



FORT LAUDERDALE/BROWARD EMA
BROWARD HIV HEALTH SERVICES PLANNING COUNCIL
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020
(954) 561-9681 • FAX (954) 561-9685

Executive Committee Meeting

Thursday, July 17, 2025 – 12:45 PM – 2:45 PM

Meeting location: BRHPC and Microsoft Teams

[Join the meeting now](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzVhMDZiZGUtYTdmZi00OWZmLWE2NWUtYzc1Y2MzN2QwZjQ0%40thread.v2/0?context=%7b%22id%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22oid%22%3a%22df400b73-e09f-4638-a7b6-0750be4ecb25%22%7d

Meeting ID: 297 439 889 862

Passcode: DW2in3Ga

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

Phone conference ID: 246 035 27#

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio recorded.

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

Quorum for this meeting is 7

DRAFT AGENDA

ORDER OF BUSINESS

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
 - Meeting Ground Rules
 - Statement of Sunshine
 - Introductions & Abstentions
 - Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for July 17, 2025
5. **ACTION:** Approval of Minutes of June 18, 2025 (**Handout A**)

6. Standard Committee Items
 - a) Review and Approve July 24, 2025, HIVPC Agenda, Meeting Materials and Motions (**Handout B**)
 - b) Review August 2025 HIVPC Calendar (**Handout C**)
7. Discussion Items:
 - a) **Action Item:** Review of Committee Workplans (**Handout D1-D5**)
 - b) **Action Item:** Review HIVPC Membership Budget and Reflectiveness (**Handout E1, E2**)
 - c) **Action Item:** Member of the Quarter, Quarter 1 or FY 2025-2026 (**Handout F**)
8. Unfinished Business
 - a) **Update:** Executive Committee Policy & Procedures (**Handout G1-G3**)
 - i. Broward County Code of Ethics
 - ii. Reporting Violations of Council Bylaws & Committee Policies and Procedures
 - iii. Member Removal Process
 - iv. Grievance Policy and Procedure for Planning Council Actions
 - b) **Update:** MCDC Vice Chair
 - c) **Update:** Nomination/Bylaws Committee standing committee.
9. New Business
10. Recipient Report
11. Data Request
12. Public Comment
13. Agenda Items for Next Meeting
14. **Next Meeting Date:** August 21, 2025, at 12:45 p.m. **LOCATION:** Broward Regional Health Planning Council and via Microsoft Teams Videoconference
15. Agenda Items for next meeting
 - Review and Approve August 28, 2025, HIVPC Agenda, Meeting Materials and Motions
 - Review of the September 2025 HIVPC Calendar
 - Review of Remaining Executive Committee Policy & Procedures
 - i. Voting Abstentions and Conflicts Guidelines
 - ii. Meeting Ground Rules
 - iii. Travel Policy
16. Announcements
17. 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



Broward HIV Health Services Planning Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit HIV Health Service Planning Council for updates.						
		1 Community Empowerment Committee Meeting (CEC) 3:00PM- 5:00PM Location: BRHPC/MS Teams	2	3	4 HAPPY 4th of July	5
6	7	8 Behavioral Health Network Meeting (CQM) 2:00PM-3:15PM	9 Minority AIDS Initiative Subcommittee Meeting 2:00PM – 4:00PM Locations: BRHPC/MS Teams	10 Membership/Council Development Committee Meeting (MCDC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	11	12
13	14	15	16	17 Priority Setting and Resource Allocation Committee Coordination Meeting 9:30AM – 11:00AM Location: BRHPC/MS Teams Executive Committee Meeting 11:15PM – 1:15PM Location: BRHPC/MS Teams	18	19
20	21 ZERO HIV STIGMA DAY #ZEROHIVSTIGMADAY	22	23	24 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	25	26 GET CARE BROWARD TREAT HIV BEAT HIV RYAN WHITE PART A
27	28	29	30	31		

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

Meetings in **RED** are canceled. Meetings in **BLUE** are for the HIV Planning Council Committees. Meetings in **GREEN** are for the Provider Network.
Holidays and meetings outside of the HIV Planning Council are in **BLACK**.



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 or (954) 561-9681 ext. 1292 or 1343. Visit [HIV Health Service Planning Council](https://www.browardhivpc.org) for updates.

TODOS ESTAN BIENVENIDOS!	ALL ARE WELCOME!	BON VINI!
A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Para confirmar información acerca de la reunión de Consejo de Planeación HIV, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.	Unless otherwise noted on the calendar, all meetings are held at: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 To confirm HIV Planning Council meeting information, or reserve special needs services such as Translation from English to Spanish or Creole, or are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.	Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Pou konfime enfòmasyon ou resewva sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

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

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

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

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

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

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

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



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Executive Committee

Wednesday, June 18, 2025 – 3:00 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), E. Chery-Davis (CEC Vice-Chair), L. Robertson (HIVPC Chair), J. Castillo (SOC Chair), M. Schweizer (PSRA Vice-Chair), T. Moragne (MCDC Chair)

Members Absent: M. Schweizer (PSRA Vice-Chair), F. D'Amore (QMC Vice-Chair),

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

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

Guests Present: No guests present

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

The Executive Committee Chair called the meeting to order at **3:02PM**. 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

S. Tinsley moved to approve the Executive Committee agenda for June 18, 2025.

J. Castillo seconded the motion, and it was approved unanimously.

The approval for the minutes of the May 15, 2025, meeting was proposed by J. Castillo seconded by V. Biggs and passed unanimously.

Motion #1: S. Tinsley, on behalf of the Executive Committee, moved to approve the June 18, 2025. The motion was seconded by J. Castillo and passed unanimously.

Motion #2: J. Castillo, on behalf of the Executive Committee, made a motion to approve May 15, 2025, Executive Committee meeting minutes. The motion was seconded by V. Biggs and adopted unanimously.

4. Standard Committee Items

a. Review and Approve June 26, 2025, HIVPC Agenda, Meeting Materials and Motions

Updates

- Include Commissioner McKenzie on the attendance for General Body moving forward
- Add Annex RM 337 on the agenda and the Reminder Notice
- Committee report for PSRA update next meeting date to Coordination on July 17th at 9:30AM

Motion #3: J. Castillo, on behalf of the Executive Committee, moved to approve June 26, 2025, HIV General Body meeting agenda with an amendment by B. Barnes to update the PSRA Committee report to reflect the next Coordination meeting on July 17, 2025, at 9:30 AM. The motion was seconded by V. Biggs and passed unanimously.

b. Review July 2025 HIVPC Calendar

- Remove PSRA workshop days on July 15th and July 16th
- Update July 17th to be PSRA Coordination Meeting at 9:30AM to 11:00AM
- Move July Executive Meeting to July 17th at 11:15AM
- Move July HIVPC General Body Meeting to July 24th at 9:30AM

Motion #4: On behalf of the Executive Committee, B. Barnes moved to revise the July HIVPC calendar by removing the PSRA workshop dates of July 15th and 16th, and updating the final date, July 17th, to reflect a Coordination Meeting scheduled from 9:30 AM to 11:00 AM. The motion was seconded by S. Tinsley and passed unanimously.

Motion #5: On behalf of the Executive Committee, S. Tinsley moved to revise the July HIVPC calendar by moving HIVPC July General Body meeting to July 24th at 9:30AM. The motion was seconded by B. Fortune-Evans and passed unanimously.

