is hosting a food giveaway on Saturday April 2nd at 9 a.m. at Ebenezer Baptist Church.

11. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Executive Committee Attendance 2016

Consum -	PLWHA	Absence -	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:		CX	24										
		1		Fleurinord, P.	A		A										
1		0	**1**	Gammell, B *Chair* (Chair effective 3/1)	X		X										
		0	**2**	Grant, C.	X		X										
			3	Hayes, M.	N- 2/16		X										
1		0	**4**	Katz, H.B.	X		X										
1		1	**5**	Lint, A.	A		X										
			6	Lopes, R., *Vice Chair*	N- 3/1		X										
1		1		Reed, Y.,	A	(V. Chair ended 3/1)											
		0		Siclari, R.	X		A										
	1	0		Spencer, W. (Ex-Officio 3/1)	X		A										
		0	**7**	Taylor-Bennett, C.	X		X										
		0		Tomlinson, K.	X	Z- 2/16											
		0		**Quorum (Chairs)= 5**	7		8										

X - present
A - absent
E - excused
N - newly appointed
Z - removed
C - cancelled
R - removal letter

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HANDOUT A Broward County HIV Health Services Planning Council
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BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL MEETING AGENDA

Thursday, April 28, 2016, 9:30 a.m.
GC-430
Chair: Brad Gammell **Vice Chair:** Requel Lopes
Reminder: *Meeting attendance confirmation required at least 48 hours prior to meeting date*

1. CALL TO ORDER (10 minutes)

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 4/28/16 Meeting Agenda
- f. Approval of 2/25/16 Meeting Minutes

3. PHONE INTRODUCTIONS

4. FEDERAL LEGISLATIVE REPORT None.

5. CONSENT ITEMS

#	MOTION	JUSTIFICATION	PROPOSED BY
1.	To appoint Bessie Dennis to the HIV Planning Council in the Non-Elected Community Leader seat	Ms. Dennis does HIV testing and counseling for Broward Health. Through her active involvement in the community and her daily work with clients, she will be able to provide information regarding the effects of Council actions on the PLWHA community.	MCDC
2.	To appoint Yusimir Arencibia to the HIV Planning Council in the Representative of Individuals Who Were Formally Incarcerated seat	Ms. Arencibia is a registered nurse and the Inmate Health Care Manager for the Broward Sheriff's Office. She will be able to provide the Council with information regarding the needs of Broward's inmate population, as well as provide education and information to inmates about Ryan White services.	MCDC
3.	To appoint Phillip Robertson to the HIV Planning Council in an Affected Communities seat	Mr. Robertson has served as an Alternate on the Planning Council since 2014. As a full member of the HIVPC he will be able to provide the perspective of a Ryan White consumer and help the Council retain reflectiveness.	MCDC
4.	To appoint David Shamer to the HIV Planning Council in an Affected Communities seat	Mr. Shamer is an active member of numerous standing committees. As a member of the HIVPC he will be able to provide the perspective of a Ryan White consumer and help the Council retain reflectiveness.	MCDC
5.	To appoint Phillip Robertson the Membership/Council Development Committee	Mr. Robertson is an active member of several committees and will provide another consumer perspective that will help further the business of the MCDC.	MCDC
6.	To appoint Bessie Dennis the Membership/Council Development Committee	Ms. Dennis' community ties will help the MCDC with recruitment and marketing ideas and will help to further the business of the MCDC.	MCDC

6. DISCUSSION ITEMS
None.

7. NEW BUSINESS
- a. Integrated Committee Timeline: Present timeline of Integrated Planning activities
- b. Integrated Committee Member Appointment: Appoint 5th Part A member to the Integrated Committee

