



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

Executive Committee Meeting

Thursday, May 16, 2024 – 12:45 PM

Meeting location: Broward Regional Health Planning Council and Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDNhNzJkZGZGEtOWQ3OC00ZmY0LThtMTgtMDA1NjM3Mjc5MTJl%40thread.v2/0?context=%7b%22id%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22Oid%22%3a%221bcbe6d6-8962-41e8-b7e5-3cd660df997c%22%7d

Meeting ID: 227 275 077 550 Passcode: xJ5owt

[+1 561-437-3349](tel:+15614373349), [739180128#](tel:+1739180128) Phone Conference ID: 739 180 128#

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
 - a. Meeting Ground Rules
 - b. Statement of Sunshine
 - c. Introductions & Abstentions
 - d. Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for May 16, 2024
5. **ACTION:** Approval of Minutes from April 18, 2024 (**Handout B**)
6. Standard Committee Items
 - a. Review and Approve May 23, 2024, HIVPC Agenda, Meeting Materials and Motions (**Handout C**)

- b. Review June 2024 HIVPC Calendar ([Handout D](#))
- 7. Unfinished Business
 - a. None.
- 8. New Business
 - a. **Discussion:** To approve biannual Joint Executive Planning body meetings
 - **Integrated Plan Goal 4.3:** Improve mechanisms to measure, monitor, evaluate, and use the information to report progress and course correct as needed to achieve the Strategy's goals.
 - **Item 5.** Implement bi-annual Joint Executive (Committee Chairs of Part A, B, Prevention & CSB) IP meeting.
 - a. **Discussion:** To schedule an "Active Shooting Training" (Brad Barnes)
 - b. **Discussion:** To move the Planning Council meeting date from August 22 to August 29. *Justification: The Planning Council Chair, Vice Chair, PSRA Chair, and Recipient Office Staff will attend the Ryan White National Conference on August 20-23.*
 - c. **Discussion:** PSRA meeting conflicting with Executive on June 20, between 11:00 am and 5:00 pm.
 - d. **Discussion:** PSRA meeting conflicting with Executive on July 18, between 9:00 am and 3:00 pm.
- 9. Recipient Report
- 10. Data Request
- 11. Public Comment
- 12. Agenda Items for Next Meeting
 - a. Next Meeting Date: June 20, 2024, at 12:45 p.m. LOCATION: Broward Regional Health Planning Council
 - b. Agenda Items for next meeting
 - i. Review and Approve June 27, 2024, HIVPC Agenda, Meeting Materials and Motions
 - ii. Review the July 2024 HIVPC Calendar
- 13. Announcements
- 14. 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.



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200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020

(954) 561-9681 • FAX (954) 561-9685

Executive Committee

Thursday, April 18, 2024 - 12:45 PM

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

DRAFT MINUTES

Executive Members Present: B. Fortune-Evans (QMC Chair), B. Barnes (PSRA & Ad-Hoc Chair), F. D'Amore (QMC Vice-Chair), V. Foster (MCDC Vice-Chair), L. Robertson (HIVPC Chair), S. Tinsley (CEC Chair), K. Hayes (SOC Vice-Chair), V. Biggs (HIVPC Vice-Chair), T. Moragne (MCDC Vice-Chair), J. Castillo (SOC Vice-Chair), I. Wilson (CEC Vice-Chair)

Members Absent:

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

Planning Council Support Staff Present: D. Liao, M. Patel, G. Martinez, M. Lacroix

Guests Present: K. Creary, N. Burrell

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

The Executive Committee Chair called the meeting to order at 12:46 P.M. 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 Vice-Chair, 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

The approval of the April 18, 2024, Executive Committee agenda with the addition under new business to discuss an emergency PSRA meeting to address funding for food services (Foodbank/Food vouchers) was proposed by B. Barnes, seconded by T. Moragne and passed unanimously. The approval for the minutes of the March 21, 2023, meeting was proposed by V. Biggs, seconded by F. D'Amore, and passed unanimously.

Motion #1: B. Barnes, motioned to approve March 21, 2024, Executive Committee agenda with the addition under new business to discuss an emergency PSRA meeting to address funding for food services (Foodbank/Food vouchers) and

seconded by T. Morange. The motion passed unanimously.

Motion #2: V. Biggs, on behalf of the Executive Committee, made a motion to approve the January 18, 2023, Executive Committee meeting minutes. The motion was seconded by F. D'amore and adopted unanimously.

4. Standard Committee Items

Review and Approve April 25, 2024, HIVPC Agenda, Meeting Materials and Motions

Motion #3: A motion was made to approve the agenda and meeting materials with the changes made by B. Barnes to remove L. Lewis' application from consideration pending an investigation into Mr. Lewis' past attendance and previous conduct. The motion was seconded by V. Foster and adopted unanimously.