5. Discussion Items

- **Action Item:** Review and Approve HIVPC General Body Policy and Procedures

i. Executive Committee Policy and Procedures

Motion #6: On behalf of the Executive Committee, B. Barnes made a motion to approve the "Executive Committee Policy and Procedures". The motion was seconded by S. Tinsley

and passed unanimously.

ii. Incentives Policy for Client Engagement and Participation (New)

Recommendation

- Under Eligibility and Distribution Criteria include if an incentive is out of the norm, it requires the signature of the HIVPC Chair or Vice-Chair

Motion #7: On behalf of the Executive Committee, B. Barnes made a motion to approve the “Incentives Policy for Client Engagement and Participation” with the recommended updates and authorize the Broward County HIV Health Services Planning Council (HIVPC) to allocate up to \$1,000 annually from the HIVPC budget for gift card incentives for unaffiliated consumers. The motion was seconded by B. Fortune-Evans and passed unanimously.

iii. Attendance Policy Council and Committee Only Members

Motion #8: On behalf of the Executive Committee, B. Barnes made a motion to approve the “Attendance Policy Council and Committee Only Members.” The motion was seconded by J. Castillo and passed unanimously.

iv. Unaffiliated Member Reimbursements Policy

Recommendations

- Include childcare/day care assistance for children under the age 18
- Submission Requirement - Change from 5th of the month to submit reimbursement request within a window of 30 days

Motion #9: On behalf of the Executive Committee, S. Tinsley made a motion to approve the “Unaffiliated Member Reimbursement Policy” with the recommended updates. The motion was seconded by B. Fortune-Evans and passed unanimously

v. Public Comment Process (HIVPC Meetings and Broward County Board of Commissioners Meetings) (New)

Recommendation

- Under "Request to speak" - update to "Attendees wishing to speak need to sign in before public comment time in person or in the chat section if they are online."

Motion #10: On behalf of the Executive Committee, B. Barnes made a motion to approve the “Public Comment Process” with the recommended updates. The motion was seconded by J. Castillo and passed unanimously.

vi. Broward County Code of Ethics

The committee discussed tabling the “Broward County Code of Ethics” to include a social media clause and get clarification from the County Attorney Office. B. Barnes recommended under “Joint Committee Participation” remove SFAN and replace with

“any other community bodies.”

- b. **Action Item:** Member of the Quarter Eligibility; *MCDC Chair/PCS Support*

PCS staff explained that the Member of the Quarter recognition will soon begin for the new fiscal year. They suggested that individuals who were selected in the previous fiscal year be excluded to allow other Council members the opportunity to be recognized. This recommendation was discussed with the Membership Chair, who agreed. PCS has now brought the proposal to the Executive Committee for a final decision. Following a brief discussion, the committee agreed and proceeded to make a motion.

Motion #11: On behalf of the Executive Committee, B. Barnes moved that individuals who were selected as Member of the Quarter in the previous fiscal year be ineligible for selection in the following fiscal year. Past recipients will become eligible again after one full fiscal year has passed. The motion was seconded by S. Tinsley and approved unanimously.

Motion #12: On behalf of the Executive Committee, B. Barnes moved to add Discussion Item A, “Review and Approve HIVPC General Body Policy and Procedures” (excluding the “Broward County Code of Ethics”), and Discussion Item B, “Member of the Quarter Eligibility,” to the June HIVPC Planning Council agenda as consent items. The motion was seconded by J. Castillo and passed unanimously.

- c. **Action Item:** HIVPC General Body Retreat, February 26, 2026 (Integrated Planning Focused); *PCS Support Staff*

PCS staff provided a brief update to the Executive Committee regarding the upcoming retreat. PCS shared that planning is underway, a tentative location has been identified, and coordination with the Recipient’s Office is ongoing to secure the venue. Since the Integrated Plan is due in June 2026, the retreat will primarily focus on integrated planning.

Following the update, B. Barnes suggested incorporating a segment for agencies to present their Quality Improvement Projects (QIPs), noting that it would be a valuable opportunity for HIVPC members to learn about the work being carried out across various agencies within the Broward EMA.

- d. **Action Item:** Insert Tentative Motion from PSRA agenda; *PSRA Chair*

The PSRA Chair opened the discussion regarding the PSRA workshops, which were canceled during the PSRA meeting due to numerous uncertainties and funding concerns. The committee proceeded with a motion authorizing the Ryan White Part A Office to maintain the FY2025–2026 service priorities and allocate funding for the FY2026–2027 grant period. The Chair brought the motion to the Executive Committee to be passed.

Motion #13: B. Barnes, on behalf of PSRA, made a motion to authorize the Ryan White Part A Office to maintain the FY2025-2026 service priorities and allocate funds for the FY2026-2027 grant period. This decision is made due to the slow contractual process, which has impacted the timely execution of services and payment to

subrecipients. This motion is to be added to the June Planning Council agenda. The motion was seconded by S. Tinsley and passed unanimously.

6. Unfinished Business

- **Update:** MCDC Vice Chair; *PCS Support Staff*

PCS staff provided an update on the MCDC Chair vacancy, noting that one member had initially expressed interest in serving as Vice-Chair but has since been unresponsive. The PCS team is actively working to address the vacancy and will keep the Executive Committee informed of any progress.

- **Update:** Nomination/Bylaws Committee ad-hoc committee; *PCS Support Staff*

- i. **Action Item:** Nominating/Elections Procedure

PCS staff provided a brief update on the Nomination/Bylaws (NBL) Ad-Hoc Committee, noting that the election process for selecting a new Chair and Vice-Chair of the Planning Council will begin soon. Currently, only three members have expressed interest in serving on the NBL Committee, but a minimum of five members is required for the committee to convene. Staff emphasized the importance of member participation, as the committee plays a key role in the election process. PCS will continue outreach efforts to recruit additional members and ensure the committee can move forward.

Motion #14: On behalf of the Executive Committee, B. Barnes moved to approve the Nominating Procedure and Timeline, updating the placeholder dates marked with an “X” to September 15, October 15, and November 15. The procedure will also be revised to include the electronic ballot process. The motion was seconded by V. Biggs and passed unanimously.

Motion #15: On behalf of the Executive Committee, B. Barnes moved to add the Nominating Procedure and Timeline to June HIVPC agenda. The motion was seconded by V. Biggs and passed unanimously.

7. New Business

- a. None

8. Recipient’s Report

G. James, the representative from the Recipient’s Office, provided a brief update on the status of contracts. Out of the 34 contracts currently in progress, nine have been fully executed with providers, seven are awaiting the county’s countersignature, and six are pending provider signatures. This means that 22 contracts are either active or in process, while 12 have not yet been sent. Additionally, a survey was distributed to providers last week, with eleven responses received so far.

9. Data Request

None.

10. Public Comment

The Public Comment portion of the meeting is intended to allow the public to express

opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County. There was no public comment.

