



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

Membership/Council Development Committee Meeting

Thursday, January 9, 2025 - 9:30 AM

LOCATION: Broward Regional Health Planning Council and via Microsoft Teams

[Click here to join the meeting](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGExZTdNhNmEtNTg5Zi00Yjg3LTJhMDMtY2E3MmQ1NDI4MTFj%40thre%40ad.v2/0?context=%7b%22id%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22oid%22%3a%221bcbe6d6-8962-41e8-b7e5-3cd660df997c%22%7d

Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne

This meeting is audio and video recorded.

Purpose

1. The Committee shall solicit, and screen applications based on objective criteria for appointment to the Council to ensure that the demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act and present its recommendations to the full Council.
2. The Committee shall institute orientation and training programs for new and incumbent members.
3. The Committee shall continue to educate the Council and committee members about their respective duties, and the Council's functions and roles in the organization and delivery of HIV/AIDS health and support services.

Quorum for this meeting is 4

DRAFT AGENDA

ORDER OF BUSINESS

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
 - a. Meeting Ground Rules
 - b. Statement of Sunshine
 - c. Introductions & Abstentions
 - d. Moment of Silence
3. Public Comment
4. Approvals

ACTION: Approval of Agenda for January 9, 2025

ACTION: Approval of Minutes from October 10, 2024 ([Handout A](#))

5. Standard Committee Items
 - a. **Action Item:** MCDC Membership Strategy – Review the HIVPC membership strategy and determine the best action to address vacancies. **(Handouts B)**
Work Plan Activity 1.2: Review seat status to ensure mandated seats are filled.
 - b. **Action Item:** Reflectiveness: HIVPC Demographics- Review demographics and identify populations that are over or underrepresented. **(Handout C)**
Work Plan Objective 1: Ensure HIVPC is representative and reflective.
6. Discussion Items
 - a. **Action Item:** Review and update Annual Workplan for FY 2025-2026 **(Handout D)**
 - b. **Action Item:** Review and update Recruitment & Retention Plan **(Handout E)**
 - c. **Action Item:** Review application of Pranav Madadi **(Handout F)**
 - d. **Action Item:** Review results of Member of the Quarter Vote for Q3 of FY 2024-2025 **(Handout G)**
7. Old Business
8. New Business
 - a. Update: Member Correspondence in Quarter 3 for FY 2024-2025 **(Handout H1-7)**
9. Recipient's Report
10. Public Comment
11. Agenda Items for Next Meeting
 - a. Next Meeting Date: April 10, 2024, at 9:30 a.m. Location: BRHPC and via Microsoft Teams Videoconference
12. Announcements
13. 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 • Torey Alston • Nan H. Rich • Tim Ryan • Jared Moskowitz • Michael Udine • Robert McKinzie • Hazelle P. Rogers

[Broward County Website](#)





January 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 	2 System of Care Committee Meeting (SOC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	3	4
5	6 <u>MAI Sub-Committee Meeting</u> 2:00PM – 4:00PM Location: BRHPC/MS Teams	7 Community Empowerment Committee Meeting (CEC) 3:00PM – 5:00PM Location: BRHPC/MS Teams	8 Oral Health 3:00PM-4:15PM	9 <u>Membership/Council Development Meeting (MCD)</u> 9:30AM – 11:30PM Location: BRHPC/MS Teams Medical Provider 2:30PM-3:34PM In-person Workshop at BRHPC World AIDS Day Memorial Event for Past HIVPC Members	10	11
12	13	14 Behavioral Health 2:00PM-3:15PM	15	16 Priority Setting and Resource Allocation (PSRA) 9:30AM-12:30PM Location: BRHPC/MS Teams <u>Executive Committee Meeting</u> Location: BRHPC/MS Teams 12:45PM – 2:45PM	17	18
19	20 Martin Luther King Jr. Day	21 <u>Quality Management Committee Meeting (QMC)</u> 12:30PM – 2:30PM Location: BRHPC/MS Teams	22 Quality Network Meeting (CQM) 9:00AM-10:15AM	23 <u>HIV Planning Council Meeting</u> 9:30AM – 11:30AM Locations: BRHPC/MS Teams	24	25
26	27	28	29	30	31	
Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020 Links are active and lead to meetings or Awareness Day Information. Information is subject to change.				Meetings in RED are canceled. Meetings in BLUE are for the HIV Planning Council Committees. Meetings in GREEN are for the Provider Network. Holidays and meetings outside of the HIV Planning Council are in BLACK .		



January 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.



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(954) 561-9681 • FAX (954) 561-9685

Membership/Council Development Committee

Thursday, October 10, 2024 - 9:30 AM

LOCATION: Broward Regional Health Planning Council Meeting via Microsoft Teams

Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 2632 216 8637)

This meeting is audio and video recorded.

DRAFT MINUTES

MCDC Members Present: V. Foster (Committee Chair), A. Cutright, L. Robertson, T. Moragne (Committee Vice-Chair)

Members Absent: I. Wilson

Ryan White Part A Recipient Staff Present:

Planning Council & CQM Support Staff Present: G. Berkley-Martinez, M. Lacroix, S. Isidore, D. Liao

Guests Present: Y. Barrientos, P. Madadi

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

The MCDC Chair called the meeting to order at **9:45 A.M.** The MCDC Chair welcomed all meeting attendees who were present. Attendees were notified that the MCDC meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including recording minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the MCDC Chair, Committee members, Recipient staff, PCS & CQM staff, and guests by roll call, and a moment of silence was observed.

