



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, October 16, 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 October 16, 2025
5. **ACTION:** Approval of Minutes for August 21, 2025 (**Handout A**)

6. Standard Committee Items
 - a) **Action Item:** Review and Approve October 23, 2025, HIVPC Agenda, Meeting Materials, and Motions ([Handout B](#))
 - b) **Action Item:** Review November 2025 HIVPC Calendar ([Handout C](#))
7. Discussion Items:
 - a) **Action Item:** Review Member of the Quarter Results for Quarter 2 FY 2025-2026 ([Handout D](#))
 - b) Nomination Process ([Handout E](#))
 - i. **Discussion:** Online Voting Procedures and Methods of Campaigning ([Handout F](#))
 - ii. **Action Item:** Selecting Member Roles and Responsibilities: Committee members not seeking election ([Handout G](#))
 - iii. **Discussion:** Explanation of Nominating Process During the October 23rd General Body Meeting
 - c) Review and Approve Agenda for HIVPC Retreat ([Handout H](#))
8. Unfinished Business: None
9. New Business
 - a) **Review:** HIVPC Membership Budget and Reflectiveness; PCS Staff ([Handout I1, I2](#))
 - b) **Review:** Committee Workplans; Committee Chairs ([Handout J1-J6](#))
 - c) **Update:** September 16th Integrated Planning Workgroup Meeting ([Handout K](#))
 - d) **Discussion:** CAN Community Health World AIDS Day Event: Ft. Lauderdale: No Day but Today, Sunday, November 30th at Las Olas Park ([Handout L](#))
10. Recipient Report
11. Data Request
12. Public Comment
13. Agenda Items for Next Meeting
14. **Next Meeting Date:** November 20, 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 December 4, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - Review of the December 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.



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](#)



October 2025

Broward HIV Health Services Planning Council Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit HIV Health Service Planning Council for updates.						
			1	2 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams Medical Provider Network Meeting In-person (CQM) 2:30PM-4:30PM	3 Medical Case Management Network Meeting (CQM) 2:30PM-4:30PM	4
5	6	7 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/MS Teams	8 Quality Network Meeting (CQM) 9:00AM-10:15AM	9 Membership/Council Development Committee Meeting (MCDC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	10 Minority AIDS Initiative Subcommittee Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	11
12	13	14 Behavioral Health Network Meeting In-person (CQM) 2:00PM-3:30PM	15  National Latinx AIDS Awareness Day	16 Priority Setting and Resource Allocation Committee Meeting 9:30AM – 11:30AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams	17	18
19	20  PSRA/QMC Listening Tour Session #3 Gilda's Club – 4850 Prospect Rd, Fort Lauderdale, FL 33309 4:30PM-7:30PM	21	22	23 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: Broward Government Center/MS Teams	24	25
26	27	28	29	30	31	 GET CARE BROWARD TREAT HIV BEAT HIV RYAN WHITE PART A

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**.



October 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 living with and affected by HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

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



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(954) 561-9681 • FAX (954) 561-9685

Executive Committee

Thursday, August 21, 2025 – 12:45PM

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), L. Robertson (HIVPC Chair), J. Castillo (SOC Chair), F. D'Amore (QMC Vice-Chair), K. Creary (MCDC Vice-Chair), T. Moragne (MCDC Chair)

Members Absent: E. Chery-Davis (CEC Vice-Chair), M. Schweizer (PSRA Vice-Chair)

Ryan White Part A Recipient Staff Present: G. James, J. Roy

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

Guests Present: J. De La Nuez, J. Rodriguez, E. Johnson, M. DiMaria

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

The Executive Committee Chair called the meeting to order at **12:52PM**. 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 August 21, 2025, with the addition of "Update Term Limits" under Old Business. The motion was seconded by S. Tinsley and 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 August 21, 2025 agenda with the addition of "Update Term Limits" under Old Business. S. Tinsley seconded the motion. 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 August 28, 2025, HIVPC Agenda, Meeting Materials and Motions

The committee reviewed the August HIVPC agenda, meeting materials, and motions with no further comments.

Motion #3: V. Biggs, on behalf of the Executive Committee, made a motion to approve August 28, 2025 HIVPC meeting agenda. The motion was seconded by B. Fortune-Evans and adopted unanimously.

