



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, February 17, 2022 - 11:30 AM

Meeting via [WebEx Videoconference](#)

Chair: Dr. Réquel Lopes • Vice Chair:

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 2631 661 8601)

This meeting is audio and video recorded.

Quorum for this meeting is 6

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 February 17, 2022
5. **ACTION:** Approval of Minutes from January 20, 2022
6. Standard Committee Items
 - a. Review and Approve February 24, 2022, HIVPC Agenda, Meeting Materials and Motions (Handout A)
 - b. Review March 2022 HIVPC Calendar (Handout B)
 - c. **Action Item:** HIVPC & Committee Meetings – Discuss the possibility of transitioning back to in-person meetings with the option for WebEx Videoconference.
7. Unfinished Business

None.
8. New Business
 - a. **Action Item:** Executive Committee Work Plan Review (Handout C)- Review progress towards FY21 work plan and approve FY22 Committee Work Plan.
Work Plan Activity 1.3 Review and approve work plans for upcoming FY annually.
 - b. **Action Item:** HIVPC and Committee Work Plan review (Handout D)- Review Committee work plan status to be presented by committee chair. Determine Committee progress and make recommendations to Chairs to address unmet goals.

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

c. **Action Item:** Discuss joint collaborative meeting with SFAN.

9. Public Comment

10. Agenda Items for Next Meeting

a. Next Meeting Date: March 17, 2022, 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

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[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 eskizif 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.

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.



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Broward County HIV Health Services Planning Council Meeting

Thursday, February 24, 2022 - 9:30 AM

Meeting via [WebEx Videoconference](#)

Chair: Dr. Réquiel Lopes • Vice Chair: Vacant

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 132 007 3138)

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 February 24, 2022
5. **ACTION:** Approval of Minutes from January 27, 2022
6. Federal Legislative Report – Kareem Murphy (Handout A)
7. Consent Items
 - a. Motion to approve FY22 CEC Work Plan
Justification: The work plan has been approved by the Community Empowerment Committee.
Proposed by: CEC
 - b. Motion to approve FY22 SOC Work Plan
Justification: The work plan has been approved by the System of Care Committee.
Proposed by: SOC
 - c. Motion to approve FY22 QMC Work Plan
Justification: The work plan has been approved by the Quality Management Committee.
Proposed by: QMC
 - d. Motion to approve FY22 PSRA Work Plan
Justification: The work plan has been approved by the Priority Setting and Resource

Allocation Committee.
Proposed by: PSRA Committee

- e. Motion to approve FY22 Executive Committee Work Plan
Justification: The work plan has been approved by the Executive Committee.
Proposed by: Executive Committee

8. Discussion Items
None.

9. New Business

- a. HIVPC Self-Assessment Survey- Receive the results of the FY21-22 HIVPC Self-Assessment Survey.
- b. Annual HIVPC Member Retreat- Receive an overview of the outcome of the Annual HIVPC Member Retreat.

10. Committee Reports

- a. Community Empowerment Committee (CEC)
Chair: Von Biggs • Vice Chair: Andrew Ruffner
February 1, 2022
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**
 - iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** March 1, 2022, at 3:00 PM via WebEx Videoconference
- b. System of Care Committee (SOC)
Chair: Andrew Ruffner • Vice Chair: Vacant
February 3, 2022
Work Plan Item Update/Status Summary:
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**
 - iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** March 3, 2022, at 9:30 AM via WebEx Videoconference
- c. Membership/Council Development Committee (MCDC)
Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne
No Meeting Held
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**
 - iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** April 14, 2022, at 9:30 AM via WebEx Videoconference
- d. Quality Management Committee (QMC)
Chair: Bisiola Fortune-Evans • Vice Chair: David Shamer
February 14, 2022
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**

- iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** March 21, 2022, at 12:30 PM via WebEx Videoconference
- e. Executive Committee
 - Chair: Dr. Réquel Lopes • Vice Chair: Vacant
 - February 17, 2022
 - Work Plan Item Update/Status Summary:
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**
 - iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** March 17, 2022, at 11:30 AM via WebEx Videoconference
- f. Priority Setting & Resource Allocation Committee (PSRA)
 - Chair: Lorenzo Robertson • Vice Chair: Valery Moreno
 - February 17, 2022
 - Work Plan Item Update/Status Summary:
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**
 - iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** March 17, 2022, at 9:00 AM via WebEx Videoconference
- g. Ad-Hoc Nominating Committee
 - Chair: Brad Barnes
 - February 8, 2022.
 - Work Plan Item Update/Status Summary:
 - i. **Work Plan Item Update/Status Summary:**
 - ii. **Data Requests:**
 - iii. **Rationale for Recommendations:**
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:**
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** None

11. 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)

12. Public Comment

13. Agenda Items for Next Meeting

- a. Next Meeting Date: March 24, 2022, at 9:30 a.m. via WebEx

b. Agenda Items for next meeting

- Assessment of the Administrative Mechanism Survey
- PSRA Presentation
- Monitor EHE Plan progress
- Review Council Demographics
- Member Appreciation

14. Announcements

15. 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](#).

