



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, March 20, 2025 – 12:45 PM

Meeting location: BRHPC and Microsoft Teams

[Join the meeting now](#)

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Meeting ID: 297 439 889 862

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Phone conference ID: 246 035 27#

[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 7

DRAFT AGENDA

ORDER OF BUSINESS

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
 - Meeting Ground Rules
 - Statement of Sunshine
 - Introductions & Abstentions
 - Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for March 20, 2025

5. **ACTION:** Approval of Minutes from February 20, 2025 ([Handout A](#))
6. Standard Committee Items
 - a) Review and Approve March 27, 2025, HIVPC Agenda, Meeting Materials and Motions ([Handout B](#))
 - b) Review April 2025 HIVPC Calendar ([Handout C](#))
7. Discussion Items:
 - a) Action Item: After hour Planning Council meeting times
 - b) Discussion on recruitment and involvement of Black Non-Hispanic individuals aged 20-29
8. Unfinished Business
 - a) Update to Meeting Evaluation Survey ([Handout D](#))
9. New Business
 - c) New service providers update for FY 2025-2026
 - d) Part A HICP Program Changes Effective FY 2025
10. Recipient Report
11. Data Request
12. Public Comment
13. Agenda Items for Next Meeting
 - **Next Meeting Date:** April 17, 2025, at 12:45 p.m. LOCATION: Broward Regional Health Planning Council and via Microsoft Teams Videoconference
 - Agenda Items for next meeting
 - i. Review and Approve April 24, 2025, HIVPC Agenda, Meeting Materials and Motions
 - ii. Review of the May 2025 HIVPC Calendar
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 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.



March 2025



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. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit HIV Health Service Planning Council for updates.						
						1
2  National Week of Prayer for the Healing of AIDS Bible 101 GLAD March 2-8	3	4 Community Empowerment Committee Meeting (CEC) 3:00PM- 5:00PM Location: BRHPC/MS Teams Support Case Management 9:00AM-10:15AM	5	6 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	7	8
9	10  NATIONAL Women and Girls HIV/AIDS AWARENESS DAY	11	12	13 Membership/Council Development Committee Meeting (MCDC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	14	15  FLORIDA AIDS WALK & MUSIC FESTIVAL MARCH 15TH EL LAPOVONE BLANCH PARK
16	17 Quality Management Meeting (QMC) 12:30PM- 2:30PM Location: BRHPC/MS Teams	18	19	20 Priority Setting and Resource Allocation (PSRA) 9:30AM – 11:00AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams	21	22
23	24	25	26 Quality Network Meeting (CQM) 9:00AM-10:15AM	27 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	28	 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. **Information 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**.



March 2025



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 HIV Health Service Planning Council 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 resewva 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.



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(954) 561-9681 • FAX (954) 561-9685

Executive Committee

Thursday, February 20, 2025 – 12:45 PM

Meeting at Broward Regional Health Planning Council and
via Microsoft Teams

DRAFT MINUTES

Executive Members Present: B. Barnes (PSRA Chair), F. D'Amore (QMC Vice-Chair), L. Robertson (HIVPC Chair), K. Hayes (SOC Vice-Chair), J. Castillo (SOC Chair), S. Tinsley (CEC Chair), T. Moragne (MCDC Vice-Chair), B. Fortune-Evans (QMC Chair), V. Biggs (HIVPC Vice-Chair)

Members Absent:

Ryan White Part A Recipient Staff Present: G. James, B. Baker

Planning Council Support Staff Present: S. Isidore, G. Martinez, M. Lacroix, D. Liao

Guests Present:

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

The Executive Committee Chair called the meeting to order at **12:48 PM**. 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 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 allow the public to express opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County. *No public comments were made.*

3. Meeting Approvals

The approval of February 20, 2025, Executive Committee agenda was proposed by **M. Schweizer**, seconded by **S. Tinsley** and passed unanimously. The approval for the minutes of the January 16, 2025, meeting was proposed by **M. Schweizer**, seconded by **V. Biggs**, and passed unanimously.

