



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council

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**HIV PLANNING COUNCIL COORDINATION
MEETING AGENDA**

Wednesday, October 12, 2016 – 2:00 p.m.
Governmental Center – A335

Chair: Brad Gammell **Vice Chair:** Requel Lopes

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 10/12/16
 - Meeting Minutes: 9/1/16
- 5. STANDARD COMMITTEE ITEMS**
 - Committee Coordination (15-20 minutes)- None
- 6. EXECUTIVE COMMITTEE MATERIALS**
 - Committee Leadership Changes
 - HIVPC Grievance Next Steps
 - Leadership Training
- 7. NEW BUSINESS**
 - HIVPC and Committee Work Plans
- 8. NEXT MEETING DATE:** November 9, 2016 at 2:00 p.m.
- 9. ADJOURNMENT**

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

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



**HIV PLANNING COUNCIL COORDINATION
LAST MEETING'S MINUTES**

Thursday, September 1, 2016 – 2:30 p.m.
Governmental Center – Room GC-301

Chair: Brad Gammell **Vice Chair:** Requel Lopes

	ATTENDEES
1	Gammell, B. <i>HIVPC Chair</i>
2	Lopes, R. <i>HIVPC Vice Chair</i>
3	Ewart, L. <i>HIVPC Staff</i>
4	Johnson, B. <i>HIVPC Manager</i>
5	Jones, L., <i>Part A Grantee</i>
6	Gadson, G. <i>GeoPhil Consulting</i>

1. CALL TO ORDER

The HIV Planning Council (HIVPC) Coordination meeting was called to order by the HIVPC Chair at 2:35 p.m.

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:

- Meeting Agenda: 9/1/16
- Meeting Minutes: 8/11/16

5. STANDARD COMMITTEE ITEMS

- Committee Coordination (15-20 minutes): None.

6. EXECUTIVE COMMITTEE MATERIALS

- Discuss 10/20/16 Executive Leadership training with facilitator George Gadson: George discussed proposed topics for the upcoming October Executive training with the HIVPC Chair and Vice Chair. The group decided that they would like to focus on:
 - Robert's Rules of Order
 - Motions: when and how to make one, how to clearly state the purpose, when motions are appropriate, etc.
 - Ways to get members back on track
 - How to sideline personal agendas and redirect members
 - Parking Lots and cheat sheets

At the last training George gave the Executive members meeting tools that may be known but are not practiced much in meetings. The HIVPC Chair stated that she is looking to continue enhancing those tools. George stated that he would like to help the members learn how to develop leadership skills and strengthen their positions as Chairs. The training will be held on October 20th from 9:30-12:30 p.m. Staff will find a venue.

- Discuss continuation of Executive Leadership training and December HIVPC Retreat: The November training will cover “Who Moved My Cheese” and organizational change. The group discussed transitions in the HIVPC and how to manage them as leaders. It was agreed that Staff would purchase the book for all the Executive members.
- The HIVPC Chair informed the group that the attorney for the Miami EMA recommended public comment occur in the beginning of the agenda. The beginning of the meeting would be the public’s time to make their comment about the agenda items before they members begin their discussion

[ACTION ITEM: Send George today’s HIVPC Coordination Minutes for a recap of the training items, include role play/interactive meeting.](#)

7. NEW BUSINESS

- PSRA- The HIVPC Chair stated that Will Spencer will take the position of PSRA Chair. The next PSRA Coordination meeting with the current Chair, Carla, will take place on Sept 12th. Staff will ask Will to attend the coordination meeting to discuss the leadership transition. Will has stated that he can take over in October. The Grantee suggested moving the PSRA Vice Chair, Rick, to Chair another committee, as Vice Chairs should ideally act as community representatives. The meeting participants discussed a succession process for committee members and leadership for the committee. They discussed replacements for the Vice Chair position of PSRA, including Lauren from Sunserv. The Grantee would like to not have providers in leadership roles for PSRA to avoid any perceived conflict of interest.

[ACTION ITEM: Send Will a packet of PSRA materials to catch up on, including all work on the MAI model. Schedule Will for the upcoming PSRA Coordination. Brad will discuss PSRA leadership changes with Carla before PSRA Coordination.](#)

- MCDC- Brad will speak to Carla about PSRA and offer her the Chair of MCDC. If Carla declines, he may offer the position to Rick. If the MCDC Chair is still open, Staff prepared a letter to advertise the Chair position to community and HIVPC members.