Review May 2024 HIVPC Calendar

The committee agreed to add the emergency PSRA meeting in April. The V. Foster, Chair of Membership requested an emergency MCDC meeting to discuss L. Lewis' application. A date will be established with PCS staff.

5. Unfinished Business:

None.

6. New Business

Discussion: MCDC Membership Strategy – Review the HIVPC membership strategy and determine the best action to address vacancies.

V. Foster explained the results of the Membership Strategy. The committee discussed the current composition of the planning council and plans to recruit new members.

Discussion: Reflectiveness: HIVPC Demographics- Review demographics and identify over or underrepresented populations. V. Foster explained the results of the HIVPC Demographics. The committee discussed methods of making the planning council more representative of the population.

MCDC policy for members of the quarter and member of the year.

V. Foster explained the proposed policy to recognize members of the quarter and a member of the year. B. Barnes suggested having the mayor sign the quarterly certificate to remind the mayor's office of the importance of the Planning Council. T. Morange suggested adding the annual award to the timeline and revising the timeline around the MCDC meetings.

MCDC policy for "Mentorship/Buddy Program"- a mentor for each new member.

V. Foster explained the proposed policy to have more experienced members mentor less experienced members. K. Creary suggested ensuring accommodations for members who struggle with literacy. S. Tinsley asked what accommodations were available for members who were visually impaired or hearing impaired. T. Morange answered that disabled members can request accommodations in advance.

MCDC policy for member attendance at mandatory training.

V. Foster explained the proposed policy for member attendance at mandatory meetings and trainings. B. Barnes suggested that if a member says they cannot attend and the meeting is canceled for lack of quorum, that member should be marked absent.

7. Recipient's Report

There was no Recipient's report for this meeting.

8. Discussion: Data Request

None.

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.

No public comments were made.

10. Agenda Items for Next Meeting

- The next Executive Committee meeting will be held on May 16, 2024, at 12:45 pm.
LOCATION: BRHPC and via Microsoft Teams Videoconference.
Review and Approve May 23, 2024, HIVPC Agenda, Meeting Materials, and Motions
Review the June 2024 HIVPC Calendar

11. Announcements

- Listening Session hosted by PSRA/CEC, April 24th
- L. Robertson: Outreach Opportunity Ujima's Men Collective, May 4th
- K. Hayes: National Transgender HIV Testing Day Even: Pride Center, Transinclusive, Arianna Center, April 18th
- S. Tinsley. HIV in Faith Ambassador Scholarship Course

There being no further business, the meeting was adjourned at 2:45pm.

Executive Committee for CY 2024

Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date	18	C	21	18									
1	Barnes, B.	X	C	X	X									
2	Biggs, V., V. Chair	A	C	X	X									
3	Castillo, J	X	C	X	X									
4	D'Amore, F.	X	C	X	X									
5	Fortune-Evans, B.	X	C	X	X									
6	Foster, V.	X	C	X	X									
7	Hayes, K.	A	C	X	X									
8	Moragne, T.	A	C	X	X									
9	Robertson, L., Chair	X	C	X	X									
10	Tinsley, S.	X	C	X	X									
11	Wilson, I.	X	C	A	X									
	Quorum = 6	8		10	11									

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

Executive Committee Meeting Minutes – March 25, 2024 - Minutes prepared

by PCS Staff



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200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020

(954) 561-9681 • FAX (954) 561-9685

Broward County HIV Health Services Planning Council Meeting

Thursday, May 23, 2024 - 9:30 AM

Meeting at Broward Regional Health Planning Council and Microsoft Teams

https://teams.microsoft.com/L/meetup-join/19%3ameeting_MTgzNDBjZmEtYzllOS00YzA4LTljMjktOGVjYTI2MTJmOGEz%40thread.v2/0?context=%7b%22Tid%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22Oid%22%3a%221bcbe6d6-8962-41e8-b7e5-3cd660df997c%22%7d

Meeting ID: 223 679 016 307 | Passcode: 9Af8tf

Or call in (audio only)

+1 561-437-3349 - Phone Conference ID: 869 406 955#

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio and video recorded.

