



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, January 18, 2024 – 12:45 PM

Meeting location: Broward Regional Health Planning Council

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio recorded.

The Executive Committee meets to conduct the business of the Council and shall: Set the agenda for Council meetings; Address Conflict of Interest issues; Review Membership/Council Development Committee Attendance report; Oversee the planning activities established in the integrated HIV prevention and care plan; Develop and oversee committee work plans that address comprehensive planning goals and objectives; and Ratify recommendations for removal for cause from the Membership/Council Development Committee.

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 January 18, 2024
5. **ACTION:** Approval of Minutes from November 30, 2023 (**Handout A**)
6. Standard Committee Items
 - a. Review and Approve January 25, 2024, HIVPC Agenda, Meeting Materials and Motions (**Handout B**)
 - b. Review February 2024 HIVPC Calendar (**Handout C**)
7. Unfinished Business
 - a. Discussion: HIVPC Retreat, February 2024 (**Handout D**)
8. New Business
 - a. Discussion: MCDC Reflectiveness Update (**Handout E**)
 - b. Review FY2023-2024 Executive Committee Work Plan (**Handout F**)
 - c. Approve FY2024-2025 Executive Committee Work Plan (**Handout G**)

9. Public Comment

10. Agenda Items for Next Meeting

- a. Next Meeting Date: February 15, 2024, at 12:45 p.m. LOCATION: Broward Regional Health Planning Council
- b. Agenda Items for next meeting

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 your [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 • Torey Alston • Nan H. Rich • Tim Ryan • Jared Moskowitz • Michael Udine • Robert McKinzie • Hazelle P. Rogers

[Broward County Website](#)



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Executive Committee
Thursday, November 30, 2023 - 12:45 PM
Meeting at Broward Regional Health Planning Council and via [WebEx](#)

DRAFT MINUTES

Executive Members Present: B. Fortune-Evans (QMC Chair), A. Ruffner (SOC Chair), B. Barnes (PSRA & Ad-Hoc Chair), T. Moragne (MCDC Vice-Chair), I. Wilson (CEC Vice-Chair), F. D'Amore (QMC Vice-Chair), J. Castillo (SOC Vice-Chair), V. Biggs (HIVPC Vice-Chair), V. Foster (MCDC Vice-Chair), L. Robertson (HIVPC Chair)

Members Excused: None

Members Absent: S. Jackson (CEC Chair), K. Hayes (SOC Vice-Chair)

Ryan White Part A Recipient Staff Present: None

Planning Council Support Staff Present: D. Liao, M. Patel, N. Del Valle

Guests Present: D. Shamer, M. Barrett

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

The Executive Committee Chair called the meeting to order at 12:45 P.M. and welcomed all meeting attendees. The Chair notified attendees 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, he 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 Vice-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 of the November 30, 2023, Executive Committee agenda with the addition to discuss 'New Data Request' from the County was proposed by V. Biggs, seconded by T. Moragne, and passed unanimously. The approval for the minutes of the October 19, 2023, meeting was proposed by V. Biggs, seconded by I. Wilson, and passed unanimously.

Motion #1: V. Biggs, on behalf of the Executive Committee, made a motion to approve the November 30, 2023, Executive Committee agenda with the addition to discuss 'New Data Request' from the county. The motion was seconded by T. Moragne and adopted unanimously.

Motion #2: V. Biggs, on behalf of the Executive Committee, made a motion to approve

the October 19, 2023, Executive Committee meeting minutes as presented. The motion was seconded by I. Wilson and adopted unanimously.

4. Standard Committee Items

Review and Approve December 5, 2023, HIVPC Agenda, Meeting Materials and Motions

The approval of the December 5, 2023, HIVPC Agenda, Meeting Materials and Motions with amendments to moving the discussion of SDMs from Consent Items to Discussion Items. In addition, the PSRA sweeps utilized carryover money for MAI services. Motion proposed by B. Barnes, seconded by V. Foster, and passed with no further additions.

Motion #3: B. Barnes, on behalf of the Executive Committee, made a motion to approve the agenda and meeting materials with amendments to move the discussion of Service Delivery Models from Consent Items to Discussion Items. The motion was seconded by V. Foster and adopted unanimously.

