



**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**

**Wednesday, June 18, 2025 – 3:00 PM – 5:00 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](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](tel:+14699985921), [24603527](tel:+124603527)#

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 June 18, 2025
5. **ACTION:** Approval of Minutes of May 15, 2025 (**Handout A**)

6. Standard Committee Items
  - a) Review and Approve June 26, 2025, HIVPC Agenda, Meeting Materials and Motions (**Handout B**)
  - b) Review July 2025 HIVPC Calendar (**Handout C**)
7. Discussion Items:
  - a) **Action Item:** Review and Approve HIVPC General Body Policy and Procedures (**Handouts D1-D6**)
    - i. Executive Committee Policy and Procedures
    - ii. Incentives Policy for Client Engagement and Participation (*New*)
    - iii. Attendance Policy Council and Committee Only Members
    - iv. Unaffiliated Member Reimbursements Policy
    - v. Public Comment Process (HIVPC Meetings and Broward County Board of Commissioners Meetings) (*New*)
    - vi. Broward County Code of Ethics
  - b) **Action Item:** Member of the Quarter Eligibility; *MCDC Chair/PCS Support*
  - c) **Action Item:** HIVPC General Body Retreat, February 26, 2026 (Integrated Planning Focused); *PCS Support Staff*
  - d) **Action Item:** Insert Tentative Motion from PSRA agenda; *PSRA Chair*
8. Unfinished Business
  - a) **Update:** MCDC Vice Chair; *PCS Support Staff*
  - b) **Update:** Nomination/Bylaws Committee ad-hoc committee; *PCS Support Staff*
    - i. **Action Item:** Nominating/Elections Procedure (**Handout E1, E2**)
9. New Business
  - a) None
10. Recipient Report
11. Data Request
12. Public Comment
13. Agenda Items for Next Meeting
  - **Next Meeting Date:** July 24, 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 31, 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.



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                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change.</p> <p>Please contact support staff at <a href="mailto:hivpc@brhpc.org">hivpc@brhpc.org</a> or (954) 561-9681 ext. 1244/1343. Visit <a href="#">HIV Health Service Planning Council</a> for updates.</p> |        |                                                                                                                                                                  |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                  |                                                                                                                                            |                                                                                                                                                                            |
| 1                                                                                                                                                                                                                                                                                                                              | 2      | <p>3 <b>Support Services Network</b><br/>9:00AM-10:15AM</p> <p>Community Empowerment Committee Meeting (CEC)<br/>3:00PM- 5:00PM<br/>Location: BRHPC/MS Teams</p> | 4                                                                                                                                                                                                                                                                         | <p>5 <b>System of Care Committee Meeting (SOC)</b><br/>9:30AM – 11:30AM<br/>Location: BRHPC/MS Teams</p> <p> <b>HIV Long-Term Survivors Awareness Day</b></p> | 6                                                                                                                                          | 7                                                                                                                                                                          |
| 8                                                                                                                                                                                                                                                                                                                              | 9      | 10                                                                                                                                                               | 11                                                                                                                                                                                                                                                                        | 12                                                                                                                                                                                                                                               | 13                                                                                                                                         | 14                                                                                                                                                                         |
| 15                                                                                                                                                                                                                                                                                                                             | 16     | <p>17 <b>Minority AIDS Initiative Subcommittee Meeting</b><br/>9:30AM – 11:30AM<br/>Locations: BRHPC/MS Teams</p>                                                | <p>18 <b>Quality Network Meeting (CQM)</b><br/>9:00AM-10:15AM</p> <p>Priority Setting and Resource Allocation Committee Meeting<br/>12:00PM – 2:30PM<br/>Location: BRHPC/MS Teams</p> <p>Executive Committee Meeting<br/>3:00PM – 5:00PM<br/>Location: BRHPC/MS Teams</p> | <p>19 <b>JUNETEENTH</b><br/>FREEDOM DAY<br/>JUNE 19</p>                                                                                                                                                                                          | 20                                                                                                                                         | 21                                                                                                                                                                         |
| 22                                                                                                                                                                                                                                                                                                                             | 23     | 24                                                                                                                                                               | 25                                                                                                                                                                                                                                                                        | <p>26 <b>HIV Planning Council Meeting</b><br/>5:30PM – 7:30PM<br/>Locations: Broward Government Center/MS Teams</p>                                                                                                                              | <p>27  <b>National HIV TESTING Day</b><br/>JUNE 27</p> | 28                                                                                                                                                                         |
| 29                                                                                                                                                                                                                                                                                                                             | 30     |                                                                                                                                                                  |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                  |                                                                                                                                            | <p> <b>GET CARE BROWARD</b><br/><b>TREAT HIV/BEAT HIV</b><br/>RYAN WHITE   PART A</p> |

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](mailto:hivpc@brhpc.org) or (954) 561-9681 ext. 1292 or 1343. Visit [HIV Health Service Planning Council](http://HIV Health Service Planning Council) for updates.

| TODOS ESTAN BIENVENIDOS!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ALL ARE WELCOME!                                                                                                                                                                                                                                                                                                                                                                                                                                                  | BON VINI!                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p> | <p>Unless otherwise noted on the calendar, all meetings are held at:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p> | <p>Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p> |

### 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

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200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020  
(954) 561-9681 • FAX (954) 561-9685

### Executive Committee

Thursday, May 15, 2025 – 12:45 PM

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), E. Chery-Davis (CEC Vice-Chair), L. Robertson (HIVPC Chair), J. Castillo (SOC Chair), M. Schweizer (PSRA Vice-Chair)

**Members Absent:** T. Moragne (MCDC Chair)

**Ryan White Part A Recipient Staff Present:** No Representatives

**Planning Council/Clinical Quality Support Staff Present:** G. Martinez, M. Lacroix, D. Liao, M. Rosiere, D. Cestaro-Seifer, J. Beal

**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 **12:48PM**. 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

V. Biggs moved to approve the Executive Committee agenda for May 15, 2025. B. Barnes proposed an amendment under "New Business" to add a discussion on contracts and updates. J. Castillo seconded the motion, and it was approved unanimously.

