Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Monday, October 30, 2017, 6:00 p.m.
Government Center Annex Room A-337
Chair: Brad Barnes **Vice Chair:** Requel Lopes
Reminder: *Meeting Attendance Confirmation Required at Least 48 Hours Prior to Meeting Date*

1. **CALL TO ORDER**
2. **WELCOME AND PUBLIC RECORD REQUIREMENTS**
   a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
   b. Council Member and Guest Introductions
   c. Moment of Silence
   d. Excused Absences and Appointment of Alternates
   e. Approval of 10/30/17 Meeting Agenda
   f. Approval of 8/31/17 Meeting Minutes
3. **PHONE INTRODUCTIONS**
4. **FEDERAL LEGISLATIVE REPORT** (**HANDOUT A**- Kareem Murphy via phone)
5. **PUBLIC COMMENT**
6. **CONSENT ITEMS**

#	Motion	Justification	Proposed By
1	To approve Nominating Policies and Procedures **(Handout B)**	This document has been updated to reflect current Nominating Policies and Procedures.	Nominating Committee
2	To approve the 2017-2018 Nominating Committee and Elections Timeline **(Handout C)**	The Timeline provides meeting dates and tasks for the Nominating Committee, as well as deadlines for the HIVPC Leadership nominations and elections process.	Nominating Committee
3	To approve the 2017-2018 Nominee Questionnaire **(Handout D)**	The Nominating Committee has reviewed and approved the 2017-2018 nominee questionnaire.	Nominating Committee
4	To appoint Kara Schickowski to the Integrated Workgroup as an Alternate	Ms. Schickowski is a longtime member of the PSRA Committee and will represent Part A in the integrated planning process	Executive Committee

7. **DISCUSSION ITEMS**

#	SERVICE CATEGORY	Recommended TO	Recommended FROM	PROPOSED BY
1	Ambulatory (5)	$268,000	($111,279)	Priority Setting & Resource Allocation Committee
2	MAI Ambulatory (1)	$52,000	$0	
3	Pharmaceuticals (3)	$265,000	$0	
4	Oral Health Care-Routine (5)	$175,000	($93,000)	
5	Oral Health Care- Specialty (1)	$0	$0	
6	Case Management (7)	$28,000	(234,000)	
7	Medical Case (Disease) Management (5)	$52,000	(127,000)	
8	MAI Medical Case (Disease) Management (1)	$0	(25,000)	
9	Mental Health (4)	$3,500	(107,500)	
10	MAI Mental Health (1)	$0	(27,000)	
11	Substance Abuse (1)	$0	$0	
12	MAI Substance Abuse (1)	$0	$0	
13	Food Bank (1)	$100,000	$0	
14	Food Voucher (1)	$39,005	$0	
15	Centralized Intake and Eligibility Determination (1)	$0	$0	
16	MAI CIED (1)	$0	$0	
17	HICP (1)	$0	$0	
18	Legal Assistance (1)	$1,000	$0	
19	EFA (1)	$0	$0	
20	BISS (1)	$0	($28,000)	
	Total Part A Funds	$931,505	($700,779)	

	Total MAI Funds	$52,000	($52,000)	
	Total Funds	$983,505	($983,505)*	

*Total includes $230,726 in unallocated administrative funds swept into Part A services

8. NEW BUSINESS

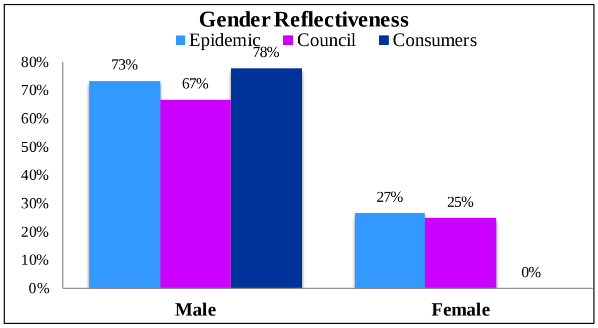
a. Regular HIVPC Elections- Open up regular HIVPC elections for HIVPC Chair and Vice Chair. Distribute Nominee Questionnaire and discuss process for 2018 HIVPC Leadership Election.

