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: Thursday, March 24, 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:** 3/24/16 Executive Committee Agenda and 1/19/16 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a) Committee Chair Reports
   b) Review 4/28/16 HIVPC Meeting Materials and Motions
   c) Approve 4/28/16 HIVPC Agenda (Handout A)
   d) Review HIVPC/Committee Warning and Removal Letters
   e) Review April 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
Integrated Workgroup Chair Appointment	ACTION ITEM: Identify Integrated Workgroup Co-Chair for Part A
Chair Appointments	ACTION ITEM: Update on new Committee Chair and Vice Chair appointments
By-Laws Committee	ACTION ITEM: Discuss the reinstating the Ad-Hoc By-Laws Committee
Needs Assessment/Evaluation Committee	ACTION ITEM: Discuss the status of the NAE Committee

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** April 19, 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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200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

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

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

HANDOUT A
Fort Lauderdale / Broward County EMA
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200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

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**

#	MOTION	JUSTIFICATION	PROPOSED BY
1.			

HANDOUT A

7. **NEW BUSINESS**

a.

8. **FEBRUARY COMMITTEE REPORTS (15 minutes)**

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

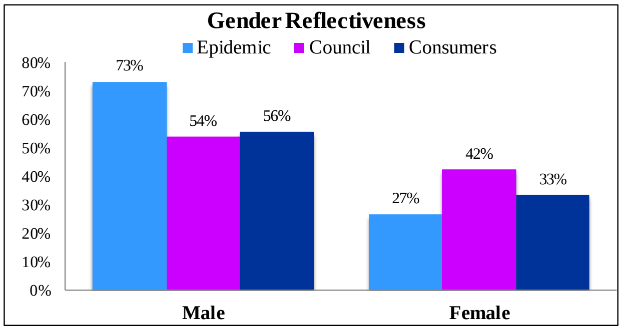
March Canceled: No Quorum *Chair: A. Lint, V. Chair: P. Fleurinord*

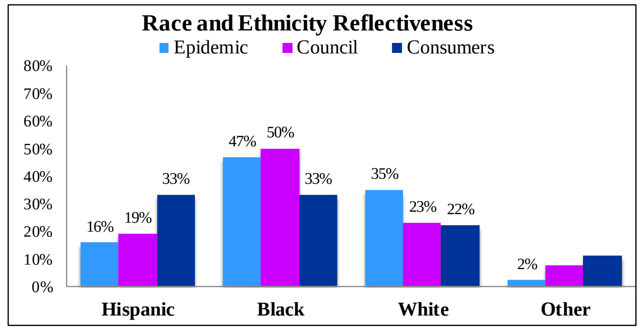
April 5, 2016

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.

HANDOUT A

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 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 14, 2016

C. NEEDS ASSESSMENT/EVALUATION COMMITTEE (NAE)

March Canceled *Chair: K. Tomlinson*

D. LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

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

April 12, 2016

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 18, 2016

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

HANDOUT A

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:
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

H. EXECUTIVE COMMITTEE

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

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

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

HIVPC All Committee Attendance Report

Community Empowerment Committee

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	5	2											
1		0	**1**	Bhrangger, R.	X	X											
1	1	0	**2**	Burgess, D.	X	X											
	1	0	**3**	Creary, K.	X	X											
		1	**4**	Culpepper, K.	X	A											
		1	**5**	Fleurinord, P., *V. Chair*	X	X											
		0	**6**	Franks, H.	X	X											
1		0	**7**	Katz, H.B.	X	X											
		0	**8**	Lewis, L.	X	Z-2/1											
1		0	**9**	Lint, A., *Chair*	X	X											
1		0	**10**	Marcoviche, W.	X	X											
		2	**11**	Myers, L.	A	A											W- 3/7
1		2	**12**	Parker, P.	A	A											W- 3/7
	1	0	**13**	Robertson, P.	X	E											
1		0	**14**	Runkle, D.	E	X											
	1	1	**15**	Wilkins, D.	A	E											
				Quorum = 9	11	9											

