



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: 954-581-9681 / Fax: 954-581-9685

MEETING AGENDA

Committee: Executive Committee

Date/Time: Thursday, October 15, 2020, 11:30 a.m.

Location: Virtual Meeting Room

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

Executive Committee Purpose: To increase community engagement and participation by adding new Committee and HIVPC members by the end of each fiscal year.

1. CALL TO ORDER: *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*

2. APPROVALS: 10/15/20 Executive Committee Agenda, 09/17/20 Meeting Minutes

3. STANDARD COMMITTEE ITEMS

I. Review and Approve 10/22/20 HIVPC Agenda, Meeting Materials and Motions (Handouts A)

II. Review November 2020 HIVPC Calendar (Handout B)

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

I. Executive Bodies Meeting

Work Plan Activity 2.1: Maintain collaborative relationships with community partners through the Integrated Workgroup/Collaborative to monitor the 2017 Prevention and Care & Treatment Integrated Comprehensive Plan.

Work Plan Activity 1.2: Review the need for reinstating the ad-hoc By-Laws Committee.

ACTION ITEM: Receive update on Integrated Workgroup status and discuss possibility of reunification of PSRA process.

II. Committee Work Plan Review (Handout C)

Work Plan Activity 1.4: Monitor activities to ensure goals and objectives of work plans are met.

ACTION ITEM: Review Committee Work Plans status and make recommendations to address unmet goals.

III. Planning Council Retreat

Work Plan Activity 3.1: Plan annual Planning Council retreat

ACTION ITEM: Discuss holding a Planning Council retreat in FY2020.

IV. HIV Planning Council & Committee Meetings

ACTION ITEM: Discuss how meetings will be held moving forward in FY2020.

6. RECIPIENT'S REPORT

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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7. PUBLIC COMMENT
8. AGENDA ITEMS / TASKS FOR NEXT MEETING: TBD 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 •

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Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES



1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.

CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN

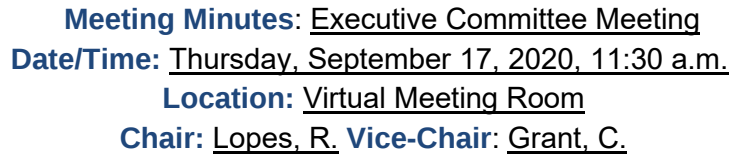


1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.

KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO



1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa esklizif pou fè moun tande-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posèsyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.



#	Member	Present	Absent	Recipient Staff
1	Barnes, B., <i>Ex Officio</i>	X		Walker, N.
2	Fortune-Evans, B.	X		Thompson, T.
3	Foster, V.	X		Gonzalez-Charlot, J.
4	Grant, C., Vice-Chair	X		Giglioli, K.
5	Lopes, R., Chair	X		HIVPC Staff
6	Moragne, T.	X		Oratien, V.
7	Robertson, L.	X		Seitchick, J.
8	Rodriguez, J.		A	Ukpai, F.
9	Ruffner, A.	X		GUESTS
				Pabon, N.
				Wiley, E.
	Quorum = 5	8		

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, Vice Chair, Committee members, Recipient staff, and support staff were made by roll call. Guest self-introductions were made. A moment of silence was observed.

A guest made a public comment to bring alerted attention to the need for meaningful involvement of the transgender community. The guest participated in this meeting so that members could hear from this marginalized community and to provide solutions to problems within the trans community. The Arianna Center would appreciate the Council and community's support.

Motion #1: To approve the 09/17/2020 meeting agenda
Proposed by: Moragne, T. **Seconded by:** Foster, V.
Action: Passed Unanimously

Motion #2: To approve the 07/16/2020 meeting minutes
Proposed by: Foster, V. **Seconded by:** Grant, C.
Action: Passed Unanimously

3. STANDARDS COMMITTEE ITEMS:

HIVPC Agenda (Handout A): The Executive Committee reviewed the HIV Planning Council agenda for the 09/24/2020 meeting. The Committee voted to approve the agenda with an amendment made to the order of new business items.