Motion #1: M. Schweizer, on behalf of the Executive Committee, made a

motion to approve February 20, 2025, Executive Committee agenda and seconded by S. Tinsley. The motion passed unanimously.

Motion #2: M. Schweizer, on behalf of the Executive Committee, made a motion to approve January 16, 2025, Executive Committee meeting minutes. The motion was seconded by V. Biggs and adopted unanimously.

4. Standard Committee Items

a. Review and Approve February 27, 2025, HIVPC Agenda, Meeting Materials and Motions (Handout B)

B. Barnes noted that there is only one consent item on the agenda and that voting on that item can be delayed until March without difficulty.

Motion #3: B. Barnes, on behalf of the Executive Committee, made a motion to cancel the February 25, 2025 meeting. The motion was seconded by M. Schweizer and adopted unanimously.

b. Review March 2025 HIVPC Calendar (Handout C)

L. Robertson requested that PCS staff add the National Week of Prayer of the Healing of AIDS, which lasts from March 2 to March 8.

5. Discussion Items

a. Action Item: Review and approve Updated Meeting Evaluation Form (Handout D)

M Lacroix explained changes to the survey recommended by PCS staff.

M. Schweizer asked if the survey received a high response rate, and PCS staff answered that it did not. M. Schweizer noted that the survey is too long and should only have 10-15 questions at most.

T. Morange disagreed with the recommended changes to Question #4. He said that the survey should make a distinction between "council members", "committee members", and "guests", rather than simple "members" and "guests"

V. Biggs suggested having the survey submitted quarterly rather than every month.

M. Schweizer asked PCS staff to get data on the response rate going forward because anything with a low response rate is not meaningful. V. Biggs noted that less than 50% of HIVPC members completed the Administrative Mechanism, while 100% of providers did.

L. Robertson stated that the list of committees should not include the MAI Ad-hoc Sub-committee because it is a temporary subcommittee. S. Tinsley and B. Fortune-Evans disagreed with his statement. L. Robertson also suggested condensing the answer choices for Questions #5-9 down to "Agree", "Disagree", and "Not Applicable".

PCS staff listened to all the recommendations and informed the committee that they will bring a revised survey to the next meeting.

b. Action Item: Discuss and vote on moving HIVPC General Body Meeting to the Government Building in Fort Lauderdale

L. Robertson explained that the Recipient Office requested that the Executive Committee discuss whether to move the location of the HIVPC General Body

meeting from Broward Regional Health Planning Council to the Broward County Governmental Center. S. Tinsley and V. Biggs expressed that they did wish to move the location.

B. Fortune-Evans asked why this request was being brought forward. L. Robertson answered that he cannot speak on behalf of the Recipient Office, but he suspects that the county commission would be more likely to attend if the location was moved.

T. Morange noted that the Governmental Center is near the bus terminal, making it more convenient for people who rely public transportation. L. Robertson and M. Schweizer noted that in the past, when meetings were held at the Governmental Center, attendance and community engagement were higher.

G. Martinez noted that meetings are now hybrid (both online and in-person) and that BRHPC is located near a bus line.

V. Biggs asked who would be responsible for the media/virtual aspect of the meetings. G. Martinez answered that the Governmental Center's IT team would be responsible, and that they would be available in the morning and be on call. G. Martinez also made the committee aware that that meeting room is used by the Board of Commissioners, who have priority over HIVPC. If they need the room, HIVPC would have to find another location to use.

The committee asked the Recipient to explain why the Recipient Office made this request. B. Baker answered that he did not know, but that he guessed that it was because the Governmental Center is more central and accessible to the county government. T. Thompson answered that the request came forward because the HIVPC voted on it 2-3 years ago. The Recipient Office received feedback from the consumers that BRHPC is too far away, and transportation is too cumbersome.

