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, February 21, 2019, 11:30 a.m.
Location: Government Center Room A-337
Chair: Lopes, R. **Vice Chair**: Grant, C.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 02/21/19 Executive Committee Agenda and 11/26/18 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a) Review and Approve 02/28/19 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
   b) Review March 2019 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items	*Action to be taken, presentation, discussion, brainstorm etc.*
Membership Drive Recap (Handout C)	ACTION ITEM: Review HIVPC's January Membership Drive outcomes.
Member Approvals (Handout Provided in Meeting)	ACTION ITEM: Review and approve applications for HIVPC membership.
HRSA Site Visit Recommendations	ACTION ITEM: Discuss HRSA site visit recommendations for term limits, updating HIVPC guiding principles, and the PC budget.
FY2018 Committee Work Plan (Handout D)	ACTION ITEM: Review progress towards completion of FY2018 Executive Committee Work Plan.
FY2018 Committee Evaluation (Handout E)	ACTION ITEM: Complete FY2018 Executive Committee Evaluation and set goals for FY2019

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** March 21, 2019 11:30 a.m. **VENUE:** A-337

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*
FY2019 Executive Committee Work Plan	ACTION ITEM: Review and Approve FY2019 Executive Committee Work Plan

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: Monday, November 26, 2018, 12:00 p.m.
Location: Government Center Room A-337
Chair: Lopes, R. **Vice-Chair**: Vacant

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Grantee Staff**
1	Barnes, B. *Ex-Oficio*	**X**			Anderson, T.
2	Fleurinord, P.		**A**		Jones, L.
3	Foster, V.	**X**			
4	Hayes, M.	**X**			**HIVPC Staff**
5	Lopes, R., *Chair*	**X**			Johnson, B.
6	Robertson, L.	**X**			Jolly, J.
7	Fortune-Evans, B.		**A**		Oratien, V.
					Guests
	Chair Quorum = 5	**5**			Arencibia, Y.

1. CALL TO ORDER

The Chair called the meeting to order at 12:10 p.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 11/26/18 Meeting Agenda
Proposed by: Hayes, M. **Seconded by**: Moragne, T.
Action: Motion Rescinded

Motion #2: To approve the 09/20/18 Meeting Minutes
Proposed by: Hayes, M. **Seconded by**: Robertson, L.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Approve 11/29/2018 HIVPC Agenda (Handout A):
The Committee reviewed and approved the HIVPC agenda.

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

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

a) HIVPC Vice Chair Elections: The Ad Hoc Nominating Chair explained the nominations process for Elections. During the ad-Hoc meeting, there was a thorough discussion of all candidates and whether or not they would be eligible to run in the official elections on November 29th. Two candidates were approved by the ad-Hoc committee. However, one of the candidates was not deemed eligible due to her membership status; identifying/participating on an active committee after being removed from the CEC in September. The committee identified the committee this candidate chose; System of Care (SOC), has not been an active committee since January 2018, the committee does not have a Chair to approve this candidate, and that selecting the committee does not qualify as participating on an "active standing committee." Based on her non-compliance with Membership P&P (joining a committee after being removed for attendance within 30 days of removal), the committee sent final Vice Chair candidate recommendations to Executive, not including this candidate. The Executive committee determined that since the committee has not been dissolved or reactivated, selecting this committee is acceptable. There was a motion to recall the approval of the HIVPC planning council agenda, which did not include the candidate's approval to the SOC committee on the agenda under the "Consent Items." With the decision to allow the candidate to join SOC, this candidate was deemed qualified to run for Vice Chair. The Executive committee made the motion below; to include Arianna on the slate of candidates recommended by the ad-Hoc Nominating Committee. The Vice Chair election procedure will include 3 candidates with the total time for up to 45 minutes for Q&A (15 minutes per candidate). After the Q&A, members of the HIVPC will vote and a recess will be taken to count votes outside of room. Once votes are tallied by PC staff and a member of the ad-Hoc Nominating committee, votes will be read into the record; starting with phone votes and concluding with votes from members who are physically present.

Motion #3: To approve Arianna Lint as an addition to the Vice Chair Elections ballot
Proposed By: Lopes, R. **Seconded By:** Foster, V.

