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

Thursday, October 25, 2018, 9:30 a.m. GC-430

Chair: Réquel Lopes **Vice Chair:** Vacant

Reminder: *Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

1. **CALL TO ORDER** (10 minutes)

2. **WELCOME AND PUBLIC RECORD REQUIREMENTS**
   a. Welcome and Introductions
   b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
   c. Council Member and Guest Introductions
   d. Moment of Silence
   e. Excused Absences and Appointment of Alternates
   f. Approval of 10/25/18 Meeting Agenda
   g. Approval of 9/27/18 Meeting Minutes

3. **PHONE INTRODUCTIONS**
4. **PUBLIC COMMENT** (Up to 10 minutes)
5. **WRITTEN FEDERAL LEGISLATIVE REPORT HANDOUT** (Kareem Murphy)

6. **CONSENT ITEMS**

#	Motion	Justification	Proposed By
1	To approve Andrew Ruffner for membership on the Community Empowerment Committee.	Mr. Ruffner has worked in HIV prevention and social work for 12 years and has recently joined the HIVPC.	CEC
2	To approve Anthony Brautigam for membership on the Community Empowerment Committee.	Mr. Brautigam has 8 years of experience in HIV/AIDS awareness, treatment, promotion and marketing and event planning to create exposure for HIV prevention and care and treatment.	CEC

7. **DISCUSSION ITEMS**

#	Motion	Justification	Proposed By
1	To approve the proposed By-Laws changes to Article IV, Section 1 (Handout A)	Language regarding the minimum and maximum number of members appointed to the Council needs to be clearly outlined in the membership section of the By-Laws, according the HRSA mandates.	Executive
2	To approve the proposed line deletion in Article X, Section 4 of By-Laws (Handout A)	Language regarding lost wages and fringe benefits should be removed as these items should not be covered under reimbursements, according to HRSA mandates.	Executive

8. **NEW BUSINESS**
   HIVPC Vice Chair Nominations - Final Nominations from the Floor

9. OCTOBER COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

October 2, 2018 *Chair: Y. Barrientos, V. Chair: P. Fleurinord*

A. Work Plan Item Update / Status Summary:
Conduct and Ethics: The Committee discussed the importance of discretion at meetings. Members are able to disclose their status if they choose, but other members should not be sharing that information. Chill, Chat, and Chew BBQ: CEC reviewed feedback from community forum attendees and discussed ideas for improvement of future events. Outreach Events: Members discussed proposed event ideas such as a "Fighting Stigma through Fashion" fashion show and "Painting with a Purpose." Branding Exercise: The Recipient Publications Specialist performed a branding exercise with the Committee to garner feedback regarding perceptions of the Broward County Ryan White Part A Program. Members participated and provided feedback.
B. Rationale for Recommendations:
None.
C. Data Reports/Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
Agenda Items for Next Meeting: Outreach event planning. *Next Meeting Date*: November 6, 2018 at 3:00p.m.

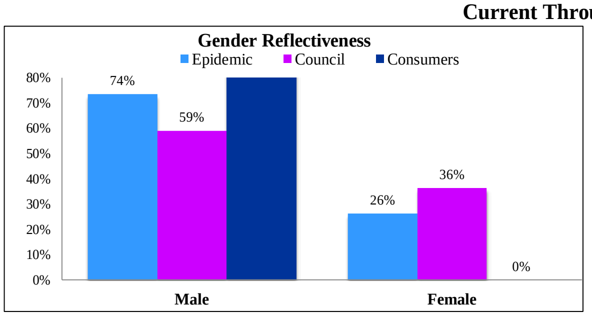
B. AD-HOC NOMINATING COMMITTEE

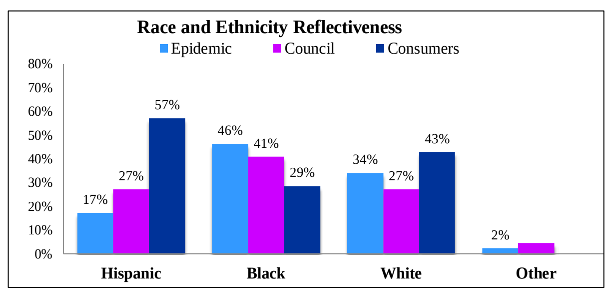
No October Meeting *Chair: Barnes, B.*

C. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

October 11, 2018 *Chair: V. Foster, V. Chair: Vacant*

HIV Planning Council Membership Report
Current Through October 2018





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,753	74%	13	59%	-15%	7	100%	26%
Female	5,288	26%	8	36%	10%	0	0%	-26%
Transgender	-	-	1	5%	-	2	29%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,455	17%	6	27%	10%	4	57%	40%
Black	9,283	46%	9	41%	-5%	2	29%	-18%
White	6,831	34%	6	27%	-7%	3	43%	9%
Other	472	2%	1	5%	2%	0	0%	2%
Total	20,041	100%	22			7		

Current Members	22
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	32%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. ASO/CBO Serving Affected Populations
4. State Medicaid
5. Local Public Health Agency
6. Health Planning
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 providers.

% Part A-Funded Providers	36%

A. Work Plan Item Update / Status Summary:
HIVPC Committee Vacancies: There is an immediate need for consumers—especially black female consumers. Members were encouraged to continue efforts to recruit new consumer members. The Committee discussed recruitment and retention strategies. Policies/Procedures and Member Conduct: Members reviewed language regarding member conduct, and chose to develop a code of ethics for HIVPC membership. HIVPC Recruitment Materials: MCDC discussed promotional materials and attracting interest at events. The Committee discussed holding a community forum to obtain feedback from the public about Ryan White and the HIVPC before moving forward with recruitment materials.
B. Rationale for Recommendations:
None.
C. Data Reports/Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
Agenda Items for Next Meeting: Post Appointment Training, New Member Appointments, Work Plan Update, and Code of Ethics Sample Language. *Next Meeting Date*: November 8, 2018 at 9:30 a.m.

D. INTEGRATED WORKGROUP

No October Meeting *Chair: T. Pietrogallo, V. Chair: Williams, T.*

E. QUALITY MANAGEMENT COMMITTEE (QMC)

October 15, 2018 *Chair: D. Shamer, V. Chair: Fortune-Evans, B.*

A. Work Plan Item Update / Status Summary:
QMC Member Appointments: Requirements for committee membership including attendance were summarized and members were updated about a recent inquiry to join the QMC. The interested member, although approved by the QMC chair, has not submitted an application to program support staff because he cannot currently commit to the attendance requirements for committee membership at this time. QMC Work Plan: Committee members were given time to review the QMC work plan (pulled from the larger CQM work plan). Upcoming activities include a review of SDMs. Staff emphasized that achieving quorum during the next several months is vital, to stay on track and review updated service delivery models. CIED Appointment Scheduling Follow-Up: During the September meeting, there was a discussion, and a motion passed to allow clients the option to make advanced CIED recertification appointments at the time of their current appointment. The recipient staff explained the reasons how 6-month advance appointments can pose a challenge for other clients requesting appointments, as all appointment vacancies will be filled. The system currently allows clients to book 90 days in advance with CIED staff contacting clients 30 days before their eligibility expiration date. The Part A Program is currently in the process of collaborating with ADAP and their recertification process. PE is being updated to match ADAP's fields with the goal of completely syncing ADAP recertification with RW Part A recertification so that clients can recertify online.
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
The Committee reviewed data requested from the last meeting, including: Test & Treat Care Continuum Data (Handout A).
D. Data Requests:
No data was requested at this meeting.
E. Other Business Items:
None.
F. Agenda Items for Next Meeting:
Provide client utilization data and service delivery model timeline.

