



FORT LAUDERDALE/BROWARD EMA
BROWARD HIV HEALTH SERVICES PLANNING COUNCIL
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020
(954) 561-9681 • FAX (954) 561-9685

Broward County HIV Health Services Planning Council Meeting

Thursday, July 24, 2025 – 9:30AM

Meeting at Broward Regional Health Planning Council and Microsoft Teams

[Join the meeting now](#)

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Meeting ID: 273 316 500 415

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Phone conference ID: 978 420 177#

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio and video recorded.

Quorum for this meeting is 15

DRAFT AGENDA

ORDER OF BUSINESS

CALL TO ORDER/ESTABLISHMENT OF QUORUM

WELCOME FROM THE CHAIR

- a) Meeting Ground Rules
- b) Statement of Sunshine
- c) Introductions & Abstentions
- d) Moment of Silence

PUBLIC COMMENT

ACTION: Approval of Agenda for July 24, 2025

ACTION: Approval of Minutes for June 26, 2025 (**Handout A**)

FEDERAL LEGISLATIVE REPORT– Attorney Marty Cassini, Broward County
Intergovernmental Affairs Office

STANDARD COMMITTEE ITEMS

CONSENT ITEMS

- a. **Action Item:** Membership/Council Development Committee Policy & Procedures (**Handout B**)

Justification: The HIVPC General Body Policies and Procedures were last approved in 2017. Outdated policies were revised and new policies added to ensure they align with the Broward County Ordinance, federal requirements, and the Council's current operations and practices.

PROPOSED BY: Membership/Council Development Committee

- b. **Action Item:** Executive Committee Policy & Procedures: Reporting Violations of Council Bylaws & Committee Policies and Procedures; Member Removal Process; Grievance Policy and Procedure for Planning Council Actions (**Handout C1, C2, C3**)

Justification: The HIVPC General Body Policies and Procedures were last approved in 2017. Outdated policies were revised and new policies added to ensure they align with the Broward County Ordinance, federal requirements, and the Council's current operations and practices.

PROPOSED BY: Executive Committee

- c. **Action Item:** The Executive Committee will serve as the Nomination/Bylaws Committee for the upcoming election cycle, following the previous nomination process. Members not seeking election will be assigned specific responsibilities. (**Handout D**)

PROPOSED BY: Executive Committee

Justification: PCS staff reported no progress in securing the five members needed to convene the committee, despite ongoing outreach efforts through emails, phone calls, and follow-ups. As the election timeline is approaching, it is necessary for the Nominating and Bylaws Committee to meet promptly.

DISCUSSION ITEMS

- a. None

OLD BUSINESS

- a. None

NEW BUSINESS

- a. **Award:** Member of the Quarter, Quarter 1 of FY 2025-2026
- b. **Update:** New MCDC Vice-Chair
- c. **Update:** Listening Session, August 12th, Time: 6:00 PM – 8:00 PM at the African American Research Library and Cultural Center (2650 Sistrunk Blvd, Fort Lauderdale, FL 33311)

COMMITTEE REPORTS

a) **Community Empowerment Committee (CEC)**

Chair: Shawn Jackson • Vice Chair: Edna Chery-Davis

July 1, 2025

- i. **Work Plan Item Update/Status Summary:** The committee received updates on upcoming activities and continued planning for the “Aging Gracefully” event scheduled for September. Additionally, members voted to update the flyer for the event and the Jeopardy game questions.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** To Be Determined.
- vii. **Next Meeting date:** August 5, 2025, at 3:00 PM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

b) **System of Care Committee (SOC)**

Chair: Jose Castillo • Vice Chair: Kendra Hayes

Meeting Cancelled

- i. **Work Plan Item Update/Status Summary:** None.
- ii. **Data Requests:** None
- iii. **Rationale for Recommendations:** None
- iv. **Data Reports/ Data Review Updates:** None
- v. **Other Business Items:** None
- vi. **Agenda Items for Next Meeting:** To be Determined.
- vii. **Next Meeting date:** August 7, 2025, at 9:30 AM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

c) **Membership/Council Development Committee (MCDC)**

Chair: Vacant • Vice Chair: Dr. Timothy Moragne

July 10, 2025

- i. **Work Plan Item Update/Status Summary:** The members reviewed the Membership Strategy, HIVPC Demographic Reflectiveness, the MCDC Workplan, and the results of the Member of the Quarter vote. The committee also updated their Policy and Procedures and voted to appoint K. Creary as the new MCDC Vice-Chair. They received update about the Post-Appointment Orientation and PSRA/CEC Listening Tour Session #1. The committee welcomed new committee member O. Davy and approved the application of H. Bahi. Finally, the committee voted to formally recognize R. Bhrangger and W. Marcoviche for their 20 years of service on the Planning Council.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/Data Review Updates:** None.
- v. **Other Business Items:** None.

- vi. **Agenda Items for Next Meeting:** Review the Member of the Quarter results for Quarter Two, plan for the Membership Drive in November, review updated promotional material, and review feedback from SOC/PSRA Listening Tour Session #2.
 - vii. **Next Meeting date:** October 9, 2025, at 9:30 AM at BRHPC and via Microsoft Teams Videoconference
- d) **Quality Management Committee (QMC)**
 Chair: Bisiola Fortune-Evans • Vice Chair: Franchesca D'Amore
Next Meeting Scheduled August 18, 2025
- i. **Work Plan Item Update/Status Summary:** None.
 - ii. **Data Requests:** None.
 - iii. **Rationale for Recommendations:** None.
 - iv. **Data Reports/Data Review Updates:** None.
 - v. **Other Business Items:** None.
 - vi. **Agenda Items for Next Meeting:** To be determined.
 - vii. **Next Meeting date:** August 18, 2025, at 12:30 PM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference
- e) **Executive Committee**
 Chair: Lorenzo Robertson • Vice Chair: Von Biggs
 July 17, 2025
- i. **Work Plan Item Update/Status Summary:** The committee reviewed and approved the HIVPC agenda for July 24, 2025, along with the August calendar. The committee continued discussions regarding the Nominating/By-Laws committee and discussed the MCDC Chair vacancy among other topics. The committee reviewed and approved the following policies: Broward County Code of Ethics, Reporting Violations of Council Bylaws & Committee Policies and Procedures, Member Removal Process, and Grievance Policy and Procedure for Planning Council Actions.
 - ii. **Data Requests:** None
 - iii. **Rationale for Recommendations:** None
 - iv. **Data Reports/ Data Review Updates:** None
 - v. **Other Business Items:** None
 - vi. **Agenda Items for Next Meeting:**
 - a. Review and approve the August 28, 2025, HIVPC Agenda, Meeting Materials, and Motions
 - b. Review the September 2025 HIVPC Calendar
 - c. **Next Meeting date:** August 21, 2025, at 12:45 PM at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference
- f) **Priority Setting & Resource Allocation Committee (PSRA)**
 Chair: Brad Barnes • Vice Chair: Mark Schweizer
 July 17, 2025 (Coordination Meeting)
- i. **Work Plan Item Update/Status Summary:** During its July coordination meeting, the committee reviewed and updated their workplan. Additionally, they decided which presentations to move

forward with from the previously scheduled data presentation workshops.

- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:** To Be Determined
- vii. **Next Meeting date:** August 21, 2025, at 9:30AM **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

g) **Ad-Hoc Minority AIDS Initiative Sub-Committee (MAI)**

Chair: Mark Schweizer • Vice Chair: Shawn Tinsley

- viii. **Work Plan Item Update/Status Summary:** During its July meeting, the subcommittee reviewed and discussed effective strategies for utilizing MAI funding by other EMAs. The subcommittee plans to identify gaps in care for clients in the Broward EMA and review best practices by other EMAs for engaging Black, African American, and Haitian communities.
- ix. **Data Requests:** The MAI Subcommittee requests a list of all the currently funded services of Part A, EHE, and MAI to compare and contrast the different categories with the purpose to fill in the gaps for clients in our EMA. Find a sample size of 15 to 20 clients with a viral load greater than or equal to 6 months in the system. Broken down by age, race, ethnicity, zip code, and services received.
- x. **Rationale for Recommendations:** To identify gaps in care for clients, particularly those who are not virally suppressed.
- xi. **Data Reports/Data Review Updates:** Effective Strategies for utilizing MAI funding by other EMAs.
- xii. **Other Business Items:** None.
- xiii. **Agenda Items for Next Meeting:** Review the requested data and the best practices by other EMAs for engaging Black, African American, and Haitian communities.
- xiv. **Next Meeting date:** TBD at **Broward Regional Health Planning Council** and via Microsoft Teams Videoconference

RECIPIENT REPORTS

- a) Part A ([Handout E](#))
- b) Part B ([Handout F1, F2](#))
- c) Part C ([Handout G](#))
- d) Part D ([Handout G](#))
- e) Part F
- f) HOPWA ([Handout H](#))
- g) Prevention – Quarterly Update (April, **July**, October, January)

DATA REQUEST(S)

PUBLIC COMMENT

AGENDA ITEMS FOR THE NEXT MEETING

- a) Next Meeting Date: August 28, 2025, at 9:30 AM at Broward Regional Health Planning Council (BRHPC) and via Microsoft Teams
- b) Agenda Items for next meeting: To Be Determined

ANNOUNCEMENTS

ADJOURNMENT

*For a detailed discussion on any of the above items, please refer to the minutes available at:
[HIV Planning Council Website](#)*

Please complete your [meeting evaluation](#).

