



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, February 20, 2020, 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:** 02/20/20 Executive Committee Agenda and 01/16/20 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - I. Review and Approve 02/27/20 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
 - II. Review March 2020 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**

None.
5. **MEETING ACTIVITIES/NEW BUSINESS**
 - I. **HIVPC Elections FY2020**

Activity 3.2: Appoint Nominating Committee Chair. Hold Council leadership Elections.
ACTION ITEM: Discuss current status of HIVPC Chair and Vice Chair Elections.
 - II. **World AIDS Museum Video Launch**

Activity 2.1: Maintain collaborative relationships with community partners
ACTION ITEM: Discuss CEC & MCDC Sponsorship of video launch event at World AIDS Museum on March 26, 2020.
 - III. **Leadership Training (Handout C)**

Activity 3.3: Leadership training
ACTION ITEM: Discuss Robert's Rules of Order Offsite training.
 - IV. **Self-Assessment Survey (Handout D)**

Activity 1.1: Conduct annual evaluation of HIVPC Self-Assessment Survey
ACTION ITEM: Review Committee activities, challenges, and completion of Work Plan achievements.
 - V. **Work Plan Review (Handouts E1-E2)**

Activity 1.3: Review and approve work plans for upcoming FY
ACTION ITEM: Review FY2019 Work Plan progress and update for FY2020.
6. **RECIPIENT'S REPORT**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** March 19, 2020 11:30 a.m. **VENUE:** A-337
 - 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.
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



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 / www.brhpc.org

Meeting Minutes: Executive Committee

Date/Time: Thursday, January 16, 2020, 11:30 a.m.

Location: Governmental Center Annex - Room A-337

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

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Barnes, B., <i>Ex Officio</i>	X		Anderson, T.
2	Dennis, Bessie	X		Jones, L.
3	Fortune-Evans, B.	X		
4	Foster, V.	X		HIVPC Staff
5	Grant, C., Vice-Chair	X		Oratien, V.
6	Hayes, M.	X		Martinez, G.
7	Lopes, R., Chair	X		Ukpai, F.
8	Moragne, T.	A		
9	Robertson, L.	X		GUEST
10	Ruffner, A.	X		H. Bradley Katz
Quorum = 5		9		

1. CALL TO ORDER:

The Chair called the meeting to order at 11:31 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 acknowledgment of HIV status is not required but is subject to public record if it is disclosed. The Chair, Committee members, 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 the 01/16/20 meeting agenda

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

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 11/21/19

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

Action: Passed Unanimously

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



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 / www.brhpc.org

3. STANDARD COMMITTEE ITEMS

Review and Approve 01/23/2020 HIVPC Agenda, Meeting Materials, and Motions (Handouts A): The Committee reviewed the HIVPC agenda.

Motion #3: To approve the HIVPC 01/23/20 Meeting Agenda

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

Action: Passed Unanimously

Review December 2019 Calendar (Handouts B): Members reviewed the draft February HIVPC Committee Calendar. No adjustments were requested.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

HIVPC Elections FY2020 (Handout C): The ad-Hoc Nominating Committee Chair discussed the lack of applicants this nomination cycle. The Nominations Committee suggested requesting that the current Chair and Vice Chair postpone leaving office until there was a slate of candidates. The Committee discussed potential reasons that members did not apply for the Chair/Vice Chair positions. Some reasons discussed at Nominating Committee included overcommitment, being unsure about what the role of Chair/Vice Chair entails, and simply being unclear on whether the current Chair or Vice Chair was running for a second term.

A member stated that nominations from the floor was a key step that was missed during this process. Also, the uncertainty of the current Chair/Vice Chair seeking a second term may have played a role in why potential applicants have withheld their bids. Moving forward, the nominating procedures will require that the current Chair/Vice Chair state their intentions about reelection. Conclusively, the process was extended, and the nomination timeframe will now close on February 7th.

ACTION ITEM: Develop HIVPC succession plan.

ACTION ITEM: Revise the Election timeline and nominating procedures.

ACTION ITEM: Announce updated election status after HIVPC on January 23rd.