The approval for the minutes of the April 17, 2025, meeting was proposed by S. Tinsley, seconded by V. Biggs, and passed unanimously.

**Motion #1: V. Biggs, on behalf of the Executive Committee, moved to approve the May 15, 2025, Executive Committee agenda as amended by B. Barnes to include a discussion on contracts and updates under “New Business.” The motion was seconded by J. Castillo and passed unanimously.**

**Motion #2: S. Tinsley, on behalf of the Executive Committee, made a motion to approve April 17, 2025, Executive Committee meeting minutes. The motion was seconded by V. Biggs and adopted unanimously.**

4. Standard Committee Items

**a. Review and Approve May 22, 2025, HIVPC Agenda, Meeting Materials and Motions**

Corrections to HIVPC Agenda

- Cancel May HIVPC General Body Meeting

**Motion #3: B. Barnes, on behalf of the Executive Committee, moved to approve the cancellation of the May 22, 2025, HIVPC General Body Meeting due to the absence of action items and committee reports. The motion was seconded by V. Biggs and was adopted unanimously.**

5. Standard Committee Items

**b. Review June 2025 HIVPC Calendar**

- Correction: Add Meetings once scheduled: PSRA, Executive, MAI
- Correction: Add Juneteenth

**Motion #4: M. Schweizer, on behalf of the Executive Committee, moved to approve the June HIVPC Calendar, including the addition of PSRA, Executive, and MAI meetings once scheduled, as well as the Juneteenth federal holiday. The motion was seconded by B. Barnes and adopted unanimously.**

6. Discussion Items

**a. Action Item: Rescheduling June and July Executive Meetings**

L. Robertson initiated the discussion by recommending that the June Executive Committee meeting remain on the same day as the rescheduled PSRA meeting, rather than being held on a separate day. Regarding the July Executive Committee meeting, B. Barnes reminded the committee that the PSRA workshops is scheduled for July 15–17 and suggested moving the Executive meeting to July 24 and the HIVPC General Body meeting to July 31. Following the discussion, a motion was brought to the floor.

**Motion #5: B. Barnes, on behalf of the Executive Committee, moved**

**to schedule the July Executive Committee meeting for July 24 and the HIVPC General Body meeting for July 31. The motion was seconded by V. Biggs and unanimously approved.**

G. Martinez, PCS & CQM Director, reminded the committee that the June General Body meeting is scheduled for the evening and was initially planned to include the wrap-up and voting from the PSRA workshops. She asked if the committee still wanted to move forward with the evening meeting. The committee agreed to keep the HIVPC meeting scheduled for the evening of June 26. B. Barnes suggested inviting Attorney Marty Cassini to provide an update on federal and state funding developments, and Robertson recommended including this as an agenda item for the next meeting.

## 7. Unfinished Business

### a. **Update:** Nomination/Bylaws Committee standing committee

M. Lacroix from PCS Staff informed the committee that, after multiple emails and follow-up phone calls with the 16 members currently serving on only one standing committee, only three (3) individuals expressed interest in joining the proposed new standing committee. Since a minimum of five members is required to establish a committee, PCS Staff recommended reverting the Nomination/Bylaws Committee back to an Ad-Hoc Committee rather than proceeding with its designation as a standing committee. Following this update, the committee proceeded to make a motion.

**Motion #6: B. Barnes, on behalf of the Executive Committee, moved to change the Nominating/Bylaws Committee from a standing committee to an ad-hoc committee under the Executive Committee. The motion was seconded by S. Tinsley and was unanimously approved.**

### b. **Update:** HRSA Reverse Site Visit

M. Lacroix from PCS Staff provided an update regarding the upcoming HRSA Reverse Site Visit scheduled for August 4–6. It was shared that there will be no Planning Council representative attending the event. A copy of the HRSA May 14, 2025, email was provided, which stated:

*“We would like to inform you of a change to our upcoming Division of Metropolitan HIV/AIDS Program Administrative Reverse Site Visit (ARSV). While the upcoming ARSV will include a few sessions related to planning council/body (PC/PB) topics, there will not be a dedicated PC/PB track at the meeting. Therefore, PC/PB staff are no longer required to attend this ARSV. Additional technical assistance on PC/PBs will be offered through a webinar series later in the year.”*

B. Barnes proposed that it might be valuable for the Planning Council Chair to draft a letter or statement to HRSA, reflecting the Council’s current status, key challenges—particularly related to allocations—and the ongoing uncertainties. Planning Council staff noted that they will raise this topic with the Project Officer during the next coordination call, which includes the Council’s Chair and Vice Chair.

## 8. New Business

### a. **Amendment:** Contracts and Updates

B. Barnes raised concerns about the status of provider contracts, noting that funding for agencies is not expected until July or August. He expressed worry that this delay places the system in a "pre-crisis" mode. M. Schweizer echoed these concerns, particularly about the long-term implications. B. Barnes emphasized the potential risk of clients falling out of care due to these delays.

