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, February 16, 2016, 9:30 a.m.-11:30 a.m. **Location:** Governmental Center Annex A-337
Chair: Spencer, W. **Vice Chair**: Reed, Y.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 2/16/16 Executive Committee Agenda and 1/19/16 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a) Committee Chair Reports
   b) Review 2/25/16 HIVPC Meeting Materials and Motions
   c) Approve 2/25/16 HIVPC Agenda (Handout A)
   d) Review HIVPC/Committee Warning and Removal Letters
   e) Review March 2016 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**
   None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items (Work Plan Item #)	*Action to be taken, presentation, discussion, brainstorm etc.*
2016 HIVPC Calendar (Handout C1-C2)	ACTION ITEM: Review and approve 2016 HIVPC Committee Meeting Master Calendar
HIVPC Membership Seat Definitions	ACTION ITEM: Clarify "Local Public Health Agency" seat definition as defined by HRSA. Update on MCDC seat appointments/approvals
Integrated Workgroup Chair Appointment	ACTION ITEM: Identify Integrated Workgroup Co-Chair for Part A

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** March 15, 2016 **VENUE:** A-337

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*
Executive Committee Review (WP Item 5.2)	ACTION ITEM: Review Executive purpose, mission statement, committee work plans, P & P. Develop job descriptions for committee Chairs & Vice Chairs in P&P.

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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Agenda and Meeting Minutes: Executive Committee
Date/Time: Tuesday, January 19, 2016, 9:30 a.m. **Location:** Governmental Center A-337
Chair: Spencer, W. **Vice-Chair**: Reed, Y.

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Guests**
1	Fleurinord, P.		**A**		Huggins, L.
2	Gammell, B., *Ex-Officio*	**X**			Lewis, L.
4	Grant, C.	**X**			Rajner, M.
5	Katz, H. B.	**X**			**Grantee Staff**
6	Lint, A.		**A**		Jones, L.
7	Reed, Y., *Vice Chair*		**A**		Degraffenreidt, S.
8	Siclari, R.	**X**			Green, W.
9	Spencer, W., *Chair*	**X**			Card, W.
10	Taylor-Bennett, C.	**X**			**HIVPC Staff**
11	Tomlinson, K.	**X**			Johnson, B.
	Quorum for Chairs = 5	**7**			Ewart, L.

1. CALL TO ORDER

The Chair called the meeting to order at 9:42 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: Tomlinson, K. **Seconded by:** Taylor-Bennett, C.
Action: Passed Unanimously

Motion #2: To approve meeting minutes of 11/14/15
Proposed by: Taylor-Bennett, C. **Seconded by:** Katz, H.B
Action: Passed Unanimously

3. PUBLIC COMMENT

a) Michael Rajner joined the table for the Public Comment portion of the meeting. He stated that he came to follow up on his comments and questions during the August 27, 2015 HIVPC meeting. He asked the committee to reconsider and revise the August HIVPC Meeting Minutes, specifically on page 5 during the Part B Grantee Report to change the mention of an SFAN listserv to FHAN listserv He stated that at the August meeting he had raised concerns about the exclusion of protecting against discrimination based on gender identity and expression in the Part B Rights and Responsibilities documents. In an email to PC Staff Justin Bell stated that he has met with their General Counsel and determined that inclusion of such language was not necessary as every class was protected by either federal or state law. He stated that he and some colleagues disagreed with the decision; they believe language should be included in such documents.
He also believed that there are many issues and concerns with ADAP regarding timeliness of appointments, staff courtesy, etc. He recommend to the Executive Committee a review of all Part A forms regarding

gender expression. Mr. Rajner spoke about the Centralized Intake and Eligibility Determination (CIED) program at BRHPC. He stated that CIED personnel at times take up to two weeks to return phone calls or make appointments. He asked that the Quality Management Committee request data regarding this issue (i.e. how long people are waiting for calls/appointments). He was happy, however, that BRHPC has added gender identity to their standard intake forms. He expressed the need for clients to feel safe at provider's offices, and wants county wide review of forms for inclusion and protections. The PC Chair agreed that stigma must be addressed. Finally, Mr. Rajner spoke about the meeting ground rules, and stated that he disagrees with the ban on mentioning providers names at HIVPC meetings. He believed that the ground rules are not clear, specifically #8, and stated that the public has a first amendment right to speak about providers and are entitled to clearly defined rules of expression. The Human Services Administrator stated that the reason we do not say providers names is not about suppressing the public but because the HIVPC should not be involved in individual providers and contracts; this is not the place to air personal grievances but a space for system wide issues.

