



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**

Wednesday, April 11, 2018 – 3:00 p.m.

Location: Government Center Annex Room A-335

Chair: Requel Lopes **Vice Chair:** Carla Taylor-Bennett

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 4/11/18
 - May 2018 HIVPC Committee Calendar
- 5. NEW BUSINESS**
 - HIVPC Chair/ Vice Chair Leadership- Goals, Direction, Policies and Collaboration
 - HIVPC and Committee Recruitment
 - Executive Committee- April 19th, 2018 at 11:30 a.m.: Leadership Training Topics
- 6. NEXT MEETING DATE: TBD**
- 7. 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
MEETING AGENDA**

Thursday, March 8, 2018 – 12:30 p.m.

Location: Government Center A-337

Chair: Requel Lopes **Vice Chair:** Carla Taylor-Bennett

	ATTENDEES
1	Lopes, R. HIVPC <i>Chair</i>
2	Taylor-Bennett, C., <i>Vice Chair</i>
3	Ewart, L. <i>HIVPC Staff</i>
4	Johnson, B. <i>HIVPC Manager</i>
5	Anderson, T. <i>Part A Staff</i>
6	Oratien, V. <i>HIVPC Staff</i>

1. CALL TO ORDER

The HIV Planning Council (HIVPC) Coordination was called to order by the HIVPC Chair at 12:45 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 made by those present in the room.

4. REVIEW:

- Meeting Agenda: 3/8/18
- April HIVPC meeting calendar

5. NEW BUSINESS

- Committee Chair Appointments: The HIVPC leadership discussed appointments of Committee chairs and vice chairs. The HIVPC Chair will reach out to prospective chairs and vice chairs in the coming days. The group discussed the need to increase recruitment for the HIVPC and committees, and bring in new leadership and ideas to the table. The upcoming AIDS Walk is a good venue for HIVPC outreach and recruitment. PC Staff has recently ordered more HIVPC giveaways, and the Recipient's Office will have a table that HIVPC members was share. PC Staff will reach out to CEC and MCDC members to ask for volunteers. The HIVPC Chair will also participate.
- FY2019-2020 PSRA Process: The PSRA process is set to start in April, and must be voted on by the HIVPC in June. PC Staff will give an overview of the process and provide the FY2019-2020 PSRA manual to the committee members in March, and ask them to sign their member agreements. The members discussed ways to increase community participation and feedback for the process, and talked about community data presentations that were held in the past. The group discussed the need for a community forum to talk about the state of HIV in Broward County, but also get input on how clients see their services. The members went over the proposed timeline for the PSRA meetings, including extended meetings in May and June. This

will also affect Executive Committee meeting times, which will have to be moved or adjusted to accommodate the PSRA meeting. PC Staff has recently acquired Turning Point technology, and will try to use the clickers and program to make priority ranking of Part A services and easier process this year than with the iPads.

- HIVPC Meeting Times: PC Staff has polled the HIVPC members to see if changing HIVPC meetings to the evening times. 20 of 24 members participated in the poll, and 10 said they were available for evening meetings. PC Staff needed at least 13 members to confirm their availability to obtain quorum, and do not believe that a permanent change is viable at the moment. The group determined that the HIVPC will holding quarterly evening meetings, and in community locations instead. The first HIVPC evening meeting will be in May, followed by September and December. Staff will include meeting times on the next HIVPC agenda.
- FY2018 Committee Work Plans: The group reviewed the FY2018 Committee Work Plans. Each committee will set goals for the upcoming FY and approve their WP at their next meeting. The HIVPC leadership discussed the need for the committee to collaborate, and make sure that their work plans align with each when possible. They agreed that the Executive Committee should review the progress of the WPs quarterly (as listed on the Executive WP), and use Executive meetings as a venue for chairs to talk about their work and ways to work together.
- Administrative Mechanism: The FY2016 Assessment of the Administrative Mechanism (AAM) will be presented at the March HIVPC meeting. The PC Manager is in the process of completing the FY2017 AAM, and will send out the HIVPC member survey in the upcoming months. The group discussed the difficulty in getting members to complete the survey, and suggested bringing iPads to the HIVPC meeting to have members participate as part of the meeting agenda.

6. NEXT MEETING DATE: April 11th, 2018 at 9:30 a.m. in GC-302

7. ADJOURNMENT

The meeting was adjourned at 1:50 p.m.

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

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

May 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 4/11/2018

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
	Community Empowerment Committee Meeting 3:00 p.m., A-337^			SFAN 10:00 a.m., ~
7	8	9	10	11
	Integrated Workgroup Meeting 10:00 a.m., *	HIVPC Coordination 9:30 a.m., TBD	Membership/Council Development Committee 9:30 a.m., A-337^	
14	15	16	17	18
			Priority Setting & Resource Allocation Committee Meeting 9:00 a.m.-1:00 p.m., A-337^	<i>National HIV Vaccine Awareness Day</i> Behavioral Health Network Meeting 3:00 p.m., A-337^
			Executive Committee Meeting TBD	
21	22	23	24	25
Quality Management Committee Meeting 12:30 p.m., A-335^			HIV Planning Council Meeting 6:30 p.m., TBD	
28	29	30	31	

^Governmental Center — 115 S Andrews Ave, Ft. Lauderdale, 33301
 ~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334
 *Central Broward Regional Park— 3700 NW 11th Place, Lauderhill, FL 33311

Meetings in **Red** are cancelled.
 Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.
 Meetings in **Black** are not associated with the HIV Planning Council.

May 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 4/11/2018

Dates and times are subject to change. Visit <http://www.brhpc.org/programs/hiv-planning-council/> for updates. For questions about the HIV Planning Council & Committees, please contact Adam Bente at 954-561-9681 ext. 1250. For questions about the QI Networks, please contact Brithney Johnson at 954-644-2774.

TODOS ESTAN BIENVENIDOS!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

Para confirmar información acerca de la reunión de Consejo de Planeación VIH, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.

ALL ARE WELCOME!

Unless otherwise noted on the calendar, all meetings are held at:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

To confirm HIV Planning Council meeting information, or reserve special needs services such as: Translation from English to Spanish or Creole; or, are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.

BON VINI!

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Needs Assessment/Evaluation (NAE) Committee - Develops and updates the annual Needs Assessment, including determining focuses for the client survey, provider survey, and client focus groups. Evaluates and updates the Comprehensive Plan to determine progress.

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

Executive Committee - Sets agenda for Council meetings. addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.