He then made a motion to allow the Chair or Vice-Chair of the Planning Council to represent the Council at an upcoming Broward County Commission meeting to express concerns about funding delays, the impact on services, and to explore the possibility of being added to a future meeting agenda. Following this, a motion was formally introduced.

**Motion #7: B. Barnes, on behalf of the Executive Committee, made a motion to allow the Chair or Vice-Chair of the Planning Council to represent the Council at an upcoming Broward County Commission meeting to express concerns about funding delays, the impact on services, and to explore the possibility of being added to a future meeting agenda. The motion was seconded by M. Schweizer and was unanimously approved.**

## 9. Recipient's Report

None.

## 10. Data Request

None.

## 11. 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.

## 12. Agenda Items for Next Meeting

- **Next Meeting Date:** To be Determined. **LOCATION:** Broward Regional Health Planning Council and via Microsoft Teams Videoconference
- Agenda Items for next meeting
  - Review and Approve the June 26, 2025 HIVPC Agenda, Meeting Materials, and Motions
  - Review of the July 2025 HIVPC Calendar

## 13. Announcements

- Cyber Event will take place on June 12th at the World AIDS Museum. This event is an informational session targeted specifically at small to medium-sized businesses.
- B. Barnes shared that, according to a broker he spoke with, some clients who are eligible for both Medicaid and Medicare unexpectedly losing their coverage and only becoming aware of it when they receive their Social Security checks.
- K. Hayes announced upcoming support groups at the Poverello Center next

week: the women's group will meet from 2–4 PM, and the men's group will meet on Wednesday from 2–4 PM.

#### 14. Adjournment

There being no further business, the meeting was adjourned at **1:36 PM**.

#### Executive Committee for CY 2025

| Count | Meeting Month               | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|-------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|       |                             | 16  | 20  | 20  | 17  | 15  |     |     |     |     |     |     |     |                    |
| 1     | Barnes, B.                  | X   | X   | X   | X   | X   |     |     |     |     |     |     |     |                    |
| 2     | Biggs, V., <b>V. Chair</b>  | A   | X   | X   | X   | X   |     |     |     |     |     |     |     |                    |
| 3     | Castillo, J.                | X   | X   | A   | A   | X   |     |     |     |     |     |     |     |                    |
| 4     | D'Amore, F.                 | X   | X   | A   | X   | X   |     |     |     |     |     |     |     |                    |
| 5     | Fortune-Evans, B.           | X   | X   | X   | X   | X   |     |     |     |     |     |     |     |                    |
| 6     | Hayes, K.                   | X   | X   | X   | X   | X   |     |     |     |     |     |     |     |                    |
| 7     | Moragne, T.                 | X   | X   | X   | X   | A   |     |     |     |     |     |     |     |                    |
| 8     | Robertson, L., <b>Chair</b> | X   | X   | X   | E   | X   |     |     |     |     |     |     |     |                    |
| 9     | Tinsley, S.                 | X   | X   | A   | X   | X   |     |     |     |     |     |     |     |                    |
| 10    | Schweizer, M.               | E   | X   | X   | A   | X   |     |     |     |     |     |     |     |                    |
| 11    | Chery-Davis, E.             |     |     |     | N   | X   |     |     |     |     |     |     |     |                    |
|       | Wilson, I.                  | A   |     |     |     |     |     |     | R   |     |     |     |     | R                  |
|       | Foster, V.                  |     |     |     |     |     |     | Z   |     |     |     |     |     | Z                  |
|       | <b>Quorum = 7</b>           | 8   | 10  | 7   | 7   | 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 – May 15, 2025 - Minutes*

*prepared by PCS Staff*



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(954) 561-9681 • FAX (954) 561-9685

## **Broward County HIV Health Services Planning Council Meeting**

**Thursday, June 26, 2025 – 5:30PM**

**Meeting at Broward County Government Center and Microsoft Teams**

**[Join the meeting now](#)**

[https://teams.microsoft.com/l/meetup-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](https://teams.microsoft.com/l/meetup-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**

[+1 469-998-5921,,978420177#](#) 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 15

## **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 June 26, 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. Action Item: Motion to approve Olivia Davy to the Quality Management Committee and Membership/Council Development Committee

Justification: Olivia Davy is passionate about reducing health disparities and is interested in joining the Planning Council Committees to gain experience and support health equity efforts. As a recent intern with the Task Force for Ending Homelessness, she connected individuals experiencing homelessness with vital services, including healthcare, shelter, mental health support, and HIV/AIDS resources.

PROPOSED BY: Quality Management Committee Chair and Membership/Council Development Committee Chair

- b. Action Item: Executive Policies and Procedures

PROPOSED BY: Executive Committee

## DISCUSSION ITEMS

- a. **Discussion:** Proposed Change in Priority Setting for 2025-2026  
**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

June 3, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received updates on upcoming activities and initiated planning for the "Aging Gracefully" event scheduled for September. Additionally, members voted to update the current promotional materials.
- 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:** July 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

June 5, 2025

- i. **Work Plan Item Update/Status Summary:** The committee reviewed and finalized the recommended language for the "How Best to Meet the Need" document, which will be forwarded to the PSRA

Committee. They also continued discussions on the upcoming Listening Session #2, scheduled for August 12, 2025, from 6:00 PM to 8:00 PM. Additionally, the committee received a presentation on the current HIV Care Continuum data.

