



Committee Meeting Agenda: Executive Committee

Date/Time: Thursday, May 17, 2018, 1:30 p.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:** 5/17/18 Executive Committee Agenda and 4/19/18 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 5/24/18 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
 - b) Review June 2018 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
May 2018 HIVPC Community Meeting	ACTION ITEM: Finalize details for HIVPC Community Meeting
Integrated Plan Goal 4	ACTION ITEMS: Discuss the opportunity for integration across planning bodies and funders based on Goal 4 objective

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** June 21, 2018 **VENUE:** Government Center A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
June HIVPC Meeting	ACTION ITEM: Plan for HIVPC meeting, including HRSA site visit and final FY2019 PSRA recommendations and approvals

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, April 19, 2018, 11:30 a.m.

Location: Government Center Room GC-430

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

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

1. CALL TO ORDER

The Chair called the meeting to order at 11:33 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 04/19/18 Meeting Agenda

Proposed by: Hayes, M. **Seconded by:** Foster, V.

Action: Passed Unanimously

Motion #2: To approve the 03/15/18 Meeting Minutes

Proposed by: Hayes, M. **Seconded by:** Foster, V.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Approve 04/26/18 HIVPC Agenda (Handout A):

The Committee reviewed the draft April HIVPC Agenda, and made revisions. The PSRA Vice Chair asked that the PSRA Meeting Summary include key points from the 2016 Epidemiology presentation and the Ryan White Parts B and F presentations. The Executive Committee approved the April HIVPC agenda.

b) Review May 2018 Calendar (Handout B): The chairs reviewed the draft May HIVPC Committee Calendar. They discussed the meeting time and date for the Executive Committee, as the PSRA Committee has an extended meeting beforehand. The members agreed to meet after the PSRA Committee meeting on May 17th at 1:30 p.m.

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4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

- a) New Leadership Check-In: The HIVPC Chair asked each of the new committee chairs how their first meetings went. CEC, QMC and PSRA all have new leadership. The HIVPC Chair asked the group if there was anything that the HIVPC Leadership or PC Staff could do to help with their meetings. The QMC Chair had his first meeting earlier in the week, and was happy that many people were in attendance. He thought QM Staff gave a good overview of the Committee's work, QM Provider Network structures, and future initiatives, and is looking forward to reviewing FY2017 client data. The newly appointed CEC Chair would like her committee to be more visible within the community, and would like to hold meetings in the community where they can be easily accessible to clients/provider agencies. She would like to see more diversity at the Committee table, and is planning on visiting various community locations to invite new faces. She recently attended a panel on HIV in the Transgender Community, and invited participants to visit the HIVPC. The group discussed ways to increase the HIVPC's visibility in the community, and Staff explained that all meetings are publicly noticed, Sunshined and open to the public, even community meetings. The members also discussed the need for t-shirts during outreach events, and the contact information listed on the palm cards.
- b) HIVPC Elevator Speeches (Handouts C): PC Staff discussed the need for members and leadership to have an "elevator speech" to use during outreach and engagement activities. Staff showed the Committee a video that explained how to draw people in, starting with why something is important and ending with how it gets done. Members were encouraged to think about how the HIVPC addresses the HIV epidemic in Broward, what their role is and why they continue to participate, and how others can get involved too. The committee chairs each shared their elevator speeches. The group talked about how to use their spiels to recruit new voices to the HIVPC table, including how to explain why the work of the HIVPC should matter to HIV-populations.
- c) May 2018 HIVPC Community Meeting (Handout D): The Committee looked at a draft flyer for the May HIVPC meeting. This will be the first of quarterly meetings held in the evening and at community locations in the hopes of increasing community participation. The proposed flyer uses the same graphics as the HIVPC palm card in hopes of increasing recognition of the HIVPC. PC Staff is still finalizing location for community meeting, and will have a final location and flyers to distribute by the April HIVPC meeting.

6. RECIPIENT REPORT

HRSA's Ryan White Conference will be held in Washington DC this year in December. Usually slots per EMA are limited, but this year it has opened up to 8 people per jurisdiction. The Recipient's Office is holding 2 slots for the HIVPC members. One slot will be for the HIVPC Chair, with an opening for another member. The PSRA Chair expressed the need for the other space to be given to a consumer or PLWHA member. The Part A office is submitting abstracts about the work of the Broward EMA and the HIVPC. The Recipient would like the Executive Committee to select a member within the next 3-4 weeks, and all expenses will be covered through the HIVPC funds.

7. PUBLIC COMMENT

None.

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8. AGENDA ITEMS / TASKS FOR NEXT MEETING: May 17, 2018 at 1:30 p.m. **VENUE:** 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

None.

10. ADJOURNMENT

The meeting adjourned at 12:33 p.m.