F. **PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)**

October 18, 2018 *Chair: L. Robertson, V. Chair: M. Hayes*

Meeting Canceled - No Quorum

G. **EXECUTIVE COMMITTEE**

October 18, 2018 *Chair: R. Lopes, V. Chair: vacant*

Meeting Canceled - No Quorum

H. **SYSTEM OF CARE COMMITTEE (SOC)**

No October Meeting *V. Chair: C. Edwards*

**** 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 (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: November 29, 2018 9:30 a.m. **LOCATION:** GC-430

Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
HIVPC Vice Chair Elections	ACTION ITEM: Vote for new HIVPC Vice Chair

16. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL

• Linkage to Care • Retention in Care • Viral Load Suppression •

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Thursday, September 27, 2018 Meeting Minutes

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Grantee Staff**
1	Arencibia, Y.	X			Anderson, T.
2	Barnes, B.	X			Fender, T.
3	Barrientos, Y.	X			Garcia, E.
4	Bhrangger, R.	X			
5	Burgess, D.		E		**HIVPC Staff**
6	Fortune-Evans, B.	X			Johnson, B.
7	Foster, V.	X			Oratien, V.
8	Fleurinord, P	X			Martinez, G.
9	Grant, C.	X			Jolly, J.
10	Hayes, M.	X			Guice, M.
	Holness, Comm. D.V.C		A		Joseph, A.
11	Katz, H. B.	X			
12	Lint, A.		A		**Guests**
13	Lopes, R. *Chair*	X			Ruffner, A.
14	Marcoviche, W.	X			Garcia, J.
15	Moragne, T.	X			Murphy, K.
16	Moreno, V.	X			
17	Robertson, L.		A		
18	Rodriguez, J.	X			
19	Runkle, D.		A		
20	Schweizer, M.	X			
21	Shamer, D.	X			
22	Siclari, R.	X			
23	Williams, R.	X			
	Quorum=13	**17**			

1. CALL TO ORDER

The Chair called the meeting to order at 9:44 a.m.

2. WELCOME AND INTRODUCTIONS AND PUBLIC RECORD REQUIREMENTS

The HIVPC Chair welcomed everyone. Introductions were made by HIVPC members, PC and Recipient Staff, HRSA Staff and Guests. 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 meeting agenda
Proposed by: Schweizer, M. **Seconded by:** Arencibia, Y
Action: Passed Unanimously

Motion #2: To approve the 7/26/18 minutes
Proposed by: Arencibia, Y. **Seconded by:** Grant, C. **Action:** Passed Unanimously

3. PHONE INTRODUCTIONS

Kareem Murphy and Patricia Fleurinord introduced themselves to the HIVPC members.

4. PUBLIC COMMENT
None.

5. WRITTEN FEDERAL LEGISLATIVE REPORT HANDOUT (Kareem Murphy)

Congress in on the verge of reviewing and approving a temporary funding bill which includes services that need the most funding. This proposed bill would level funds, without cutting any current dollars. This amount doesn't meet the need for services, but totals to around $2.319 Billion; with Part A receiving $656 million, ADAP $900.3 million. Administrative cuts were also proposed by the House. There is no status on HOPWA or housing at this time. It's possible that a housing deal will be cut but is not confident this will be the outcome. A question was asked about ACA and the SNAP program; to which Kareem could not immediately answer. As of today, there has not been any changes to any of the Part A programs, and there has not been any information released regarding changes at this time.

6. CONSENT ITEMS

#	Motion	Justification	Proposed By
1	To appoint Andrew Ruffner to the HIV Planning Council.	Mr. Ruffner is a longstanding member of the HIV/AIDS community, with experience working in the field at both the local and state level. He has also been involved in our HIVPC events and meetings over the past few months.	MCDC
2	To appoint Ebonni Bryant to the HIV Planning Council.	Ms. Bryant is a 10-year advocate for HIV/AIDS. She serves on her community board in Wilton Manors. Professionally, Ebonni works as the Community Engagement Liaison at the AIDS Healthcare Foundation and will fill the currently vacant ASO/CBO HRSA Mandated seat.	MCDC
3	To approve Ad-Hoc Nominating Committee election procedures timeline	To finalize the elections process and commence the HIVPC Vice Chair election process.	Ad-Hoc Nominating Committee

Motion #3: To approve consent items
Proposed by: Foster, V. **Seconded by:** Schweizer, M**.**
Action: Passed Unanimously

7. NEW BUSINESS

a. Elections Procedures Overview**-** Election timeline/procedures were reviewed and approved.

8. DISCUSSION ITEMS

a. Sweeps- An increased number of people being brought into care through the Test and Treat initiative, but there is no new money to accommodate new patients. The Recipient is working to find ways to shift money, to help ensure not gaps in services are experienced by our clients. The Recipient contributed an additional $164,000 from the Admin budget to help with the continuation of services to the community. Abstention forms and the declaration of voting conflicts procedures was provided.

Motion #4: To reallocate $38 from MAI Outpatient Ambulatory Health Services
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed with 1 Abstention

Motion #5: To reallocate $415,872 from Pharmaceuticals
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed Unanimously

Motion #6: To reallocate $100,000 from Oral Health Care – Routine
Proposed by: PSRA **Seconded by:** Grant. C.
Action: Passed Unanimously

Motion #7: To reallocate $13,365 from MAI Medical Case Management
Proposed by: PSRA **Seconded by:** Schweizer, M.

