



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**

Thursday, February 8, 2018 – 11:30 a.m.

Location: Government Center Annex Room A-337

Chair: Brad Barnes **Vice Chair:** Requel Lopes

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 2/8/18
 - March 2018 HIVPC Committee Calendar
- 5. NEW BUSINESS**
 - HIVPC Meeting Times
 - FY2017 HIVPC Committee Work Plans
 - FY2018 Committee Work Plans and Goals
 - New Leadership, Asks/Needs from Recipient and PC Staff
- 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, January 11, 2018 – 2:30 p.m.

Location: GoToMeeting

Chair: Brad Barnes **Vice Chair:** Requel Lopes

	ATTENDEES
1	Barnes, 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>
6	Jones, L. <i>Part A Grantee</i>
7	Anderson, T. <i>Part A Staff</i>

1. CALL TO ORDER

The HIV Planning Council (HIVPC) Coordination was called to order by the HIVPC Chair at 2:30 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 on the call.

4. REVIEW:

- Meeting Agenda: 1/11/18

5. NEW BUSINESS

- HRSA Site Visit- The group discussed the cancellation of the upcoming HRSA site visit. The visit will rescheduled for either March or June.

ACTION ITEM: Include notice of site visit cancellation in HIVPC reminder.

- HIVPC Leadership Elections- PC Staff reviewed the elections procedures with the Chair and Vice Chair, including the HIVPC approved procedures and Robert's Rules regarding elections. The Nominating Chair will open up the elections at the meeting, leading the question/answer session and voting process. The participants discussed question and answer session, and the need to hold members to Robert's Rules when addressing the candidates for questions. The Chair thought it might be necessary to clarify that while both Vice Chair candidates had originally served on the Nominating Committee, both resigned on the day that they were nominated for leadership positions.

After the ballots are completed, the Nominating Chair and PC Manager will leave the room to count ballots, and the meeting will continue onto "Sweeps." PC Staff stressed the need for all members to come on time and stay for the entire meeting as quorum will be essential for both the "Sweeps" and the elections.

The Recipient asked that each member of the Executive team receive a packet with both the procedures and Robert's Rules so they can assist with any issues on the day of the elections. Staff agreed, and explained that the elections were actually the primary agenda item at the next Executive Committee meeting.

- The group also discussed the new HIVPC members appointed to the HIVPC during the December meeting. The group of appointees will be approved by the Commissioners on January 23rd, and able to participate for the first time during the January 25th meeting. The Chair had concerns that the new members may not have received their County packets detailing Sunshine and other important topics, so Staff will reach out to the new members before the meeting to review ground rules, policies and procedures and Sunshine.

6. EXECUTIVE MATERIALS

- The Chair and Vice Chair reviewed the meeting materials for the 1/18/18 Executive meeting. The Chair asked about FY18 Work Plans, and PC Staff stated they were in the process of updating the plans. During each February committee meeting Staff would like to discuss committee goals with the members, and do an year-end evaluation to help them determine their progress from last year and goals going forward.

ACTION ITEM: Add Work Plan discussion to the Executive agenda.

7. NEXT MEETING DATE: February 8th, 11:30 a.m.

8. ADJOURNMENT

The meeting was adjourned at 3:13 p.m.

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

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

March 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 2/7/2018

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 SFAN 10:00 a.m., ~
5	6 Community Empowerment Committee Meeting 3:00 p.m., A-337^	7	8	9
12	13 Integrated Workgroup Meeting 10:00 a.m., TBD	14	15 Priority Setting & Resource Allocation Committee Meeting 9:00 a.m., A-337^ Executive Committee Meeting 11:30 a.m., A-337^	16
19 Quality Management Com- mittee Meeting 12:30 p.m., A-335^	20	21	22 HIV Planning Council Meeting TBD	23
26	27	28		

^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.

March 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 2/7/2018

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.

FY 2017-18 Community Empowerment Committee Work Plan	
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The work plan is intended to help guide the work of the committee and to assist the Community Empowerment Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Enhance capacity in communities throughout the EMA through community mobilization, education/awareness, and resource and information sharing. Host at least 2 outreach activities in FY17.

