



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, May 15, 2025 – 12:45 PM

Meeting location: BRHPC and Microsoft Teams

[Join the meeting now](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzVhMDZiZGUtYTdmZi00OWZmLWE2NWUtYzc1Y2MzN2QwZjQ0%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: 297 439 889 862

Passcode: DW2in3Ga

[+1 469-998-5921,,24603527#](#)

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 May 15, 2025
5. **ACTION:** Approval of Minutes of April 17, 2025 (**Handout A**)

6. Standard Committee Items
 - a) Review and Approve May 22, 2025, HIVPC Agenda, Meeting Materials and Motions (**Handout B**)
 - b) Review June 2025 HIVPC Calendar (**Handout C**)
7. Discussion Items:
 - a) Rescheduling June and July Executive Meetings
8. Unfinished Business
 - a) **Update:** Nomination/Bylaws Committee standing committee.
 - b) **Update:** HRSA Reverse Site Visit
9. New Business
 - a) None
10. Recipient Report
11. Data Request
12. Public Comment
13. Agenda Items for Next Meeting
 - **Next Meeting Date:** July 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 July 24, 2025, HIVPC Agenda, Meeting Materials and Motions
 - ii. Review of the August 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.



May 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 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	2 Medical Case Management Network 2:30PM-3:45PM	3
4	5	6 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/MS Teams	7	8	9	10
11	12	13 Minority AIDS Initiative Subcommittee Meeting 12:30PM – 2:30PM Locations: BRHPC/MS Teams	14	15 Priority Setting and Resource Allocation Committee Meeting 9:30AM – 11:30AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams	16	17
18 	19 Quality Management Meeting (QMC) 12:30PM– 2:30PM Location: BRHPC/MS Teams	20	21 Quality Network Meeting (CQM) 9:00AM-10:15AM	22 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	23	24
25	26	27	28	29	30	31 

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**.



May 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.



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

Thursday, April 17, 2025 – 9:30 AM

**Meeting at Broward Regional Health Planning Council and
via Microsoft Teams**

DRAFT MINUTES

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

Members Absent: L. Robertson (HIVPC Chair) (Excused), J. Castillo (SOC Chair), M. Schweizer (PSRA Vice-Chair)

Ryan White Part A Recipient Staff Present: G. James, T. Thompson, R. Pena, W. Cius

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

Guests Present: J. Rogers, J. De La Nuez

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

The Executive Committee Chair called the meeting to order at **9:31 AM**. 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

B. Fortune-Evans proposed the approval of the Executive Committee agenda for April 17, 2025. The motion was seconded by S. Tinsley and was passed unanimously.

The approval for the minutes of the March 20, 2025, meeting was proposed by F. D'Amore, seconded by B. Fortune-Evans, and passed unanimously.

Motion #1: B. Fortune-Evans, on behalf of the Executive Committee, made a motion to approve April 17, 2025, Executive Committee agenda and seconded by S. Tinsley. The motion passed unanimously.

Motion #2: F D'Amore, on behalf of the Executive Committee, made a motion to approve March 20, 2025, Executive Committee meeting minutes. The motion was seconded by B. Fortune-Evans and adopted unanimously.

4. Standard Committee Items

a. Review and Approve April 24, 2025, HIVPC Agenda, Meeting Materials and Motions

Corrections to HIVPC Agenda

- B. Barnes: Under Consent Items for new members of PSRA. Discussion Item "MCDC Chair Vacancy" should be under New Business. Add Nominations/ByLaws Committee under Old Business or New Business.
- Motion: B. Barnes, Seconded by B. Fortune-Evans

b. Review May 2025 HIVPC Calendar

- Accepted without further corrections.

c. Review Executive Committee Workplan for FY 2024-2025 ([Handout D](#))

5. Discussion Items

a. Action Item: Review HIVPC Membership Reflectiveness

S. Isidore conducted an overview of the membership strategy and member reflectiveness. S. Isidore explained that E. Chery cannot join the Planning Council because she represents an agency that is already fully represented on the Council. E. Chery will join CEC as a committee-only member.

b. Action Item: Quarterly Review of Committee Workplan Activities.

S. Isidore conducted an overview of the committee workplans.

V. Biggs noted that NMEC and ESCALE have been removed from TargetHIV. He also requested to know how problems brought up by consumers at the Listening Sessions are being addressed.

B. Barnes explained that the issues were reviewed in PSRA and SOC. He also noted that the Part A office addresses concerns related to service categories and providers. This was mentioned during the RFP process. B. Fortune-Evans added that this concern was brought up during the HIVPC General Body meeting.