Three Guiding Principles 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: (1) Foster the substantive involvement of the HIV-affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Nan H. Rich •
Alexandra P. Davis • Michael Udine • Robert McKinzie • Hazelle P. Rogers

[Broward County Website](#)



August 2025

Broward HIV Health Services Planning Council Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit HIV Health Service Planning Council for updates.						
					1 Medical Case Management Network Meeting (CQM) 2:30PM-3:45PM	2
3	4 Minority AIDS Initiative Subcommittee Meeting 2:00PM – 4:00PM Locations: BRHPC/MS Teams	5 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/MS Teams	6	7 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	8	9
10	11	12 PSRA/SOC Listening Tour Session #2 6:00PM-8:00PM	13 Quality Network Meeting (CQM) 9:00AM-10:15AM	14	15	16
17	18 Quality Management Meeting (QMC) 12:30PM– 2:30PM Location: BRHPC/MS Teams	19	20 CHANGE THE PATTERN Southern HIV/AIDS Awareness Day	21 Priority Setting and Resource Allocation Committee 9:30AM – 11:30AM Location: BRHPC/MS Teams Executive Committee Meeting 12:45PM – 2:45PM Location: BRHPC/MS Teams	22	23
24	25  FAITH HIV/AIDS AWARENESS DAY	26	27	28 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	29	30  GET CARE BROWARD TREAT HIV/BEAT HIV RYAN WHITE PART A

Version 04/28/21 Information on this calendar is subject to change.



July 2025



Broward HIV Health Services Planning Council Calendar

All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Unless otherwise noted, meetings will be held via WebEx.
Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1292 or 1343. Visit [HIV Health Service Planning Council](https://www.browardhivpc.org) for updates.

TODOS ESTAN BIENVENIDOS!	ALL ARE WELCOME!	BON VINI!
A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Para confirmar información acerca de la reunión de Consejo de Planeación HIV, 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.	Unless otherwise noted on the calendar, all meetings are held at: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 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.	Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt: Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Pou konfime enfòmasyon ou resewva 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

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.

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.

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.

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.

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.

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.

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.

Broward County HIV Health Services Planning Council Outreach Attendance: March 1, 2025 - February 28, 2026
HIVPC ByLaws: Article IV, Section 13, Subsection H

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(954) 561-9681 • FAX (954) 561-9685

Broward County HIV Health Services Planning Council Meeting

Thursday, June 26, 2025 - 5:30 PM

Meeting at Broward County Governmental Center and via Microsoft

DRAFT MINUTES

HIVPC Members Present: L. Robertson (HIVPC Chair), V. Biggs (HIVPC Vice-Chair), B. Barnes, R. Bhrangger, J. Castillo, B. Fortune-Evans, B. Mester, W. Marcoviche, S. Tinsley, A. Cutright, J. Rodriguez, A. Machado, T. Moragne, M. Schweizer, K. Hayes, R. Hadley, E. Dudelzak, K. Creary, J. de La Nuez, P. Madadi, T. Morange, R. McKinzie

Members Absent: E. Davis, A. Cutright, F. D'Amore, R. Jimenez, Y. Barrientos (excused), N. Tyler

Ryan White Part A Recipient Staff Present: G. James, B. Spaulding, W. Cius, C. Evans, J. Roy, T. Thompson, M. Cassini, R. Honick

Ryan White Pat B Recipient Staff Present: No representatives

Florida Department of Health: No representatives

Planning Council Support Staff Present: M. Lacroix, D. Liao, S. Isidore

Guests Present: L. Lewis, D. Walker, T. Adeagbo, A. Ferguson, O. Davy, J. Hidalgo, C. Mason, Ashley

1. Call to Order, Welcome from the Chair & Public Record Requirements:

The HIVPC Chair called the meeting to order at 5:32 p.m. and welcomed all attendees. The Chair noted that the meeting operates under Florida's "Government-in-the-Sunshine Law," which includes meeting reporting requirements and the recording of minutes. Additionally, attendees were informed that while acknowledgment of HIV status is not required, any disclosure would be subject to public record. PCS conducted a roll call of Council members, Ryan White Part A recipient staff, PCS/CQM staff, and guests, followed by a moment of silence. V. Biggs noted the importance of Commissioner McKinzie's presence at the meeting.

2. Public Comment:

The Public Comment portion of the meeting is intended to allow the public to express opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County.

K. Hayes introduced her client, Ashley, who wished to provide a public comment. She had spinal fusion surgery earlier this month, which requires that she refrain from working. The Part B office provided her with rent assistance for three months and she goes to AHF, but she still needs additional assistance. She is currently unable to afford rent or groceries. She also has difficulty accessing HIV treatment and pain medication. She requested help from the providers in attendance, especially because she fears becoming homeless.

A. Fergusson, with Hotspots Magazine, noted the various events that his organization has hosted. On behalf of his organization, he is seeking an explanation for Commissioner McKinzie's lack of attendance at meetings and community events.

PCS noted that L. Robertson, T. Morange, and C. Evans have joined the meeting.

3. Meeting Approvals:

The approval for the agenda of the June 26, 2025, HIVPC meeting was proposed by B. Barnes with the amendment that Item A (Nomination/Bylaws ad-hoc Committee Policy and Procedures) be moved to Old Business, seconded by K. Creary, and passed unanimously. The approval for the minutes of the April 24, 2025, meeting was proposed by B. Barnes, seconded by K. Creary, and passed unanimously.

Motion #1: B. Barnes, on behalf of HIVPC, made a motion to approve the June 26, 2025, HIV Health Services Planning Council Agenda with the amendment that "Item A" be moved to Old Business. The motion was seconded by K. Creary and adopted unanimously.

Motion #2: B. Barnes, on behalf of HIVPC, made a motion to approve the April 24, 2025, HIV Health Services Planning Council Minutes. The motion was seconded by K. Creary and was passed unanimously.

4. Federal Legislative Report:

M. Cassini informed the council of the process of HIV funding for Ryan White and EHE in Congress. The final funding is expected to be the same as last year's funding. He informed the council that the Senate parliamentarian will state whether one of the provisions in the bill will run afoul of the Bird Rule. He also noted that they will look into eligibility determination, including an immigration status requirement at the state level.

He lacked information about what the Senate intended to do regarding PEPFAR. The state legislation concluded about a week ago and passed their final budget. The budget is 3 billion dollars lower than the governor of Florida requested.

B. Mester asked how they planned to address the growing population of PWH in Broward County without a funding increase. M. Cassini answered HRSA notes the importance of reorganizing funding priorities.

J. Hidalgo asked if the restoration of RW, CDC, and EHE budgets included the federal personnel that were terminated or service funds only. She also asked if the work requirements apply to those individuals that were deemed disabled by Social Security Administration. M. Cassini explained that this information is not yet available. M. Schweizer asked if Part F funding has been restored and M. Cassini answered affirmatively.

S. Tinsley asked for clarification regarding funding cuts to HIV prevention efforts, especially condoms. M. Cassini answered that he is not familiar with that situation.

V. Biggs asked for information regarding HRSA and AHA. M. Cassini has not seen any information.

B. Barnes asked for information regarding SNAP benefits. M. Cassini answered that SNAP is being discussed heavily, but the related legislation has not been passed yet. They are considering having the state paying more or adding more restrictions to state requirements. FL has a high rejection rate, so there's concerns to lower reimbursements for clients who had a certain number of rejections.

K. Creary asked for information regarding Medicare. M. Cassini answered that he has not heard much.

G. James asked how HOPWA had been impacted by the Senate bill. M. Cassini answered that HOPWA funding was kept at about the same amount. There had been some concern that that program might be cut entirely.

5. Standard Committee Items: None

6. Consent Items:

7. Action Item: Motion to approve Olivia Davy to the Quality Management Committee and Membership/Council Development Committee
Proposed by the Quality Management Committee Chair and Membership/Council Development Committee Chair
8. Action Item: Motion to approve the following HIVPC General Body Policy and Procedures: Executive Committee Policy and Procedures; Incentives Policy for Client Engagement and Participation; Attendance Policy and Committee Only Members; Unaffiliated Member Reimbursements Policy; and Public Comment Process (HIVPC Meetings and Broward County Board of Commissioners Meetings).
Proposed by the Executive Committee.
9. Action Item: Motion to approve new Member of the Quarter Eligibility which states individuals who were selected as Member of the Quarter in the previous fiscal year be ineligible for selection in the following fiscal year. Past recipients will become eligible again after one full fiscal year has passed.
10. Update: Nomination/Bylaws ad-hoc Committee Policy and Procedures
Proposed by the Executive Committee.