Motion #4: To approve adding Arianna Lint to the consent items for SOC membership.
Proposed By: Lopes, R. **Seconded By:** Foster, V.

b) December Meetings: The committee discussed not scheduling any HIVPC or committee meetings during the month of December. Pending the approval of an ad-Hoc committee for the CEC, this group will meet to discuss plans for an outreach activity targeting youth/young adults in 2019. PC staff also informed the committee of the very recent shift in membership. Two white male consumers submitted letters of resignation over the weekend and are no longer on the council. With their resignations, the HIVPC is now down 4 consumers, which also brings membership down to 20 people. As updated in the By-Laws, the minimum for membership is 20 based on the county ordinance. Additionally, the percentage of consumer members is down to 25%, far below the required 33% mandated by HRSA. Members discussed their concerns with finding new members who are available to meet during the hours scheduled for committee meetings. A suggestion was made to have a meeting at an agency, in order to take advantage of the opportunity to see and engage community members who are available during the time of day PC meetings are held (during the workday). A suggestion was made to host a "Membership Drive" at the agencies and assign each committee to host the drive at a Part A agency during the month of January in place of their meeting day/time. Members will report to the assigned agency on their meeting day and remain at the agency for the two-hour meeting time and host mini recruiting sessions. HIVPC members employed by the agencies will be responsible for coordinating with the location and PC staff. PC Staff will develop a draft recruitment handout and contact card for prospective members.

ACTION ITEM: Create a draft recruitment handout and bring to the HIVPC meeting for discussion.

6. RECIPIENT REPORT

Peer counseling training has started. Tuesday, Nov 27th marks week 3. There are 23 peers currently enrolled in the training. Recipient Staff has received the HRSA site visit report and the Executive Committee/HIVPC will need to discuss and approve how they will address term limits, updating guiding principles, and the Planning Council budget. These items will be discussed at the next Executive meeting agenda.

7. PUBLIC COMMENT

None.

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

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*
HRSA Site Visit Recommendations	ACTION ITEM: Discuss HRSA site visit recommendations for term limits, updating HIVPC guiding principles, and the PC budget.

9. ANNOUNCEMENTS

1. World AIDS Museum: Survivor Stories/ Community Dialogue, Tuesday, November 27th
2. World AIDS Museum: Ribbons for Children, Wednesday, November 28th
3. Pride Center: Kwanzaa Celebration from November 26-31. Variety of NPOs are participating/hosting a celebration night.

10. ADJOURNMENT The meeting adjourned at 1:32 p.m.

Executive Committee Attendance CY 2018

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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		26		
1	1	3	1	Barrientos, Y.	N-4/1			X	X	X	X		X	Z-10/3			
0	0	0	2 3	Barnes, B, *Acting V.Chair*	X		A	A	A	X	X		X		X		
0	0	6	4	Edwards, C.	X		X	X	X	X	X		X				
			5	Fleurinord, P.	A		A	A	A	A	A		A		A		
0	0	0	6	Fortune-Evans, B.	N-6/21					X	X		X		A		
0	0	0	7 8	Foster, V.	X		X	X	X	X	X		X		X		
0	0	2	9	Hayes, M.	N-4/1			X	X	X	X		X		X		
0	0	1	10	Lopes, R. *Chair*	X		X	X	X	X	X		X		X		
0	1	1		Robertson, L.	X		X	A	X	A	X		A		X		
0	1	0		Shamer, D.	X		X	X	X	A	X		X		A		
		1		Siclari, R.	X		A	Z-4/1									
				Spencer, W.	X		X	Z-4/1									
				Taylor-Bennett, C. *V.Chair*	N-3/1		A	X	X	Z-5/25							
				Quorum(Chairs)= **5**	8	0	6	6	8	6	9	0	8	0	5	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