4. STANDARD COMMITTEE ITEMS

a) Committee Chair Reports

The following committee reports were given:

Membership/Council Development Committee (MCDC): The Chair stated that MCDC's next meeting will be held later that week.

Community Empowerment Committee (CEC): No representative present

Needs Assessment/Evaluation (NAE) Committee: Meeting cancelled due to quorum

Priority Setting & Resource Allocation (PSRA) Committee: The Chair stated that the PSRA committee met in December. They are currently working on redesigning the MAI service delivery model. At their next meeting tomorrow they will evaluate models for retention and engagement of minority populations in HIV/AIDS care.

Quality Management Committee (QMC): The QMC will meet later in the month.

Ad-Hoc Nominating Committee: The Chair was not present, a Nominating member informed the committee they there have revised the 2016 Elections Procedures and Ballots to be reviewed by Executive later in the meeting.

b) Approve 1/28/16 HIVPC Agenda, Meeting Materials and Motions (Handout A): The Chair reviewed the draft agenda for the next HIVPC meeting. He spoke about the upcoming elections: there are 2 candidates for each position, and the Chair hopes for 100% member attendance at the elections to allow for the winning candidate to receive a majority of votes.

Motion #3: To approve the 1/28/16 HIVPC Agenda **Proposed by**: Taylor-Bennett, C. **Seconded by**: H.B. Katz **Action:** Passed Unanimously

c) Review HIVPC/Committee Warning and Removal Letters: One HIVPC member was removed for attendance, and one attendance warning letter was sent to a PSRA member.

d) Review February HIVPC Calendar (Handout B): The PSRA Chair expressed concerns about Executive Committee meetings held on a day following holidays, and the Chair stated that this may be an issue for the new leadership to evaluate/modify.

5. UNFINISHED BUSINESS

None.

6. MEETING ACTIVITIES/NEW BUSINESS

a) 2016 HIVPC Chair and Vice Chair Elections (Handouts C1-C2): The proposed 2016 Elections Procedures and coordinating flow chart were reviewed (Handouts on file). Each Nominating member was assigned a role during the election. PC Staff stated that the Nominating Committee had chosen to use paper ballots, with pre-printed member names. They have a room assigned for tallying ballots, and it was agreed that the results would be announced after the Grantee Reports. The PC Chair asked for an explanation about the roles each Nominating member would play during the election, and then expressed concern that all nominating members are tallying votes. The Chair stated that it is PC Staff that should be the counting ballots, not Nominating Committee members who have voted in the election. The PC Chair revised the tallying procedures:

- PC Staff will count the ballots for both Chair and Vice Chair. The only HIVPC member in the tallying room will be the Nominating Chair. The Nominating Chair will share results with PC Chair, who will then read the votes into record and announce results.

The Human Services Administrator expressed concern, and stated that the Elections Procedures must be followed precisely; he stated that it was the duty of HIVPC leadership to voice any irregularities as there has been much discussion surrounding the elections.

Motion #4: To revise the tallying procedures and carry out the Chair and Vice Chair ballot tabulation process as described by the PC Chair.
Proposed by: Taylor-Bennett, C. **Seconded by:** Grant, C.
Action: Passed Unanimously

a. Joint Comprehensive Plan Workgroup, or Integrated Workgroup: The Chair stated that he and the Grantee had spoken to Evelyn Ullah from Prevention about process and goals of the Integrated Workgroup. The group will have 4 voting members from each side, including one Co-Chair from each Prevention and Part A. The group is intended to start meeting in February, and meetings will be held once a month. The Committee discussed potential HIVPC members to sit on the Integrated Workgroup, and stated that they were looking for history, experience and demographic representation in potential members. The PC Chair initially suggested: Karen Creary, Carla Taylor-Bennett, himself (as he will no longer be HIVPC Chair), and Arianna Lint. The Human Services Administrator suggested including a Black male, and expressed the need to choose people who work well with others and can report back to the Council. A member suggested including either Dr. Tim Moragne or Dr. Jasmine Shirley in the group. Another member stated that including a member from the Needs Assessment/Evaluation Committee was a wise decision, as needs assessment is closely related to the integrated plan. The committee further discussed demographics and inclusiveness on the committee. A member expressed her concern with a member identified as a prospective member of the workgroup. After much discussion the committee members decided on 4 potential Integrate Workgroup members: Carla Taylor-Bennett, Dr. Tim Moragne, Karen Creary, and Will Spencer. They identified Requel Lopes, Jasmine Shirley, and Jerry Pryor as other potential candidates. The PC Chair will reach out to the identified people, and will bring the list to the next HIVPC meeting for a discussion and vote.