The Consent Items were proposed by K. Creary, seconded by K. Hayes, and passed unanimously.

11. Discussion Items:

12. Proposed Change in Priority Setting and Resource Allocation for 2025-2026
Proposed by the Priority Setting and Resource Allocation Committee

B. Barnes told the council that PSRA took a look at the process and the current funding situation. Due to the lack of clear data for the current fiscal year, PSRA has decided that rather than looking at last year's data, they will keep last year's rankings, allocations, and service categories. He noted that they might need to tweak these decisions in the future. PSRA will hold a coordination meeting in July to pull the data.

The discussion item was seconded by S. Tinsley and passed unanimously.

13. Old Business:

14. Update: Nomination/Bylaws Committee ad-hoc committee
PSRA staff reminded the council that the nomination committee requires a minimum of five members to facilitate the upcoming HIVPC election in January.

15. New Business:

- a) Presentation: AIDS Watch Recap 2025
S. Tinsley provided an overview of her experience. She thanked National Minority AIDS Council (NMAC) for preparing her group for the event. They explained that the request is to save HIV funding under the new administration. The participants impressed upon the representative that they are fighting for their lives and will die if HIV funding is cut.

9. Committee Reports:

a. Community Empowerment Committee – June 3, 2025

Chair: Shawn Tinsley, Vice Chair: Vacant

The report stands.

b. System of Care Committee – June 5, 2025

Chair: J. Castillo, Vice Chair: K. Hayes

The report stands. SOC will not be meeting in July.

c. Membership/Council Development Committee (meets Quarterly) – No meeting scheduled

Chair: Vacant, Vice Chair: T. Moragne

The report stands. Vice Chair position is still open.

d. Quality Management Committee – No meeting scheduled

Chair: B. Fortune-Evans, Vice Chair: F. D'Amore

The report stands. QMC will not meet in July; they will be meeting on August 18th.

e. Executive Committee – June 18, 2025

Chair: Lorenzo Robertson Vice Chair: V. Biggs

The report stands. The Chair thanked the committee members for their action.

f. Priority Setting & Resource Allocation Committee – June 18, 2025

Chair: B. Barnes, Vice Chair: Mark Schweizer

The report stands. B. Barnes noted that because of the funding issues, they don't have clear data on Quarter 1 of 2025-2026. He thanked the Part A Office for providing estimates of the current expenditures. Sweeps will be held in August. He also asked council members to look at the timeline for council nominations.

g. MAI Subcommittee – No Meeting Scheduled

Chair.

The report stands. The last meeting was postponed in order to wait for data and guidance regarding the status of MAI funding. They will meet in July.

10. Recipient's Report:

- a. **Part A:** J. Roy provided an overview of the activities of the Part A Office. She explained that they had concluded a provider feedback survey; all but two providers participated. The results will be shared at the next meeting.

There are currently 30 contracts in progress. She thanked Glen and Ron Honick for their hard work in achieving this progress and thanked the providers for their patience.

The Quality Management Monitoring Process begins in the fall. The schedule will be finalized within the next week. Minor adjustments to the SDM according to the COA review to ensure legal compliance.

Regarding community engagement, the Part A office has been involved in many activities with traditional and non-traditional providers. They have created capacity building activities for provider and client recruitment. She listed several events that the Part A office plans to engage in in the near future.

J. Roy also reported that the Part A Office is pursuing a partnership with Florida Blue. C. Mason, a representative from Florida Blue Cross Blue Shield, shared the organization's commitment to the HIV community in Broward County. V. Biggs noted that consumers often use Florida Blue and asked if they are trying to establish connections which private practices used by clients. C. Mason answered that some providers do meet FB's standards but stated that she wants the names of the providers he is referring to. B. Barnes asked about the wellness center at Sawgrass Mills. C. Mason shared a detailed overview of the center and the services it provides.

S. Tinsley asked J. Roy if they were looking to work with more providers. J. Roy answered affirmatively.

- b. **Part B:** The report stands.

- c. **Part C:** The report stands.

- d. **Part D:** The report stands. S. Tinsley reported that the Community Advisor Board at Comprehensive Care Center held a meeting on Tuesday. S. Tinsley shared information about the Listening Tour. Several consumers wished to attend but had transportation concerns. S. Hafley reminded the council that the next QMC meeting is on August 19th.

- e. **Part F:** The report stands. M. Schweizer reported that the Part F Office is in a five year funding cycle and received notice of award for the third year.

- f. **HOPWA:** According to J. Rogers, HOPWA has experienced overspending due to rent increases and funds may need to be reallocated. G. James asked if HOPWA had the capacity to enroll new clients. J. Rogers noted that there is currently no waitlist. B. Fortune-Evans shared that her clients have had difficulty accessing housing assistance and move-in assistance due to a lack of funds. J. Rogers added that his office will not receive additional funding until August or September.

S. Tinsley asked if there was any way to ensure that the new construction going up could include low-income housing in the buildings. B. Mester noted that this must be addressed by the county commissioners and city commissioners in the ordinance.

B. Fortune-Evans asked if EHE is helping with the housing issue. W. Cius and G. James noted that EHE does not have funding to help. K. Creary noted that the housing issue will get worse because the state government does not have a plan to address homelessness. J. Roy encouraged further collaboration with the Housing Option, Solutions, and Supports Division (HOSS). She will commit to having a HOSS representative at the next HIVPC General Body meeting. G. James noted that HOSS has funds set aside to help people at risk of homelessness.

S. Tinsley stated that it was disrespectful of Commissioner McKinzie to leave early without announcing himself.

g. Prevention: None.

11. Data Request(s): None.

12. Public Comment:

The Public Comment portion of the meeting is intended to allow the public to express opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County.

The was no public comment.

13. Agenda Items for Next Meeting:

- a. The next HIVPC meeting will be held on July 24, 2025, at 9:30 a.m. **Location:** Broward Regional Health Planning Council and Virtual through Microsoft Teams
- b. Agenda Items for next meeting: To be determined.

14. Announcements:

- 16. J. Roy: The Recipient Office has created a draft of the provider directory, which includes all the providers in the system of care. The Recipient Office will be developing a client-centered version. This information will be posted online as well.
- 17. K. Hayes: Poverello will be holding two new support groups from 2:00 PM to 4:00 PM. The women's group will meet every third Monday and the men's group will meet every third Wednesday.
- 18. W. Cius: EHE partnered with Wake Forest University to enroll members of the community in a Faith Ambassador program, where they would receive training on how to educate the community about the intersection of faith and health. Two sessions, maximum of 10 participants per session. Health and Health Ambassador Program.
- 19. S. Tinsley: HIVPOSSIBLE and SOS will hold a Sip'n'Sculpt event tomorrow at 5:00 – 7:30 PM at the World AIDS Museum.
- 20. T. Adeagbo: Provider Network Meetings and trainings. July 8th, virtual meeting on Behavioral Health.
- 21. S. Tinsley: June is Men's Mental Health Month. She encouraged the attendees to reach out to the men in their lives.
- 22. K. Creary: Shared that she has experienced health struggles. She

recommended create a protocol of check up on council members living with HIV who has not responded or attended meetings. T. Morange agreed with her.

23. B. Barnes: Provided an update regarding the Needs Assessment for the state of Florida. Less than 5% of clients in FL answer the Needs Assessment. It will be released sometime in August.

24. K. Hayes: She explained that her client believes that the Vice Chair was rude during the introduction. The Vice Chair explained the rules of public comments.

15. Adjournment:

There being no further business, the meeting was adjourned at 7:06 p.m.