V. Biggs asked if a report was written to demonstrate what had been resolved. B. Barnes answered that the responsibility for addressing any issues with specific agencies falls on the Part A Office. This year's Listening Tour is structured around the service categories, not individual providers. That will be more conducive to Planning Council intervention. G. Martinez added that PCS staff sent the minutes of the previous year's Listening Tour to the Part A Office.

6. Unfinished Business

- a. None

7. New Business

a. Discussion Item: CEC Vice Chair Vacancy

S. Isidore explained that E. Chery is interested in becoming a committee-only member and becoming Vice Chair. S. Tinsley added that E. Chery is a great candidate, is very involved in the community, and that they both work well together.

b. Discussion Item: MCDC Chair Vacancy

S. Isidore explained that MCDC is still without a Chair. T. Morange has been a good interim chair, but there needs to be a permanent chair. PCS staff has reached out to the committee, but no one was interested in the position.

B. Fortune-Evans asked how long a chair seat can remain vacant. G. Martinez explained that this is not mentioned in the bylaws. She later added that in the absence of a chair, the council chair or vice-chair may step in.

V. Biggs asked if MCDC could be merged with another committee. B. Fortune-Evans answered that MCDC has too many responsibilities for another committee to take on. The committee agreed to bring the issue to the attention of the Planning Council. B. Barnes recommended that T. Morange mentor another MCDC member to become the chair of MCDC.

c. Update: Member of the Year FY 2024-2025

S. Isidore explained that MCDC had voted on the winner but decided to keep the result a secret until the General Body meeting. The committee accepted this decision.

d. Update: Distinguished Service Award

S. Isidore explained that V. Foster will be honored at the General Body meeting for his years of service as the former Chair of the Membership/Council Development Committee. The committee expressed approval of this action.

e. Discussion: Nominations/Bylaws Committee Vacancy

S. Isidore explained that the Nominations/Bylaws Committee was intended to begin meeting in March. Despite PCS staff reaching out to Planning Council members, only one member has expressed interest in joining the committee.

V. Biggs recommended that PCS staff reach out to members who are only part of one committee. B. Barnes also recommended that the most recently appointed members be encouraged to join. J. Rogers volunteered to join the committee.

The committee agreed to address this issue again at the General Body meeting.

f. Update: Activities of the Integrated Planning Workgroup

G. Martinez explained the responsibilities of the Planning Council in the Integrated Planning process. She conducted an overview of the RWHAP Part A Planning Cycle and explained which parties are responsible for which parts of the cycle. She explained the nature and purpose of the Letter of Concurrence for the new five-year cycle, which the Chair must sign on behalf of the Planning Council.

B. Barnes stated that a better understanding of the Integrated Plan among the committees makes sense. The committee discussed ways to become more involved in the Integrated Plan and improve the process of the Integrated Plan.

B. Barnes recommended that due to the current political climate, the council should identify local barriers and move forward boldly with the Integrated Plan.

V. Biggs recommended having PCS staff reach out to committee chairs. G. Martinez recommended that the Executive Committee attend Integrated Planning Workgroup meetings because they are responsible for the work of the committees.

B. Fortune-Evans asked what the thoughts of the Integrated Planning Group were regarding how they would like to move forward. G. Martinez answered that the Working Group would like more involvement from the Planning Council.

W. Cius updated the committee on activities taking place in the Recipient Office. They have been working with a HRSA technical assistance provider to strengthen their efforts in implementing in the Broward Integrated Plan. He asked if the committee thought it was necessary to provide a similar program to the Planning Council. The committee answered affirmatively. W. Cius confirmed that he would move forward with the request and update the council on the outcome.

B. Fortune-Evans asked who is responsible for conducting the Needs Assessment. G. Martinez explained that it was completed in February and was primarily driven by Part A. The results will be presented during PSRA. They also have epidemiological data that was submitted during the RWPA grant applicant and it will be included in the Needs Assessment. V. Biggs asked if there was other data available and G. Martinez answered that that data from hospital reports had also been pulled.

B. Barnes noted that the commissioner doesn't attend meetings. He requested that the council formally invite the commissioner to attend Integrated Planning Workgroup meetings. G. Martinez answered affirmatively.

F. D'Amore conducted an overview of the events of AIDS Watch, which she had attended along with S. Tinsley. The political representatives they met were very responsive. She suggested that the council follow up with local and state political representatives including the mayors of Hollywood and Fort Lauderdale. S. Tinsley added that the commissioner should meet the council where there are.

