



**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

MEETING AGENDA

Committee: Executive Committee
Date/Time: Thursday, November 21, 2019, 11:30 a.m.
Location: Government Center Annex 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:** 11/21/19 Executive Committee Agenda and 10/17/19 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 12/05/19 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
 - b) Review December 2019 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**
 - I. **HIVPC Recipient Reports (Handout C)**
Objective 1: Oversee Planning Council operations.
ACTION ITEM: Discuss standardization of Recipient Reports provided to the HIVPC.
5. **MEETING ACTIVITIES/NEW BUSINESS**
 - I. **Member Training Process**
Objective 3: Implement capacity/leadership development for Planning Council members and applicants.
ACTION ITEM: Discuss how best to structure trainings for member education.
 - II. **HIVPC Elections Process (Handout D1-D3)**
Activity 3.2: Appoint Nominating Committee Chair. Hold Council leadership Elections.
ACTION ITEM: Review elections process forms.
6. **RECIPIENT'S REPORT**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** January 16, 2020 11:30 a.m. **VENUE:** TBD
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



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200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / www.brhpc.org

Meeting Minutes: Executive Committee

Date/Time: Thursday, October 17, 2019, 11:30 a.m.

Location: Governmental Center - Room 301

Chair: Lopes, R. **Vice-Chair:** Grant, C.

ATTENDANCE					
#	Member	Present	Absent	Grantee Staff	
1	Barnes, B., <i>Ex Officio</i>		A		Anderson, T.
2	Foster, V.	X			Jones, L.
3	Fortune-Evans, B.	X			
4	Grant, C., <i>Vice-Chair</i>	X			HIVPC Staff
5	Hayes, M.	X			Oratien, V.
6	Lopes, R., <i>Chair</i>	X			Martinez, G.
7	Robertson, L.	X			Ukpai, F.
8	Ruffner, A.	X			
					GUEST
					H. Bradley Katz
					Joshua Rodriguez
					Suzanne Bundy
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 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, Recipient staff and support staff self-introductions were made. A moment of silence was observed. There were no public comments.

2. APPROVALS:

Motion #1: To approve 10/17/19 meeting agenda

Proposed by: Grant, C. **Seconded by:** Robertson, L.

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 5/21/19

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

Action: Passed Unanimously

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3. STANDARD COMMITTEE ITEMS

- a. Review and Approve 10/24/2019 HIVPC Agenda, Meeting Materials and Motions (Handouts A): The Committee reviewed and approved the HIVPC agenda. Conversation took place regarding the addition of a discussion item for the Assessment of the Administrative Mechanism Committee report and PSRA Sweeps. Members chose to add the Assessment of the Administrative Mechanism discussion as the second discussion item on the agenda.

Motion #3: To approve the HIVPC 10/24/19 Meeting Agenda (with adjustments)

Proposed by: Foster, V. **Seconded by:** Fortune-Evans, B.

Action: Passed Unanimously

- b. Review November 2019 Calendar (Handouts B): The Chairs reviewed the draft November HIVPC Committee Calendar. A committee member requested that the calendar reflect a change in date and time for the SFAN meeting.

ACTION ITEM: Include the Administrative Mechanism Committee report discussion item to the meeting agenda.

ACTION ITEM: Add SFAN meeting date and time on November 2019 HIVPC Calendar.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

- I. System of Care Committee Status (Handout C1-C3): The Executive Committee discussed the status of the System of Care Committee and how to move forward. This will be the third iteration of SOC. The Recipient provided a recommendation regarding the Committee's direction once re-established. The Recipient suggested using the SOC Committee to look at racial equity throughout the continuum. Suzanne Bundy presented the current work that is being done in the area of racial equity and offered to provide any expertise to the Committee, should this be the desired direction.

Members discussed leadership for SOC, as the Chair and Vice Chair seats are currently vacant, and the importance of the purpose and goals of the Committee being made clear and understood by all participants to facilitate effective efforts. Members discussed including several entities in the decision-making process because the Committee is meant to review the entire system of care and involved parties should be cognizant of the Committee's activities and expected outcomes. The Committee would like to continue the discussion to reestablish the SOC committee with work that focuses on identifying and strengthening entry points.

ACTION ITEM: The Executive Committee Chair will identify a potential Chair and Vice Chair for the SOC.