HIVPC Attendance for CY 2025

Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date	23	C	27	24	C	26							
	1	Barnes, B.	X	C	X	X	C	X							
	2	Bhrangger, R.	X	C	X	X	C	X							
	3	Biggs, V., V.Chair	X	C	X	X	C	X							
	4	Castillo, J.	X	C	X	X	C	X							
	5	D'Amore, F.	X	C	X	X	C	A							
	6	Davis, E.	X	C	E	A	C	A							
	7	Dudelzak, E.	E	C	X	X	C	X							
	8	Fortune-Evans, B.	X	C	X	X	C	X							
	9	Hayes, K.	X	C	X	X	C	X							
	10	Jackson-Tinsley, S.	X	C	X	X	C	X							
	11	Jimenez, R.	X	C	X	X	C	A							
	12	Machado, A.	X	C	X	X	C	X							
	13	Marcoviche, W.	X	C	X	X	C	X							
	14	Mester, B.	X	C	X	X	C	X							
	15	Moragne, T.	E	C	A	X	C	X							
	16	Robertson, L., Chair	X	C	X	X	C	X							
	17	Rodriguez, J.	X	C	X	X	C	X							
	18	Schweizer, M.	X	C	X	X	C	X							
	19	Creary, K.	X	C	A	A	C	X							
	20	De La Nuez, J.	X	C	A	X	C	X							
	21	Hadley, R.	N	C	X	X	C	X							
	22	Barrientos, Y.	N	C	X	X	C	E							
	23	Williams, Colby				N	C	X							
	24	Hafley, Shalisa				N	C	X							
	25	Rogers, Jonathan				N	C	X							
	26	Tyler, Natalie				N	C	A							
		Commissioner McKinzie	A	A	A	A	C	X							
		Wilson, I.													R
		Lewis, L.													R
		V. Foster													Z
		Shamer, D.													Z
		Cutright, A.	A	C	X	X	C	A	Z						Z
		Madadi, P.	N	C	A	A	C	X	Z						Z
		Quorum = 14	17	C	20	21	C								

Legend:	
1 - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	R - removal letter
CX - canceled due to quorum	

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Policies and Procedures

Approved 3/23/17

Revised and Updated: 07/10/2025 by Membership/Council Development Committee

Approved by HIVPC: Pending

I. Purpose

The Membership/Council Development Committee (MCDC) supports the Broward County HIV Health Services Planning Council by:

- Soliciting and screening applications for new members and alternates.
- Monitoring attendance and participation.
- Recommending appointments and removals.
- Ensuring orientation, training, and mentoring for Council engagement.

II. Meetings & Attendance

MCDC meets quarterly or as needed. Applications will be reviewed regularly. The Broward County Code of Ordinances governs attendance:

- Members of quarterly committees are removed after 2 consecutive unexcused absences or 2 missed meetings per calendar year.
- Members of more frequent committees are removed after 3 unexcused absences in a row or 4 in a calendar year.

Absences due to HIV-related illness will be excused.

III. Membership Requirements & Composition

- Interested Parties must complete the HIVPC Membership Application.
- The Broward County Board of County Commissioners appoints individuals to the Council.
- Members must complete post-orientation training within 90 days of joining the Council.
- At least **33% of Council** members must be unaffiliated PWHs receiving Part A services, reflecting the EMA's HIV demographics.
- A maximum of **three (3) employees from the same provider or government agency** may serve at one time.
- Members are **required to participate in at least two (2)** outreach activities.
- Individuals interested in **serving solely as committee members** must submit a standing committee application, which requires approval from the QMC Chair and the HIVPC General Body. Membership should reflect the demographics of the HIV epidemic in Broward County, with consideration for:
 - Race and ethnicity
 - Gender identity
 - HIV status (self-acknowledged)
- The ideal committee composition includes consumers, service providers, and individuals passionate about improving HIV service quality. Desired member qualifications include:
 - Willingness to collaborate and learn
 - Basic understanding of data interpretation
 - Familiarity with quality standards (local/state/federal)
 - Effective communication skills

Members are not required to possess all competencies upon joining, but they must be committed to actively learning and engaging with quality management principles.

IV. Recruitment & Selection

- Open recruitment with social media, public materials, and outreach to the community and provider agencies.

- Emphasis on diversity, demographic reflectiveness, and unaffiliated PWH.

V. Retention of Members

Retention measures are necessary to help members stay engaged and participate fully, including post-orientation and training, mentoring, member recognition, and reimbursement support for unaffiliated members.

VI. Orientation, Training & Mentoring

- New members and alternates must attend post-orientation and training within 3 months (90 days) of being appointed by the Board of Commissioners.
- Post-appointment training and mentoring are available to new members.
- Mentors educate on Council operations, reimbursement policies, and Council culture.

VII. Responsibilities of Council Members

- Commit 4–6 hours/month (meetings and tasks).
- Participate in at least one standing committee.
- Attend required training sessions.
- Represent assigned federal categories and work collaboratively (see section VII below).

VIII. HIVPC Membership Categories

PEOPLE LIVING WITH HIV & COMMUNITY

- Affected communities (people living with HIV/AIDS and underserved communities) *
- Non-elected community leaders
- Representatives of recently incarcerated people living with HIV
- Unaffiliated consumers

HEALTH & SOCIAL SERVICES PROVIDERS

- Health care providers, including federally qualified health centers (FQHCs)
- Community-Based Organizations (CBOs) and AIDS Service Organizations (ASOs)
- Social service providers (including housing and homeless service providers)
- Mental health treatment providers
- Substance abuse treatment providers

PUBLIC HEALTH & HEALTH PLANNING

- Local public health agencies
- Healthcare planning agencies
- State agencies**

FEDERAL HIV PROGRAMS

- Ryan White HIV/AIDS Program Part B recipients
- Ryan White HIV/AIDS Program Part C recipients
- Ryan White HIV/AIDS Program Part D recipients (*or representatives of organizations with a history of serving children, youth, and families living with HIV*)
- Recipients under other federal HIV programs***

* Including people living with HIV, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and “historically underserved groups and subpopulations”

** Including the state Medicaid agency and the agency administering the RWHAP Part B program

***Including HIV prevention services; Ryan White HIV/AIDS Program Part F recipients, Housing Opportunities for People with AIDS (HOPWA), HIV Prevention)

IX. Alternate Members

- Minimum of three PWH alternates appointed by the County.
- Serve when a member is unable to attend due to the absence policy.
- Comply with all attendance requirements.

X. Removal Procedures

A. Attendance Violations:

- Automatic removal per County Code; notification sent by the HIVPC Chair/Vice Chair to the Broward Intergovernmental Office.
 - B. Removal for Cause:
 - MCDC reviews and documents any violations (e.g., conflict of interest, failure to attend training).
 - The process includes investigation, opportunity for member response, and final recommendations to the Executive Committee and Planning Council.
 - C. Council Vote:
 - Planning Council votes on removals for cause and forwards the final recommendation to the County Commission.
-

XI. Reinstatement

- Members may apply for reinstatement.
 - <90 days: Submit a letter for Council approval.
 - 90 days: Submit a new application.
 - Reinstatement is limited to once per 12-month period.
-

XII. Council Development

- Annual training plan developed and implemented.
 - Continuous evaluation of membership for compliance with federal, state, and local mandates.
 - Tracking of vacancies, demographic gaps, and changes in employment/representation.
-

XII. Mentoring & Buddy Systems

A. MCDC Mentoring Program

Purpose: To enhance new members' understanding of the HIV Planning Council (HIVPC) and encourage active participation.

Components:

1. Orientation and Training: Mandatory for new members, including a voluntary mentoring program.
2. Mentoring Program:
 - Objective: Help new members feel welcome, understand Council processes, and learn member perspectives.
 - Assignment: New members are paired with volunteer mentors by the MCDC Chair.
 - Mentor Responsibilities:
 - Review orientation materials.
 - Remind mentees of meetings.
 - Explain complex language and acronyms.
 - Educate on Robert's Rules of Order.
 - Ensure mentees understand the context of discussions and actions.
 - Compliance: Follow Florida Sunshine Law, avoiding discussions of Council business outside official meetings.

B. Buddy System for Interested Parties:

Purpose: Increase knowledge and participation in HIVPC Committees.

Assignment: Interested parties are paired with volunteer buddies by Committee Chairs.

Buddy Responsibilities:

- Review committee descriptions.
- Remind of meetings and events.
 - Explain complex language.
 - Educate on committee policies and procedures.
 - Provide feedback on committee actions.

Evaluation: Mentors and buddies complete evaluations at the end of the mentorship or buddy period.

REPORTING VIOLATIONS OF COUNCIL BYLAWS & **Handout C1**

COMMITTEE POLICIES AND PROCEDURES

Approved 3/23/17

Revised and Updated: _____

I. Policy Purpose

The HIV Planning Council (HIVPC) is committed to accountability, transparency, and adherence to its governing documents. This policy establishes a formal process for reporting and responding to potential violations of the HIVPC Bylaws or the Policies and Procedures of its Committees.

II. Scope

This policy applies to potential violations of:

- The HIVPC By-Laws
- Policies and Procedures adopted by the HIVPC Standing or Ad Hoc Committees

III. Who May Report a Violation

Any of the following individuals or entities may report a potential violation:

- People with HIV receiving Ryan White services
- Planning Council members
- Committee members
- Ryan White Part A recipient (Grantee) staff
- Planning Council support staff
- Ryan White service providers

IV. Reporting Methods

Reports of violations must be submitted using one of the following methods:

1. **Verbally** during a public meeting of the Planning Council or any of its committees.

Note: A written summary may be requested following the verbal report.

2. **In writing** via email or letter addressed to the Planning Council Support Staff.

All written reports must clearly describe the nature of the violation and identify the date, individuals involved (if applicable), and the relevant section(s) of the By-Laws or Policies & Procedures.