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HANDOUT A

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, February 28, 2019 9:30 a.m.
GC-430
Chair: Réquel Lopes **Vice Chair:** Claudette Grant
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 2/28/19 Meeting Agenda
   g. Approval of 1/24/19 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 Bessie Dennis for HIVPC membership in the affected communities seat.	Ms. Dennis is a PLWH who is committed to advocating for and serving the HIV/AIDS community by improving the quality of life of those affected and diagnosed.	Executive Committee
2	To approve Aaron Cutright for HIVPC membership in the CBO/ASO seat.	Mr. Cutright is the Vice President of Global Operations for Impulse Group, an affinity of AHF. Mr. Cutright is a longtime volunteer in the community.	Executive Committee
3	To approve Yvette Riley-Gardiner for HIVPC membership in the affected communities seat.	Ms. Riley-Gardiner is a PLWH who has trained for certification as a Peer Counselor and has a strong desire to bring her experience to the HIVPC.	Executive Committee

7. **DISCUSSION ITEMS**
   None.

8. **NEW BUSINESS**
   a. <u>Membership Drive Update (Handout B):</u> Discuss impact of Membership Drive and discuss follow-up and additional recruitment activities for the upcoming fiscal year.

9. **JANUARY/FEBRUARY COMMITTEE REPORTS (15 minutes)**
   A. **COMMUNITY EMPOWERMENT COMMITTEE (CEC)**
   February 5, 2019 *Chair: Vacant Chair: P. Fleurinord*

A. Work Plan Item Update / Status Summary:
Membership Drive Recap: Support staff began with a summary of the membership drive that was held in the month of January. While the member attendance was low overall, the committee accomplished many goals identified prior to the drive. A guest suggested for the committee to reach out to local support groups to garner more community interest in HIVPC membership. Next steps for the membership drive include correspondence from committee members to all potential members who signed up. A committee member suggested new interest follow-up should take place sooner to capitalize on the momentum of interest obtained through this activity. Outreach Event Planning- The CEC ad-Hoc Advisory Chair gave an update on the progress made in preparation for the spring fashion show outreach event. The fashion show will be held at Art Serve on Friday, May 10th at 7pm. The target population is young adults. The event will include networking opportunities, with agencies tabling and sharing resources and information with the guests. There will be three scenes and live entertainment during the 3-hour show. Models, designers and performers will all be local talent, as an effort to attract supporting community members. Updates will be provided at March's CEC meeting. Committee members were encouraged to attend this event and spread the word. FY2018 Committee Work Plan- The committee members reviewed the work plan for the 2018 fiscal year. Support staff read through the objectives and activities set to determine whether the committee met these objectives. As a committee it was agreed that the integrated plan goals have not been met fully. Committee members discussed working harder to meet goals. Members suggested that for the upcoming fiscal year, event dates should be predetermined to avoid missed opportunities to plan and host community events (One event per quarter). The committee reflected on past events that were successful and plan to revisit similar strategies in the future. It was decided that the goal of hosting 4 events will remain the same for the upcoming fiscal year. FY2018 Committee Evaluation- Members were given the opportunity to reflect on their productivity in the current fiscal year by completing the FY2018 Committee Evaluation. Each question was discussed collectively, and members added their feedback on ways to improve productivity. Members used their reflections to guide the committee planning and goal setting for FY2019-20.
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: CEC FY19-20 Work Plan *Next Meeting Date*: March 5, 2019 at 3:00pm

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)
Meeting Canceled – No Quorum *Chair: V. Foster, V. Chair: Vacant*

C. INTEGRATED WORKGROUP
No February Meeting *Chair: T. Pietrogallo, V. Chair: T. Williams*

D. QUALITY MANAGEMENT COMMITTEE (QMC)
January 28, 2019-Membership Drive *V. Chair: B. Fortune-Evans*
No February Meeting Scheduled *V. Chair: B. Fortune-Evans*

E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)
January 31, 2019-Membership Drive *Chair: L. Robertson, V. Chair: M. Hayes*
February 21, 2019 *Chair: L. Robertson, V. Chair: M. Hayes*

