



FORT LAUDERDALE/BROWARD EMA
BROWARD HIV HEALTH SERVICES PLANNING COUNCIL
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020
(954) 561-9681 • FAX (954) 561-9685

Executive Committee Meeting

Thursday, September 23, 2021 - 11:30 AM

Meeting via [WebEx Videoconference](#)

Chair: Dr. Réquel Lopes • Vice Chair: Claudette Grant

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 132 620 7657)

This meeting is audio and video recorded.

Quorum for this meeting is 5

DRAFT AGENDA

ORDER OF BUSINESS

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
 - a. Meeting Ground Rules
 - b. Statement of Sunshine
 - c. Introductions & Abstentions
 - d. Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for September 23, 2021
5. **ACTION:** Approval of Minutes from July 15, 2021
6. Standard Committee Items
 - a. Review and Approve September 30, 2021, HIVPC Agenda, Meeting Materials and Motions (Handout A)
 - b. Review October 2021 HIVPC Calendar (Handout B)
 - c. Quarterly Review of Meeting Evaluations (Quarter 2: June – August) (Handout C)
 - d. **Action Item:** HIVPC & Committee Meetings – Discuss the possibility of transitioning back to in-person meetings with the option for WebEx Videoconference.
7. New Business
 - a. **Action Item:** FY2021 HIVPC & Committee Work Plan Progress Update – 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. (Handout D1-D6)
Work Plan Activity 1.4: Monitor committee activities to ensure goals and objectives of work plans are met.
 - b. **Action Item:** Annual HIVPC Member Retreat – Schedule a retreat for all HIVPC members.

The purpose of the retreat is to educate members on new/emerging Planning Council/RW Part A issues, HIVPC policies and procedures, leadership development, Integrated Comprehensive Plan. Discuss themes, potential topics, and guest speakers.
Work Plan Activity 3.1: Plan annual Planning Council Retreat.

8. Recipient's Report
9. Public Comment
10. Agenda Items for Next Meeting
 - a. Next Meeting Date: October 21, 2021, at 11:30 a.m. via WebEx Videoconference
11. Announcements
12. Adjournment

For a detailed discussion on any of the above items, please refer to the minutes available at:
[HIV Planning Council Website](#)

Please complete you [meeting evaluation](#).
Three Guiding Principles of the Broward County HIV Health Services 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: (1) Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness •
Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine

[Broward County Website](#)

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 priorite 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.

Acronym List

ACA: The Patient Protection and Affordable Care Act 2010
ADAP: AIDS Drugs Assistance Program
AETC: AIDS Education and Training Center
AHF: AIDS Health Care Foundation
AIDS: Acquired Immuno-Deficiency Syndrome
ART: Antiretroviral Therapy
ARV: Antiretrovirals
BARC: Broward Addiction Recovery Center
BCFHC: Broward Community and Family Health Centers
BH: Behavioral Health
BISS: Benefit Insurance Support Service
BMSM: Black Men Who Have Sex with Men
BRHPC: Broward Regional Health Planning Council, Inc.
CBO: Community-Based Organization
CDC: Centers for Disease Control and Prevention
CDTC: Children's Diagnostic and Treatment Center
CEC: Community Empowerment Committee
CIED: Client Intake and Eligibility Determination
CLD: Client Level Data
CM: Case Management
CQI: Continuous Quality Improvement
CQM: Clinical Quality Management
CTS: Counseling and Testing Site
DCM: Disease Case Management
DOH-Broward: Florida Department of Health in Broward County
eHARS: Electronic HIV/AIDS Reporting System
EIIHA: Early Intervention of Individuals Living with HIV/AIDS
EFA: Emergency Financial Assistance
EMA: Eligible Metropolitan Area
FDOH: Florida Department of Health