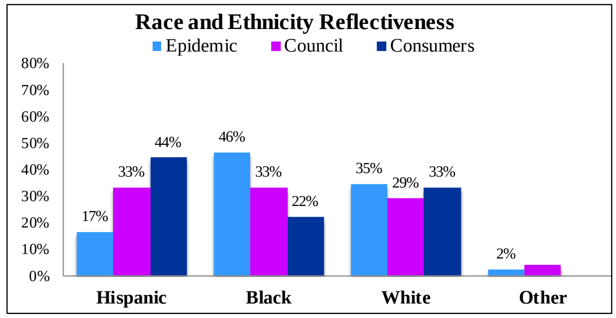
b. Member Recognition **(Handout E)**- Start nominations process to recognize HIVPC member at December HIVPC

9. OCTOBER COMMITTEE REPORTS (15 minutes)

A. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

HIV Planning Council Membership Report
Current Through October 2017





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,372	73%	16	67%	-7%	7	78%	4%
Female	5,213	27%	6	25%	-2%		0%	-27%
Transgender	-	-	2	8%	-	2	22%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,253	17%	8	33%	17%	4	44%	28%
Black	9,100	46%	8	33%	-13%	2	22%	-24%
White	6,777	35%	7	29%	-5%	3	33%	-1%
Other	455	2%	1	4%	2%	0	0%	2%
Total	19,585	100%	24			9		

Current Members	24
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	38%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. State Medicaid
4. Individual co-infected with Hep B or Hep C
5. Local Public Health Agency
6. Substance Abuse Provider
7. Alternates (3)

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded

% Part A-Funded Providers	*29%*

No October Meeting *Chair: Vacant, V. Chair: V. Foster*

B. AD-HOC NOMINATING COMMITTEE

October 5, 2017 *Chair: L. Robertson*

A. Work plan item update / Status Summary:
Nominating Procedure – The committee reviewed the nominating procedure and changes made. Staff stated once the procedure has been edited it will go to HIVPC for approval. Staff reviewed any changes that have been made and the basic procedure process outlined in the attached handout. Staff asked the committee if they would like to make any changes. The Committee decided to simplify the process, and open up elections in October, allow for all nominations to be finalized at the December 7th HIVPC, with 3 weeks from that point for completion of the Nominating Questionnaire. At the January HIVPC meeting, candidates will give presentations and then the membership will vote. Elections Timeline – Staff updated the timeline in accordance with the changes made above. Nominee Questionnaire – The Committee reviewed the proposed Nominating Questionnaire. A committee member expressed her concern that the questionnaires don't necessarily elicit the right responses from candidates. The Committee was unsure how to fix the questions to elicit more thorough responses. The group discussed whether the questions were poorly worded, if they asked questions that were relevant to the position of the Chair, and whether the candidates weren't answering them in a thoughtful or complete manner. PC Staff suggested that the change in timeline might allow PC members to question candidates on questions that they felt needed clarification, as the questionnaires will be distributed before the presentations and elections in January. The Chair suggested continuing to use the questionnaire as an election tool, and asking for follow-ups to answers during candidate presentations.

During the presentation portion of the January agenda, each candidate will have 3 minutes to speak, with 2 minutes for questions, as outlined in the P&Ps. The Chair will facilitate this process, and ensure that members ask questions in an organized manner, one candidate at a time with no going back.
Finally, the group discussed whether candidates can run for both Chair and Vice Chair positions. Currently, there are no policies prohibiting candidates from running for both positions. The group discussed limiting candidates to either Chair or Vice Chair, however, decided the leave the process intact for the current election.

B. Rationale for Recommendations:

The Committee approved the Nominating Procedures, 2017-2018 Elections Timeline and Nominee Questionnaire based on the discussions regarding the proposed elections process and procedures.

C. Data Reports / Data Review Updates:

None.

D. Data Requests:

None.

E. Other Business Items:

Agenda Items for Next Meeting: Review Elections Process and Logistics, Prepare Slate of Candidates *Next Meeting Date*: January 4, 2018, *Room:* TBD

C. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

No October Meeting *Chair: L. Robertson V. Chair: P. Fleurinord*

D. QUALITY MANAGEMENT COMMITTEE (QMC)

October 16, 2017 *Chair: C. Grant, V. Chair: Vacant*

A. Work Plan Item Update / Status Summary:

Make recommendations to Committees and QI Networks to address disparities in care and areas of improvement (W.P.1.4): The Committee decided to ask Staff to speak with various community youth stakeholders to gather and compile information to report back to the Committee. This information would inform the Committee's recommendations to the System of Care Committee regarding youth in the Part A system in Broward and how best to meet their needs.
Review and analyze performance measures and locally adopted outcomes and indicators (W.P. 1.2): The CQM Manager reviewed Part A viral load suppression and Broward Outcomes and Indicators for FY 17 Quarter 2. Overall VL suppression has slightly increased since FY 16. VL suppression among all females and specifically black females has steadily increased. Most service categories were meeting their outcome indicators in Quarter 2.