Action: Passed with 1 Abstention

Motion #8: To reallocate $21,000 from Mental Health
Proposed by: PSRA **Seconded by:** Moragne, T.
Action: Passed Unanimously

Motion #9: To reallocate $12,321 from MAI Mental Health
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed Unanimously

Motion #10: To reallocate $ 341,872 to Ambulatory-Integrated Primary Care and Behavioral Health Services
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed Unanimously

Motion #11: To reallocate $50,000 to Oral Health Care – Routine
Proposed by: PSRA **Seconded by:** Lopes, R.
Action: Passed with 2 Abstentions

Motion #12: To reallocate $55,000 to Oral Health Care – Specialty
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed Unanimously

Motion #13: To reallocate $35,000 to Medical Case Management
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed Unanimously

Motion #14: To reallocate $65,000 to Substance Abuse – Outpatient
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed with 1 Abstention

Motion #15: To reallocate $25,724 to MAI Substance Abuse – Outpatient
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed with 1 Abstention

Motion #16: To reallocate $154,000 to Emergency Financial Assistance
Proposed by: PSRA **Seconded by:** Schweizer, M.
Action: Passed with 1 Opposed

9. AUGUST/SEPTEMBER COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

September 4, 2018 - Canceled; No Quorum *Chair: Y. Barrientos, V. Chair: P. Fleurinord*

B. AD-HOC NOMINATING COMMITTEE

August 20, 2018: Special Meeting *Chair: Barnes, B.*

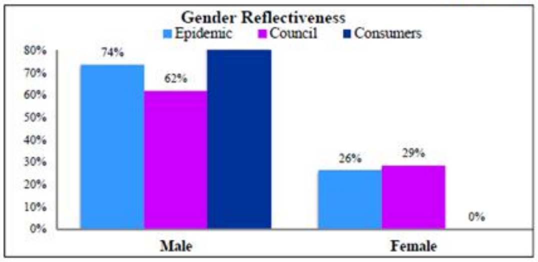
A. Agenda Item Update / Status Summary:
Remote Voting Procedures – Committee members will be allowed to vote remotely, via phone conference, with prior approval to call in. Single Candidate Procedures – It was determined that if there is a single candidate, he/she will run unopposed. Members are welcome to nominate another candidate from the floor on October 25th. Nominating Procedure – Candidates have until 12pm on October 24th to submit nominations. Nominations will then be closed at the end of the HIVPC meeting on October 25th. Elections Timeline- Updates were made to the timeline to reflect the update in the election process.
B. Rationale for Recommendations:
The ad-Hoc Nominating Committee chose to continue using the election process from the previous election cycle. The Committee updated the timeline to reflect the modification in the election process. Election procedures were updated to reflect the need for sufficient question and answer time and to generalize the timeline of election activities.
C. Data Reports / Data Review Updates:

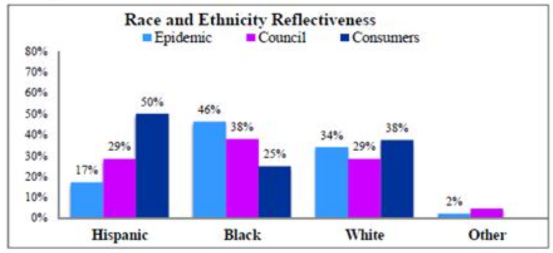
None.
D. Data Requests:
None.

C. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

September 13, 2018 *Chair: V. Foster, V. Chair: Vacant*

HIV Planning Council Membership Report
Current Through August 2018





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,753	74%	13	62%	-12%	7	88%	14%
Female	5,288	26%	6	29%	2%	0	0%	-26%
Transgender	-	-	2	10%	-	2	25%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,455	17%	6	29%	11%	4	50%	33%
Black	9,283	46%	8	38%	-8%	2	25%	-21%
White	6,831	34%	6	29%	-6%	3	38%	3%
Other	472	2%	1	5%	2%	0	0%	2%
Total	20,041	100%	21			8		

Current Members	21
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. ASO/CBO Serving Affected Populations
4. State Medicaid
5. Local Public Health Agency
6. Health Planning
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 providers.

% Part A-Funded Providers	*33%*

A. Agenda Item Update / Status Summary:

Review HIVPC Demographics: The Committee members reviewed the HIVPC and Standing Committee member demographics. 38% of HIVPC members are unaffiliated consumers. We are currently below 12% for male membership and there are no Black female consumers on the HIVPC. The group discussed ways to enhance member recruitment. The HIVPC currently has 7 vacancies. The MCDC discussed each vacancy and brainstormed on ways to fill them.

HIVPC and Committee Attendance: The group reviewed the HIVPC attendance, and all committee meetings held in the month of July 2018.

Current Applicants, Interested Parties, and Appointments: The HIVPC currently has two candidates for membership. Both candidates were present at the meeting and had the opportunity to speak with committee members about their interest in HIVPC and their background work. Their applications will now be brought to the HIVPC committee for final approval at this month's meeting.

Branding Exercise: BRHPC Communications Specialist shared branding ideas and advice for us as it pertains to our marketing and recruitment materials. The committee will take this information to influence the next direction for promotional materials.

B. Rationale for Recommendations:

None.

C. Data Reports / Data Review Updates:

None.

D. Data Requests:

None.

E. Other Business Items:

Agenda Items for Next Meeting: HIVPC Committee Vacancies, Pre/Post Appointment Orientation, Member Conduct
Next Meeting Date: October 11, 2018 9:30 a.m. *Venue*: A-337

D. INTEGRATED WORKGROUP

No September Meeting *Chair: T. Pietrogallo, V. Chair: T. Williams*

E. QUALITY MANAGEMENT COMMITTEE (QMC)

September 17, 2018 *Chair: D. Shamer*

A. Work Plan Item Update / Status Summary:
Review HIV Care Continuum Analysis, Broward Outcomes and Indicators, QI Network Updates for Q1 & Q2, and demographic breakdown of "mother" risk factor and breakdown of Transgender clients in Part A: Clarification was provided regarding how the categories of "Retention in Care" and "In Care" are defined within the Care Continuum. Additionally, there was a discussion regarding scenarios where providers encourage clients to utilize services less often than the service delivery models dictate. A member noted that there is a discrepancy at the patient-provider level when compared to the system level in terms of the frequency of doctor visits promoted by physicians and care providers. The updated service delivery models will be presented to the council members at the appropriate meeting and will include comments and recommendations from QM committee members. One member noted, in regards to mental health services, that clients often have lifelong diagnosis and varying levels of severity to consider. If a plan of care is based around symptoms, then clients with lifelong symptoms will skew outcome. There should be further evaluations of outcomes during the service delivery model development process. Specifically, symptom-based outcomes should be evaluated in order to reflect a tangible measure to be used for monitoring. Recipient staff noted that these outcomes are up for review during the Service Delivery Model review process. Although service delivery model guidelines require providers to make contact for a follow-up appointment, the technical component of the system does not have the capacity to schedule CIED recertification appointments 6 to 9 months out. There was a recommendation from the
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
The Committee reviewed data requested from the 5.21.18 meeting, including: a demographic breakdown of Transgender clients and mother to child risk factor clients in Part A, FY 17-18 & FY 18 Q1 Broward Outcomes and Indicators. Staff also provided a copy of FY 2018 Q1 & Q2 Network Updates.
D. Data Requests:
A Member requested to look at an analysis of test & treat demographics, "in care", "retained in care", and "virally suppressed" data for cycles 1 & 2.
E. Other Business Items:
None.
F. Agenda Items for Next Meeting:
Provide the updated QMC Work Plan; Follow up on Motion #3 to the CEC committee "To create a standard for next CIED appointment to be established at the time of current CIED appointment".