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

5. Discussion Items

a. Action Item (Nomination Process): Discuss Letter of Intent

M. Lacroix, PCS Staff, explained that the Nomination Process is beginning. The Letter of Intent is for members interested in running for office. B. Fortune-Evans asked for clarification on which positions are open. L. Robertson, HIVPC Chair, noted that the Chair and Vice-Chair positions of the Planning Council are open. He explained that, for example, he could not run for Chair but could run for Vice-Chair, while the opposite would apply to V. Biggs.

b. Action Item (Nomination Process): Review the Nominating Procedures and Candidate Questionnaire

M. Lacroix reviewed the Nominating Procedures in detail, after which members engaged in a brief discussion. K. Creary noted that, in the past, the Vice-Chair was often nominated for the Chair position. L. Robertson clarified that the Planning Council does not have a formal succession plan, and members may decide individually whether to run, as the Vice-Chair may not always wish to pursue the Chair role. Following the review, G. Martinez recommended updating the procedures to include early voting through Alchemer. After this discussion, the committee proceeded to a motion.

Motion #4: V. Biggs, on behalf of the Executive Committee, moved to approve the Nominating Procedure with the recommendation that early voting through Alchemer be added to the policies. The motion was seconded by B. Fortune-Evans and unanimously approved.

M. Lacroix reviewed the Candidate Questionnaire, after which the committee engaged in a brief discussion. S. Tinsley asked, under "Relations, Community, & Outreach," whether respondents who are already active in that area should simply share their thoughts. B. Fortune-Evans clarified that the section is intended to capture insight, and L. Robertson added that it can also include ideas and suggestions for improving current efforts. Following the discussion, the committee proceeded to a motion.

Motion #5: T. Moragne, on behalf of the Executive Committee, moved to approve the Candidate Questionnaire with no corrections. The motion was seconded by V. Biggs and unanimously approved.

c. Action Item (Bylaws Process): Discuss Parking Lot Items for Current HIVPC Bylaws

M. Lacroix reviewed the current Parking Lot items for the HIVPC By-Laws, providing context and suggested updates. After the review, the committee held a brief discussion. B. Fortune-Evans asked whether members are no longer eligible to serve once term limits are reached. G. Martinez, PCS Staff, clarified that members may serve up to three (3) consecutive terms. Following the discussion, the committee proceeded to a motion.

Motion #6: S. Tinsley, on behalf of the Executive Committee, moved to approve the current HIVPC Parking Lot items and add them to the August HIVPC agenda. The motion was seconded by B. Fortune-Evans and unanimously approved.

6. Unfinished Business

- a. **Update:** Executive Committee Policy & Procedures
 - i. Voting Abstention and Conflicts Guidelines
 - ii. Broward County Code of Ethics
 - iii. Meeting Ground Rules
 - iv. Travel Policy

M. Lacroix provided a brief review of all the Policies, noting that the committee had no recommendations. The only suggestion came from B. Barnes, who recommended revising the “Meeting Ground Rules” section by removing the reference to “SFAN” and replacing it with “other planning bodies” to avoid singling out any one organization or Planning Body. Following the review, the committee proceeded to a motion.

Motion #7: V. Biggs, on behalf of the Executive Committee, moved to approve the following Policies: Voting Abstention and Conflicts Guidelines, Broward County Code of Ethics, Travel Policy, and Meeting Ground Rules—with the correction in the “Meeting Ground Rules” section to remove the reference to “SFAN” and replace it with “other planning bodies” to avoid singling out any one organization or Planning Body. The motion was seconded by B. Fortune-Evans and unanimously approved.

- b. **Update:** Joint Meeting for Chairs and Vice-Chairs to plan Integrated Workgroup meeting agenda on September 16, 2025

G. Martinez, PCS Staff, updated the committee on scheduling the joint meeting for Planning Body Chairs and Vice-Chairs. Proposed dates are Friday, August 29th or Tuesday, September 9th, and a Doodle Poll has been sent out—results are pending. She reminded members that the meeting’s purpose is to prepare and approve the September 16, 2025, Integrated Planning Workgroup agenda. PCS staff recommended holding the meeting virtually, as it only involves approving an agenda and would allow greater participation. Following the update, the committee made a motion.

Motion #8: On behalf of the Executive Committee, T. Moragne moved to hold the Joint Chairs and Vice-Chairs meeting to plan the Integrated Workgroup agenda virtually. V. Biggs seconded, and the motion passed unanimously.

Following the motion, G. Martinez continued her update, noting that preparations are underway for drafting the new Integrated Plan. She reiterated the Planning Council’s role in the process, as well as the Executive Committee’s oversight responsibilities. The Committee is tasked with two primary duties: (1) overseeing planning activities and (2) monitoring HIV service delivery—both Part A-specific. This includes developing HIVPC committee workplans, ensuring they align with the Integrated Plan, and tracking progress toward plan goals and objectives. After this update, the committee held a brief discussion.