B. Rationale for Recommendations:

The Committee recommended minor changes to the Integrated Primary Care and Behavioral Health SDM and three-year CQM Plan to clarify processes outlined in the model.

C. Data Reports / Data Review Updates:

The Committee reviewed an age analysis of health outcomes for Ryan White Part A clients between ages 18 and 24 to examine the number of clients virally suppressed, the number of clients retained in care, the total number of clients in each age category, the percent of clients virally suppressed and the percentage of clients retained in care. The data showed no major correlation among and between ages in order to potentially drill down data.

D. Data Requests:

None.

E. Other Business Items:

None.

F. Agenda Items for Next Meeting:

Agenda Items for Next Meeting: QI Network update (W.P.2.4.), Analyze client utilization data to identify and address disparities and gaps among stages of the HIV Care Continuum. (W.P.1.3)
Next Meeting Date: November 20th, 2017 at Governmental Center room A-335

E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

October 19, 2017 *Chair: W. Spencer, Vice Chair: R. Siclari*

A. Work Plan Item Update / Status Summary:
Reallocations: The PSRA Committee reviewed service category expenditures as well as provider requests in order to Sweep funding. Food Bank/Voucher Eligibility Criteria: The Committee reviewed changes to their proposed Food Bank eligibility which were made by HIV Planning Council at its last meeting. PSRA continued discussion regarding seeking long-term solutions for the sustainability of the service category.
B. Rationale for Recommendations:
Food Bank's utilization and expenditures have exceeded fiscal capacity. Revision of Food Bank/Food Voucher eligibility criteria will help control costs and stop fluctuation of services.
C. Data Reports / Data Review Updates:
The Committee reviewed FY17-18 Allocations, expenditures, and requests for reallocations. Food Bank expenditures, client utilization and unit trends from FY15-17, as well as Food Bank eligibility criteria from FY12-17.
D. Data Requests:
The PSRA Committee requested information regarding food service category—including information related to food stamp provisions—so that the PSRA Committee can devise a strategy to provide 12 months of services in this category.
E. Other Business Items:
Agenda Items for Next Meeting: Food Bank/Voucher Eligibility *Next Meeting Date*: November 16, 2017, Governmental Center Annex Room A-337

F. SYSTEM OF CARE COMMITTEE

No October Meeting *Chair: M. Hayes, Chair: C. Edwards*

G. EXECUTIVE COMMITTEE

October 19, 2017 *Chair: B. Gammell Vice Chair: R. Lopes*

A. Work Plan Item Update / Status Summary:
Standard Committee Items–The committee members reviewed the November calendar and approved the November HIVPC agenda and meeting materials. Member Recognition Program – The Committee reviewed the program information in preparation for the member recognition program. Nominating Committee and 2018 Elections – Executive reviewed and approved updates made to the ad-Hoc Nominating Committee's Policies & Procedures. 2016-2017 Committee and HIVPC Evaluations – The Committee reviewed evaluation responses from July 2016 – August 2017 and a new version of the evaluations. Integrated Workgroup Update – The HIVPC has all its slots filled, the alternates from BCHPPC and SFAN have not yet been determined. The Committee discussed how information from the Integrated Workgroup would be shared with Executive and HIVPC. The Committee decided that since two of HIVPC's Integrated Workgroup members sit on the Executive Committee, they could be the ones to relay the information. Also, Integrated Workgroup updates will be added in as future items on HIVPC agendas.
B. Rationale for Recommendations:
The Committee approved the proposed Policies & Procedures changes for ad-Hoc Nominated Committee to reflect the new timeline of the elections process.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
Agenda Items for Next Meeting: HIVPC Committee Evaluations *Next Meeting Date*: November 16, 2017

****For detailed discussion on any of the above items, please refer to the meeting minutes. ****

10. GRANTEE REPORTS (20 minutes)

a. Part A
b. Part B

c. Part C
d. Part D
e. Part F
f. HOPWA
g. Prevention

11. **UNFINISHED BUSINESS**
12. **PUBLIC COMMENT**
13. **ANNOUNCEMENTS**
14. **REQUEST FOR DATA**
15. **AGENDA ITEMS FOR NEXT MEETING:** December 7, 2017 **LOCATION:** TBD

Tasks for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, brainstorm etc.*
2017-2018 Elections	*Nominating*	ACTION ITEM: Finalize slate of candidates including taking nominations from the floor for the 2018 Leadership Election.
Member Recognition Program	*MCDC*	ACTION ITEM: Announce recognized member.