- II. Executive Leadership Training Plan FY19-20 (Handout D): Committee members reviewed the training topics for the Executive Leadership for FY19-20. Trainings included Organizational Leadership & Personal Growth, Strategic Thinking, and Robert's Rules. A committee member suggested that the Robert's Rules training be postponed until March when the new leadership cohort is in place. The Executive Committee will receive a separate Robert's Rules presentation

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to better understand how to effectively use it in meetings. Members chose the timeframe for trainings with the Organizational Leadership & Personal Growth to be held in November, Recruitment & Retention to be held in December, and Strategic Thinking and Frequency of Leadership Training to follow.

ACTION ITEM: Identify a presenter for the Strategic Thinking Workshop.

- III. Membership Recruitment (Handout E): The MCDC Chair gave a brief overview of recruitment efforts of the MCDC. The recruitment plan will consist of developing recruitment kits containing palm cards, rack cards, and other pertinent HIVPC information. MCDC's goal is to provide recruitment kits to all Case Managers to distribute to their clients in hopes that it will increase community participation.

ACTION ITEM: Have palm cards and recruitment kits at HIVPC meeting.

ACTION ITEM: Send a reminder to members to wear HIVPC shirt to meeting.

- IV. HIVPC Recipient Reports (Handout F): Members discussed standardizing the reporting format of the Ryan White Parts during the HIVPC's meetings. The conversation was tabled to move to the next agenda item. Members will have the opportunity to discuss further the specific items to be covered by each Part at future HIVPC meetings.
- V. HIVPC Member Handbook (Handout G): The Committee reviewed the HIVPC Member Handbook and approved moving forward with printing to have copies ready for members at the next HIVPC meeting.

ACTION ITEM: Print HIVPC Member Handbooks for HIVPC meeting and Post-Appointment Training.

6. RECIPIENT REPORT

None.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: November 21, 2019 11:30 a.m. VENUE: A-337

Agenda Item for Next Meeting / Action to be taken, presentation, discussion, ect.

I. System of Care Status

ACTION ITEM: Finalize the status of the System of Care Committee.

II. HIVPC Recipient Reports

ACTION ITEM: Establish criteria for Recipient Reports for each Part.

9. ANNOUNCEMENTS None.

10. ADJOURNMENT The meeting adjourned at 1:00 p.m.

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Executive Committee Attendance CY 2019

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	21	21	18	21	C	C	C	C	17			
0	1	5	1	Barnes, B. <i>Ex Officio</i>		A	A	A	A					A			
1	1		2	Dennis, B.	N - 11/1												
1	1	2		Fleurinord, P.		X	E	A	A	Z - 6/26							
0	0	0	3	Fortune-Evans, B.		X	X	X	X					X			
0	0	0	4	Foster, V.		X	X	X	X					X			
0	0	0	5	Grant, C. <i>Vice Chair</i>		X	X	X	X					X			
1	0	0	6	Hayes, M.		X	X	X	X					X			
1	1	0	7	Lopes, R. <i>Chair</i>		X	E	X	X					X			
0	0		8	Moragne, T.	N - 10/24												
0	1	0	9	Robertson, L.		X	X	X	X					X			
0	1	0	10	Ruffner, A.										X			
Quorum = 5					0	7	5	6	6	0	0	0	0	7	0	0	

Legend:

X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

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MEETING AGENDA

Committee: Broward County HIV Health Services Planning Council

Date/Time: December 5, 2019, 9:30 a.m. **Location:** TBD

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

- 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 12/05/19 Meeting Agenda
- Approval of 10/24/19 Meeting Minutes

3. PHONE INTRODUCTIONS

4. PUBLIC COMMENT (Up to 10 minutes)

5. FEDERAL LEGISLATIVE REPORT – Handout A (Kareem Murphy)

6. CONSENT ITEMS

- Motion to approve the Elections Timeline (Handout A)**
Justification: The Timeline provides meeting dates and tasks for the Nominating Committee, as well as deadlines for the HIVPC Leadership nominations and elections process.
PROPOSED BY: ad-Hoc Nominating Committee
- Motion to approve the Nominating Procedure (Handout B)**
Justification: This document has been updated to reflect current Nominating Policies and Procedures.
PROPOSED BY: ad-Hoc Nominating Committee
- Motion to approve Nominee Questionnaire (Handout C)**
Justification: The Nominating Committee has reviewed and approved the nominee questionnaire.
PROPOSED BY: ad-Hoc Nominating Committee

7. DISCUSSION ITEMS

- 2020 HIVPC Chair and Vice Chair Elections**
Open regular HIVPC elections for HIVPC Chair and Vice Chair. Distribute Nominee Questionnaire and discuss process for 2020 HIVPC Leadership Election.
- Member Recognition**
Start nominations process to recognize HIVPC member at February 2020 HIVPC meeting.