- 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:** July 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

*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:** October 9, 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

*Next Meeting Scheduled August 18, 2025 – Attending 3-Day PSRA Workshop in July*

- i. **Work Plan Item Update/Status Summary:** During its May meeting, 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:** August 18, 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

June 18, 2025

- i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved the HIVPC agenda for June 26, 2025, along with the July calendar. The committee continued discussions regarding the Nominating/By-Laws committee and discussed the MCDC Chair vacancy among other topics.

- 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 the May 22, 2025, HIVPC Agenda, Meeting Materials, and Motions
  - b. Review the May 2025 HIVPC Calendar
  - c. **Next Meeting date:** July 24, 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

June 18, 2025

- i. **Work Plan Item Update/Status Summary:** During its May meeting, the committee reviewed the evaluation and event summary for Listening Tour Session #1 and received an update from the Part A Office on Eligibility Determination.
- 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 15<sup>th</sup>, Wednesday, July 16<sup>th</sup>, and Thursday, July 17<sup>th</sup> 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

June 17, 2025

- viii. **Work Plan Item Update/Status Summary:** During its May meeting, the committee received a presentation on the 2024–2025 Needs Assessment Findings related to Ryan White services for MAI (Minority AIDS Initiative) populations. The committee also reviewed a presentation on care continuum data and discussed effective strategies for utilizing MAI funding.
- ix. **Data Requests:** None.
- x. **Rationale for Recommendations:** None.
- xi. **Data Reports/Data Review Updates:** None.
- xii. **Other Business Items:** None.
- xiii. **Agenda Items for Next Meeting:** MAI best practices; The utilization of MAI funds in other EMAs.
- 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: July 31, 2025, at 9:30 AM at Broward Regional Health Planning Council (BRHPC) and via Microsoft Teams
- b) Agenda Items for next meeting: To Be Determined

#### ANNOUNCEMENTS

#### 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](#)



# July 2025



## Handout C

### Broward HIV Health Services Planning Council Calendar

| Sunday                                                                                                                                                                                                                                                                                                                                                    | Monday                                                                                                                    | Tuesday                                                                                                                                                   | Wednesday                                                                                                                                                 | Thursday                                                                                                                                                       | Friday | Saturday                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change.</p> <p>Please contact support staff at <a href="mailto:hivpc@brhpc.org">hivpc@brhpc.org</a> or (954) 561-9681 ext. 1244/1343. Visit <a href="https://www.browardhivpc.org">HIV Health Service Planning Council</a> for updates.</p> |                                                                                                                           |                                                                                                                                                           |                                                                                                                                                           |                                                                                                                                                                |        |                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                           | <p>1</p> <p>Community Empowerment Committee Meeting (CEC)<br/>3:00PM – 5:00PM<br/>Location: BRHPC/MS Teams</p>                                            | 2                                                                                                                                                         | <p>3</p> <p>System of Care Committee Meeting (SOC)<br/>9:30AM – 11:30AM<br/>Location: BRHPC/MS Teams</p> <p>Medical Provider Network<br/>2:30 PM – 3:45 PM</p> | 4      | 5                                                                                                                                                                               |
| 6                                                                                                                                                                                                                                                                                                                                                         | 7                                                                                                                         | <p>8</p> <p>Behavioral Health Network Meeting (CQM)<br/>2:00PM-3:15PM</p>                                                                                 | 9                                                                                                                                                         | <p>10</p> <p>Membership/Council Development Committee Meeting (MCDC)<br/>9:30AM – 11:30AM<br/>Location: BRHPC/MS Teams</p>                                     | 11     | 12                                                                                                                                                                              |
| 13                                                                                                                                                                                                                                                                                                                                                        | 14                                                                                                                        | <p>15</p> <p>Priority Setting and Resource Allocation Committee Data Presentation Workshop<br/>Day 1<br/>1:00PM – 4:00PM<br/>Location: BRHPC/MS Teams</p> | <p>16</p> <p>Priority Setting and Resource Allocation Committee Data Presentation Workshop<br/>Day 2<br/>1:00PM – 4:00PM<br/>Location: BRHPC/MS Teams</p> | <p>17</p> <p>Priority Setting and Resource Allocation Committee Data Presentation Workshop<br/>Day 3<br/>1:00PM – 4:00PM<br/>Location: BRHPC/MS Teams</p>      | 18     | 19                                                                                                                                                                              |
| 20                                                                                                                                                                                                                                                                                                                                                        | <p>21</p> <p><br/>#ZEROHIVSTIGMADAY</p> | <p>22</p> <p>Integrated Planning Work Group Meeting<br/>1:00PM – 4:00PM<br/>Location: BRHPC/MS Teams</p>                                                  | 23                                                                                                                                                        | <p>24</p> <p>Executive Committee Meeting<br/>3:00PM – 5:00PM<br/>Location: BRHPC/MS Teams</p>                                                                  | 25     | <p>26</p> <p><br/>GET CARE<br/>BROWARD<br/>TREAT HIV   BEAT HIV<br/>RYAN WHITE   PART A</p> |
| 27                                                                                                                                                                                                                                                                                                                                                        | 28                                                                                                                        | 29                                                                                                                                                        | 30                                                                                                                                                        | <p>31</p> <p>HIV Planning Council Meeting<br/>9:30AM – 11:30AM<br/>Locations: Broward Government Center/MS Teams</p>                                           |        |                                                                                                                                                                                 |

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**.