HANDOUT A

8. FEBRUARY COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

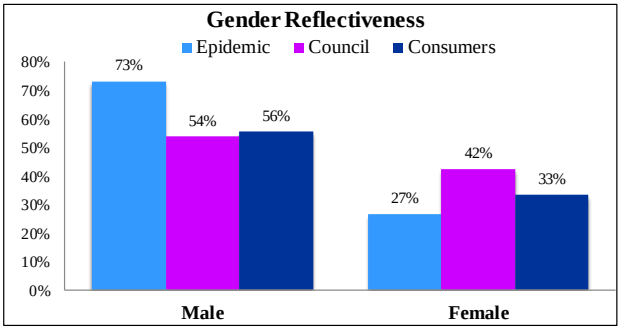
March Canceled: No Quorum *Chair: A. Lint, V. Chair: P. Fleurinord*

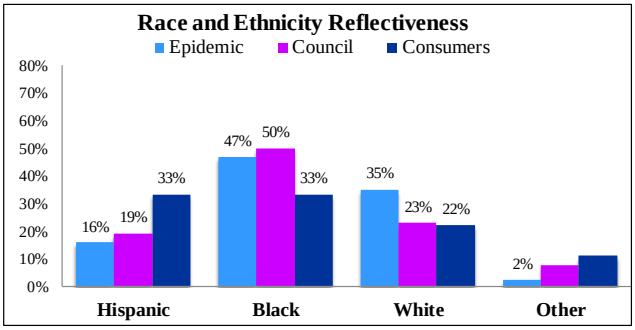
April Canceled *Chair: L. Robertson, V. Chair: P. Fleurinord*

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

March 10, 2016 *Chair: H.B. Katz*

HIV Planning Council Membership Report
Through March 2016





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,204	73%	14	54%	-19%	5	56%	-18%
Female	5,187	27%	11	42%	16%	3	33%	7%
Transgender	-	-	1	4%	-	1	11%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,068	16%	5	19%	3%	3	33%	18%
Black	9,063	47%	13	50%	3%	3	33%	-13%
White	6,811	35%	6	23%	-12%	2	22%	-13%
Other	449	2%	2	8%	5%	1	11%	5%
Total	19,391	100%	26			9		

Current Members	26
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	33%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. Local Public Health Agency
4. Individual co-infected with Hep B or Hep C
5. Rep Former Fed/State/Local Prisoners

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded

% Part A-Funded Providers 22%

A. Work Plan Item Update / Status Summary:

Review HIVPC Demographics (WP Item 1.1): The committee reviewed the demographics of the HIV Planning Council. It was noted that the PC has 35% unaffiliated consumers, and that the current statistics do not reflect the new members awaiting appointment letters from the Board of Commissioners.

Review HIVPC Vacancies and Current Applicants, Interested Parties, and Appointments (WP Item 1.4 & 1.2): The committee reviewed the HIVPC seat vacancies, and spoke to current applicants who were present at the meeting. The committee appointed Bessie Dennis to the HIVPC as a Non-Elected Community Leader, Yusimir Arencibia as a Representative of Formerly Incarcerated Populations, and David Shamer and Phillip Robertson as Affected Community members. The committee appointed Phillip Robertson and Bessie Dennis to the Membership/Council Development Committee.

Review Attendance (WP Item 3.1): The committee reviewed attendance of the committees and the Council. All letters have been sent to parties who need attendance warnings.

Review updated Recruitment and Retention Plan: The members reviewed the Recruitment and Retention Plan that was updated to include responsible parties to ensure accountability for recruitment by members. Once responsibilities are assigned, the plan will incorporate specific members who are responsible for each task and objective. The members spoke about the need for targeted recruiting based on reflectiveness, i.e. White and Black males. Some MCDC members volunteered to form a workgroup to complete the Work Plan.

Welcome Brunch (WP Item 1.5): Staff gave the committee members and update on support groups that are interested in the MCDC hosting one of their meetings. The MCDC members are tentatively scheduled to host a Broward Health support group in May. Staff will continue to reach out to other groups for future Welcome Brunches.

Marketing Materials: Staff is in the process of contacting different agencies to design HIVPC marketing materials. As of now there are no new updates; Staff will continue reaching out.

