



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, August 21, 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 August 21, 2025
5. **ACTION:** Approval of Minutes of July 17, 2025 (**Handout A**)

6. Standard Committee Items
 - a) Review and Approve August 28, 2025, HIVPC Agenda, Meeting Materials and Motions ([Handout B](#))
 - b) Review September 2025 HIVPC Calendar ([Handout C](#))
7. Discussion Items:
 - a) **Action Item (Nomination Process):** Discuss Letter of Intent
 - b) **Action Item (Nomination Process):** Review the Candidate Questionnaire ([Handout D](#))
 - c) **Action Item (Bylaws Process):** Discuss Parking Lot Items for Current HIVPC Bylaws ([Handout E1, E2](#))
8. Unfinished Business
 - a) **Update:** Executive Committee Policy & Procedures ([Handout F1-F4](#))
 - i. Voting Abstention and Conflicts Guidelines
 - ii. Broward County Code of Ethics
 - iii. Meeting Ground Rules
 - iv. Travel Policy
 - b) **Update:** Joint Meeting for Chairs and Vice-Chairs to plan Integrated Workgroup meeting agenda on September 16, 2025
9. New Business
10. Recipient Report
11. Data Request
12. Public Comment
13. Agenda Items for Next Meeting
14. **Next Meeting Date:** September 16, 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
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.



August 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 Medical Case Management Network Meeting (CQM) 2:30PM-3:45PM	2
3	4	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 Location: African American Research Library and Cultural Center	13 Quality Network Meeting (CQM) 9:00AM-10:15AM <u>Minority AIDS Initiative Subcommittee Meeting</u> 2:00PM – 4:00PM Location: BRHPC/MS Teams	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.



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Executive Committee

Wednesday, July 17, 2025 – 11:15AM

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), 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) M. Schweizer (PSRA Vice-Chair), F. D'Amore (QMC Vice-Chair), K. Creary (MCDC Vice-Chair)

Members Absent: T. Moragne (MCDC Chair)

Ryan White Part A Recipient Staff Present: T. Thompson

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

Guests Present: J. De La Nuez

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

The Executive Committee Chair called the meeting to order at **11:18AM**. and welcomed all meeting attendees. The Chair notified attendees that the Executive Committee meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including the recording of minutes. In addition, he stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the Executive Committee members, Recipient staff, PCS/CQM staff, and guests by roll call, and a moment of silence was observed.

2. Public Comment

The Public Comment portion of the meeting is intended to allow the public to express opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County. *No public comments were made.*

3. Meeting Approvals

V. Biggs moved to approve the Executive Committee agenda for July 17, 2025. B. Barnes seconded the motion, requesting the addition of "Integrated Work Plan" under discussion items. The motion was unanimously approved.

The approval for the minutes of the June 18, 2025, meeting was proposed by V. Biggs seconded S. Tinsley and passed unanimously.

Motion #1: V. Biggs, on behalf of the Executive Committee, moved to approve the July 17, 2025. B. Barnes seconded the motion, requesting the addition of “Integrated Work Plan” under discussion items. The motion was unanimously approved.

Motion #2: V. Biggs, on behalf of the Executive Committee, made a motion to approve June 18, 2025, Executive Committee meeting minutes. The motion was seconded by S. Tinsley and adopted unanimously.

4. Standard Committee Items

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

The committee reviewed the HIVPC agenda, meeting materials, and motions with no further comments. A motion was made and approved to move forward.

Motion #3: V. Biggs, on behalf of the Executive Committee, made a motion to approve the July 24, 2024 HIVPC Agenda, Meeting Materials, and Motions. The motion was seconded by F. D’Amore and adopted unanimously.

b. **Review August 2025 HIVPC Calendar**

The committee reviewed the August and had no additional comments or corrections.

5. Discussion Items

a. **Action Item:** Review of Committee Workplans

PCS staff member M. Lacroix reviewed all committee work plans. The PSRA Chair and PCS staff noted that the PSRA work plan needs to be updated to reflect decisions made during the previous coordination call. No additional comments were made following the review

b. **Action Item:** Review HIVPC Membership Budget and Reflectiveness

PCS staff member M. Lacroix reviewed the HIVPC Membership Budget and Reflectiveness. During the discussion, V. Biggs asked if the Medicaid seat would remain a requirement given recent changes; PCS staff confirmed it is still mandated by HRSA and must be filled.

B. Barnes noted that several Chair and Vice-Chair term limits are approaching, with some members in their second term. PCS staff confirmed the current term runs from January 2024 to 2027. B. Barnes suggested that a flowchart or table showing all filled seats could be helpful.

c. **Action Item:** Member of the Quarter, Quarter 1 of FY 2025-2026

PCS staff reviewed the results and congratulated Bisola Fortune-Evans on being selected as Member of the Quarter for Quarter 1 of FY 2025–2026. The committee then moved to approve the results.