# July 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](mailto: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!                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p> | <p>Unless otherwise noted on the calendar, all meetings are held at:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p> | <p>Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p> |

### 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.

# EXECUTIVE COMMITTEE

## Policies and Procedures

Approved 3/12/18

Revised and Updated: \_\_\_\_\_

### I. Purpose and Responsibilities

The **Executive Committee** conducts the business of the Council (excluding priority setting and allocation decisions). It serves as the central governing body, overseeing the strategic direction and operational efficiency of the Council. It ensures that all committees align with the overarching goals and policies, facilitating seamless coordination and decision-making. The Executive Committee is composed of:

- The HIV Health Services Planning Council (HIVPC) Chair
- The HIVPC Vice-Chair
- The Chairs and Vice-Chairs of Standing Committees
- The Immediate Past Council Chair (if currently serving on the Council), serving as an ex-officio member

### II. Committee Functions

The Executive Committee may convene between regular Council meetings as needed, including for emergencies, to conduct Council business, excluding priority-setting and allocation decisions.

Key functions include:

- Setting agendas for Council meetings
- Addressing conflict of interest matters
- Developing and monitoring committee work plans
- Approving the annual council budget
- Reviewing attendance reports to identify non-compliance with participation requirements
- Evaluating committee recommendations and referring items as appropriate
- Ratifying recommendations for member removal for cause
- Recommending resolutions for unresolved grievances, as outlined in the Grievance Policy
- Formulating Council policies

### III. Conflict of Interest

The Committee oversees conflict of interest concerns and may make policy recommendations to the full Council as needed.

### IV. Integrated Planning

The Committee leads the development and maintenance of the Integrated HIV Prevention and Treatment Plan (formerly Comprehensive Planning) for HIV services delivery, ensuring the plan:

- Incorporates needs assessment data, quality improvement activities, and evaluation results
- Coordinates with HIV prevention and substance abuse programs
- Aligns with the Statewide Coordinated Statement of Need (SCSN)
- Coordinates with other federal HIV service grantees
- Includes clear goals and implementation timelines

The Committee engages stakeholders and planning bodies to ensure inclusive and coordinated planning, fosters collaboration among providers, and develops committee work plans to implement the Integrated Plan.

### V. Council Meeting Agenda Preparation

In the absence of the Executive Committee, the Planning Council Support (PCS) staff will prepare agendas for full Council meetings.

Agenda development guidelines include:

- Inclusion of recommendations from committee chairs, the grantee, and PCS staff
- Motions passed by committees are sponsored by the committee chair and noted as such
- Council members may submit action items in writing to PCS staff
- Public submissions require sponsorship by a Council member and relevant documentation
- The Committee may refer items to other committees before full Council consideration
- All voting items must be listed in the pre-distributed agenda
- Backup documentation is distributed at the Committee's discretion
- Action items introduced at the Council meeting may be deferred or reassigned at the Chair's discretion

*The standard **Council agenda** includes:*

1. Call to Order
2. Welcome and Introductions
3. Moment of Silence
4. Excused Absences & Alternate Appointments
5. Adoption of Agenda
6. Approval of Minutes
7. Public Comment
8. Consent Items
9. Discussion Items
10. Old Business
11. New Business
12. Committee Reports
13. Grantee and Other Reports (e.g., Part A-D, HOPWA, Prevention)
14. Public Comment
15. Announcements
16. Next Meeting and Agenda Setting
17. Adjournment

The Committee establishes the order and timing of agenda items to ensure efficient meeting facilitation.

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## **VI. Grievance Resolution**

The Executive Committee serves as the clearinghouse for grievances, ensuring open, impartial, and inclusive processes. Pre-dispute measures include:

- a) Public access to all Council and Committee meetings
- b) Community engagement and feedback opportunities
- c) Policies for attendance-related reimbursement
- d) Dissemination of outreach materials (e.g., grievance flyers)
- e) Public education on decision-making processes

Eligible grievance claims must involve deviations from established processes related to:

- Needs assessment
- Comprehensive planning
- Priority setting
- Clinical outcome and cost-effective decisions
- Allocation/reallocation of funds

All appeals must be filed within two weeks of the incident. Remedies are prospective only, as the solutions or actions taken are intended to prevent future issues rather than to address or compensate for past problems. Grievances involving provider selection processes will be addressed in accordance with the Broward County Administrative Code to prevent conflicts of interest. For further details, refer to the ***Grievance Policy and Procedures***.

# INCENTIVES POLICY FOR CLIENT ENGAGEMENT AND PARTICIPATION

Approved 3/23/17

Revised and Updated: \_\_\_\_\_

## Purpose

The purpose of this policy is to define the criteria and procedures for the use of incentives to support and encourage the meaningful participation of people with HIV in Planning Council activities, including but not limited to surveys, focus groups, community engagement sessions, and committee participation. This policy ensures compliance with [HRSA HAB Policy Clarification Notice \(PCN\) 16-02](#) and applicable [federal](#), state, and local regulations.

## Policy Statement

In accordance with the Ryan White HIV/AIDS Program (RWHAP) statute, the Broward County HIV Planning Council shall not provide direct cash payments to individuals with HIV. However, to support client engagement, the Planning Council may offer **non-cash incentives**, such as store gift cards or vouchers, provided they:

- Are used solely for allowable services or goods.
- Are not redeemable for cash or used to purchase prohibited items.
- Are distributed based on established criteria and in support of Council-related activities.

## Allowable Incentives

Examples of allowable incentives include:

- Store gift cards for groceries or pharmacies
- Transportation passes or vouchers
- Meal vouchers for participation in scheduled Planning Council engagement events
- Store gift cards for survey completion or feedback participation

Incentives must be specifically tied to participation in approved HIVPC engagement efforts and must be pre-approved by the Executive Committee.