V. Review and Response Process

- The individual receiving the report (Council Chair, Committee Chair, or Council Staff) must **forward the report to the Executive Committee** for review at its next scheduled meeting.
- The **Executive Committee** will review the report and:
 - Determine the matter; or
 - Defer action to request additional information.
- If the alleged violation pertains specifically to the HIVPC **By-Laws**, the matter will be referred to the **Ad Hoc By-Laws Committee**.
 - If the By-Laws Committee is not active at the time of the report, it will be **reconvened promptly** to address the issue.

VI. Appeal Process

- Individuals who submit a report and are dissatisfied with the outcome may **file a formal grievance** with the Planning Council, provided the issue qualifies under the Council's established **Grievance Policy**.
- Appeals must follow the established grievance procedures and timelines outlined in the Grievance Policy.

MEMBER REMOVAL PROCESS (Attendance and Cause)

Revised and Updated: _____

I. Overview

This policy outlines the procedures for removing HIV Planning Council Members and Alternates due to non-compliance with attendance requirements or for cause. The process is designed to ensure fairness, transparency, and alignment with Planning Council Bylaws, ground rules, and applicable laws.

II. Removal for Attendance

1. Members and alternates who fail to meet the attendance requirements as outlined in the HIVPC Attendance Policy will be **automatically removed** from the Planning Council or committee. Planning Council Support staff will perform the following:
 - a. Planning Council Support Staff monitors council and committee meeting attendance monthly.
 - b. Once PCS staff identify two consecutive unexcused absences, PCS staff will send that member a warning letter on behalf of the council and/or committee chair.
 - c. The warning letter contains the dates of the missed meetings, the date of the next meeting, and the Broward County Code of Ordinances for their reference.
 - d. If the member has a third consecutive unexcused absence, PCS staff notifies the council and/or committee chair and sends the removal letter to the member.
 - e. PCS staff notifies the Broward County Intergovernmental Affairs Office. The Intergovernmental Affairs Office coordinates with the Board of County Commissioners to formally remove the member from the council.
 - f. Once the former member has been removed, the Intergovernmental Affairs Office will notify them of their removal.
2. The **Membership/Council Development Committee (MCDC)** will document all attendance-related removals and report them to the **Executive Committee**.
3. Removals of attendance violations will be publicly reported during the **Executive Committee's report at the next full Planning Council meeting**.

III. Removal for Cause

Removal for cause refers to the process of terminating a council member's position due to specific reasons that justify their removal.

1. Submission of a Request for Removal
Any recommendation for the removal of a member or alternate for cause must be submitted in writing to the MCDC and include the following:
 - a. Full name(s) of the Council or Committee member(s) submitting the request
 - b. Name of the individual recommended for removal
 - c. Written description of the conduct or action(s) prompting the request
 - d. Date(s) and location(s) of the alleged incident(s)
 - e. Signature(s) and date of submission
2. Grounds for Removal
The MCDC may recommend removal if a member or alternate:
 - a. Refuses to cooperate in a conflict of interest review.
 - b. Knowingly engages in conduct that creates or contributes to a conflict of interest, as defined in the By-Laws.
 - c. Violates the Planning Council's Meeting Ground Rules.

- d. Commits a serious or repeated violation of the HIVPC By-Laws.
 - e. Violates the Florida Sunshine Law or the Broward County Code of Ethics.
 - 3. Review and Investigation Process
 - a. The MCDC will review the request for removal at its next regular meeting unless the Council or Committee Chair requests a special meeting.
 - b. If the MCDC determines the complaint has merit, it will conduct a formal investigation within 60 days of that determination.
 - c. The individual being reviewed will be notified by email and certified mail and will have the opportunity to respond by:
 - i. Presenting written documentation
 - ii. Calling witnesses
 - iii. Responding to the allegations in person or writing
 - d. The MCDC may also call witnesses or request additional documentation relevant to the case.
 - e. Following the investigation, the MCDC will vote on a recommendation for action and submit its decision to the Executive Committee.
 - 4. Notification and Reporting
 - a. The final recommendation and rationale will be provided to:
 - i. The Executive Committee
 - ii. The individual submitting the complaint
 - iii. The individual recommended for removal
 - 5. The outcome will also be documented in the Executive Committee Report presented to the full Planning Council.
-

IV. Final Removal Decision

- A **vote of the full Planning Council must ratify the final decision** to remove a member or alternate.
- Once ratified, the Planning Council will submit the formal **removal recommendation to the Broward County Board of County Commissioners** for official action.

GRIEVANCE POLICY AND PROCEDURE FOR PLANNING COUNCIL ACTIONS

Approved 3/23/17

Revised and Updated: _____

I. Purpose

The Part A Executive Committee (the Committee) serves as a neutral body to facilitate the resolution of grievances related to the actions of the Broward County HIV Health Services Planning Council (the Council). The Committee ensures that all grievances are addressed in an open, inclusive, non-discriminatory, and impartial manner.

Prevention Measures

To minimize potential grievances, the Committee has implemented the following proactive measures:

- Publicly announcing all Council and Committee meetings.
- Encouraging community participation and feedback.
- Establishing reimbursement policies for attendance-related expenses for individuals with HIV.
- Distributing outreach materials, including grievance and membership flyers.
- Offering technical assistance and educating the public on decision-making procedures.

Scope of Grievances

Eligible grievances may be submitted by individuals, community groups, Council members, or Part A providers who are adversely affected by Council actions involving:

- Needs assessment
- Comprehensive planning
- Priority setting (including methods for addressing priorities)
- Clinical outcome/cost-effectiveness determinations
- Allocation or reallocation of funds

Grievances must cite a deviation from established, written processes or policies. Appeals must be filed within two weeks of the decision or incident. Remedies apply prospectively only; the solutions or actions taken are intended to prevent future issues rather than to address or compensate for past problems. Grievances related to provider selection follow the Broward County Administrative Code to avoid conflicts of interest.

II. Grievance Submission Policies

1. Grievances must be submitted using the official form, which includes a statement of understanding and a release of information waiver.
2. Completed forms may be submitted to the Council or staff support office and will be forwarded to the Committee Chair(s).
3. The Chair(s) will determine eligibility and whether the grievance falls within the Committee's scope.
4. For grievances involving the Council, a **third-party mediator** will be requested from the Broward County legal office of the Department of Human Services.

All complaints will be addressed within 30 days and considered at the Committee's regular monthly meeting.

III. Grievance Resolution Process

- The Committee will direct grievances to the appropriate body and facilitate informal

- resolution through negotiation and compromise.
 - If mediation fails, the grievance may proceed to formal binding arbitration by a neutral third party.
-

IV. Procedures

1. Within 10 working days, the Committee Chair(s) will appoint a mutually agreed-upon fact finder.
2. The fact finder will inform both parties of the arbitration/mediation rules and Sunshine Law implications.
3. Fact finders must recuse themselves from cases involving any conflict of interest.
4. A summary of findings will be presented at the Committee's next scheduled meeting at the Council support office (currently: Broward Regional Health Planning Council, 200 Oakwood Lane, Suite 100, Hollywood, FL).
5. The Committee will meet within 30 days to review the findings and facilitate resolution.
6. All grievance documentation will be securely stored and accessed only on a need-to-know basis.
7. While mediation is voluntary and cost-effective, binding arbitration may incur costs. The Committee will seek pro bono services where possible. Costs related to grievances against the Council will be included in the Council support budget.

Note: Grievances against the grantee or its selected providers fall under the grantee's responsibility and are handled per Broward County procedures.

2025 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for members to join the Ad-Hoc Nominations/ByLaws Committee (NBL) at HIVPC meeting.	July 31, 2025
First Ad-Hoc NBL Committee meeting. Discuss the Letter of Intent; Review & approve the nominating procedures, election timeline, and candidate questionnaire.	September 18, 2025
<i>HIVPC Meeting:</i> Procedure, election timeline, & candidate questionnaire approved by HIVPC. Explain that a Letter of Intent will be required once nominations are open.	September 25, 2025
Second Ad-Hoc NBL Committee Meeting: Discuss online voting procedures, methods of campaigning, and NBL member roles. Assignment of NBL member roles and responsibilities. Select an NBL member to explain the roles and responsibilities of chairs and vice chairs to the general body.	October 16, 2025
<i>HIVPC Meeting.</i> Presentation on the roles and responsibilities of the chairs and vice chairs. Nominations are open for the 2026-2028 election of officers. Candidate questionnaire given to all eligible parties interested in running. Explain that a Letter of Intent will be required once nominations are open.	October 23, 2025
Nominations for the 2026-2028 election of officers - CLOSED.	October 30, 2025
Deadline for nominees to submit Letters of Intent.	November 7, 2025
Third Ad-Hoc NBL Committee meeting. Review & approve slate of candidates.	November 20, 2025
Deadline for candidates to submit the candidate questionnaire.	November 27, 2025
<i>HIVPC Meeting.</i> Q&A nominees up to 10 minutes each (a recording of the Q&A session will be made available upon request). Voting instructions will be sent to council members.	December 4, 2025
Early voting opens: email ballot via Alchemer.	December 8, 2025
Voting Closed	January 9, 2026
Fourth Ad-Hoc Nominating Committee meeting. Review election results.	Week of January 12
<i>HIVPC Meeting.</i> Elections results read to the Council.	January 22, 2026
Start of new HIVPC Chair & Vice Chair terms	March 1, 2026



Ryan White Part A

Administrative Update

Staffing Updates

New HCS Administrative Assistant!