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

September 20, 2018 *Chair: L. Robertson, V. Chair: M. Hayes*

A. Work Plan Item Update / Status Summary:
Monthly Expenditure/Utilization Report by Category of Service: The Fiscal Administrator provided an overview of the current Part A expenditure and utilization data. Agencies should be at about a 50% utilization and expenditure rate at this time. There was a breakdown of utilization and expenditures for each service category and explanations on why certain services were either under spent, over spent, or on target. Reallocations: The PSRA Committee conducted "Sweeps" to reallocate funds to and from service categories. Though over $2 million worth of requests were received, only $700,000 was available. Recipient recommendations were made based on priority and uniqueness of each service category.
B. Rationale for Recommendations:
PSRA approved sweeps to allocate returned funds to requesting service categories.
C. Data Reports/Data Review Updates:
The committee reviewed the monthly expenditure/utilization report as well as Recipient recommendations for reallocations.

D. Data Requests:
None.
E. Other Business Items:
Agenda Items for Next Meeting: Review FY18 PSRA process, identify areas for improvement, and make recommendations for next year's process. *Next Meeting Date*: October 18, 2018 at 9:00 a.m.

G. EXECUTIVE COMMITTEE

September 20, 2018 *Chair: R. Lopes, Acting V. Chair: B. Barnes*

A. Agenda Item Update / Status Summary:
Standard Committee Items – The committee members reviewed the October meeting calendar, and reviewed and approved the September HIVPC agenda and meeting materials. HIVPC Vice Chair Election — The Executive Committee reviewed and approved the ad-Hoc Nominating Committee timeline for the Vice Chair election, as well as Policies and Procedures. The election will take place at the November HIVPC meeting and the term will begin in December. HIVPC Evening Meeting/Retreat — The committee discussed topic ideas for future evening HIVPC meetings, emphasizing community education about available resources. The next evening meeting was tentatively scheduled to be held in January 2019.
B. Rationale for Recommendations:
The Committee approved the election date as well as the timeline for the Vice Chair.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
Agenda Items for Next Meeting: Conduct and Ethics, Committee Work Plan Review *Next Meeting Date:* October 18, 2018 at 11:30 a.m.

H. SYSTEM OF CARE COMMITTEE (SOC)

No September Meeting *V. Chair: C. Edwards*

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

10. GRANTEE REPORTS (20 minutes)

a. **Part A-** The Recipient has submitted the final grant application for $16.654 million, which was the maximum for which we could apply. The rebranded version of the Ryan White Part A newsletter was relaunched this month. The new version was created to highlight people in the community and to showcase the diversity in the EMA. Council members were encouraged to take as many copies of the publications that they needed; to make sure this publication gets out across the county. The Recipient Communications Specialist, Loren Gold was key in creating the first edition. The Recipient's office hopes to make this the advocate publication for the community with up to 4 issues a year. There is also an online version available. *Peer Training*- The Recipient's office is very close to initiating this program. There have been some contractual delays that postponing the initial start date, but look forward to launching and distributing materials in the next couple of weeks. As far as recruitment, information regarding the application process for the peer certification training will be sending through email blasts to get the word out to our networks. Network members will also assist in finding good applicants for this certification program, as there are current peers in the agencies. First class will be 30 enrolled. *ACA*- The enrollment period is a month away. The navigator budget was reduced by 93% across the country. The Recipient has reached out to the Epilepsy foundation to see how they can have the same type of system to enroll or re-enroll individuals into ACA as they did before the funding reduction. As with previous enrollment periods, there are challenges of not knowing the plans and/or what they cover in a reasonable timeframe prior to Open Enrollment. With the funding reduction, there has also been a reduction in the enrollment period, with only get 6 weeks.

b. **Part B-** (Handout was provided). Currently, 4617 individuals enrolled in ADAP this month. 807 clients certified. Recertification is now online and there is also a virtual office in pompano with 3 stations. Emergency pickup for clients who are not insured is still going on. There is now a new 90 day dispense program. After meeting identified criteria (1. has to have had 11 pick-ups out of the last 12 months; 2. Viral load (viral suppression) of less than 200 mL/copy in last 24 months). FDOH is also looking to allow spouse or partner to be a part of the program as well. You can also receive 90 days of medication instead of having to come and pick up every 30 days. They have already started to identify people who may be eligible based on the criteria. Selection criteria will be provided and to list serve.

c. **Part C-** The Part C Representative informed the committee of their HRSA site visit in August. HRSA came which was the second in two years. There were 22 findings in 2016. The second visit there were no findings in all but quality and medical. Recommendation to provide oral swabs and rectal swabs for gonorrhea and chlamydia. CDC also recommends this process. Additionally, a quality management specialist has been hired.

d. **Part D-** CDTC has also hired a new doctor from Harlem hospital (Dr. Vanessa Rojas) who is seeing Ryan White and Medicaid patients. The Part D program is seeing an increase in test and treat patients of clients born exposed. Coming back pregnant in 20's and 30's diagnosing as HIV positive. Working on identifying these clients and getting them into care.

e. **Part F-**The Part F Grant was renewed for another 5 years with level funding. Recently, there has been diagnosis of HIV through oral health manifestations in 2 cases.

f. **HOPWA-** N/A

g. **Prevention-** PrEP clinic numbers include 711 visits / 552 enrolled / 241 paid for by private insurance/ 311received pay assistance. The program has seen an increase in people coming in from WPB and Dade counties to receive treatment. However, they can only provide services for Broward county residents.

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

- Care Resource was awarded funding to open an IOP unit, a substance use program in Broward county. They also purchased property near their office to provide these services. Also, HRSA awarded $330k to the Havana office for emergency preparedness.
- Memorial Healthcare has a new Opt out HIV testing focus program that has been operating for the past 2 months. There is also a telehealth visits for Ryan White patients to keep them engaged and retained in care.
- Yahaira Barrientos, current CEC Chair will be leaving the HIVPC due to her change in employment. She thanks everyone for the support and help that has been provided while she served as a Non-Elected Community Leader and committee chair.