ACTION ITEM: Include Chair/Vice Chair Responsibilities as a permanent addendum to the nominee questionnaire.

Motion #4: To extend the nomination period for one month.

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

Action: Passed Unanimously

ACTION ITEM: Amend HIVPC Agenda.

System of Care Committee Update: The Committee Chair discussed the status of the System of Care (SOC) Committee and the coordination call held on January 8th. As it stands, SOC is in the primary stages of outlining the scope of the Committee work moving into this next iteration. The SOC Chair announced that the committee is seeking diverse voices from throughout the community to include consumers and direct service providers. A member made a recommendation about

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



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 / www.brhpc.org

recruitment to include the Test & Treat Champions or get other recommendations from that group for viable applicants.

Ad-Hoc Committee Creation: PCS Staff provided members with a brief overview of the purpose of both ad-Hoc Committees. The purpose of the CEC ad-Hoc is to establish a group to spearhead the work for an upcoming church-based event in observance of National Black HIV/AIDS Awareness Day (February 7th). The HIVPC ad-Hoc will focus on establishing events for different activities to honor the 30th Anniversary of Planning Council.

Motion #5: To create an ad-Hoc Event Committee.

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

Action: Passed Unanimously

Motion #6: To create an ad-Hoc Anniversary Committee.

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

Discussion: There was a discussion around the specifics of the 30th-anniversary event and the significance for the Planning Council. A member inquired about what the 30th celebration would look like and PCS Staff described a potential video series on different aspects of service on the HIVPC which would double as a recruitment tool.

Action: Passed Unanimously

Integrated Plan & Ending the HIV Epidemic Facilitated Meeting: The Recipient discussed the Ending the HIV Epidemic Plan which was drafted by the State of Florida and Broward Department of Health to include Broward County specific goals and objectives. Currently, there are two different plans, the Integrated Plan and the Ending the HIV Epidemic Plan; however, the Integrated Workgroup needs to be oriented around nonduplicative work. The Recipient expressed a need for an executive meeting between all planning bodies to form a community response that is reflective of both plans.

6. RECIPIENT REPORT

- The Recipient has spoken with the HRSA Project Officer and is expecting a partial grant award before March 1. The EHE award is expected around the same time. The first year of the EHE award is to plan and ramp-up activities. Broward County's plan for its EHE funding was to get started as soon as possible. Broward applied for \$9 million in its grant application.
- Last year, the Florida Department of Health (FDOH) had additional housing funds it wanted to give to Fort Lauderdale. There were \$900,000 in carryover HOPWA funds available, which were not expended as negotiations with the City of Fort Lauderdale fell through. The Part A Office was not able to take on the funding based on the limited turnaround time.
- As of Monday, January 13, 2020, approximately 100 people signed up for the Affordable Care Act marketplace plans who do not have ADAP eligibility. Part A will cover premiums for one month to ensure enrollment in health insurance because it is cheaper than covering direct dispense. Part A will not be able to cover more than one month of premiums as one month for 100 clients could cost approximately \$70,000.
- During the week of January 20th, Florida's Part A Recipients will meet with Laura Reeves of FDOH for a 2-day face-to-face conversation discussing collaboration, information sharing, and

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



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 / www.brhpc.org

timelines. This meeting is a follow up to a discussion which took place in November and came about to improve collaboration between Part A Recipients and FDOH.

- The RFP proposal process for Ryan White Part A services has been completed and expected to be approved by the end of February. In the next couple of months, a new RFP will be issued for CIED, which was not awarded in this RFP.
- World AIDS Museum – Having a preview of the new Medication Exhibit and Unmasking HIV Exhibit on February 6th
- World AIDS Museum – World AIDS Museum in partnership with the African American Research Library will be hosting the Cultural Conversations Series and Workshop on February 6th at 6:30 p.m.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: February 20, 2020 11:30 a.m. **VENUE:** A-337

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT The meeting adjourned at 1:08 p.m.