Objective 1: Increase Consumer education and overall knowledge of the Committee's role in the HIVPC

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Participate in quarterly trainings on topics such as the HIV Care Continuum, viral load suppression, HIVPC 3 Guiding Principles, PLWHA advocacy and leadership	Quarterly	Staff/Facilitator	Educate CEC members and Consumers	Invite experts and HIV Community Partners to provide training and education sessions			X			X			X			X
1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA	Annually	Staff/Grantee	Data driven PSRA process	Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data				X								

Objective 2: Increase community engagement to promote education and awareness to affirm support for PLWHA (Integrated Plan Strategy 3.2.a)

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Create forums for Community Summits to identify strengths, challenges, opportunities and barriers for individuals living with HIV in Broward County (YEAR 1)	Bi-Annually	CEC	Achieve a more coordinated response to the local HIV epidemic	a. Coordinate with HIV stakeholders (e.g. BTAN, Latinos En Accion, SFAN) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) b. Provide presentations by HIV experts (AETC, NQC) to educate community members on emerging issues in HIV, including accessing Ryan White services c. Provide non traditional activities (not specific to "HIV") at Summit to better engage participants d. Request feedback from attendees regarding barriers and stigma in the HIV/AIDS community through surveys to document feedback and follow up with participants.			X									
2.2 Identify emerging leaders representative of the HIV community who are willing to participate in leadership activities (Integrated Plan Strategy 3.2.c) (YEAR 2)	Integration Year 2	CEC	Increase leadership Opportunities for individuals living with HIV	Utilize continuous outreach through community forums and events to identify emerging leaders. Emphasize selection of Ryan White consumers who would be willing to participate in leadership activities.												
2.3 Promote opportunities for advocacy and leadership within the HIV Community (Integrated Plan Strategy 3.2.c) (Year 2-5)	Integration Year 2	CEC	Increase leadership opportunities for individuals living with HIV	Hold Leadership Series for identified Ryan White consumers and leaders in the HIV Community. Series should be CEC/Consumer led and focus on topics such as advocacy, letter writing and leadership. Each Series should have a graduation ceremony or recognition program for participants, and such event should coincide with national HIV recognition days, if applicable.												
2.4 Analyze survey results for each community event, including outreach, trainings and community forums	Bi-Annually	Staff/CEC	Monitor progress of Network goal	Determine successes and failures of each event. Provide results in annual CEC Evaluation. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives	X			X								

Objective 3: Provide networking and communication opportunities to address the epidemic (Integrated Plan Strategy 4.1.d)

[illegible]

FY 2017-18 Membership/Council Development Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Membership/Council Development Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PLWHA

Objective 1: Ensure HIVPC is representative and reflective

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA	Quarterly	Staff/MCDC	HIVPC reflects epidemic	Review council demographics at each MCDC meeting. Review changes to council demographics according to each applicant, prior to committee approval for HIVPC membership. Prioritize unaffiliated consumer demographics in order to maintain minimum of 33% PLWHA representation.	X				X				X			
1.2 Review seat status and ensure mandated seats are filled	Quarterly	Staff/MCDC	Ensure compliance	Monitor current member affiliations; ask members to update their contact information annually. Actively recruit members for vacant federally mandated seats.	X				X				X			
1.3 Announce vacant positions at each Executive/HIVPC meeting	Monthly	MCDC Chair	Public Awareness	Announce vacant positions and mandated seats during committee reports at each Executive and HIVPC meeting.	X	X	X	X	X	X	X	X	X	X	X	X

Objective 2: Develop application procedures and member selection process

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Review and update Recruitment & Retention Plan	Annually	Sub cmte/MCDC/Staff	Inform HIVPC of community identified barriers for further action	Designate Recruitment and Retention subcommittee to finalize recruitment work plan. Data: Recruitment WP												
2.2 Develop recruitment and website materials	As Needed	Staff	Strategic recruitment of new members	Prioritize the development of HIVPC brochure and other marketing materials.	X				X				X			
2.3 Revise MCDC Policies and Procedures to clearly outline member application process	Annually	MCDC	Improved process	Establish recruitment targets for HIVPC and Committees, with emphasis on HRSA mandated vacancies, demographics and HIVPC Alternates	X											

Objective 3: Implement capacity/leadership development for Planning Council Members, Applicants and Interested Parties