Motion #3: To approve the HIVPC agenda for the 09/24/2020 meeting.

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

Action: Passed Unanimously

October HIVPC Calendar (Handout B): The Committee reviewed the October HIV Planning Council calendar. No amendments were made to the calendar during the meeting.

4. UNFINISHED BUSINESS:

None.

5. MEETING ACTIVITIES/NEW BUSINESS:

HIVPC Demographics: The Committee reviewed the Council's demographics (Handout C on file). The PCS Team described the status of the Council's demographics. HIV Planning Councils are comprised of members who reflect the age, sex, and racial/ethnic demographics of their regions. Additionally, Planning Councils are mandated to maintain a minimum of 33% unaffiliated consumer members. Broward's HIVPC has fallen short of the required consumer membership in recent years and HRSA has noted these shortcomings in its findings. Members discussed options for how to reach out to potential new members. A JSI representative who is providing technical assistance to the HIVPC shared that he and his partner will be working with the Council to address these concerns.

Executive Bodies Meeting: The Executive Committee discussed the meeting held on Tuesday, September 15, 2020. The meeting included leadership of the Broward County HIV Prevention Planning Council (BCHPPC), HIVPC, and South Florida AIDS Network (SFAN). The meeting began with a discussion of the letter brought to the planning bodies in February (Handout D on file).

Members discussed their impressions of the meeting and which of the outlined actions could easily be implemented. After much discussion, the Committee agreed to bring the following ideas to the Council for approval:

- Create an annual state of HIV in Broward County summit
- Reconstitute the Integrated Committee with a new & improved process
- Join in creating "HIV Score Cards" for all 3 planning bodies: survey input on Grantees, Services offered, and a countywide client satisfaction survey/process
- Create a "Getting to Zero" campaign that will aid in our unifying efforts and showcase broad support from the community to review everything funded for HIV and how well it is working in our county

The remaining points would need to be informed with additional information regarding the Broward County Ordinances and HRSA requirements that factor into HIVPC operations.

ACTION ITEM: PCS Team will provide Broward County ordinance and HRSA requirement information to the HIVPC.

6. RECIPIENT REPORT:

The Recipient's Office is drafting its Ryan White Part A and Ending the HIV Epidemic contracts. Those who received some contract funding will receive the final portion from September 1, 2020. Additionally, there are 2 job openings as a result of promotions within the office.

7. PUBLIC COMMENT

None.

8. ANNOUNCEMENTS

Broward Regional Health Planning Council will be disseminating a Needs Assessment survey this month.

9. AGENDA ITEMS / TASKS FOR NEXT MEETING: October 15, 2020 at 11:30 a.m. **VENUE:** TBD

10. ADJOURNMENT The meeting adjourned at 12:48 p.m.

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Executive Committee Attendance CY 2020

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Feb	Mar	Apr	May	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	16	20	27	C	C	8	21	18	16	C	17				
0	1	1	1	1 Barnes, B. <i>Ex Officio</i>	X	X	A			X	X	X	X		X				
1	1	1		Dennis, B.	X	X	X			A	X	E		Z - 7/13					
0	0	0	2	Fortune-Evans, B.	X	X	X			X	X	X	X		X				
0	0	1	3	Foster, V.	X	A	X			X	X	X	X		X				
0	0	1	4	Grant, C. <i>Vice Chair</i>	X	X	X			A	X	X	X		X				
0	0	0		Hayes, M.	X	X	X			X				Z - 5/21					
0	0	1	5	Lopes, R. <i>Chair</i>	X	A	X			X	X	X	X		X				
0	0	5	6	Moragne, T.	A	A	A			A	A	X	E		X				
0	1	0	7	Robertson, L.	X	X	X			X	X	X	E		X				
0	0	2	8	Rodriguez, J.			N - 1/16					A	X	E	A				
0	0	1	9	Ruffner, A.	X	A	X			X	X	X	X		X				
				Quorum = 5	9	6	8	0	0	7	8	9	6	0	8	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

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MEETING AGENDA

Committee: Broward County HIV Health Services Planning Council

Date/Time: October 22, 2020, 9:30 a.m. **Location:** WebEx Meeting Room

Chair: Dr. Réquel Lopes, AP **Vice-Chair:** Claudette Grant

Reminder: *Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

HIVPC Purpose: To provide planning, to promote development of HIV/AIDS health services, personnel, and facilities which meet identified health needs in a cost-effective manner, to reduce inefficiencies, and to develop HIV-related health plans.