PLEASE COMPLETE YOUR MEETING EVALUATIONS

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
August 31, 2017 Meeting Minutes

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Guests**
1	Arencibia, Y.		A		Garcia, J.
2	Barrientos, Y.	X			McShee, S.
3	Bhrangger, R.	X			Carter, S.
4	Burgess, D.	X			Pietrogallo, T.
5	DeSantis, M.		A		Murphy, K. *
6	Barnes, B. *Chair*	X			
7	Grant, C.	X			**Grantee Staff**
8	Hayes, M.	X			Jones, L.
9	Holness, Comm. D.V.C.		A		Walker, N.
10	Katz, H. B.	X			
11	King, J.	X			**HIVPC Staff**
12	Lint, A.	X			Johnson, B.
13	Lopes, R. *Vice Chair*	X			Oratien, V.
14	Marcoviche, W.	X			Ewart, L.
15	Moragne, T.	X*			Bacchus-Powers, C.
16	Parker, P.		E		Akiti, D.
17	Robertson, L.	X			Holloman, K.
18	Robertson, P.		E		
19	Rodriguez, J.	X			*On phone
20	Runkle, D.	X			
21	Schweizer, Dr. M.		E		
22	Shamer, D.	X			
23	Siclari, R.	X			
24	Spencer, W.		A		
25	Taylor-Bennett, C.	X*			
26	Thomas-Purcell, K.	X*			
	Quorum=14	**19**			

1. CALL TO ORDER

The Chair called the meeting to order at 9:39 a.m.

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

The HIVPC Vice Chair welcomed everyone and self-introductions were made. Attendees were notified of Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed. The following motions were made:

Motion #1: To approve today's agenda
Proposed by: Grant, C. **Seconded by:** Lopes, R.
Action: Passed Unanimously

Motion #2: To approve the 7/27/17 meeting minutes
Proposed by: Runkle, D. **Seconded by:** Shamer, D.
Action: Passed Unanimously

3. PHONE INTRODUCTIONS

Introductions were made by those on the phone.

4. **FEDERAL LEGISLATIVE REPORT**

Mr. Murphy gave his monthly update to the HIVPC regarding federal funding for Ryan White and HIV services. He could not provide much of an update on the Legislature, as Congress has been on recess since the last HIVPC meeting. Looking forward, proposed budgets have level funding for Ryan White Programs. Hurricane Harvey may affect funding proposals for the next FY, including increased funding for damages to Huston. Congress will most likely pass a year-long funding resolution, but there may be surprises in store for health and welfare advocates. As for repeal of the ACA, they will most likely focus on changes to the individual market places, and no longer attempt a full repeal.

5. **CONSENT ITEMS**

The Chair asked the members to approve the Consent Item.

Motion #3: To approve the Consent Item
Proposed by: Lopes, R. **Seconded by:** Robertson, L.
Action: Passed Unanimously

6. **DISCUSSION ITEMS:**

a. Food Bank Eligibility Criteria: The Chair of Quality, as well as a PSRA member, opened discussion on proposed changes in Food Bank/Voucher eligibility criteria. At the August PSRA meeting the Grantee discussed trends in expenditures and utilization of Food Bank services, and made recommendations for cost containment. While client utilization has decreased, expenditures and units have increased and are on track to expend $1.3 million this FY, well over the $1 million allocated budget. The PSRA Committee presented their recommendations for decrease in units for clients making 151-300% FPL to 3 per year for emergency purposes.

Motion #4: To accept the proposed changes in Food Bank eligibility
Proposed by: King, J. **Seconded by:** Lopes, R.
Discussion: A member asked about the current eligibility and unit allotment: 2 per month, either box or voucher. The Food Bank representative told the members that clients receive an average of 7 units per year, but this year trend is significantly increasing. The PSRA Committee discussed best course of action based on provided data to determine how to serve clients in need while containing increasing expenditures. PSRA looked at the number of clients in each FPL bracket, and discussed RW as the payer of last resort and the use of Food Bank as a supplement, not as a primary source of food for clients. A member states that cuts for clients at higher FPLs may be more impacted by cuts because of their limited resources, while those with lower FPLs often get assistance from other sources. The Grantee has seen an uptick in utilization for clients in every FPL. Even with the recommended changes, Food Bank expenditures will outpace its allocation. He said that the longer the HIVPC waits to make a decision, the sooner the service will run out of funding. The members debated whether to vote on the measure or send the recommendation back to the PSRA Committee for further review.
Action: Failed with 9 Oppositions, 7 Approvals, and 2 Abstentions

Motion #5: To send review of Food Bank eligibility criteria back to the PSRA Committee for further review
Proposed by: Barrientos, Y. **Seconded by:** Rodriguez, J.
Discussion: A member asked how long the current trend in expenditures can last until the service is fully expended, and the Grantee responded, until November. Once the funding runs out, clients will either not receive the service or funding must be swept from another service category during "Sweeps" in October. Core services are first priority, and Pharmacy as well as Oral Health may need additional funds to operate.