Motion #4: On behalf of the Executive Committee, B. Barnes moved to approve Bisola Fortune-Evans as the Member of the Quarter for Quarter 1 of FY 2025–2026. The motion was seconded by S. Tinsley and unanimously approved.

d. *Amendment:* Integrated Planning Workgroup

B. Barnes requested adding this item to the agenda because the new Integrated Plan is due in June and may need earlier submission since it feeds into the statewide plan. He expressed concern that the Prevention Planning Body hasn't met in a year and noted possible leadership changes in the Integrated Planning (IP) workgroup due to upcoming term expirations, allowing members the option to step down. PCS staff explained the July 22nd IP meeting was canceled due to the SFAN planning body will be meeting in early August, and the next IP meeting is now set for September 16th. V. Biggs mentioned the Prevention Planning Body issue was raised in a previous monitoring call but feedback is still pending. PCS staff confirmed this topic will be added to the upcoming call. Following the discussion, a motion was made.

Motion #5: On behalf of the Executive Committee, B. Barnes moved to coordinate an in-person meeting in August involving the four Planning Bodies, including Chairs, Vice-Chairs, and grantees, to set the agenda for the next Integrated Planning meeting. The motion, amended by S. Tinsley to specify the meeting be held in person, was seconded by V. Biggs and passed unanimously.

6. Unfinished Business

a. **Update:** Executive Committee Policy & Procedures

The committee reviewed each policy and procedure individually, making separate motions for each. No further revisions were necessary.

i. Broward County Code of Ethics

T. Thompson, Recipient Representative, reported that the Code of Ethics policy was sent to the county attorney. They mentioned concerns regarding the added social media clause and potential First Amendment issues, and are currently awaiting feedback from the Communications office. The policy is expected to be ready for the next meeting.

ii. Reporting Violations of Council Bylaws & Committee Policies and Procedures

Motion #6: On behalf of the Executive Committee, B. Barnes made a motion to approve the “Reporting Violations of Council Bylaws & Committee Policies and Procedures” policy. The motion was seconded by S. Tinsley and passed unanimously

iii. Member Removal Process

Motion #7: On behalf of the Executive Committee, B. Barnes made a motion to approve the “Member Removal Process” policy. The motion was seconded by S. Tinsley and passed unanimously

iv. Grievance Policy and Procedure for Planning Council Actions

Motion #8: On behalf of the Executive Committee, B. Barnes made a motion to approve the “Policy and Procedure for

Planning Council Actions” policy. The motion was seconded by V. Biggs and passed unanimously

b. **Update:** MCDC Vice Chair

PCS staff informed the committee that K. Creary expressed interest in serving as the new MCDC Vice-Chair, with approval from MCDC Chair T. Moragne. Chair L. Robertson thanked Karen for accepting the role and welcomed her to the Executive Committee

c. **Update:** Nomination/Bylaws Committee standing committee

PCS staff informed the committee that there has been no progress in securing the required five members to convene the committee. They shared ongoing efforts, including multiple emails, phone calls, and consistent follow-ups. After this update, a motion was introduced.

Motion #9: On behalf of the Executive Committee, V. Biggs moved to use the previous nomination process, with the Executive Committee serving as the nomination committee. The motion, seconded by B. Barnes, was amended to assign responsibilities to members not running for office and was passed unanimously.

The committee noted that this will be included as a consent item on the agenda for the next HIV General Body meeting.

7. New Business

a. None

7. Recipient’s Report
None.

8. 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.

9. Agenda Items for Next Meeting

a. **Next Meeting Date:** August 21, 2025, at 12:45PM. **LOCATION:** Broward Regional Health Planning Council and via Microsoft Teams Videoconference

- i. Agenda Items for next meeting
- ii. Review and Approve August 28, 2025, HIVPC Agenda, Meeting Materials and Motions
- iii. Review of the September 2025 HIVPC Calendar
- iv. Review of Remaining Executive Committee Policy & Procedures
 - Broward County Code of Ethics
 - Voting Abstentions and Conflicts Guidelines

- Meeting Ground Rules
- Travel Policy

10. Announcements

None.

11. Adjournment

There being no further business, the meeting was adjourned at **12:21PM**.

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	17						
1	Barnes, B.	X	X	X	X	X	X	X						
2	Biggs, V., V. Chair	A	X	X	X	X	X	X						
3	Castillo, J.	X	X	A	A	X	X	X						
4	D'Amore, F.	X	X	A	X	X	A	X						
5	Fortune-Evans, B.	X	X	X	X	X	X	X						
6	Hayes, K.	X	X	X	X	X	X	X						
7	Moragne, T.	X	X	X	X	A	X	A						
8	Robertson, L., Chair	X	X	X	E	X	X	X						
9	Tinsley, S.	X	X	A	X	X	X	X						
10	Schweizer, M.	E	X	X	A	X	A	X						
11	Chery-Davis, E.				N	X	X	X						
12	Creary, Karen							X						
	Wilson, I.	A						R						R
	Foster, V.							Z						Z
	Quorum = 7	8	10	7	7	10	9	11						

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 – July 17, 2025 - Minutes

prepared by PCS Staff



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Broward County HIV Health Services Planning Council Meeting