Sandra Meza Hernandez

Contact Information:

Smeza-Hernandez@broward.org

954-357-5390

Contracting Updates

- All providers have received contracts for review for execution – total number of contracts 34.
- Twenty-three (23) contracts are fully executed.
- Six (6) contracts are awaiting execution by providers.
- Five (5) contracts are awaiting countersignature by the County Administrator.
- Majority of providers have begun invoicing in Provide.
- Payments to providers are being processed as received.

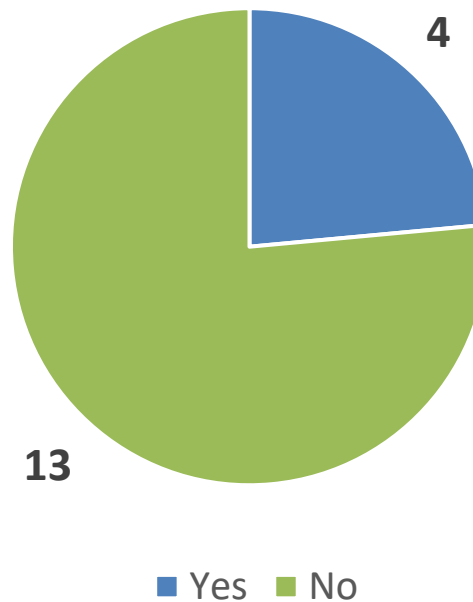
Sweeps

- Ryan White Part A and MAI Sweeps Letters are being sent to providers with a response deadline of August 11th in preparation for the August PSRA Reallocation discussion.
- Those providers that have not invoiced in Provide Enterprise will be asked to estimate their utilization.



Provider Survey Feedback

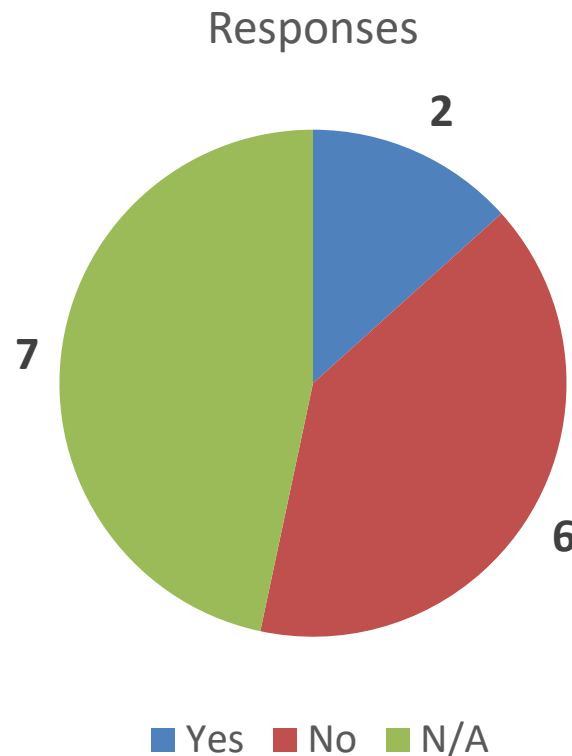
- Has your agency incurred substantial corporate credit card charges to cover the expenses incurred due to contract delays?
- Responses





Provider Survey Feedback

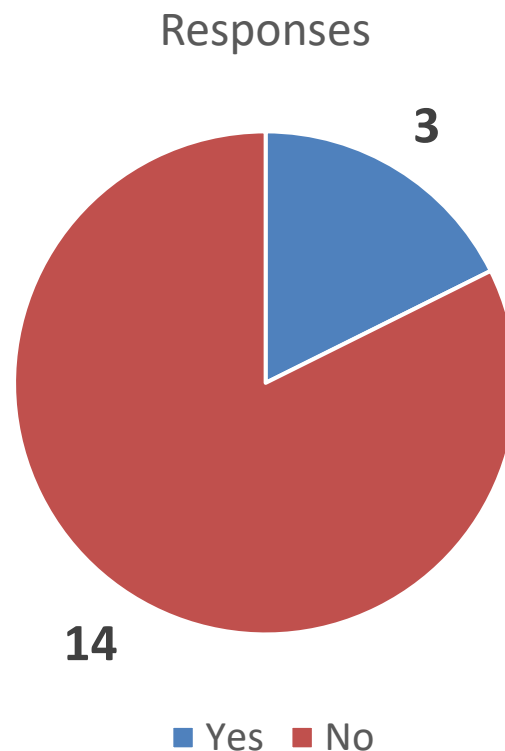
- If “Yes” to question 2, did those credit card charges accrue interest?





Provider Survey Feedback

- Has your agency had to hold additional fundraisers to cover the expenses incurred due to contract delays?

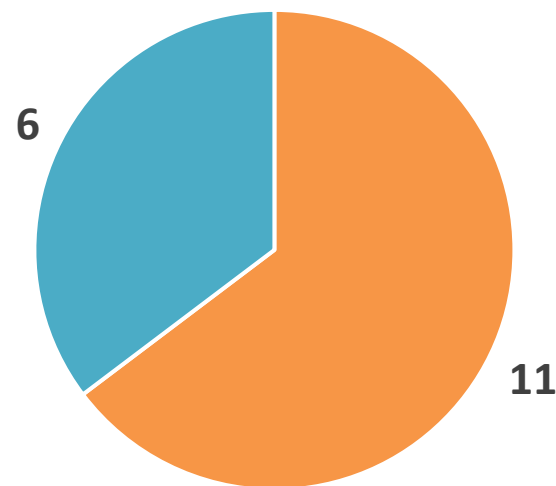




Provider Survey Feedback

- Did your agency need to use its reserves to cover the expenses incurred due to contract delays?

Responses

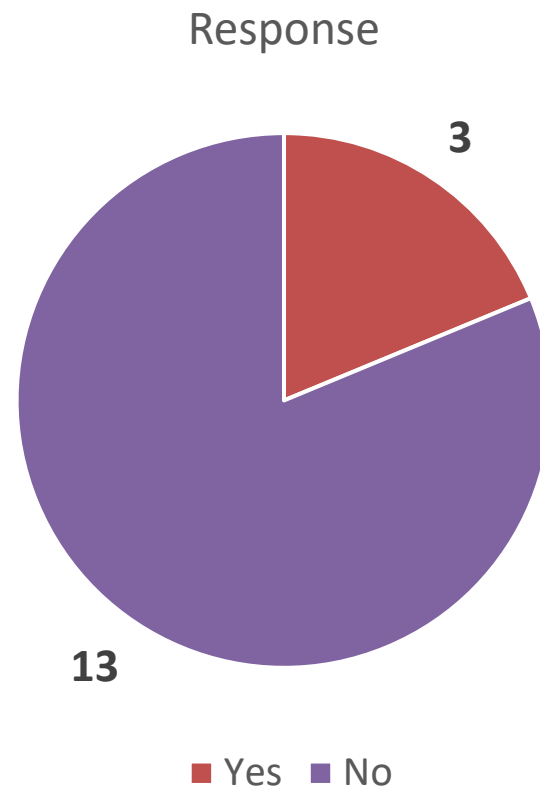


■ Yes ■ No



Provider Survey Feedback

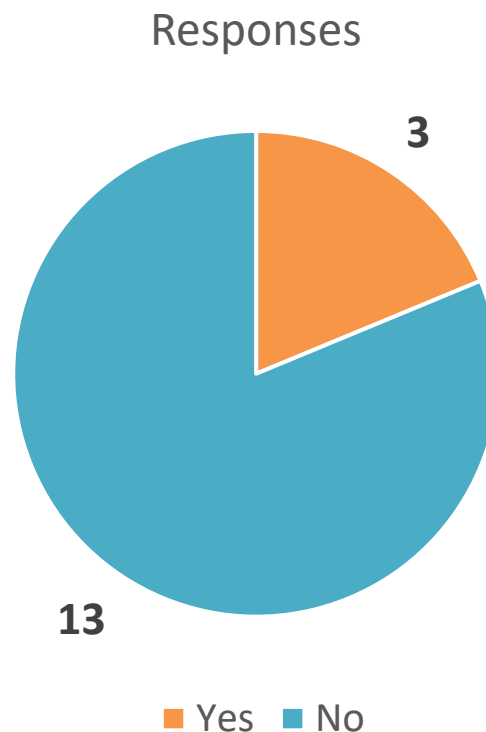
- Did your agency have to defer hiring due to the contract delays?