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Executive Committee Attendance CY 2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l	Au g	Se p	Oc t	No v	De c	Attendan ce Letters
				Meeting Date:	18	C	15	19									
			1	Barrientos, Y.		N-4/1		X									
1	1	2	2	Barnes, B, <i>Ex Officio</i>	X		A	A									
0	0	0	3	Edwards, C.	X		X	X									
0	0	3	4	Fleurinord, P.	A		A	A									
			5	Hayes, M.		N-4/1											
0	0	0	6	Foster, V.	X		X	X									
0	0	0	7	Lopes, R. <i>Chair</i>	X		X	X									
0	0	1	8	Robertson, L.	X		X	A									
0	0	0	9	Shamer, D.	X		X	X									
0	1	1		Siclari, R.	X		A	Z-4/1									
0	1	0		Spencer, W.	X		X	Z-4/1									
		1	10	Taylor-Bennett, C. <i>V.Chair</i>		N-3/1		A	X								
				Quorum(Chairs) =5	8	0	6	6	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, May 24, 2018, 5:30 p.m.
Good Growth Homes

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 Introductions
- 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 5/24/18 Meeting Agenda
- Approval of 4/26/18 Meeting Minutes

3. PHONE INTRODUCTIONS

4. PUBLIC COMMENT (Up to 10 minutes)

5. CONSENT ITEMS

#	Motion	Justification	Proposed By
1			PSRA
2			MCDC

6. DISCUSSION ITEMS

None.

7. NEW BUSINESS

- Online ADAP Enrollment Process
- Broward Integrated HIV Prevention and Care Plan Update

8. MAY COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

May 1, 2018

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

A. Agenda Item Update / Status Summary:

BTAN Agenda: The BTAN Co-Chairs, Krystle Kirkland Mobley and Patricia Fleurinord, gave an overview of BTAN activities. BTAN submitted their April-June Work Plan to the Black AIDS Institute, which included placeholders for 2 National HIV Testing Day events. BTAN is currently planning for their National HIV Testing Day Concert, which will mirror the event thrown 2 years ago with Trick Daddy. In the lead up to the last concert, partnering agencies tested 900 Broward residents. The event included education sessions between performances, including HIV prevent and PrEP messages. This year's National HIV Testing Day Concert will be held at Carter Park in collaboration with the City of Ft. Lauderdale. The concert is tentatively scheduled for June 30th, but the organizers are waiting for confirmation from their performer. BTAN is hoping for more than 2,000 attendees, and will have vendors, resource tables, HIV prevention and care organizations, and speakers.

National HIV Testing Day: The PC Manager gave a history of the collaboration between BTAN and CEC, including their efforts to integrate their outreach and planning activities as the groups have a similar purview and mission. CEC would like to continue these collaborative activities with an event leading up to the National HIV Testing Day Concert, possibly as an HIV prevention education forum. The group decided to host a Chill, Chat and Chew 2, which will have HIV prevention education and games centered on increasing HIV knowledge. At the next CEC/BTAN meeting the group will finalize presenters, logistics and marketing.

PSRA Rankings: The PC Manager gave an overview of the FY2019 PSRA process (Handout A on file), and the CEC/Ryan White Consumers role in prioritizing Ryan White Part A services that are most needed by clients in Broward County. The PC Manager asked the meeting participants to review the core and support services that are allowed by HRSA (Handout B on file), look at how past CEC rankings compared to the HIVPC's overall rankings (Handout C on file), and then to rank the services by community need (Handout D). CEC members then ranked FY2019 Part A services through Survey Gizmo, and BTAN members turned in their handouts to PC Staff. Both sets of rankings will be used as community input data points in the upcoming PSRA process.

B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
<i>Agenda Items for Next Meeting: National HIV Testing Day Next Meeting Date: June 5, 2018 Location: A-337</i>

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

May 10, 2018- No Quorum

Chair: V. Foster, V. Chair: Vacant

May 22, 2018

Chair: V. Foster, V. Chair: Vacant

C. INTEGRATED WORKGROUP

May 8, 2018

Chair: T. Pietrogallo, V. Chair: T. Williams

D. QUALITY MANAGEMENT COMMITTEE (QMC)

May 21, 2018

Chair: D. Shamer

E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

May 17, 2018

Chair: L. Robertson, V. Chair: M. Hayes

F. EXECUTIVE COMMITTEE

May 17, 2018

Chair: R. Lopes, V. Chair: C. Taylor-Bennett

G. SYSTEM OF CARE COMMITTEE (SOC)

No May 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)

- 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: June 28, 2018 6:30 p.m. LOCATION: GC-430