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

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 / www.brhpc.org

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	16												
0	1	0	1	Barnes, B. <i>Ex Officio</i>	X												
1	1	0	2	Dennis, B.	X												
0	0	0	3	Fortune-Evans, B.	X												
0	0	0	4	Foster, V.	X												
0	0	0	5	Grant, C. <i>Vice Chair</i>	X												
0	0	0	6	Hayes, M.	X												
0	0	0	7	Lopes, R. <i>Chair</i>	X												
0	0	1	8	Moragne, T.	A												
0	1	0	9	Robertson, L.	X												
0	0	0	10	Ruffner, A.	X												
Quorum = 5					9	0	0	0	0	0	0	0	0	0	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

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



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: Broward County HIV Health Services Planning Council

Date/Time: February 27, 2020, 9:30 a.m. **Location:** Governmental Center 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 02/27/20 Meeting Agenda
- g. Approval of 01/23/20 Meeting Minutes

3. PHONE INTRODUCTIONS

4. PUBLIC COMMENT (Up to 10 minutes)

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

6. CONSENT ITEMS

- I. **Motion to approve Ebonni Chrispin to join the System of Care Committee.**
Justification: Ebonni Chrispin is a Legislative Affairs and Community Engagement manager for AHF and will make a strong addition to the System of Care Committee.
PROPOSED BY: System of Care Committee Chair
- II. **Motion to approve FY2020-2021 HIVPC Committee Work Plans (Handout B)**
Justification: The MCDC, PSRA, Executive Committees have reviewed and updated the Committee Work Plans for FY2020-2021. Each Committee has approved its Work Plan respectively.
PROPOSED BY: Membership/Council Development Committee, Priority Setting & Resource Allocation Committee, and Executive Committee

7. NEW BUSINESS

- I. **HIVPC Chair and Vice Chair Elections (Handouts D1-D2)**
Justification: To discuss the leadership position openings and their responsibilities. The Nominating process has not resulted in a slate of candidates. This extension of the nominating timeline is intended to produce a slate of candidates.
PROPOSED BY: Executive Committee

8. DISCUSSION ITEMS

- I. **Robert's Rules of Order Training (Handout C)**
Justification: To discuss the Robert's Rules of Order training approved by MCDC and the Executive Committee.
PROPOSED BY: MCDC and Executive Committee

9. COMMITTEE REPORTS (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

February 4, 2020

Chair: Dennis, B. V. Chair: A. Ruffner

A. Discussion Item:**B. Work Plan Item Update/Status Summary:**

Community Empowerment Committee Event Planning: The Committee was informed that the event they voted to hold on February 9, 2020 was canceled. The Bishop of the church that was to serve as the location did not feel it was a reasonable timeframe. A suggestion was made to utilize an event at the African American Research Library & Cultural Center (AARLCC) as a CEC event. The Committee voted to attend, table, and briefly speak at the event.

FY2020-2021 CEC Work Plan: The Committee reviewed its progress on the FY2019-2020 Work Plan (Handout A1 on file). CEC did not complete the majority of its listed activities in this fiscal year. In part, challenges with sustaining Committee leadership and time spent on grant writing were hinderances. The FY2020-2021 CEC Work Plan was tabled so that the work could continue in the Committee's next meeting.

C. Data Requests:

Members requested a calendar of HIV awareness days and education on services provided by the Ryan White Part A Program. This information will be useful in engaging the community.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

Finalize FY2020-2021 CEC Work Plan.

H. Next Meeting Date:

March 3, 2020 at 3:00 p.m. Room: GC-320

II. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

February 13, 2020

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

A. Discussion Item:**B. Work Plan Item Update/Status Summary:**

Review HIVPC Demographics: The Planning Council currently has 20 members since one member's passing and another's resignation. The total percentage of unaffiliated consumers for the Planning Council has decreased to 25%, which is below the HRSA-mandated 33%.

Members discussed the immediate need to implement a strategy that will increase consumer membership and maintain engagement. The HIVPC remains under-representative of White consumers as well as male consumers. Members also discussed potential strategies and locations for recruitment to increase the percentage of people with HIV on the HIVPC.

Planning Council and Committee Attendance: Members reviewed the Committee and HIVPC attendance report and discussed any changes that have occurred across committees (Handout B on file). There have been no warnings or removals since the last MCDC meeting, but one member has passed away and another resigned.