7. GRANTEE REPORT

The Grantee introduced a new Grantee staff member, William Card, who will serve as the new Administrative Manager, in charge of all fiscal operations of the Ryan White Part A Program. William has a diverse background, in Mental Health and Substance Abuse, with the Broward Behavioral Health Coalition, and as Broward County's Elderly and Veterans Services Coordinator.

The Grantee then spoke about the Ryan White Part A Client's Rights and Responsibilities form, which gives individuals coming into the system a list of expectations from both parties. The form will be an agenda item at the next CEC meeting for review. The document will reviewed at every a certification and recertification appointment, so as to reinforce the information to all clients. The Grantee pointed out the inclusion of a fraud clause in the

document, explaining the mandatory reporting of any clients who knowingly giving false documentation. The PC Chair asked about the extent to which the providers must investigate documents, and the Grantee stated that this is a common approach where documents will be verified by all parties. The Human Services Administrator stressed the need for checks and balances at every entry point into the Ryan White system.

Next, the Grantee stated that he had received email from ADAP regarding their desire to increase their ACA coverage of clients to those with and FPL of 400%. The Grantee expressed concern with the timing of the request, reiterated that there is a set allocation process for the HICP service category which cannot be changed at the last minute because ADAP has low enrollment numbers. The Grantee explained that this change would leave Part A with approximately $900,000 in unallocated funds, plus ADAP could not guarantee that this would be a long-term or permanent change. He stated that Part A will work to facilitate the conversation with the state, and is looking to have long-term guarantees, as this move would affect 250 Part A clients.

The Grantee has also received notice that Part A will receive 80% of last year's award, and this partial grant award will allow for the continuation of the program planning processes. The PSRA Chair expressed concern with the trend of receiving only partial awards for the last couple years. And it was stated that while the EMA must wait for final funding totals from HRSA, there is enough guaranteed funding to continue the program for up to 9 months.

Finally, the Grantee wanted to address the decorum of HIVPC and committee members. He stated that there has been a lot of disruptive behaviors from members that take time from agendas and the committee's work because people continuously disrupt the process. He stressed that the Chairs must hold their members to the decorum that they hold themselves to. He included that Committee members might stop showing up to meetings because they are frustrated with the disruptions, and that recently, many meetings have been canceled because of lack of quorum. He stated that there should be a way to handle conflict before it gets out of hand, including behavior by members of the public, committee members and council members. Chairs must reinforce that there are standards of behavior, and meeting ground rules that must be adhered to. The PC Chair stated that there must be a balance between keeping order and allowing people a public forum to speak. The Human Services Administrator stated that there is a deeper issue at hand, that there are members of the PC who make people, especially Staff, uncomfortable during meetings, thus creating a burden on the whole process. The PSRA Chair stated that this once again becomes a group lecture, and that leadership must address their concerns to the specific individuals in question. There need a process that allows people to be removed from the room/meeting. The QM Chair asked for clarification about removing meeting members and guests. It was stated that some members come in with their own agenda and use the committee as a forum to push their own causes. The MCDC Chair stated that it's the Chairs responsibility to make sure the meeting progresses. The Ex-Officio stated that it becomes an issues when members join more than 2 committees, and that sometimes the PC Chair has had to ask committee chairs to step down in order to move committee's work forward. A guest stated that she has witness disrespect in conduct and speech from aggressive members of committees and the HIVPC. She believes that there must be a level of respect for each other as representatives of the community, and that there is a need for a different approach. The Grantee stated that there's a need to look at the way members are put on committees, and that since Chairs have ultimate authority, they do not have to put people on their committees. The Grantee sees that there are processes where Chairs are put in difficult positions, and that there may be a need to look at that in the future. The PSRA Chair stated that guests can cause just as much confusion and chaos as members or former members. It was agreed that this kind of conduct is inappropriate and problematic for the business of the HIVPC. These issues should be addressed, and if behavior isn't changed then there should be process to have individuals removed from the room. The PC Chair stated that committees should allow guests some weigh-in if they have not been able to participate in the committee process, but committee members do have regulations on conduct once the committee has adopted a decision.