Motion #4: M. Schweizer, on behalf of the Executive Committee, made a motion to move the HIVPC General Body Meeting to the Governmental Center. No one seconded the motion, and the motion died on the floor.

6. Unfinished Business

a. **Update:** The Nomination/ByLaws Committee

S. Isidore explained that the Nomination/ByLaws Committee was voted into a standing committee. PCS has attempted to recruit members, but only one member has expressed interest. L. Robertson responded that the council needed to do an appeal in March to recruit members into this committee.

7. New Business

a. **Update:** Ending the HIV Epidemic Progress Report for FY 2024-2025 ([Handout E](#))

B. Baker, Program Project Coordinator Sr at EHE, conducted an overview of the update. He explained the nature, purpose, and goals of EHE. He also listed the service categories funded by EHE along with their respective eligibility standards. The presentation also included a diagram of the service utilization report for January to December 2024.

M. Schweizer asked if the data accounted for potential overlap between the Black population and Haitian population. B. Baker answered that PE is not entirely accurate in that regard.

8. Recipient's Report

None.

9. Data Request

None.

10. Public Comment

The Public Comment portion of the meeting is intended to allow the public to express opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County. There was no public comment.

11. Agenda Items for Next Meeting

- **Next Meeting Date:** March 20, 2025, at 12:45 p.m. LOCATION: Broward Regional Health Planning Council and via Microsoft Teams Videoconference
- Agenda Items for next meeting
 - Review and Approve the March 27, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - Review of the April 2025 HIVPC Calendar
 - Update Meeting Evaluation Forms
 - New Provider Services Update

12. Announcements

- S. Tinsley: Sistrunk Festival and Parade on February 22, 2025
- L. Robertson: Ujima Men's Collective: Closing Reception for Black Art February 27, 2025
- S. Tinsley: Thanking everyone who voted for her to receive the BAAG Award.

13. Adjourned

There being no further business, the meeting was adjourned at **1:53 PM**.

Executive Committee for CY 2025

Count															
	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
	Meeting Date	16	20												
1	Barnes, B.	X	X												
2	Biggs, V., V. Chair	A	X												
3	Castillo, J.	X	X												
4	D'Amore, F.	X	X												
5	Fortune-Evans, B.	X	X												
6	Hayes, K.	X	X												
7	Moragne, T.	X	X												
8	Robertson, L., Chair	X	X												
9	Tinsley, S.	X	X												
10	Schweizer, M.	E	X												
	Wilson, I.	A							R					R	
	Foster, V.							Z						Z	
	Quorum = 6	8	10												

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 – February 20, 2025 -

Minutes prepared by PCS Staff



FORT LAUDERDALE/BROWARD EMA

BROWARD HIV HEALTH SERVICES PLANNING COUNCIL

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200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020

(954) 561-9681 • FAX (954) 561-9685

Broward County HIV Health Services Planning Council Meeting

Thursday, March 27, 2025 - 9:30 AM

Meeting at Broward Regional Health Planning Council and Microsoft Teams

[Join the meeting now](#)

https://teams.microsoft.com/join/19%3ameeting_MDFiMTZiMzEtNTRhZS00NGJmLWFINmEtNDNiMWEwZTg5YTg1%40thread.v2/0?context=%7b%22id%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22oid%22%3a%22df400b73-e09f-4638-a7b6-0750be4ecb25%22%7d

Meeting ID: 273 316 500 415

Passcode: 8AH6AW2B

Dial in by phone

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[Find a local number](#)

Phone conference ID: 978 420 177#

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio and video recorded.