8. NEW BUSINESS

None.

9. COMMITTEE REPORTS (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

November 5, 2019

Chair: Dennis, B. Chair: A. Ruffner

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

CEC Event Planning: CEC chose to hold a church-based event in honor of National Black HIV/AIDS Awareness Day in February. The Committee also voted to plan an education event with older adults as the population of focus. These 2 events would satisfy CEC's workplan goal of hosting 2 education events and 2 outreach events in FY2019.

CEC Outreach Survey: Members reviewed the most recent CEC Outreach Survey. Members made some suggestions for updating the survey, but ultimately chose to table the discussion and continue working on it at the January meeting. CEC will also develop pre & post-tests for education events to better demonstrate outcomes from the event.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted in favor of community events focused on populations and locations which were not previously prioritized.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

CEC Event Planning and CEC Outreach Survey.

H. Next Meeting Date:

January 7, 2020 at 3:00 p.m. Room: TBD

II. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

November 14, 2019

Chair: V. Foster, V. Chair: Moragne, T.

III. QUALITY MANAGEMENT COMMITTEE (QMC)

November 18, 2019

Chair: Vacant, V. Chair: B. Fortune-Evans

IV. EXECUTIVE COMMITTEE

November 21, 2019

Chair: Vacant, V. Chair: A. Ruffner

V. AD-HOC NOMINATING COMMITTEE

November 8, 2019

Chair: Katz, H.B. V. Chair: None

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Elections Timeline: Members reviewed the proposed elections timeline and voted to approve the timeline with edits.

Nominating Procedure: Members approved the nominating procedures with the inclusion of call-in voting procedure.

Nominee Questionnaire: The Committee reviewed the most recently utilized Nominee Questionnaire and voted to include mention of the Ending the HIV Epidemic pillars.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted to update the election timeline, nominating procedures, and nominee questionnaire for the HIVPC Chair and Vice Chair election.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

Review Election Process and Logistics and Prepare Slate of Officers.

H. Next Meeting Date:

January 7, 2020 at 1:00 p.m. Room: A-337

VI. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

No November Meeting

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

VII. SYSTEM OF CARE (SOC)

No November Meeting

Chair: Ruffner, A., V. Chair: Rodriguez, J.

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

Meeting Packets are available at: [The HIV Planning Council Website](#)

10. RECIPIENT REPORTS (20 minutes)

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention – Quarterly Update (April, July, October, January)

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: January 23, 2020 9:30 a.m. **LOCATION:** TBD

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 •

HIV Planning Council Attendance CY2019

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
					Meeting Date	24	28	28	25	23	27	25	22	C	24		
0	0	1	1	1	Arencibia, Y.	X	X	X	A	X	X	X	X		X		
0	1	1	2	2	Barnes, B.	A	X	E	X	X	X	X	X		X		
1	1	0	3	3	Bhrangger, R.	X	X	X	X	X	X	X	X		X		
1	1	2	4	4	Burgess, D.	X	X	X	X	A	A	E	X		X		W - 7/2
0	0	0	5	5	Cutright, A.	N - 5/23				X	X	X	X		X		
1	1	2	6	6	Dennis, B.	N-4/25				X	X	X	X	A		A	
0	0	3			Fleurinord, P.	A	E	E	A	A	Z - 6/26						
0	0	2	7	7	Fortune-Evans, B.	A	E	X	X	X	X	A	X		X		
0	0	2	8	8	Foster, V.	X	X	X	A	A	E	X	X		X		W - 7/2
0	0	1	9	9	Grant, C.	X	X	E	X	X	X	A	E		X		
0	0	0	10	10	Hayes, M.	X	X	E	X	X	X	X	X		X		
0	0	7			-Holness, D.V.C. (Comm)	A	A	X	A	A	A	A		X			
1	1	0	11	11	Katz, H.B.	X	E	X	X	E	X	X	X		E		
0	0	0	12	12	Leonard, Christopher	N- 4/25				X	X	X	X		E		
1	1	1	13	13	Lewis, V.	N-8/20							A		X		
0	0	1	14	14	Lopes, R. Chair	X	X	E	X	X	A	X	X		X		
1	1	0	15	15	Marcoviche, W.	X	X	X	X	X	X	X	E		E		
0	0	1	16	16	Moragne, T.	A	X	X	X	X	X	X	X		X		
0	0	2	17	17	Moreno, V.	A	X	E	X	X	X	A	X		X		
1	1	0	18	18	Riley- Gardiner, Y.	N- 4/25				X	E	X	X	E	Z - 10/2		
0	1	0	19	19	Robertson, L.	X	X	X	X	X	X	X	X		E		
0	0	0	20	20	Rodriguez, J.	X	X	X	X	X	X	X	E		X		
0	0	1	21	21	Ruffner, A.	X	X	X	X	A	X	X	X		X		
0	0	2	22	22	Schweizer, M.	A	X	X	A	X	X	E	X		X		
0	0	3	23	23	Siclari, R.	X	A	X	X	A	A	X	X		X		W - 7/2
Quorum = 12						13	15	14	18	16	18	17	17	0	18	0	0