## Eligibility and Distribution Criteria

The HIVPC shall distribute incentives fairly and equitably according to the following criteria:

- **Eligible Participants:** People with HIV who are actively engaged in a designated Council-led engagement activity (e.g., consumer listening session, needs assessment survey, or participation as a consumer on a standing committee).
- **Incentive Value:** Incentives shall range between \$25- \$50 per event or engagement, and individuals may not receive more than \$100 in incentives from the HIVPC within a calendar year.
- **Frequency:** Incentives may be distributed per activity but not as compensation for ongoing participation or attendance.

All eligibility requirements shall be included in event materials and reviewed with participants.

## Tracking and Documentation

Planning Council support staff shall maintain a secure system for tracking the purchase and distribution of all incentives. This system shall include:

- A unique tracking number or serial code for each incentive.
- Participant sign-in sheets and verification logs.

- Documentation of the activity, date, and purpose of distribution.
- Authorized staff and recipient signatures for each transaction.
- Inventory records and reconciliation logs for periodic audit review.

All records shall be securely stored and retained for a minimum of five years in accordance with County and HRSA requirements.

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**Safeguards and Restrictions**

The following safeguards shall be in place to ensure appropriate use of incentives:

- Incentives may only be used at designated vendors for allowable items (e.g., food, hygiene products, transportation).
- Gift cards must not be used for alcohol, tobacco, firearms, or other prohibited items.
- Cards must be vendor-specific and not general prepaid debit cards.
- Any misuse of incentives will be reported to the Executive Committee for review and potential corrective action.

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**Oversight and Review**

This policy shall be reviewed as required by the HIVPC Executive Committee and updated as necessary to reflect changes in federal guidance, local procedures, or Planning Council Bylaws. The Planning Council staff will conduct periodic reviews of documentation to ensure compliance.

## ATTENDANCE POLICY

Approved 3/12/18

Revised and Updated: \_\_\_\_\_

### I. Purpose

To ensure consistent participation and accountability, this policy outlines attendance expectations for members of the Broward County Ryan White Part A HIV Health Services Planning Council (HIVPC) and its committees. This policy is based on the [Broward County Code of Ordinances, Section 1-233](#), and applies to all Council and committee members.

### II. Automatic Removal for Unexcused Absences

#### A. For Committees or the HIVPC Meeting More Frequently Than Quarterly:

A member shall be automatically removed if they:

- Accumulate **three (3) consecutive unexcused absences**, regardless of calendar year, **OR**
- Accumulate **four (4) unexcused absences** in a **single calendar year (January–December)**.

#### B. For Committees Meeting Quarterly or Less Frequently:

A member shall be automatically removed if they:

- Accumulate **two (2) consecutive unexcused absences**, regardless of calendar year, **OR**
- Miss **two (2) meetings** in a **single calendar year (January–December)** due to unexcused absences.

**Note:** Attendance is verified through official sign-in sheets and virtual attendance records.

### III. Notification of Attendance

- Members must notify HIVPC Support Staff **at least two (2) business days in advance** if they **can or cannot attend** a scheduled meeting.
- If notification is **not provided** and the absence is not excused, it will be recorded as **unexcused**.

### IV. Remote Participation

- Members may participate by telephone, mobile, or online platforms.
- Members attending virtually will be included in the **quorum** count.
- Members wishing to participate remotely must inform Support Staff **at least two (2) business days prior** to the meeting.

### V. Excused Absences

Requests for excused absences are reviewed and approved by the HIVPC or the Committee Chair. The absence of an advisory board or other board member shall be deemed excused under the following circumstances as described in Article XII, Section 1-233 of the Broward County Ordinance:

- a. When the member is performing an authorized alternative activity relating to board business that directly conflicts with the properly noticed meeting.
- b. The death of an immediate family member, defined as a spouse, father, mother, stepparent, one who has stood in the place of a parent (in loco parentis), child, stepchild domiciled in the member's household, grandparent, grandchild,

guardian, or custodian.

- c.** The death of a member's domestic partner, or the death of a child, stepchild, parent, grandparent, or grandchild of a member's domestic partner.
- d.** The member's hospitalization or receipt of necessary emergency medical treatment at or around the time of a properly noticed meeting.
- e.** When the member is summoned for jury duty.
- f.** When the member is attending a deposition, hearing, trial, or other legal proceeding for which attendance is required by a subpoena or by order of a court of competent jurisdiction; or
- g.** During the 12 weeks after the birth of a member's or their domestic partner's child or after placement of a child with a member or their domestic partner for adoption or foster care.

## UNAFFILIATED MEMBER REIMBURSEMENTS POLICY

Approved 3/23/17

Revised and Updated: \_\_\_\_\_

### Purpose

The active participation of Persons Living with HIV (PWH) is essential to the Ryan White Part A planning process. To support this involvement, the Ryan White Part A Program has established a reimbursement process, subject to available funding and demonstrated need, to cover reasonable expenses incurred by eligible Planning Council members and alternates living with HIV/AIDS. This policy ensures that unaffiliated PWH members can participate fully in Council and committee meetings.

### Eligibility and Scope

- Reimbursements are available only to **unaffiliated** PWH Council members and alternates.
- Reimbursements apply only to **approved meetings** of the Council or committees on which the member actively serves.
- Expenses must not be reimbursable through any other funding source.