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: October 25, 2018 9:30 a.m. **LOCATION:** GC-430

Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
HIVPC Vice Chair Elections Nominations	ACTION ITEM: Final Vice Chair Nominations (from the floor)

16. ADJOURNMENT 11:21am

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL
• Linkage to Care • Retention in Care • Viral Load Suppression •

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	25	C	22	26	24	28	26	C	27				
		0	**1**	Arenciaba, Y.	E		E	X	X	X	X		X				
	1	0	**2**	Barnes B.	X		X	X	X	X	X		X				
1		0	**3**	Barrientos, Y.	X		X	X	X	X	X		X	R- 10/15			
1	1	0	**4**	Bhrangger, R.	X		X	X	X	X	X		X				
1	1	0	**5**	Burgess, D.	X		X	X	X	X	X		E				
		0		DeSantis, M.	Z-1/23												
		0	**6**	Fortune-Evans, B.	X		X	X	X	X	X		X				
		1	**7**	Foster, V.	X		A	X	X	X	X		X				
		1	**8**	Grant C.	X		A	X	X	X	X		X				
		2	**9**	Hayes, M.	A		X	X	A	X	X		X				
		5	**A**	Holness, D. V.C. (Comm)	A		A	A	A	A	A		A				
1	1	0	**10**	Katz, H.B.	X		X	X	X	X	X		X				
1	1	2	**11**	Lint, A.	X		A	X	X	A	X		A				
		0	**12**	Lopes, R., *Chair*	X		X	X	X	X	X		X				
1	1	0	**13**	Marcoviche, W.	X		E	E	X	X	X		E				
		0	**14**	Moragne, T.	X		X	X	X	X	X		X				
	1	1	**15**	Robertson, L.	X		X	A	X	X	A		A				
1	1	3	**16**	Robertson, P.	X		A	A	A	W-5/2, R-6/1							
		1	**17**	Rodriguez, J.	A		X	X	X	X	A		X				
1	1	0	**18**	Runkle, D.	X		E	E	X	X	A		E				
		0	**19**	Schweizer, M.	X		X	E	X	X	X		X				
1	1	2	**20**	Shamer, D.	E		X	X	A	A	X		X				W-7/9
		0	**21**	Siclari, R.	X		X	X	X	X	X		X				
	1	0		Spencer, W.	X		X	X	Z- 5/15								
		0	**22**	Taylor-Bennett, C.	X		X	X	X	Z - 5/25							
		1	**23**	Williams, R.	X		X	A	X	X	X		X				
				Quorum = 13	20		17	18	20	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

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL BY-LAWS

Last amended October 2018

By-Laws of the
Broward County HIV Health Services Planning Council

Adopted, January 1992
as Amended April 1995, April 1996, November 1996, June 1998, March 1999, May 1999, February 2000, January 2002, September 2004, April 2006, January 2010, January 2012, May 2013, December 2013, May 2014, July 2014, March 2015, July 2015, August 2015, December 2015, April 2017, August 2017, October 2018

ARTICLE I
NAME AND AREA OF SERVICE

SECTION 1: The name of the Planning Council shall be "The Broward County HIV Health Services Planning Council" (Council) or such successor name as may be designated by the Broward County Board of County Commissioners.

SECTION 2: The area served by the Council shall be Broward County, Florida. The governing body of Broward County is the Broward County Board of County Commissioners.

SECTION 3: The Council is established by resolution of the Board of County Commissioners codified at Part X of Chapter 12 of the Broward County Administrative Code as amended by the Board of County Commissioners.

ARTICLE II
PURPOSE AND DUTIES

SECTION 1: The purpose of the Council is to provide planning, to promote development of HIV/AIDS health services, personnel, and facilities which meet identified health needs in a cost-effective manner, to reduce inefficiencies, and to develop HIV-related health plans.

SECTION 2: The duties of the Council shall be those specified by the Ryan White Act.

ARTICLE III
DEFINITIONS

1. *Ad-Hoc Committee* means a committee established for a limited time or limited and definite purpose.

2. *Alternate* means a person appointed by the Board that may called upon to participate as a voting member of the Council upon the occurrence of certain conditions.

3. *Board* means the Broward County Board of County Commissioners.

4. *Cause* means an action determined by the Council as a basis for discipline or removal from the Council or a Committee.

5. *Committee* means a committee established by the Council in furtherance of Council business.

6. *Community Stakeholder* means representatives from Ryan White Part B, C, D, or F, Prevention, or representatives of HIV/AIDS care in the community, including but not limited to consumers, providers, and regulators.

7. *Consumer* means a person who is an eligible recipient of services under the Ryan White Act.

8. *Council* means the Broward HIV Health Service Planning Council created in Chapter 21, Part X, Broward County Administrative Code, and mandated by the Ryan White Act, Part A.

9. *EMA* means Eligible Metropolitan Area.

10. *Ex officio* means a committee member who does not have a vote on that committee and does not count as quorum.

11. *Manual* means the Council's Local Policies and Procedures Manual.

12. *Member* means a person appointed to the Council by the Board.

13. *Non-Elected Community Leader* means someone active in the community not elected in formal governmental elections.

14. *PLWHA* means person living with HIV Disease or AIDS. (Also PWA)

15. *Part A* means the Ryan White Act, Part A, administered by the County with advice from the Council.

16. *Ryan White Act* means the Ryan White HIV/AIDS Treatment Extension Act of 2009.

17. *Unaffiliated Consumer* means individuals who are receiving HIV-related services from Ryan White-funded service providers and not compensated by, representative of, or employed by a provider funded under the Ryan White Act.

18. *Work Group* means a group that has a specific task and makes recommendations but does not follow attendance, membership, or quorum requirements.

ARTICLE IV

MEMBERSHIP

SECTION 1: All Members and Alternates of the Council shall be appointed by the Broward County Board of County Commissioners. The Council shall consist of not less than twenty (20) members nor more than thirty-five (35) members. The process for forwarding recommendations to the Board is outlined in the Membership/Council Development Committee Section of the Manual.

SECTION 2: An individual may serve on the Council only if the individual agrees that if the individual has a financial interest in an entity, if the individual is an employee of a public or private entity, or if the individual is a member of a public or private organization, and such entity or organization is seeking amounts from a grant under the Ryan White Act, the individual will not, with respect to the purpose for which the entity seeks such amounts, participate (directly or in an advisory capacity) in the process of selecting entities to receive such amounts for such purposes.

SECTION 3: The membership of the Council shall be as delineated in the Ryan White Act, as amended.

SECTION 4: Affirmative recruitment efforts shall be made to attract eligible candidates for membership on the Council and the committees with particular attention to gender balance and adequate representation from racial and ethnic minorities that is reflective of the EMA.

SECTION 5: As part of the Council's efforts to increase the percentage of persons living with HIV on the Council, it is recommended that the Council strive, whenever possible, to nominate persons living with HIV disease to vacancies in all other categories as appropriate.

SECTION 6: The term of office for members and alternates shall be at the pleasure of the Broward County Board of County Commissioners.

SECTION 7: Attendance. Attendance of Council meetings shall be in accordance with the Broward County Code of Ordinances section 1-233. The Council may recommend the reappointment of members who were removed pursuant to Broward County Code of Ordinances section 1-233. The committee attendance policy mirrors the Council attendance policy. The Chair of the Council shall, at his or her discretion, determine whether the member's absence meets any of the criteria for an excused absence as set forth in the ordinance. Excused absences for HIVPC-related business mean for business outside the regular time and place of HIVPC business. Failure to adhere to attendance requirements shall be grounds for removal from the Council or committees.

SECTION 8: Designation of Alternates. There shall be a minimum of at least three persons living with HIV that reflect the demographics of the epidemic in the County who shall serve as Alternates, appointed and approved by the Broward County Board of County Commissioners. An Alternate may only serve as a voting member of the Council when a member with HIV is unable to serve due to HIV-related illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, Alternates, as directed by the Chair, shall alternate their substitution for PLWHA members unable to serve due to HIV-related illness. Alternates may be appointed by the chair as a voting member only after Quorum has been established. Alternates may be removed from their seats as described in Section 11 below.