Quorum for this meeting is 14

DRAFT AGENDA

ORDER OF BUSINESS

CALL TO ORDER/ESTABLISHMENT OF QUORUM

WELCOME FROM THE CHAIR

- a) Meeting Ground Rules
- b) Statement of Sunshine
- c) Introductions & Abstentions
- d) Moment of Silence

PUBLIC COMMENT

ACTION: Approval of Agenda for March 27, 2025

ACTION: Approval of Minutes for January 16, 2025 ([Handout A](#))

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

STANDARD COMMITTEE ITEMS

CONSENT ITEMS

- a. Update HIVPC Meeting Evaluation Survey

PROPOSED BY: Executive Committee

- b. Action Item: Motion to approve the HIVPC Membership Application for Shalisa Hafley

Justification: Ms. Hafley is a Manager of Testing & Outreach Services at Broward Health with over a decade of experience in the field. She has provided PWH with education, resources, and a support system. Ms. Hafley's application was reviewed by MCDC and sent to HIVPC for approval.

Seat: Ryan White HIV/AIDS Program Part C Recipient

PROPOSED BY: Membership/Council Development Committee

- c. Action Item: Motion to approve the HIVPC Membership Application for Natalie Tyler

Justification: Ms. Tyler serves the HIV/AIDS community as the Director of Advancement at the World AIDS Museum and has over twenty years of experience in various community-based non-profit organizations. Ms. Tyler's application was reviewed by MCDC and sent to HIVPC for approval.

Seat: Community-Based Organizations

PROPOSED BY: Membership/Council Development Committee

- d. Action Item: Motion to approve the HIVPC Membership Application for Jonathan Rogers

Justification: Mr. Rogers is the Administrative Supervisor for the Broward County Housing Opportunities for Persons With AIDS (HOPWA) program. He is dedicated to finding stable, long-term housing solutions for PWH and providing them with the support needed to empower themselves. Mr. Rogers' application was reviewed by MCDC and sent to HIVPC for approval.

Seat: Social service providers (HOPWA)

PROPOSED BY: Membership/Council Development Committee

- e. Action Item: Motion to approve the HIVPC Membership Application for Colby Williams

Justification: Mr. Williams is the CEO of a non-profit organization and has been personally impacted by the HIV/AIDS epidemic. He advocates for equitable healthcare access and is committed to providing compassionate, impactful support to PWH. Mr. Williams' application was reviewed by MCDC and sent to HIVPC for approval.

Seat: Non-elected Community Leader

PROPOSED BY: Membership/Council Development Committee

DISCUSSION ITEMS:

- a. Action Item: After hour Planning Council meeting times (Recipient Office)
- b. Action Item: Discussion on recruitment and involvement of Black Non-Hispanic individuals aged 20-29 (Recipient Office)

OLD BUSINESS:

- a. None

NEW BUSINESS:

- a. Update: Review of Relevant Executive Orders from the Federal Government
- b. Presentation: Broward HIVPC Year in Review FY 2024-2025
- c. Part A HICP Program Changes Effective FY 2025

COMMITTEE REPORTS

a) **Community Empowerment Committee (CEC)**

Chair: Shawn Jackson • Vice Chair: Vacant

March 4, 2025

- i. **Work Plan Item Update/Status Summary:** The committee continued making plans to attend Florida AIDS Walk and the Listening Tour scheduled for April 17, 2025. They received a presentation from the Florida Department of Health and continued a discussion about reaching out to the incarcerated population. The committee also made plans to participate in the “Salute to Percussions” event that will be held on May 10, 2025.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/ Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:**
- vii. **Next Meeting date:** April 1, 2025, at 3:00 PM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

b) **System of Care Committee (SOC)**

Chair: Jose Castillo • Vice Chair: Kendra Hayes

March 6, 2025.