FPL: Federal Poverty Level
FQHC: Federally Qualified Health Center
HAB: HIV/AIDS Bureau
HHS: U.S. Department of Health and Human Services
HICP: Health Insurance Continuation Program
HIV: Human Immunodeficiency Virus
HIVPC: Broward County HIV Planning Council
HMSM: Hispanic Men who have Sex with Men
HOPWA: Housing Opportunities for People with AIDS
HRSA: Health Resources and Service Administration
HUD: U.S Department of Housing and Urban Development
IW: Integrated Workgroup
IDU: Intravenous Drug User
JLP: Jail Linkage Program
LPAP: Local AIDS Pharmaceutical Assistance Program
MAI: Minority AIDS Initiative
MCDC: Membership/Council Development Committee
MCM: Medical Case Management
MH: Mental Health
MNT: Medical Nutrition Therapy
MOU: Memorandum of Understanding
MSM: Men Who Have Sex with Men
NBHD: North Broward Hospital District (Broward Health)
NGA: Notice of Grant Award
NHAS: National HIV/AIDS Strategy
NOFO: Notice of Funding Opportunity
nPEP: Non-Occupational Post Exposure Prophylaxis
NSU: Nova Southeastern University
OAHS: Outpatient Ambulatory Health Services
OHC: Oral Health Care
PE: Provide Enterprise

PLWH: People Living with HIV
PLWHA: People Living with HIV/AIDS
PrEP: Pre-Exposure Prophylaxis
PRISM: Patient Reporting Investigating Surveillance System
PROACT: *Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH-Broward's treatment adherence program.*
PSRA: Priority Setting & Resource Allocations
QI: Quality Improvement
QIP: Quality Improvement Project
QM: Quality Management
QMC: Quality Management Committee
RSR: Ryan White Services Report
RWHAP: Ryan White HIV/AIDS Program
RWPA: Ryan White Part A
SA: Substance Abuse
SBHD: South Broward Hospital District (Memorial Healthcare System)
SCHIP: State Children's Health Insurance Program
SDM: Service Delivery Model
SOC: System of Care
SPNS: Special Projects of National Significance
STD/STI: Sexually Transmitted Diseases or Infection
TA: Technical Assistance
TB: Tuberculosis
TGA: Transitional Grant Area
VA: United States Department of Veteran Affairs
VL: Viral Load
VLS: Viral Load Suppression
WMSM: White Men who have Sex with Men
WICY: Women, Infants, Children, and Youth

Frequently Used Terms

Recipient: Government department designated to administer Ryan white Part A funds and monitor contracts.

Planning Council Support (PCS) Staff/‘Staff’: Provides professional staff support, meeting coordination and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

Clinical Quality Management (CQM) Support Staff: Provides professional support, meeting coordination and technical assistance to assist the Recipient through analysis of performance measures and other data with implementation of activities designed to improve patient’s care, health outcomes and patient satisfaction throughout the system of care.

Provider/Sub-Recipient: Agencies contracted to provide HIV Core and Support services to consumers.

Consumer/Client/Patient: A person who is an eligible recipient of services under the Ryan White Act.



Meeting of the
Executive Committee

Thursday, July 15, 2021
11:30-1:30 PM
By WebEx Videoconference

MINUTES

Executive Committee Members Present: R. Lopes (HIVPC Chair), A. Ruffner (SOC Chair & CEC Vice-Chair, Brad Barnes (Ex Officio), B. Fortune-Evans (QMC Vice-Chair), V. Biggs (CEC Chair), L. Robertson (PSRA Chair), J. Rodriguez (SOC Vice-Chair), V. Foster (MCDL Vice-Chair), D. Shamer (QMC Vice-chair).

Members Excused: C. Grant (HIVPC Vice-Chair)

Members Absent: T. Moragne (MCDL Vice-Chair), J. Rodriguez (SOC Vice-Chair).

Ryan White Part A Recipient Staff Present: W. Cius, K. Giglioli, D. Cunningham.

Planning Council Support Staff Present: V. Oratien, T. Williams.

Guests Present: M. Hylor.

Agenda Item #1: Call to Order

The *Executive Chair* called the meeting to order at 11:35 a.m.