11. Agenda Items for Next Meeting

- **Next Meeting Date:** July 17, 2025 at 11:15AM. **LOCATION:** Broward Regional Health Planning Council and via Microsoft Teams Videoconference
- Agenda Items for next meeting
 - i. Review and Approve the July 24, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - ii. Review of the August 2025 HIVPC Calendar

12. Announcements

- Juneteenth Events
 - **Juneteenth: Black Lives Allocating Change:** June 19, 2025, from 12:00 PM to 6:00 PM at Snyder Park (3299 SW 4th Ave, Fort Lauderdale, FL 33315) for an afternoon filled with food, games, music, and fun as we celebrate Juneteenth and community empowerment. For more information, please contact tweetyfrontporch@gmail.com.
 - **The Legacy and Pride of Juneteenth:** Celebrate the rich heritage and pride of Juneteenth with us on June 19, 2025, from 7:00 PM to 9:00 PM at the Hollywood Central Performing Arts Center (1770 Monroe St, Hollywood, FL 33020). Enjoy an engaging evening of culture, unity, and celebration. For more information, please contact latonyahopson@buildersoflegacy.org
- **Cultivating Crowns: A Creative Sip & Sculpt for the Soul:** June 27, 2025, from 5:00 PM to 7:00 PM at the World AIDS Museum (1350 E Sunrise Blvd, Fort Lauderdale, FL 33304) for National HIV Testing Day—a chance to get tested and express yourself through art!

13. Adjournment

There being no further business, the meeting was adjourned at **4:39PM**.

Executive Committee for CY 2025

Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date	16	20	20	17	15	18							
1	Barnes, B.	X	X	X	X	X	X							
2	Biggs, V., V. Chair	A	X	X	X	X	X							
3	Castillo, J	X	X	A	A	X	X							
4	D'Amore, F.	X	X	A	X	X	A							
5	Fortune-Evans, B.	X	X	X	X	X	X							
6	Hayes, K.	X	X	X	X	X	X							
7	Moragne, T.	X	X	X	X	A	X							
8	Robertson, L., Chair	X	X	X	E	X	X							
9	Tinsley, S.	X	X	A	X	X	X							
10	Schweizer, M.	E	X	X	A	X	A							
11	Chery-Davis, E.				N	X	X							
	Wilson, I.	A						R						R
	Foster, V.							Z						Z
	Quorum = 7	8	10	7	7	10	9							

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

Executive Committee Meeting Minutes – June 18, 2025 - Minutes

prepared by PCS Staff



FORT LAUDERDALE/BROWARD EMA
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(954) 561-9681 • FAX (954) 561-9685

Broward County HIV Health Services Planning Council Meeting

Thursday, July 24, 2025 – 9:30AM

Meeting at Broward Regional Health Planning Council and Microsoft Teams

[Join the meeting now](#)

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

Meeting ID: 273 316 500 415

Passcode: 8AH6AW2B

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[Find a local number](#)

Phone conference ID: 978 420 177#

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio and video recorded.

Quorum for this meeting is 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 July 24, 2025

ACTION: Approval of Minutes for June 26, 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 the HIVPC Membership Application of Houssem Bahi (tentative)

Justification: Mr. Bahi is a Patient Advocate with AIDS Healthcare Foundation and has much experience supporting PWH through treatment, insurance navigation, and emotional support. He was referred to the Planning Council by former member Aaron Cutright due to his advocacy for the true needs of the community.

PROPOSED BY: Membership/Council Development Committee

- a. Action Item: Membership/Council Development Committee Policy & Procedures

Justification: The HIVPC General Body Policies and Procedures were last approved in 2017. Outdated policies were revised and new policies added to ensure they align with the Broward County Ordinance, federal requirements, and the Council's current operations and practices.

PROPOSED BY: Membership/Council Development Committee

- b. Action Item: Executive Committee Policy & Procedures: Reporting Violations of Council Bylaws & Committee Policies and Procedures; Member Removal Process; Grievance Policy and Procedure for Planning Council Actions

Justification: The HIVPC General Body Policies and Procedures were last approved in 2017. Outdated policies were revised and new policies added to ensure they align with the Broward County Ordinance, federal requirements, and the Council's current operations and practices.

PROPOSED BY: Executive Committee

DISCUSSION ITEMS

- a. None

OLD BUSINESS

- a. **Update:** Nomination/Bylaws Committee ad-hoc committee; PCS Support Staff (**Handout C1, C2**)

NEW BUSINESS

- a. **Award:** Member of the Quarter, Quarter 1 of FY 2025-2026
- b. **Update:** New MCDC Vice-Chair
- c. **Update:** Listening Session, August 12th, Time: 6:00 PM – 8:00 PM; Location TBD

COMMITTEE REPORTS

- a) **Community Empowerment Committee (CEC)**
Chair: Shawn Jackson • Vice Chair: Edna Chery-Davis
July 1, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received updates on upcoming activities and continued planning for the “Aging Gracefully” event scheduled for September. Additionally, members voted to update the flyer for the event and the Jeopardy game questions.
- 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:** August 5, 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
Meeting Cancelled

- 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:** To be Determined.
- vii. **Next Meeting date:** August 7, 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
July 10, 2025

- i. **Work Plan Item Update/Status Summary:** The members reviewed the Membership Strategy, HIVPC Demographic Reflectiveness, the MCDC Workplan, and the results of the Member of the Quarter vote. The committee also updated their Policy and Procedures and voted to appoint K. Creary as the new MCDC Vice-Chair. They received update about the Post-Appointment Orientation and PSRA/CEC Listening Tour Session #1. The committee welcomed new committee member O. Davy and approved the application of H. Bahi. Finally, the committee voted to formally recognize R. Bhrangger and W. Marcoviche for their 20 years of service on the Planning Council.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** Review the Member of the Quarter results for Quarter Two, plan for the Membership Drive in November, review updated promotional material, and review feedback from SOC/PSRA Listening Tour Session #2.
- 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

- 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:** 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

July 17, 2025

- i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved the HIVPC agenda for July 24, 2025, along with the August calendar. The committee continued discussions regarding the Nominating/By-Laws committee and discussed the MCDC Chair vacancy among other topics. The committee reviewed and approved the following policies: Broward County Code of Ethics, Reporting Violations of Council Bylaws & Committee Policies and Procedures, Member Removal Process, and Grievance Policy and Procedure for Planning Council Actions.
- 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 August 28, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - b. Review the September 2025 HIVPC Calendar
 - c. **Next Meeting date:** August 21, 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

July 17, 2025 (Coordination Meeting)

- i. **Work Plan Item Update/Status Summary:** During its July coordination meeting, the committee reviewed and updated their workplan. Additionally, they decided which presentations to move forward with from the previously scheduled data presentation workshops.
- 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:** August 21, 2025, at 9:30AM **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
 - viii. **Work Plan Item Update/Status Summary:** During its July meeting, the subcommittee reviewed and discussed effective strategies for utilizing MAI funding by other EMAs. The subcommittee plans to identify gaps in care for clients in the Broward EMA and review best practices by other EMAs for engaging Black, African American, and Haitian communities.
 - ix. **Data Requests:** The MAI Subcommittee requests a list of all the currently funded services of Part A, EHE, and MAI to compare and contrast the different categories with the purpose to fill in the gaps for clients in our EMA. Find a sample size of 15 to 20 clients with a viral load greater than or equal to 6 months in the system. Broken down by age, race, ethnicity, zip code, and services received.
 - x. **Rationale for Recommendations:** To identify gaps in care for clients, particularly those who are not virally suppressed.
 - xi. **Data Reports/Data Review Updates:** Effective Strategies for utilizing MAI funding by other EMAs.
 - xii. **Other Business Items:** None.
 - xiii. **Agenda Items for Next Meeting:** Review the requested data and the best practices by other EMAs for engaging Black, African American, and Haitian communities.
 - xiv. **Next Meeting date:** TBD at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