Quorum for this meeting is 14

DRAFT AGENDA

ORDER OF BUSINESS

1. CALL TO ORDER/ESTABLISHMENT OF QUORUM

2. WELCOME FROM THE CHAIR

- a. Meeting Ground Rules
- b. Statement of Sunshine
- c. Introductions & Abstentions
- d. Moment of Silence

3. PUBLIC COMMENT

- a. **ACTION:** Approval of Agenda for May 23, 2024
 - b. **ACTION:** Approval of Minutes from March 28, 2024 (tabled to correct attendance) (**Handout A**)
 - c. **ACTION:** Approval of Minutes from April 25, 2024 (**Handout B**)
4. **FEDERAL LEGISLATIVE REPORT**– Attorney Marty Cassini, Broward County Intergovernmental Affairs Office

5. **STANDARD COMMITTEE ITEMS:**

6. **CONSENT ITEMS:**

Pending Membership applications

Robert Hadley

Julio De La Nuez

Lamont Lewis

7. **OLD BUSINESS:** None

8. **NEW BUSINESS:**

- a. Presentation: Priority Setting & Resource Allocation Process ([Handout C & Video Presentation](#))

9. **DISCUSSION ITEMS:**

10. **COMMITTEE REPORTS**

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

Chair: Shawn Jackson • Vice Chair: Irvin Wilson

May 7, 2024

- i. **Work Plan Item Update/Status Summary:** The committee updated the list of planned community outreach activities for FY2024-2025. The committee discussed feedback from the April 24th Listening Session regarding consumer concerns about Ryan White Part A services. The committee ranked core and support services of Ryan White Part A and MAI service categories.
- 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:**
- vii. **Next Meeting date:** June 4, 2024, at 3:00 PM at BRHPC and via Microsoft Teams Videoconference

b) **System of Care Committee (SOC)**

Chair: Jose Castillo • Vice Chair: Kendra Hayes

May 2, 2024

- i. **Work Plan Item Update/Status Summary:** The committee reviewed the Planning Council Needs Assessment, the FY2023-2024 Broward County Needs Assessment Activities, and How Best to Meet the Need Review for FY2025-2026. The committee reviewed and approved the Health Insurance Continuation Program SDM and the Integrated Primary Care and Behavioral Health (IPCBH) SDM.
- 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:** Continue reviewing Service Delivery Models
 - a. Universal SDM
 - b. System Mapping Updating
 - vii. **Next Meeting date:** June 6, 2024, at 9:30 AM at BRHPC and via Microsoft Teams Videoconference
- c) **Membership/Council Development Committee (MCDC)**
 Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne
 May 21, 2024 – Emergency Meeting
- i. **Work Plan Item Update/Status Summary:** To be determined.
 - ii. **Data Requests:** To be determined.
 - iii. **Rationale for Recommendations:** To be determined.
 - iv. **Data Reports/ Data Review Updates:** To be determined.
 - v. **Other Business Items:** To be determined.
 - vi. **Agenda Items for Next Meeting:** To be determined.
 - vii. **Next Meeting date:** July 11, 2024, at 9:30 AM at BRHPC and via Microsoft Teams Videoconference
- d) **Quality Management Committee (QMC)**
 Chair: Bisiola Fortune-Evans • Vice Chair: Franchesca D'Amore
 May 20, 2024
- i. **Work Plan Item Update/Status Summary:** To be determined.
 - ii. **Data Requests:** To be determined.
 - iii. **Rationale for Recommendations:** To be determined.
 - iv. **Data Reports/ Data Review Updates:** To be determined.
 - v. **Other Business Items:** To be determined.
 - vi. **Agenda Items for Next Meeting:** To be determined.
 - vii. **Next Meeting date:** June 17, 2024, at 12:30 PM at BRHPC and via Microsoft Teams Videoconference
- e) **Executive Committee**
 Chair: Lorenzo Robertson • Vice Chair: Von Biggs
 May 16, 2024
- i. **Work Plan Item Update/Status Summary:**
 The Executive Committee reviewed and approved the agenda for the May 23rd HIVPC meeting and the June 2024 calendar.
 - ii. **Data Requests:** None
 - iii. **Rationale for Recommendations:** None
 - iv. **Data Reports/ Data Review Updates:**
 - v. **Other Business Items:** None
 - vi. **Agenda Items for Next Meeting:**
 - a. Review and approve June 27, 2024, HIVPC Agenda, Meeting Materials, and Motions
 - b. Review the July 2024 HIVPC Calendar
 - vii. **Next Meeting date:** Date and Time to be determined at BRHPC and via Microsoft Teams Videoconference