B. Barnes asked whether Broward could adopt the state’s Integrated Plan instead of creating its own, since developing both requires significant time and effort. G. Martinez confirmed that the guidance allows three options, and this could be discussed further at the Chairs and Vice-Chairs coordination meeting. M. Rosiere added that while this was reviewed when the guidance was released, it could be revisited. She noted that due to state-level staffing changes, there is currently no clear plan for delivering the state’s version. She also recalled that in the previous planning cycle, Part A and Broward submitted on time, while the state received extensions.

- c. *Amendment:* HIVPC Member Term Limits

This item that was added to the agenda, however, was addressed during the “Discuss Parking

Lot Items for Current HIVPC Bylaws.”

7. New Business

- a. None

8. Recipient's Report

G. James, Part A Representative, provided a verbal update, noting that no policy clarification notices are expected in the near future. HRSA has directed jurisdictions to report sex data as male and female only, in alignment with the President's executive orders. Monitoring for our jurisdiction will not occur until 2027. Lastly, HRSA did not provide program-specific updates for MAI or EHE.

9. 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.

10. Agenda Items for Next Meeting

- a. **Next Meeting Date:** October 23, 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 October 23, 2025, HIVPC Agenda, Meeting Materials and Motions
 - iii. Review of the October 2025 HIVPC Calendar

11. Announcements

- Congratulations to Franchesca D'Amore, Quality Management Vice-Chair, on earning her Master's Degree in Healthcare from the College of Law at Florida State University.
- **Faith and Health Events – In Honor of National Faith HIV/AIDS Awareness Day**
 - a. On **Saturday, August 23, 2025**, EHE will host an event from 1:00 PM to 4:00 PM at the Dorothy Mangurian Comprehensive Women's Center (1000 NE 56th St, Oakland Park, FL 33334) to empower faith-based communities in building health skills and eliminating health-related stigma.
 - b. On **Wednesday, August 27, 2025**, EHE will host another event from 9:00 AM to 11:00 AM at the African-American Research Library and Cultural Center (2650 Sistrunk Blvd, Fort Lauderdale, FL 33311) to emphasize the important role of faith-based organizations and leaders in providing support, care, and advocacy for individuals living with chronic illnesses.
- The 2025 U.S. Conference on HIV/AIDS (USCHA) will take place in Washington, D.C., from September 4–7, 2025. V. Biggs and S. Tinsley will be presenting, and the schedules and session categories have been released!
- **Ujima's Men's Collective:** Attend the Living in the Light Conference, October 24–26, 2025, at The Gallery on Doubletree Hotel (2670 East Sunrise Boulevard, Fort Lauderdale, FL 33304). For details, visit www.ujimamen.net or call (773)-551-7765.

12. Adjournment

There being no further business, the meeting was adjourned at **2:02PM**.

Executive Committee for CY 2025

Count														Attendance Letters
	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Meeting Date	16	20	20	17	15	18	17	21					
1	Barnes, B.	X	X	X	X	X	X	X	X					
2	Biggs, V., V. Chair	A	X	X	X	X	X	X	X					
3	Castillo, J	X	X	A	A	X	X	X	X					
4	D'Amore, F.	X	X	A	X	X	A	X	X					
5	Fortune-Evans, B.	X	X	X	X	X	X	X	X					
6	Hayes, K.	X	X	X	X	X	X	X	X					
7	Moragne, T.	X	X	X	X	A	X	A	X					
8	Robertson, L., Chair	X	X	X	E	X	X	X	X					
9	Tinsley, S.	X	X	A	X	X	X	X	X					
10	Schweizer, M.	E	X	X	A	X	A	X	A					
11	Chery-Davis, E.				N	X	X	X	A					
12	Creary, Karen							X	X					
	Wilson, I.	A						R						R
	Foster, V.						Z							Z
	Quorum = 7	8	10	7	7	10	9	11	10					

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

Executive Committee Meeting Minutes – August 21, 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, October 23, 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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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 October 23, 2025

ACTION: Approval of Minutes for August 28, 2025 (**[Handout A](#)**)

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

STANDARD COMMITTEE ITEMS

CONSENT ITEMS

- a. **Action Item:** Priority Setting and Resource Allocation Policies and Procedures (**Handout B**)

Justification: The Priority Setting and Resource Allocation Committee's Policies and Procedures were updated and expanded with new policies to ensure alignment with the Broward County Ordinance, federal requirements, and the Council's current operations and practices.

PROPOSED BY: Priority Setting and Resource Allocation

DISCUSSION ITEMS

- a. None.