RECIPIENT REPORTS

- a) Part A ([Handout E](#))
- b) Part B ([Handout F](#))
- c) Part C ([Handout G](#))
- d) Part D ([Handout G](#))
- e) Part F ([Handout H](#))
- 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: August 28, 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](#)



August 2025

Broward HIV Health Services Planning Council Calendar



Handout C

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit HIV Health Service Planning Council for updates.						
					1 Medical Case Management Network Meeting (CQM) 2:30PM-3:45PM	2
3	4 Minority AIDS Initiative Subcommittee Meeting 2:00PM – 4:00PM Locations: BRHPC/MS Teams	5 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/MS Teams	6	7 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	8	9
10	11	12 PSRA/SOC Listening Tour Session #2 6:00PM-8:00PM	13 Quality Network Meeting (CQM) 9:00AM-10:15AM	14	15	16
17	18 Quality Management Meeting (QMC) 12:30PM– 2:30PM Location: BRHPC/MS Teams	19	20 CHANGE THE PATTERN Southern HIV/AIDS Awareness Day	21 Priority Setting and Resource Allocation Committee 9:30AM – 11:30AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams	22	23
24	25	26	27	28 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	29	30

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



August 2025



Broward HIV Health Services Planning Council Calendar

All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Unless otherwise noted, meetings will be held via WebEx. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1292 or 1343. Visit [HIV Health Service Planning Council](https://www.browardhivpc.org) for updates.

TODOS ESTAN BIENVENIDOS!	ALL ARE WELCOME!	BON VINI!
A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Para confirmar información acerca de la reunión de Consejo de Planeación HIV, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.	Unless otherwise noted on the calendar, all meetings are held at: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 To confirm HIV Planning Council meeting information, or reserve special needs services such as Translation from English to Spanish or Creole, or are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.	Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Pou konfime enfòmasyon ou resewva sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

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

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

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

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

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

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

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

Community Empowerment Committee (CEC) Work Plan FY2025-2026															
The work plan is intended to help guide the work of the committee and to assist the Community Empowerment Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".															
GOAL: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing by participating in at least 4 community events.															
Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice.															
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Recieve consumer/community feedback at minimum, twice a year.	CEC/Staff/Facilitator	Consumer Involvement	Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies.		x										
1.2 Receive presentation on Part A and MAI Service Categories to assist with ranking of core and support service categories.	CEC/Staff	Increased knowledge of Ryan White Program Core and Support Services among CEC members	Receive presentation on Part A utilization and historical trends.		x										
1.3 Priority rank Part A and MAI Service Categories and send recommendations to PSRA annually.	CEC/Staff	Data driven PSRA process	Rank Part A and MAI Service Categories by priority and send recommendations to PSRA as part of the PSRA process.		x	x									
1.4 Educate CEC members on HIVPC & Ryan White Part A.	Recipient/Staff	Increased knowledge of HIVPC & Ryan White Program among CEC members	Provide presentations or links to HRSA Ryan White Part A Webinars regarding topics of interest about the HIV Planning Council, Community Outreach, and Involvement.	x											
Objective 2: Promote education and awareness to affirm support for PWHA															
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Recommend creation or revision of promotional literature to MCDC as needed.	CEC	Collaboration with MCDC to inform the community about HIVPC	Determine information useful to the community in understanding the role of the HIVPC and revise language and visuals of marketing materials surrounding stigma. Provide this information to MCDC to update or create promotional literature.			x	x								
2.2 Distribute promotional literature - physically and electronically - to the community on an ongoing basis.	CEC/Staff	Increased consumer awareness of HIVPC	CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff will distribute HIVPC and HIV-related information to its community listserv.	x	x	x									
2.3 Analyze survey/discussion results from each community event, outreach, training, or community forum.	Staff/CEC	Measure event outcomes	Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives.			x									
2.4 Partner with HIV stakeholders to engage in community events on an ongoing basis.	CEC	Develop consistent presence at community events	Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BCHPPC, Latinos En Accion, SFAN, etc.).	x		x									
Objective 3: Support communities in efforts to address misconceptions and reduce HIV-related stigma and other stigmas that negatively affect HIV outcomes.Strategy 3.1.4 (2022-2026 Integrated Plan)															
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Develop and implement education and awareness strategies to increase HIV literacy	CEC	Increased awareness and utilization of services for PWH and Reduce HIV-related health disparities and health inequities	Partner with community organizations to institute stakeholder collaborations to address various HIV-related issues.		x										
Objective 4: Create and promote public leadership opportunities for PWH. Strategy 3.3.1 (Integrated Plan 2022-2026)															
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
4.1 Build the capacity of PWH to be meaningfully involved in the planning, delivering, and improvement of RWHAP services.	CEC	Increased PWH on advisory boards, consumer boards, and employed as Peers	Promote programs from the organizations, such as CHAT Target HIV: Meaningful Involvement of People with HIV/AIDS (MIPA); the National Minority AIDS Council's (NMAC) ELEVATE or ESCALATE Programs, or other community partners to address HIV stigma reduction, workforce recruitment, development, and advancement needs for PWH in populations 50+, Young Black Men, T/GNC, and Latinx.			x									

LEGEND: "X" =Action Completed; Blue = Planned

Abbreviations: BCHPPC (Broward County HIV Prevention Planning Council); SFAN (South Florida AIDS Network); PCS (Planning Council Support Staff); T/GNC Transgender and gender nonconforming

Handout D2

System of Care Committee Work Plan FY2025-2026																
The work plan is intended to help guide the work of the committee and to assist the System of Care Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".																
GOAL: By February 2026, Identify the inventory of resources available for service delivery for PWH in Broward County to increase retention in care for Part A eligible clients.																
Objective 1: Determine if Part A services are delivered as designed by identifying client needs, service gaps, barriers, and outcomes of populations.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
1.1 Receive Needs Assessment training and presentation on most recent needs assessment.	PCS Team	Increase understanding of needs assesment process	Develop Committee knowledge of Needs Assessment purpose and process. Provide recommendations for future needs assessment based on presentation.		X	X										
1.2 Receive service utilization trends for the HIV population in the Ryan White Part A system of care on an ongoing basis.	PCS/CQM Team	Increase knowledge of Broward County's Ryan White system of care	Conduct utilization-focused evaluation of the HIV Care Continuum to identify and address the drop-offs along the stages specific to service provider, geographic location and individual characteristics. Make recommendations to QMC or PSRA. (Integrated Plan 2022-2026; Goal 2, Strategy 2.1.3.3; Goal 4, Strategy 4.3.1 #1).				X									
1.3 Develop How Best to Meet the Need (HBTMTN) language based on findings annually.	SOC	Data driven PSRA process	Review HBTMTN language and make revision-based recommendations from the Recipient, health outcomes data, and needs assessment. Recommended revisions will be forwarded to PSRA committee and Recipient Office.		X	X	X									
Objective 2: Ensure that retention in care issues pertaining to specific populations are addressed and make recommendations to appropriate HIVPC standing committees.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
2.1 Recommend targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care as needed/recommended.	SOC, QMC, PCS Team	Increase access to care and improve health outcomes	Review a system map of services and recommend ways to engage/ reengage PWH who are not in care or are not virally suppressed and provide recommendations to the QMC and the Recipient Office. (Integrated Plan 2022-2026, Goal 2, Strategy 2.1 #3)													
2.2 Identify barriers and facilitators to retention in care for HIV-related services on an ongoing basis.	SOC/PCS Team	Increase knowledge of Broward County's Ryan White system of care	Utilize data/needs assessments to identify areas of need relative to retention in care and viral load suppression.													
Objective 3: Conduct annual review of quality improvement projects																
3.1 Receive presentations on Quality Improvement Projects (QIPs) among service providers as needed.	SOC/QMC	Increase knowledge of Ryan White Part A's system of care	Receive presentations regarding current QIPs.	X												
Objective 4: Conduct annual review of service delivery models																
4.1 Conduct annual review and present findings to QMC for potential updates to service delivery models (SDM) as needed.	SOC	Utilize findings to improve RWPA retention in care	Review service delivery models and provide recommendations for updates to QMC as needed.													
LEGEND: "X" =Action Completed; Blue = Planned																

Membership/Council Development Committee Work Plan FY2025-2026

The work plan is intended to help guide the work of the committee and to assist the Membership Council Development Management Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PWHA. Maintain efforts to recruit seven (7) members to the HIVPC annually.