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - resigned

C - cancelled

W - warning letter

R - removal letter

HANDOUT B

Membership/Council Development Committee

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	21	11											
1		0	**1**	Burgess, D	E	X											
		0	**2**	Foster, V.	X	X											
		2	**3**	Gutierrez, H.	A	A											W- 3/7
1			**4**	Huggins, L.	X	X											
1		0	**5**	Katz, H.B., *Chair*	X	X											
1		0	**6**	Runkle, D.	X	X											
			7	Schweizer, M.	X	X											
1			**8**	Shamer, D.	N 1/21	X											
				Quorum = 5	5	7											

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

HANDOUT B

Needs Assessment/Evaluation Committee

Consumer	PLWHA	Absences	Count	**Meeting Month:**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Attendance Letters**
				Meeting Date:	11-CX	8											
1		0	**1**	Katz, H. B.	NQX	E											
		0	**2**	Moragne, T.	NQX	X											
		0	**3**	Little, S.	NQX	X											
		1	**4**	Shirley, J.	NQA	X											
		1	**5**	Tomlinson, K., *Chair*	NQA	X											
				Quorum = 4		4											

Legend:

- **X - present**
- **A - absent**
- **E - excused**
- **NQA - no quorum absent**
- **NQX - no quorum present**
- **N - newly appointed**
- **Z - removed**
- **C - cancelled**
- **W - warning letter**
- **R - removal letter**

HANDOUT B

Priority Setting and Resource Allocation Committee

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	20	17											
		1	**1**	DeSantis, M.	X	A											
1			**2**	Gammell, B.	X	X											
			3	Grant, C.	X	X											
			4	Hayes, M.	X	X											
1			**5**	Katz, H.B.	X	X											
1			**6**	Lewis, L.	X	Z-2/1											
			7	Lopes, R.	N-1/20	X											
			8	Proulx, D.	X	X											
1			**9**	Reed, Y.	X	X											
		1	**10**	Schickowski, K.	X	A											
1			**11**	Shamer, D.	X	X											
			12	Siclari, R., *V. Chair*	X	X											
			13	Taylor-Bennett, C., *Chair*	X	X											
				Quorum = 7	12	10											

Legend:
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter

R - removal letter

HANDOUT B

Quality Management Committee

Consumer	PLWHA	Absences	Count	**Meeting Month:**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Attendance Letters**
				Meeting Date:	25	22											
		1	**1**	Earp, A.	A	X											
		0	**2**	Grant, C., *Chair*	X	X											
1		0	**3**	Katz, H.B.	X	X											
				Lewis, L.	X	Z-2/1											
1		0	**4**	Runkle, D.	X	X											
			5	Soto, T.	A	X											
				Quorum = 4	4	5											

Legend:
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

HANDOUT B

System of Care Committee

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:		23											
						C											
	1	0	**1**	Creary, K.	N- 1/23	NQA											
		1	**2**	Hayes, M. *Chair*		NQX											
1	1	0	**3**	Katz, H.B.	N- 2/25												
		1	**4**	Kress, G.	N- 1/23	E											
		0	**6**	Lopes, R.	N- 1/23	NQX											
1	1	0	**7**	Robertson, P.	N- 1/23	NQX											
				Quorum = 5													

Legend:
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

HANDOUT B

Executive Committee

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:		CX											
		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 (Chair)= 5**	7												