Agenda Item #2: Welcome & Public Record Requirements

The *Executive Chair* welcomed all meeting attendees that were present. Attendees were notified that the Executive 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 *Executive 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 July 15, 2021, Executive Committee meeting was proposed by V. Biggs, seconded by L. Robertson, and passed unanimously. The approval for the minutes of the June 17, 2021, meeting was proposed by L. Robertson, seconded by V. Biggs, and approved with no further corrections.

Mr. Biggs, on behalf of the Executive Committee, made a motion to approve the July 15, 2021, Executive Committee agenda as presented. The motion was adopted unanimously.

Mr. Robertson, on behalf of the Executive Committee, made a motion to approve the June 17,

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 07/22/2021 meeting. The Committee voted to approve the agenda with amendments.

The approval for the agenda of the July 22, 2021, HIV Planning Council meeting with amendments was proposed by *V. Foster*, seconded by *L. Robertson*, and passed unanimously.

Mr. Foster, on behalf of the Executive Committee, made a motion to approve the July 22, 2021, HIV Planning Council meeting agenda with amendments. The motion was adopted unanimously.

The Committee reviewed the August 2021 HIV Planning Council calendar of activities. The calendar will be updated to reflect the special PSRA and HIVPC meetings to be hosted in August, dates to be determined.

The PCS Staff Health Planner presented the Executive meeting evaluation results from the first quarter to the committee. Meeting evaluations are used as a tool to provide ongoing feedback to the Planning Council and its committees as to the quality and effectiveness of meetings, and they identify strengths, deficiencies, and potential training/development needs. The Executive committee had 3 completed surveys out of a potential total of 23, with a 100% completion rate for the surveys received. However, members were concerned that the response rate for surveys is relatively low. The chair encouraged members to complete the surveys at the end of each meeting.

Agenda Item #6: Unfinished Business

There was no unfinished business for committee members to discuss.

Agenda Item #7: Meeting Activities/New Business

There was no new business for committee members to discuss.

Agenda Item #8: Recipient Report

There was no Recipient report for this meeting.

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 September 16, 2021, at 11:30 a.m. via WebEx Videoconference.

Agenda Items for Next Meeting:

- Discuss virtual voting guidelines.
- Discuss the possibility of transitioning back to face-to-face meetings with the option for WebEx.

Agenda Item #11: Announcements

- PCS Staff announced that the Broward HIV Integrated Planning Workgroup met on July 12, 2021; meeting minutes and materials are forthcoming.
- The World AIDS Museum (WAM) in collaboration with HIVPC will be hosting a program on Tuesday, July 27, 2021, at 7 p.m. The program is called 'Steering the Ship.' It is an open dialogue about lifting community voices and HIV services planning. Committee members, Recipient staff and PCS Staff will be a part of the panel for this event. Interested parties are welcome to join via Zoom and Facebook live.
- The WAM will be hosting their weekly film series on Wednesday, July 28, 2021, at 6 p.m. The feature film is 'Buddies' and discussion will follow.
- The WAM invites persons to attend their open house- 'Night at the Museum' held on the 4th Thursday of each month from 5 - 7. p.m. They will be partnering with the restaurant Apartment 9f at their next staging on July 22, 2021.
- The Pride Center is preparing for their next LIFE Cycle. The LIFE Program is a 12-week holistic health program designed for gay, bisexual, Men Who Have Sex with Men, and other people that identify as male and living with HIV. The next LIFE Program Cycle will start July 20, 2021. Interested individuals should contact us at life@pridecenterflorida.org or 954-463-9005, ext. 306.
- The UJIMA Men's Collective has a mentoring program called the Protégé Project for black same gender loving men. The protégés are 18-34 and mentors are 35 and older. Interested individuals should contact 954-533-0139 or ujimamen@gmail.com.

Agenda Item #12: Adjournment

There being no further business, the meeting was adjourned at 12:16 p.m.