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 10/22/20 Meeting Agenda
- g. Approval of 09/24/20 Meeting Minutes

3. PUBLIC COMMENT (Up to 10 minutes)

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

5. CONSENT ITEMS

I. Motion to approve the System of Care Committee Work Plan (Handout B)

Justification: The work plan has been approved by the System of Care Committee.

PROPOSED BY: SOC Committee

6. DISCUSSION ITEMS

I. Sweeps Process

Justification: To approve the reallocations recommended by the PSRA Committee.

PROPOSED BY: PSRA Committee

7. NEW BUSINESS

I. Homelessness & HIV Presentation (Handout C)

Justification: To inform the HIVPC of relevant concerns in Broward County.

PROPOSED BY: MCDC Committee

8. COMMITTEE REPORTS (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC) & MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

October 6, 2020

CEC Chair: Vacant, CEC V. Chair: A. Ruffner

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

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

CEC & MCDC Joint Meeting: The CEC Vice Chair began the meeting to discuss planning a joint event with the Membership/Council Development Committee (MCDC). The Committees discussed hosting a virtual event to include a community dialogue

around the COVID-19 pandemic's impact on barriers to accessing services and participating in community events. The event's goal would be to inform community members of activities and possibilities to participate in those Planning Council activities.

The Committee voted in favor of developing a recruit video, which will include testimonies from current HIV Planning Council members and footage from Planning Council and Sub-Committee meetings. The videos will be shared with Ryan White providers to be played on a loop in waiting rooms and shared on social media platforms.

CEC Event Review (Handout A): Planning Council Support (PCS) staff presented survey results from the Broward Ryan White Part A Office's *Ryan White & You: The Simple Facts* video Launch. The event, which took place on Tuesday, July 21, 2020, at 7:00 p.m., featured community discussion around the video series and a question and answer segment.

CEC Leadership: The CEC Vice Chair discussed the open Chair position and encouraged members to consider stepping into the leadership role. The CEC Chair position has been vacant for a few months, and it is important to have a consumer represented in leadership for the CEC. PCS staff outlined the requirements to be a CEC Chair and touched on some of the responsibilities.

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:

- I. *Stop, Start, Continue Exercise*
- II. *CEC Development*

H. Next Meeting Date:

November 12, 2020 at 9:30 a.m. Location: TBD

II. QUALITY MANAGEMENT COMMITTEE (QMC)

October 19, 2020

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

III. EXECUTIVE COMMITTEE

October 15, 2020

Chair: R. Lopes, V. Chair: C. Grant

IV. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

October 15, 2020

Chair: L. Robertson, V. Chair: Vacant

V. SYSTEM OF CARE (SOC)

October 1, 2020

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

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

System of Care FY2020 Work Plan: The Committee reviewed its updated work plan for the current fiscal year (Handout A on file). After further revision the work plan was approved.

Broward HIV Care Continuum 2019 Data Report: A CQM Health Planner provided an overview of the Broward County HIV data as well as Ryan White Part A client outcomes (Handout B on file).

Needs Assessment Review: SOC received a brief overview of the Needs Assessments completed by Broward Health, Memorial Healthcare System, and Holy Cross (Handouts C1-C3 on file). Following the presentation, members discussed potential areas for further review in upcoming meetings.