Thursday, August 28, 2025 – 9:30AM

Meeting at Broward Regional Health Planning Council and Microsoft Teams

[Join the meeting now](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDFiMTZiMzEtNTRhZS00NGJmLWFiNmEtNDNiMWEwZTg5YTg1%40thread.v2/0?context=%7b%22Tid%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22Oid%22%3a%22df400b73-e09f-4638-a7b6-0750be4ecb25%22%7d

Meeting ID: 273 316 500 415

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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 August 28, 2025

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

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

STANDARD COMMITTEE ITEMS

CONSENT ITEMS

- a. **Action Item:** Community Empowerment Policies & Procedures ([Handout B](#))

Justification: The Community Empowerment 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: Community Empowerment Committee

- b. **Action Item:** System of Care Policies & Procedures (**Handout C**)

Justification: The System of Care 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: System of Care Committee

- c. **Action Item:** Quality Management Committee Policies & Procedures (**Handout D**)

Justification: The Quality Management 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: Quality Management Committee

- d. **Action Item:** Executive Committee Policy & Procedures: Voting Abstentions and Conflict Guidelines, Broward County Code of Ethics, Meeting Ground Rules, and Travel Policy (**Handout E1-E4**)

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

- e. **Action Item:** Approve Nominating Procedure and Candidate Questionnaire.

Justification: Approving the Nominating Procedure and Candidate Questionnaire allows the Planning Council to move forward with the upcoming elections.

PROPOSED BY: Executive Committee

- f. **Action Item:** Motion to approve the HIVPC membership application for Haroun Bahi (**Handout F**)

Justification: Mr. Bahi is committed to advancing equitable access to HIV care and prevention, especially for underserved communities. As a Patient Advocate at AHF, he engages directly with clients and understands the challenges faced by people with living with HIV. His on-the-ground experience will allow him to bring valuable insight to the Council and advocate for inclusive programming that drives meaningful change in Broward County.

Seat: Community-Based Organizations (CBO) and AIDS Service Organizations (ASO)

PROPOSED BY: Membership/Council Development Committee

DISCUSSION ITEMS

1. Motion to approve FY 2025-2026 Reallocation/Sweeps

Part A Core Services: To Sweep From

- i. Motion to reallocate \$XXX,XXX from the Ambulatory (Integrated Primary Care and Behavioral Health Services).

Justification:

PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.

- ii. Motion to reallocate \$XXX,XXX from AIDS Pharmaceutical Assistance
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously
- iii. Motion to reallocate \$XXX,XXX for Oral Health Care (Routine)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- iv. Motion to reallocate \$XXX,XXX for Oral Health Care (Specialty)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- v. Motion to reallocate \$XX,XXX for Medical Case Management (Disease Case Management) FY2025-2026.
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- vi. Motion to reallocate \$XX,XXX for Mental Health Trauma-Informed FY2025-2026.
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- vii. Motion to reallocate \$XXX,XXX for Health Insurance Premium & Cost Sharing Assistance
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- viii. Motion to reallocate \$XXX,XXX for Substance Abuse-Outpatient
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- ix. Motion to reallocate \$XXX,XXX for Non-Medical Case Management (Case Management)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- x. Motion to approve **total sweep from** Part A Core Services of **\$X,XXX,XXX**
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.

Part A Core Services: To Sweep From

- i. Motion to sweep in \$XXX,XXX for Ambulatory (Integrated Primary Care and Behavioral Health Services for FY2025-2026.
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee

SECONDED BY [Member]; The motion passed unanimously.

- ii. Motion to sweep in \$XXX,XXX for Oral Health Care (Routine)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY:[Member]; The motion passed unanimously.
- iii. Motion to sweep in \$XXX,XXX for Medical Case Management (Disease Case Management)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- iv. Motion to sweep in \$XXX,XXX for Non-Medical Case Management (Case Management)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY:[Member]; The motion passed unanimously.
- v. Motion to sweep in \$XXX,XXX for Food Services (Food Bank)
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- vi. Motion to sweep in \$XXX,XXX for Food Services (Food Voucher) FY2025-2026
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- vii. Motion to sweep in \$XX,XXX for Emergency Financial Assistance
Justification:
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY: [Member]; The motion passed unanimously.
- viii. Motion to approve a **total sweep in** of **\$X,XXX,XXX Part A Funds FY2025-2026**.
PROPOSED BY: Priority Setting and Resource Management Committee
SECONDED BY:[Member]; The motion passed unanimously.