Motion #5: To approve February HIVPC Calendar
Action: Passed Unanimously

8. PUBLIC COMMENT

None.

9. AGENDA ITEMS / TASKS FOR NEXT MEETING: February 16, 2016 VENUE: Room A-337

Agenda Items for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, etc.*
2016 HIVPC Calendar	*Executive*	ACTION ITEM: Approve 2016 HIVPC Master Calendar for Council and Committees
Executive Committee Review (WP Item 5.2)	*Executive*	ACTION ITEM: Review Executive purpose, mission statement, committee work plans, P & P. Develop job descriptions for committee Chairs & Vice Chairs in P&P.

10. ANNOUNCEMENTS

None.

11. ADJOURNMENT

The meeting adjourned at 11:30 a.m.

Executive Committee Attendance 2016

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:													
		1	1	Fleurinord, P.	A												
1		0		Gammell, B, (Ex-Officio)	X												
		0	2	Grant, C.	X												
1		0	3	Katz, H.B.	X												
1		1	4	Lint, A.	A												
1		1	5	Reed, Y., *V. Chair*	A												
		0	6	Siclari, R.	X												
	1	0	7	Spencer, W., *Chair*	X												
		0	8	Taylor-Bennett, C.	X												
		0	9	Tomlinson, K.	X												
		0	10	**Quorum for Chairs= 5**	7												

X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed

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C - cancelled
W - warning letter
R - removal letter
QNA - quorum not achieved for entire mtg

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HANDOUT A

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL MEETING AGENDA

Thursday, February 25, 2016, 9:30 a.m.
GC-430
Chair: Will Spencer **Vice Chair:** Yolonda Reed
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 2/25/16 Meeting Agenda
- f. Approval of 1/28/16 Meeting Minutes

3. PHONE INTRODUCTIONS

4. FEDERAL LEGISLATIVE REPORT (Kareem Murphy) (Handout A) (5-10 minutes)

5. CONSENT ITEMS

#	MOTION	JUSTIFICATION	PROPOSED BY
1.	To appoint Fernando de Hoyos to the Community Based Organization seat	Fernando de Hoyos is currently a Linkage and Navigation Specialist and HIV/STD Tester and Counselor at Latinos Salud. He has an extensive background working with the HIV community and is involved with other HIV advisory boards and advocacy groups.	MCDC
2.	To appoint Bessie Dennis to the Affected Communities seat	Bessie Dennis will provide her consumer perspective from the HIV/AIDS community. She is currently an HIV Counselor and Tester and has extensive experience working with underserved populations receiving Ryan White care.	MCDC
3.	To approve the updated HIVPC/Committee Application to include recruitment information	This change will help identify recruitment efforts of HIVPC/Committee members. Member recruitment will also be utilized in the scoring criteria for the HIVPC Member Recognition Program.	MCDC
4.	To appoint as the Integrated Committee Part A Co-Chair		Executive

6. DISCUSSION ITEMS
None.

7. NEW BUSINESS
- a. HIVPC Acronym List: Review HIVPC Acronym list to be included in future meeting materials for guests

8. FEBRUARY COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

February 2, 2016 *Chair: A. Lint, V. Chair: P. Fleurinord*

A. Work Plan Item Update / Status Summary:

Client's Rights and Responsibilities (Handout A): The Committee reviewed the Client's Rights and Responsibilities form provided by the Grantee. This document will be given to each consumer every time they go through CIED. The Grantee said that the document will be thoroughly reviewed with clients during CIED appointments, and will be reinforced at each re-certification appointment. The document includes a statement on fraud: knowingly and willingly submitting false documentation to receive services constitutes fraud and any cases found will be reported to the Office of the Inspector General. The group discussed client education, the grievance process, and the literacy level of clients receiving the document.