Exec. Attendance for CY 2021

Consumer	PLW/HA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	18	18	15	20	17	15						
0	1	5	1	Barnes, B. <i>Ex Officio</i>		A	A	A	A	A	X						
0	1	0	2	Biggs, V.		N - 4/18			X	X	X						
0	0	0	3	Fortune-Evans, B.		X	X	X	X	X	X						
0	0	0	4	Foster, V.		X	X	X	E	X	X						
0	0	0	5	Grant, C. <i>Vice Chair</i>		X	X	X	E	E	E						
0	0	0	6	Lopes, R. <i>Chair</i>		X	X	X	X	X	X						
0	0	1	7	Moragne, T.		X	X	X	X	X	A						
0	1	0	8	Robertson, L.		X	X	X	X	X	X						
0	0	5	9	Rodriguez, J.		A	A	A	A	X	A						
0	0	1	10	Ruffner, A.		X	A	X	X	X	X						
1	1	2	11	Shamer, D.		N - 4/18			A	X	A						
				Quorum = 5	0	7	6	7	6	9	7	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 HIV HEALTH SERVICES PLANNING COUNCIL
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020
(954) 561-9681 • FAX (954) 561-9685

HIV Health Services Planning Council Meeting

Thursday, September 30, 2021 - 9:30 AM

Meeting via [WebEx Videoconference](#)

Chair: Requel Lopes • Vice Chair: Claudette Grant

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 132 916 3211)

This meeting is audio and video recorded.

Quorum for this meeting is 11

DRAFT AGENDA

ORDER OF BUSINESS

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
 - a. Meeting Ground Rules
 - b. Statement of Sunshine
 - c. Introductions & Abstentions
 - d. Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for September 30, 2021
5. **ACTION:** Approval of Minutes from August 4, 2021
6. Federal Legislative Report- Kareem Murphy (Handout A)
7. Standard Committee Items
 - a. Quarterly Review of Meeting Evaluations (Quarter 2: June – August) (Handout B)
8. Consent Items
 - a. Motion to approve Christopher Dumas to join the HIV Planning Council in a non-aligned consumer seat. (Handout C). *Justification: Mr. Dumas has an interest in bringing strong awareness to community public health, MSM, HIV and addiction as well as five years' experience with Ryan White Programs.*
Proposed by: MCDC Committee
 - b. Motion to approve updates to the 2021 Election Timeline (Handout D). *Justification: The revised Timeline provides meeting dates and tasks for the Nominating Committee, as well as deadlines for the HIVPC Leadership nominations and elections process.*
Proposed by: Ad-Hoc Nominating Committee
9. Discussion Items

None.

10. New Business

- a. **Action Item:** FY2020 Assessment of the Administrative Mechanism- Review the results of the FY 2002 Assessment of the Administrative Mechanism and make recommendations. (Handout E).

Workplan Activity 6.4 Distribute the narrative report, including identified areas for improvement, and any necessary steps for action by September 2021.

11. Committee Reports

- a. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

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

September 7, 2021

- i. **Discussion Item:**
- ii. **Work Plan Update/ Status Summary:**
- iii. **Data Requests:**
- iv. **Rationale for Recommendations:**
- v. **Data Reports/ Data Review Updates:**
- vi. **Other Business Items:**
- vii. **Agenda Items for Next Meeting:** CEC Listening Session Event Planning
- viii. **Next Meeting date:** October 5, 2021, at 3:00 PM via WebEx Videoconference

- b. SYSTEM OF CARE COMMITTEE (SOC)

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

No Meeting Held

- i. **Discussion Item:**
- ii. **Work Plan Update/ Status Summary:**
- iii. **Data Requests:**
- iv. **Rationale for Recommendations:**
- v. **Data Reports/ Data Review Updates:**
- vi. **Other Business Items:**
- vii. **Agenda Items for Next Meeting:**
- viii. **Next Meeting date:** October 7, 2021, at 9:30 AM via WebEx Video Conference