A member expressed concern with the voting procedure for Motion #4, as not all members voted at first, and when the vote was recounted more members voted or changed their vote to oppose the motion. He asked Staff to clarify if this was proper procedures, or if the vote was invalid.

Motion #6: To table the Food Bank eligibility criteria item while Staff can clarify voting procedure in Robert's Rules of Order
Proposed by: King, J. **Seconded by:** Katz, H.B
Action: Passed Unanimously

The PC Staff explained that according to Robert's Rules, members can change their votes during a motion, but that the members can reconsider and revote on the original motion if it is deemed appropriate by the members.

The members debated whether it was appropriate to reconsider a motion what was already opposed by the HIVPC, and then the HIVPC Chair asked Staff to use the HIVPC roster to call and record the members' votes.

Motion #8: To reconsider Motion #4, to approve the proposed changes to Food Bank eligibility criteria
Proposed by: King, J. **Seconded by:** Grant, C.
Action: Passed with 4 Oppositions and 2 Abstentions
Barnes, B: Abstain
Barrientos, Y: Yes
Bhrangger, R: No
Burgess, D: Yes
Grant, C: Yes
Hayes, M: No
Katz, H.B.: Yes
King, J: Yes
Lint, A: Yes
Lopes, R: Abstain
Marchoviche, W: No
Moragne, T: Yes
Robertson, L: No
Rodriguez, J: Yes
Runkle, D: Yes
Shamer, D: Yes
Siclari, R: Yes
Taylor-Bennett, C: Yes
Thomas-Purcell, K: Yes

Motion #9: To have a County lawyer present at each HIVPC meeting where matters are being voted on
Proposed by: Lint, A **Seconded by:** None
The Grantee explained that County lawyers will only offer opinions on legal issues by writing as requested, and will not weigh in on voting procedures. As there was no second for the motion it was revoked.

The members discussed the original motion to approve the PSRA Committee's recommendations for Food Bank eligibility criteria. The members debated the issue at length.

Motion #10: To accept the proposed changes in Food Bank eligibility
Proposed by: King, J. Seconded by: Grant, C.
Discussion: The Grantee warned that the HIVPC needed to come to a consensus in their decisions and their decision making process. A member also expressed her concern with the way the voting process was handled by the membership. The group debated the voting process and brought the motion to a roll-called vote.
Action: Motion failed with 8 Oppositions, 7 Approvals and 2 Abstentions
Barnes, B: Abstain
Barrientos, Y: No
Bhrangger, R: No
Burgess, D: Yes
Grant, C: Yes
Hayes, M: No
Katz, H.B.: No
King, J: Yes
Lopes, R: Abstain
Marchoviche, W: No
Moragne, T: Yes
Robertson, L: No
Rodriguez, J: Yes
Runkle, D: No
Shamer, D: Yes
Siclari, R: Yes
Taylor-Bennett, C: No

Next, the members discussed their own recommendations for Food Bank eligibility criteria that did not impact clients in higher FPL brackets as much as the previous recommendations. Finally, the HIVPC members stacked the motion to determine if the Food Bank criteria still needed to be reviewed and address by the PSRA Committee.

Motion #11: To change Food Bank eligibility criteria to 18 units per year, with a maximum of 6 vouchers for clients making between 0-150% FPL; 12 units per year, with a maximum of 6 vouchers for clients making 151-250% FPL; and to leave 251-300% FPL as an emergency service with a maximum of 3 units per year.
Proposed by: Hayes, M. **Seconded by:** Barrientos, Y.
Discussion: A member asked about the impact of the proposed changes, and the Grantee thinks it will start to affect expenditures later in the year as most clients will not have reached their caps 6 months into the fiscal year.
Action: Passed with 9 Approvals, 6 Oppositions and 2 Abstentions
Barnes, B: Abstain
Barrientos, Y: Yes
Bhrangger, R: Yes
Burgess, D: Yes
Grant, C: No
Hayes, M: Yes
Katz, H.B.: No
King, J: No
Lopes, R: Abstain
Marchoviche, W: Yes
Moragne, T: No
Robertson, L: Yes
Rodriguez, J: Yes
Runkle, D: Yes
Shamer, D: Yes
Siclari, R: No
Taylor-Bennett, C: No