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

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 •

June 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 5/30/2018

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 SFAN 10:00 a.m., ~
4	5 <i>HIV Long-Term Survivor Day</i> Support Services Network Meeting 9:30 p.m., GC-301^ Community Empowerment Committee Meeting 3:00 p.m., A-337^	6	7	8
11	12 Integrated Workgroup Meeting 10:00 a.m., *	13 HIVPC Coordination 9:30 a.m.	14	15
18 Quality Management Committee Meeting 12:30 p.m., A-335^	19	20	21 Priority Setting & Resource Allocation Committee Meeting 9:00 a.m.-1:00 p.m., A-337^ Executive Committee Meeting 1:30 p.m., A-337^	22
25	26	27 <i>National HIV Testing Day</i> Quality Network Meeting 9:30 p.m., A-337^	28 HIV Planning Council Meeting 9:30 a.m., CG-430^	29

^**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, 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.

June 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 5/30/2018

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.



WHAT?

The HIV Planning Council is hosting its first community meeting in 2018 at **Good Growth Homes** on **Thursday evening, May 24th from 5:30-8 pm**. Come out to participate in open discussions on:

- **ADAP Online Certification**
- **Integrated Plan Update**

WHY?

The HIV Planning Council recognizes the importance of giving the community a voice in how the services they receive are prioritized, funded, and delivered.

HOW?

RSVP Here to reserve your spot by Tuesday, May 22nd!!!

Eventbrite

Refreshments will be served



JOIN US:

May 24th, 5:30 - 8 pm

Good Growth Homes

3361 W. Oakland Park Blvd.

Bank of America Building, 3rd Floor

Lauderdale Lakes, FL 33311

**For more information,
contact us:**

(954) 561-9681 ext. 1343

Email: hivpc@brhpc.org

Integrated HIV Prevention, Care and Treatment Plan

Goal 4

Result: Achieve a more coordinated response to the local HIV epidemic

Goal Leaders: Leonard Jones and Sebrina James

Objective Champions: Jersey Garcia, Teresa Anderson, Simone McPherson, Serena Cook

Indicators/Objectives:

- Establish mechanisms for integration of cross-sector collaboration
- Establish a structure for integrated continuity of care

Indicator	2014	2015	2016	Trend		2021 Target
Reduce number of new infections by 25%	690	640	770			517
Reduce number of pediatric transmissions to zero	0	2	0			0
Increase number of BC residents who have not previously tested for HIV by 5% each year	13,028	11,483	17,387			16,627
Increase % of newly diagnosed who are linked within 1 month to 85%	53.7%	55.8%	55.7%			85%
Increase % of PLWH who are retained in medical care to 90%	65%	68%	69%			90%
Reduce disparity in rate of HIV-related mortality among Black males by at least 15%	17	17.4	20.6			14.5
Reduce disparity in rate of HIV-related mortality among Black females by at least 15%	16.4	13	13.5			13.9
Reduce disparity in rate of HIV-related mortality among White males by at least 15%	10.1	6.2	7.2			8.6
Increase % of persons diagnosed with HIV who are virally suppressed to at least 80%	61%	63%	64%			80%

Indicator
Update

-  Not met target 3/3 years
-  Met target at least 1/3 years
-  Met target at least 2/3 years

Data sources:
eHARS
1628 Testing and
Counseling
Database
Vital Statistics



Activities in italics were selected by the community
Activities with an * are those identified to support the continuum
Activities in red have not been selected for implementation yet
Activities in green are activities selected for Year 1 implementation
Activities in purple are activities selected for Year 2 implementation

Activity	Status			
	Started	In Progress/ Ongoing	Completed	Not Started
OBJECTIVE 4.1. Establish mechanisms for integration of cross sector collaboration by implementing at least 50% of the identified strategies.				
<i>Strategy 4.1.a Develop a coordinated and integrated priority setting and resource allocation process and combined funding initiatives.</i>				
1. <i>Establish formalized collaborative structure with stakeholders to ensure the community is meeting the needs of individuals and families.</i>	+	+		
2. <i>Develop a combined data review process specific to integrated services and utilization.</i>				+
3. <i>Establish integrated priority setting and resource allocation protocols.</i>				+

Next Steps:

- Need to have a coordinated funding strategy with the Funders' Collaborative
- Need to develop a Resource Inventory outside of Ryan White and Prevention
- Discussed advertising for others to be engaged in the process possibly through a press release
- Need to look at funding gaps in terms of "unmet need"
- Group discussed the need to conduct an Integrated Needs Assessment, with surveys, focus groups, interviews, surveillance, and other data; what are the overall needs of the community? Use sources such as the Black Women's Study, the Part A survey, the Prevention Survey, Latino MSM Study, Transgender Study, and the SFAN HIV Prevention Survey. Need to identify who else is involved in data collection that can support this process? Need to look at what was planned and what actually occurred.