F. AD-HOC YOUTH ADVISORY COMMITTEE
January 24, 2019 *Chair: A. Ruffner*

A. Work Plan Item Update / Status Summary:
Member Event Prep Assignments Update- The Chair gave a brief explanation of the last meeting and transitioned to the importance of selecting an event location immediately. The preferred location would be Art Serve but they currently only have 3 dates available within the preferred time frame: 3/29, 5/10 and 5/24. These dates are not close to the dates that were originally suggested (around April 15th, which is Youth HIV/AIDS Awareness Day). Another event space was suggested; The Venue. The Venue is in the Wilton Manors area. The Venue was not thought to be inviting for other demographics who are not LGBT. Committee members agreed on ArtServe as the location and Friday, May 10th as the date. The proposed event time is 7-10pm. Event Sponsorships & Marketing- Committee members gave an update on sponsorships. A committee member is in contact with the district manager for goodwill stores. The district manager is excited about partnering and would like for the committee to create a proposal to send to them with more details. Proposal should include how much of a donation is needed. Out of the Closet will also be contacted for clothing donations. Models also have their own clothes that they could wear during the show. Pink Sub- potential food sponsor for food. Gilead still needs to be contacted. Sponsorship: Makeup- MAC; has HIV/AIDS campaign. Walgreens/CVS Pharmaceuticals- if getting a donation, there would be a need for a makeup artist to apply it. Empire Beauty School students may be interested in helping with makeup application on the day of the show. MAC will be the first point of contact and then the other two options. Sephora will be the second point of contact if MAC is not able or willing to participate. Regina will ask DOH to donate via vendor table at the event. Other agencies can be asked if they want to purchase a table as well. The venue space will need little decorating, up lighting may be needed. In the entryway, show videos and have literature about PrEP/Awareness/etc. World AIDS Museum has vignettes that can be played during the event as well. Outreach Event Timeline: Event- May 10 7pm-10pm. By next meeting: Draft list of local performers and MC, bring examples of marketing for event/casting call, bring sample flyers for the models casting call (Anthony), Within the next week- create a facts sheet for the event to send to committee members, find runway music (DJ), get confirmation from NSU and Funclusion (Fanfan), confirm designers (bring to next meeting), secure the Art Serve space. Recruiting needs: MC, Performing artists (3)- Jeremy, Stylists/Designers/Models, Makeup-Sponsorships. Designers and stylists will be confirmed by the next Feb meeting.
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: Program Outline, Model Casting Calls, Event Marketing *Next Meeting Date*: Tuesday, February 12th at 3pm at the World AIDS Museum

Meeting Canceled – No Quorum *Chair: A. Ruffner*

G. EXECUTIVE COMMITTEE

February 21, 2019 *Chair: R. Lopes, V. Chair: C. Grant*

H. SYSTEM OF CARE COMMITTEE (SOC)

No February Meeting *V. Chair: Vacant*

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

10. GRANTEE REPORTS (20 minutes)

a. Part A
b. Part B
c. Part C
d. Part D
e. Part F
f. HOPWA
g. Prevention

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: March 28, 2019 9:30 a.m. **LOCATION:** GC-430

Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*

16. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
• Linkage to Care • Retention in Care • Viral Load Suppression •

March 2019

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 2/21/2019

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 Meeting** 10:00 a.m. ~
4	5 **Support Services Network Meeting** 9:30 a.m., GC-302^ **Community Empowerment Committee Meeting** 3:00 p.m., A-337^	6	7	8
11 ***March 10: National Women and GirlsHIV/ AIDS Awareness Day***	12	13	14	15
18 **Quality Managment Committee Meeting** 3:00 p.m., ^	19	20 ***National Native HIV/AIDS Awareness Day***	21 **Priority Setting & Resource Allocation Committee Meeting** 9:00a.m., A-337^ **Executive Committee Meeting** 11:30a.m., A-337^	22
25	26	27	28 **HIV Planning Council Meeting** 9:30 a.m., GC-430^	29

^ **Governmental Center —**115 S Andrews Ave, Ft. Lauderdale, 33301
~ Comprehensive Women's Center -1000 NE 56th Street, Fort Lauderdale, FL 33334

$ **World AIDS Museum** - 1201 NE 26th St. #111, 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.

March 2019

HANDOUT B

Broward County HIV Health Services Planning Council Calendar

Last Updated: 2/21/2019

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 Dr. Gritell Martinez at 954-561-9681 ext. 1250.