Motion #12: To send Food Bank eligibility back to PSRA for further review
Proposed by: Taylor-Bennett, C. **Seconded by:** Hayes, M.
Action: Passed with 3 Oppositions and 2 Abstentions
Barnes, B: Abstain
Barrientos, Y: Yes
Bhrangger, R: Yes
Burgess, D: Yes
Grant, C: No
Hayes, M: Yes
Katz, H.B.: Yes
Lopes, R: Abstain
Marchoviche, W: Yes
Moragne, T: Yes
Robertson, L: No
Rodriguez, J: Yes
Runkle, D: Yes
Shamer, D: No
Siclari, R: Yes
Taylor-Bennett, C: Yes

b. By-Laws: HIVPC Chair reviewed the history of the Integrated Plan and Integrated Workgroup from 2015 until August's final meeting with the Executive Planning Bodies. Moving forward, a new Integrated Work Group will be formed with members from SFAN, HIVPC and BCHPPC. The HIVPC By-Laws will need revisions to reflect the new makes, scope and purpose of the Integrated Work Group, and the Executive Committee proposed the changes for HIVPC approval. HIVPC Health Planner went over changes the proposed language, and the members asked that the language clarify that SFAN is an advisory body to the Part B Program, not a Planning Council. The distinction is that SFAN has no official authority to make policy or decisions regarding the Part B Program, but to submit recommendations. The Part B member asked that that be made clear in the language.

Motion #7: To approved the proposed changes to the HIVPC By-Laws
Friendly Amendment: To revise the language in Section 11, A to read "Planning or advisory body as applicable"
Proposed by: Grant, C. **Seconded by:** Lopes, R.
Action: Passed Unanimously

7. NEW BUSINESS

a. Regular HIVPC Elections: Elections for HIVPC Chair and Vice Chair will be held in January, 2018. Lorenzo Robertson has been named Chair of the Ad-Hoc Nominating Committee, and is looking for volunteer members. Timothy Moragne and Carla Taylor-Bennett volunteered. The Chair will be reaching out to other members to join.

b. Integrated Work group: The Integrated Work Group needs 3 members and an alternate to represent Part A. The Executive Committee has proposed 2 slates of candidates for consideration. The Chair asked if any other member would like to be considered for the IW, and none volunteered. The members voted on the slates.

Motion #13: To select a slate of candidates to serve on the IW
Proposed by: Executive **Seconded by:** Hayes, M.
Action: Slate 2 selected- Vince Foster, Lorenzo Robertson, Yahaira Barrientos, Tom Pietrogallo (Alternate)
Barnes, B: Abstain
Barrientos, Y: 2
Bhrangger, R: 1
Burgess, D: 2
Grant, C: 2
Hayes, M: 2
Katz, H.B.: 2
Lopes, R: 2
Marchoviche, W: 1
Moragne, T: 2
Robertson, L: 2
Rodriguez, J: 1
Runkle, D: 2
Shamer, D: 2
Siclari, R: 2
Taylor-Bennett, C: 2

8. AUGUST COMMITTEE REPORTS

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

August 1, 2017 *Chair: L. Robertson, V. Chair: P. Fleurinord*

The report stands.

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

No August Meeting *Chair: Vacant, V. Chair: V. Foster*

C. QUALITY MANAGEMENT COMMITTEE (QMC)

No August Meeting *Chair: C. Grant, V Chair: Vacant*

D. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

August 17, 2017 *Chair: W. Spencer, Vice Chair: R. Siclari*

The report stands.

E. SYSTEM OF CARE COMMITTEE

No August Meeting *Chair: M. Hayes, Vice Chair: C. Edwards*

F. EXECUTIVE COMMITTEE

August 17, 2017 *Chair: B. Gammell Vice Chair: R. Lopes*

The report stands.

9. GRANTEE REPORTS

a. **Part A:** The FY2018 Part A grant application was released that day, and the threshold for the amount of funding available for each EMA has changed. The HIVPC has 2 options: hold a PSRA and HIVPC meeting in September to adjust the FY2018 allocations, or allow the Grantee the authority to change allocations to fit the HRSA guidelines based on the PSRA Policies and Procedures. The Grantee's Office would need to have any changes approved by the Commissioners, so the PSRA and HIVPC meetings would have to be held within the next week to allow time for approval.

> **Motion #14:** To allow the Grantee to adjust FY18 service category allocations based on the FY18 HRSA EMA cap as consistent with the PSRA Policies and Procedures
> **Proposed by:** Rodriguez, J. **Seconded by:** Runkle, D.
> **Action:** Passed Unanimously

10. UNFINISHED BUSINESS

None.

11. PUBLIC COMMENT

None.

12. ANNOUNCEMENTS

None.

13. REQUEST FOR DATA

None.