Current Applicants, Interested Parties, and Appointments: None.

HIVPC Training & Presentation Plan: Members reviewed the HIVPC Training & Presentation Plan and discussed the Robert's Rules of Order Training. After reviewing available training options, the Committee voted to approve an offsite continuing education for the HIVPC on Robert's Rules including TEAM development and coaching for Chairs.

Review Progress MCDC Work Plan: The Committee reviewed its progress through its FY2019 Work Plan (Handout D1 on file). MCDC completed nearly every task on its Work Plan but had not achieved

its goal of 33% PLWHA representation. For the coming fiscal year, members chose to include “to passionately engage 100 community members and recruit 7 members to the HIVPC” in the FY2020 goal. Members discussed activities and objectives to serve that goal in the coming year. A sample Work Plan evaluation was shared with the Committee. This evaluation tool will be used throughout the year to track MCDC’s progress in completing its objectives. After further revision, the Committee voted to approve its FY2020 Work Plan with the stipulation that activities may change as the Work Plan evaluation tool develops.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted to structure a Robert’s Rules training for HIVPC members. This training will equip current members with necessary tools for meeting engagement and facilitation.

MCDC also voted to approve its FY2020 Work Plan. The Work Plan for the coming fiscal year includes more community engagement activities and recruitment & retention initiatives to increase consumer membership.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

Develop HIVPC Recruitment Video Script

H. Next Meeting Date:

TBD at 11:30 a.m. Room: TBD

III. QUALITY MANAGEMENT COMMITTEE (QMC)

January 27, 2020

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

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

The CQM Support staff presented data in response to the data request generated at the 11/18/19 QMC Meeting discussing client housing status between FY2016 and FY2018. Members discussed the utilized definition for housing status and the possibility of redefining this field.

The CQM team members gave a brief overview of the proposed Universal Service Delivery Model. The Universal SDM would serve as the minimum standards of care for all RWHAP Part A funded providers within the EMA regardless of service category. The purpose of the Universal SDM is to ensure that all clients receive the same quality of care regardless of where they receive services. Members voted to approve the Universal Service Delivery Model for the EMA.

C. Data Requests:

None.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

Data Presentation

H. Next Meeting Date:

February 24, 2020 at 12:30 p.m. Room: TBD

IV. EXECUTIVE COMMITTEE

February 20, 2020

Chair: R. Lopes, Chair: C. Grant

V. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

February 20, 2020

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

VI. SYSTEM OF CARE (SOC)

No February Meeting

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

VII. AD-HOC NOMINATING COMMITTEE

February 13, 2020

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

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Slate of Officers: The Committee reviewed the one Chair Nominee Questionnaire and the one Vice Chair Nominee Questionnaire that were received. Members voted to approve the slate of officers.

Review Election Process and Logistics: Committee members voted to approve the Chair and Vice Chair ballots and determined roles to perform during the election.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted to approve the slate of candidates, Chair and Vice Chair ballots, and roles to perform during the election. This was to ensure an organized election process that's in line with the Robert Rules of Order.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

None.

H. Next Meeting Date:

None.

**** 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 (January, April, July, October)

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: February 27, 2020 9:30 a.m. **LOCATION:** GC-430

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 •

CY2020 HIVPC Attendance

Consumer	PLMHA	Absences	Count															Attendance Letters
				Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
				Meeting Date	23	27												
0	0	0	1	Arencibia, Y.	X													
0	1	0	2	Barnes, B.	X													
1	1	0	3	Bhrangger, R.	E													
0	0	0	4	Cutright, A.	X													
1	1	0	5	Dennis, B.	X													
0	0	0	6	Fortune-Evans, B.	X													
0	0	0	7	Foster, V.	X													
0	0	0	8	Grant, C.	X													
0	0	0	9	Hayes, M.	X													
0	0	1		Sherif, B. (Comm)	A													
1	1	0	10	Katz, H.B.	X													
1	1	0	11	Lewis, V.	X													
0	0	0	12	Lopes, R. <i>Chair</i>	X													
1	1	0	13	Marcoviche, W.	E													
0	0	1	14	Moragne, T.	A													
0	0	0	15	Moreno, V.	X													
0	1	0	16	Robertson, L.	X													
0	0	0	17	Rodriguez, J.	E													
0	0	0	18	Ruffner, A.	X													
0	0	0	19	Schweizer, M.	X													
0	0	1	20	Siclari, R.	A													
				Quorum = 11	15	0	0	0	0	0	0	0	0	0	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	