Update P&P: The committee members reviewed changes to the Policies and Procedures that were suggested by Staff. Proposed changes included: changing all "Job Descriptions" to "Service Descriptions"; clarifying that a member in the Local Public Health seat should be an employee of a local governmental agency; and numbering the bullets

HANDOUT A

outlining how new applications will be screened and rated. The committee decided to table this item until the next meeting so as to devote more time to the topic.
By-Laws: This item was tabled until the next meeting.

B. Rationale for Recommendations:

- Ms. Dennis does HIV testing and counseling for Broward Health. Through her active involvement in the community and her daily work with clients, she will be able to provide information regarding the effects of Council actions on the PLWHA community.
- Ms. Arencibia is a registered nurse and the Inmate Health Care Manager for the Broward Sheriff's Office. She will be able to provide the Council with information regarding the needs of Broward's inmate population, as well as provide education and information to inmates about Ryan White services.
- Mr. Robertson has served as an Alternate on the Planning Council since 2014. As a full member of the HIVPC he will be able to provide the perspective of a Ryan White consumer and help the Council retain reflectiveness.
- Mr. Shamer is an active member of numerous standing committees. As a member of the HIVPC he will be able to provide the perspective of a Ryan White consumer and help the Council retain reflectiveness.
- Mr. Robertson is an active member of several committees and will provide another consumer perspective that will help further the business of the MCDC.
- Ms. Dennis' community ties will help the MCDC with recruitment and marketing ideas and will help to further the business of the MCDC.

C. Data Reports / Data Review Updates:

None.

D. Data Requests:

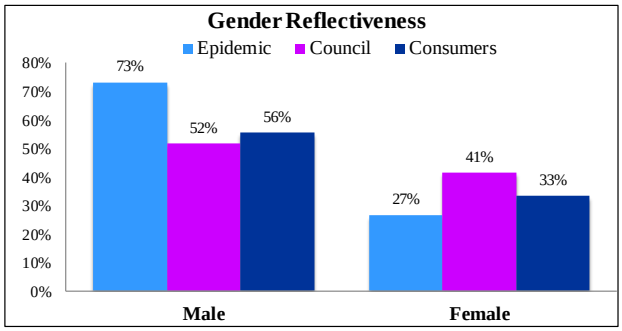
None.

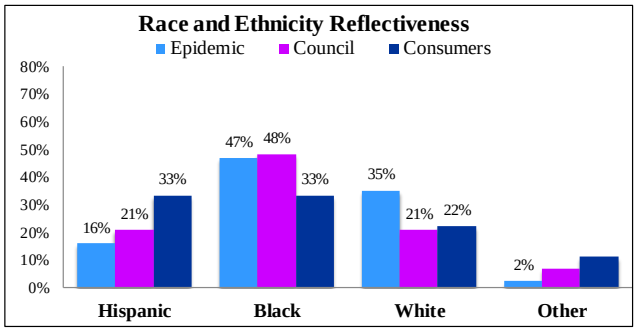
E. Other Business Items:

Agenda Items for Next Meeting: Marketing materials update; Recruitment and Retention WP; Revise MCDC Policies and Procedures; Make By-Laws Recommendations *Next Meeting Date*: April 14, 2016, 9:30 a.m. *Venue*: A-335

April Cancelled *Chair: K. Creary Vice Chair: V. Foster*

HIV Planning Council Membership Report
Current Through April 2016





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,204	73%	15	52%	-22%	5	56%	-18%
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Transgender	-	-	1	3%	-	1	11%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,068	16%	6	21%	5%	3	33%	18%
Black	9,063	47%	14	48%	2%	3	33%	-13%
White	6,811	35%	6	21%	-14%	2	22%	-13%
Other	449	2%	2	7%	5%	1	11%	5%
Total	19,391	100%	29			9		

Current Members	29
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	31%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. Rep Former Fed/State/Local Prisoners
4. Individual co-infected with Hep B or Hep C
5. Local Public Health Agency