### Covered Expenses

Reimbursement may be provided for the following:

- **Transportation:** Includes mileage, bus fare, Tri-Rail, and taxicabs (pre-authorized or emergency use only).
- **Parking and Tolls:** Reimbursable with valid receipts.
- **Meals and Lost Wages:** As applicable and within budgetary limits.

### Mileage Reimbursement

- Mileage is reimbursed at the **Broward County-approved rate**.
- Whenever possible, **pre-arranged agency transportation** should be used.

### Reimbursement Limits

- Monthly maximum: \$50.00
- Annual maximum: \$600.00 per calendar year
- Exceptions may be granted by the Grantee's Office on a case-by-case basis.

### Submission Requirements

To receive reimbursement:

1. Submit a completed "Reimbursement of Traveling Expenses" form.
2. Include all supporting documentation, such as:
  - a. Receipts
  - b. Proof of insurance (if applicable)
3. Submit the request by the **fifth (5<sup>th</sup>)** of the following month in which the expenses were incurred.
4. Late submissions will not be accepted or reimbursed.
5. Sign an affidavit affirming the validity of the reimbursement request.

## PUBLIC COMMENT PROCESS

Revised and Updated: \_\_\_\_\_

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### **HIV Health Services Planning Meetings**

**Public Comment** provides an opportunity for audience members to speak on issues not included on the meeting agenda, such as personal healthcare issues, funding levels for services, or the need for additional services.

#### **Instructions for Public Comment:**

**1. Request to Speak:**

Attendees wishing to speak should raise their hand, and the meeting Chair will invite them to speak.

**2. Time Allocation:**

Ten minutes in total are reserved for Public Comments at the beginning and end of the meeting. The Chair is responsible for ensuring everyone who wants to speak has the opportunity within each 10-minute time allotment.

**3. Language and Translation:**

Attendees requiring translation services should contact the Planning Council Support Staff three days (72 hours) before the applicable HIVPC/Committee meeting at [hivpc@brhpc.org](mailto:hivpc@brhpc.org), or (954) 561-9681 Ext. 1244 or 1343.

**4. Recording and Public Record:**

All Council and Committee meetings are recorded, and the meeting summary is a public record.

**5. Client Grievances:**

Privacy laws and provider contract requirements limit the Planning Council's ability to discuss client grievances. If an individual asks the Planning Council to intervene in a grievance, they will be immediately referred to the Grantee's representative for assistance. They may also call the Office of the Grantee at: (954) 357-7811.

**6. Referral of Issues:**

The Chair will make every attempt to refer individuals or the issues/comments they speak about to the appropriate staff or Committee for further review and action.

### **Public Participation during Broward County Board of Commissioners Meetings**

*Excerpt Taken directly from Broward County – [Florida Administrative Code Chapter 18](#), Section 18.6.*

**Opportunity for Public Comment.** “Members of the public shall be provided a reasonable opportunity to be heard on agenda items before the County Commission, unless otherwise stated in this section or provided by law. Unless otherwise required by law or determined appropriate by the Mayor, a member of the public shall be permitted to comment on any item at only one meeting unless the item substantially and materially changes prior to the County Commission's final consideration of the item or more than thirty (30) days pass between the date public comment occurs and the date the item is subsequently considered by the County Commission.”

- 1. Registration.** To speak on an agenda item, a member of the public must complete and

submit a registration form that identifies the item on which he or she wishes to speak. The registration form must be submitted prior to the time the item is called for County Commission consideration or, for public hearing items, prior to the opening of the public hearing on the applicable item. Failure to comply with these provisions shall prohibit a person from speaking on any item for which they are not properly registered.

2. **Supplemental Materials.** Any person intending to speak regarding an agenda item may, *no later than three (3) business days prior to the applicable County Commission meeting*, submit to the County Administrator any written materials to which the speaker intends to refer, which materials shall identify the agenda item to which they relate. Provided such written materials address the referenced agenda item, the County Administrator shall promptly distribute such materials to the County Commission. A speaker may reference the supplemental materials when addressing the County Commission. Nothing stated herein prohibits an individual from distributing written materials in connection with the individual speaking during a County Commission meeting, provided the individual brings sufficient copies for distribution to each County Commissioner, the County Administrator, the County Attorney, and the County Auditor.

Sources: For the most current and comprehensive provisions regarding public comments information, please refer to the [Broward County Code of Ordinances](#)

# BROWARD COUNTY CODE OF ETHICS

Revised and Updated: \_\_\_\_\_

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**Board Sunshine Ethics:** This Broward County Sunshine Ethics summary addresses the legal and ethical responsibilities of Broward County board members in four key areas: **gifts, conflicts of interest, voting conflicts, and lobbying**. As members of the HIV Health Services Planning Council, individuals are considered public officers and are expected to uphold the highest ethical standards. Below are the key provisions summarizing member responsibilities under the Broward County and Florida Codes of Ethics, as presented to the Council during the January 23, 2025, General Body Meeting by the Broward County Attorney's Office:

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## 1. Gifts

- Board members must comply with strict gift laws governed by state statutes and county ordinances.
  - A gift is anything of value received without equal compensation within 90 days.
  - Prohibited sources include:
    - Contractors
    - Vendors (past or current)
    - Lobbyists
    - Principals/employers of lobbyists
  - Key rule: No quid pro quo – gifts must not influence official actions.
  - Gift reporting may be required for gifts over \$100.
  - Always check with the Board Coordinator or Board Counsel for clarity.
- 