5. Unfinished Business

None

6. New Business

Discussion: HIVPC Retreat, February 2024

Committee members discussed and reviewed the proposed HIVPC Retreat, created by PCS Staff. The approval to schedule the HIVPC Retreat on February 22, 2024, with no HIVPC Meeting for the month of February, was proposed by V. Biggs, seconded by V. Foster, and passed unanimously. The approval to mandate in person attendance was proposed by B. Barnes, seconded by V. Biggs, and passed unanimously. The approval of the HIVPC Retreat Agenda with the addition of implementing 15 minutes to discuss the ACA Enrollment Strategy was proposed by T. Moragne, seconded by V. Foster, and passed unanimously. Potential locations include the Signature Grand, the Westin, the Renaissance, and the Marriot Courtyard.

Motion #4: V. Biggs, on behalf of the Executive Committee, made a motion to approve the HIVPC Retreat date for February 24, 2024, with no HIVPC Meeting for the month of February. The motion was seconded by V. Foster and adopted unanimously.

Motion #5: B. Barnes, on behalf of the Executive Committee, made a motion to mandate in person attendance for the HIVPC Retreat. The motion was seconded by V. Biggs and adopted unanimously.

Motion #6: T. Moragne, on behalf of the Executive Committee, made a motion to approve the HIVPC Retreat Agenda with the amendment to implement a discussion on the ACA Enrollment. The motion was seconded by V. Foster and adopted unanimously.

Discussion: Data Request

Committee members recommended adding a "Data Request" bullet point at the end of the agenda items for all committee meetings.

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 January 18, 2024, at 12:45pm.

LOCATION: BRHPC and via WebEx Videoconference.

10. Announcements

- V. Biggs: World Aids Day at the Galleria Mall @ 8:30AM.
- B. Barnes: AIDS Memorial Quilt on December 1-2, 2023.
- L. Robertson: Ujima Men's Conference Kwanzaa Celebration on December 28, 2023.

There being no further business, the meeting was adjourned at 1:22pm.

Executive Committee for CY 2023

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	19	16	16	20	18	15	20	17	21	19	30		
1	1	2	1	Jackson, S	X	X	X	X	X	C	X	X	X	A	A		
0	1	1	2	Biggs, V., V. Chair	X	X	X	X	X	C	X	A	X	X	X		
0	0	1	3	Fortune-Evans, B.	X	X	X	E	X	C	X	X	A	X	X		
0	0	2	4	Foster, V.	X	A	X	X	X	C	X	X	X	A	X		
0	0	4	5	Moragne, T.	A	X	A	X	X	C	A	X	X	A	X		
0	1	1	6	Robertson, L., Chair	X	X	X	X	X	C	X	X	E	A	X		
0	0	3	7	Ruffner, A.	X	A	X	X	A	C	X	X	A	Z- Resigned			
0	1	1	8	Barnes, B.	X	X	X	E	X	C	A	X	X	X	X		
0	1	0	9	Castillo, J	X	X	X	X	X	C	X	E	X	X	X		
			10	Wilson, I.									X	X	X		
			11	D'Amore, F.									X	X	X		
			12	Hayes, K.										X	A		
				Quorum = 7	8	7	8	7	8		7	7	8	7	9		

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 – December 1, 2023

Minutes prepared by PCS Staff



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Broward County HIV Health Services Planning Council Meeting

Thursday, January 25, 2024 - 9:30 AM

Meeting at Broward Regional Health Planning Council and via [WebEx Videoconference](#)

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

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 January 25, 2024

5. ACTION: Approval of Minutes from December 5, 2023

6. FEDERAL LEGISLATIVE REPORT– Attorney Marty Cassini, Broward County Intergovernmental Affairs Office

7. STANDARD COMMITTEE ITEMS

- 8. None

9. CONSENT ITEMS

- a) **Motion to approve the FY2024 Community Empowerment Committee Work Plan (Handout _)**

Justification: The work plan was approved by the Community Empowerment Committee during its January 9, 2024, meeting.

Proposed by: CEC Committee Chair

- b) **Motion to approve the FY2024 Membership/Council Development Committee**

Work Plan (Handout _)

Justification: The work plan was approved by the Membership/Council Development Committee during its January 11, 2024, meeting.