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded

% Part A-Funded Providers	*24%*

C. NEEDS ASSESSMENT/EVALUATION COMMITTEE (NAE)

March Canceled *Chair: K. Tomlinson*
April Canceled *Vacant*

D. LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

March Canceled: No Quorum *Chair: D. Proulx*

HANDOUT A

April Canceled: No Quorum

E. QUALITY MANAGEMENT COMMITTEE (QMC)

March 21, 2016 *Chair: C. Grant*

A. Work Plan Item Update / Status Summary:
Update on the data request from the Needs Assessment Committee (WP 1.1)—Eligibility and utilization information requested by the Committee was not available for review for the March meeting, but will be presented to the Committee as soon as possible. Explore the three target groups for the Needs Assessment Committee (WP 1.1)—CQM Staff presented the Drilling Down Data presentation for Ryan White Part A Non-Hispanic Black Heterosexual Males 18-38 years old. The data included 152 Black Heterosexual male clients (43 unsuppressed, 109 suppressed). Data elements included retention in care, core & support service utilization, medication adherence, co-morbidities, length of diagnosis, length of time in care, insurance status, and birth place/Country of origin. The purpose of this presentation was to determine differences in characteristics and utilization between unsuppressed and suppressed clients.
B. Rationale for Recommendations:
The Needs Assessment and Evaluations Committee (NAE) requested the QMC further drill down data on the three target populations identified at a previous meeting. The Committee will continue their discussion about all three of the target populations identified and next steps at the QMC retreat on April 18th. The recommendations from the retreat will be sent to the PSRA Committee and the Needs Assessment Consultant.
C. Data Reports / Data Review Updates:
Drilling Down the Data for Ryan White Part A Non-Hispanic Black Heterosexual Males 18-38 years old (on file)
D. Data Requests:
The Committee will further drill down service category utilization for all three of the target populations identified, and determine why unsuppressed clients who are eligible for certain services are not utilizing those services when the information becomes available.
E. Other Business Items:
None.
F. Agenda Items for Next Meeting:
Agenda Items for Next Meeting: QMC Retreat to further explore the three target groups for the Needs Assessment & PSRA Committee, Review and update Work Plans for FY 2016-2017, Review QMC objectives, mission/roles, PDSA Process, and data measures, and Review the QMC structure. *Next Meeting Date*: April 18th, 2016, 1:30 – 4:30 p.m. *Venue*: Central Broward Regional Park

April Cancelled: No Quorum *Chair: C. Grant Vice Chair: A. Earp*

HANDOUT A

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

March 16, 2016 *Chair: C. Taylor-Bennett, Vice Chair: R. Siclari*

A. Work Plan Item Update / Status Summary:

Monthly Expenditure/Utilization Report by Category of Service (WP Item 2.1) – William Card, the Grantee's representative reviewed the updated expenditures for the FY15-16. He explained the Grantee's office is still awaiting final February expenditures, as well as final FY billing. He projects most service categories are on track to expend all of their allotted funding. The Food Bank and Pharmaceutical service categories will have a bulk purchase with any remaining funds.

MAI Strategies– The PC Manager gave an update on the programs that could be applied as MAI strategies that were discussed at last PSRA meeting in February: HIV Care Coordination, STYLE and the Women of Color Initiative. She reviewed a presentation of what each program would look like if it were implemented in the Broward Part A Program. The participants discussed each program and elements they thought were important. The PSRA committee members identified components that they would like to see in any program developed in Broward:

- Frequent, but flexible, meeting times with formalized health education
- Client Needs Assessment with linkage to services
- Teams designated to find and reengage clients lost to care
- Screening for trauma, domestic violence, mental health, or behavioral health issues with linkage/referrals to care
- Transportation assistance (bus passes, taxi vouchers)
- Buddy program/ peer educators
- Personnel housed at provider sites that accompany clients to primary care visits
- Teams of flexible case managers, providers and peer educators

Committee members discussed how many of these models touch upon components currently in the Part A MAI program. They identified that it just lacks some of the individualized and more flexible care and education components. The members discussed the pros and cons of revising the current MAI model or developing an entirely new program. They also discussed barriers to care, and how QMC and the Case Management QI Network are both looking into barriers and access issues affecting the PSRA's target populations. The members talked about the need to break the model down to see if these components may actually work for the minority populations in Broward, and discussed the possibility of bringing in clients, the CEC, and a third party to comment on the new program once it is designed.