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

QNA - quorum not achieved for entire mtg

HIV Planning Council

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	28	25											
			1	Bell, J.	X	X											
1		0	**2**	Bhrangger, R.	X	X											
	1	0	**3**	Burgess, D.	X	X											
	1	0	**4**	Creary, K.	X	X											
		0	**5**	DeSantis, M.	X	X											
1		0	**6**	Gammell, B.	X	X											
		0	**7**	Grant C.	X	X											
		2	**8**	Guttierrez, H.	A	A											W- 3/7
		0	**9**	Hayes, M.	X	X											
		1	**A**	Holness, D. V.C. (Comm)	A	X											
		0	**10**	Huggins, L.M.	X	X											
1		0	**11**	Katz, H.B.	X	X											
1		0	**12**	Lewis, L.	X	Z-2/1/16											
1		0	**13**	Lint, A.	X	X											
		0	**14**	Lopes, R.	X	X											
1		0	**15**	Marcoviche, W.	X	X											
		0	**16**	Moragne, T.	X	X											
		1	**17**	Myers-Culpepper, K.	A	A											W- 3/7
1		1	**18**	Parker, P.	A	E											
		1	**19**	Proulx, D.	X	A											
1		0	**20**	Reed, Y., *V. Chair*	X	X											
		0	**21**	Robertson, L.	X	X											
	1	0	**Alt**	Robertson, P. (Alt 1)	X	X											
1		0	**22**	Runkle, D.	X	X											
		0	**23**	Schweizer, M.	X	X											
		0	**24**	Siclari, R.	X	X											
	1	0	**25**	Spencer, W., *Chair*	X	X											
		1	**26**	Taylor-Bennett, C.	X	A											
		1	**27**	Tomlinson, K.	X	A											
				Quorum = 14	24	22											

A - absent

April 2016

HANDOUT C

Broward County HIV Health Services Planning Council Calendar

Last Updated: 3/23/2016

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 **SFAN** **10**:00 a.m.~
4	5 **Case Management** 9:30 a.m., A-337^ **Community Empowerment Committee (CEC)** 3:00 p.m., A-337^	6 **Oral Health Q.I. Network** 3:00 p.m., A-335^	7 **MCDC Coordination** 9:30 a.m., A-335 **PSRA Coordination** 11:30 a.m., A-335	8
11	12 **Local Pharmacy Advisory Committee (LPAC)** 9:30 a.m., A-335^ **HIVPC Coordination** 2:30 p.m., A-335^	13	14 **Membership/Council Development Committee (MCDC)** 9:30 a.m., A-335^ **Post Appointment Training** 12:00 pm., A-335	15 **Mental Health QI Network** 2:30 p.m., GC 302^
18 **Quality Management Committee (QMC)** 12:30 p.m. A-337^	19 **Executive Committee** 9:30 a.m., A-337^	20 **Priority Setting and Resource Allocation Committee (PSRA)** 12:30 p.m., A-337^	21	22
25 **Integrated Committee** 12:00 p.m. KID#	26 **System of Care Committee** 1:00 p.m., CDTC*	27	28 **HIV Planning Council (HIVPC)** 9:30 a.m., GC 430^	29

^Governmental Center —115 S Andrews Ave, Ft. Lauderdale, 33301
~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334
***CDTC—** 1401 S. Federal Hwy, Fort Lauderdale, 33316
#KID — 819 NE 26th St. Wilton Manors, 33305

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.

April 2016

Broward County HIV Health Services Planning Council Calendar

Last Updated: 3/23/2016

HANDOUT C

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.

Integrated (IC) Committee - Develops, updates, and monitors the Integrated Prevention and Care Comprehensive Plan for Broward County. Conducts comprehensive analyses and reviews data from both Part A and Prevention to provide robust recommendations to the Prevention and Care planning bodies and to the Grantees.

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

HANDOUT D1

Slashes reflect holidays

JANUARY

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FEBRUARY

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29				

MARCH

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APRIL

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MAY

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~~30~~	31			

JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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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

HANDOUT D2

Slashes reflect holidays

JANUARY

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FEBRUARY

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29				

MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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31				

NOVEMBER

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21	22	23	~~24~~	~~25~~
28	29	30		

DECEMBER

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19	20	21	22	23
26	27	28	29	30

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

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