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Schedule ongoing Orientations for Interested Parties	As Needed	MCDC	Strategic recruitment of new members	Educate Interested Parties on topics including education about the 3 guiding ideas, the Ryan White Program, and the functions of the HIVPC Standing Committees.												
3.2 Conduct ongoing pre-appointment orientations to educate prospective members on the scope of committees and expectations of new members	As Needed	Staff	Educated HIVPC	Train prospective members on topics including education about the 3 guiding ideas, the Ryan White Program, and the functions of the HIVPC Standing Committees.	X				X				X	X		
3.3 Offer mentorship and buddy programs as necessary	Quarterly	MCDC	Capacity building	Link new HIVPC and Committee members to experienced members to help facilitate understanding of the HIVPC processes		X			X			X			X	
3.4 Conduct quarterly post-appointment training to educate newly appointed members on HIVPC member roles and responsibilities	Quarterly	MCDC Chair/ HIVPC Chair & Vice Chair/ Staff	Educated HIVPC	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.		X			X			X			X	

FY 2017-18 Priority Setting/Resource Allocations Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Priority Setting/Resource Allocations Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Develop integrated PSRA process using data with input from stakeholders and consumer forums

Objective 1: Plan, prioritize, allocate and monitor available resources and expenditures

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review data relevant to the PSRA process (including recommendations from QM, SOC, and CEC)	Ongoing	Staff/PSRA	Data driven PSRA process	a. PSRA Service Category Scorecards (utilization, expenditures, etc.) b. Community input (through focus groups, CEC rankings and community forums, Integrated Committee forums, etc.) c. Epidemiology (including incidence, prevalence, co-morbidities, etc.) d. Unmet Need e. EIIHA f. Implementation Plan g. Cost data (other funders) h. QM Care Continuum measures i. NHAS j. Anticipated changes due to the ACA	X	X	X	X	X							
1.2 Review How Best to Meet the Need language recommendations from SOC committee.	Annually	PSRA/SOC	Data driven PSRA process	Review and update How Best to Meet the Need language recommendations from SOC committee.												
1.3 Priority rank Part A and MAI service categories	Annually	PSRA/CEC	Complete PSRA process	Use data elements to inform priority ranking process.				X								
1.4 Allocate Part A and MAI funds by service category	Annually	PSRA	Complete PSRA process	Allocate Part A and MAI funds based on priority ranking process.					X							
1.5 Monitor expenditures and allocations	Bi-Annually	PSRA/Grantee	Appropriate funding	Recommend reallocations ("Sweeps") to ensure sufficient core funding and the distribution of additional funds.								X			X	
1.6 Request Technical Assistance (TA) as it relates to the PSRA process	As Needed/Recommended	PSRA/Grantee	Complete PSRA process	Request TA as it relates to developing and implementing client surveys and the FY 2019 PSRA process. Develop process for upcoming FY PSRA Process based on recommendations												
1.7 Review and approve FY2018 PSRA Work Plan																X

Objective 2: Establish a seamless system between testing and care and treatment to facilitate access and ensure linkage and retention (Integrated Plan Strategy 2.1.a)

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Develop targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care (YEAR 1-2)	As Needed/Recommended	PSRA	Increase access to care and improve health outcomes	Review recommendations from QMC, Integrated Work Group, SOC Committee and other relevant data sources to identify and develop strategies to address the needs of clients who may not seek care or who have fallen out of care. Implement identified strategies for MAI funded services in the EMA through Service Delivery Models, programs, interventions, enhanced service categories, and/or HBTMTN												

Objective 3: Assess the Administrative Mechanism

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Assessment of the Administrative Mechanism training	Annually	Staff/PSRA	Ensure compliance	Receive training to review the required components and purpose of the assessment.								X				
3.2 Assessment of the Administrative Mechanism recommendations	Annually	PSRA	Ensure compliance	Make recommendations for activities to include in the assessment of the Administrative Mechanism.								X				

FY 2017-18 System of Care Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the System of Care Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: By February 2018, increase overall engagement in last 3 stages of the HIV Care Continuum by 2%