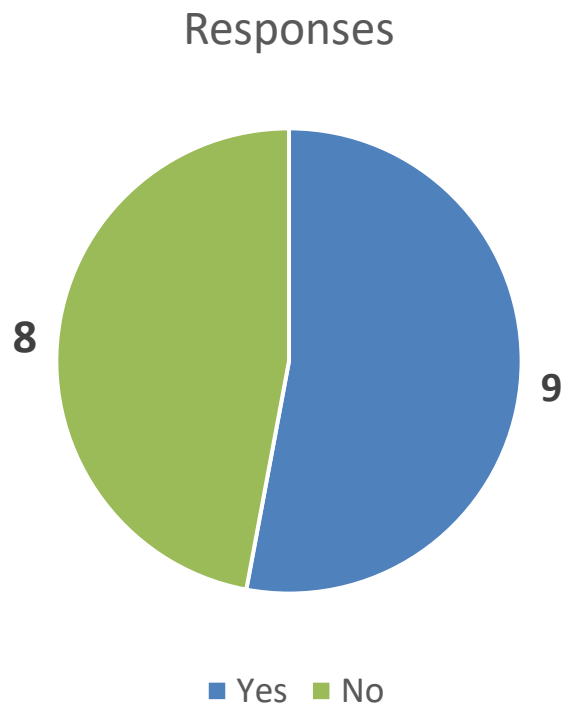
Provider Survey Feedback

- Has your agency been unable to properly record client level data due to contract delays?



Provider Survey Feedback

- Have there been any changes brought on by the federal government that are also contributing to your agency's financial situation?



Provider Survey Feedback

- Did your agency have to establish a waiting list due to contract delays?
- 100% response of “yes”

Broward County Logo Utilization

Use of the Broward County Logo:



- The County logo is copyrighted and cannot be used unless permission is granted, Color logo, One color (includes white/reverse)
- ***Use of the Broward County logo:*** All agencies must use the official Broward County logo. The County logo is required on stationery, envelopes, business cards and publications. The use of any other agency logo must be approved by the County Administrator. Any organization that is not recognized as an agency under the Board of County Commissioners must request permission to use the Broward County logo by contacting the Public Communications Office. The logo shall not be altered in any way.
- ***Quality reproduction of the logo:*** The Public Communications Office will provide "camera ready artwork or an electronic file upon request in order to preserve the quality when reproducing the logo. The logo should never be reproduced from a photocopy or fax. The colors should not be changed, nor should the logo be edited in any way. Please remember that it is copyrighted. The logo can be reproduced in one-color, three-color, or full color.

Community Engagement & Outreach

Capacity Building Opportunities: Community 2025 Intensive Technical Assistance Training

The recipient office staff attended a Technical Assistance Training organized by HRSA, NASTAD, and Georgetown University (GU), in Charlotte, NC on July 9 -10, 2025. Staff discussed TA opportunities to improve and increase Community Engagement Activities.

Community Engagement & Outreach Cont.

- **Second Annual Haitian Mental Health Initiative in partnership with United Way of Broward**

Saturday, July 26, 2025

11:00 am to 4:00 pm

Pompano Cultural Arts center

- **Second Annual Faith-Based Initiative:**

- Saturday, August 23, 2025

1:00 pm to 4:00 pm

Dorothy Mangurian comprehensive Women's Center (Holy Cross). Open to the public.

- Wednesday, August 27, 2025

9:00 am to 11:00 am

African American Research Library. (Faith Leaders ONLY).

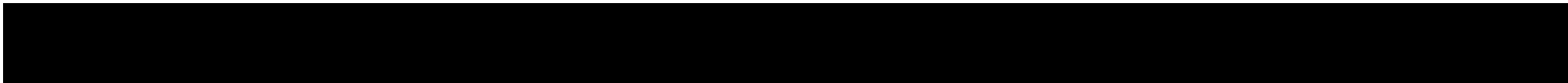


HRSA Updates

- Reverse Site Visit – August 5th – 7th
- Final RW Notice of Funding Award still pending



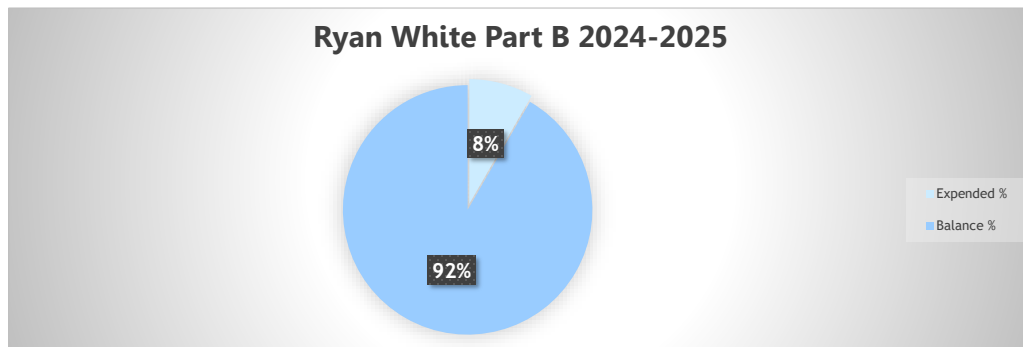
Questions?



Ryan White Part B
PTC25: April 1, 2025 to March 31, 2026
Expenditures for May 2025

Handout F1

<i>Service Category</i>	<i>Allocated</i>	<i>Expended May 2025</i>	<i>Expended YTD</i>	<i>Expended %</i>	<i>Balance %</i>	<i>Balance</i>
Administrative Services	\$ 63,233	\$ 5,375	\$ 8,890	14%	86%	\$ 54,343.00
Health Insurance Premium/Cost Sharing	\$ 187,750	\$ 1,188	\$ 3,932	2%	98%	\$ 183,817.58
Home & Community Based Health	\$ 30,000	\$ 261	\$ 261	1%	99%	\$ 29,739.00
Medical Nutritional Therapy	\$ 30,000	\$ 1,393	\$ 1,393	5%	95%	\$ 28,606.82
Emergency Financial Assistance	\$ 345,000	\$ 26,124	\$ 26,124	8%	92%	\$ 318,876.00
Home Delivered Meals	\$ 10,000	\$ 273	\$ 273	3%	97%	\$ 9,727.00
Medical Transportation	\$ 75,423	\$ 29	\$ 27,029	36%	64%	\$ 48,394.05
Non-Medical Case Management	\$ 227,628	\$ 11,666	\$ 17,367	8%	92%	\$ 210,261.11
Referral For Health Care/Support Services	\$ 95,000	\$ 11,603	\$ 11,603	12%	88%	\$ 83,397.00
Residential Substance Abuse	\$ 40,000	\$ -	\$ -	0%	100%	\$ 40,000.00
Clinical Quality Management	\$ 57,895	\$ -	\$ -	0%	100%	\$ 57,895.00
Planning and Evaluation	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	\$ -
TOTALS	\$ 1,161,929	\$ 57,913	\$ 96,872	8%	92%	\$ 1,065,056.56



ADAP REPORT June 2025	
Enrollment June 2025	
Total Enrolled June 2025	5874
ADAP Enrollments and Re-enrollments processed	304
New Clients (new to PE)	37*
Assessments completed using RWPA NOE	65
Viral Suppression June 2025	
Total Virally Suppressed at 6 months	5078
Percentage of Virally Suppressed	92.68%
% Uninsured Virally Suppressed at 6 months	87.44%
% Insured Virally Suppressed at 6 months	97.11%
Missed Original Appointment Report June 2025	
Missed Original Appointment Report	39%
Missed Original Appointment Report Last Month	39%

*The 37 new clients include both those who have recently been diagnosed and those who were already in care but faced hardships such as: losing Medicaid, losing employment, relocating, or becoming unable to afford premiums or copays.

Ryan White **Part C** Monthly Report-June 2025

Broward HealthPoint

- i. Total clients enrolled in the Part C program 1050
- ii. HIV positive individuals who **attended medical care** as of **6/1/2025- 6/30/2025**- **779**
- iii. Test and Treat- Month-June 2025- 15 clients (1 pregnant, 1 newly DX)

Ryan White **Part D** Monthly Report-June 2025

Broward HealthPoint

- ❖ Total clients enrolled in the Part D program - **1575**
- ❖ Approximate Total Number of HIV Positive Individuals - **635**
 - Total number of HIV Positive Individuals enrolled in Program break down-**Women-601 Children-4 Youth-30**
 - Total Number of HIV Exposed – Indeterminate Individuals between the ages of 0 - 24 months old -**15**
- ❖ HIV positive individuals who **attended medical care** as of **6/1/2025- 6/30/2025**- **550**
- ❖ Test and Treat- Month-June 2025- 5 clients (3 returning to care, 2 newly DX (youth and pregnant))

HOPWA Presentation for PSRA

HOUSING OPPORTUNITIES FOR PERSONS WITH
AIDS (HOPWA)

Program Budget

- **FY2024 Budget:**
 - Grant Award for 2024-2025 **\$8,063,888.00**
 - HOPWA Programmatic Funds **\$7,641,971.36**
- **Current Sub-recipients**
 - Broward House, Inc
 - Broward Regional Health Planning Council, Inc
 - Care Resource Community Health Centers, Inc
 - Mount Olive Development Corporation
 - Sunshine Social Services, Inc
 - Legal Aid Service of Broward County.

