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, Florida 33020 954-561-9681 • FAX 954-561-9685

Executive Committee Meeting

AGENDA

Date: April 15, 2021 at 11:30 a.m.
Location: WebEx Virtual Meeting Platform
Chair: Réquel Lopes **Vice Chair:** Claudette Grant

Facilitator: Planning Council Staff
hivpc@brhpc.org
(954) 561-9681 ext. 1250

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**
2. **Welcome & Public Record Requirements**
   a. Welcome
   b. Review Meeting Ground Rules, Public Comment and Public Record Requirements (Statement of Sunshine)
   c. Council Member, Guest, and Phone Introductions
   d. Moment of Silence
3. **Approvals**
   a. Meeting Agenda 04/15/2021
   b. Last Meeting Minutes 03/18/2021
4. **Public Comment (10 minutes)**
5. **Standard Committee Items**
   I. Review and Approve 04/22/2021 HIVPC Agenda, Meeting Materials and Motions (Handout A)
   II. Review May 2021 HIVPC Calendar (Handout B)
6. **Unfinished Business**
   None.
7. **Meeting Activities/New Business**
   None.
8. **Recipient's Report**
9. **Public Comment (10 minutes)**

10. Agenda Items/Tasks for Next Meeting

a. Next Meeting Date: May 20, 2021 at 1:30 p.m. via WebEx Videoconference

b. Next Meeting Agenda Items

11. Announcements

12. Adjournment

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 (http://www.brhpc.org/programs/hiv-planning-council/)

Please complete your meeting evaluations here
Three Guiding Principles of the Broward County HIV Health Services Planning Council
• Linkage to Care • Retention in Care • Viral Load Suppression •

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.

Revised 7/24/14

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.

Revised 7/24/14

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 respektè 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 posesyon 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.

Revised 7/24/14

Meeting of the
Executive Committee

Thursday, March 18, 2021
11:30-1:30 AM
By WebEx Videoconference

M I N U T E S

Executive Committee Members Present: R. Lopes (HIVPC Chair), C. Grant (HIVPC Vice-Chair), L. Robertson (PSRA Chair), A. Ruffner (SOC Chair & CEC Vice-Chair), V. Foster (MCDC Vice-Chair), T. Moragne (MCDC Vice-Chair), B. Fortune-Evans (QMC Vice-Chair)

Members Absent: J. Rodriguez (SOC Vice-Chair), Brad Barnes (Ex Officio)

Members Excused: N/A

Ryan White Part A Recipient Staff Present: J. Gonzalez-Charlot, G. James, W. Cius, S. Scott

Planning Council Support Staff Present: G. Martinez, F. Ukpai

Guests Present: L. Washington

Agenda Item #1: Call to Order

The *Exec. Chair* called the meeting to order at 11:31 a.m.

Agenda Item #2: Welcome & Public Record Requirements

The *Exec. Chair* welcomed all meeting attendees that were present. Attendees were notified that the Exec. meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the *Exec. Chair*, committee members, Recipient staff, PCS staff, and guests by roll call, and a moment of silence was observed.

Agenda Item #3: Meeting Approvals

The approval for the agenda of the March 18, 2021, Executive Committee meeting was proposed by *L. Robertson*, seconded by *B. Fortune-Evans*, and passed unanimously. The approval for the minutes of the February 18, 2021 meeting was proposed by *C. Grant*, seconded by *L. Robertson*, and approved with no further corrections.

Mr. Robertson, on behalf of the Executive Committee, made a motion to approve the March 18, 2021, Executive Committee agenda as presented. The motion was adopted unanimously.

Ms. Grant, on behalf of the Executive Committee, made a motion to approve the February 18, 2021, Executive Committee meeting minutes as presented. The motion was adopted

unanimously.

Agenda Item #4: Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

Agenda Item #5: Standard Committee Items

The Executive Committee reviewed the HIV Planning Council agenda for the 03/25/2021 meeting. The Committee voted to approve the agenda as presented.

The approval for the agenda of the March 25, 2021, HIV Planning Council meeting was proposed by *L. Robertson*, seconded by *T. Moragne*, and passed unanimously.

Mr. Robertson, on behalf of the Executive Committee, made a motion to approve the March 25, 2021, HIV Planning Council meeting agenda as presented. The motion was adopted unanimously.

The Committee reviewed the April HIV Planning Council calendar of activities. There were no further additions or corrections.

Agenda Item #6: Unfinished Business

There was no unfinished business for committee members to discuss.