Review Work Plan and Policies and Procedures (WP Item 4.3) (Handouts B-C): PC Manager reviewed Handout B, the CEC 18 month Work Plan, with a status report on how much of each objective was accomplished. The PC Manager then asked the group to determine their new focus and what they want to accomplish in the upcoming year. The committee then reviewed Handout C, the CEC Policies & Procedures. The PC Staff thought the document was in alignment with the mission of the committee, and suggested adding language regarding committee collaboration with community partners into the P&Ps. The committee voted to approve the proposed changes to the CEC Policies and Procedures. Next they discussed planning the next forum and using the work plan to decide what they would like to improve, e.g. more community outreach.

B. Rationale for Recommendations:

The committee updated their Policies and Procedures to include their goal of collaborating with other community organizations to reach a wider audience.

C. Data Reports / Data Review Updates:

None.

D. Data Requests:

None.

E. Other Business Items:

Agenda Items for Next Meeting: TBD *Next Meeting Date*: March 1, 2016 *Location*: Government Center Room A-337

B. NEEDS ASSESSMENT/EVALUATION COMMITTEE (NAE)

February 8, 2016 *Chair: K. Tomlinson*

A. Work Plan Item Update / Status Summary:

Committee Review HIV/AIDS Surveillance– The committee reviewed 2014 CDC HIV Surveillance Report as well as the Florida Department of Health 2015 Surveillance Report (Handouts A-B on file). Broward MSA is #9 in new 2014 HIV infection cases, #2 in HIV infection case rates, and #4 in new AIDS case rates. Broward had 866 new HIV infections in January-December 2015, a 21% increase from 2014. The group discussed the pros and cons of incidence data when considering HIV/AIDS treatment and care.

Recruitment Letter– The committee members requested to see a draft of the NAE Recruitment Letter. The group reviewed the letter draft, and expressed concern about the use of acronyms, among other things. Staff will send the letter and HIVPC Brochure to committee members for editing and feedback.

QMC Data and Recommendations – The QI Manager gave the committee an overview of QMC data analysis and focus group recommendations based on previous target population recommendations. QMC is currently looking at Part A Black female clients by comparing utilization and care status between those who are and are not virally suppressed. Out of the 329 Black females analyzed, 131 not suppressed and 198 suppressed. While Black females only represent 5% of total client population, they account for 10% of the total number unsuppressed clients. The QI Manger stated that the QMC did not note any significant differences between the characteristics and/or service utilization of the 2 groups, including no noted differences between the number of billed services, MHSA utilization, etc. (Handout C on file). The manager relayed that the QMC will continue to drill down the data, but the purpose of NAE is to take this information and bring a qualitative perspective to back up what is seen through the data. QMC's recommendations for NAE focus group topics include: clients' perceptions around ART and

adhering to treatment; barriers to care; history and effects of trauma exposure; needs specific to mental health and substance abuse; and geographic proximity to HIV services.

B. Rationale for Recommendations:

None.

C. Data Reports / Data Review Updates:

The committee reviewed FLDOH surveillance data, and QMC recommendations based on Black female client viral load data and demographic analysis.

D. Data Requests:

None.

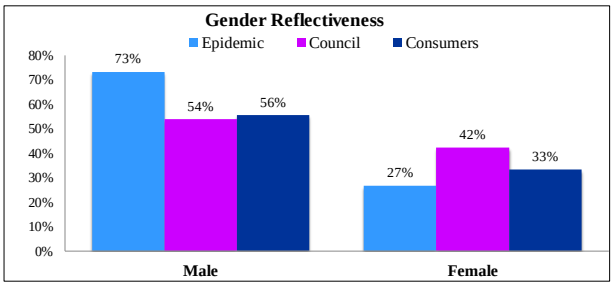
E. Other Business Items:

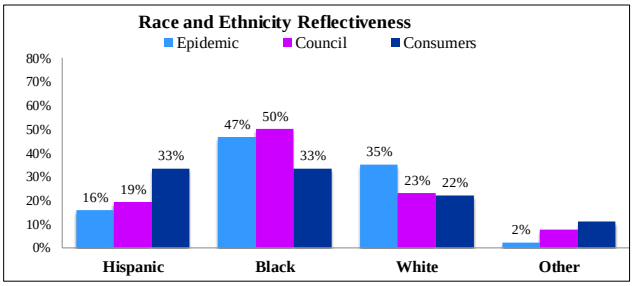
Agenda Items for Next Meeting: TBD *Next Meeting Date*: March 14, 2016

C. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

February 11, 2016) *Chair: H.B. Katz*

HIV Planning Council Membership Report
Through February 1, 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	35%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. PLWHA Recently Released From Jail or Their Representative
4. Local Public Health Agency
5. Individual co-infected with Hep B or Hep C

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 providers.