OLD BUSINESS

- a. None

NEW BUSINESS

- b. **Award:** Member of the Quarter for Quarter 2 (June 1, 2025 – August 31, 2025) of FY2025-2026; HIVPC Chair & MCDC Chair
- c. **Discussion: Election of New Chair and Vice Chair**
- a. **Presentation:** Timeline, Roles and Responsibilities of Chair and Vice Chair of Planning Council, and Letter of Intent (name of member, Nomination and Election Facilitator) (**Handout C**)
- b. **Discussion:** Floor is open for Nominees for the FY2026-2028 Chair and Vice Chair positions of the Broward County HIV Health Services Planning Council (name of member, Nomination and Election Facilitator)

COMMITTEE REPORTS

- a) **Community Empowerment Committee (CEC)**
Chair: Shawn Jackson • Vice Chair: Edna Chery-Davis
October 7, 2025
- i. **Work Plan Item Update/Status Summary:** The Community Empowerment Committee reviewed and approved its FY2026–2027 Work Plan Activities. The committee also received a presentation summarizing feedback from the Aging Gracefully event and discussed potential outreach activities for World AIDS Day. In September, the committee hosted its Aging Gracefully event on September 23, 2025, in collaboration with several community partners, including the Ryan White Part A/EHE Office, Broward House, and the Community Rightful Center, among others. The event drew 75 attendees and was a great success!
- 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 and approve committee workplan for FY2026-2027.
- vii. **Next Meeting Date:** November 4, 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

October 2, 2025

- i. **Work Plan Item Update/Status Summary:** The committee reviewed the current Part A/EHE Services pamphlet and provided feedback and recommendations. They also received an update on the revised “Freedom of Choice Form.” Lastly, the committee discussed the Centralized Intake and Eligibility Determination (CIED) Program, including its origins, purpose, and structure.
- ii. **Data Requests:** A breakdown of what percentage is non-medical case management or program like CIED in Broward County compared to other EMAs in Florida.
- iii. **Rationale for Recommendations:** None
- iv. **Data Reports/Data Review Updates:** None
- v. **Other Business Items:** None
- viii. **Agenda Items for Next Meeting:** Review and approve committee workplan for FY2026-2027.
- vi. **Next Meeting date:** November 6, 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

October 9, 2025

- i. **Work Plan Item Update/Status Summary:** The committee reviewed its standard agenda items, including the Membership Strategy and Reflectiveness. Members certified the results for the FY2025–2026 Quarter 2 “Member of the Quarter” and reviewed an HIVPC membership application submitted by L. Carroll. Planning also began for the Annual Membership Drive. In addition, the committee reviewed promotional materials shared by the Community Empowerment Committee (CEC) and received two presentations summarizing feedback from recent events—Listening Tour Session #2 (PSRA/SOC) and Aging Gracefully (CEC). Lastly, the committee reviewed Member Correspondence for Quarter 3 of FY2025–2026.
- 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 Quarter 3 “Member of the Quarter” results, evaluate feedback from the QMC/PSRA Listening Tour Session #3, and review and approve the committee’s FY2026–2027 Work Plan.
- vii. **Next Meeting date:** January 8, 2026, 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

October 20, 2025

- i. **Work Plan Item Update/Status Summary:** The committee, in collaboration with the Priority Setting and Resource Allocation Committee, hosted the third and final Listening Tour Session #3 in place of its regular meeting.
- ii. **Rationale for Recommendations:** None.
- iii. **Data Reports/Data Review Updates:** None.
- iv. **Other Business Items:** None.

- ix. **Agenda Items for Next Meeting:** Review and approve committee workplan for FY2026-2027 and evaluate feedback from the QMC/PSRA Listening Tour Session #3.
 - v. **Next Meeting date:** November 17, 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
 October 16, 2025
- i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved the HIVPC agenda for October 23, 2025, along with the November calendar. Members also reviewed and approved the roles and responsibilities for the Nominating Process. Each committee provided a brief update on their progress toward their respective work plan goals. Lastly, the committee certified the FY2025–2026 Quarter 2 “Member of the Quarter” results.
 - 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 approval December 4, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - b. Review the December 2025 HIVPC Calendar
 - c. Review and approve committee workplan for FY2026-2027
 - d. **Next Meeting date:** November 20, 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
 October 16, 2025
- i. **Work Plan Item Update/Status Summary:** The committee reviewed its current work plan and received a presentation on the Service Utilization Scorecards. Members were also provided an overview of the outcomes and survey results from Listening Tour Session #2. Additionally, the committee received an update on the Core Medical Services Waiver and held a brief discussion on the HRSA Planning Listening Session that took place September 16–17, 2025.
 - ii. **Data Requests:** None.
 - iii. **Rationale for Recommendations:** None.
 - iv. **Data Reports/Data Review Updates:** None.
 - v. **Other Business Items:** None.
 - a. **Agenda Items for Next Meeting:**
 - i. Review and approve committee workplan for FY2026-2027
 - ii. FY2025 Reallocation/Sweeps – Cycle Two
 - iii. **Action Item:** Approval of PSRA 2026-2027 Workplan
 - iv. **Presentation:** Florida Department of Health Broward Update on Epidemiological Data (High Level), *Dr. Julia Hidalgo*
 - v. **Reference:** Listening Tour Session #3: Voices of the Community Insights & Outcomes, *PCS Staff*
 - vi. **Reference:** Listening Tour Session #3: Voices of the Community Session