PROPOSED BY: MCDL Committee Chair

c) Motion to approve the FY2024 Quality Management Committee Work Plan (Handout _)

Justification: The work plan was approved by the Quality Management Committee during its January 16, 2024, meeting.

PROPOSED BY: QMC Committee Chair

d) Motion to approve the FY2024 Priority Setting & Resource Allocation Committee Work Plan (Handout _)

Justification: The work plan was approved by the Priority Setting & Resource Allocation Committee during its January 18, 2024, meeting.

PROPOSED BY: PSRA Committee Chair

e) Motion to approve the FY2024 Executive Committee Work Plan (Handout _)

Justification: The work plan was approved by the Executive Committee during its January 18, 2024, meeting.

PROPOSED BY: Executive Committee Chair

f) Motion to approve the FY2022-2023 Assessment of the Administrative Mechanism (Handout _)

*Justification: The **Assessment of the Administrative Mechanism** was approved by the PSRA Committee during its January 18, 2024, meeting.*

PROPOSED BY: PSRA Committee Chair

10. DISCUSSION ITEMS

a) Motion to approve the Oral Health Care – Service Delivery Model (Handout _) SDM Request for Approval Form (Handout _1)

Justification:

PROPOSED BY: Quality Management Committee

b) Motion to approve the Mental Health- Trauma-Informed – Service Delivery Model (Handout _)

SDM Request for Approval Form (Handout _1)

Justification:

PROPOSED BY: Quality Management Committee

c) Motion to approve the Legal Assistance – Service Delivery Model (Handout _) SDM Request for Approval Form (Handout _1)

Justification:

PROPOSED BY: Quality Management Committee

d) Motion to approve the Substance Abuse- Outpatient – Service Delivery Model (Handout _)

SDM Request for Approval Form (Handout _1)

Justification:

PROPOSED BY: Quality Management Committee

11. OLD BUSINESS

- a) FY2023 HIVPC Retreat Update (Handout __)

12. NEW BUSINESS

- a) **Action Item:** Election FY2024-2026 HIVPC Chair/Vice Chair

13. COMMITTEE REPORTS

- a. Community Empowerment Committee (CEC)
Chair: Shawn Jackson • Vice Chair: Irvin Wilson
January 9, 2024
 - 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:** February 6, 2024, at 3:00 PM at BRHPC and via WebEx Videoconference
- b. System of Care Committee (SOC)
Chair: Jose Castillo • Vice Chair: Kendra Hayes
January 2024- 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:** February 1, 2024, at 9:30 AM at BRHPC and via WebEx Videoconference
- c. Membership/Council Development Committee (MCDC)
Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne
January 11, 2024
 - 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 11, 2024, at 9:30 AM at BRHPC and via WebEx Videoconference
- d. Quality Management Committee (QMC)
Chair: Bisiola Fortune-Evans • Vice Chair: Franchesca D'Amore
January 16, 2024
 - 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:** February 20, 2024, at 12:30 PM at BRHPC and via

WebEx Videoconference

e. Executive Committee

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

January 18, 2024

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:** February 15, 2024, at 12:45 PM at BRHPC and via WebEx Videoconference

f. Priority Setting & Resource Allocation Committee (PSRA)

Chair: Brad Barnes • Vice Chair: Vacant

January 18, 2024

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:** February 15, 2024, at 9:30 AM at BRHPC and via WebEx Videoconference

g. Ad-Hoc Term Limits

Chair: Brad Barnes • Vice Chair: Vacant

January 17, 2024

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:** TBD

h. Ad-Hoc Nominations

Chair: Brad Barnes • Vice Chair: Vacant

January 2024- No Meeting Held

viii. **Work Plan Item Update/Status Summary:**

ix. **Data Requests:**

x. **Rationale for Recommendations:**

xi. **Data Reports/ Data Review Updates:**

xii. **Other Business Items:**

xiii. **Agenda Items for Next Meeting:**

xiv. **Next Meeting date:** TBD

14. 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**)

15. Public Comment

16. Data Requests

17. Agenda Items for Next Meeting

- a. Next Meeting Date: March 28, 2024, at 9:30 a.m. at BRHPC and via WebEx
- b. Agenda Items for next meeting: To Be Determined

18. Announcements

19. Adjournment

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

Please complete your [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.