OLD BUSINESS

- a. None

NEW BUSINESS

- a. **Award:** Presentation of Distinguished Service Award to William Marcoviche and Ronald Bhrangger in Recognition of 20 Years of Service on the HIV Health Services Planning Council

COMMITTEE REPORTS

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

August 5, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received updates on upcoming activities and continued planning for the “Aging Gracefully” event in September. Members reviewed and approved the attendee Evaluation Survey, as well as the committee’s Policies and Procedures. The committee also accepted invitations to table at the upcoming Quality Network meeting and the Mix, Mingle & Learn: Interactive Table Talk.
- 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:** October 7, 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

August 7, 2025

- i. **Work Plan Item Update/Status Summary:** The committee reviewed its Policies & Procedures and received updates from CQM Support Staff on the Quality Improvement Project (QIP) Toolkit. Members finalized plans for the upcoming Listening Tour on August 12, 2025, and accepted an invitation to table at the Mix, Mingle & Learn: Interactive Table Talk.
- 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:** October 2, 2025, at 9:30 AM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

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

Chair: Dr. Timothy Moragne • Vice Chair: Karen Creary

Next Meeting Scheduled for October 9, 2025 – Meets Quarterly

- 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:** 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

August 18, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received key CQM Workplan updates on Support Services, outcomes from the Behavioral Health, Medical, and Medical Case Management Network meetings, and the recent in-

person Quality Network Meeting. Members also reviewed and approved the committee's Policies and Procedures.

- 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:** October 20, 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 August 28, 2025, and the September calendar. Members also approved the policies on Voting Abstentions and Conflict Guidelines, Broward County Code of Ethics, Meeting Ground Rules, and Travel Policy. In addition, the committee began reviewing documents and topics related to Nominations and By-Laws.
- 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 October 23, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - b. Review the November 2025 HIVPC Calendar
 - c. **Next Meeting date:** October 16, 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

August 21, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received the annual Service and Utilization Scorecards from CQM Support Staff, completed Reallocation/Sweeps Cycle One, reviewed their Policies and Procedures, and received presentations on the past Listening Tour Session #2 scheduled on August 12, 2025.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** To Be Determined
- vii. **Next Meeting date:** October 16, 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

August 13, 2025

- viii. **Work Plan Item Update/Status Summary:** The committee received a data presentation from the Recipient Office which reviewed Funded Services & Client Data Analysis to Identify Gaps in Care Across Part A, EHE, and MAI.
- ix. **Data Requests:** None.
- x. **Rationale for Recommendations:** None.
- xi. **Data Reports/Data Review Updates:** None.

- xii. **Other Business Items:** None.
- xiii. **Agenda Items for Next Meeting:** None.
- xiv. **Next Meeting date:** TBD at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

RECIPIENT REPORTS

- a) Part A ([Handout G](#))
- b) Part B ([Handout H1,H2](#))
- c) Part C ([Handout I](#))
- d) Part D ([Handout J](#))
- e) Part F
- 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: October 16, 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](#)



September 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 	2 Support Services Network In-person Meeting (CQM) 9:00AM-10:15AM	3	4 	5 	6 
7 	8	9 	10	11 	12	13
14	15	16 Integrated Planning Workgroup 1:00PM – 4:00PM Location: BRHPC/MS Teams	17	18 	19	20
21	22	23	24	25	26	27 
28	29	30				

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

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



September 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.

NOMINATING PROCEDURE



FOR REGULAR ELECTIONS

A. Formation of Nominating Committee

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

B. Call for Nominations

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

C. Review and Candidate Slate

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

ELECTION PROCEDURE

A. Candidate Presentations

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

B. Voting

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

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

C. Voting Method

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

D. Announcement of Results

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

FOR SPECIAL ELECTIONS

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

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

Candidate Name: _____

Office Sought: _____

Affiliation: _____

Please state your affiliation as an employee, consultant, or board member with Ryan White Part A, if any.

Please answer each question as concisely as possible, using the space provided.

*Talking Points will be presented to the HIVPC during the **Question and Answer (Q&A)** Session*

Leadership

Please describe your leadership style and how you might engage Council members and facilitate the meeting process.

Membership

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

Relationships, Community, & Outreach

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

Health Disparity

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

NOMINEE TALKING POINTS

Conflict of Interest

If elected, how will you avoid conflict of interest, real or perceived, while exercising your duties of office and those of your personal and professional life?

Advocacy

What current issues impacting the HIV/AIDS community would you like the Council to address?

Outlook

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2027-2031, and the Ending the HIV Epidemic pillars?

NOMINEE TALKING POINTS

Other (optional)

