



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

**HIV PLANNING COUNCIL COORDINATION
MEETING AGENDA**

Monday, December 15, 2014 – 9:30 a.m.
Governmental Center Annex – Room A-335
Chair: Brad Gammell

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 12/15/14
 - Meeting Minutes: 11/3/14
- 5. STANDARD COMMITTEE ITEMS (Handouts A-1 & A-2)**
 - Committee Coordination (15-20 minutes): Review any issues or concerns from committee Chairs and Vice Chairs in attendance.
- 6. MINI RETREAT FOLLOW-UP (Handouts B-1 & B-2)**

Discuss the December 8th Committee Mini Retreat and note any successes or challenges encountered.
- 7. 2015 MEETING CALENDAR (Handout C)**

Review the 2015 calendar of meetings. Note any conflicts with holidays and make changes to meetings to accommodate conflicts.
- 8. COLLECTIVE IMPACT TRAINING**

Discuss the collective impact training that will be facilitated by the needs assessment consultants and who the appropriate audience is for the first training.
- 9. NEXT MEETING DATE /AGENDA ITEMS:** Wednesday, January 7, 2015 at 12:30 p.m. Room A-335
- 10. ADJOURNMENT**

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

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



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MEETING MINUTES
HIV PLANNING COUNCIL COORDINATION

Monday, November 3, 2014 – 9:30 a.m.

Governmental Center Annex – Room A-337

Ryan White Part A Program Office, 115 S. Andrews Ave, Ft. Lauderdale 33301

	ATTENDEES
1	Gammell, B., HIVPC Chair
2	Reed, Y., CEC Chair
3	Vargas, J. Part A Grantee Staff
4	Sandler, C., HIVPC Staff
5	Johnson, B., HIVPC Staff

1. CALL TO ORDER

The HIVPC Coordination meeting was called to order by the HIVPC Chair at 9:42 am.

2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS

The HIVPC Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised about the meeting ground rules.

3. WELCOME AND INTRODUCTIONS

Introductions were given by those in attendance.

4. REVIEW

The meeting agenda and the minutes from the September 22, 2014 coordination meeting were reviewed. The Chair indicated that he would like to add to the agenda a review of coordination meetings for 2015 and receive a brief update on the status of the other committees and their current progress of the other committees.

5. FOLLOW-UP (Handouts A & B)

- HIVPC Coordination Meetings: Two emails were sent by the HIVPC manager in regard to extending an invitation to committee Chairs and Vice Chairs to attend upcoming HIVPC coordination meetings and address any concerns they may have regarding their committees. Not many responses were received from the initial email regarding participation/scheduling availability. The Chair suggested adding a standing agenda item, limited to 15-20 minutes, to the HIVPC Coordination meeting agendas for committee Chair and Vice Chair participation. A standing invitation will be extended to committee Chairs and Vice Chairs to participate, and it should be asked that a two week notice is given to ensure that staff has adequate time to prepare for the meeting. The Chair requested changing the HIVPC Coordination meeting times to the second and fourth Wednesday of each month at 12:30 p.m., pending HIVPC Staff and Grantee staff availability.
- Reschedule of “Mini Retreat”: Staff noted that consultant Emily Gantz-McKay was available and willing to participate in the mini retreat as one of the meeting facilitators. The HIVPC Manager will speak to her at a later date to discuss the logistics of the retreat in further detail. Central Broward Regional Park located off of Sunrise Boulevard has been confirmed as the location for the retreat. Several venues were called but they were booked well in advance. The HIVPC manager is scheduled to a walk-thru of the facility this week.

The Chair reviewed the proposed agenda and requested adding two icebreakers: Peanut Butter and Jelly and Think Outside the Box. The HIVPC Manager will present the power point that

was shown to the Executive Committee about the history of the 18 month work plans and how each committee works together to complete the work of the HIVPC. The Chair also suggested that as one of the breakout groups, Ms. Gantz-McKay give a presentation about how the work of the Prevention Planning Council and the HIVPC feed into each other.