Legend:

X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	R - removal letter
CX - canceled due to quorum	



DECEMBER

Broward County HIV Health Services Planning Council Calendar
Last Updated: 11/20/2019

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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 World AIDS Day	2	3 Support Services Meeting 2:30 p.m., Room GC-302 Governmental Center 115 S. Andrews Ave. Fort Lauderdale, FL 33301	4	5 HIV Planning Council 9:30 a.m., Location TBD	6	7
8	9	10 Quality Network Meeting 9:30 p.m., Room A-337 Governmental Center 115 S. Andrews Ave. Fort Lauderdale, FL 33301	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 CHRISTMAS BRHPC Closed	26	27	28
29	30	31				

Meetings in **RED** are cancelled. Meetings in **BLUE** are for the HIV Planning Council Committees.
Meetings in **GREEN** are for QI Network. Meetings outside of the HIV Planning Council are in **BLACK**.



OCTOBER

Broward County HIV Health Services Planning Council Calendar

Last Updated: 8/30/2019

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 Marcus Guice at 954-561-9681 ext. 1219.

TODOS ESTAN BIENVENIDOS!	ALL ARE WELCOME!	BON VINI!
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.	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.	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

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.

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.

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.

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.

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.

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.

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.

Recipient Reports to the HIV Planning Council

**PART ____ RECIPIENT**

Recipient/Organization Information

Organization Summary

Client Information

Number of:	Current Month	Year to Date
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Clients Served		
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Clients in Care		
-----------------	--	--

Lost to Care or Service Currently		
-----------------------------------	--	--

Clients Pending Service		
-------------------------	--	--

Clients Complete Eligibility but Not in Care		
--	--	--

Accomplishments

Challenges Encountered

2020 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	October 24, 2019
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	November 8, 2019
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Nominations accepted from the floor. Questionnaire given to all eligible parties interested in running.	December 5, 2019
Nominations closed.	January 6, 2020
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 7, 2020
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January 23, 2020
Start of new HIVPC Chair & Vice Chair terms	March 1, 2020



NOMINATING PROCEDURE

FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the December HIVPC meeting (prior to the January election), a verbal call for nominations from the floor will take place. Council Members will be given a form to express their interest in running for Chair or Vice Chair. The form contains a set of questions about why they want to be an officer and their past leadership experience. The deadline for submitting responses will be January 6, 2020.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following the submission deadline to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the January Planning Council mailing.

If a member calls in to the Planning Council meeting, the member can vote. The member calling in to the meeting will vote first so as not to be a tie-breaking vote.

At the beginning of the January Planning Council meeting, candidates will give presentations that should be limited to 10 minutes with an additional 2 minutes for clarification relevant to the responses. Then ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. If there is only one candidate running for office, the ballot will include an option for members to either approve or reject the candidate. Planning Council members will receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first-choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the January meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective as of March 1, 2020.

FOR SPECIAL ELECTIONS

In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined above. Dates may vary based on the timing of the resignation.

Nominee Questionnaire

HANDOUT D3

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

Candidate Name: _____

Office Sought: _____

Affiliation: _____

Please state your affiliation as an employee, consultant, or board member with Ryan White Part A, if any.

Please answer each question as concisely as possible, using the space provided.

Leadership

Please describe your leadership style and how you might engage Council members and facilitate the meeting process.

Membership

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

Relationships, Community, & Outreach

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

Health Disparity

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

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Conflict of Interest

If elected, how will you avoid conflict of interest, real or perceived, while exercising your duties of office and that of your personal and professional life?

Advocacy

What current unaddressed issues impacting the HIV/AIDS community would you like the Council to address?

Outlook

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021 and the Ending the HIV Epidemic pillars?