- ii. **Next Meeting date:** November 20, 2025, at 9:30 AM, **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

October 10, 2025

- vi. **Work Plan Item Update/Status Summary:** The committee engaged in an in-depth discussion about the strengths and challenges of the Minority AIDS Initiative from the perspectives of Case Managers and Peer Specialists.
- vii. **Rationale for Recommendations:** None.
- viii. **Data Reports/Data Review Updates:** None.
- ix. **Other Business Items:** None.
- x. **Agenda Items for Next Meeting:** To Be Determined.
- xi. **Next Meeting date:** To Be Determined at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

RECIPIENT REPORTS

- a) Part A ([Handout D](#))
- b) Part B ([Handout E](#))
- c) Part C ([Handout F](#))
- d) Part D ([Handout G](#))
- 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: December 4, 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

Statewide 2025 HIV Care Needs Survey – Now Open ([Handout H](#))

The HIVPC joins the Ryan White Part A Office in announcing the **launch of the 2025 Statewide HIV Care Needs Survey**. We are actively seeking input from individuals living with HIV across Broward County to help shape the future of HIV care in Florida.

♦ **Action Requested:** Subrecipient staff are encouraged to promote the survey among clients and share it broadly with community networks and partners. Consumer feedback will play a critical role in informing statewide HIV care planning, identifying service gaps, and improving access to essential health care services

- o Click the Link Complete Survey or Scan the QR Code Below:
[Area 10 - Statewide Care Needs Survey 2025](#)



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](#)





November 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	3	4 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/MS Teams	5	6 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	7 Medical Case Management Network Meeting (CQM) 2:30PM–4:30PM	8
9	10	11 	12	13	14	15
16	17 Quality Management Meeting (QMC) 12:30PM– 2:30PM Location: BRHPC/MS Teams	18	19 Quality Network Meeting (CQM) 9:00AM–10:15AM	20 Priority Setting and Resource Allocation Committee Meeting 9:30AM – 11:30AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams	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**.



November 2025



Broward HIV Health Services Planning Council Calendar

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

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

HIVPC Committee Descriptions

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

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

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

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

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

Community Empowerment Committee (CEC) - Encourages the participation of individuals living with and affected by 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.

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

First Round			Second Round		
Bhrangger, Ronald	1	5.26%			
Castillo, Jose	3	15.79%	Castillo, Jose	0	
Creary, Karen	3	15.79%	Creary, Karen	0	
D'Amore, Franchesca	7	36.84%	D'Amore, Franchesca	3	60.00%
Hadley, Robert	1	5.26%			
Robertson, Lorenzo	2	10.53%	Robertson, Lorenzo	2	40.00%
Schweizer, Mark	1	5.26%			
Chery-Davis, Edna	1	5.26%			
	19			5	

2025 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for members to join the Ad-Hoc Nominations/ByLaws Committee (NBL) at HIVPC meeting.	July 31, 2025
First Ad-Hoc NBL Committee meeting. Discuss the Letter of Intent; Review & approve the nominating procedures, election timeline, and candidate questionnaire.	September 15, 2025
<i>HIVPC Meeting:</i> Procedure, election timeline, & candidate questionnaire approved by HIVPC. Explain that a Letter of Intent will be required once nominations are open.	September 25, 2025
Second Ad-Hoc NBL Committee Meeting: Discuss online voting procedures, methods of campaigning, and NBL member roles. Assignment of NBL member roles and responsibilities. Select an NBL member to explain the roles and responsibilities of chairs and vice chairs to the general body.	October 16, 2025
<i>HIVPC Meeting.</i> Presentation on the roles and responsibilities of the chairs and vice chairs. Nominations are open for the 2026-2028 election of officers. Candidate questionnaire given to all eligible parties interested in running. Explain that a Letter of Intent will be required once nominations are open.	October 23, 2025
Nominations for the 2026-2028 election of officers - CLOSED.	October 30, 2025
Deadline for nominees to submit Letters of Intent.	November 7, 2025
Third Ad-Hoc NBL Committee meeting. Review & approve slate of candidates.	November 20, 2025
Deadline for candidates to submit the candidate questionnaire.	November 27, 2025
<i>HIVPC Meeting.</i> Q&A nominees up to 10 minutes each (a recording of the Q&A session will be made available upon request). Voting instructions will be sent to council members.	December 4, 2025
Early voting opens: email ballot via Alchemer.	December 8, 2025
Voting Closed	January 9, 2026
Fourth Ad-Hoc Nominating Committee meeting. Review election results.	Week of January 12
<i>HIVPC Meeting.</i> Elections results read to the Council.	January 22, 2026
Start of new HIVPC Chair & Vice Chair terms	March 1, 2026