The Chair noted that Lunch/Registration should be from 12:00-12:30 and the sessions will take place from 12:30-4:00 pm. There will be a brief break, which will include dessert. A suggestion was made to have catering done by Corporate Caters, the company that catered the last retreat. Attendance at the retreat will be highly encouraged but not mandatory. The Chair suggested doing an activity with the concept of a quilt to list the memories of those who have lost their fight with HIV/AIDS or mark significant moments within the struggle of HIV/AIDS as a visual exercise. The quilt can also be used as a tool to be used by the Prevention Planning Council. During the retreat each of the six committees will be asked to take the lead on one item to present during the retreat. The Chair requested that the revised agenda be brought forward to the Executive Committee and put to a vote for final approval.

- Committee Status Update: The Chair's request regarding a status update was addressed by the HIVPC Manager, who provided an overview of each committee. The Community Empowerment Committee (CEC) planned to hold their meeting on November 5th, in order to accommodate Election Day. The Membership/Council Development (MCDC) Committee will be holding their meeting and the quarterly Welcome Brunch on November 6th. The Needs Assessment/Evaluation (NAE) Committee met with the new needs assessment consultant on October 20th. The consultant will be available at the next NAE meeting to participate with the committee and give feedback. The Priority Setting and Resource Allocation (PSRA) Committee will be conducting sweeps (reallocations) in the month of November, and will also be reviewing the PSRA survey results and the methodology for the Assessment of the Administrative Mechanism. The Quality Improvement Manager stated that the needs assessment consultant was asked to come and provide feedback to the Quality Management (QM) Committee at the November meeting and QM would also be provided with a quarterly network update.

6. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

The CEC Chair noted that the committee's November meeting had been pushed back a day to account for Election Day. The CEC Chair spoke about the committee's successful Transgender 101 event that took place at the end of October. The event was well attended and received positive feedback from committee members and members of the community. The Chair is looking forward to the next event in December for World AIDS Day, which the committee hopes to hold in collaboration with other community partners.

7. NOVEMBER EXECUTIVE COMMITTEE MEETING (Handout C)

The Chair reviewed the Executive Committee meeting agenda and requested that several items be added: the discussion of the mini retreat agenda, a discussion of the annual report, and a discussion of the integrated Care and Prevention Comprehensive Plan which is due in 2016. The Chair also requested a discussion of the Epilepsy Foundation of Broward doing a presentation on their ACA Navigator program under the healthcare reform update.

8. NEXT MEETING DATE /AGENDA ITEMS: Monday, December 15, 2014 at 9:30 a.m. Room A-335

9. ADJOURNMENT



Meeting Agenda: Membership/Council Development Committee

Date/Time: Thursday, January 8, 2015, 9:30-11:30 a.m.