All questions and concerns were addressed.

g. Discussion: June Executive Meeting Date

S. Isidore explained the June Executive Meeting needs to be rescheduled because it falls on Juneteenth, which is a federal holiday. Therefore, county and government offices will be closed. She recommended that the Executive meeting be moved to the 23rd or 24th.

Motion #3: F D'Amore, on behalf of the Executive Committee, made a motion to cancel the June HIVPC General Body meeting and allow PCS staff to draft the agenda. The motion was seconded by S. Tinsley and adopted unanimously.

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:** May 15, 2025, at 12:45 M. **LOCATION:** Broward Regional Health Planning Council and via Microsoft Teams Videoconference
- Agenda Items for next meeting
 - Review and Approve the May 22, 2025 HIVPC Agenda, Meeting Materials, and Motions
 - Review of the June 2025 HIVPC Calendar

12. Announcements

- Listening Tour.
- Salute to Percussions. S. Tinsley: There was a video on Queer News that announced Salute to Percussion. She thanked all the community partners who assisted with this event.
- Ujima Men's Collective **Man Up Festival:** Saturday, May 3, 2025, from 12:00 PM to 5:00 PM at Reverend Samuel Delevoe Memorial Park (2520 NW 6th St, Fort Lauderdale, FL 33311). This exciting event will feature entertainment, health screenings, and fun competitions! Don't miss out on the three-legged race, water balloon toss, food trucks, and more. We hope to see you there!
- V. Biggs: Holy Cross is celebrating 35 years at Wilton Manners. 12-3 PM. Ticket available.
- Palm Beach PRIDE 2025: March 29-30, 2025, from 12:00 PM to 6:00 PM at Bryant Park Lake, Lake Worth Beach, FL. This festival includes a parade, live performances, and entertainment for all ages, with support from over 140 inclusive businesses that celebrate and support our community.

13. Adjourned

There being no further business, the meeting was adjourned at **10:59 AM**.

Executive Committee for CY 2025

Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date	16	20	20	17									
0	1	Barnes, B.	X	X	X	X									
1	2	Biggs, V., V. Chair	A	X	X	X									
2	3	Castillo, J.	X	X	A	A									
1	4	D'Amore, F.	X	X	A	X									
0	5	Fortune-Evans, B.	X	X	X	X									
0	6	Hayes, K.	X	X	X	X									
0	7	Moragne, T.	X	X	X	X									
0	8	Robertson, L., Chair	X	X	X	E									
1	9	Tinsley, S.	X	X	A	X									
10	10	Schweizer, M.	E	X	X	A									
		Wilson, I.	A							R					R
		Foster, V.							Z						Z
		Quorum = 6	8	10	7	7									

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 – March 20, 2025 - Minutes

prepared by PCS Staff



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

Broward County HIV Health Services Planning Council Meeting

Thursday, May 22, 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%22Tid%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

[+1 469-998-5921](tel:+14699985921), [978420177#](tel:+1978420177) United States, Dallas

[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 May 22, 2025

ACTION: Approval of Minutes for April 24, 2025 ([Handout A](#))

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

STANDARD COMMITTEE ITEMS

CONSENT ITEMS

- a. None.

DISCUSSION ITEMS

- a. None

OLD BUSINESS

- a. None

NEW BUSINESS

- a. **Presentation:** AIDS Watch Recap 2025, *Shawn Tinsley and Franchesca D'Amore*

COMMITTEE REPORTS

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

Chair: Shawn Jackson • Vice Chair: Edna Chery-Davis

April 6, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received relevant updates on upcoming activities and began initial planning for an event scheduled for September. They also reviewed their Priority Rankings for Part A and MAI Service Categories for FY2026-2027. In addition, the committee examined current promotional materials and offered feedback for revisions. Finally, they reviewed the evaluation and event summary for Listening Tour Session #1.
- 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:** June 3, 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

May 1, 2025

- i. **Work Plan Item Update/Status Summary:** The committee held a brief discussion about their upcoming role as the next committee to partner with PSRA for the Listening Tour. They also reviewed and began providing recommendations for the "How Best to Meet the Need" language.
- 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:** Finalize "How Best to Meet the Need" Language recommendations.

