



Committee Meeting Agenda: Executive Committee

Date/Time: Monday, November 26, 2018, 12:00 p.m.

Location: Government Center Room A-337

Chair: Lopes, R. **Vice Chair:** Vacant

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 11/26/18 Executive Committee Agenda and 9/20/18 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 11/29/18 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
 - b) Review December 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>
HIVPC Vice Chair Election	ACTION ITEM: Finalize eligible candidates, and election process based on ad-Hoc Nominating Committee recommendations.
December Meetings	ACTION ITEM: Discuss December HIVPC/Committee meeting schedule

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** January 17, 2018 11:30 a.m. **VENUE:** TBD

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

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, September 20, 2018, 11:30 a.m.

Location: Government Center Room A-337

Chair: Lopes, R. **Vice-Chair:** Vacant

ATTENDANCE				
#	Members	Present	Absent	Grantee Staff
1	Barnes, B. <i>Acting Vice Chair</i>	X		Anderson, T.
2	Barrientos, Y.	X		Jones, L.
3	Edwards, C.	X		
4	Fleurinord, P.		A	
5	Foster, V.	X		HIVPC Staff
6	Hayes, M.	X		Johnson, B.
7	Lopes, R., <i>Chair</i>	X		Jolly, J.
8	Robertson, L.		A	Oratien, V.
9	Shamer, D.	X		
10	Fortune-Evans, B.	X		
	Chair Quorum = 5			
		8		

1. CALL TO ORDER

The Chair called the meeting to order at 11:30 a.m. and welcomed all present. Attendees were notified of information regarding 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 support staff self-introductions were made. A moment of silence was observed. There were no public comments.

2. APPROVALS

a)

Motion #1: To approve 09/20/18 Meeting Agenda
Proposed by: Hayes, M. **Seconded by:** Foster, V.
Action: Passed Unanimously

Motion #2: To approve the 07/19/18 Meeting Minutes
Proposed by: Hayes, M. **Seconded by:** Barnes, B
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Approve 09/27/2018 HIVPC Agenda (Handout A):

The Committee reviewed and approved the HIVPC agenda.

b) Review October 2018 Calendar (Handout B): The chairs reviewed and approved the draft October HIVPC Committee Calendar.

4. UNFINISHED BUSINESS

None.

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5. MEETING ACTIVITIES/NEW BUSINESS

a) HIVPC Vice Chair Elections: The Ad Hoc Nominating chair gave a brief synopsis of last meeting where voting and nominating procedures were reviewed. He further explained timeline and the committee's decision to leave recommendations for the next Ad Hoc committee to revise the timeline and voting procedures relating to voting for/against one candidate. The committee also presented the options for holding the election either in place of the November Executive meeting or on the last Thursday in November due to the Thanksgiving Holiday/HIVPC date scheduling conflict. There was a motion made to hold special elections in November.

Motion #3: To approve November 15th as the Vice Chair Election Day

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

Action: Motion Rescinded

Motion #4: To approve November 29th as the Vice Chair Election Day

Proposed by: **Seconded by:** Lopes, R.

Action: Passed Unanimously

There was a recommendation that policy and procedures be streamlined. The candidate presentation time was changed to the following: 2-3 minutes opening statement, up to 10 minutes for Q&A. A member also suggested that the nominating procedures and timeline should also specify that questions should be submitted in advance. Members mentioned that it is very important that the chair facilitates the special elections meeting in the essence of time. It was also suggested that a moderator (Ad-Hoc Chair) ask the candidates all questions submitted by members. Written questions are requested to be submitted ahead of time. If you have questions on the day of, they must be submitted to a staff member.

b) HIVPC Evening Meeting/Retreat: The committee discussed having no HIVPC meeting in December. Suggestion were made to schedule January's meeting as the community evening meeting. A member recommended that we use the Urban League venue; as he believes this space will accommodate more attendees. It has been assumed that the community members do not participate due to the meeting locations. The January meeting theme will include a call to action with political figures and speakers from community agencies with policy and advocacy focus. Members want to discuss topics that directly impact them, such as Open Enrollment, Part A funding, RW services, new services that are being provided, and challenges with accessing services and funding. Concerns were brought up about committee members leaving the meeting early in previous evening meetings and outreach events. Members discussed how early exits may contribute to lost opportunities for recruiting new members while displaying lack of interest from HIVPC membership.