NOMINATING PROCEDURE

Revised and Updated: June 2025

Approved by HIVPC: June 26, 2025

I. Purpose

This policy outlines the process for nominating and electing the Chair and Vice Chair of the Broward County HIV Health Services Planning Council (HIVPC), including procedures for regular and special elections.

II. FOR REGULAR ELECTIONS

1. Formation of Nominating Committee

- a. No later than July, the HIVPC Chair shall appoint a Nominating Committee composed of at least five (5) Planning Council members.
- b. The Committee must include a minimum of one unaffiliated consumer currently living with HIV/AIDS.

2. Nominations Process

- a. A verbal call for nominations will be made from the floor during the October HIVPC meeting, in advance of the January election.
- b. Members interested in candidacy for Chair or Vice Chair must submit a formal letter of interest.
- c. All prospective candidates will receive a Candidate Questionnaire designed to assess their leadership experience and motivations for seeking office.
- d. A submission deadline will be communicated.

3. Candidate Review and Slate Preparation

- a. Following the close of nominations, the Nominating Committee will convene to evaluate all submissions and compile a slate of candidates.
- b. Candidate responses will be included in the December HIVPC meeting packet for review, along with scheduled candidate presentations.

III. ELECTION PROCEDURE

1. Candidate Presentations

- a. At the HIVPC meeting scheduled for December 4, 2025, each candidate will be allotted up to 10 minutes to present their platform, followed by 2 minutes for questions or clarification.

2. Electronic Voting

- a. Voting will be conducted electronically.
- b. One week after the December meeting, Council members will receive an emailed ballot listing candidates for Chair and Vice Chair.
 - i. Members may participate in early voting, with final votes due two weeks before the January 22, 2026, HIVPC meeting.
- c. If a position has only one candidate, the ballot will include options to approve or reject the nominee.
- d. Ballots will be pre-printed with member names for accurate record-keeping.

3. Voting Method

- a. A double election system will be implemented in accordance with Article V, Section 2 (*Election of Officers shall utilize a majority vote double election system (primary election and a secondary run-off election)*).
 - i. Primary Vote – to identify leading candidates.
 - ii. Runoff Vote – if no candidate secures a majority in the primary.

4. Announcement of Results

- a. Results will be publicly announced during the January 22, 2026, HIVPC meeting.
- b. The Nominating Committee Chair or designated Council representative will read each vote into the official record.
- c. Newly elected officers will begin their terms on March 1.

I. FOR SPECIAL ELECTIONS

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

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



Member Roles and Responsibilities in the HIVPC Election Process

Nomination and Election Facilitator: A designated member who leads the nomination process during the October 23, 2025, meeting. This individual presents and clarifies the roles and responsibilities of the Chair and Vice-Chair to the General Body, explains the purpose and content of the Letter of Intent, and formally opens the floor for nominations.

Name of Member:

Campaign Presentation Moderator: A member responsible for facilitating the nominees' campaign presentations and managing the question-and-answer session during the December 4, 2025, meeting.

Name of Member:

Timekeeper: A member responsible for monitoring and enforcing the designated time limits for nominees' campaign presentations and the Q&A session during the December 4, 2025, meeting, ensuring all participants remain within the scheduled timeframe.

Name of Member:

Vote Presenter: A member responsible for formally announcing the election results during the January 22, 2026, meeting.

Name of Member:

Alternate: A member who steps in to fulfill the responsibilities of others unable to perform their assigned duties and assists with additional related tasks as needed.

Name of Member:

**Only members not seeking election are eligible.*

HIV Health Services Planning Council

Annual Retreat



Handout H

Thursday, February 26, 2026 from 10:00AM to 4:00PM

Meeting Location: Anne Kolb Nature Center: 751 Sheridan St, Hollywood, FL 33019

Purpose: To evaluate pertinent data and community needs assessments to advance strategic planning for the 2027–2031 HIV Prevention and Care Plan.