SECTION 9: Council members and Alternates shall be a member of at least one standing Committee. Failure to participate on a standing committee shall be grounds for removal from the Council.

SECTION 10: All persons in attendance of a meeting of the Council and/or Committees shall comply with the meeting ground rules adopted by the Council.

SECTION 11: Removal of Members and Alternates

A. Procedure for removal. If a member or alternate fails to comply with Paragraphs B or C, or for reasons documented in Paragraph D, the Council shall recommend to the Broward County Board of County Commissioners the removal of that Member or Alternate. A recommendation of removal is based upon a majority vote of the Council members in attendance at a meeting at which Staff has provided written notification to the member or alternate recommended for removal that such item will be on the meeting's agenda. Unaffiliated members and alternates may also be automatically removed for reasons outlined in Paragraph E.

B. The Council shall recommend that a member or alternate be removed from service on the Council for refusing to cooperate in a conflict of interest review, or when it is determined that the member or alternate knowingly took action(s) intended to influence the conduct of the Council in a manner as defined in **ARTICLE IV, SECTION 2** of these By-laws. The Council shall terminate from service any committee member who is not also a Council member for refusing to cooperate in a conflict of interest review, or when it is determined that member knowingly took action(s) intended to influence the conduct of the Council in a manner as defined in **ARTICLE IV, SECTION 2** of these By-laws.

C. The Council shall recommend that a member or alternate be removed from the Council for, but not limited to, failure to comply with County regulations or the Council Local Procedures Manual, failure to comply with meeting ground rules, or failure to maintain committee membership.

D. A Council Member, Council Chair, or Committee Chair may recommend removal for cause of a member or alternate by forwarding to the Membership Committee said recommendation, documenting the reasons for requesting removal. The Membership Committee will review the evidence and make recommendations to the Executive Committee. The Executive Committee will review the recommendation and forward the recommendation to the Council.

E. A member or alternate shall be automatically removed from the Council for failure to comply with attendance policies as outlined in ARTICLE IV, SECTION 7 of these By-laws. A member or alternate shall be automatically removed from the Council in accordance with the Broward County Administrative Code section 12.108 which states that members must report any change in affiliation status and shall be automatically removed from the Council upon becoming affiliated with a provider.

ARTICLE V

<u>OFFICERS</u>

SECTION 1: The officers of the Council shall be members of the Council and shall be a Chair and a Vice Chair.

SECTION 2: ELECTIONS

A. Election of Officers shall utilize a majority vote double election system (primary election and a secondary run-off election). Officers shall be elected by the majority vote of those members or alternates serving as members of the Council present and voting at the meeting during which election is held.

B. Regular Biannual Elections. Regular biannual elections will take place every two years. The ad-Hoc Nominating Committee shall present a slate of candidates for consideration as described in the ad-Hoc Nominating Procedure. The Officers shall take office on March 1 or at the first meeting of the calendar year later than March 1. All Officers shall serve a two-year term and shall remain in office until a successor selected. No officers shall serve more than two consecutive terms in one office.

C. Special Elections. Special Elections will take place as needed. 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 in Nominating Procedure (Article VIII, Section 3, Part A). Until the election is held, the Council will adhere to the line of succession outlined in Article VI, Section 8. Individuals elected by virtue of special election will not be considered to have served a full term, and this service will not impact the individual's ability to run for two additional terms.

SECTION 3: The duties of the Officers are those which usually apply to such officers and in addition thereto, such other duties as may be designated from time to time by the Council.

SECTION 4: The Chair of the Council will serve as the official liaison of the Council with the Broward County Board of County Commissioners and its designated administrative entity. No other Member of the Council or its committees may speak for the Council.

SECTION 5: With the exception of the Executive Committee, the current Council officers may not serve as Chair or Vice Chair of any Council committee while holding office. Upon proper notice to the committee, the Council Chair or Vice Chair may sit as acting chair of the committee when the committee chair or Vice Chair are unable to attend a properly scheduled meeting of the committee. In the event the Council Chair or Council Vice Chair are serving as acting committee chairs, they count towards quorum and have a vote.

ARTICLE VI

<u>MEETINGS</u>

SECTION 1: The Council shall meet at least 9 times per fiscal year (Mar. 1 – Feb. 28). Special meetings may be called by the Chair or upon petition of one third of the membership of the Council. Written notice shall be given at least one week prior to each meeting. All HIV Planning Council meetings are open to the public. Attendance at mandatory Training Activities is also part of Council attendance requirements.

SECTION 2: Fifty percent (50%) of the members plus one shall constitute a quorum for the HIV Planning Council, and all standing and ad-Hoc Committees, but with no less than 3 members voting. A majority of those Members present and voting at any meeting at which a quorum is present shall be sufficient to take action on behalf of the Council. The number of Members needed to determine quorum shall be the total number of Members of the Council, but not including the Member representing the Broward County Board of County Commissioners.

SECTION 3: Only duly appointed Members of the Council and/or committee (or the appointed Alternate in their absence) may vote, and each Member (or Alternate) shall have one vote. Voting privileges are otherwise non-transferable. In the event of a tie vote, there shall be a roll call vote and the Chair shall vote last.

SECTION 4: Public notice of Council meetings shall be given in accordance with Florida Statutes and Broward County Ordinances. Meetings shall be open to the public. Records and data shall be made available to the public under the applicable laws. Minutes of each meeting of the Council or Committee shall be kept. The accuracy of all minutes shall be certified by the Chair of the Council and/or committees.

SECTION 5: **COUNCIL AGENDAS**

A. The Executive Committee shall meet at least five (5) working days prior to the regularly-scheduled full Council meeting. The Executive Committee (or in the absence of Executive Meeting action, the Council's Designated Staff Member) shall prepare an agenda for full Council meetings based upon the following: Each committee chair, the Grantee, and/or the Council Support Staff will inform the Executive Committee (or Council Designated Staff Member) of committee recommendations and other actions to be presented for the full Council's approval. Motions passed by Committees may be sponsored by the Chair of the Committee on behalf of the committee and annotated on the Council Agenda as sponsored by the Committee. Individual Members of the Council may also request that action items be placed upon the agenda, by providing them in writing to the Council Designated Staff Member prior to the Executive Committee meeting. Members of the public who wish to bring matters before the full Council for consideration must obtain sponsorship of the item by a Member of the Council. Requesters of all full Council actions will also provide appropriate back-up documentation to explain the action being requested. The Executive Committee may refer proposed actions to the appropriate committee to examine and make a recommendation prior to presenting the matter to the full Council for action. Proposed motions requiring the full Council's vote shall be listed on the agenda which is sent out to members prior to the full Council meeting. At the Executive Committee's discretion, back-up documentation will be labeled and distributed with the Council's agenda. At the discretion of the Council Chair, action items requested at the Council meeting not on the published agenda may be added to the old/new business portion of the agenda, deferred until the next Council meeting, or referred to the appropriate committee.