## 2. Conflicts of Interest

- Board members (or their families/businesses) must not do business with their board or agency.
    - Advisory boards → "agency" is the County
    - Decision-making boards → "agency" is the board itself
  - *Conflicting employment or contractual relationships* are prohibited when:
    - They are with businesses regulated by the board
    - They create ongoing conflicts between personal interest and public duty
  - Members must disclose potential conflicts via **Form 4A** and may seek a waiver.
- 

## 3. Voting Conflicts

- Members must not vote if the action would benefit:
  - Themselves
  - Their employer or principal
  - A family member
  - A business associate
- A "special private gain or loss" refers to personal or narrow economic impacts, not issues affecting the general public.
- Procedure:
  - Disclose conflict before the vote



# NOMINATING PROCEDURE

## FOR REGULAR ELECTIONS

### A. Formation of Nominating Committee

- By July, the HIVPC Chair shall appoint a Nominating Committee consisting of no fewer than five (5) Planning Council members.
- The Committee must include at least one unaffiliated consumer living with HIV/AIDS.

### B. Call for Nominations

- A verbal call for nominations from the floor will take place during the October HIVPC meeting preceding the January election.
- Members interested in **running for Chair or Vice Chair** must complete a **Candidate Questionnaire**, which includes questions regarding their leadership experience and motivation for seeking office.
- A deadline for submission will be established and publicly announced.

### C. Review and Candidate Slate

- Once nominations close, the Nominating Committee will meet to review submissions and prepare a candidate slate.
- Candidate responses will be included in the January HIVPC meeting packet for member review.

## ELECTION PROCEDURE

### A. Candidate Presentations

- During the **December HIVPC meeting**, each candidate will be allowed up to **10 minutes for a presentation** with an additional **2 minutes for clarification**.

### B. Voting

- **Voting is conducted by ballot** during the January meeting.
- Ballots will include candidate names for Chair and Vice Chair.
- If only one candidate is running for a position, the ballot will include **approval or rejection** options.
- Ballots will be **pre-printed with member names** for record-keeping.

**Remote Participation:** Members attending virtually may vote and will cast their vote **first** to avoid influencing the outcome or serving as a tiebreaker.

### C. Voting Method

- A **double election system** will be used (Article V, Section 2):
  1. **Primary vote** to select top candidates.
  2. **Runoff vote** if no candidate receives a majority in the primary.

### D. Announcement of Results

- Before the close of the January meeting, the **Nominating Committee Chair** will announce the new officers and **read each vote into the public record**.
- **New terms begin March 1.**

## FOR SPECIAL ELECTIONS

In the event of a resignation or vacancy in the Chair or Vice Chair position:

- A **special election** will be held using the same procedures outlined above.
- **Timelines may be adjusted** to accommodate the vacancy but all required steps (nominations, review, presentations, and voting) will be followed.

# 2025 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

| Activity                                                                                                                                                                                                                                                                                                                  | Proposed Date      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Request for members to join the Ad-Hoc Nominations/ByLaws Committee (NBL) at HIVPC meeting.                                                                                                                                                                                                                               | July 31, 2025      |
| <b>First Ad-Hoc NBL Committee meeting.</b> Discuss the Letter of Intent; Review & approve the nominating procedures, election timeline, and candidate questionnaire.                                                                                                                                                      | September X, 2025  |
| <i>HIVPC Meeting:</i> Procedure, election timeline, & candidate questionnaire approved by HIVPC. Explain that a Letter of Intent will be required once nominations are open.                                                                                                                                              | September 25, 2025 |
| <b>Second Ad-Hoc NBL Committee Meeting:</b> Discuss online voting procedures, methods of campaigning, and NBL member roles. Assignment of NBL member roles and responsibilities. Select an NBL member to explain the roles and responsibilities of chairs and vice chairs to the general body.                            | October X, 2025    |
| <i>HIVPC Meeting.</i> Presentation on the roles and responsibilities of the chairs and vice chairs. Nominations are open for the 2026-2028 election of officers. Candidate questionnaire given to all eligible parties interested in running. Explain that a Letter of Intent will be required once nominations are open. | October 23, 2025   |
| Nominations for the 2026-2028 election of officers - <b>CLOSED.</b>                                                                                                                                                                                                                                                       | October 30, 2025   |
| Deadline for nominees to submit Letters of Intent.                                                                                                                                                                                                                                                                        | November 7, 2025   |
| <b>Third Ad-Hoc NBL Committee meeting.</b> Review & approve slate of candidates.                                                                                                                                                                                                                                          | November X, 2025   |
| Deadline for candidates to submit the candidate questionnaire.                                                                                                                                                                                                                                                            | November 27, 2025  |
| <i>HIVPC Meeting.</i> Q&A nominees up to 10 minutes each (a recording of the Q&A session will be made available upon request). Voting instructions will be sent to council members.                                                                                                                                       | December 4, 2025   |
| Early voting opens: email ballot via Alchemer.                                                                                                                                                                                                                                                                            | December 8, 2025   |
| Voting Closed                                                                                                                                                                                                                                                                                                             | January 9, 2026    |
| <b>Fourth Ad-Hoc Nominating Committee meeting.</b> Review election results.                                                                                                                                                                                                                                               | Week of January 12 |
| <i>HIVPC Meeting.</i> Elections results read to the Council.                                                                                                                                                                                                                                                              | January 22, 2026   |
| Start of new HIVPC Chair & Vice Chair terms                                                                                                                                                                                                                                                                               | March 1, 2026      |



# 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 priorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posèsyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.



## Acronym List

**ACA:** The Patient Protection and Affordable Care Act

**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

**EIHA:** 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.