



Committee Meeting Agenda: Executive Committee

Date/Time: Thursday, April 19, 2018, 11:30 a.m.

Location: Government Center Room GC-430

Chair: Lopes, R. **Vice Chair:** Taylor-Bennett, C.

1. **CALL TO ORDER:** Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment
2. **APPROVALS:** 4/19/18 Executive Committee Agenda and 3/15/18 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 4/26/18 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
 - b) May 2018 HIVPC Calendars (Handout B)
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
New Leadership Check-In	ACTION ITEMS: Updates on first meeting as Committee Chairs for FY18. Discuss new ideas, challenges, questions, etc.
Executive Committee Training Topics	ACTION ITEMS: Discuss training topics for the 2018-2019 FY for HIVPC Leadership.
HIVPC Elevator Speech (Handout C1-C2)	ACTION ITEMS: Review HIVPC Elevator Speech for outreach activities.
May 2018 HIVPC Community Meeting	ACTION ITEM: Discuss and plan May meeting activities, including marketing and meeting flyer, speakers/presenters, etc.

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** May 17, 2018 **VENUE:** Government Center A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Community Meeting (Evening)	ACTION ITEM: Finalize details for HIVPC Community Meeting

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 •

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

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



Meeting Minutes: Executive Committee

Date/Time: Thursday, March 15, 2018, 11:30 a.m.

Location: Government Center Annex Room A-337

Chair: Lopes, R. **Vice-Chair:** Taylor-Bennett, C.

ATTENDANCE				
#	Members	Present	Absent	Grantee Staff
1	Edwards, C.	X		Jones, L.
2	Fleurinord, P.		A	Anderson, T.
3	Foster, V.	X		
4	Barnes, B. <i>Ex Officio</i>		A	HIVPC Staff
5	Lopes, R. <i>HIVPC Chair</i>	X		Ewart, L.
6	Robertson, L.	X		Johnson, B.
7	Shamer, D.	X		Oratien, V.
8	Siclari, R.		A	
9	Spencer, W.	X		
10	Taylor-Bennett, C. <i>HIVPC Vice Chair</i>		A	
	Chair Quorum = 5	6		

1. CALL TO ORDER

The Chair called the meeting to order at 11:42 a.m. and welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, Grantee staff and HIV Planning Council (HIVPC) Staff self-introductions were made. A moment of silence was observed.

2. APPROVALS

a)

Motion #1: To approve 03/15/18 Meeting Agenda
Proposed by: Spencer, W. **Seconded by:** Robertson, L.
Action: Passed Unanimously

Motion #2: To approve the 01/18/18 Meeting Minutes
Proposed by: Spencer, W. **Seconded by:** Robertson, L.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Approve 03/22/18 HIVPC Agenda (Handout A):

The Committee reviewed the draft March HIVPC Agenda, and made revisions. The Executive Committee voted to accept the March HIVPC agenda.

Motion #3: To approve the 03/22/18 HIVPC Agenda
Proposed by: Spencer, W. **Seconded by:** Robertson, L.
Action: Passed Unanimously

b) Review April 2018 Calendar (Handouts B): The chairs reviewed the draft April HIVPC Committee Calendar.

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4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

- a) Committee Work Plans (Handout C): The Executive Committee reviewed Committee work plans (handout on file) to set itself up to best serve the community. As of this meeting, MCDC and PSRA had reviewed and approved their work plans. CEC reviewed its work plan from the previous FY, but was not able to approve its work plan in March because it was not able to establish quorum. The Executive Committee reviewed its own Work Plan, highlighting a need to monitor the other Committees' work plans. The HIVPC Manager suggested a quarterly agenda item to review work plan progress. The Committee was encouraged to consider incorporating more trainings opportunities and to figure out how it would like IW information to be presented to HIVPC to best facilitate communication.

The Committee discussed adding the upcoming dates of Dismantling Racism training to the HIVPC agenda. The HIVPC Manager suggested having a handout regarding member attendance of the trainings at the meeting.

ACTION ITEM: Have a handout regarding Dismantling Racism training at the HIVPC meeting. Also include a handout of attendance policies.