- c. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

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

September 9, 2021

- i. **Discussion Item:**
- ii. **Work Plan Update/ Status Summary:**
- iii. **Data Requests:**
- iv. **Rationale for Recommendations:**
- v. **Data Reports/ Data Review Updates:**
- vi. **Other Business Items:**
- vii. **Agenda Items for Next Meeting:**
- viii. **Next Meeting date:** October 14, 2021, at 9:30 AM via WebEx Videoconference

- d. QUALITY MANAGEMENT COMMITTEE (QMC)

QMC Chair: B. Fortune- Evans, QMC V. Chair: D. Shamer

September 20, 2021

- i. **Discussion Item:**
- ii. **Work Plan Update/ Status Summary:**
- iii. **Data Requests:**
- iv. **Rationale for Recommendations:**
- v. **Data Reports/ Data Review Updates:**
- vi. **Other Business Items:**

- vii. **Agenda Items for Next Meeting:**
 - viii. **Next Meeting date:** October 18, 2021, at 12:20 PM via WebEx Videoconference
- e. EXECUTIVE COMMITTEE
Exec Chair: R. Lopes, Exec V. Chair: C. Grant
September 23, 2021
- i. **Discussion Item:**
 - ii. **Work Plan Update/ Status Summary:**
 - iii. **Data Requests:**
 - iv. **Rationale for Recommendations:**
 - v. **Data Reports/ Data Review Updates:**
 - vi. **Other Business Items:**
 - vii. **Agenda Items for Next Meeting:**
 - viii. **Next Meeting date:** October 21, 2021, at 11:30 AM via WebEx Videoconference.
- f. PRIORITY SETTING & REAOURCE ALLOCATION COMMITTEE (PSRA)
PSRA Chair: L. Robertson, PSRA V. Chair: V. Moreno
September 23, 2021
- i. **Discussion Item:**
 - ii. **Work Plan Update/ Status Summary:**
 - iii. **Data Requests:**
 - iv. **Rationale for Recommendations:**
 - v. **Data Reports/ Data Review Updates:**
 - vi. **Other Business Items:**
 - vii. **Agenda Items for Next Meeting:**
 - viii. **Next Meeting date:** October 21, 2021, at 9:00 AM via WebEx Videoconference
- g. AD- HOC NOMINATING COMMITTEE
Ad-Hoc Chair: B. Barnes
September 10, 2021
- ix. **Discussion Item:**
 - x. **Work Plan Update/ Status Summary:**
 - xi. **Data Requests:**
 - xii. **Rationale for Recommendations:**
 - xiii. **Data Reports/ Data Review Updates:**
 - xiv. **Other Business Items:**
 - xv. **Agenda Items for Next Meeting:**
 - xvi. **Next Meeting date:** November 10, 2021, at 4:00 PM via WebEx Videoconference
12. Recipient's Report
13. Public Comment
14. Agenda Items for Next Meeting
- a. Next Meeting Date: October 28, 2021, at 9:30 a.m. via WebEx Videoconference
15. Announcements
16. Adjournment

For a detailed discussion on any of the above items, please refer to the minutes available at:
[HIV Planning Council Website](#)

Please complete the [meeting evaluation](#).

Three Guiding Principles of the Broward County HIV Health Services 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: (1) Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

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[Broward County Website](http://www.broward.org)