EXPENDITURES

FAC - \$700,514.39

PBR - \$657,863.60

PHP - \$135,922.32

TBRV - \$1,922,529.96

STRMU - \$387,029.93

TEHV - \$7,623.82

HCM - \$481,703.48

ADMIN - \$295,152.81

TOTAL - \$4,588,340.31

HOPWA UPDATES

HOPWA has served roughly 1,179 clients across all programs as of April 1st.

Affordable housing and rising rental rates continue to be an issue.

Over \$550,000 a month is currently being spent total on rental assistance/vouchers from the three service providers that administer rental/voucher assistance.

Funding has been running low, and some adjustments are being made to ensure that current HOPWA clients are able to be assisted through the end of this fiscal year.

HOPWA will continue into fiscal year FY 25-26, but FY 26-27 is still a mystery.

Definition of Services Provided

Housing Case Management (HCM) Program

Provides no direct financial housing subsidy. Providers are responsible for developing and implementing Individualized comprehensive housing stability plan. HCM includes housing assistance and supportive services like access to healthcare who are not receiving FAC, PBR or TBRV services. And assists clients in applying for STRMU or PHP assistance. Collaborate with Legal Aid of Broward county, a HOPWA Service Provider if needed. Provider may assist clients who are transitioning off FAC, PBR or TBRV subsidy to self-sufficiency.

Contact Housing Case Management Providers; Sunserve or Care Resource

Sunserve.org or call 954-764-5150

Caresource.org or call 954-567-7141

NON-HOUSING SUPPORT SERVICES –LEGAL AID

Provide no direct financial housing subsidy. HOPWA activity includes advocating on client's behalf. This program type is responsible for providing legal advice and/or direct legal representation to clients who were referred by Non-Housing Subsidy Case Management providers.

Contact Housing Case Management Providers; Sunserve or Care Resource

PERMANENT HOUSING PLACEMENT (PHP)

Provide clients with move in assistance and cost associated with obtaining permanent housing

Contact Housing Case Management Providers; Sunserve or Care Resource

Definition of Services Provided

SHORT-TERM RENT, MORTGAGE AND UTILITIES (STRMU)

Provides continued support for emergency financial assistance for payment of rent, mortgage and utilities. STRMU is a short-term need-based time-limited, intervention to prevent Homelessness, i.e. provide rental assistance to homeowners /tenants to remain in their current place of residence.

Contact Housing Case Management Providers; Sunserve or Care Resource

FACILITY BASED HOUSING (FAC)

Provision of housing is a multi-person, multiunit residence designed as a residential alternative to institutional care; to prevent or delay the need for such care; and to provide a transitional setting with appropriate supportive services. This program is currently provided by Broward House.

Contact: Browardhouse.org or call 954-568-7373 X3215

PROJECT BASED RENTAL (PBR) ASSISTANCE:

Provides continued support for apartment units operated by nonprofit organizations for HIV/AIDS clients. Clients will be required to pay either 10% of gross income or 30% of adjusted income for rent and utilities whichever is greater. This program is currently provided by Broward House and Mt. Olive Development Corporation (MODCO).

Contacts:

Browardhouse.org or call 954-568-7373 X3215

modcocaes.org or call 954-764-6488

Definition of Services Provided

TENANT BASED RENTAL VOUCHERS (TBRV):

Provides continued support to lower-income HIV/AIDS persons or families for rental assistance to live in private, independent apartment units. The household assisted will be required to pay no more than 10% of its gross income or 30% of adjusted income for rent and utilities, whichever is greater.

Questions?

Discussion



"THIS PROGRAM DOES NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION, GENDER (INCLUDING IDENTITY OR EXPRESSION), MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY OR ANY OTHER PROTECTED CLASSIFICATION AS DEFINED BY APPLICABLE LAW".



HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.



CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH

REGLAS BÁSICAS DE LA REUNIÓN

1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.



KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa eskizif pou fè moun tandè-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posèsyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.



Acronym List

ACA: The Patient Protection and Affordable Care Act

ADAP: AIDS Drugs Assistance Program

Administration HUD: U.S Department of Housing and Urban Development

IW: Integrated Workgroup

AETC: AIDS Education and Training Center

AHF: AIDS Health Care Foundation

AIDS: Acquired Immuno-Deficiency Syndrome

ART: Antiretroviral Therapy

ARV: Antiretrovirals

BARC: Broward Addiction Recovery Center

BCFHC: Broward Community and Family Health Centers

BH: Behavioral Health

BRHPC: Broward Regional Health Planning Council, Inc.

CBO: Community-Based Organization

CDC: Centers for Disease Control and Prevention

CDTC: Children's Diagnostic and Treatment Center

CEC: Community Empowerment Committee

CIED: Client Intake and Eligibility Determination

CLD: Client Level Data

CQI: Continuous Quality Improvement

CQM: Clinical Quality Management

CTS: Counseling and Testing Site

eHARS: Electronic HIV/AIDS Reporting System

EIHA: Early Intervention of Individuals Living with HIV/AIDS

EFA: Emergency Financial Assistance

EMA: Eligible Metropolitan Area

FDOH: Florida Department of Health

FPL: Federal Poverty Level

FQHC: Federally Qualified Health Center

HAB: HIV/AIDS Bureau

HHS: U.S. Department of Health and Human Services

HICP: Health Insurance Continuation Program

HIV: Human Immunodeficiency Virus

HIV HSSS: HIV Human Services Software System

HIVPC: Broward County HIV Health Services Planning Council

HOPWA: Housing Opportunities for People with AIDS

HRSA: Health Resources Services Administration

IDU: Intravenous Drug User

JLP: Jail Linkage Program

LPAP: Local AIDS Pharmaceutical Assistance Program

MAI: Minority AIDS Initiative

MCDC: Membership/Council Development Committee

MCM: Medical Case Management

MH: Mental Health

MNT: Medical Nutrition Therapy



MOU: Memorandum of Understanding

NBHD: North Broward Hospital District (Broward Health)

NGA: Notice of Grant Award

NHAS: National HIV/AIDS Strategy

NMCM: Non-Medical Case Management

NOFO: Notice of Funding Opportunity

nPEP: Non-Occupational Post Exposure Prophylaxis

NSU: Nova Southeastern University

nPEP: Non-occupational Post-Exposure Prophylaxis

OAHS: Outpatient Ambulatory Health Services

OHC: Oral Health Care

PCN: Policy Clarification Notice

PE: Provide Enterprise

PLWH: People Living with HIV

PLWHA: People Living with HIV/AIDS

PrEP: Pre-Exposure Prophylaxis

PRISM: Patient Reporting Investigating Surveillance System

PROACT: Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH- Broward's treatment adherence program.

PSRA: Priority Setting & Resource Allocations

QI: Quality Improvement

QIP: Quality Improvement Project

QM: Quality Management

QMC: Quality Management Committee

RSR: Ryan White Services Report

RWHAP: Ryan White HIV/AIDS Program

RWPA: Ryan White Part A

SBHD: South Broward Hospital District (Memorial Healthcare System)

SCHIP: State Children's Health Insurance Program

SDM: Service Delivery Model

SOC: System of Care

SPNS: Special Projects of National Significance

STD/STI: Sexually Transmitted Diseases or Infection

TA: Technical Assistance

TB: Tuberculosis

TGA: Transitional Grant Area

VA: United States Department of Veteran Affairs

VL: Viral Load

VLS: Viral Load Suppression

WICY: Women, Infants, Children, and Youth



Frequently Used Terms

Recipient: Government department designated to administer Ryan White Part A funds and monitor contracts.

Planning Council Support (PCS) Staff/‘Staff’: Provides professional staff support, meeting coordination, and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

Clinical Quality Management (CQM) Support Staff: Provides professional support, meeting coordination, and technical assistance to assist the Recipient through analysis of performance measures and other data with the implementation of activities designed to improve patient care, health outcomes, and patient satisfaction throughout the system of care.

Provider/Sub-Recipient: Agencies contracted to provide HIV Core and Support services to consumers.

Consumer/Client/Patient: A person who is an eligible recipient of services under the Ryan White Act.