B. Rationale for Recommendations:

None

C. Data Reports / Data Review Updates:

The committee reviewed the monthly utilization report by service category, as well as summaries of the STYLE Program, HIV Care Coordination Program, and Women of Color Initiative

D. Data Requests:

Outcomes, cost analysis and provider perspective from HIV Care Coordination Program; any Broward Needs Assessment information regarding barriers/target populations; CM/QMC's Black Females presentation; DIS perspective/ case findings from Part B; studies regarding barriers to care for target populations in other areas/EMAs.

E. Other Business Items:

Agenda Items for Next Meeting: MAI Strategies, PSRA Timeline
Next Meeting Date: April 20, 2016, Governmental Center Annex Room A-337

April 20, 2016

G. SYSTEM OF CARE COMMITTEE (SOC)

March 22, 2016 *Chair: M. Hayes*

A. Work Plan Item Update / Status Summary:

Data Review – Janelle Taveras from the Broward County Department of Health presented Florida's 2014 HIV Care Continuum data, highlighting key differences between populations at the State level. Staff presented the committee with information regarding Broward's 2014 HIV/AIDs surveillance data, as well as key highlights of Broward's HIV Continuum of Care by race/ethnicity, gender, age and risk factor. The committee members discussed the role of the SOC in analyzing Broward's Part A care and treatment system, and how the presented data may highlight gaps and barriers.

Update SOC Policies and Procedures – The committee discussed restructuring the SOC P&Ps to reflect the new mission and direction of the committee. After much discussion, it was decided that Staff and the Grantee will bring a draft of revised P&Ps to the next meeting for committee review.

B. Rationale for Recommendations:

None.

C. Data Reports / Data Review Updates:

FLDOH 2014 HIV Care Continuum data, 2014 Broward HIV Care Continuum data, 2014 Broward HIV/AIDS 3 Year Prevalence Data

D. Data Requests:

HANDOUT A

Broward/Part A client HIV Care Continuum data focusing on the retention, prescribed ART and viral load suppression.

E. Other Business Items:

Agenda Items for Next Meeting: Update Policies and Procedures, Data Review *Next Meeting Date*: April 26, 2016- 1:00 p.m., Children's Diagnostic and Treatment Center

April 26, 2016 *Chair: M. Hayes Vice Chair: C. Edwards*

H. EXECUTIVE COMMITTEE

March 24, 2016 *Chair: B. Gammell Vice Chair: R. Lopes*

F. Work Plan Item Update / Status Summary:

Standard Committee Items– Committee reports were given by committee Chairs who had meetings in March. The members reviewed and approved the April 2016 Meeting Calendar.

2016 HIVPC Master Calendar – The committee members reviewed the 2016 HIVPC Master Calendar. They discussed potential times in the summer to hold an All Committee Retreat. They discussed potentially cancelling the months of September and October due to grant writing. The members discussed several events taking place in the summer: USCA, the due date of the Integrated Comprehensive Plan, the Ryan White All Titles Conference, and the writing of the FY17-18 grant. The Grantee suggested in the meantime, all Chairs look at their meeting schedules, and think about how often their committees meet. This item was then tabled.

Integrated Committee Chair Appointment – The PC Chair has appointed Will Spencer as the Part A Co-Chair of the IC, and Carla Taylor-Bennett as the IC Vice Chair.

Standing Committee Chair Appointment – The committee members discussed recruitment and retention issues facing the HIVPC. The committee chairs discussed possible barriers to member recruitment, participation and retention. They discussed the need for CEC members to participate in other committees, as well as the need to start grooming other members to take on more leadership roles. The Chairs will bring this discussion back to their committees to help develop a recruitment plan for committee members to bring the right people to the table.

Sub-Committees – The PC Chair spoke about his desire to form a subcommittee to look at committee recruitment, focus, direction, and meeting frequency. Members expressed concern about creating a committee to examine whether there are too many standing committees, especially since many PC members already have full schedules. The PSRA Chair suggested that the Executive Committee should take on this task, as they are most knowledgeable of the committees' operations. It was suggested that Executive members participate in a facilitated retreat in June to focus on committee purpose.