BROWARD COUNTY
FLORIDA
Health Care Services
Ryan White Part A Program

October 2021



Broward HIV Health Services Planning Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Unless otherwise noted, meetings will be held via WebEx. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1295. Visit http://www.brhpc.org for updates.						
					1	2
3	4	5 Community Empowerment Committee Meeting (CEC) 3:00 PM – 5:00 PM WebEx Video-Conference	6 Oral Health Network Meeting 3:00 PM – 4:15 PM WebEx Video-Conference	7 System of Care Committee Meeting (SOC) 9:30 AM – 11:30 AM WebEx Video-Conference Medical Provider Network Meeting 2:30 PM – 3:45 PM WebEx Video-Conference	8	9
10	11	12	13	14	15 NATIONAL LATINX AIDS AWARENESS DAY Behavioral Health Network Meeting 3:00 PM – 4:15 PM WebEx Video-Conference	16
17	18 Quality Management Committee Meeting (QMC) 12:30 PM – 2:30 PM WebEx Video-Conference	19	20 Quality Network Meeting 9:00 AM – 10:15 AM WebEx Video-Conference	21 Priority Setting & Resource Allocation Meeting (PSRA) 9:00 AM – 1:00 PM WebEx Video-Conference Executive Committee Meeting 1:30 PM – 3:30 PM WebEx Video-Conference	22	23
24	25	26	27	28 HIV Planning Council Meeting (HIVPC) 9:30 AM – 11:30 AM WebEx Video-Conference	29	30 GET CARE BROWARD TREAT HIV BEAT HIV RYAN WHITE PART A

Version 04/28/21 Information on this calendar is subject to change.

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

Executive Committee Meeting Evaluation Report

Quarter 2: June 1, 2021-August 31, 2021



**Broward County HIV Health Services Planning Council
Broward County Health Care Services Ryan White Part A Program
Broward County Board of County Commissioners
Presented as of September 16, 2021.**

Purpose

- The Planning Council Meeting Evaluation Form is utilized for all meetings of the Broward County HIV Health Services Planning Council (Planning Council) and its committees to provide ongoing feedback to the Planning Council and its committees as to the quality and effectiveness of its meetings.
- This tool will be utilized by the HIVPC and its committees to identify strengths and challenges and/or deficiencies and potential Council Development/Training needs.



Process

1. The Planning Council Meeting Evaluation Form will be shared with members and interested parties after the adjournment of all meetings of the Planning Council and its committees.
2. At this time completed Evaluation forms will be collected electronically on a rolling basis.
3. Council Support staff will aggregate the results of each meeting's evaluation forms and provide this data to the respective committee chairs and vice-chairs at the end of each quarter.
4. Council Support staff will provide aggregate totals of each meeting to all members at the Committee meetings at the end of each quarter.
5. "Meeting Evaluation" will be a standing item on the Committee agenda.
6. The Committees will discuss meeting evaluation findings to identify areas for improvement and suggest possible solutions to Planning Council/Committee Chairs.
7. The Committees will recommend training activities to the Membership/Council Development Committee, as necessary.



Completion Rate

- 5 meeting evaluations were received out of a potential total of 19.
- There was a 100% completion rate observed for the evaluations that were received.