Retreat Agenda - Voices United: Planning with Purpose

TIME	DESCRIPTION	PRESENTER
10:00AM-10:20AM	Welcome & Broward HIVPC Year in Review FY 2025-2026	Lorenzo Robertson, HIVPC Chair and Von Biggs, HIVPC Vice-Chair
10:20AM-10:30AM	Ice Breaker: Getting Know the Members	PCS Staff, BRHPC

Where Are We Now? Data Presentations

10:30AM-11:15AM	Broward County Epidimological Data	Dr. Julia Hidalgo - Positive Outcomes Inc., Ryan White Part A Consultant
11:15AM-12:15PM	Broward County HIV Care Continuum Data	Dr. Julia Hidalgo - Positive Outcomes Inc., Ryan White Part A Consultant
12:15PM-12:45PM	Lunch/Break	

What is the Community Saying: Needs Assessment Presentations

12:45PM-1:30PM	Presentation of Notable Trends FY2024-2025 Needs Assessment/Community Input (Part A)	Jeffrey Beal, MD & Debbie Cestaro-Seiffer, RN, MSN, Needs Assessment Consultants
1:30PM-2:00PM	Broward Health Community Needs Assessment (CHNA) Overview	Emily Chandler, MPH; BRHPC Consultant
2:00PM-2:15PM	SFAN/Part B Needs Assessment	Ashley Mayfaire; SFAN Chair
2:15PM-2:30PM	Break	

Planning the Path: Integrated HIV Prevention & Care Plan 2027–2031

2:30PM-3:00PM	Finalize the Integrated HIV and Prevention and Care Plan Work Plan & Monitoring Table (2027-2031)	Michele Rosiere, BRHPC
3:00PM-3:35PM	Integrated Plan Mission & Vision for 2027-2031	PCS Staff, BRHPC
3:35PM-3:45PM	Closing Remarks	Lorenzo Robertson, HIVPC Chair and Von Biggs, HIVPC Vice-Chair

Contact **Planning Council Support Staff**
 Email: hivpc@brhpc.org
 Tel: 954-561-9681 x 1244 OR x 1343



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 07/09/2025	As of 10/08/2025	Goal
Unaffiliated Consumer	6	6	12
Job-based Seat	13	14	14
NECL Seat**	7	5	9
Total Membership	26	25	35
Unaffiliated Consumers (%)	23%	24%	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 October 8, 2025

MANDATED SEATS FILLED

People Living with HIV and Community

- ✓ Members of Affected Communities
- ✓ Unaffiliated Consumers
- ✓ Non-Elected Community Leader (NECL)
 - o 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

Hossem Eddine “Haroun” Bahi (10/07/2025)

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 Sex; 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%	5	20%
Black, not Hispanic	9,764	45.40%	10	40%
Hispanic	4,655	21.65%	9	36%
Multi-Race (Other)	521	2.42%	1	4%
Total	20,492	100%	25	100%
Sex	Population	Percentage		
Male	16,277	75.69%	19	76%
Female	5,228	24.31%	6	24%
Total	21,505	100%	25	100%

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

**HIVPC membership as of October 8, 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 October 8, 2025

- The HIVPC comprises 25 members, including six unaffiliated consumer members. The percentage of unaffiliated consumers is 24%, below the HRSA-mandated 33%.
- Compared to the HIV epidemic demographic, where 45.40% are Black and not Hispanic, the HIVPC is underrepresented at 40%. This is an improvement from 38% during the last quarter, though there is still progress to be made.
- Per federal guidelines, all members are reported as their assigned sex at birth. The HIVPC almost perfectly represents the epidemic demographic in regard to sex.

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						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				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					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				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					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

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 PWHA 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 assessment 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)			X										
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			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			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			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			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			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.								x				

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			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

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 / EliHA 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 4.1.3#1)						x							
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				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.				x									
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.				x									
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.						x							
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						x							
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	x	x	x	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																

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

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.					X							
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			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			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

