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, January 11, 2018 – 2:30 p.m.
Location: GoToMeeting
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: 1/11/18

5. **NEW BUSINESS**
   - HRSA Site Visit
   - HIVPC Leadership Elections

6. **EXECUTIVE MATERIALS**
   - Review the meeting materials for the 1/18/18 Executive meeting and make any necessary changes.

7. **NEXT MEETING DATE:** TBD

8. **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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Committee Meeting Agenda: Executive Committee
Date/Time: Thursday, January 18, 2018, 11:30 a.m.
Location: Government Center Annex Room A-337
Chair: Barnes, B. **Vice Chair**: Lopes, R.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 1/18/18 Executive Committee Agenda and 11/16/17 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a) Review and Approve 1/25/18 HIVPC Agenda, Meeting Materials and Motions (Handout A)
   b) February 2018 HIVPC Calendars (Handouts B)
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items	*Action to be taken, presentation, discussion, brainstorm etc.*
2018 HIVPC Leadership Elections	ACTION ITEM: Review procedures for HIVPC Leadership Elections during January HIVPC meeting
Integrated Workgroup Update	ACTION ITEM: Receive update on status of IW
Committee Workplans	ACTION ITEMS: Discuss development of upcoming 2018-2019 FY Workplans

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** February 15, 2018 **VENUE:** Government Center A-337

Agenda Items for next Meeting	*Action to be taken, presentation, discussion, etc.*

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE HIV 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

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BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, January 25, 2018, 9:30 a.m.
GC-430
Chair: Brad Barnes **Vice Chair:** Requel Lopes
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. Review Meeting Ground Rules, Public Comment and Public Record Requirements
   b. Council Member and Guest Introductions
   c. Moment of Silence
   d. Excused Absences and Appointment of Alternates
   e. Approval of 1/25/18 Meeting Agenda
   f. Approval of 12/7/17 Meeting Minutes

3. **PHONE INTRODUCTIONS**

4. **FEDERAL LEGISLATIVE REPORT** (Kareem Murphy) (Handout A) (5-10 minutes)

5. **NEW BUSINESS**
   a. HIVPC Chair and Vice Chair Nominee Speeches (Handout B): Receive 5 minute presentations from Chair and Vice Chair candidates, with 2 additional minutes per candidate to receive and answer member's questions.
   b. HIVPC Leadership Elections: Vote for HIVPC Chair and Vice Chair.

6. **CONSENT ITEMS**

#	MOTION	JUSTIFICATION	PROPOSED BY
1.			

7. **DISCUSSION ITEMS**

#	SERVICE CATEGORY	Recommended TO	Recommended FROM	PROPOSED BY
1	Ambulatory (5)			Priority Setting & Resource Allocation Committee
2	MAI Ambulatory (1)			
3	Pharmaceuticals (3)			
4	Oral Health Care-Routine (5)			
5	Oral Health Care- Specialty (1)			
6	Case Management (7)			
7	Medical Case (Disease) Management (5)			
8	MAI Medical Case (Disease) Management (1)			
9	Mental Health (4)			
10	MAI Mental Health (1)			
11	Substance Abuse (1)			
12	MAI Substance Abuse (1)			
13	Food Bank (1)			
14	Food Voucher (1)			
15	Centralized Intake and Eligibility Determination (1)			
16	MAI CIED (1)			
17	HICP (1)			
18	Legal Assistance (1)			
19	EFA (1)			
20	BISS (1)			
	Total Part A Funds			
	Total MAI Funds			
	Total Funds			