6. RECIPIENT REPORT

As the grant has been submitted, the Recipient's office is now shifting to thinking about our progress from a national perspective in addition to talking about some of the things that are happening in the community such as discussions about services or local level developments (Ryan white working group and AIDS united, governmental affairs), prevention to curb the growth of new diagnosis, etc.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: VENUE:

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Promotional Materials	ACTION ITEM: Review promotional materials for HIVPC

9. ANNOUNCEMENTS

10. ADJOURNMENT The meeting adjourned at 12:53 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	19	17	21	19	C	20				
			1	Barrientos, Y.	N-4/1			X	X	X	X		X				
1	1	3	2	Barnes, B, <i>Acting V.Chair</i>	X		A	A	A	X	X		X				
0	0	0	3	Edwards, C.	X		X	X	X	X	X		X				
0	0	6	4	Fleurinord, P.	A		A	A	A	A	A		A				
			5	Fortune-Evans, B.	N-6/21					X	X		X				
0	0	0	6	Foster, V.	X		X	X	X	X	X		X				
			7	Hayes, M.	N-4/1			X	X	X	X		X				
0	0	0	8	Lopes, R. <i>Chair</i>	X		X	X	X	X	X		X				
0	0	2	9	Robertson, L.	X		X	A	X	A	X		A				
0	0	1	10	Shamer, D.	X		X	X	X	A	X		X				
0	1	1		Siclari, R.	X		A	Z-4/1									
0	1	0		Spencer, W.	X		X	Z-4/1									
		1		Taylor-Bennett, C. <i>V.Chair</i>	N-3/1		A	X	X	Z-5/25							
				Quorum(Chairs)=	5	8	0	6	6	8	6	9	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 meeting

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BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, November 29, 2018, 9:30 a.m. GC-430

Chair: Réquel Lopes **Vice Chair:** Vacant

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. Welcome and Introductions
- b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
- c. Council Member and Guest Introductions
- d. Moment of Silence
- e. Excused Absences and Appointment of Alternates
- f. Approval of 11/29/18 Meeting Agenda
- g. Approval of 10/25/18 Meeting Minutes

3. PHONE INTRODUCTIONS

4. PUBLIC COMMENT (Up to 10 minutes)

5. WRITTEN FEDERAL LEGISLATIVE REPORT HANDOUT (Kareem Murphy) (Handout A)

6. CONSENT ITEMS

#	Motion	Justification	Proposed By
1	To approve Yusimir Arencibia for membership on the Membership/ Council Development Committee.	Yusimir is a current member of HIVPC.	MCDC
2	To approve Twanishia Pound for membership on the Membership/Council Development Committee.	Twanishia is a consumer and is interested in joining MCDC to become more involved in the fulfillment of HIVPC mission.	MCDC

7. DISCUSSION ITEMS

#	Motion	Justification	Proposed By
1	To approve the creation of an Ad-Hoc Subcommittee for the Community Empowerment Committee.	CEC is planning exciting new events that will engage target populations. This subcommittee will help with providing the CEC with more clearly thought out and focused direction for planning and events execution.	CEC

8. NEW BUSINESS

HIVPC Vice Chair Elections – Candidates Q&A/ Election for HIVPC Vice Chair

9. OCTOBER COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

November 6, 2018

Chair: Vacant, V. Chair: P. Fleurinord

A. Work Plan Item Update / Status Summary:

Outreach Event Planning: Committee discussed that the goal for the next outreach event was to increase participation amongst young adults. Target groups were identified as 18-38 years old, but members decided to break this group into two smaller subgroups: 18-29 and 25-30. Suggestions were made for partnering agencies such as pharmaceutical companies; as they often times provide food for an event in exchange for a pharmaceutical presentation. AAHF was another agency, as they have event space that could be donated. The committee will reach out to organizations that will help get the word out about the proposed CEC event and to get more potential sponsorships.

AdHoc Youth Advisory Committee: An ad-Hoc Youth Advisory Committee was suggested by members as a way to get more people from the target population, to take part in planning the event from start to finish. This committee will serve in the capacity of advising CEC members on what are must haves for an event to be well attended by CEC's intended target.

Event Follow-up: Committee will form two subcommittees; Sponsorship and Marketing, to streamline tasks and determine a timeline more efficiently. The committee will meet again in December. A joint January event was suggested as a way to get buy in for the kickoff CEC event in February of 2019.