% Part A-Funded Providers	*23%*

A. Work Plan Item Update / Status Summary:

Review HIVPC Demographics (WP Item 1.1, Handout A): The committee reviewed the demographics of the HIV Planning Council. The Chairs of all standing committees are aware of the demographics of their membership, and are seeking to make their committee membership reflective of the epidemic in Broward. It was noted that the PC has 35% unaffiliated consumers, and multiple applicants for vacant positions.

Review HIVPC Vacancies and Current Applicants, Interested Parties, and Appointments (WP Item 1.4 and 1.2) (Handouts B-C): The committee reviewed the HIVPC seat vacancies, and spoke to a current applicant who was present at the meeting. The committee appointed Bessie Dennis to the HIVPC as an Affected Community representative. The committee was provided clarification on the HRSA definition of the Local Public Health Agency seat. The committee made a motion to appoint Fernando de Hoyos to the Community Based Organization seat, as his position is in alignment with that definition. Members were also informed that Gregory Beltram, appointed at the last meeting, has resigned due to recent employment, which conflicts with meeting attendance requirements for HIVPC members.

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

Review updated Recruitment and Retention Plan (Handouts E): The members reviewed the Recruitment and Retention Plan that was updated during the retreat, and the PC Staff showed members a revised version of the Retention Plan in a work plan format. The committee discussed at length the incorporation of marketing recruitment efforts to develop HIVPC recruitment materials. The committee will continue to develop their Recruitment and Retention WP.

Updated 2015 MCDC Year in Review (Handout F): PC Staff provided an updated version of the MCDC year in review. This updated includes both activities that took place in 2015 and the outcomes of the activities.

Welcome Brunch (WP Item 1.5): PCS provided an update on the status of the Welcome Brunch support group contacts. Staff identified 3 support groups to sponsor, while providing an overview of the HIVPC to its members. The first Welcome Brunch sponsored support group event is tentatively scheduled for May 2016.

New Member Orientations (WP Item 4.3): The Committee discussed new member orientations that will be mandatory for all new members in 2016. The first orientation will take place once the January HIVPC appointments are approved by the Board of Broward County Commissioners.

Mentor Program (WP Item 4.1 (Handout G): PC Staff provided an update on the HIVPC members currently participating in the Mentor Program. Participants, both mentors and mentees, will be encouraged to attend the upcoming post appointment orientation.

Member Recognition Program Scoring Criteria (WP Item 1.7) (Handout H1-H4): The Committee reviewed the Member Recognition criteria for scoring. Staff developed criteria which includes attendance, participation in events, and recruitment. The members reviewed and approved the HIVPC/Committee applications reflecting recruitment efforts.

Committee Membership Criteria: The Committee discussed recommending streamlining membership procedures for each committee. The Chair noted that he would discuss this recommendation with committee chairs at the Executive Committee meeting.

B. Rationale for Recommendations:

- Fernando de Hoyos is currently a Linkage and Navigation Specialist and HIV/STD Tester and Counselor at Latinos Salud. He has an extensive background working with the HIV community and is involved with other HIV advisory boards and advocacy groups.
- Bessie Dennis will provide her consumer perspective from the HIV/AIDS community. She is currently an HIV Counselor and Tester and has extensive experience working with underserved populations receiving Ryan White care.
- This change to the HIVPC/Committee applications will help identify recruitment efforts of HIVPC/Committee members. Member recruitment will also be utilized in the scoring criteria for the HIVPC Member Recognition Program.

C. Data Reports / Data Review Updates:

None.

D. Data Requests:

None.