- i. **Work Plan Item Update/Status Summary:** The committee received the remainder of the Service Category System Mapping Presentation, which had begun in January, from the Recipient Part A Office. The committee also received a follow-up on the Quality Improvement Forum that was held on February 25, 2025.
- ii. **Data Requests:** None
- iii. **Rationale for Recommendations:** None
- iv. **Data Reports/ Data Review Updates:** None
- v. **Other Business Items:** None
- vi. **Agenda Items for Next Meeting:** To be determined.
- vii. **Next Meeting date:** April 3, 2025, at 9:30 AM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

c) **Membership/Council Development Committee (MCDC)**

Chair: Vacant • Vice Chair: Dr. Timothy Moragne

March 13, 2025 (Special Meeting)

- i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved four applications from prospective HIVPC members. Three of the prospective members attended the meeting and introduced themselves to the committee.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/ Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** Review the results of the Member of the Quarter Vote.
- vii. **Next Meeting date:** April 10, 2025, at 9:30 AM at BRHPC and via Microsoft Teams Videoconference

d) **Quality Management Committee (QMC)**

Chair: Bisiola Fortune-Evans • Vice Chair: Franchesca D'Amore
March 17, 2025

- i. **Work Plan Item Update/Status Summary:** In. The committee reviewed the Quality Management Committee Workplan for FY 2024-2025 and the Annual Clinical Quality Management Workplan for FY 2024-2025. The committee also received a follow-up on the Quality Improvement Forum that was held on February 25, 2025. In addition, the committee reviewed the FY 2025-2026 CQM Plan, FY 2025-2026 CQM Training Plan, and the FY 2025-2026 CQM Data Collection Plan. Finally, the committee received a presentation regarding Ryan White Part A Health Outcomes and Indicators Data.
- ii. **Data Requests:** The committee motions to look at utilization of service in mental health over time for FY 2024-2025. Separate mental health, trauma informed mental health and integrated primary.
- iii. **Rationale for Recommendations:** Work Plan Objective Alignment 2.1: Receive presentation(s) on target strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care.
- iv. **Data Reports/ Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** To be determined.
- vii. **Next Meeting date:** April 21, 2025, at 12:30 PM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

e) **Executive Committee**

Chair: Lorenzo Robertson • Vice Chair: Von Biggs
February 20, 2025

Work Plan Item Update/Status Summary:

- i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved the agenda and meeting materials for the March 27, 2025, HIVPC General Body Meeting. The committee discussed holding Planning Council meetings after business hours and made plans to increase recruitment and involvement of Black Non-Hispanic

individuals aged 20-29. They updated the Meeting Evaluation Survey and received an update about the new service providers.

- ii. **Data Requests:** None
- iii. **Rationale for Recommendations:** None
- iv. **Data Reports/ Data Review Updates:** None
- v. **Other Business Items:** None
- vi. **Agenda Items for Next Meeting:**
 - a. Review and approve April 24, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - b. Review the May 2025 HIVPC Calendar
 - c. **Next Meeting date:** April 17, 2025, at 12:45 PM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

f) **Priority Setting & Resource Allocation Committee (PSRA)**

Chair: Brad Barnes • Vice Chair: Mark Schweizer

March 20, 2025

- i. **Work Plan Item Update/Status Summary:** The committee continued planning the Listening Tour that is scheduled for April 17, 2025. In addition, the committee reviewed the PSRA Process for FY 2025-2026 and the Affordable Care Act Report for 2024.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/ Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** TBD.
- vii. **Next Meeting date:** May 15, 2025, at 9:30 AM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

g) **Ad-Hoc Minority AIDS Initiative Sub-Committee (MAI)**

Chair: Mark Schweizer • Vice Chair: Shawn Tinsley

No Meeting Scheduled

- viii. **Work Plan Item Update/Status Summary:** None.
- ix. **Data Requests:** Care Continuum Data year to date breakdown.
- x. **Rationale for Recommendations:** None.
- xi. **Data Reports/ Data Review Updates:** None.
- xii. **Other Business Items:** None.
- xiii. **Agenda Items for Next Meeting:** TBD.
- xiv. **Next Meeting date:** Date and Time TBD, at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

RECIPIENT REPORTS

- a) Part A ([Handout C](#))
- b) Part B ([Handout D1 and D2](#))
- c) Part C ([Handout E](#))
- d) Part D ([Handout F](#))