14. AGENDA ITEMS FOR NEXT MEETING: October 26, 2017, 9:30 a.m. LOCATION: GC-430

Tasks for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, brainstorm etc.*
HOPWA Presentation	*HOPWA*	ACTION ITEM: Receive a presentation regarding HOPWA funding and services in the EMA
Reallocations ("Sweeps")	*PSRA*	ACTION ITEM: Recommend reallocations ("Sweeps") to ensure sufficient core funding and the distribution of additional funds.
Member Recognition Program	*MCDC*	ACTION ITEM: Start nominations process for member to be recognized during December HIVPC meeting

15. ADJOURNMENT

The meeting was adjourned at 12:20 p.m.

HIVPC ATTENDANCE CY 2017

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	26	23	23	27	C	22	27	31					
		1	**1**	Arenciaba, Y.	X	X	X	A		E	X	A					
	1	2	**2**	Barnes B., *Chair*	X	X	X	X		A	A	X					W-8/1
1			**3**	Barrientos, Y.	N-4/27			X		X	X	X					
		0		Bell, J.	X	X	Z- 3/14										
1	1	0	**4**	Bhrangger, R.	X	X	X	X		X	E	X					
1	1	0	**5**	Burgess, D.	X	X	X	X		E	E	X					

		1	6	DeSantis, M.	X	X	X	A		X	X	A					
		1	7	Grant C.	X	X	X	X		X	A	X					
		0	8	Hayes, M.	X	E	X	X		X	X	X					
		3	A	Holness, D. V.C. (Comm)	A	A	A	X		X	X	A					
		3		Huggins, L.M.	A	A	A						R-3/23				
1	1	0	9	Katz, H.B.	X	X	X	X		X	X	X					
	1	1	10	King, J.	X	X	X	X		X	A	X					
1	1	1	11	Lint, A.	X	X	X	X		A	X	X					
		1	12	Lopes, R., *V. Chair*	X	X	A	X		X	X	X					
1	1	0	13	Marcoviche, W.	X	X	X	X		X	X	X					
		1	14	Moragne, T.	A	X	X	X		X	X	X					
1	1	1	15	Parker, P.	A	X	X	X		X	E	E					
	1	0	16	Robertson, L.	X	X	X	X		X	X	X					
1	1	3	17	Robertson, P.	A	A	X	A		X	X	E					W-2/28, 5/3
1	1	0	18	Runkle, D.	X	X	X	X		X	X	X					
		1	19	Schweizer, M.	X	X	X	X		X	A	E					
1	1	0	20	Shamer, D.	X	X	X	X		X	X	X					
		1	21	Siclari, R.	X	A	X	X		X	X	X					
	1	0	22	Spencer, W.	X	X	X	X		X	X	A					
		3	23	Taylor-Bennett, C.	X	X	A	A		E	A	X					W-5/3, W-8/1
		3	24	Thomas-Purcell, K.	A	A	X	E		A	X	X					W-2/28, 6/26
				Quorum = 13	20	20	21	19		19	17						

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - resigned

C - cancelled

W - warning letter

R - removal letter

HANDOUT A

Update for Broward County
HIV Health Services Planning Council

From: Kareem Murphy
Date: October 24, 2017

Appropriations Update

Work in Congress on the Fiscal Year (FY) 2018 appropriations process has slowed. The House Appropriations Committee has adopted the Labor-HHS-Education and Housing and Urban Development-Transportation appropriations bills. Funding for key areas would remain the same. The Minority AIDS Initiative, however, would be ***eliminated***. As stated earlier, this isn't an improvement but it is not the cuts that were expected.

The Senate marked its bill up in September and it level funds all Ryan White programs. This is a good thing.

The fiscal year started October 1 and Congress has passed a temporary spending bill that level funds all programs through early December. This is a familiar scenario and one that could possibly postpone final disposition until the middle or end of December. It's outcome is not known. Another yearlong continuing resolution level funding all programs would be a victory in a climate where cutting HHS programs is still possible.

Affordable Care Act Repeal

The framework for a major tax overhaul THAT just passed the Senate includes some possible mechanisms for repeal of the Affordable Care Act (ACA). Key Senators continue to express concerns with major cuts to the Medicaid program. Ending Medicaid as an entitlement program would force states to determine how to reduce the scope of care and eligibility to align with less federal funding. Floridians whose HIV-related care and treatment is funded by Medicaid would face the prospect of reduced services.

HANDOUT B

NOMINATING PROCEDURE

FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the October HIVPC meeting (prior to the January election), Council Members will be given a form to express their interest in running for Chair or Vice Chair along with a form questionnaire containing a set of questions about why they want to be an officer and their past leadership experience.