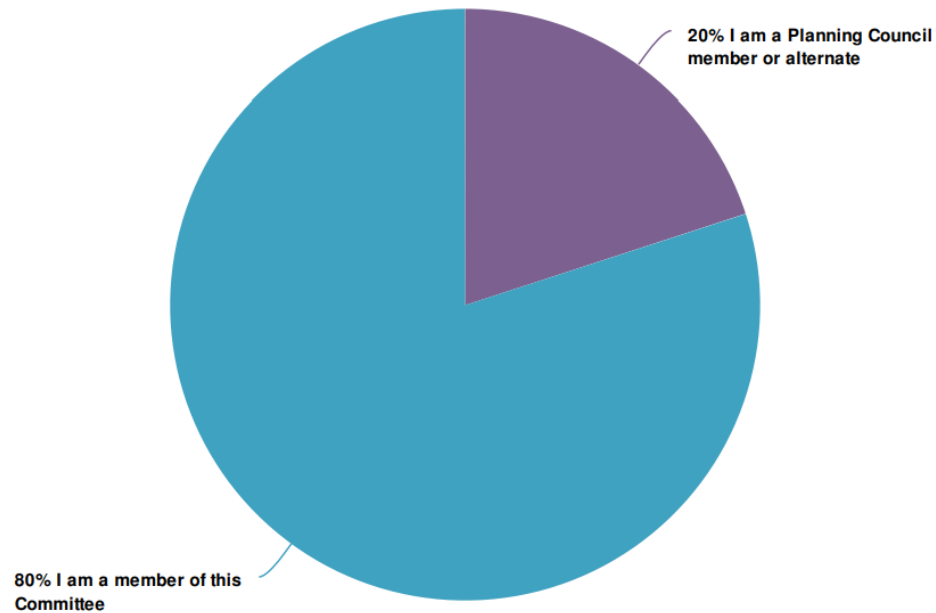
Response Counts

Completion Rate:	100%		
Complete			5

Totals: 5



Affiliation



Value		Percent	Responses
I am a Planning Council member or alternate		20.0%	1
I am a member of this Committee		80.0%	4

Totals: 5



Logistics

- Most respondents 'strongly agree' (60%) or 'agree' (20%) that the meeting location and times were convenient, and meetings were frequent enough to achieve progress towards workplan goals.
- Most 'strongly agree' (60%) or 'agree' (20%) that the meeting space was comfortable, accessible and appropriate.
- 20% of Respondents 'strongly disagree' that the meeting space was comfortable, accessible or appropriate. They also 'strongly disagree' that the meeting location and times were convenient, and meetings were frequent enough to achieve progress towards workplan goals.



Meeting Content

- Most (80%) respondents 'strongly agree' or 'agree' that the purpose and objectives of meetings are clearly outlined.
- Similarly, most respondents 'strongly agree' or 'agree' that not only are meeting material informative and useful, but materials align well with workplan goals and activities to advance the work of the planning council in a meaningful way.
- Most respondents 'strongly agree' or 'agree' that they left the meeting knowing exactly what is expected of them.
- 20% of respondents strongly disagreed.



Preparation

- Most respondents 'strongly agree' or 'agree' that pre-meeting materials were well put together and useful and delivered sufficiently in advance of the meeting date.
- Most respondent also 'strongly agree' or 'agree' that the committee was well prepared to facilitate meetings. This includes themselves as well as other meeting participants.
- 20% of respondent 'strongly disagree' that pre-meeting materials were well put together and useful and delivered sufficiently in advance of the meeting date.
- 20% of respondent 'strongly disagree' that the committee was well prepared to facilitate meetings. This includes themselves as well as other meeting participants.



Process/Team-Work

- Most respondents 'strongly agree' or 'agree' that all attendees were encouraged to participate in meetings discourse and discussions were purposeful and an effective use of time.
- 20% of respondents 'strongly disagree' that all attendees were encouraged to participate in meetings discourse and discussions were purposeful and an effective use of time.



Meeting Efficiency

- Most respondents 'strongly agree' or 'agree' that meetings are being ran efficiently and meetings were a good use of their time and would recommend them to prospective members, funders and other guests.
- 20% 'strongly disagree' that meetings are being ran efficiently and meetings were a good use of their time and would recommend them to prospective members, funders and other guests.



Strengths

- Knowledge
- Cooperation
- Unity
- Members are well prepared and speak up when something needs clarification/resolution



Suggestions for Improvement

- Ask questions and participate.
- Read the packets ahead of time to have a better sense of what needs to be done and what you can contribute.
- Share new ideas
- Recruit new members



QUESTIONS?

DISCUSSION



[illegible]