- e) Part F ([Handout G](#))
- f) HOPWA
- g) Prevention – Quarterly Update (April, July, October, January)

DATA REQUEST(S)

PUBLIC COMMENT

AGENDA ITEMS FOR THE NEXT MEETING

- a) Next Meeting Date: April 24, 2025, at 9:30 a.m. at BRHPC and via Microsoft Teams
- b) Agenda Items for next meeting: To Be Determined

ANNOUNCEMENTS

- Congratulations to Von Biggs, Shawn Tinsley, and Kendra Hayes for winning the Black AIDS Advisory Group (BAAG) Awards.
- Congratulations to Shawn Tinsley, an official graduate of the Certified Peer Specialist in HIV Program
- PSRA/CEC Listening Tour on April 17, 2025 at 3:00 PM to 5:00 PM at AIDS Healthcare Foundation in Fort Lauderdale.
- Salute to Percussions on May 10, 2025 at 2:00 PM to 6:00 PM at Smitty's Wings on Sistrunk.
- Ujima Man Up Festival on May 3, 2025 from 12:00 PM to 5 PM at the Reverend Samuel Delevoe Memorial Park.

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 • Nan H. Rich •
Alexandra P. Davis • Michael Udine • Robert McKinzie • Hazelle P. Rogers

[Broward County Website](#)



April 2025



Handout C

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. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit HIV Health Service Planning Council for updates.						
		1 Community Empowerment Committee Meeting (CEC) 3:00PM- 5:00PM Location: BRHPC/MS Teams	2 Oral Health Network 3:00PM-4:15PM	3 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams Medical Provider Network 2:30PM-3:45PM	4	5
6	7	8 Behavioral Health Network 9:00AM-10:15AM	9	10 Membership/Council Development Committee Meeting (MCDG) 9:30AM – 11:30AM Location: BRHPC/MS Teams 	11	12
13	14	15 Support Services Network 9:00AM-10:15AM	16	17 Priority Setting and Resource Allocation (PSRA) 9:30AM – 11:00AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams PSRA/CEC Listening Tour Session #1 3:00PM-5:00PM	18	19
20	21 Quality Management Meeting (QMC) 12:30PM- 2:30PM Location: BRHPC/MS Teams	22	23 Quality Network Meeting (CQM) 9:00AM-10:15AM	24 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	25	26 
27	28	29	30	27	28	

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. **Information 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**.

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



April 2025



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 [HIV Health Service Planning Council](https://www.browardhivpc.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 resewva 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.

FY 2025-2026 Broward County Health Services Planning Council & Committee Meeting Evaluation

1) Your Name (optional)

2) What is the date of the meeting?

3) Please select the meeting that applies:

☐ HIV Health Services Planning Council - General Body Meeting

☐ Community Empowerment Committee

☐ Executive Committee

☐ Membership Council Development Committee

☐ Nominations/By-Law Committee

☐ Priority Setting Resource Allocations Committee

☐ Quality Management Committee

☐ System of Care Committee

☐ Other: _____

4) Please select all that apply to you:

☐ I am a Planning Council Member of alternate

☐ I am a Committee Member

☐ I am a guest

5) Review of Meeting

	Disagree	Neutral	Agree
The meeting location and time were appropriate for my needs.	()	()	()
The content of the meeting was informative and useful for me.	()	()	()
The pre-meeting materials were made available at an appropriate time.	()	()	()
The pre-meeting materials were understandable and useful for me.	()	()	()
The meeting participants engaged in informed, purposeful discussions.	()	()	()
The meeting was effective and a good use of members' time.	()	()	()

6) What aspects of the meeting did you find most valuable, and why?

7) Are there areas where the meeting could be improved, and if so, what suggestions do you have?

8) What are the most important things that the planning council can do (collectively or as individual members) to make our next meeting more effective?

Thank You for Your Feedback!



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.