At the beginning of the next Planning Council meeting, the slate of all members that have indicated interest in running for office will be presented and a verbal call for nominations from the floor will take place. All candidates will be provided an opportunity to answer the questions on the questionnaire form. The deadline for submitting responses will be 3 weeks from the December call for nominations.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following Planning Council to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the January Planning Council mailing.

At the beginning of the following Planning Council meeting, candidates will give presentations that should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses. Then ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. Planning Council members will receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the January meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective at the first meeting in March.

FOR SPECIAL ELECTIONS

In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined above. Dates may vary based on the timing of the resignation.

HANDOUT C

2017-2018 AD-HOC NOMINATING COMMITTEE TIMELINE

Activity	Proposed Date
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	October 5, 2017
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running.	October 26, 2017
HIVPC meeting. Present slate of candidates and ask for verbal call of nominations. All candidates three weeks to submit questionnaire to HIVPC staff.	December 7, 2017
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	December 28, 2017
Nominations closed.	December 28, 2017
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 4, 2018
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January 25, 2018
Start of new HIVPC Chair and Vice Chair terms 2018-2020	March 1, 2018

HANDOUT D

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 28, 2017.

Candidate Name	
Office Sought (Check ONE)	☐ **CHAIR** ☐ **VICE CHAIR** *A separate application is required for each office.*
Affiliation	*Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.*

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

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

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

RELATIONSHIPS, COMMUNITY & OUTREACH
What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

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

/// Approved

Candidate Name		
Office Sought (Check ONE)	☐ **CHAIR** ☐ **VICE CHAIR**	*A separate application is required for each office.*

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

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

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

OUTLOOK
How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021?

/// Approved

HIVPC Member Recognition Program

(Due to HIVPC Staff by November 8th, 2017)

Purpose: The purpose of the HIVPC Member Recognition Program is to recognize members and increase retention among those who have served the HIVPC in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Criteria: The nominee and nominator must be HIVPC members. Nominators should keep in mind the judging criteria and write the nomination accordingly.

<u>Commitment</u>

- Conscientious, honest, hard-working
- Growth (knowledge of HIVPC workings, mentorship, Buddy System)
- Serves as a role model to others
- Length of service
- Leadership history

<u>Communication</u>

- Displays a helpful, cooperative and positive attitude towards co-members
- Consistently available to others
- Has a team player attitude

<u>Dedication</u>

- Dedicated to fulfilling member responsibilities
- Committee activities
- Consistently dependable and is punctual in reporting to meetings
- Active involvement in committees, events, fairs, trainings, and other activities
- Goes above and beyond the requirements of being a member

Nominations Process: The Membership/Council Development Committee (MCDC) will open the nominations process at the HIVPC meeting. Members of the HIVPC may nominate an HIVPC member, and must submit their nomination within 2 weeks. Each nomination will be graded according to the previously-stated criteria. The highest scoring nominee will be considered for the award. The HIVPC Chair must approve each nomination prior to being named as the recipient of the award. Once the selection has been finalized, the MCDC will ask the winner if they accept the nomination, along with authorization to post their photo on the HIVPC website.

Recognition will include:

- Certificate of recognition (framed)
- Photo and biography on HIVPC website and Quarterly Newsletter (if desired)
- Announcement at HIVPC meeting

HIVPC Member Recognition Program

NOMINATION FORM

(Due to HIVPC Staff by November 8th, 2017)

Dear HIVPC Members,

The HIVPC needs your help! We need to recognize and reward our outstanding members for the tremendous amount of hard work they give to the HIVPC. The following form allows you to nominate a member to be recognized. Please nominate any member who has made a positive impact on the HIVPC. Together, we can honor excellence on the HIVPC.

Nominee’s Name: ______________________________________

Date: ____________

Submitted by: ____

Signature: ____

PLEASE WRITE EXAMPLES AND/OR EVENTS THAT WILL SUPPORT YOUR NOMINATION OF THIS PERSON.

Please describe how this member has demonstrated; Outstanding Commitment, Dedication, and Communication. Consider the following and use the space below to explain other reason(s) for the nomination. The MCDC will utilize your comments to select the best candidate for the member of quarter.

- **Commitment:** The member demonstrates continued outstanding performance in fulfilling member responsibilities, and active involvement in committees, events, trainings, and other activities.

  ____
  ____
  ____
  ____

  OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

- **Communication:** The member communicates with everyone in a timely, direct, truthful, respectful, and kind manner.

  ____
  ____
  ____
  ____

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

- **Dedication:** The member goes above and beyond expectations. Makes a difference to the HIVPC.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

Total Score: ____/30