Needs Assessment/Evaluation Committee – This item was not discussed.

G. Rationale for Recommendations:

None.

H. Data Reports / Data Review Updates:

None.

I. Data Requests:

None.

J. Other Business Items:

Agenda Items for Next Meeting: Executive Committee Review, Schedule June Retreat *Next Meeting Date*: April 19, 2016, A-337

April 19, 2016

****For detailed discussion on any of the above items, please refer to the meeting minutes. ****

9. GRANTEE REPORTS (20 minutes)

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

10. UNFINISHED BUSINESS

HANDOUT A

11. PUBLIC COMMENT (Up to 10 minutes)

12. ANNOUNCEMENTS

13. REQUEST FOR DATA

14. AGENDA ITEMS FOR NEXT MEETING: May 26, 9:30 a.m. **LOCATION:** GC-430

Tasks for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, brainstorm etc.*

15. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

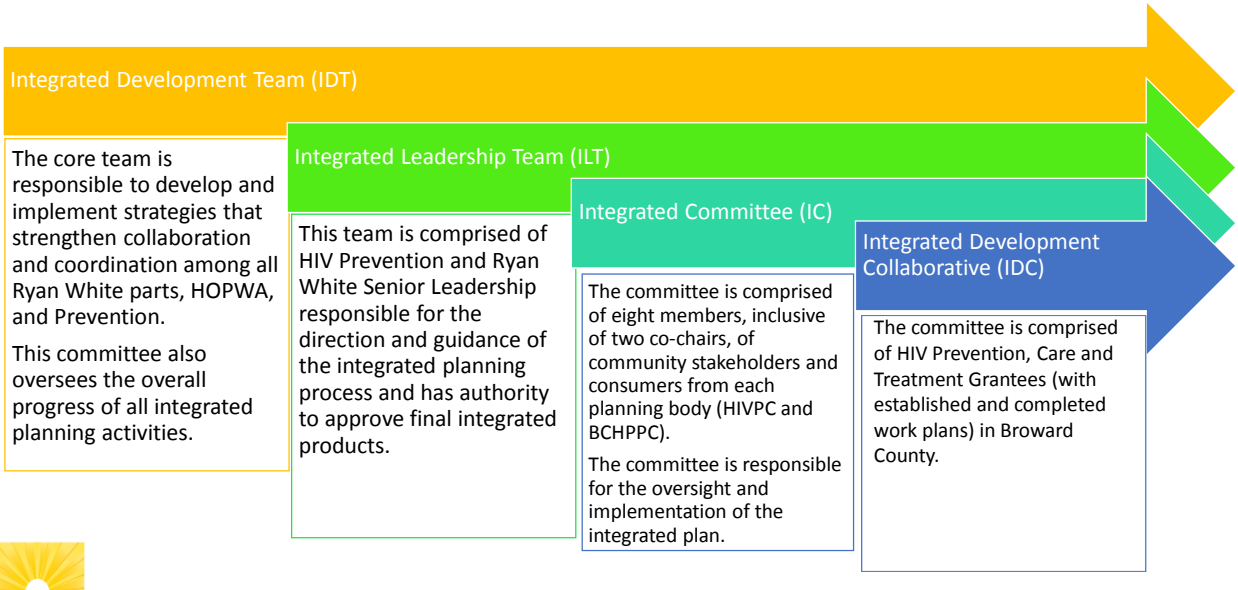
THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