- vii. **Next Meeting date:** June 5, 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
 Meets Quarterly Next Meeting – July 10, 2025
 - i. **Work Plan Item Update/Status Summary:** None.
 - 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:** Provide an update on the Post-Appointment Orientation, review the Member of the Quarter results for Quarter One, and evaluate feedback from the PSRA/CEC Listening Tour.
 - vii. **Next Meeting date:** July 10, 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
 May 19, 2025
 - i. **Work Plan Item Update/Status Summary:** The committee reviewed its work plan and received a brief presentation on recent updates to the Quality Improvement Project (QIP) Toolkit. Additionally, Clinical Quality Management Support Staff presented data related to the HIV Care Continuum.
 - ii. **Data Requests:**
 - 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:** June 16, 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
 May 22, 2025
 - i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved the HIVPC agenda for May 22, 2025, along with the June calendar. They discussed rescheduling the Executive Committee meetings for June and July and received updates on the Nomination/Bylaws Committee and the upcoming HRSA Reverse Site Visit.
 - 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 May 22, 2025, HIVPC Agenda, Meeting Materials, and Motions

- b. Review the May 2025 HIVPC Calendar
 - c. **Next Meeting date:** July 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
 May 15, 2025
 - i. **Work Plan Item Update/Status Summary:** The committee received an update on the Community Empowerment Committee's (CEC) FY2026–2027 Priority Rankings for Part A and MAI Service Categories. They reviewed the evaluation and event summary for Listening Tour Session #1 and received an update from the Part A Office on Eligibility Determination. Lastly, the committee was informed of the scheduled dates for the June Data Presentation and the upcoming Listening Tour Session #2 in July.
 - ii. **Data Requests:** Eligibility determination update and recommendations if applicable.
 - iii. **Rationale for Recommendations:** None.
 - iv. **Data Reports/Data Review Updates:** None.
 - v. **Other Business Items:** None.
 - vi. **Agenda Items for Next Meeting:** PSRA Workshops.
 - vii. **Next Meeting date:** PSRA Workshops Tuesday, July 15th, Wednesday, July 16th, and Thursday, July 17th 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
 May 13, 2025
 - viii. **Work Plan Item Update/Status Summary:** The committee received a presentation on Needs Assessment Finding for 2024-2025. The committee also received a data presentation on care continuum data.
 - ix. **Data Requests:** Care continuum data.
 - x. **Rationale for Recommendations:** None.
 - xi. **Data Reports/Data Review Updates:** None.
 - xii. **Other Business Items:** None.
 - xiii. **Agenda Items for Next Meeting:** To be Determined.
 - xiv. **Next Meeting date:** To be Determined, at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

RECIPIENT REPORTS

- a) Part A ([Handout E](#))
- b) Part B ([Handout F1 and F2](#))
- c) Part C ([Handout G](#))
- d) Part D ([Handout H](#))
- e) Part F ([Handout I](#))
- 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: June 26, at 5:30PM a.m. at Broward County Governmental Center (115 S Andrews Ave, Fort Lauderdale FL 33301) and via Microsoft Teams
- b) Agenda Items for next meeting: To Be Determined

ANNOUNCEMENTS

- June 1st Ryan White-eligible participants in the Health Insurance Continuation Program (HICP) will be required to undergo an orientation that covers all aspects of the HICP program, including their responsibilities. Clients must sign to acknowledge they have received this orientation before they can begin receiving HICP services

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](#)



June 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	3 Support Services Network 9:00AM-10:15AM Community Empowerment Committee Meeting (CEC) 3:00PM- 5:00PM Location: BRHPC/MS Teams	4	5 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams  HIV Long-Term Survivors Awareness Day	6	7
8	9	10	11	12	13	14
15	16 Quality Management Meeting (QMC) 12:30PM– 2:30PM Location: BRHPC/MS Teams	17	18 Quality Network Meeting (CQM) 9:00AM-10:15AM	19	20	21
22	23	24	25	26 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	27 	28 
29	30					

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**.



June 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.



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

ADAP: AIDS Drugs Assistance Program

Administration HUD: U.S Department of Housing and Urban Development

IW: Integrated Workgroup

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

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

CQI: Continuous Quality Improvement

CQM: Clinical Quality Management

CTS: Counseling and Testing Site

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

HIV HSSS: HIV Human Services Software System

HIVPC: Broward County HIV Health Services Planning Council

HOPWA: Housing Opportunities for People with AIDS

HRSA: Health Resources Services Administration

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

NBHD: North Broward Hospital District (Broward Health)

NGA: Notice of Grant Award

NHAS: National HIV/AIDS Strategy

NMCM: Non-Medical Case Management

NOFO: Notice of Funding Opportunity

nPEP: Non-Occupational Post Exposure Prophylaxis

NSU: Nova Southeastern University

nPEP: Non-occupational Post-Exposure Prophylaxis

OAHS: Outpatient Ambulatory Health Services

OHC: Oral Health Care

PCN: Policy Clarification Notice

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

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

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.