Agenda Item #7: Meeting Activities/New Business

G. Martinez, the HIVPC Program Manager, reviewed the Assessment of the Efficiency of the Administrative Mechanism (AEAM) Survey (Handout C1-C3 on file). The purpose of the AEAM is to assess the process by which the Ryan White Part A Recipient executes contracts and reimburses providers for services rendered. The AEAM is a federally mandated responsibility completed each year by the HIVPC to assess the Recipient's fulfillment of allocations. On an annual basis, the HIVPC and Recipient have completed surveys regarding administrative functions. If additional information is needed throughout the year, the Recipient completes updates. This year, the methodology being used to assess the Administrative Mechanism includes a survey of service providers.

The Committee discussed the timeframe of service providers being notified of contract uploads into Provide Enterprise (PE) and whether the inclusion of a question assessing this timeframe was necessary since it would vary among service providers. *S. Scott, the Contract Grants Administrator Sr.,* noted that the Recipient's Office sends an e-mail notification on the date of upload to alert service providers of the occurrence. *S. Scott* reiterated that the process between the initial notice of funding and the executed contracts being delivered to funded agencies could be timely and would vary among service providers. Clarification was given regarding the purpose of including the timeframe. *PCS Staff* mentioned that the information gathered from this survey will be used to make recommendations to the Recipient's Office to further improve the overall process. *S. Scott* suggested rephrasing the question to reflect the true nature of the process. The process begins with the Recipient's Office sending an initial award letter to funded agencies, funded agencies are then given 30-45 days to submit all documentation in PE (i.e., program budgets), and executed contracts are delivered after documents are reviewed by the Ryan White Part A Recipient's Office. After much discussion, members voted to approve the Assessment of the Efficiency of the Administrative Mechanism Survey with the addendum of including a question to assess when contracts are uploaded into PE and when service providers are notified of the upload.

The approval for the Assessment of the Efficiency of the Administrative Mechanism Survey with the addendum of including a question to assess the timeliness of the notice of contracts in Provide Enterprise was proposed by T. Moragne, seconded by V. Foster, and passed with one opposition.

Mr. Moragne, on behalf of Executive Committee, made a motion to approve the Assessment of the Efficiency of the Administrative Mechanism Survey with the addendum of including a question to assess the timeliness of the notice of contracts in Provide Enterprise. The motion was adopted with one opposition.

The Committee viewed the second edit of the HIVPC Recruitment video and provided feedback to the PCS staff for Ken Williams, the video editor.

ACTION ITEM: PCS Staff to share the video link with members and the Recipient's Office.

Agenda Item #8: Recipient Report

- HRSA site visit for Ending the HIV Epidemic (EHE) held on March 2nd – 3rd was successful. *J. Gonzalez-Charlot, the Part A Administrator,* thanked individuals for participating in the community engagement and stakeholder sessions.
- The Ryan White Part A Recipient has received a final notice of award from HRSA for the EHE Cooperative Agreement in the funding amount of $2,075,933; this was a $830,622 increase from their Year 1 award. The EHE work plan is forthcoming and will be shared with the HIVPC and the community once available.
- The Recipient Office is awaiting the full Ryan White Part A notice of award by the end of March.
- The Recipient's Office provided staffing updates:
    - Shackera Scott has been promoted to the Ryan White Contract Grants Administrator, Senior for the Health Care Services Section.
    - Justin Bell will be joining the Part A Team as the Ryan White Contract Grants Administrator. Bell has previously served as the HIV Program Manager for Ryan White Part B.

Agenda Item #9: Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

Agenda Item #10: Agenda Items/Tasks for Next Meeting

The next Executive Committee meeting will be held on April 15, 2021, at 1:30 p.m. via WebEx Videoconference.

Agenda Item #11: Announcements

There were no announcements made during this meeting.

Agenda Item #12: Adjournment

There being no further business, the meeting was adjourned at 12:11 p.m.

Exec. Attendance for CY 2021

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	18	18											
0	1	2	1	Barnes, B. *Ex Officio*		A	A											
0	0	0	2	Fortune-Evans, B.		X	X											
0	0	0	3	Foster, V.		X	X											
0	0	0	4	Grant, C. *Vice Chair*		X	X											
0	0	0	5	Lopes, R. *Chair*		X	X											
0	0	0	6	Moragne, T.		X	X											
0	1	0	7	Robertson, L.		X	X											
0	0	2	8	Rodriguez, J.		A	A											
0	0	1	9	Ruffner, A.		X	A											
				Quorum = 5	0	7	6	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**

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Broward County HIV Health Services Planning Council Meeting

AGENDA

Date: April 22, 2021 at 9:30 a.m.
Location: WebEx Virtual Meeting Platform
Chair: Dr. Réquel Lopes **Vice Chair:** Claudette Grant

Facilitator: Planning Council Support Staff
hivpc@brhpc.org
(954) 561-9681 ext. 1250

HIVPC Purpose: To provide planning, promote the development of HIV/AIDS health services, personnel, and facilities that meet identified health needs cost-effectively, reduce inefficiencies, and develop HIV-related health plans.