MARCH

Broward County HIV Health Services Planning Council Calendar
Last Updated: 02/2020

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	2	3 Support Services Meeting 9:00 a.m., Room A-337 Community Empowerment Committee Meeting 3:00 p.m., Room A-337 115 S. Andrews Ave. Fort Lauderdale, FL 33301	4	5 SFAN Meeting 6:00 p.m. Comprehensive Women's Center 1000 NE 56th St., Fort Lauderdale, FL 33334	6	7
8	9	10 National Women and Girls HIV/AIDS Awareness Day	11 Quality Network Meeting 9:00 a.m., Room A-337 Governmental Center 115 S. Andrews Ave. Fort Lauderdale, FL 33301	12	13	14
15	16 Quality Management Committee Meeting 12:30 p.m., Room A-337 Governmental Center 115 S. Andrews Ave. Fort Lauderdale, FL 33301	17	18	19 Priority Setting & Resource Allocation 9:00 a.m., Room A-337 Executive Committee Meeting 11:30 a.m., Room A-337 115 S. Andrews Ave. Fort Lauderdale, FL 33301	20	21
22	23	24	25	26 HIV Planning Council 9:30 a.m., Room GC-320 Governmental Center 115 S. Andrews Ave. Fort Lauderdale, FL 33301	27	28
29	30	31				

Meetings in **RED** are canceled. 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**.



MARCH

Broward County HIV Health Services Planning Council Calendar

Last Updated: 08/2019

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	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.

**ROBERT'S RULES
MADE SIMPLE**
THE EASY WAY TO LEARN
ROBERT'S RULES OF ORDER

Training Proposal:

Broward Regional Health Planning Council

HIV Planning Council Offsite Training

One half-day Robert's Rules Made Simple Training, including:

- Robert's Rules of Order and Meeting Effectiveness
- Board Development
- Coaching for Chairs

This option also includes an online license for each board member to access the Robert's Rules Made Simple Training Online Training Solution.

Post-Training Content Weekly Emails and Free Content:

After the training the consultant will provide 12 weeks of additional training content to encourage the HIVPC to continue to interact with and learn from the training experience.

1.) Committee Effectiveness

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

What are 2 ways Committee Chairs could be more effective?

2.) Member Engagement

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

How will you engage new Committee and HIVPC members in FY20-21?

3.) Preparedness

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

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

4.) Leadership

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

What can be done differently to ensure effective leadership?

5.) Goals

What are some FY2020 Executive goals?

FY 2019-2020 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 FY2019

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.												
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 .												X
1.4 Monitor committee activities to ensure goals and objectives of work plans are met	Quarterly	Executive	HIVPC and Committee goals are met	Conduct quarterly review of Committee work plan status to be presented by committee chair. Determine Committee progress and make recommendations to Chairs to address unmet goals												

Objective 2: Establish and oversee planning activities and committee work plans to address integrated planning goals and objectives

Activities	Frequency	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			X			

Objective 3: Implement capacity/leadership development for Planning Council members and applicants

Activities	Frequency	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.		X										
3.2 Appoint Nominating Committee Chair. Hold Council leadership Elections.	Biennial	Executive	HIVPC Leadership	Identify and appoint the Nominating Committee Chair.								X	X	X	X	X
3.3 Leadership Training	Bi-annually	Executive	HIVPC Leadership	Conduct training for HIVPC Committee Chairs with topics addressing leadership, teambuilding, etc.						X					X	

FY 2020-2021 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 FY2020

Objective 1: Oversee Planning Council Operations

[illegible][illegible][illegible][illegible][illegible]