E. Other Business Items:

Agenda Items for Next Meeting: Welcome Brunch update; Marketing materials update; Recruitment and Retention WP *Next Meeting Date*: March 10, 2016, 9:30 a.m. *Venue*: A-335

D. LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

Canceled due to quorum *Chair: D. Proulx*

E. QUALITY MANAGEMENT COMMITTEE (QMC)

February 22, 2016 *Chair: C. Grant*

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

February 17, 2016 *Chair: C. Taylor-Bennett, Vice Chair: R. Siclari*

G. SYSTEM OF CARE COMMITTEE (SOC)

February 23, 2016 *Chair: M. Hayes*

H. EXECUTIVE COMMITTEE

February 16, 2016 *Chair: W. Spencer Vice Chair: Y. Reed*

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

11. PUBLIC COMMENT (Up to 10 minutes)

12. ANNOUNCEMENTS

13. REQUEST FOR DATA

14. AGENDA ITEMS FOR NEXT MEETING: March 24, 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 •

March 2016

Broward County HIV Health Services Planning Council Calendar

Last Updated: 2/12/2016

HANDOUT B

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 for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
	1 **Case Management** 9:30 a.m., A-337^ **Community Empowerment Committee (CEC)** 3:00 p.m., A-337^	2	3 **MCDC Coordination** 9:30 a.m., A-335 **SFAN Community Meeting** 6:00 p.m.~	4
7 **Needs Assessment / Evaluation Committee (NAE)** 1:00 p.m., A-337^	8 **Local Pharmacy Advisory Committee (LPAC)** 9:30 a.m., A-337^	9 **HIVPC Coordination** 12:30 p.m., A-335^	10 **Membership/Council Development Committee (MCDC)** 9:30 a.m., A-335^	11
14	15 **Executive Committee** 9:30 a.m., A-337^	16 **Priority Setting and Resource Allocation Committee (PSRA)** 12:30 p.m., A-337^	17	18
21 **Quality Management Committee (QMC)** 12:30 p.m. A-335^	22 **System of Care Committee** 1:00 p.m., CDTC*	23 **Medical QI Network** 2:00 p.m., A-337^	24 **HIV Planning Council (HIVPC)** 9:30 a.m., GC 430^	25
28	29	30	31	

^Governmental Center —115 S Andrews Ave, Ft. Lauderdale, 33301
~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334
***CDTC—** 1401 N. Federal Hwy, Fort Lauderdale, 33316

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.

March 2016

Broward County HIV Health Services Planning Council Calendar

Last Updated: 2/12/2016

HANDOUT B

Dates and times are subject to change. Visit http://www.brhpc.org/programs/hiv-planning-council/ for updates. For questions about the HIV Planning Council & Committees, please contact Brithney Johnson at 954-561-9681 ext. 1345. For questions about the QI Networks, please contact Amy Newton at 954-561-9681 ext. 1244.

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 kreyol; 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.

January –December 2016 Committee Meeting Calendar

Slashes reflect holidays

HANDOUT C1

JANUARY

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NOVEMBER

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- Community Empowerment Committee (Every 1st Tuesday at 1:00 p.m.)
- Membership/Council Development Committee (Every 1st Thursday at 9:00 a.m.)
- Needs Assessment/Evaluation Committee (Every 2nd Monday at 1:00 p.m.)
- Priority Setting and Resource Allocation Committee (Every 3rd Wednesday at 12:30 p.m.)
- Executive Committee (Every 3rd Tuesday at 9:30 a.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.)
- System of Care Committee (Every 4th Tuesday at 1:00 p.m.)

HOLIDAYS

January: **1st** (New Year's Day)**, 18th** (MLK Day)
February: **15th** (President's Day)
May: **30th** (Memorial Day)
July: **4th** (Independence Day)
September: **5th** (Labor Day),
October: **2-4th** (Rosh Hashanah), **11-12th** (Yom Kippur)
November: **11th (Veteran's Day), 24th-25th** (Thanksgiving)
December: **24th- Jan 1st** (Chanukah), **24th** (Christmas Eve), **25th** (Christmas Day)

January –December 2016 Executive Meeting Calendar

Slashes reflect holidays

HANDOUT C2

JANUARY

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JUNE

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Executive Committee (Every 3rd Tuesday at 9:30 a.m.)

HIV Health Services Planning Council (Every 4th Thursday at 9:00 a.m.)

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