The work plan goal from the previous FY was to add 10 new members to the HIVPC and its Committees. The Executive Committee was able to achieve this goal in the last FY, and the HIVPC Chair reiterated her commitment to bring new members to HIVPC. One way to bring people on board is to commit to this goal. The Committee agreed to keep the 10-member goal because it had been achieved before so it could be done again.

Motion #4: To approve the FY2018-2019 Executive Committee Work Plan Proposed by: Spencer, W. Seconded by: Foster, V. Action: Passed Unanimously
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- b) HIV Planning Council Meeting Times (Handout D): In an effort to make meetings more easily attended by the community, HIVPC leadership considered changing the Council to an evening meeting schedule. HIVPC members were polled regarding availability, but not enough respondents were available to establish quorum. A follow-up suggestion was made to host evening HIVPC meetings on a quarterly basis. The first would be held in May. This would provide an opportunity for the December meeting, which is normally a retreat, to become a meet and greet for the community to get to know HIVPC. The Executive Committee saw this as a great opportunity for recruitment, and it could even be a way to hold orientations in advance of membership.
- c) Integrated Workgroup Updates: The IW member at the table reviewed the events of the previous meeting. There was a lot of discussion at the IW meeting about the group's role. The Recipient added that the IW is in evolution because different bodies are coming to it with different perspectives. The Workgroup is the most responsive in being responsible for action items. The IW's conversation tend to be fragmented because members were going in different directions rather than trying to achieve the goal of the agenda. The Workgroup decided to have a presentation on each Plan goal at each meeting in order to drill down data and recommend IP activities if needed. The IW will start with Goal 1, which will help in moving the agenda structure and committee conversations forward. An important takeaway from the meeting was the need for common priority setting so that the continuum's activities are streamlined to better address gaps.

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Member Yahaira Barrientos resigned from her position on the Workgroup because the recurring meeting time conflicted with her work schedule. The options for adding a new member to the IW are to either get a new full member or move the alternate into full membership and add a new alternate. The Committee decided to move the alternate into a full member position, and developed a slate of candidates for the position of alternate. Those members being considered are: Will Spencer, William Marcoviche, and Ronald Bhrangger. If the identified members consent to being on the slate, the alternate will be decided from this group at the next HIVPC meeting.

ACTION ITEM: Contact current Alternate and candidates to determine interest in the available HIVPC positions on the Integrated Workgroup.

6. GRANTEE REPORT

The Recipient informed Committee members that 4 new staff members are joining the Ryan White Program Part A Office. Their positions were vacant for a year. Next, the Recipient Office was informed that it will receive a partial grant award, and has not been funded for the entire year. Third, the RFPs for MAI services and Peer Certification Training are due on Friday, March 16, 2018. Finally, the Recipient's Office was chosen by HRSA to present a Getting to Zero presentation along with FLDOH-BC on Test & Treat. LA County will also be participating and their presentation is on a larger concept level, whereas the Broward presentation will be at a programmatic level. There will also be time for a question and answer period at the end. The time and date will be provided when available.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: March 15, 2018 **VENUE:** TBD

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>

9. ANNOUNCEMENTS

The Recipient's Office will be tabling at the AIDS Walk on Sunday, March 18, 2018. HIVPC members are being encouraged to table as this is a great opportunity for exposure in the community. Another tabling opportunity is coming up in conjunction with FLDOH-BC during Public Health Week. The Healthy Broward Run and Walk 5K will be held on Saturday, April 7, 2018. There will be food, prizes, giveaways, and demonstrations at the event.

10. ADJOURNMENT

The meeting adjourned at 12:49 p.m.

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Executive Committee Attendance CY 2018

Consumer PLWHA Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	18	C	15										
1 1 1 1	Barnes, B	X		A										
0 0 0 2	Edwards, C.	X		X										
0 0 2 3	Fleurinord, P.	A		A										
0 0 0 4	Foster, V.	X		X										
0 0 0 5	Lopes, R. <i>Chair</i>	X		X										
0 0 0 6	Robertson, L.	X		X										
0 0 0 7	Shamer, D.	X		X										
0 1 1 8	Siclari, R.	X		A										
0 1 0 9	Spencer, W.	X		X										
	Taylor-Bennett, C. <i>V.Chair</i>	N-3/1		A										
	Quorum(Chairs)=5	8	0	6	0	0	0	0	0	0	0	0	0	

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
QNA - quorum not achieved for entire mtg

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BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, April 26, 2018, 9:30 a.m.