Objective 1: Ensure HIVPC is representative and reflective.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA quarterly.	Staff/MCDC	Meet HRSA requirements	Review council demographics at each MCDC meeting. Review changes to council demographics according to each applicant, prior to committee approval for HIVPC membership. Prioritize unaffiliated consumer demographics in order to maintain minimum of 33% PWHA representation.		x			x							
1.2 Review seat status and ensure mandated seats are filled quarterly.	Staff/MCDC	Meet HRSA requirements	Monitor current member affiliations; ask members to update their contact information annually. Actively recruit members for vacant federally mandated seats.		x			x							
1.3 Announce vacant positions at each Executive/HIVPC meeting as necessary.	MCDC Chair	Meet HRSA requirements	Announce vacant positions and mandated seats during committee reports at each Executive and HIVPC meeting.		x			x							

Objective 2: Member selection process and application procedure development.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Review and Revise HIVPC and Committee applications as needed.	MCDC/Staff	Ensure up-to-date language and current information is provided to Interested Parties	Review HIVPC and Committee applications and submitted applications to ensure the most current information is available, that language is inclusive, and that HIVPC receives necessary information for its review of applications.												

Objective 3: Review and Ensure Compliance with Recruitment and Retention Plan

3.1 Review and update Recruitment & Retention Plan annually.	MCDC/Staff	Recruitment & Retention of new HIVPC and Committee members	Review previous year's Recruitment & Retention Plan and revise based on outcomes and new initiatives/strategies.												
3.2 Complete tasks outlined in Recruitment & Retention Plan on a quarterly basis.	MCDC	Recruitment & Retention of new HIVPC and Committee members	Conduct quarterly review via MCDC's Work Plan.		x			x							
3.3 Utilize feedback from CEC, collaborative events, and engagement events to update recruitment and engagement strategies on an ongoing basis.	MCDC/Staff	Cross-Committee Collaboration/ Recruitment & Retention of new HIVPC and Committee members	Revise recruitment and engagement strategies to ensure MCDC uses its most effective strategies and activities.					x							

Objective 4: Recruitment & Engagement Efforts.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
4.1 Hold Membership Drive annually.	MCDC/Staff	Increased community awareness	Conduct outreach at multiple provider agencies or other HIV stakeholders via tabling, games, and other engagement activities.												
4.2 Collaborate with HIV stakeholders to create engagement opportunities with the HIVPC.	MCDC/HIVPC	Increased community awareness	Provide brief overviews of the HIVPC at HIV stakeholder events. (Integrated Plan 2022-2026, Goal 4, Strategy 4.1.3#3)												
4.3 Host ongoing orientations for prospective members/interested parties.	MCDC	Strategic recruitment of new members	Educate prospective members/interested parties on topics relevant to HIVPC membership.			x									
4.4 Develop recruitment and website materials as needed.	Staff	Strategic recruitment of new members	Develop and review existing marketing materials as needed.												

Objective 5: Planning Council Development and Committee Collaboration.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
5.1 Collaborate with other Committees of the HIVPC to participate in activities on an ongoing basis.	MCDC	Cross-Committee Collaboration	Discuss upcoming HIVPC events with host committees and determine opportunities for collaboration.		x										
5.2 Recognize Member of the Quarter quarterly and Member of the Year annually.	MCDC/HIVPC	Acknowledgement of Member Achievement	Develop a system by which to recognize a member for his/her contributions to the work of the HIVPC.		x			x							
5.3 Conduct post-appointment training to educate newly appointed members on the HIVPC member roles and responsibilities as needed, with the option to include current members.	MCDC & HIVPC Chair/Vice Chair	Educated HIVPC	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.			x									
5.4 Offer mentorship program as necessary on an ongoing basis.	MCDC	Capacity building	Implement a mentorship program to assist new members in the onboarding process of joining HIVPC and/or Committees. This program should be in accordance with Sunshine Law.												

LEGEND: "X" = Action Completed; Blue = Planned

Handout D4

Quality Management Committee (QMC) Work Plan FY2025-2026																
The work plan is intended to help guide the work of the committee and to assist the Quality Management Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".																
GOAL: By February 2026, systematically monitor, evaluate, and continuously recommend improvements to the quality of HIV care and services provided to all clients receiving Ryan White Part A and Minority AIDS Initiative (MAI) funded services in Broward County.																
Objective 1: Use client-level demographic, clinical, and utilization data to assess quality of care, identify health disparities, gaps in care, and integration of services.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
1.1 Review and analyze findings from the annual needs assessment including focus groups, client and provider surveys, and network member evaluations and recommendations.	CQM Staff, QMC, Quality Network	Increase understanding of needs assesment process	Develop Committee knowledge of Needs Assessment purpose and process.													
1.2 Identify and analyze health disparities and gaps among stages of the HIV Care Continuum and make recommendations to HIVPC and PSRA Committee.	CQM Staff, QMC, Quality Network	Increase access to care and improve health outcomes	Identify underserved populations (such as the 50+ community, people moving into Medicare, people moving into ACA, and the LGBTQ community) and review client-level data (Care Continuum and Broward Outcomes and Indicators) to identify gaps in care and health disparities. (Integrated Plan 2022-2026, Goal 2, Strategy 2.4)		X	X										
Objective 2: Implement quality improvement activities that enhance systemwide service delivery and improve client treatment, care, health outcomes, and satisfaction.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
2.1 Receive presentation(s) on targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care.	QMC,SOC, PCS, and CQM Team	Increase access to care and improve health outcomes	Identify ways to engage/ reengage PWH who are not in care or are not virally suppressed and provide recommendations to the QMC and the Ryan White Part A Office. (Integrated Plan 2022-2026, Strategy 2.1.3)													
2.2 Review Service Delivery Models as part of the system-wide Quality Improvement Project (QIP) and ensure standards of care are consistent with current HIV clinical practice standards and PHS guidelines.	CQM Staff, QMC, Networks	Increase access to care and improve health outcomes	Perform annual review and make modifications when indicated on the following SDMs: a. Universal Standards b. Legal Services c. Health Insurance Premium & Cost Shairng Assistance - HICP d. Medical Case Management - MCM e. Integrated Primary Care & Behavioral Health -IPCBH f. Non-Medical Case Management g. Food Bank h. Substance Abuse (Outpatient) i. Mental Health Services j. Centralized Intake Eligibility Determination - CIED k. Emergency Financial Assistance - EFA l. AIDS Pharmaceutical Assistance (Local Pharmacy) Medical Nutrition Therapy m.													
2.3 Receive presentations on Quality Improvement Projects (QIPs) taking place among RW Part A service providers.	QMC and SOC	Increase knowledge of Ryan White Part A's system of care	Receive presentations regarding QIPs and if required, make recommendations to improve health outcomes for RWPA clients.	X		X										
2.4 Develop annual QMC goals and identify objectives, strategies/action steps to achieve goals.	QMC	Completed annual QMC Workplan	Recommend improvement to QMC activities.													
2.5 Conduct quarterly reviews of the QMC Annual Workplan.	QMC	Track Progress of the QMC in completed activities	Assess progress on completing QMC activities.			X										
Objective 3: Routinely evaluate the CQM Program and identify areas for improvement.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
3.1 Review progress made on completing the CQM Annual Work Plan and achieving annual CQM Program goals.	QMC and CQM team	Identify goals and objectives for upcoming year	Review CQM Workplan every quarter and provide recommendations to achieve Workplan goals	X												
LEGEND: "X" =Action Completed; Blue = Planned																