By-Laws Parking Lot Items as of August 2025 Handout E

#	Proposal	By-Laws Location	Stated Reason
1	Remove the word “infected” from the Community Empowerment Committee’s (CEC) purpose	Article VIII, Section 5, C	The term 'infected' is considered stigmatizing and should be replaced with 'individuals living with HIV/AIDS' to promote person-first and non-discriminatory language.
2	The by-laws do not explicitly state that a meeting will transition into a workshop when quorum is not met	Article VI, Section 2	Adding a clause or explanation outlining the procedure for meetings converting into workshops when quorum is not met would enhance clarity and support procedural consistency.
3	The current by-laws state that members should not serve on more than two committees. It is recommended to clarify that this limitation applies only to standing committees . Ad-Hoc committees should be excluded from this count, as they are temporary and dissolve once their specific tasks are completed.	Article IV, Section 11	During its meeting on January 16, 2025, the Executive Committee voted to merge the Ad-Hoc Nominations Committee and the Ad-Hoc Bylaws/MOU Committee into a single standing committee. However, due to the eligibility criteria outlined in the current governing language, many members were not qualified to join the newly established standing committee.
4	Under definitions for PWH/PWHA remove the word “disease”	Article III, Definition 14	Updating the definition to 'PWH/PWHA means a person living with HIV/AIDS' ensures the use of more appropriate and person-centered language.
5	Under HIV Representation, remove the word “disease”	Article IV, Section 4	Revising the language to 'nominate people living with HIV/AIDS to vacancies in all other categories as appropriate' promotes the use of respectful, person-centered terminology.
6	Under Term Limits the current by-laws state, “Each term begins on January 1 and ends on December 31.” While this language was appropriate for existing Council members at the time of the update,	Article IV, Section 7	New Term Limit Procedure:

	we recommend including an additional clause to address term dates for newly appointed members moving forward..		6) For members appointed after January 2024, their term will begin in the month they are officially appointed by the Board of County Commissioners.
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MEETING GROUND RULES

Approved 3/23/17

Revised and Updated: _____

Purpose

To ensure that all Council meetings are conducted in a respectful, orderly, and productive manner that supports open dialogue and effective decision-making.

1. **Respect for the Committee Process**

The Council, its members, and the public acknowledge that in-depth discussion and analysis occur primarily at the committee level. Council meetings are not intended to revisit committee-level deliberations.

2. **Recognition by the Chair**

Members must be recognized by the Chair before making a motion or speaking. Only one person may speak at a time.

3. **Respectful Communication**

All speakers must address the Council respectfully, stay on topic, adhere to time limits, and avoid interruptions. Others must not speak over a recognized speaker.

4. **Priority in Debate**

The member who made a motion and has not yet spoken on it has the right to be recognized first in debate.

5. **Equal Opportunity to Speak**

No one may speak a second time on the same issue until all others who wish to speak have had a chance.

6. **Focused Discussion**

Comments must relate to the current motion or agenda item. Speakers must address the Chair and maintain a courteous tone. The Chair may set time limits to ensure efficient proceedings.

7. **Confidentiality and Professionalism**

Members should not name specific service providers or individuals unless they are explicitly part of the agenda item. Concerns about providers should be directed to the Grantee outside of the meeting.

8. **Public Participation**

Members of the public may speak only when recognized by the Chair and must follow the same rules of conduct as Council members.

9. **Substance Use Policy**

The use of alcohol or non-prescribed drugs is prohibited at Council meetings and in grantee or support staff offices.

10. **Zero Tolerance for Disruptive Behavior**

Abusive language, threats, or possession of weapons are strictly prohibited in all Council-related settings.

11. **Consequences for Misconduct**

Repeated violations may result in the Chair refusing to recognize the offending individual for the remainder of the meeting. Serious disruptions may lead to removal and potential administrative or legal action.

12. **Joint Committee Participation**

Members of the South Florida AIDS Network (SFAN) participating in joint committees must also adhere to these ground rules.

TRAVEL POLICY AND PROCEDURES

Approved 3/23/17

Revised and Updated: _____

Purpose

To support the participation of HIVPC members in out-of-area conferences, workshops, and other eligible events that directly benefit the Council's work under the Ryan White Part A grant.

Scope

This policy applies to all HIVPC Members and Alternates.

Policy Guidelines

1. **Reimbursement Eligibility**
Only expenses not covered by other funding sources are eligible for reimbursement.
2. **Travel Restrictions**
International travel is not permitted.
3. **Local Mileage**
PWH (People Living with HIV/AIDS) may receive local mileage reimbursement as outlined in the Council's Reimbursement Policy.
4. **Travel Representation**
The Executive Committee will recommend representatives (including caregivers, if needed) to attend eligible out-of-area events.
5. **Policy Alignment**
This policy aligns with applicable Federal, State, and Local travel regulations.
6. **Reimbursement Standards**
The Council follows State of Florida reimbursement rules and relevant Broward County policies.
7. **PWH Meal Allowance Exception**
For PWH, meal allowances will be calculated at twice the State rate to support full participation and medication adherence.
8. **Disability Accommodations**
Individuals with disabilities (e.g., visual, hearing, or physical impairments) may request caregiver assistance for travel. Caregiver needs must be defined in advance and approved on a case-by-case basis. Reimbursement for caregivers follows State guidelines, with the same meal allowance exception as above.
9. **Traveler Responsibilities**
Travelers must agree to:
 - Follow the Council Travel Policy and submit all required receipts/documentation.
 - Actively participate in the event.
 - Submit a report to the Executive Committee and the full Council.
10. **Reporting**
Reports from attended events will be included in the Executive Committee's report to the full Council.