B. The ordinary Council agenda shall include: Call to Order, Welcome and Self-introductions (includes explanation of Ground Rules, Sunshine Law and HIV self- disclosure), Moment of Silence, Excused Absences and Appointment of Alternates, Adoption of Agenda, Approval of Minutes, Consent Items, (no discussion required), Discussion Items (discussion required), Committee Reports, Grantee and Other Reports (including, but not limited to Part A , Part B, Part C, Part D, Part F, HOPWA, Prevention, etc.), Old/New Business, Public Comment, Announcements, Next Meeting Date, Agenda Items for the Next Meeting, Adjournment. The Executive Committee may order agenda items for the efficient and effective administration of the Council's business.

C. The Executive Committee (or Council Chair in the absence of Executive Committee action) will determine the order of decision action items.

SECTION 6: All persons in attendance of a meeting of the Council and/or Committee shall comply with the meeting ground rules adopted by the Council.

SECTION 7: TIME LIMITS

The Executive Committee will establish time limits for each agenda item for each meeting. The Chair may use discretion to impose time limits on each speaker, to be consistently applied. Upon expiration of the time for discussion of a particular action item, the Chair shall close the debate and call for a vote. A person who has spoken once on a pending matter may not speak again on that matter until all others requesting the floor have been recognized.

SECTION 8: LINE OF SUCCESSION

A. In the event the Chair and the Vice Chair do not attend the Council Meeting and neither the Chair nor the Vice Chair has notified the Council that they are not attending the Council Meeting, the immediate past chair, if present and a member of the Council, shall chair the meeting.

B. In the absence of the immediate past chair the Council meeting may be chaired by Committee Chairs, in the following order:

1. Chair of Priority Setting and Resource Allocation
2. Chair of Membership/Council Development
3. Chair of Community Empowerment
4. Chair of Quality Management
5. Chair of System of Care

C. In the event of a vacancy of the Planning Council Chair or Vice Chair position, the duties of the Chair or Vice Chair will be assumed by the immediate past chair. If the immediate past chair is no longer a member of the Planning Council, duties will be assumed in the following order:

1. A past Planning Council Chair
2. Chair of Community Empowerment
3. Chair of Priority Setting and Resource Allocation
4. Chair of Quality Management
5. Chair of System of Care
6. Chair of Membership/Council Development

Pursuant to the revised paragraph C, the order of assumption of duties is prescribed for the following reason: a third party oversees the special election process, during which the current Chair or Vice Chair may participate. Duties will be assumed upon the Chair or Vice Chair vacancy, until the vacancy is filled by a special election as outlined in Article V, Section 2C.

ARTICLE VII

<u>CONFLICT OF INTEREST</u>

SECTION 1: Members and Alternates of the Council and all committees established by the Council shall abide by the Florida Statutes, Broward County Ordinances and Administrative Code, as may be amended from time to time, regarding conflicts of interest for public officials and the Government in the Sunshine Law. Copies of these documents shall be furnished to all Council Members and Alternates.

SECTION 2: The Executive Committee of the Council shall be authorized to formulate Council policy, review all concerns, and make recommendations to the full Council regarding conflict of interest issues.

SECTION 3: All Council members and alternates must identify conflicts of interest, and are encouraged to request a review of a potential conflict of interest for themselves or of another Member or Alternate.

SECTION 4: All concerns regarding conflict of interest shall be recorded in the Council's meeting minutes and referred to the Executive Committee for review. The full Council shall take, based on the recommendations of the Executive Committee, whatever actions it deems appropriate and are in compliance with standing Council policies.

SECTION 5: In the event of a conflict of interest and/or during the period of review of said conflict of interest, Member(s) or Alternate(s) under review may participate in the discussion of the matter in conflict/question but shall abstain from voting on the matter.

SECTION 6: A Member or Alternate shall be recommended for termination from service on the Council and any of its committees for refusing to cooperate in a conflict of interest review, or when it is determined that she/he knowingly took action(s) intended to influence the conduct of the Council in a manner prohibited by the By-Laws or federal, state or local laws.

ARTICLE VIII

COMMITTEES

SECTION 1:

A. The Council shall establish standing and ad-Hoc committees necessary to fulfill the requirements of the Ryan White Act.

B. Committee Chairs and Vice Chairs. All Council committees shall be chaired by a Part A member of the Council. The Council Chair shall appoint the Committee Chairs and Vice Chairs of each Committee beginning with the date of the Council Chair's term of office. The current Committee Chairs and Vice Chairs shall continue to serve until the new Committee Chairs and Vice Chairs are appointed; the Council Chair may ask current Committee Chairs and Vice Chairs to remain in their positions. Committee Chairs and Vice Chairs may be appointed, removed, or replaced at the sole discretion of the Planning Council Chair.

C. Appointment of Committee membership. Council Committee Chairs shall appoint, with the approval of the Council, the members of each committee. Except as otherwise provided by the By-Laws, a standing or ad-Hoc Committee may include members of the Council, and community stakeholders. Committee membership should all be based on the demographics of the epidemic and consideration shall be given to race, ethnicity, self-acknowledged HIV-positivity, and gender.

D. Removal of Committee membership. The removal of Committee members shall be that of Council members as provided for in Article 4, Section 11, where applicable.

E. Committee Policies and Procedures. The Council will approve written policies and procedures for all Committees which will be published in the

"Local Procedures Manual." The policies and procedures of each committee must be periodically reviewed by that committee and subsequently approved by the Council.

SECTION 2: A standing committee of the Council is a committee which has a purpose that requires a standing membership and a regular meeting schedule. The standing committees of the Council are:

A. Executive
B. Community Empowerment
C. Membership/Council Development
D. Priority Setting and Resource Allocation
E. Quality Management
F. System of Care

SECTION 3: An ad-Hoc committee of the Council is a committee that has a purpose which does not require a standing membership and which may meet on a periodic but not regular schedule. The continuing ad-Hoc committees are the ad-Hoc Nominating Committee, and the ad-Hoc By-Laws Committee. The Council may establish other ad-Hoc committees as necessary.

A. Ad-Hoc Nominating Committee.

1. Membership. The Nominating Committee shall be composed of not less than five (5) Council members who shall be appointed by the Chair. At least one member shall be a person living with HIV/AIDS.

2. Purpose. The Nominating Committee shall provide a slate of nominations for Members for Chair and Vice Chair of the Council from among current Council Members. The process utilized by the Nominating Committee to prepare and present the slate of officers for consideration for office is identified in that committee's written policies and procedures.

B. Ad-Hoc By-Laws Committee.

1. Membership. The members of the committee shall only include Council members and alternates.

2. Purpose. The ad-Hoc By-Laws Committee shall have the responsibility of periodically reviewing, updating and maintaining the Council By-Laws.