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

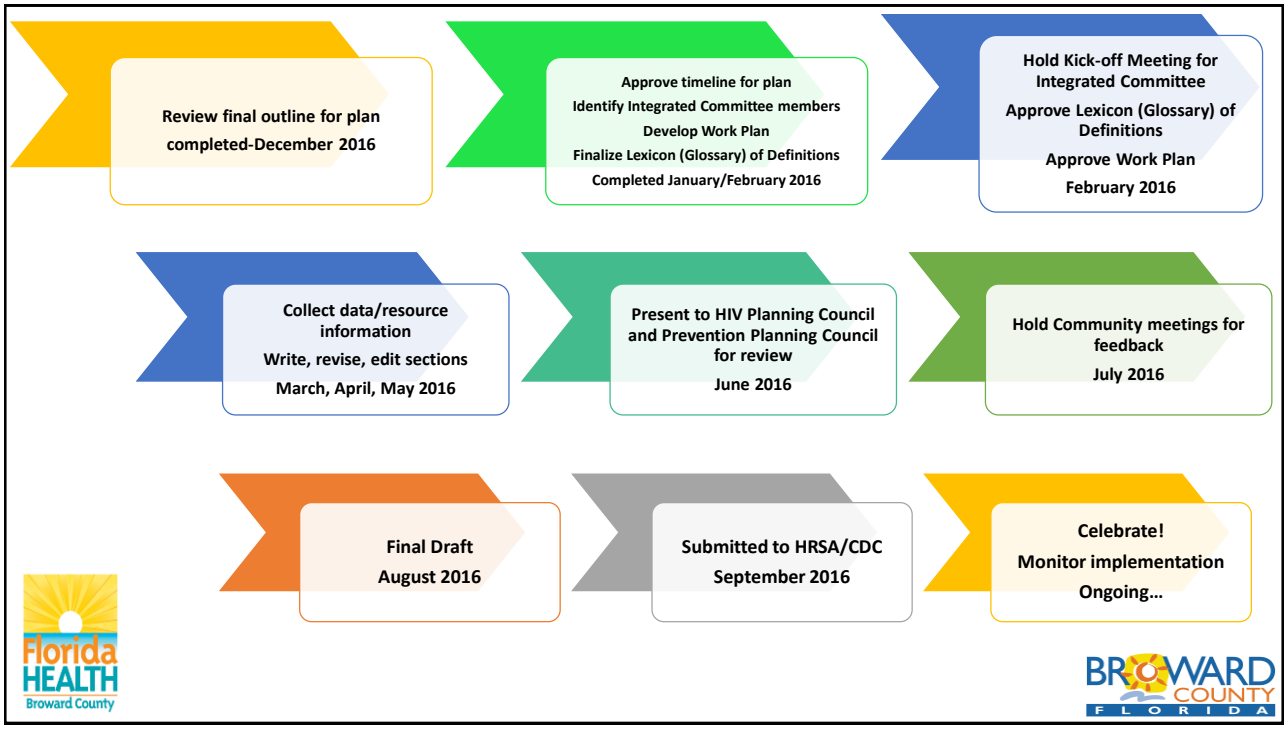
HANDOUT B

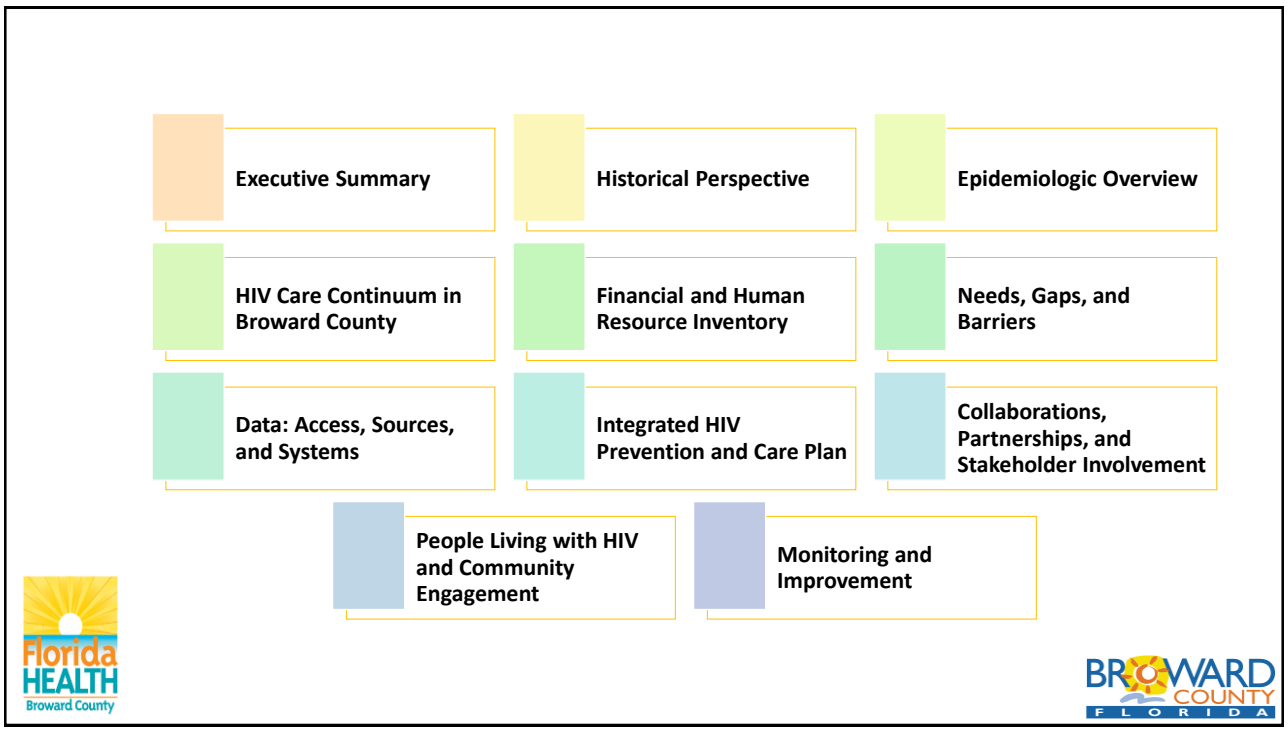
Outcome: At the conclusion of the planning process, the following outcomes will have been achieved:

1. The Integrated Development Team will develop the framework for the Integrated Plan.
2. An Integrated Leadership Team and Integrated Committee will be formed to guide the process for the development of the Integrated Plan.
3. A communication strategy for requesting and incorporating community feedback will be developed.
4. The Integrated Plan will be developed and approved by the Integrated Leadership Team, the Integrated Committee and by both Planning Council bodies.
5. A structure for monitoring and evaluating the progress of the Integrated Plan will be developed.
6. The Integrated Plan will be submitted.



HANDOUT B


Review final outline for plan
completed-December 2016
Approve timeline for plan
Identify Integrated Committee members
Develop Work Plan
Finalize Lexicon (Glossary) of Definitions
Completed January/February 2016
Hold Kick-off Meeting for Integrated Committee
Approve Lexicon (Glossary) of Definitions