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(954) 561-9681 • FAX (954) 561-9685

Executive Committee
Thursday January 20, 2022 - 11:30 AM
Meeting via [WebEx](#)

DRAFT MINUTES

Executive Members Present: R. Lopes (HIVPC Chair), V. Biggs (CEC Chair), L. Robertson (PSRA Chair), V. Foster (MCDC Vice-Chair), B. Fortune-Evans (QMC Chair)

Members Absent: A. Ruffner (SOC Chair & CEC Vice-Chair), V. Moreno (PSRA Vice-Chair) J. Rodriguez (SOC Vice-Chair) D. Shamer (QMC Vice-Chair)

Ryan White Part A Recipient Staff Present: D. Cunningham, G. James, S. Scott, W. Cius, V. Hornsey

Planning Council Support Staff Present: G. Berkeley-Martinez, T. Williams, J. Rohoman, W. Rolle

Guests Present: B. Mester, K. Kush, S. Magula

1. Call to Order, Welcome from the Chair & Public Record Requirements

The Executive Committee Chair called the meeting to order at 11:42 a.m. The Executive Committee Chair welcomed all meeting attendees that were present. Attendees were notified that the Executive Committee 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 Committee Chair, Committee members, Recipient staff, PCS/CQM staff, and guests by roll call, and a moment of silence was observed.

2. 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.

3. Meeting Approvals

The approval for the agenda of the January 20, 2022, Executive Committee meeting was proposed by V. Biggs, seconded by L. Robertson, and passed unanimously. The approval for the minutes of the November 18, 2021, meeting was proposed by L. Robertson, seconded by V. Biggs, and approved with no further corrections.

Motion #1: Mr. Biggs, on behalf of Executive Committee, made a motion to approve the January 20, 2022, Executive Committee agenda as presented. The motion was adopted unanimously.

Motion #2: Mr. Robertson, on behalf of Executive Committee, made a motion to approve the November 18, 2021, Executive Committee meeting minutes as presented. The

motion was adopted unanimously.

4. Standard Committee Items

The Executive Committee reviewed the HIV Planning Council agenda for the 1/27/2022 meeting. The Committee voted to approve the agenda as presented. The approval for the agenda of the January 27, 2022, HIV Planning Council meeting as presented was proposed by V. Biggs, seconded by L. Robertson, and passed unanimously.

Motion #3: Mr. Biggs on behalf of the Executive Committee, made a motion to approve the January 27, 2022, HIV Planning Council meeting agenda as presented. The motion was adopted unanimously.

The Committee also reviewed the February 2022 HIV Planning Council calendar of activities. There were no amendments to the calendar.

Lastly, members discussed the possibility of transitioning back to face-to-face meetings. D. Cunningham noted that the executive order that allows for virtual meetings is still in place. The HIVPC & its committees can therefore continue with virtual meetings. The County Attorney advised that in-person meetings must occur in a central, physical location to establish quorum. D. Cunningham also informed the committee that he has a list of possible locations to hold meetings.

5. Unfinished Business

Members discussed the Annual HIVPC Member Retreat scheduled for February 10, 2022. The Committee was asked to review the proposal and provide feedback for any suggestions they would like to include for the upcoming retreat. There were no amendments to the proposal.

6. New Business

The Committee discussed convening an Ad-Hoc MOU Committee and Ad-Hoc By-Laws Committee. Members decided that it would be best to table this agenda item for March's Executive Committee meeting. Members agreed to allow new leadership to appoint the members for the committees.

7. Recipient's Report

There was no Recipient's report for this meeting.

8. 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.

9. Agenda Items for Next Meeting

The next Executive Committee meeting will be held on February 17, 2022, at 11:30 a.m. via WebEx Videoconference.

10. Announcements

The Chair will not be in attendance for the HIV Planning Council meeting on January 27, 2022. The Chair indicated that based on the succession plan the PSRA Chair will facilitate the HIV planning council meeting.

This weekend is the Inaugural Pride Festival in Hollywood, Florida. Many people are expected to attend this event. It was also announced that the World AIDS Museum is hosting an exhibit at the Island City Arts and Cultural Center from February 19th to March 5th. The exhibit is called Keith Haring Remembered which will showcase a retrospective on Keith

Haring's work and legacy.