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:

- *Customer Health Experience Presentation*
- *Needs Assessment Presentations*
- *Who's at the Table? Exercise*

H. Next Meeting Date:
November 5, 2020 at 9:30 a.m. Location: TBD

**** For a detailed discussion on any of the above items, please refer to the meeting minutes. ****
Meeting Packets are available at: [The HIV Planning Council Website](#)

9. 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)

10. UNFINISHED BUSINESS

11. PUBLIC COMMENT (Up to 10 minutes)

12. ANNOUNCEMENTS

13. REQUEST FOR DATA

14. AGENDA ITEMS FOR NEXT MEETING: October 22, 2020 at 9:30 a.m. LOCATION: TBD

15. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL
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CY2020 HIVPC Attendance

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	23	27	C	C	28	25	23	C	24				
0	0	0	1	Arencibia, Y.	X	X			X	X	X		X				
0	1	0	2	Barnes, B.	X	X			X	X	X		X				
1	1	0	3	Bhrangger, R.	E	X			X	X	X		X				
1	1	0	4	Biggs, V.	N - 6/19					X	X		X				
0	0	1	5	Cutright, A.	X	A			X	X	X		X				
1	1	0		Dennis, B.	X	X			X	X		Z - 7/13					
0	0	0	6	Fortune-Evans, B.	X	X			X	X	X		X				
0	0	0	7	Foster, V.	X	X			X	X	X		X				
0	0	0	8	Grant, C.	X	X			X	X	X		X				
0	0	0		Hayes, M.	X	X			Z - 5/28								
0	0	5		Holness, Dale V.C. (Mayor)	N - 02/11		A			A	A	A		A			
1	1	0	9	Katz, H.B.	X	X			X	X	X		X				
1	1	0	10	Lewis, V.	X	X			X	X	X		X				
0	0	0	11	Lopes, R. <i>Chair</i>	X	X			X	X	X		X				
1	1	0	12	Marcoviche, W.	E	X			X	X	X		X				
0	0	2	13	Moragne, T.	A	X			A	X	E		X				
0	0	1	14	Moreno, V.	X	A			E	E	X		X				
0	1	0	15	Robertson, L.	X	X			X	X	X		X				
0	0	0	16	Rodriguez, J.	E	X			X	X	X		X				
0	0	0	17	Ruffner, A.	X	X			X	X	X		X				
0	0	0	18	Schweizer, M.	X	X			X	X	X		X				
1	1	0	19	Shamer, D.	N - 6/19					X	X		X				
0	0	1		Sharief, B. (Comm)	A				Z - 2/11								
0	0	2	20	Siclari, R.	A	X			X	X	X		A				
0	0	0	21	Wilson, I.	N - 6/19					X	X		X				
Quorum = 12					15	18	0	0	17	21	20	0	20	0	0	0	

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

CX - canceled due to quorum

N - newly appointed

Z - resigned

C - canceled

W - warning letter

R - removal letter



NOVEMBER

Broward County HIV Health Services Planning Council Calendar

Last Updated: 09/14/2020

Meeting dates & times are subject to change. Meetings will be held remotely until further notice. Please contact the Planning Council Support Team at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 System of Care Committee Meeting 9:30 a.m., TBD	6	7
8	9	10	11	12 Membership/Council Development Committee & Community Empowerment Committee Meeting 9:30 a.m., TBD	13	14
15	16 Quality Management Committee Meeting 12:30 p.m., TBD	17	18	19 Priority Setting & Resource Allocation Committee Meeting 9:00 a.m., TBD Executive Committee Meeting 11:30 a.m., TBD	20	21
22	23	24	25	26 HIV Planning Council 9:30 a.m., TBD	27	28
29	30					

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**.

FY 2020-21 Community Empowerment Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Community Empowerment 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: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing.

Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice

[illegible]

Objective 2: Promote education and awareness to affirm support for PLWHA (Integrated Plan Strategy 3.2.a)

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Recommend creation or revision of promotional literature to MCDC	As Needed	CEC	Collaboration with MCDC to inform the community about HIVPC	Determine information useful to the community in understanding the role of the HIVPC. Provide this information to MCDC to update or create promotional literature.												
2.2 Distribute promotional literature - physically and electronically - to the community	Ongoing	CEC/Staff	Increased consumer awareness of HIVPC	CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff Team will distribute HIVPC and HIV-related information to its community listserv.												
2.3 Analyze survey results for each community event, including outreach, trainings and community forums	Ongoing	Staff/CEC	Measure event outcomes	Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives								X				
2.4 Partner with HIV stakeholders to engage in community events	Ongoing	CEC	Develop consistent presence at community events	Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BTAN, Latinos En Accion, SFAN)					X			X				

Objective 3: Provide networking and communication opportunities to address the epidemic (Integrated Plan Strategy 4.1.d)

[illegible]

FY 2020-21 Membership/Council Development Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Membership/Council Development 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: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PLWHA. Passionately engage 100 Community Members and recruit 7 members to the HIVPC.

Objective 1: Ensure HIVPC is representative and reflective

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA	Quarterly	Staff/MCDC	Ensure HIVPC reflects epidemic	Review council demographics at each MCDC meeting. Review changes to council demographics according to each applicant, prior to committee approval for HIVPC membership. Prioritize unaffiliated consumer demographics in order to maintain minimum of 33% PLWHA representation.	X			X	X		X					
1.2 Review seat status and ensure mandated seats are filled	Quarterly	Staff/MCDC	Ensure compliance	Monitor current member affiliations; ask members to update their contact information annually. Actively recruit members for vacant federally mandated seats.	X			X	X		X					
1.3 Announce vacant positions at each Executive/HIVPC meeting	Monthly	MCDC Chair	Public awareness	Announce vacant positions and mandated seats during committee reports at each Executive and HIVPC meeting.	X			X	X		X					
1.4 Share information regarding vacant positions with Case Managers, gatekeepers, and other HIV stakeholders	Monthly	MCDC	Increased community awareness	Provide information on vacant positions and mandated seats to Case Managers, gatekeepers, and other HIV stakeholders via correspondence and distribution of marketing materials.												

Objective 2: Member selection process and application procedure development

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Review and update Recruitment & Retention Plan	Annually	MCDC/Staff	Recruitment & Retention of new HIVPC and Committee members	Review previous year's Recruitment & Retention Plan and revise based on outcomes and new initiatives/strategies.							X					
2.2 Complete tasks outlined in Recruitment & Retention Plan	Ongoing	MCDC	Recruitment & Retention of new HIVPC and Committee members	Complete tasks outlined in Recruitment & Retention Plan.												
2.3 Develop recruitment and website materials	As Needed	Staff	Strategic recruitment of new members	Develop marketing materials as needed.												
2.4 Develop HIVPC promotional video	To be completed in FY2020	MCDC/Staff	Strategic recruitment of new members	Produce a video that describes the purpose of HIVPC, the work of the Council and Committees, and how to join a Committee or the HIVPC.												
2.5 Revise HIVPC and Committee applications	As Needed	MCDC/Staff	Ensure up-to-date language and current information is provided to Interested Parties	Review HIVPC and Committee applications to ensure the most current information is available, that language is inclusive, and that HIVPC receives necessary information for its review of applications.												

Objective 3: Recruitment & Engagement Efforts

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Hold Membership Drive	Annually	MCDC/ Staff	Increased community awareness	Conduct outreach at multiple provider agencies or other HIV stakeholders via tabling, games, and other engagement activities.												
3.2 Collaborate with HIV stakeholders to create engagement opportunities	Ongoing	MCDC/ HIVPC	Increased community awareness	Provide brief overviews of the HIVPC at HIV stakeholder events.							X					
3.3 Develop engagement opportunities for the HIVPC in the community	Ongoing	MCDC	Increased community awareness	Create opportunities for HIVPC to engage and recruit community members.								X				
3.4 Host ongoing Orientations for prospective members on the scope of committees and expectations of new members	As Needed	MCDC	Strategic recruitment of new members	Train prospective members on topics relevant to HIVPC membership. Topics include education about the 3 guiding principles, the Ryan White Program, and the functions of the HIVPC Standing Committees.				X								
3.5 Review Recruitment & Retention tools from other jurisdictions	Monthly	MCDC	Increased member awareness of recruitment and retention strategies	At each meeting, an MCDC member will present a recruitment or retention tool utilized by other jurisdictions. This will facilitate discussion of potential new strategies.	X						X					