Approve Work Plan
February 2016
Collect data/resource information
Write, revise, edit sections
March, April, May 2016
Present to HIV Planning Council and Prevention Planning Council for review
June 2016
Hold Community meetings for feedback
July 2016
Final Draft
August 2016
Submitted to HRSA/CDC
September 2016
Celebrate!
Monitor implementation
Ongoing…
Florida HEALTH Broward County
BROWARD COUNTY FLORIDA


Executive Summary
Historical Perspective
Epidemiologic Overview
HIV Care Continuum in Broward County
Financial and Human Resource Inventory
Needs, Gaps, and Barriers
Data: Access, Sources, and Systems
Integrated HIV Prevention and Care Plan
Collaborations, Partnerships, and Stakeholder Involvement
People Living with HIV and Community Engagement
Monitoring and Improvement
Florida HEALTH Broward County
BROWARD COUNTY FLORIDA

HANDOUT C

HIVPC Standing Committee Chairs/Vice Chairs Update

Committee	Chair	Vice Chair
CEC	Lorenzo Robertson	Pat Fleurinord
MCDC	Karen Creary	Vincent Foster
NAE	VACANT	VACANT
PSRA	Carla Taylor-Bennett	Rick Siclari
QMC	Claudette Grant	Atensia Earp
SOC	Marie Hayes	Cheryl Edwards
Integrated	Will Spencer	Carla Taylor-Bennett
LPAC	VACANT	