11. Adjournment

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

Executive Committee Attendance for CY 2021

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	20												
0	1	1	1	Barnes, B. <i>Ex Officio</i>	A												
0	1	0	2	Biggs, V.	X												
0	0	0	3	Fortune-Evans, B.	X												
0	0	0	4	Foster, V.	X												
0	0	0	5	Lopes, R. <i>Chair</i>	X												
0	0	1	6	Moragne, T.	A												
0	1	0	7	Robertson, L.	X												
0	0	0	9	Ruffner, A.	E												
1	1	1	0	Shamer, D.	A												
0	0	1	10	Moreno, V.	A												
				Quorum = 5	5	0	0	0	0	0	0	0	0	0	0	0	

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

Executive Committee Meeting Minutes – January 20, 2022

Minutes prepared by PCS Staff



HANDOUT B

March 2022



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. 1292 or 1343. Visit http://www.brhpc.org for updates.						
		1 Community Empowerment Committee Meeting (CEC) 3:00 PM – 5:00 PM WebEx Video-Conference Support Services 9:00 AM – 10:15 AM	2	3 System of Care Committee Meeting (SOC) 9:30 AM – 11:30 AM WebEx Video-Conference	4 South Florida AIDS Network Meeting (SFAN) 9:30 AM – 11:30 AM Support Services 2:30 PM – 3:45 PM	5
6	7	8	9	10 National Women and Girls HIV/AIDS Awareness Day	11	12
13	14	15	16	17 PSRA Committee Meeting 9:00 AM – 11:00 AM WebEx Video-Conference Executive Committee Meeting 11:30 AM – 1:30 AM WebEx Video-Conference	18	19
20 National Native HIV/AIDS Awareness Day	21 Quality Management Committee Meeting (QMC) 12:30 PM – 2:30 PM WebEx Video-Conference	22	23 Quality Network Meeting 9:00 AM – 10:15 AM	24 HIV Planning Council (HIVPC) Meeting 9:30 AM – 11:30 AM WebEx Video Conference	25	26
27	28	29	30	31	 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 the Provider Network. Holidays and meetings outside of the HIV Planning Council are in **BLACK**.

HANDOUT C1

[illegible]

HANDOUT C2

[illegible]

HANDOUT D1

[illegible]

HANDOUT D2

[illegible]

HANDOUT D4

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.									Baseline	Target	Q1	Q2	Q3	Q4		
Objective 1: Ensure HIVPC is representative and reflective.																
Activities	Responsible Party	Outcomes	Action Steps	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										
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										
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									
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.		X	X	X									
Objective 2: Member selection process and application procedure development.																
Activities	Responsible Party	Outcomes	Action Steps	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 on an ongoing basis.	MCDC	Recruitment & Retention of new HIVPC and Committee members	Complete tasks outlined in Recruitment & Retention Plan.							X	X		X			
2.3 Develop recruitment and website materials as needed.	Staff	Strategic recruitment of new members	Develop marketing materials as needed.											X		
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.		X											
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.							X	X					
Objective 3: Recruitment & Engagement Efforts.																
Activities	Responsible Party	Outcomes	Action Steps	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.		X		X					X			X	
3.2 Collaborate with HIV stakeholders to create engagement opportunities on an ongoing basis.	MCDC/HIVPC	Increased community awareness	Provide brief overviews of the HIVPC at HIV stakeholder events.		X		X				X	X			X	
3.3 Develop engagement opportunities for the HIVPC in the community on an ongoing basis.	MCDC	Increased community awareness	Create opportunities for HIVPC to engage and recruit community members.		X		X					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.													
Objective 4: Planning Council Development and Committee Collaboration.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
4.1 Collaborate with other Committees of the HIVPC to participate in activities on an ongoing basis.	MCDC	Cross-Committee Collaboration	Discuss upcoming HIVPC events with host committees and determine opportunities for collaboration.		X		X				X	X				
4.2 Recognize Member of the Year annually.	MCDC/HIVPC	Acknowledgement of Member Achievement	Develop a system by which to recognize a member for his/her/their contributions to the work of the HIVPC.													
4.3 Conduct ongoing member training quarterly or as needed.	MCDC/Executive Committee/Staff	Capacity building	Conduct member trainings based on MCDC Training Plan to further educate HIVPC members.											X		
4.4 Create a Succession Development Plan on an ongoing basis.	MCDC/Staff	Capacity building	Create a framework to empower members to fill leadership positions and be strong advocates for HIVPC and its Committees.							X						
4.5 Conduct post-appointment training to educate newly appointed members on the HIVPC member roles and responsibilities as needed.	MCDC & HIVPC Chair/Vice Chair	Educated HIVPC	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.											X		
4.6 Offer mentorship program as necessary on an ongoing basis.	MCDC	Capacity building	Develop a mentorship program to assist new members in the onboarding process of joining HIVPC and/or Committees. This program should be in accordance with Sunshine Law.													
4.7 Utilize feedback from CEC, collaborative events, and engagement events to update recruitment and engagement strategies on an ongoing basis.	MCDC/Staff	Cross-Committee Collaboration/ Recruitment & Retention of new HIVPC and Committee members	Revise recruitment and engagement strategies to ensure MCDC uses its most effective strategies and activities.							X						