Objective 4: Planning Council Development and Committee Collaboration

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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[illegible]

FY 2020-21 Priority Setting/Resource Allocations Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Priority Setting/Resource Allocations 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: Develop integrated PSRA process using data with input from stakeholders and consumer forums

Objective 1: Plan, prioritize, allocate and monitor available resources and expenditures

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review data relevant to the PSRA process (including recommendations from QM, SOC, and CEC)	Ongoing	Staff/ PSRA	Data driven PSRA process	a. PSRA Service Category Scorecards (utilization, expenditures, etc.) b. Community input (through focus groups, CEC rankings and community forums, Integrated Committee forums, etc.) c. Epidemiology (including incidence, prevalence, co-morbidities, etc.) d. Unmet Need e. EIIHA f. Implementation Plan g. Cost data (other funders) h. QM Care Continuum measures i. NHAS j. Anticipated changes due to the ACA			X	X	X							
1.2 Review How Best to Meet the Need language recommendations from SOC committee.	Annually	PSRA/ SOC	Data driven PSRA process	Review and update How Best to Meet the Need language recommendations from SOC committee.					X							
1.3 Priority rank Part A and MAI service categories	Annually	PSRA/ CEC	Complete PSRA process	Use data elements to inform priority ranking process.				X								
1.4 Allocate Part A and MAI funds by service category	Annually	PSRA	Complete PSRA process	Allocate Part A and MAI funds based on priority ranking process.					X							
1.5 Monitor expenditures and allocations	Bi-Annually	PSRA/ Recipient	Appropriate funding	Recommend reallocations ("Sweeps") to ensure sufficient core funding and the distribution of additional funds.												
1.6 Review and approve FY2019 PSRA Work Plan	Annually	PSRA	Process Planning													

Objective 2: Establish a seamless system between testing and care and treatment to facilitate access and ensure linkage and retention (Integrated Plan Strategy 2.1.a)

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Develop targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care (YEAR 1-2)	As Needed/ Recommended	PSRA	Increase access to care and improve health outcomes	Review recommendations from QMC, Integrated Work Group, SOC Committee and other relevant data sources to identify and develop strategies to address the needs of clients who may not seek care or who have fallen out of care. Implement identified strategies for MAI funded services in the EMA through Service Delivery Models, programs, interventions, enhanced service categories, and/or HBTMTN												

Objective 3: Assess the Administrative Mechanism

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Assessment of the Administrative Mechanism training	Annually	Staff/ PSRA	Ensure compliance	Receive training to review the required components and purpose of the assessment.			X									
3.2 Assessment of the Administrative Mechanism recommendations	Annually	PSRA	Ensure compliance	Make recommendations for activities to include in the assessment of the Administrative Mechanism.			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

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	Executive	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.												
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.			X									
1.5 Monitor HIVPC membership and discuss strategies to improve reflectiveness.	Quarterly	MCDC Chair/ Vice Chair	HIVPC and Committee goals are met	Conduct quarterly review of HIVPC and Committee reflectiveness. Determine any needed interventions to address Council and Committee membership needs.			X				X					

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

[illegible]

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

[illegible]

FY 2020-21 System of Care Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the System of Care 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: By February 2021, Identify the inventory of resources available for service delivery for PLWHA in Broward County to ensure a seamless continuum for Part A eligible clients

Objective 1: Determine if Part A services are delivered as designed by identifying client needs, service gaps, barriers, and outcomes of populations.

[illegible]