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: Event Timeline/Logistics

Next Meeting Date: December 18, 2019 at 3:00pm

B. AD-HOC NOMINATING COMMITTEE

No November Meeting

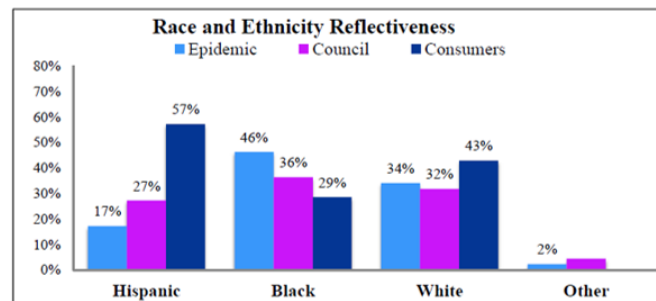
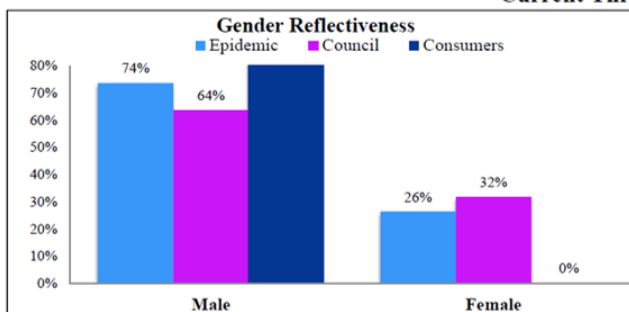
Chair: Barnes, B.

C. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

November 8, 2018

Chair: V. Foster, V. Chair: Vacant

HIV Planning Council Membership Report Current Through October 2018



Gender	Epidemic	Council	% Difference	Consumers	% Difference
Male	14,753 74%	14 64%	-10%	7 100%	26%
Female	5,288 26%	7 32%	5%	0 0%	-26%
Transgender	- -	1 5%	-	2 29%	-
Race	Epidemic	Council	% Difference	Consumers	% Difference
Hispanic	3,455 17%	6 27%	10%	4 57%	40%
Black	9,283 46%	8 36%	-10%	2 29%	-18%
White	6,831 34%	7 32%	-2%	3 43%	9%
Other	472 2%	1 5%	2%	0 0%	2%
Total	20,041 100%	22		7	

Current Members	22
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	32%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. ASO/CBO Serving Affected Populations
4. State Medicaid
5. Local Public Health Agency
6. Health Planning
7. Alternates (3)

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

% Part A-Funded Providers 36%

HANDOUT A

A. Work Plan Item Update / Status Summary:
<u>HIVPC Committee Vacancies:</u> There is an immediate need for consumers—especially black female consumers. Members were again encouraged to continue efforts to recruit new consumer members.
<u>Current Applicants, Interested Parties, and Appointments:</u> The Committee reviewed and approved an application for HIVPC membership. The applicant will fill the HOPWA seat, which was recently vacated.
<u>Code of Ethics:</u> Members reviewed examples of codes of ethics as well as a sample HIVPC code of ethics. Language will continue to be revised and will be reviewed at the next MCDC meeting.
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:</i> New Member Appointments, Work Plan Update, and Code of Ethics Sample Language. <i>Next Meeting Date:</i> February 14, 2019 at 9:30 a.m.

D. INTEGRATED WORKGROUP

No November Meeting

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

E. QUALITY MANAGEMENT COMMITTEE (QMC)

November 19, 2018

Chair: D. Shamer, V. Chair: Fortune-Evans, B.

Meeting Canceled - No Quorum

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

November 18, 2018

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

Meeting Canceled - No Quorum

G. AD-HOC NOMINATING COMMITTEE

November 26, 2018

Chair: B. Barnes,

Meeting Canceled - No Quorum

H. EXECUTIVE COMMITTEE

November 26, 2018

Chair: R. Lopes, V. Chair: vacant

Meeting Canceled - No Quorum

I. SYSTEM OF CARE COMMITTEE (SOC)

No November Meeting

V. Chair: C. Edwards

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

10. GRANTEE REPORTS (20 minutes)

- Part A
- Part B
- Part C
- Part D
- Part F
- HOPWA
- Prevention

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: TBD. LOCATION: TBD

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

16. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL
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December 2018

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 11/15/2018

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
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25 CHRISTMAS DAY (Holiday) BRHPC CLOSED	26	27	28
31	1 NEW YEAR'S DAY (Holiday) BRHPC CLOSED			

^**Governmental Center** —115 S Andrews Ave, Ft. Lauderdale, 33301
 ~**Dorothy Mangurian Comp. Center**—1000 NE 56th St, Ft. Lauderdale, 33334
 ****Poverello Live Well Center**— 2200 NE 12th Ave, Wilton Manors, 33305
 # **Poverello Center**— 2056 N Dixie Hwy, Wilton Manors, FL 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.

December 2018

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 10/18/2018

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 Vanessa Oratien at 954-561-9681 ext. 1343. 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.