C.

SECTION 4: There shall be an Executive Committee.

A. Membership. The Executive Committee shall consist of the Council Chair, the Council Vice Chair and the Chair of each of the standing committees. The immediate past Council Chair (if the past Chair is currently a member of the Council) will serve as an ex officio member of the Committee. In absence of the Standing Committee Chair, the Standing Committee Vice Chair may serve and count towards quorum.

B. The Executive Committee meets to conduct business of the Council (excluding priority setting and allocation decisions). The Executive Committee shall:

1. Set the agenda for Council meetings
2. Address Conflict of Interest issues
3. Review Membership/Council Development Committee Attendance report to identify Council members not in compliance with attendance requirements
4. Oversee the planning activities established in the comprehensive plan
5. Develop and oversee committee work plans which address comprehensive planning goals and objectives
6. Ratify recommendations for removal for cause from the Membership/Council Development Committee

C. The Committee shall have responsibility for oversight of the planning activities established in the comprehensive plan and development and oversight of committee work plans to address comprehensive planning goals and objectives.

SECTION 5: There shall be a Community Empowerment Committee.

A. Membership. The members of the committee shall include, but is not limited to, representatives of the Council and community stakeholders. No less than 51% of the Council committee members shall be unaffiliated individuals living with HIV.

B. Chair. The Council Committee Chair shall be an unaffiliated individual with HIV.

C. Purpose. The Committee shall inform and solicit the participation of individuals infected and affected with HIV/AIDS in the planning, priority setting and resource allocation processes.

SECTION 6: There shall be a Priority Setting and Resource Allocation Committee.

A. Membership. The Members of the Committee shall include, but is not limited to, representatives of the Council and community stakeholders.

B. Purpose. The Committee shall recommend to the Council priorities and allocation of Ryan White Part A. The Committee shall review, at least quarterly, any deviations in planned expenditures exceeding 10% in any given funding category for reallocation and/or possible reprioritization. The Committee will facilitate the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). The Committee shall develop, review, and monitor eligibility, and service definitions, including improving the quality, cost-effectiveness and allocation of resources to pharmacy services. When recommended, the Committee shall develop and implement a standardized mechanism for pharmacy services (i.e., drug access, formulary changes and cost/impact analysis) and coordinate pharmacy services in collaboration with other funding streams (i.e., ADAP, Part B, Medicaid, private payers, including private insurance providers).

SECTION 7: There shall be a Membership/Council Development Committee.

A. Membership. The Members of the Committee shall include, but are not limited to, representatives of the Council and community stakeholders. At least two-thirds of committee members must be Planning Council members.

B. Purpose. The Committee shall solicit and screen applications based on objective criteria for appointment to the Council in order to ensure that the demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act and present its recommendations to the full Council. The Committee shall institute orientation and training programs for new and incumbent members. The Committee shall continue to educate the Council and committee members about their respective duties, and the Council's functions and roles in the organization and delivery of HIV/AIDS health and support services.

SECTION 8: There shall be a Quality Management Committee.

A. Membership. The members of the Committee shall include, but is not limited to, representatives of the Council and community stakeholders.

B. Purpose. The purpose of the Quality Management Program for Ryan White Part A in the Broward County EMA is to systematically monitor, evaluate, and continuously improve the quality and appropriateness of HIV care and services provided to all clients receiving Ryan White Part A and MAI funded services in Broward County.

SECTION 9: There shall be a System of Care Committee

A. Membership. The members of the Committee shall include, representatives of Part A, consumers, community stakeholders, and health policy or health care system experts.

B. Purpose. The purpose of the System of Care Committee is to evaluate the system of care in Broward County and analyze the impact of local, state, and federal policy and legislative issues impacting people living with HIV in the Broward County EMA. The Committee will be responsible for advising the Planning Council on how these issues may impact the Broward County EMA and may recommend response strategies.

SECTION 10: There shall be an Integrated Work Group

A. Membership. The work group will be composed of the Prevention, Part A and Part B programs, with three members and one alternate representing their respective planning or advisory body, as applicable. Members from the Part A program may include HIVPC members, committee members, or other appropriate community stakeholders, such as HOPWA/housing; FQHC/Hospital districts; Broward County Public Schools; Funded community-based service providers; Behavioral health provider; Client engagement systems, including linkage and re-linkage to care and retention in care; Community leaders. Part A members will be selected for recommendation by the Executive Committee but must be approved by the HIVPC. The desired membership of the work group should be reflective of the demographics of the epidemic in Broward County, and consideration shall be given to race, ethnicity, self-acknowledged HIV-positivity, and gender.

B. Purpose. The work group will be responsible for monitoring and providing recommendations for the completion of the activities outlined in the Broward County Integrated HIV Prevention and Care Plan. The work group will conduct a comprehensive analysis and review of data from community stakeholders to provide robust recommendations to the Prevention and Care planning bodies and to the Recipients. The work group will serve as the feedback loop for collaborative implementation of the Plan and make appropriate recommendations to the respective planning bodies and HIV funders.

C. Flow of Information. The work group is expected to interact with numerous Prevention, Part A and Part B teams, work groups, and committees. The work group's main point of contact and coordination will be the Executive Committees of the HIVPC, Prevention Planning Council and South Florida AIDS Network (SFAN).

D. Ratification. All of the work of the work group is provided to the HIVPC, Prevention Planning Council, and SFAN in the form of recommendations, and is subject to approval of the respective planning body.

ARTICLE IX

ADOPTION AND AMENDMENTS OF BY-LAWS

SECTION 1: These By-Laws may be adopted, amended, or repealed by a majority vote of the Council.

SECTION 2: Notice of all proposed amendments, with amendments enclosed, shall be mailed or transmitted electronically to each Council member and Alternates at least ten (10) days prior to the meeting at which time such amendments are to be considered for adoption.

SECTION 3: DATE OF EFFECTIVENESS

Unless otherwise provided, these By-Laws and any amendments shall be effective immediately upon approval by the Council.

ARTICLE X

GENERAL PROVISIONS

SECTION 1: The fiscal year for the Council shall begin on March first and end on the last day of February.

SECTION 2: When procedures are not covered by law or these By-Laws, the latest edition of "Robert's Rules of Order" shall prevail.

SECTION 3: Unless otherwise provided for in the Ryan White Act or other law or regulation, the relationship between the Council and the Grantee is described in the document entitled Guiding Principles. Relations between providers and clients are the responsibility of the Grantee.

SECTION 4: Funds from the Planning Council Support (PCS) budget shall be available to enable unaffiliated: Council members, alternates, and Committee members with HIV, to be reimbursed for their reasonable expenses for attending Council or Committee meetings which shall include, but not be limited to, the following: transportation, parking, mileage, child care not otherwise being regularly provided to the child, and appropriate refreshments. The Council member or alternate shall execute an affidavit attesting to the validity of the reimbursement request.

Deleted: lost wages not including overtime or fringe benefits, and