Objective 1: Improving engagement at each stage of the HIV Care Continuum

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Collaborate with community partners to evaluate the Broward County Ryan White Part A Program's HIV Care Continuum	Ongoing	SOC	Establish an Integrated System of Care to evaluate Broward's HIV Care Continuum	Invite community partners to discuss HIV testing, linkage, care and treatment and adherence, etc. Analyze systems, successes and failures along the bars of the Continuum.												
1.2 Conduct utilization focused evaluation of the HIV Care Continuum to identify and address the drop-offs along the stages specific to testing site, service provider, geographic location and individual characteristics (Integrated Plan Strategy 2.2.a) (YEAR 1-2)	Ongoing	SOC/QM	Increase access to care and improve health outcomes	Compare qualitative and quantitative data (QM, focus groups, community forums) to identify trends in utilizations. Develop recommendations to address identified trends and send to PSRA.												
1.3 Develop strategies specific to the needs, attitudes and behaviors of the identified priority/MAI populations (Integrated Plan Strategy 3.1.a) (YEAR 1)	As Needed	SOC/PSRA/QMC	Address and reduce HIV-related health disparities and health inequities	Review QMC and Needs Assessment data and send the PSRA Committee recommendations for MAI models and other relevant strategies that address barrier reduction and identified needs of identified minority populations.				X								
1.4 Design a Ryan White/Prevention Collaborative to create a model that ensures a seamless continuum for HIV+ individuals to transition from testing and counseling sites to linkage, treatment and retention in Medical Care (Integrated Plan Strategy 2.1.a) (YEAR 1-2)	Integration Year 2	SOC	Increase access to care and improve health outcomes	Involve community stakeholders in the process. Develop a process map of the HIV Care Continuum.												

Objective 2: Develop a coordinated and integrated priority setting and resource allocation process and combined funding initiatives (Integrated Plan Strategy 4.1.a)

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Review needs assessment data to guide the development of How Best to Meet the Need (HBTMTN) language.	Annually	Staff/SOC/ PSRA	Data driven PSRA process	Develop language for HBTMTN and send recommendations to PSRA					X							
2.2 Make recommendations for eligibility changes and service categories to be funded	Annually	Staff/SOC/IC	Integrated System of Care	Review data and make recommendations for an integrated System of Care					X							

FY 2017-18 Executive Work Plan

The work plan is intended to help guide the work of the committee and to assist the Executive Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Increase community engagement and participation by adding 10 new committee and HIVPC members by the end of FY2017

Objective 1: Oversee Planning Council Operations

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Conduct annual evaluation of HIVPC Self-Assessment Survey.	Annually	All Committees	Improved Process	Review Committee activities, challenges, and completion of work plan achievements.												X
1.2 Review the need for reinstating the ad-Hoc By-Laws Committee.	Annually	Executive/B y-Laws	Improved By-Laws	Reinstate the ad-Hoc By-Laws Committee based on pending parking lot items. Identify and appoint ad-Hoc By-Laws Chair.	X											
1.3 Review and approve work plans for upcoming FY	Annually	Executive	Identify goals and objectives for upcoming year	Review Committee activities, challenges, and achievement of goals to plan and prepare for upcoming work plan activities for FY starting March 1 .												X
1.4 Monitor committee activities to ensure goals and objectives of work plans are met	Quarterly	Executive	HIVPC and Committee goals are met	Conduct quarterly review of Committee work plan status to be presented by committee chair. Determine Committee progress and make recommendations to Chairs to address unmet goals				X				X				X

Objective 2: Establish and oversee planning activities and committee work plans to address integrated planning goals and objectives

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Maintain collaborative relationships with community partners through the Integrated Committee/Collaborative to monitor the 2017 Prevention and Care and Treatment Integrated Comprehensive Plan.	Quarterly	Executive/IC	EMA Goals are addressed	Receive updates from the Integrated Committee Part A Chair/Vice Chair regarding the development and progress of the Integrated Plan. Hold meetings with the Executive Committee of the BCHPPC as needed.			X			X				X	X	

Objective 3: Implement capacity/leadership development for Planning Council members and applicants

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Plan annual Planning Council Retreat.	Annually	Executive	HIVPC training/leadership	Schedule a retreat for all HIVPC members. Educate members on new/emerging Planning Council/RW Part A issues, HIVPC policies and procedures, leadership development, Integrated Comprehensive Plan.										X		
3.2 Appoint Nominating Committee Chair. Hold Council leadership Elections.	Biennial	Executive	HIVPC Leadership	Identify and appoint the Nominating Committee Chair.							X	X	X	X	X	X
3.3 Leadership Training	Bi-annually	Executive	HIVPC Leadership	Conduct training for HIVPC Committee Chairs with topics addressing leadership, teambuilding, etc.						X					X	