TODOS ESTAN BIENVENIDOS!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301
(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

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

ALL ARE WELCOME!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301
(Access from Downtown Bus Terminal and Tri-Rail/ Broward County Transit)

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

BON VINI!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301
(Access from Downtown Bus Terminal and Tri-Rail/ Broward County Transit)

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

HIVPC Committee Descriptions

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

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

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

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

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

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

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

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

HIVPC MEMBERSHIP DRIVE

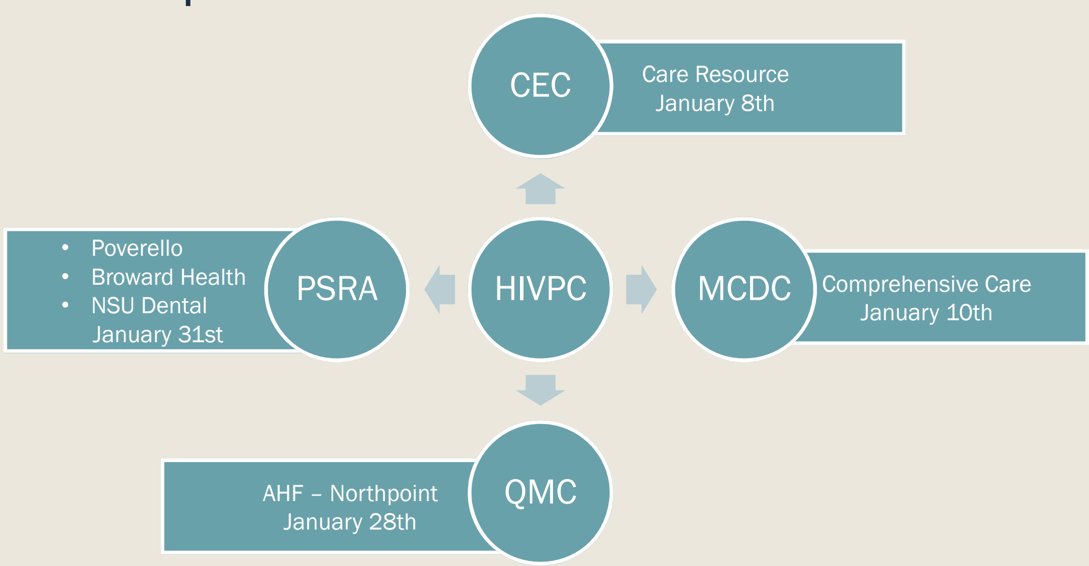
Initial outcomes from January's initiative to increase membership

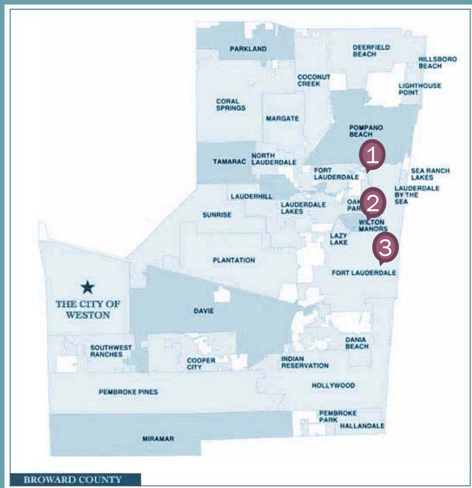
WHAT WAS THE HIVPC MEMBERSHIP DRIVE?

HIV Planning Council Membership Drive

- Committee members participated by tabling at agencies
- Members talked about the HIVPC and its Committees
- Distributed:
  - Palm Cards
  - HIVPC Promotional Items
  - Contact Cards
  - Tickets

Participation & Locations





PARTICIPATION & LOCATIONS

INITIAL OUTCOMES

Goals, Actions, & Outcomes

Goal	Action	Outcome
100% Council & Committee member attendance	Reminders sent to members; opportunities provided to make up missed attendance	46% attendance ☒
20 website page views in January	Provided palm cards with website to interested community members	45 page views January 10th -31st ☑
Receive 20 completed "Get Involved" cards	Spoke to community members and guided them through filling out the contact card	45 "Get Involved" cards returned ☑
4 people engaged at the Membership Drive attend a Committee/Council meeting	Tickets handed out with incentive to attend a meeting	TBD ☐