Location: Governmental Center Room A335

Chair: H.B. Katz **Vice-Chair:** T. Wilson

1. **CALL TO ORDER:** Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment
2. **APPROVALS:** 1/8/15 Agenda and 11/6/14 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. Review HIVPC Demographics (WP Item 1.1) (Handout A)
 ACTION ITEM: Review demographics and identify over or under represented demographics. Determine at least two strategies to correct over or under representation.
 - b. Review HIVPC Vacancies (WP Item 1.4) (Handouts B1 & B2)
 ACTION ITEM: Review vacancies and identify open seats. Determine a strategy for recruiting for at least one vacancy.
 - c. Current Applicants, Interested Parties, and Appointments (WP Item 1.2) (Handout C)
 ACTION ITEM: Review list of applicants and identify applicants who can fulfill HIVPC or alternate seats.
 - d. Review Attendance (WP Item 3.1) (Handout D)
 ACTION ITEM: Review attendance and identify members who should receive warning or removal letters.
4. **EMERGING ISSUES**
 - a. Committee Reflectiveness
 ACTION ITEM: Discuss the reflectiveness of each committee and determine steps to improve reflectiveness.
5. **UNFINISHED BUSINESS**
 None.
6. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
MCDC Accomplishments & Challenges (WP Item 5.1)	ACTION ITEM: Review and discuss at least 3 MCDC accomplishments and challenges that affected the MCDC.
MCDC Annual Evaluation (WP Item 5.2)	ACTION ITEM: Conduct annual evaluation to assess past year and recommend improvement. Identify at least 3 areas of improvement for upcoming year.
Update Planning Documents (WP Item 5.3)	ACTION ITEM: Review and update Work Plan and Policies & Procedures, including the HIVPC application.
Quarterly Welcome Brunch (WP Item 1.5)	ACTION ITEM: Identify 2 successes or challenges of the November Welcome Brunch. Develop an agenda for the next quarterly brunch and identify at least 2 methods of advertisement.

7. PUBLIC COMMENT

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: February 5, 2015 **VENUE:** A335

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Quarterly Welcome Brunch (WP Item 1.5)	ACTION ITEM: Develop an agenda for the quarterly brunch and identify at least 2 methods of advertisement.

9. ANNOUNCEMENTS

10. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

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

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

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

DRAFT - Broward County HIV Health Services Planning Council FY2014-16 Membership/Council Development Committee Work Plan

Objective 1. Ensure HIVPC is representative and reflective	Outcome	Annual Target	Start	Due	Progress
1.1 Review Council makeup to ensure it reflects epidemic, including at least 33% of members are unaffiliated PLWHA.	HIVPC reflects epidemic	33% unaffiliated PLWHA	Monthly	Monthly	
1.2 Review seat status on a quarterly basis and ensure mandated seats are filled; ask members to update their contact information annually.	Ensure compliance	80% of mandated seats filled	Monthly	Monthly	
1.3 Review and approve position descriptions.	Ensure compliance	80%	5/15	7/15	
1.4 Announce vacant positions at each MCDC meeting.	Public awareness	100%	Monthly	Monthly	
1.5 Conduct a quarterly 'Welcome Brunch' for HIVPC & committee interested parties.	Public involvement	100%	2/15	2/15	
1.6 Develop and distribute a survey to all members to seek feedback about the barriers to serving on HIVPC and committees. Identify at least 2 barriers and 1 solution.	Eliminate barriers to retention	66%	4/15	5/15	
1.7 Devise and implement at least 3 ways to reward HIVPC members for work.	Eliminate barriers	66%	1/15	1/15	
1.8 Receive training on HIVPC demographics and mandated seats.	Ensure compliance	100%	3/15	3/15	
Objective 2: Ensure Adequate Applicant Pool for Planning Council and Committees; Raise Community Awareness of Council					
2.1 Review and update Recruitment and Retention Plan, recruitment materials, and website materials; materials distributed to at least 10 community sites.	Active recruiting	80%	7/15	10/15	
2.2 Identify at least 3 community events for possible recruiting.	Active recruiting	66%	4/15	4/15	
2.3 Hold a "mini retreat" with all committees to discuss how committees work together to complete activities.	Educated MCDC members	100%	12/14	12/14	
Objective 3. Ensure Compliance with Attendance Policy and Removal for Cause Policy					
3.1 Review Planning Council and Committee attendance.	Ensure compliance	100%	Monthly	Monthly	
3.2 Review Removal for Cause Policy.	Ensure compliance	100%	4/15	4/15	
Objective 4. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants					
4.1 Review and revise mentoring programs; advertise programs with HIVPC and committee members quarterly.	Educated HIVPC	75%	8/15	8/15	
4.2 Plan and implement quarterly trainings for HIVPC	Educated HIVPC	75%	3/15	3/15	
4.3 Conduct pre- and post-appointment orientations for new members, include education about the 3 guiding ideas.	Educated HIVPC	100%	2/15	2/15	
Objective 5: Update Work Plan and Policies & Procedures					
5.1 Review at least 3 MCDC accomplishments and challenges.	Improved process	66%	1/15	1/15	
5.2 Conduct annual evaluation to assess past year and recommend improvements; identify at least 3 areas of improvement for upcoming year.	Improved process	66%	1/15	1/15	
5.3 Review and update Work Plan and Policies & Procedures, including the HIVPC application.	Updated planning documents	100%	1/15	1/15	