Criteria for Selecting Representatives

1. Preference is given to members who best represent the Council and the HIV/AIDS community.
 2. Qualified PWH (based on interest/expertise from membership forms) are prioritized.
 3. Members who have not previously attended out-of-area events are given preference.
 4. Priority may be given to members who first submitted the event for consideration.
-

Procedures

1. **Executive Committee Meetings**
Meetings are held as needed and follow Council By-laws, County Ordinances, and Florida Sunshine Laws. PWH and community participation is encouraged.
2. **Decision-Making Process**
The process is transparent and publicly documented.
3. **Information Clearinghouse**
Council support staff will collect and distribute information on relevant events.
4. **Event Submission**
Members should submit event details to support staff (ideally 60 days in advance) and indicate interest in attending.
5. **Information Dissemination**
Event details will be shared in the monthly HIVPC meeting mailing.
6. **Grantee Notification**
Upon receiving event details, support staff will notify the Part A grantee and provide a funding availability statement.
7. **Interest Confirmation**
Members must notify support staff of their interest. A list of interested individuals will be shared with the grantee.
8. **Eligibility and Recommendation**
The Executive Committee, with input from the grantee, will assess event eligibility and recommend representatives based on the established criteria.
9. **Council Approval**
The Executive Committee will present recommended attendees to the full Council for approval.
10. **Travel Arrangements**
Support staff will assist with travel logistics (e.g., hotel, airfare, registration) and prepare the Travel Expense Estimate worksheet.
11. **Post-Travel Requirements**
Within seven business days of returning, travelers must submit all receipts/documentation and schedule a meeting with support staff to prepare their report.

VOTING ABSTENTIONS AND CONFLICTS GUIDELINES

Revised and Updated: May 30, 2025

Abstaining from Voting Due to Special Private Gain

Under **Florida state law (Section 112.3143, F.S.)**, board members must abstain from voting if the decision would result in a **special private gain** for:

- The board members themselves
 - A **relative**, including a parent, child, spouse, in-law, or other immediate family member
 - A **business associate**, such as a partner, joint venture participant, co-owner of property, or corporate shareholder (excluding publicly traded companies)
 - A **principal** who retains the board member, including their employer
 - A **parent organization** or subsidiary of the parent organization, unless it is a state agency
-

Abstaining from Voting on Services Categories and Funding Allocations

According to **Planning Council policies**, a member must **abstain** from voting on service categories and allocations when their organization is one of **fewer than three** (<3) Ryan White-funded agencies providing the service.

Note: Abstention is not required if three (3) or more agencies provide the service.

Required Actions for Voting Conflicts

Any council member with a **voting conflict** under **state or county law** must:

1. **Declare the conflict** on the record at the meeting before the vote
 2. **Abstain from voting on a service category** if the member's agency is one of **fewer than three** Ryan White-funded agencies
 3. **File a Memorandum of Voting Conflict (Form 8B)** within **15 days** of the vote
-

Additional Restrictions Under Broward County Ordinance

Broward County expands these restrictions by **prohibiting both discussion and voting** on matters that would result in a **special gain** for:

- Any **private entity** where the board member serves as an officer or board member, regardless of compensation
- Any **public entity** where the board member is employed

All voting conflicts related to service categories are **public records**.

BROWARD COUNTY RYAN WHITE HIV HEALTH SERVICES PLANNING COUNCIL CODE OF ETHICS

Revised: _____

Document reviewed and updated by the Atty Ron Honick 7/14/2025.

HIVPC statement on Ethics: This Broward County Ryan White HIV Health Services Planning Council Code of Ethics summarizes the legal and ethical responsibilities of Broward County's Ryan White HIV Health Services Planning Council ("HIVPC") members in five key areas: **gifts, conflicts of interest, voting conflicts, lobbying, and public communications/social media.** Members of the HIVPC are considered public officers and are expected to uphold and maintain the highest ethical standards. Below is a summary of the key provisions governing HIVPC member responsibilities under federal, state, and local law, including Florida's Sunshine Law, Florida's Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes), the Broward County Code of Ordinances, Administrative Code, and County Administrative Policies and Procedures ("CAPP"). HIVPC Members should always check with the Board Coordinator or the Board Counsel for clarity on these topics. Terms not otherwise defined have the same meaning as in the relevant law or County policy and all conflicts in definitions must be resolved in favor of the relevant law or County policy:

1) Gifts

- a) HIVPC members must comply with strict gift laws in state statutes and Broward County ordinances.
 - b) A gift is anything of value received without equal or greater compensation being paid by the recipient within 90 days.
 - c) Prohibited sources of gifts include:
 - i) Persons or entities doing business with the County (Contractors).
 - ii) Suppliers of goods or services to the County, or those that have responded to County procurements, whether currently or within the past 2 years (Vendors).
 - iii) Lobbyists or principals/employers of lobbyists.
 - d) No HIVPC members may engage in corruption or quid pro quo; gifts must not influence official actions.
 - e) HIVPC members who are required to file an annual financial disclosure must report gifts valued over \$100 (except from relatives).
-

2) Conflicts of Interest

- a) HIVPC members (or their families/businesses) must not do business with their own governmental entity without receiving a waiver.
 - i) For advisory boards, including the HIVPC, the governmental entity is Broward County.
 - (1) For decision-making boards, the governmental entity is the board itself.
 - b) *Conflicting employment or contractual relationships* are prohibited when:
 - i) They are with businesses regulated by the HIVPC, or
 - ii) They create ongoing conflicts between personal interest and public duty.
 - c) HIVPC members must disclose potential conflicts, seek a waiver, and abstain from voting when the conflict arises.
-

3) Voting Conflicts

- a) HIVPC members must not vote on a matter before the HIVPC if the HIVPC's decision

would benefit:

- i) Themselves;
- ii) Their employer, client, principal, or the principal's parent company or subsidiary;
- iii) Their family member; or
- iv) Their business associate.