8. DECEMBER AND JANUARY COMMITTEE REPORTS (15 minutes)

A. INTEGRATED WORKGROUP

December 12, 2017 *Chair: T. Pietrogallo, V. Chair: T. Williams*

A. Work plan item update / Status Summary:
Workgroup Leadership – The group discussed the responsibilities of being chair and vice chair of this workgroup. The group nominated Tom Pietrogallo for chair and Tatiana Braxton for vice chair. These individuals will be responsible for facilitating the meeting, for setting the monthly agendas, and to move the group forward on presented action items. Member Commitment Letters – The group agreed that each workgroup member has a responsibility of attending the meetings and if they are unable to their identified alternate should be in attendance. Present members signed the agreement. Additional Discussion – The group discussed the purpose of the workgroup and part of the responsibilities is to look at the activities that have not met the target. Another member mentioned that we should use the objectives of the workgroup (monitor, support, and provide feedback) as guidance in what are the primary responsibilities of this group. The workgroup will review targets and address what have been done and provide feedback on the activities that may not be working to ensure we are meeting objectives. A community plan will need to be developed to identify strategies on how this information will be communicated back to community. The group agreed this should be a standing item in the agenda as this is one of the proposed activities in Goal 4.
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
2016 Part 10 Epidemiology slides; HIV testing for transgender individuals
E. Other Business Items:
Agenda Items for Next Meeting: Review of Integrated Plan Year 1 Activities Next Meeting Date: January 30, 2018 9:00 a.m. Venue: Government Center GC-430

B. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

No January Meeting *Chair: L. Robertson, V. Chair: P. Fleurinord*

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

No January Meeting *Chair: Vacant, V. Chair: V. Foster*

C. AD-HOC NOMINATING COMMITTEE

January 4, 2018 Chair: *L. Robertson*

A. Work plan item update / Status Summary:
Nominating Procedure – The group reviewed the nominating procedures that were developed and approved at the last meeting in October. They also reviewed Robert's Rules regarding elections, and discussed potential issues that might arise during the meeting. Staff have all necessary documents on hand, and will provide the HIVPC and Nominating Chairs all materials and rules relevant to the election should they need to reference them during the meeting. During the elections members must maintain quorum, need a motion and vote to reopen the voting should a member arrive late, and must address any questions or irregularities in a timely manner (during that meeting). Slate of Candidates and Questionnaires: – The members reviewed the official slate of candidates and their submitted Candidate Questionnaires. Staff noted that a Vice Chair nominee had later decided not to run, and there are now only 2 Vice Chair candidates. The completed questionnaires will be sent to members in the meeting notice and reminders, as well as included in the HIVPC meeting packets. During the HIVPC meeting each candidate will be given 5 minutes to discuss their qualifications, and then 2 minutes for questions and response relevant to their speech/questionnaire. The group stressed the need for the Chairs to maintain order and be mindful of timing during the

question and answer sections, as there is limited time per candidate and the questions should be direct and relevant. Ballot and Elections Logistics – The committee members reviewed the proposed ballot and elections logistics. PC Staff will distribute the ballots to each member, and log its return. After all ballots have been collected, the PC Manager and Nominating Chair will go to another room to count the ballots and log the results. If the Vice Chair election requires a run-off, Staff will be prepared with additional ballots. The HIVPC members will continue with the meeting agenda, including "Sweeps" until the Nominating Chair returns with the election results.
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.

D. QUALITY MANAGEMENT COMMITTEE (QMC)
No January Meeting *Chair: D. Shamer*

E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)
January 18, 2018 *Chair: W. Spencer, V. Chair: R. Siclari*

F. EXECUTIVE COMMITTEE
January 18, 2018 *Chair: B. Barnes, V. Chair: R. Lopes*

G. SYSTEM OF CARE COMMITTEE (SOC)
No January Meeting *Chair: M. Hayes V. Chair: C. Edwards*

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

9. 2018-2020 HIVPC CHAIR/ VICE CHAIR ELECTION RESULTS

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: February 22, 9:30 a.m. **LOCATION:** TBD

Tasks for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, brainstorm etc.*

16. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
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GC-430
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Reminder: *Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

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2. **WELCOME AND PUBLIC RECORD REQUIREMENTS**
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**** For detailed discussion on any of the above items, please refer to the meeting minutes. ****

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a. Part A
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11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: February 22, 9:30 a.m. **LOCATION:** TBD

Tasks for next Meeting	*Responsible Party*	*Action to be taken, presentation, discussion, brainstorm etc.*

16. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
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February 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 1/3/2018

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 **Membership/Council Development Committee** 9:30 a.m., A-337^	9
12	13	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 **President's Day BRHPC Closed**	20	21	22 **HIV Planning Council Meeting** 9:30 a.m., GC-430^	23
27	28			

^Governmental Center —115 S Andrews Ave, Ft. Lauderdale, 33301
~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334

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.

February 2018

Broward County HIV Health Services Planning Council Calendar

Last Updated: 1/3/2018

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 kreyol; 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.