March	April	May	June	July	Aug
- Review HIVPC makeup & attendance - Announce vacant positions - Update HIVPC contact information - Plan quarterly trainings for HIVPC - Receive training on HIVPC demographics & mandated seats	- Review HIVPC makeup & attendance - Announce vacant positions - Distribute HIVPC membership survey - Review removal for cause policy - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Review & approve position descriptions - Welcome Brunch & orientation	- Review HIVPC makeup & attendance - Announce vacant positions - Review & approve position descriptions - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Review & approve position descriptions - Review & update R&R plan	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Review & update R&R plan - Welcome Brunch & orientation
Sep	Oct	Nov	Dec	Jan	Feb
- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Review & update R&R plan	- Review HIVPC makeup & attendance - Announce vacant positions - Distribute HIVPC membership survey - Review & update R&R plan - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Welcome Brunch & orientation	- Mini retreat	- Review HIVPC makeup & attendance - Announce vacant positions - Conduct annual evaluation - Review and update WP and P&Ps - Devise rewards for HIVPC members	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Welcome Brunch & orientation

Metropolitan Washington Regional Ryan White Planning Council

Motion Form

The Committee Chair or other Planning Council member making a motion for consideration by the Executive Committee and/or full Planning Council shall complete this form and submit it to Planning Council staff and Planning Council Support Contractor at least five (5) business days before the meeting at which it will be made.

Standing Committee of Origin: _____ Date Passed: _____

Executive Committee Approval Date: _____ As Submitted _____ With Changes _____

Motion Made/Seconded By: _____

Subject: _____

Planning Council Action: _____ Approved _____ Rejected Date: _____

1. Text of the motion:

2. Purpose of the motion / Need for the action

3. Research completed prior to formulating recommended action

4. Alternative strategies explored and reasons why the recommended action is preferable.

2015 HIVPC MEETING CALENDAR

HANNDOUT C

HIV PLANNING COUNCIL Fourth Thursday of each month at 9:30 a.m.

SYSTEM OF CARE

Fourth Friday of each month at 9:30 a.m.

EXECUTIVE

Thursday one week prior to the HIVPC at 12:30 p.m.

NEEDS ASSESSMENT/EVALUATION

Second Monday of each month at 1:00 p.m.

**PRIORITY SETTING &
RESOURCE ALLOCATION**

Third Wednesday of each month at 12:30 p.m.

**MEMBERSHIP & COUNCIL
DEVELOPMENT**

First Thursday of every month at 9:30 a.m.

QUALITY MANAGEMENT

Third Monday of each month at 12:30 p.m.

COMMUNITY EMPOWERMENT

First Tuesday of each month at 1:00 p.m.

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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Slashes reflect Holidays

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Slashes reflect Holidays

HOLIDAYS

New Year's Day: January 1, 2015

MLK Day: January 19, 2015

President's Day: February 16, 2015

Passover: April 3-11, 2015

Memorial Day: May 25, 2015

Independence Day: July 3, 2015 (Observed)

Labor Day: September 7, 2015

Rosh Hashanah: September 14 & 15, 2015

Veteran's Day: November 11, 2015

Thanksgiving Day: November 26, 2015

Day after Thanksgiving: November 27, 2015

Chanukah: December 7-14, 2015

Christmas Eve: December 24, 2015

Christmas Day: December 25, 2015