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[Broward County Website](#)



February 2024

Broward HIV Health Services Planning Council Calendar



HANDOUT C

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. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit http://www.brhpc.org for updates.					
				1 System of Committee Meeting 9:30AM – 11:30AM	2 South Florida AIDS Network Meeting (SFAN) 9:30AM Disease Case Management Network Meeting 2:30PM-3:15PM	3
4	5	6 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/WebEx	7  Black HIV/AIDS Awareness Day	8	9	10
11	12	13	14	15 Priority Setting & Resource Allocation Committee Meeting 9:30AM -12:30PM Executive Committee Meeting 12:45PM – 2:45PM *** BCHPPC -1:00pm-3:00pm DOH-Broward's Tobacco Room	16	17
18	19 	20 Quality Management Committee Meeting 11:30AM– 2:30PM Location: BRHPC/WebEx	21 Quality Network Meeting 9:00 AM – 10:15 AM	22 HIVPC Annual Retreat 8:30AM – 3:00PM Location: The Westin Ft Lauderdale 400 Corporate Drive	23	24
25	26	27	28	29		 GET CARE BROWARD TREAT HIV/BEAT HIV RYAN WHITE PART A

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

Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020
Links are active and lead to meetings or Awareness Day Information.

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**.



February 2024



Broward HIV Health Services Planning Council Calendar

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.

TODOS ESTAN BIENVENIDOS!

ALL ARE WELCOME!

BON VINI!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

Para confirmar información acerca de la reunión de Consejo de Planeación HIV, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.

Unless otherwise noted on the calendar, all meetings are held at:

Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

To confirm HIV Planning Council meeting information, or reserve special needs services such as Translation from English to Spanish or Creole, or are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.

Executive Committee - Sets agenda for Council meetings, addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system-based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

HIVPC RETREAT AGENDA

Date: February 22, 2024, 8:30 – 3:00
Facilitator: George Gadson, President/CEO, GeoPhil Enterprises, Inc.
Location: The Westin Fort Lauderdale

8:30 – 9:00	Registration/Breakfast
9:00 – 9:15	Welcome <i>Lorenzo Robertson, HIVPC Chair</i>
9:15 – 9:30	Introductions/Ice Breaker
9:30 am – 9:45 am	Preparation for 2024 Open Enrollment: Affordable Care Act Action Plan Encouraging Ryan White Part A Clients to enroll in the Health Insurance Marketplace <i>Brad Barnes, PSRA Chair</i>
9:45 a.m. – 10:00	Integrated HIV Prevention and Care Plan Update <i>Von Biggs, HIVPC Vice Chair & Integrated Workgroup Representative</i>
9:45 am – 10:30 am	Leadership Style Self-Reflection/Evaluation <i>George Gadson</i>
10:30 am – 11:00 am	Effective Leadership Roberts Rules of Order <i>George Gadson</i>
11:00 am – 12:30 pm	Effective Meeting Facilitation Skills <i>George Gadson</i>
12:30 am – 1:00 pm	Lunch
1:15 pm – 2:15 pm	Effective Member Engagement / Community Engagement <i>George Gadson</i>
2:15 pm – 2:45 pm	Member Appreciation <i>HIVPC Chair, Vice Chair, Planning Council Support Staff</i>
2:45 pm – 3:00 pm	Closing <i>HIVPC Chair, Lorenzo Robertson</i> <i>HIVPC Vice-Chair, Von Biggs</i>

MCDC Membership Strategy Member Budget

Member Mix	Current	Goal
Job-Based Seat*	13	18
Consumer / Unaffiliated Seat	6	12
NECL Seat**	7	3
Total Membership	26	35
Unaffiliated Consumers (%)	23.08%	34%
Alternates	0	3

*Job-based seats are those seats filled based on the basis of employment

**NECL is the Non-Elected Community Leader seat and here only represents those members who are not unaffiliated consumers

Job-Based Seats Currently Filled:

- Affected Communities (Consumers)
- Part B
- Part C
- Part D
- Health Care Providers/FQHCs
- CBO/ASO – Community-based organization or AIDS Service Organization
- Mental Health
- NECL
- Local Public Health Agency
- Board of County Commissioners member
(per Broward County Ordinance 12.108.b.)
- Other Federal HIV Programs
 - Part F
 - HOPWA
 - Prevention
- Representatives of/or formerly incarcerated PWH
- Substance Abuse Provider
- Hospital or Health Care Planning Agency

Open Consumer Seats:

- Affected Communities (8 additional Unaffiliated RWPA Consumers)
- Alternates

Open Job-Based Seats:

- Social Services including Housing & Homeless

Recommended Course of Action:

- **Bring job-based members on slowly** to coincide with new unaffiliated consumer members.
- **During FY2023 MCDC must focus on bringing unaffiliated consumers onto the HIV Planning Council.** The Committee must implement its Recruitment & Retention Plan and increase consumer representation to reach the mandated 33%.

Outreach Activities to Date:

1. January 2024, CEC will be hosting a townhall listening session focusing on Ryan White Part A services.

Reflectiveness

HIV Planning Council & Committee Demographics Report

The Membership/Council Development Committee works to ensure the HIV Planning Council represents the HIV epidemic in Broward County. One way that MCDC accomplishes this task is by reviewing the Council and Committees' demographics and identifying over and underrepresented populations.

HIV in Broward County

The following table shows 1) HIV in Broward by Race/Ethnicity and by Gender; and 2) the current demographics of the HIVPC in comparison to the HIV epidemic data.

Race	Population*	Percentage*	HIVPC Membership**	HIVPC Percentage
White, not Hispanic	6,472	31.6%	9	34.6%
Black, not Hispanic	9,564	46.7%	10	38.5%
Hispanic	3,957	19.3%	5	19.2%
Multi-Race (Other)	499	2.4%	2	7.7%
Total	20,492	100%	26	100%
Gender	Population	Percentage		
Male	15,255	74.44%	18	69.2%
Female	5,178	25.26%	6	23.1%
Transgender: male to female	56	.29%	2	7.7%
Transgender: female to male	3	.01%	0	0%
Total	20,492	100%	26	100%

**Data: as reported in the RWPA FY2022 Application. These data are provided by the Florida Department of Health's HIV Surveillance Office.*

***HIVPC membership as of January 2024*

How This Information is Compared

The Council and its committees are compared to the epidemic to determine where representation can be improved.

Key Terms

Epidemic – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

Consumers – Council and Committee members who access Ryan White Part A services.

Unaffiliated Consumers – Council and Committee members who access Ryan White Part A services and have no relationship to an agency that provides these services. This means the consumer does not work for a provider agency or otherwise benefits financially from the agency's success.

Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

Key Points for Reflectiveness through January 2024

HIV Planning Council (HIVPC): Twenty-six (26) members at 23.08% unaffiliated consumer membership. This percentage remains below the HRSA-mandated 33% and efforts must be directed toward prioritizing recruitment for unaffiliated consumer member participation.

Community Empowerment Committee (CEC): CEC remains under-representative of Black membership and is also still under-representative of male consumers despite significant male representation on the Committee. The Committee is also under-representative of female consumers. CEC remains below its 51% consumer membership requirement stated in the Committee's Policies & Procedures.

Membership/Council Development Committee (MCDC): No consumer representation is on the committee.

Priority Setting & Resource Allocation (PSRA): The Committee's membership has remained consistent. This committee is under-representative of Black and female consumers.

Executive Committee: The Executive Committee membership has remained consistent. There is one unaffiliated consumer in a leadership position on the Council.

Quality Management Committee (QMC): QMC is an under-representative of Black members. Black, Hispanic, and female consumers are not represented on the Committee. QMC's membership has remained consistent with an increase of two new members.

System of Care (SOC): SOC's membership has decreased by one member. Black, Hispanic, and female consumers are not represented on the Committee. There is one unaffiliated consumer on this committee.

[illegible]

[illegible]



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 tandè-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 the implementation of activities designed to improve patient 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.