GC-430

Chair: Requel Lopes **Vice Chair:** Carla Taylor-Bennett

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

- Welcome and Introduction from Outgoing HIVPC Chair
- Review Meeting Ground Rules, Public Comment and Public Record Requirements
- Council Member and Guest Introductions
- Moment of Silence
- Excused Absences and Appointment of Alternates
- Approval of 4/26/18 Meeting Agenda
- Approval of 3/22/18 Meeting Minutes

3. PHONE INTRODUCTIONS

4. PUBLIC COMMENT (Up to 10 minutes)

5. CONSENT ITEMS

#	Motion	Justification	Proposed By
1	To appoint Ronald Bhrangger to the Integrated Workgroup as an Alternate.	Mr. Bhrangger is a longstanding member of the HIVPC and can provide a consumer's input on the IW.	Executive Committee

6. DISCUSSION ITEMS

None.

7. NEW BUSINESS

- PSRA Process Update- Receive update on PSRA process, including presentations and take-away
- May HIVPC Meeting- Discuss details of May HIVPC meeting, including community location and marketing plans

8. FEBRUARY AND MARCH COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

April 3, 2018

Chair: Y. Barrientos, V. Chair: P. Fleurinord

A. Agenda Item Update / Status Summary:
<u>FY2018 Work Plan:</u> The CEC members reviewed the proposed FY2018 Committee work plan, and discussed activities proposed activities, including their FY2018 of participating in 2 outreach and 2 education events in the FY. The group reviewed the WP timelines around National HIV/AIDS Awareness Days, collaborations with the Integrated Workgroup (IW), Membership/Council Development Committee (MCDC) and the Black Treatment Advocates Network (BTAN). The members then discussed ways to participate in upcoming community events. The CEC Vice Chair is also the Community Co-Chair BTAN, and their group is looking into National HIV Testing Day activities for June. Opportunities for Testing Day events including holding education sessions about HIV treatment, what it looks like to be healthy with HIV, and providing consumer testimony to combat the stigma of being HIV+. Testing Day will also include information about PrEP.
<u>National Transgender HIV Testing Day:</u> Transgender Testing Day is on April 18 th . The Pride Center is holding a panel on HIV/AIDS within the Transgender community on April 17 th in honor of the day. The CEC has an opportunity to table at the event.
<u>Community Outreach Opportunities:</u> The Healthy Broward Run/Walk will be held this weekend in conjunction with Public Health Week. The HIVPC Chair participated in the recent AIDS Walk, and thought it was a great opportunity to educate the community on Ryan White and the work of the HIVPC. The Run/Walk starts at 7:30, and the HIVPC will have a table at the event. PC Staff called for volunteers for the event
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:

None.

D. Data Requests:

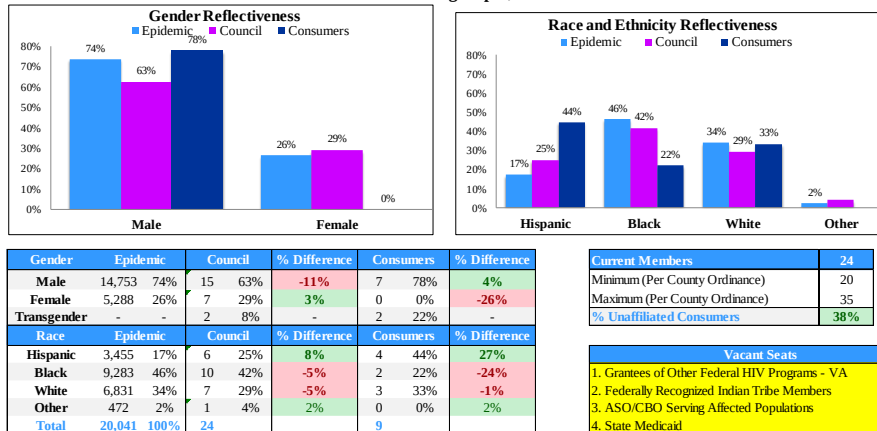
None.