Proposed: Integrated HIV Prevention & Care Planning Timeline

Planning Period: April 2025 – June 30, 2026

Phase	Timeframe	Key Activities
CY 2027-2031 HRSA/CDC Integrated HIV Prevention & Care Plan Guidance training	April 30, 2025	- To provide technical support, guidance, and tools to HRSA and CDC-funded jurisdictions for developing their integrated HIV prevention and care plans.
Pre-Planning & Community Engagement	April – August 2025	- Community input sessions: • SFAN (Part B): <i>April 10</i> • HIVPC (Part A): <i>April 17, August 12</i> • (Part A) Faith-Based: <i>August 23 & 27</i>
FCPN: Statewide Planning Meeting	August 4-6, 2025	- Meeting Objective: To bring together the patient care, prevention, at-large, and Department of Health representatives of the Florida Comprehensive Planning Network (FCPN) to discuss the development of the State of Florida's Integrated HIV Prevention and Care Plan.
Planning Kickoff	September 16, 2025	- Launch formal planning process - Confirm workgroups and planning structure
Needs Assessment & Data Review	October 2025-February 2025	- Analyze epidemiologic data - Identify service gaps and priorities
Final Community Engagement	October 20, 2025	- Final HIVPC listening session (Part A)
Drafting the Integrated Plan	December 2025 – March 2026	- Develop goals, strategies, and measurable objectives - Align with NHAS & EHE
HIVPC Retreat	February 26, 2026	Proposed topics for discussion: - Where are we now? (Data presentations: Epi-Data, HIV Continuum) - RWPA Needs Assessment Presentation - Integrated Plan Mission/Vision for 2027-2031 - Finalizing the Integrated HIV and Prevention and Care Plan Work Plan and Monitoring Table, 2027-2031
Public Review & Feedback	April – May 2026	- Share draft 1 with the Recipient offices, planning bodies, and stakeholders: 4/30/26 - Collect feedback and revise: 5/15/2026 - Letters of concurrence by planning body chairs: 5/30/2026
Finalization & Submission	June 2026	- Final edits and approvals: 6/15/2026 - Submit before or by June 30, 2026, to CDC/HRSA

CAN COMMUNITY HEALTH PRESENTS

WORLD AIDS DAY CONCERT

FEATURING ORIGINAL STARS FROM RENT



ADAM PASCAL



ANTHONY RAPP

FT. LAUDERDALE:
LAS OLAS OCEANSIDE PARK
NOVEMBER 30, 2025

TAMPA BAY:
CAN COMMUNITY EVENT CENTER
DECEMBER 1, 2025

Health Insurance Premium Assistance Program

ACA Insurance Open Enrollment

November 1st – December 15th

for Coverage beginning 1/1

December 16th – January 15th

for Coverage beginning 2/1

Step #1: Enroll In an APPROVED Health Insurance Plan (required)

For assistance with enrolling in Insurance: call 1-844-441-4422 or visit: <https://enroll.brhpc.org>

Step #2: Enroll In Premium Assistance @ Enroll.BRHPC.org (required)

- Clients **MUST** directly enroll in the premium assistance program every year at <https://enroll.brhpc.org> or by calling 1-844-441-4422. Anyone who has not directly enrolled in the program will be **disenrolled** for 2026 and **NO future payments** will be made.
- If you are enrolled in **BlueOptions Platinum** (24J01-05, -08, or -21S) or **Silver** (24J01-03 or -19S), you **MUST choose a NEW PLAN** for 2026 to continue receiving premium assistance.

Step #3: Use CVS Copay Card When You Fill A Prescription (required)

For medication copayment assistance, the call Pharmacy Help Desk at 1-800-364-6331

Step #4: Recertify Eligibility Annually & Don't Let It Expire (required)

If your eligibility expires, your **premium payments will no longer be made** by the program.

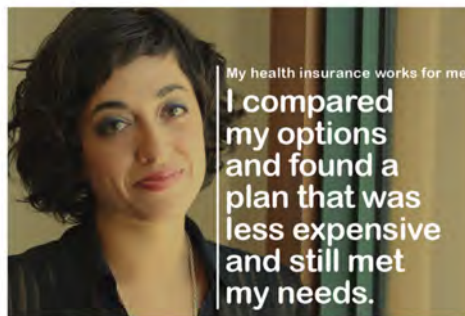
For State of Florida Drug Assistance Program eligibility assistance, call 1-844-381-2327.

My health insurance works for me.
**I got help
choosing an
affordable plan.**

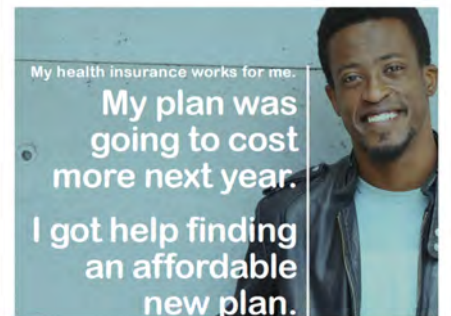
**Someone can
help you
enroll, too.**



My health insurance works for me.
**I compared
my options
and found a
plan that was
less expensive
and still met
my needs.**



My health insurance works for me.
**My plan was
going to cost
more next year.
I got help finding
an affordable
new plan.**



BRHPC

For premium assistance program enrollment or payment questions, contact: Broward Regional Health Planning Council or our enrollment partner, American Exchange at 1-844-441-4422.



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.