2.3 Announce vacant positions at each Executive/HIVPC meeting monthly.	MCDC Chair	HIVPC & Committee Rosters		X	X	X	X	X								
2.4 Share information regarding vacant council positions with Case Managers, gatekeepers, and other HIV stakeholders monthly.	MCDC	Distribution of Marketing Materials		X	X	X	X	X	X	X						
2.5 Review and update Recruitment & Retention Plan bi-annually.	PCS Staff	MCDC Recruitment & Retention Plan				X										
2.6 Develop, review and updated recruitment and website materials if needed quarterly.	PCS Staff/HIVPC/All Committees	Relevant Recruitment Materials and use of Social Media		X												
2.7 Revise HIVPC and Committee applications as needed.	PCS Staff/MCDC	Revised Applications for Mandated Seats														
2.8 Hold Membership Drive annually.	MCDC	Completed Interest Cards for PCS staff follow-up			X		X									
2.9 Host ongoing Orientations for prospective members on the scope of committees and expectations of new members as approved.	MCDC	Training of new approved applicants														
2.10 Review Recruitment & Retention tools from other jurisdictions as needed.	PCS Staff/MCDC	Recommendations to the Recruitment & Retention Plan														
2.11 Collaborate with other Committees of the HIVPC to participate in activities on an ongoing basis.	MCDC	Coordinated Outreach Activities			X		X									
2.12 Recognize Member of the Year annually.	MCDC/HIVPC	Completed member of the year guidance and form														
2.13 Conduct ongoing member training as listed on the HIVPC approved training plan.	MCDC/Executive Committee/PCS Staff	Completed Training Plan														
2.14 Create a Succession Development Plan on an ongoing basis.	PCS Staff/MCDC	Succession Development Plan														
2.15 Conduct post-appointment training to educate newly appointed members on the HIVPC member roles and responsibilities as needed.	MCDC & HIVPC Chair/Vice Chair	Training of new approved applicants														
Objective 3: Community Empowerment Committee																
Activities	Responsible Party	Deliverables	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
3.1 Priority rank Part A and MAI Service Categories and send recommendations to PSRA by May 20221.	PCS Staff/CEC	CEC Priority Rankings				X										
Objective 4: Priority Setting & Resource Allocation Committee																
Activities	Responsible Party	Deliverables	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
4.1 Develop PSRA timeline to include a review of all necessary data points, presentations, and ranking and allocations by February 2022.	PCS Staff/PSRA	PSRA Timeline		X												
4.2 Monitor expenditures and allocations bi-annually by October 2021 and January 2022.	Recipient Office/PSRA	Reallocation (Sweeps) Expenditure & Utilization Reports/ (Sept or Oct / Jan or Feb)														
4.3 Review data relevant to the PSRA process (including recommendations from QM, SOC, and CEC) by May 2021.	PSRA	Data & Analysis				X										
4.4 Develop directives for How Best to Meet the Need language recommendations by June 2021.	PSRA/SOC	How Best to Meet the Need						X								
4.5 Priority rank Part A and MAI service categories using research and information for data sources, scorecards, funder reports and needs assessments by June 2021.	Recipient Office/ PSRA/HIVPC	Priority Rankings					X									
4.6 Allocate Part A and MAI funds by service category by July 2021.	PSRA	Funding Allocations							X							
4.7 Review and approved PSRA Workplan by February 2022.	PCS Staff/PSRA	Completed Workplan that guides activities for the fiscal year		X												
4.8 Recommend targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care by June 2022.	PCS Staff/PSRA	Data & Analysis														
Objective 5: System of Care Committee																
Activities	Responsible Party	Deliverables	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
5.1 Develop How Best to Meet the Need (HBTMTN) language based on findings by June 2021.	PCS Staff/SOC Chair	Develop strategies specific to the needs, attitudes, and behaviors of the identified priority/MAI populations (Integrated Plan Strategy 3.1.a)					X									
Objective 6: Assessment of the Efficiency of the Administrative Mechanism (AEAM)																
Activities	Responsible Party	Deliverables	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
6.1 Develop a methodology to assess the efficiency of the administrative mechanism. Develop methodology to measure progress on identified areas for improvement by January 2022.	PCS Staff	Annual Methodology Report														
6.2 Collect resulting data from Assessment of the Administrative Mechanism analysis by June 2021.	PCS Staff	Data					X									
6.3 Develop a full narrative report, including identified areas for improvement, with supporting documentation by August 2021. Data collection/investigation as needed.	PCS Staff	Assessment of the Administrative Mechanism Report						X								