Handout D5

Priority Setting/Resource Allocations Committee Work Plan FY2025-2026																
The work plan is intended to help guide the work of the committee and to assist the Priority Setting/Resource Allocations Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".																
GOAL: Develop and implement an annual integrated PSRA process using data with input from stakeholders and consumer forums.																
Objective 1: Plan, prioritize, allocate and monitor available resources and expenditures.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
1.1 PSRA Overview	PCS Staff	Understanding of the PSRA Process	Presentation on the PSRA Process	x												
1.2 Eligibility Determination	Recipient Office		Review Federal Poverty Level for each Service Category			x	x									
1.3 Review data relevant to the PSRA process (including recommendations from QMC, SOC, and CEC) on an ongoing basis.	Staff/PSRA	Data driven PSRA process	a. PSRA Service Category Scorecards (utilization, expenditures, etc.) b. Community input (through focus groups, CEC rankings and community forums, Integrated Committee forums, etc.) c. Epidemiology (including incidence, prevalence, co-morbidities, etc.) d. Unmet Need / EIRIA e. Community Empowerment Committee's Ranking of Part A Services f. Integrated Prevention & Care Plan g. Cost data (other funders) h. Review 2024 Ryan White program services report (RSR) i. Review the status of the Florida and Broward Integrated Plan. j. Quality Management Part A Client Health Outcome and QIP Presentation. k. 2024 Client Needs Assessment (Three-Day Session June 17, 18, 21) (Integrated Plan 2022-2026, Goal 4, Strategy 4.1.3a1)													
1.4 Obtain community feedback to evaluate Ryan White Part A Services to consumers.	PSRA/CEC	Data driven PSRA process	Coordinate three Townhall Meetings/Listening Sessions for the fiscal year.		x											
1.5 Review How Best to Meet the Need language recommendations from SOC committee annually.	PSRA/ SOC	Data driven PSRA process	Review and update How Best to Meet the Need language recommendations from the SOC committee.													
1.6 Review Service Delivery Models from QMC.	PSRA/QMC	Data driven PSRA process	Review service delivery model from the QMC committee.													
1.7 Priority rank Part A and MAI service categories annually.	PSRA/ CEC	Complete PSRA process	Use data elements to inform priority ranking process.													
1.8 Allocate Part A and MAI funds by service category annually.	PSRA	Complete PSRA process	Allocate Part A and MAI funds based on priority ranking process.													
1.9 Monitor expenditures and allocations bi-annually.	PSRA/ Recipient	Appropriate funding	Recommend reallocations ("Sweeps") to ensure sufficient core funding and the distribution of additional funds.													
1.10 Review and approve PSRA Work Plan annually.	PSRA	Process Planning	Create a schedule of PSRA activities													
1.11 Review and Update PSRA Policy and Procedures	PSRA	Compliance with HRSA Guidelines	Review and update PSRA Policy and Procedures													
Objective 2: Assess the Affordable Care Act (ACA) and Status of the Minority AIDS Initiative (MAI)																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
2.1 Presentation on 2024 ACA Activities	Recipient Office	Increase ACA enrollment by RWPA clients.	Receive information on the success/challenges of 2024 ACA process.	x												
2.2 Determine the impact of the Minority AIDS Initiative of the Ryan White Part A Program.	MAI Ad-Hoc Committee	Process Planning	Evaluate the Minority AIDS Initiative of the Ryan White Part A Program using reports by the MAI Subcommittee and other resources.			x										
Objective 3: Assess the Administrative Mechanism.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
3.1 Assessment of the Administrative Mechanism Update and disseminate surveys annually to the Part A Recipient Office, RWPA Subrecipient Agencies, and the HIVPC	Staff/ PSRA	Ensure compliance	Survey the efficiency of the RWPA Recipient													
3.2 Assessment of the Administrative Mechanism update survey annually.	PSRA	Ensure compliance	Receive a presentation on the results of the assessment													
LEGEND: "X" =Action Completed; Blue = Planned																

Handout D6

Executive Committee Work Plan FY2025-2026																
The work plan is designed to guide the committee's oversight and support the HIV Health Services Planning Council in achieving its objectives. For each activity, the proposed period of activity is highlighted in blue, and the completion is noted with an "X".																
GOAL: Conduct the business of the Council, approve general body meeting agenda, conduct committee oversight, update policies, procedures, and assess recruitment, and retention.																
Objective 1: Oversee Planning Council Operations.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
1.1 Conduct annual evaluation of HIVPC Self-Assessment Survey annually.	Executive	Improved Process	Review Committee activities, challenges, and completion of work plan achievements.	X												
1.2 Review the need for reinstating the ad-Hoc By-Laws Committee annually.	Executive	Improved By-Laws	Reinstate the ad-Hoc By-Laws Committee based on pending parking lot items. Identify and appoint ad-Hoc By-Laws Chair.		X											
1.3 Appoint Members of Nominating Committee for the FY 2026-2028 Cycle	Executive	Selection of New Chair and Vice-Chair	Appoint members of Nominating Committee for the FY 2026-2028 Election Cycle.													
1.4 Review and approve work plans for upcoming FY annually.	Executive	Identify goals and objectives for upcoming year	Review Committee activities, challenges, and achievement of goals to plan and prepare for upcoming work plan activities for FY starting March 1.													
1.5 Monitor committee activities to ensure goals and objectives of work plans are met quarterly.	Executive	HIVPC and Committee goals are met	Conduct quarterly review of Committee work plan status to be presented by committee chair. Determine Committee progress and make recommendations to Chairs to address unmet goals.		X											
1.6 Monitor HIVPC membership and discuss strategies to improve reflectiveness quarterly.	MCDC Chair/Vice Chair	HIVPC and Committee goals are met	Conduct quarterly review of HIVPC and Committee reflectiveness. Determine any needed interventions to address Council and Committee membership needs.		X											
1.7 Review and update the recruitment plan annually.	Executive/MCDC	HIVPC and Committee goals are met	Annually, the Executive members will review existing and update the HIVPC recruitment tool to be utilized by the Fort Lauderdale jurisdiction.													
Objective 2: Ensure that the Planning Council participates in integrated planning activities.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
2.1 Appoint Planning Council members to serve on the Integrated Workgroup to monitor the 2022-2026 Prevention and Care Integrated Plan and provide oversight for the preparation of the 2027-2031 Integrated Prevention and Care Plan.	Executive/Integrated Workgroup	EMA Goals are addressed	Receive updates from the IPWG membership regarding the progress of implementing the Integrated Plan. Hold meetings with the Executive Committee of the SFAN, EHE, and BCHPPC as needed. (Integrated Plan 2022-2026, Goal 4, Strategy 4.1.3#3)		X											
2.2 Recieve quarterly updates on the activities of the Integrated Workgroup.	Appointed Member(s)	Meet HRSA required integrated activities	Provide quarterly update during the HIVPC General Body meeting.(Integrated Plan 2022-2026, Goal 4, Strategy 4.1)		X											
Objective 3: Implement capacity/leadership development for Planning Council members.																
Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
3.1 Plan annual Planning Council Development training.	Executive	HIVPC training/leadership	Schedule a training for all HIVPC members. Educate members on new/emerging Planning Council/RW Part A issues, HIVPC policies and procedures, leadership development, Integrated Plan, Robert's Rules of Order.													
3.2 Conduct Leadership Training.	Executive	HIVPC Leadership	Conduct training for HIVPC with topics under Action Step 3.1.													
LEGEND: "X" =Action Completed; Blue = Planned																