HIVPC ATTENDANCE POLICIES

BROWARD COUNTY CODE OF ORDINANCES CHAPTER 1, ARTICLE XII. BOARDS, AUTHORITIES AND AGENCIES GENERALLY

GENERAL REQUIREMENT AND POLICIES

Sec. 1-233. Terms of appointees to Broward County agencies, authorities, boards, committees, commissions, councils, and task forces; quorum

Removal based on Attendance

1. Board meetings on a quarterly or less frequent basis: Members will be removed after two (2) consecutive unexcused absences or missing two (2) properly noticed meetings in one (1) calendar year.
2. Board meetings more frequently than quarterly: Members will be removed after three (3) consecutive unexcused absences or missing for (4) properly noticed meetings in one (1) calendar year.

Excused Absences

Require written notice to the chair of the board prior to the meeting (when practicable). The chair of the board shall determine whether the absence meets the criteria for an excused absence. Members may be excused **ONLY** for the following reasons:

1. Member performing an authorized alternative activity relating to outside advisory board business that directly conflicts with the properly noticed meeting;
2. Death of an immediate family member (spouse, father, mother, stepparent, in loco parentis, child, or stepchild domiciled in member's household);
3. Death of member's domestic partner;
4. Member's hospitalization;
5. Member summoned for jury duty; or
6. Member is issued a subpoena by a court of competent jurisdiction.

Non-excused absences

1. Out of town business.
2. Doing business or attending a meeting for member's company.
3. Attending another meeting as an elected official.
4. Car problems.

Requirements of Appointment

Any advisory board appointee who fails to meet the requirements of his or her appointment, including residency, if required to live in the district, is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

Quorum Rules

Once a quorum has been established by members physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone.

Appointees shall notify the board coordinator *at least two (2) business days prior* to the scheduled meeting date as to whether they will or will not attend the meeting. This will allow the cancellation of a meeting due to a lack of quorum prior to the actual meeting date.

If a board member does not confirm to the board coordinator that he or she will be present, at least 2 days prior to the meeting, he or she will be marked absent where such failure results in the meeting being cancelled for lack of quorum.

HIVPC ATTENDANCE POLICIES

If a meeting is **scheduled and a sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting:

- Members present will be marked as attending.
- Members who telephone in, will be marked as attending.
- Members not present will be marked absent.
- Members, who did not confirm they were attending and attend, will be marked present.

If a meeting is **scheduled and a sufficient number of members to have quorum DID NOT CONFIRM** that they will be physically present at the meeting, **THE MEETING WILL BE CANCELLED PRIOR TO THE MEETING DATE:**

- Members who intended to telephone in, will be marked absent.
- Members, who did not confirm that they were attending, will be marked absent.
- Members who confirmed they would be attending will be marked *present* and it will be noted on the attendance sheet that the meeting was cancelled.

If a meeting is **scheduled and sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting, **BUT QUORUM WAS NOT PRESENT AT THE MEETING, THE MEETING WILL BE CANCELLED:**

- Members present will be marked as attending but it will be noted that the meeting was cancelled.
- Members not present will be marked absent.
- Members, who telephone in, will be absent.
- Members, who did not confirm that they were attending, and attend, will be marked present.
- Members who did not confirm that they were attending, and do not attend, will be marked absent.

(Ord. No. 79-36, § 1, 6-20-79; Ord. No. 89-19, § 1, 5-9-89; Ord. No. 92-4, § 1, 3-10-92; Ord. No. 92-13, § 1, 5-12-92; Ord. No. 92-46, § 1, 11-10-92; Ord. No. 95-18, § 1, 4-11-95; Ord. No. 1999-06, § 1, 2-23-99; Ord. No. 2001-01, § 1, 1-9-01; Ord. No. 2001-10, § 1, 3-27-01; Ord. No. 2002-10, § 1, 3-18-02; Ord. No. 2003-21, § 1, 6-10-03; Ord. No. 2005-01, § 1, 1-11-05; Ord. No. 2005-16, § 1, 6-28-05; Ord. No. 2006-17, § 1, 6-13-06; Ord. No. 2008-36, § 1, 9-9-08; Ord. No. 2009-39, § 1, 6-23-09; Ord. No. 2012-30, § 1, 10-23-12; Ord. No. 2014-08, § 1, 02-25-14)

End of Packet