NEXT STEPS

Initial Contact

Email sent to community members who provided email addresses

- 2 calendar requests
- 2 signed up for future emails

Email Campaign

Follow Up

- Members will reach out to community members over the phone
  - *Maintain continuity*
  - *Establish trust and recognition*
- Committee members will receive contact information from HIVPC Staff to reach out to prospective members

HANDOUT D

FY 2018-2019 Executive Work Plan

The work plan is intended to help guide the work of the committee and to assist the Executive Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X'

GOAL: Increase community engagement and participation by adding 10 new committee and HIVPC members by the end of FY2018

Objective 1: Oversee Planning Council Operations																
Activities	**Frequency**	**Responsible Party**	**Outcomes**	**Action Items/Data Prep**	**Mar**	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
1.1 Conduct annual evaluation of HIVPC Self-Assessment Survey.	Annually	All Committees	Improved Process	Review Committee activities, challenges, and completion of work plan achievements.												X
1.2 Review the need for reinstating the ad-Hoc By-Laws Committee.	Annually	Executive/By-Laws	Improved By-Laws	Reinstate the ad-Hoc By-Laws Committee based on pending parking lot items. Identify and appoint ad-Hoc By-Laws Chair.					X							
1.3 Review and approve work plans for upcoming FY	Annually	Executive	Identify goals and objectives for upcoming year	Review Committee activities, challenges, and achievement of goals to plan and prepare for upcoming work plan activities for FY starting March 1 .												
1.4 Monitor committee activities to ensure goals and objectives of work plans are met	Ongoing	Executive	HIVPC and Committee goals are met	Conduct review of Committee work plan status to be presented by committee chair. Determine Committee progress and make recommendations to Chairs to address unmet goals	X	X	X	X	X		X		X			X
Objective 2: Establish and oversee planning activities and committee work plans to address integrated planning goals and objectives																
Activities		**Responsible Party**	**Outcomes**	**Action Items/Data Prep**	**Mar**	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
2.1 Maintain collaborative relationships with community partners through the Integrated Workgroup/Collaborative to monitor the 2017 Prevention and Care and Treatment Integrated Comprehensive Plan.	Quarterly	Executive/IC	EMA Goals are addressed	Receive updates from the IW membership regarding the progress of implementing the Integrated Plan. Hold meetings with the Executive Committee of the SFAN and BCHPPC as needed.	X											
Objective 3: Implement capacity/leadership development for Planning Council members and applicants																
Activities		**Responsible Party**	**Outcomes**	**Action Items/Data Prep**	**Mar**	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**
3.1 Plan annual Planning Council Retreat.	Annually	Executive	HIVPC training/leadership	Schedule a retreat for all HIVPC members. Educate members on new/emerging Planning Council/RW Part A issues, HIVPC policies and procedures, leadership development, Integrated Comprehensive Plan.												
3.2 Appoint Nominating Committee Chair. Hold Council leadership Elections.	Biennial	Executive	HIVPC Leadership	Identify and appoint the Nominating Committee Chair.					X							
3.3 Leadership Training	Bi-annually	Executive	HIVPC Leadership	Conduct training for HIVPC Committee Chairs with topics addressing leadership, teambuilding, etc.												

FY2018 Evaluation
Executive Committee

HANDOUT E

1.) Committee Effectiveness					
	Not Effective				Very Effective
How effective was Executive in achieving goals of the Committee/HIVPC?	1	2	3	4	5

What are 2 ways Committee Chairs could be more effective?

____

____

____

2.) Member Engagement					
	Not Active				Very Active
How active do you think you have been in engaging new members?	1	2	3	4	5

How will you engage new Committee and HIVPC members in FY19-20?

____

____

____

3.) Preparedness					
	Not Prepared				Very Prepared
How prepared were you in Executive and your individual Committee meetings?	1	2	3	4	5

What are 2 ways you can improve your preparedness as a Committee member and Committee leader?

____

____

____

4.) Leadership					
	Not Effective				Very Effective
How effective were you in facilitating the goals of HIVPC through your leadership?	1	2	3	4	5

What can be done differently to ensure effective leadership?

____

____

____

5.) Goals
What are some FY2019 Executive goals?

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____

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