MCDC Membership Strategy HIVPC Member Budget

Key Terms

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

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

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

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

Member Distribution	As of 04/09/2025	As of 07/09/2025	Goal
Unaffiliated Consumer	8	6	12
Job-based Seat	11	13	14
NECL Seat**	5	7	9
Total Membership	24	26	35
Unaffiliated Consumers (%)	33%	23%	33%
Alternates	0	0	3

**Job-based seats are those seats filled based on employment*

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

Member Roster as of July 9, 2025

MANDATED SEATS FILLED

People Living with HIV and Community

- ✓ Members of Affected Communities
- ✓ Unaffiliated Consumers
- ✓ Non-Elected Community Leader (NECL)
 - Representatives of/or formerly incarcerated PWH

Federal HIV Programs

- ✓ Part B
- ✓ Part C
- ✓ Part D
- ✓ Part F
- ✓ HOPWA

Public Health & Health Planning

- ✓ Hospital or Health Care Planning Agency
- ✓ Local Public Health Agency

Health & Social Services Providers

- ✓ Health Care Providers/FQHCs
- ✓ CBO/ASO – Community-based organization or AIDS Service Organization
- ✓ Mental Health
- ✓ Substance Abuse Provider

Broward County Ordinance 12.108.b

- ✓ Board of County Commissioners member

OPEN SEATS:

Job-Based

- State agencies (Medicaid agency)

Unaffiliated Consumers

- Affected Communities (2 additional Unaffiliated RWPA Consumers)
- Alternates (3)

MEMBERS APPOINTED BY BOARD OF COMMISSION

Colby Williams (04/22/2025)

Shalisa Hafley (04/22/2025)

Jonathan Rogers (04/22/2025)

Natalie Tyler (05/20/2025)

HIVPC Membership Reflectiveness

HIV Planning Council & Committee Demographics Report

Member Reflectiveness

The Membership/Council Development Committee ensures that the HIVPC represents the HIV epidemic in Broward County. MCDC accomplishes this task by reviewing the Council and Committees' demographics and identifying over and underrepresented populations.

HIV in Broward County and HIVPC Reflectiveness

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

Race	Population*	Percentage*	HIVPC Membership**	HIVPC Percentage
White, not Hispanic	6,565	30.53%	7	27%
Black, not Hispanic	9,764	45.40%	10	38%
Hispanic	4,655	21.65%	9	35%
Multi-Race (Other)	521	2.42%	0	0%
Total	20,492	100%	26	100%
Gender	Population	Percentage		
Male	16,277	79.43%	15	58%
Female	5,228	24.31%	11	42%
Total	20,492	100%	26	100%

*Data Provided by the Florida Department of Health's HIV Surveillance Office as of June 30, 2022.

**HIVPC membership as of July 7, 2025

How This Information is Compared to the Epidemic

The Council is compared to the epidemic to determine where representation can be improved.

Key Points for Reflectiveness through July 9, 2025

- The HIVPC comprises 26 members, including six unaffiliated consumer members. The percentage of unaffiliated consumers is 23%, below the HRSA-mandated 33%.
- Compared to the HIV epidemic demographic, where 45.40% are Black and not Hispanic, the HIVPC is underrepresented at 38%. This is an improvement from 25% during the last quarter, though there is still progress to be made.

Member of the Quarter Vote Results -- First Quarter FY2025-2026

First Round			Second Round		
Schweizer, Mark	1	7.69%			
D'Amore, Franchesca	3	23.08%	D'Amore, Franchesca	3	30.00%
Fortune-Evans, Bisiola	5	38.46%	Fortune-Evans, Bisiola	5	50.00%
Morange, Timothy	1	7.69%			
Robertson, Lorenzo	2	15.38%	Robertson, Lorenzo	2	20.00%
Rodriguez, Joshua	1	7.69%			
	13			10	

REPORTING VIOLATIONS OF COUNCIL BYLAWS & COMMITTEE POLICIES AND PROCEDURES

Handout G1

Approved 3/23/17

Revised and Updated: _____

I. Policy Purpose

The HIV Planning Council (HIVPC) is committed to accountability, transparency, and adherence to its governing documents. This policy establishes a formal process for reporting and responding to potential violations of the HIVPC Bylaws or the Policies and Procedures of its Committees.

II. Scope

This policy applies to potential violations of:

- The HIVPC By-Laws
- Policies and Procedures adopted by the HIVPC Standing or Ad Hoc Committees

III. Who May Report a Violation

Any of the following individuals or entities may report a potential violation:

- People with HIV receiving Ryan White services
- Planning Council members
- Committee members
- Ryan White Part A recipient (Grantee) staff
- Planning Council support staff
- Ryan White service providers

IV. Reporting Methods

Reports of violations must be submitted using one of the following methods:

1. **Verbally** during a public meeting of the Planning Council or any of its committees.

Note: A written summary may be requested following the verbal report.

2. **In writing** via email or letter addressed to the Planning Council Support Staff.

All written reports must clearly describe the nature of the violation and identify the date, individuals involved (if applicable), and the relevant section(s) of the By-Laws or Policies & Procedures.

V. Review and Response Process

- The individual receiving the report (Council Chair, Committee Chair, or Council Staff) must **forward the report to the Executive Committee** for review at its next scheduled meeting.
- The **Executive Committee** will review the report and:
 - Determine the matter; or
 - Defer action to request additional information.
- If the alleged violation pertains specifically to the HIVPC **By-Laws**, the matter will be referred to the **Ad Hoc By-Laws Committee**.
 - If the By-Laws Committee is not active at the time of the report, it will be **reconvened promptly** to address the issue.

VI. Appeal Process

- Individuals who submit a report and are dissatisfied with the outcome may **file a formal grievance** with the Planning Council, provided the issue qualifies under the Council's established **Grievance Policy**.
- Appeals must follow the established grievance procedures and timelines outlined in the Grievance Policy.

MEMBER REMOVAL PROCESS (Attendance and Cause)

Revised and Updated: _____

I. Overview

This policy outlines the procedures for removing HIV Planning Council Members and Alternates due to non-compliance with attendance requirements or for cause. The process is designed to ensure fairness, transparency, and alignment with Planning Council Bylaws, ground rules, and applicable laws.