f) **Priority Setting & Resource Allocation Committee (PSRA)**

Chair: Brad Barnes • Vice Chair: Dr. Mark Schweizer

May 16, 2024

- i. **Work Plan Item Update/Status Summary:** The committee reviewed the Ryan White Part A Office: Overall FY24-25 Allocations Expenditure/Utilization Report. The committee discussed Food Bank Utilization, How Best to Meet the Need, Presentation about the PSRA process, and Eligibility Determination FPL for each level.
- 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 Meetings:**
 - Review Service Categories (Ryan White Part A and B)
 - Ryan White Funder and Stakeholders (Parts B, C, D, F, and HOPWA)
 - Presentations including data related to
 - a. Client Utilization
 - b. Budget
 - c. Notable Trends
 - d. Recommendations for Part A
 - Broward MAI & EHE Activities Presentation
 - Present Notable Trends of Needs Assessment/Community Input:
 - a. Consumer Data
 - b. Viral Load Suppression
 - Review 2023 RSR
 - Review the status of the FL and Broward Integrated Plan
 - HIV Surveillance Epidemiology Data Presentation focused on:
 - a. Trends in new infections
 - b. Current and emerging priority populations
 - c. Changes in demographics of the EMA's HIV/AIDS cases
 - Quality Management Part A Client Health Outcomes Presentation
 - Analysis of Part A FY2023-2024 client continuum of care health outcomes
 - FY2023-2024 Service Utilization Scorecards
 - Review the Community Empowerment Committee's Rankings of Part A Services
 - Complete Priority Setting and Resource Allocation Rankings
- vii. **Next Meeting date:** June 20 and June 21, 2024 (Workshops), 11:00 AM-5:00 PM at Holy Cross Education Room and via Microsoft Teams Videoconference

11. RECIPIENT REPORTS

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

f) HOPWA

g) Prevention – Quarterly Update (April, **July**, October, January)

12. DATA REQUEST(S)

13. PUBLIC COMMENT

14. AGENDA ITEMS FOR THE NEXT MEETING

a) Next Meeting Date: June 27, 2024, at 9:30 a.m. at BRHPC and via Microsoft Teams

b) Agenda Items for next meeting: To Be Determined

15. ANNOUNCEMENTS

16. 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](#).

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Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Torey Alston • Nan H. Rich • Tim Ryan • Jared Moskowitz • Michael Udine • Robert McKinzie •

Hazelle P. Rogers

[Broward County Website](#)



June 2024



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 http://www.brhpc.org for updates.						
2	3	4 <u>Community Empowerment Committee Meeting (CEC)</u> 3:00PM– 5:00PM Location: BRHPC/MS Teams Support Services Meeting 9:00 PM-10:15PM	5  HIV Long-Term Survivors Day	6 <u>System of Committee Meeting</u> 9:30AM – 11:30AM Location: BRHPC/MS Teams	7	8
9	10	11	12 <u>Quality Meeting</u> 9:00 PM-10:15PM	13	14	15 Stonewall Pride Parade and Street Festival
16	17 <u>Quality Management Committee Meeting</u> 11:30AM– 2:30PM Location: BRHPC/MS Teams	18	19	20 <u>Priority Setting & Resource Allocation Committee Meeting</u> 9:30AM -12:30PM <u>Executive Committee Meeting</u> 12:45PM – 2:45PM	21	22
23	24	25	26	27 <u>HIV Planning Council Meeting</u> 9:30AM – 11:30AM Locations: BRHPC/MS Teams  National HIV Testing Day	28	29
30						 GET CARE BROWARD TREAT HIV/BEAT HIV RYAN WHITE PART A



June 2024

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 <http://www.brhpc.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 resevwa 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 (HMPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAH-funded services.		
Executive Committee - Sets agenda for Council meetings, addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.		
Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.		
Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system-based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.		
Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.		
Community Empowerment Committee (CEC)- Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.		
System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.		



HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

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



CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN

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



KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

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

Acronym List

ACA: The Patient Protection and Affordable Care Act 2010

ADAP: AIDS Drugs Assistance Program

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

BISS: Benefit Insurance Support Service

BMSM: Black Men Who Have Sex with Men

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

CM: Case Management

CQI: Continuous Quality Improvement

CQM: Clinical Quality Management

CTS: Counseling and Testing Site

DCM: Disease Case Management

DOH-Broward: Florida Department of Health in Broward County

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
HIVPC: Broward County HIV Planning Council
HMSM: Hispanic Men who have Sex with Men
HOPWA: Housing Opportunities for People with AIDS
HRSA: Health Resources and Service Administration
HUD: U.S Department of Housing and Urban Development
IW: Integrated Workgroup
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
MSM: Men Who Have Sex with Men
NBHD: North Broward Hospital District (Broward Health)
NGA: Notice of Grant Award
NHAS: National HIV/AIDS Strategy
NOFO: Notice of Funding Opportunity
nPEP: Non-Occupational Post Exposure Prophylaxis
NSU: Nova Southeastern University
OAHS: Outpatient Ambulatory Health Services
OHC: Oral Health Care
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
SA: Substance Abuse
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
WMSM: White Men who have Sex with Men
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.