1. **Call to Order**
2. **Welcome & Public Record Requirements**
   a. Welcome
   b. Review Meeting Ground Rules, Public Comment and Public Record Requirements (Statement of Sunshine)
   c. Council Member, Guest, and Phone Introductions
   d. Moment of Silence
3. **Approvals**
   a. Meeting Agenda
   b. Last Meeting Minutes
4. **Public Comment (10 minutes)**
5. **Federal Legislative Report** – Handout A (Kareem Murphy)
6. **Consent Items**
   I. **Motion to approve Vonn Biggs to join the Community Empowerment Committee**
   Justification: Mr. Biggs is an unaffiliated consumer with experience serving on boards and a strong desire to help the community.
   PROPOSED BY: CEC Chair
   II. **Motion to approve Von Biggs to join the System of Care Committee**
   Justification: Mr. Biggs is an unaffiliated consumer with experience serving on boards and a strong desire to help the community.
   PROPOSED BY: SOC Chair

III. Motion to approve FY2021 CQM Work Plan
Justification: The work plan has been approved by the Quality Management Committee.
PROPOSED BY: QMC Committee

7. Discussion Items

8. New Business

I. Ad-Hoc Nominating Committee
ACTION ITEM: Establish the ad-Hoc and call for members to join.

9. Committee Reports (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

April 6, 2021 *Chair: Vacant Seat; V. Chair: A. Ruffner*

A. **Discussion Item:**
B. **Work Plan Item Update/Status Summary:**
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:**
H. **Next Meeting Date:**
May 4, 2021 at 3:00 p.m. Room: WebEx Videoconference

II. SYSTEM OF CARE COMMITTEE (SOC)

April 1, 2021 *Chair: A. Ruffner; V. Chair: J. Rodriguez*

A. **Discussion Item:**
B. **Work Plan Item Update/Status Summary:**
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:**
H. **Next Meeting Date:**
May 6, 2021 at 9:30 a.m. Room: WebEx Videoconference

III. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

No Meeting Held *Chair: V. Foster; V. Chair: T. Moragne*

A. **Discussion Item:**

B. **Work Plan Item Update/Status Summary:**
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:**
H. **Next Meeting Date:**
May 13, 2021 at 9:30 a.m. Room: WebEx Videoconference

IV. QUALITY MANAGEMENT COMMITTEE (QMC)

April 19, 2021 *Chair: Vacant Seat; V. Chair: B. Fortune-Evans*

A. **Discussion Item:**
B. **Work Plan Item Update/Status Summary:**
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:**
H. **Next Meeting Date:**
May 17, 2021 at 12:00 p.m. Room: WebEx Videoconference

V. EXECUTIVE COMMITTEE

April 15, 2021 *Chair: R. Lopes; V. Chair: C. Grant*

A. **Discussion Item:**
B. **Work Plan Item Update/Status Summary:**
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:**
H. **Next Meeting Date:**
May 20, 2021 at 11:30 a.m. Room: WebEx Videoconference

VI. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE

April 15, 2021 *Chair: L. Robertson; V. Chair: Vacant Seat*

A. **Discussion Item:**
B. **Work Plan Item Update/Status Summary:**
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:**
H. **Next Meeting Date:**
May 20, 2021 at 9:00 a.m. Room: WebEx Videoconference

10. Recipient Reports

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
None.

12. Public Comment (10 minutes)

13. Agenda Items/Tasks for Next Meeting

a. Next Meeting Date: May 27, 2021 at 9:30 a.m.

14. Request for Data

15. Announcements

16. Adjournment

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
(http://www.brhpc.org/programs/hiv-planning-council/)

Please complete your meeting evaluations here
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HANDOUT B

MAY

Broward County HIV Health Services Planning Council Calendar
Last Updated: 01/29/2021

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held virtually via WebEx.
Please contact support staff at 954-561-9681 ext. 1295 or visit http://www.brhpc.org for updates.

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

Meetings in ~~**RED**~~ are canceled. Meetings in **BLUE** are for the HIV Planning Council Committees.
Meetings in **GREEN** are for QI Network. Holidays and meetings outside of the HIV Planning Council are in **BLACK**.