II. Removal for Attendance

1. Members and alternates who fail to meet the attendance requirements as outlined in the HIVPC Attendance Policy will be **automatically removed** from the Planning Council or committee. Planning Council Support staff will perform the following:
 - a. Planning Council Support Staff monitors council and committee meeting attendance monthly.
 - b. Once PCS staff identify two consecutive unexcused absences, PCS staff will send that member a warning letter on behalf of the council and/or committee chair.
 - c. The warning letter contains the dates of the missed meetings, the date of the next meeting, and the Broward County Code of Ordinances for their reference.
 - d. If the member has a third consecutive unexcused absence, PCS staff notifies the council and/or committee chair and sends the removal letter to the member.
 - e. PCS staff notifies the Broward County Intergovernmental Affairs Office. The Intergovernmental Affairs Office coordinates with the Board of County Commissioners to formally remove the member from the council.
 - f. Once the former member has been removed, the Intergovernmental Affairs Office will notify them of their removal.
2. The **Membership/Council Development Committee (MCDC)** will document all attendance-related removals and report them to the **Executive Committee**.
3. Removals of attendance violations will be publicly reported during the **Executive Committee's report at the next full Planning Council meeting**.

III. Removal for Cause

Removal for cause refers to the process of terminating a council member's position due to specific reasons that justify their removal.

1. Submission of a Request for Removal

Any recommendation for the removal of a member or alternate for cause must be submitted in writing to the MCDC and include the following:

 - a. Full name(s) of the Council or Committee member(s) submitting the request
 - b. Name of the individual recommended for removal
 - c. Written description of the conduct or action(s) prompting the request
 - d. Date(s) and location(s) of the alleged incident(s)
 - e. Signature(s) and date of submission
2. Grounds for Removal

The MCDC may recommend removal if a member or alternate:

 - a. Refuses to cooperate in a conflict of interest review.
 - b. Knowingly engages in conduct that creates or contributes to a conflict of interest, as defined in the By-Laws.
 - c. Violates the Planning Council's Meeting Ground Rules.

- d. Commits a serious or repeated violation of the HIVPC By-Laws.
 - e. Violates the Florida Sunshine Law or the Broward County Code of Ethics.
 - 3. Review and Investigation Process
 - a. The MCDC will review the request for removal at its next regular meeting unless the Council or Committee Chair requests a special meeting.
 - b. If the MCDC determines the complaint has merit, it will conduct a formal investigation within 60 days of that determination.
 - c. The individual being reviewed will be notified by email and certified mail and will have the opportunity to respond by:
 - i. Presenting written documentation
 - ii. Calling witnesses
 - iii. Responding to the allegations in person or writing
 - d. The MCDC may also call witnesses or request additional documentation relevant to the case.
 - e. Following the investigation, the MCDC will vote on a recommendation for action and submit its decision to the Executive Committee.
 - 4. Notification and Reporting
 - a. The final recommendation and rationale will be provided to:
 - i. The Executive Committee
 - ii. The individual submitting the complaint
 - iii. The individual recommended for removal
 - 5. The outcome will also be documented in the Executive Committee Report presented to the full Planning Council.
-

IV. Final Removal Decision

- A **vote of the full Planning Council must ratify the final decision** to remove a member or alternate.
- Once ratified, the Planning Council will submit the formal **removal recommendation to the Broward County Board of County Commissioners** for official action.

GRIEVANCE POLICY AND PROCEDURE FOR PLANNING COUNCIL ACTIONS

Approved 3/23/17

Revised and Updated: _____

I. Purpose

The Part A Executive Committee (the Committee) serves as a neutral body to facilitate the resolution of grievances related to the actions of the Broward County HIV Health Services Planning Council (the Council). The Committee ensures that all grievances are addressed in an open, inclusive, non-discriminatory, and impartial manner.

Prevention Measures

To minimize potential grievances, the Committee has implemented the following proactive measures:

- Publicly announcing all Council and Committee meetings.
- Encouraging community participation and feedback.
- Establishing reimbursement policies for attendance-related expenses for individuals with HIV.
- Distributing outreach materials, including grievance and membership flyers.
- Offering technical assistance and educating the public on decision-making procedures.

Scope of Grievances

Eligible grievances may be submitted by individuals, community groups, Council members, or Part A providers who are adversely affected by Council actions involving:

- Needs assessment
- Comprehensive planning
- Priority setting (including methods for addressing priorities)
- Clinical outcome/cost-effectiveness determinations
- Allocation or reallocation of funds

Grievances must cite a deviation from established, written processes or policies. Appeals must be filed within two weeks of the decision or incident. Remedies apply prospectively only; the solutions or actions taken are intended to prevent future issues rather than to address or compensate for past problems. Grievances related to provider selection follow the Broward County Administrative Code to avoid conflicts of interest.

II. Grievance Submission Policies

1. Grievances must be submitted using the official form, which includes a statement of understanding and a release of information waiver.
2. Completed forms may be submitted to the Council or staff support office and will be forwarded to the Committee Chair(s).
3. The Chair(s) will determine eligibility and whether the grievance falls within the Committee's scope.
4. For grievances involving the Council, a **third-party mediator** will be requested from the Broward County legal office of the Department of Human Services.

All complaints will be addressed within 30 days and considered at the Committee's regular monthly meeting.

III. Grievance Resolution Process

- The Committee will direct grievances to the appropriate body and facilitate informal

- resolution through negotiation and compromise.
 - If mediation fails, the grievance may proceed to formal binding arbitration by a neutral third party.
-

IV. Procedures

1. Within 10 working days, the Committee Chair(s) will appoint a mutually agreed-upon fact finder.
2. The fact finder will inform both parties of the arbitration/mediation rules and Sunshine Law implications.
3. Fact finders must recuse themselves from cases involving any conflict of interest.
4. A summary of findings will be presented at the Committee's next scheduled meeting at the Council support office (currently: Broward Regional Health Planning Council, 200 Oakwood Lane, Suite 100, Hollywood, FL).
5. The Committee will meet within 30 days to review the findings and facilitate resolution.
6. All grievance documentation will be securely stored and accessed only on a need-to-know basis.
7. While mediation is voluntary and cost-effective, binding arbitration may incur costs. The Committee will seek pro bono services where possible. Costs related to grievances against the Council will be included in the Council support budget.

Note: Grievances against the grantee or its selected providers fall under the grantee's responsibility and are handled per Broward County procedures.



HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.



CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH

REGLAS BÁSICAS DE LA REUNIÓN

1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.



KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa eskizif pou fè moun tandè-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posèsyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.



Acronym List

ACA: The Patient Protection and Affordable Care Act

ADAP: AIDS Drugs Assistance Program

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

IW: Integrated Workgroup

AETC: AIDS Education and Training Center

AHF: AIDS Health Care Foundation

AIDS: Acquired Immuno-Deficiency Syndrome

ART: Antiretroviral Therapy

ARV: Antiretrovirals

BARC: Broward Addiction Recovery Center

BCFHC: Broward Community and Family Health Centers

BH: Behavioral Health

BRHPC: Broward Regional Health Planning Council, Inc.

CBO: Community-Based Organization

CDC: Centers for Disease Control and Prevention

CDTC: Children's Diagnostic and Treatment Center

CEC: Community Empowerment Committee

CIED: Client Intake and Eligibility Determination

CLD: Client Level Data

CQI: Continuous Quality Improvement

CQM: Clinical Quality Management

CTS: Counseling and Testing Site

eHARS: Electronic HIV/AIDS Reporting System

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.