(1) A benefit, as used above, means a "special private gain or loss" and refers to personal or narrow economic impacts, not issues broadly affecting the general public.

- b) In the event of a conflict of interest, the HIVPC member is required to adhere to the following procedure:
 - i) Disclose the conflict orally before the item is considered.
 - ii) Submit the appropriate voting conflict form to the Planning Council Support Staff before the meeting or within 15 days after the meeting.
 - iii) Abstain from voting when a conflict arises.

4) Lobbying

- a) HIVPC members may not lobby Broward County HIVPC Support Staff while serving or for two years after leaving.
- b) Violations may lead to removal and fines.

5) Public Communications and Social Media (new)

a) Definitions

- i) Social media includes official HIVPC presence on platforms such as Facebook, Twitter, YouTube, LinkedIn, and Instagram, as well as personal accounts of HIVPC members.
- ii) *Interactive Posts* are public-facing posts that enable two-way communication (e.g., comments, replies).

b) Public Records and Sunshine Law on Social Media

- i) All communications (including Social Media content) with the HIVPC or about HIVPC business are a public record under Florida law and must be archived accordingly.
- ii) HIVPC members should avoid two-way social media interaction about the HIVPC's subject matter.
- iii) HIVPC members may not violate federal, state, or local laws, the social media platform's terms, or the HIVPC's bylaws and policies.

6) Moderation & Public Interaction

- a) Content inconsistent with this policy—such as attempts to negotiate procurement terms or initiate deliberations—will be removed or hidden per policy.

7) Conclusion: Ethics compliance ensures transparency, public trust, and legal integrity.

When in doubt, HIVPC members are encouraged to consult--through the Planning Council Support staff--the assigned Assistant County Attorney from the Broward County Attorney's Office before taking action.

- 8) For further guidance, refer to the legal sources referenced above and the [Florida Commission on Ethics](#) Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees..



Broward HIV Health Services Planning Council Term Limits

HIVPC By-Laws Article IV, Section 7: The Council will adhere to the March 14, 2023, resolution of the Board of County Commissioners of Broward County, pertaining to Term Limits and membership rotations based on the amended Section 12.109 of the Broward County Administrative Code.

	Term	Term Begins	Term Ends
Barrientos, Yahaira	1	January 2025 (January 2025)	December 2028
Barnes, Bradford	1	January 2024	December 2027
Bhrangger, Ronald	1	January 2024	December 2027
Biggs, Von	1	January 2024	December 2027
Castillo, Jose	1	January 2024	December 2027
Creary, Karen	1	January 2024 (June 2025)	December 2027
D'Amore Franchesca	1	January 2024	December 2027
Davis, Elizabeth	1	January 2024	December 2027
De La Nuez, Julio	1	January 2024 (June 2025)	December 2027
Dudelzak, Eliza	1	January 2024	December 2027
Fortune-Evans, Bisiola	1	January 2024	December 2027
Hadley, Robert	1	January 2025 (January 2025)	December 2028
Hafley, Shalisa	1	January 2025 (April 2025)	December 2028



Broward HIV Health Services Planning Council Term Limits

HIVPC By-Laws Article IV, Section 7: The Council will adhere to the March 14, 2023, resolution of the Board of County Commissioners of Broward County, pertaining to Term Limits and membership rotations based on the amended Section 12.109 of the Broward County Administrative Code.

	Term	Term Begins	Term Ends
Hayes, Kendra	1	January 2024	December 2027
Jimenez, Rafael	1	January 2024	December 2027
Machado, Alondra	1	January 2024	December 2027
William, Marcoviche	1	January 2024	December 2027
Mester, Brad	1	January 2024	December 2027
Morange, Timothy, Dr.	1	January 2024	December 2027
Robertson, Lorenzo	1	January 2024	December 2027
Rodriguez, Joshua	1	January 2024	December 2027
Rogers, Jonathan	1	January 2025 (April 2025)	December 2027
Schweizer, Mark, Dr.	1	January 2024	December 2027
Tinsley, Shawn	1	January 2024	December 2027
Tyler, Natalie	1	January 2025 (May 2025)	December 2028
Williams, Colby	1	January 2025 (April 2025)	December 2028



Broward HIV Health Services Planning Council Term Limits

HIVPC By-Laws Article IV, Section 7

The Council will adhere to the March 14, 2023, resolution of the Board of County Commissioners of Broward County, pertaining to Term Limits and membership rotations based on the amended Section 12.109 of the Broward County Administrative Code. The term Limits procedures are as follows:

- 1. The Council members shall each serve a three (3) year term, subject to the provisions of Section 1-233, Broward County Code. Council members shall not serve more than three (3) consecutive three-year terms.*
- 2. Following any three (3) consecutive terms, a member is ineligible to serve for one (1) year, after which that individual may be reappointed to the Council by the County Commission.*
- 3. The MCDC will recommend prospective members six months prior to the end of each three-year term to the Council.*
- 4. The Council will recommend prospective members for appointment four months prior to the end of each three-year term to the County Commission.*
- 5. Each term begins on January 1 and ends on December 31*



HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

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



CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH

REGLAS BÁSICAS DE LA REUNIÓN

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



KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

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



Acronym List

ACA: The Patient Protection and Affordable Care Act

ADAP: AIDS Drugs Assistance Program

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

IW: Integrated Workgroup

AETC: AIDS Education and Training Center

AHF: AIDS Health Care Foundation

AIDS: Acquired Immuno-Deficiency Syndrome

ART: Antiretroviral Therapy

ARV: Antiretrovirals

BARC: Broward Addiction Recovery Center

BCFHC: Broward Community and Family Health Centers

BH: Behavioral Health

BRHPC: Broward Regional Health Planning Council, Inc.

CBO: Community-Based Organization

CDC: Centers for Disease Control and Prevention

CDTC: Children's Diagnostic and Treatment Center

CEC: Community Empowerment Committee

CIED: Client Intake and Eligibility Determination

CLD: Client Level Data

CQI: Continuous Quality Improvement

CQM: Clinical Quality Management

CTS: Counseling and Testing Site

eHARS: Electronic HIV/AIDS Reporting System

EIIHA: Early Intervention of Individuals Living with HIV/AIDS

EFA: Emergency Financial Assistance

EMA: Eligible Metropolitan Area

FDOH: Florida Department of Health

FPL: Federal Poverty Level

FQHC: Federally Qualified Health Center

HAB: HIV/AIDS Bureau

HHS: U.S. Department of Health and Human Services

HICP: Health Insurance Continuation Program

HIV: Human Immunodeficiency Virus

HIV HSSS: HIV Human Services Software System

HIVPC: Broward County HIV Health Services Planning Council

HOPWA: Housing Opportunities for People with AIDS

HRSA: Health Resources Services Administration

IDU: Intravenous Drug User

JLP: Jail Linkage Program

LPAP: Local AIDS Pharmaceutical Assistance Program

MAI: Minority AIDS Initiative

MCDC: Membership/Council Development Committee

MCM: Medical Case Management

MH: Mental Health

MNT: Medical Nutrition Therapy



MOU: Memorandum of Understanding

NBHD: North Broward Hospital District (Broward Health)

NGA: Notice of Grant Award

NHAS: National HIV/AIDS Strategy

NMCM: Non-Medical Case Management

NOFO: Notice of Funding Opportunity

nPEP: Non-Occupational Post Exposure Prophylaxis

NSU: Nova Southeastern University

nPEP: Non-occupational Post-Exposure Prophylaxis

OAHS: Outpatient Ambulatory Health Services

OHC: Oral Health Care

PCN: Policy Clarification Notice

PE: Provide Enterprise

PLWH: People Living with HIV

PLWHA: People Living with HIV/AIDS

PrEP: Pre-Exposure Prophylaxis

PRISM: Patient Reporting Investigating Surveillance System

PROACT: Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH- Broward's treatment adherence program.

PSRA: Priority Setting & Resource Allocations

QI: Quality Improvement

QIP: Quality Improvement Project

QM: Quality Management

QMC: Quality Management Committee

RSR: Ryan White Services Report

RWHAP: Ryan White HIV/AIDS Program

RWPA: Ryan White Part A

SBHD: South Broward Hospital District (Memorial Healthcare System)

SCHIP: State Children's Health Insurance Program

SDM: Service Delivery Model

SOC: System of Care

SPNS: Special Projects of National Significance

STD/STI: Sexually Transmitted Diseases or Infection

TA: Technical Assistance

TB: Tuberculosis

TGA: Transitional Grant Area

VA: United States Department of Veteran Affairs

VL: Viral Load

VLS: Viral Load Suppression

WICY: Women, Infants, Children, and Youth



Frequently Used Terms

Recipient: Government department designated to administer Ryan White Part A funds and monitor contracts.

Planning Council Support (PCS) Staff/‘Staff’: Provides professional staff support, meeting coordination, and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

Clinical Quality Management (CQM) Support Staff: Provides professional support, meeting coordination, and technical assistance to assist the Recipient through analysis of performance measures and other data with the implementation of activities designed to improve patient care, health outcomes, and patient satisfaction throughout the system of care.

Provider/Sub-Recipient: Agencies contracted to provide HIV Core and Support services to consumers.

Consumer/Client/Patient: A person who is an eligible recipient of services under the Ryan White Act.