[ACTION ITEM: Send list of new members to Requel. Schedule Post-Appointment Orientation for new members](#)

- Grievance- Staff gave a follow-up with next steps for HIVPC grievance against Arianna Lint. According to the HIVPC By-Laws and Policies and Procedures, one cannot grieve a person, only an action made by the HIVPC. Therefore, the motion cannot go forward. The group discussed other available actions: removal for cause or a conversation at the HIVPC meeting about the incident.

[ACTION ITEM: Add to Grievances to the Executive and HIVPC agenda.](#)

- Ryan White Conference- During the integration presentation in DC Joey Wynn stated to the group that SFAN was left out of planning process. The Grantee has concerns about the rhetoric and its impact on the community.

8. NEXT MEETING DATE: 2nd Wednesdays at 2:00 p.m. October 12, 2-4

9. ADJOURNMENT

The meeting was adjourned 4:15

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**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
BY-LAWS**

**ARTICLE IV
MEMBERSHIP**

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.

- 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.

**EXECUTIVE COMMITTEE
Policies and Procedures**

Grievances

The Executive Committee (Committee) will provide a clearinghouse and facilitate resolution of grievances in an open, inclusive, non-discriminatory and impartial manner. Pre-dispute activities (such as publicly announcing all Broward County HIV Health

Services Planning Council (Council), and Committee meetings, encouraging participation and feedback from members of the community at all Council, and Committee meetings, establishment of policies for attendance-related expense reimbursement for the infected community, development and distribution of outreach materials, including Grievance and Membership flyers, offering technical assistance, and informing the public of decision making procedures) have been enacted which assist in preventing potential grievances. The Committee is responsible for ensuring that consumer groups, affected individuals with direct interest, service providers, and Council members are aware of and have access to operating procedures available to address grievances. The Committee operates in accordance with applicable State and County conflict of interest statutes and ordinances.

The Committee will address grievances by individuals, community groups, council members and Part A providers eligible to receive Ryan White Part A funding which have been adversely affected by any actions of the Council involving the following: the needs assessment process, the comprehensive planning process, the priority setting process (including language regarding how best to meet such priorities), the clinical outcome/cost effectiveness determination process and allocation (as well as any possible reallocation) of funds to service categories process. For a grievance to be eligible for consideration, deviation from established, written processes or policies must be stated within the claim. All appeals from an initial action must be filed within two weeks of any decision, deviation or incident, and all resolutions or remedies are meant to apply prospectively. To avoid conflict of interest, grievances relative to the process used to select Part A service providers shall be in accordance with the Broward County Administrative Code.

TRAINING AND RETREAT DATES

- Executive Training:
 - Date: October 20, 2016
 - Time: 9:30-12:30 p.m.
 - Location: Kids In Distress
 - Topic: Leadership Skills, Robert's Rules

- Executive Training:
 - Date: November 17, 2016
 - Time: TBD
 - Location: TBD
 - Topic: Who Moved My Cheese? Dealing With Organizational Change

- Full HIVPC and Committee Retreat:
 - Date: December 8, 2016
 - Time: 8:30-5:00 p.m.
 - Location: TBD
 - Agenda:
 - Light Breakfast (8:30-9:00)
 - Greeting/Introductions (9:00-9:15)
 - Sue Gallagher: Impact of Race on Disparities and Healthcare Services in Broward (9:15-10:45)
 - Game (10:45-11:45)
 - Lunch (11:45-12:15)
 - George Gadson: Who Moved My Cheese? Dealing With Organizational Change (12:15-2:15)
 - Break (2:15-2:30)
 - HIV Prevention and Care Integrated Plan, 2017-2021 (2:30-3:00)
 - HIVPC and Committee Work Plans (3:00-5:00)

October Leadership Training Outline:

Self-Assessment- Effective leaders periodically take time to assess their personal strengths and shortcomings. Participants will use learning instruments that will provide them with an opportunity for assessing and reflecting their capabilities and desire for developing leadership skills as well as their leadership style. **Estimated 30 Minutes**

Roberts Rules of Order: Making a Motion – Participants will be provided with key steps to making a motion and engage in role plays that will allow practicing the skills on how a motion should be made. **Estimated 30 Minutes**

Taking Back Control of Your Meeting- Knowing how to take back control of a meeting when interrupted by persons with their own personal agenda is key to effective meetings. Participants will discuss key elements to facilitate a successful meeting and be provided with key phrases and skills to get the meeting back on track.
Estimated 30-45 minutes