E. Other Business Items:

Agenda Items for Next Meeting: National HIV Testing Day, PSRA Service Category Priority Rankings
Next Meeting Date: May 1, 2018 Location: A-337

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

HIV Planning Council Membership Report
Current Through April, 2018



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 29%

No April Meeting*Chair: V. Foster, V. Chair: Vacant***C. INTEGRATED WORKGROUP****April 10, 2018***Chair: T. Pietrogallo, V. Chair: T. Williams***D. QUALITY MANAGEMENT COMMITTEE (QMC)****April 16, 2018***Chair: D. Shamer***E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)****April 19, 2018***Chair: L. Robertson, V. Chair: M. Hayes***F. EXECUTIVE COMMITTEE****April 19, 2018***Chair: R. Lopes, V. Chair: C. Taylor-Bennett***G. SYSTEM OF CARE COMMITTEE (SOC)****No April Meeting***V. Chair: C. Edwards*

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

9. GRANTEE REPORTS (20 minutes)

- Part A
- Part B (including March HIVPC data request)
- Part C
- Part D
- Part F
- HOPWA
- Prevention

10. UNFINISHED BUSINESS**11. PUBLIC COMMENT (Up to 10 minutes)****12. ANNOUNCEMENTS****13. REQUEST FOR DATA**

14. AGENDA ITEMS FOR NEXT MEETING: May 24, 2018 6:30 p.m. **LOCATION:** TBD

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>

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 •

May 2018

HANDOUT B

Broward County HIV Health Services Planning Council Calendar

Last Updated: 4/18/2018

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. 1343 or visit <http://www.brhpc.org> for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Community Empowerment Committee Meeting 3:00 p.m., A-337^	2	3	4 SFAN 10:00 a.m., ~
7	8 Integrated Workgroup Meeting 10:00 a.m., *	9 HIVPC Coordination 9:30 a.m., TBD	10 Membership/Council Development Committee 9:30 a.m., A-337^	11
14	15	16	17 Priority Setting & Resource Allocation Committee Meeting 9:00 a.m.-1:00 p.m., A-337^ Executive Committee Meeting TBD	18 <i>National HIV Vaccine Awareness Day</i> Behavioral Health Network Meeting 3:00 p.m., A-337^
21 Quality Management Committee Meeting 12:30 p.m., A-335^	22	23	24 HIV Planning Council Meeting 6:30 p.m., TBD	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
 *Central Broward Regional Park— 3700 NW 11th Place, Lauderhill, FL 33311

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.

May 2018

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 4/18/2018

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 Adam Bente at 954-561-9681 ext. 1250. For questions about the QI Networks, please contact Brithney Johnson at 954-644-2774.

TODOS ESTAN BIENVENIDOS!

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

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

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

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

ALL ARE WELCOME!

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

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

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

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

BON VINI!

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

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

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

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

HIVPC Committee Descriptions

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

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

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

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

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

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

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

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

ELEVATOR SPEECH

As a member of HIVPC leadership, you are often out in the community and talking about the Council and its work. It's important to be clear and succinct about the HIV epidemic in Broward County, the work of the HIVPC in addressing those issues, and why you are passionate about your role. Please take some time to think about the following questions, and develop your elevator speech to engage and recruit new members.

Your elevator speech should be brief; no more than 30-60 seconds in length (80-100 words). Try to limit responses to each question to 1-2 sentences.

1. Why do you believe the HIVPC/Committee exists?

2. How does the HIVPC/Committee accomplish its goals?

3. What work does the HIVPC/Committee do?

4. What is your role in the HIVPC/Committee, and what keeps you coming back?

5. How can others become involved in the process too?

"I believe in the power of people infected with or affected by HIV to guide their own care. The HIVPC provides the community that exact opportunity to voice their views on the Part A system in Broward County. Through the work of its committees, the HIVPC plans the delivery of Ryan White Part A services. I am a member of XX Committee because I like developing YY. HIVPC allows me a platform to use what I have experienced to improve services in my community. Seize the opportunity to join us for a meeting."