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.

There were no public comments.

3. Meeting Approvals

The approval for the agenda of the October 10, 2024 Membership/Council Development Committee meeting was proposed by **A. Cutright** seconded by **L. Robertson** and passed unanimously. The approval for the minutes of the July 11, 2024, meeting was proposed by **A. Cutright**, seconded by **L. Robertson**, and approved with no further corrections.

Motion #1: A. Cutright, on behalf of MCDC, made a motion to approve the October 10, 2024, Membership/Council Development Committee agenda as presented. The motion was seconded by L. Robertson and adopted unanimously.

Motion #2: A. Cutright, on behalf of MCDC, made a motion to approve July 11, 2024, Membership/Council Development Committee meeting minutes as presented. The motion was seconded by L. Robertson and adopted unanimously.

4. Standard Committee Item

MCDC Membership Strategy

MCDC Members reviewed the MCDC Membership Strategy. According to the updated membership, there are a total of 26 members with 11 of those being Job-Based Seats, 10 Consumers/Unaffiliated Seat, and 5 non-elected community member seats. HIVPC unaffiliated consumers are at 32% with a goal of 33%. Members discussed how they are currently surpassing the committee's goal of 33% unaffiliated consumers, with the current figure at 38.46%.

Reflectiveness: HIVPC Demographics

The Committee briefly reviewed the Reflectiveness of the HIVPC Demographics to ensure the HIVPC represents the HIV Epidemic in Broward County. This brief review/discussion was led by the Chair, V. Foster.

5. Discussion Items

- a. **Action Item:** New HIVPC Member Applications for Robert Hadley, Yahaira Barrientos, and Patricia “Patty” Falco ([Handouts D1, D2, D3](#))

Members of the committee reviewed all 3 Planning Council applications.

After reviewing **R. Hadley's** application, it was noted that he could fill the currently vacant “Substance Abuse Provider” seat. His application will proceed to approval at the upcoming Planning Council meeting.

Y. Barrientos was present and offered a brief introduction, expressing her passion for mental health. She highlighted that individuals who are undetectable can sometimes experience anxiety and depression, leading them to neglect self-care. She aims to find solutions to address this issue. Members noted that if she joins the Planning Council, she will occupy the currently vacant “Mental Health Provider” seat.

Upon reviewing **P. Falco's** application, **A. Cutright** noted that she would be unable to join the Planning Council because the organization she represents has already reached its maximum of three representatives. Committee members suggested that she consider joining a committee(s) if she remains interested. They directed PCS staff to inform P. Falco of this update regarding her application.

Motion #3: A. Cutright, on behalf of MCDC, motioned to approve R. Hadley's and Y. Barrientos' applications for Planning Council review. L. Robertson seconded the motion, which passed unanimously.

- b. **Action Item:** Action Item: New Committee Member Application for Serena McLeod (QMC and MCDC) ([Handout E](#))

Members of the committee reviewed S. McLeod's application and noted she would make a great addition to the MCDC committee and approved her application to be reviewed at the next Planning Council meeting.

- c. **Action Item:** Letter of Appointment for Lemont Lewis ([Handout F](#))

Members of the committee reviewed L. Lewis' Appointment Letter and made no further additional comments.

- d. **Action Item:** Member of the Quarter Voting Review ([Handout G](#))

Motion #4: A. Cutright motioned to approve the results of the Member of the Quarter Voting Results, name **B. Barnes** as the winner of the Quarter 2 FY2024-2025. The motion was seconded by **L. Robertson** and adopted unanimously.

- e. **Action Item:** Review and revise HIVPC and Committee applications ([Handout H1 and H2](#))

Work Plan Activity 2.4: Review and revise HIVPC and Committee applications.

PCS staff reviewed the HIVPC and Committee-only applications, highlighting the changes and suggestions made. For example, the HIVPC application now features a flowchart outlining the application process and includes a signature line for the Planning Council Chair. Updates to the Committee-only application consist of font changes, a flowchart explaining the application process, signatures for committee chairs, and a section for the reason for denial. **M. Moragne** raised a question about the necessity of the "reason for denial" section and suggested adding "review minutes from" and "action taken" instead. Members agreed and instructed PCS staff to make these edits, and the applications were approved for use.

- f. Discussion: Host Membership Drive partner with CEC during November 2nd Community Health Fair ([Handout I](#))

Work Plan Activity 3.1: Hold Membership Drive annually.

Work Plan Activity 4.1: Collaborate with other Committees of the HIVPC to participate in activities on an ongoing basis.

PCS staff reviewed the latest Provider Contact list for the upcoming November Community Health Fair organized by CEC. PCS staff noted that it would be an excellent opportunity for MCDC to host their membership drive. The committee showed interest in attending and holding their drive during the event. **T. Moragne** volunteered to participate.

- g. **Discussion:** Review outcome of CEC "Aging Gracefully" event. (Handout J1 and J2)

Work Plan Activity 4.6: Utilize feedback from CEC, collaborate events, and engagement events to update recruitment and engagement strategies on an ongoing basis.

PCS staff gave a brief overview of the "Aging Gracefully" event and discussed the event feedback report. **V. Foster** expressed hope that CEC's event will generate increased interest in the Planning Council in the future.

- h. **Discussion:** Review of new HIVPC website

PCS reviewed various sections of the new Broward HIVPC website, noting that while it is still a work in progress, it is nearing completion. **L. Robertson** remarked that the website is comprehensive and looks excellent. **P. Madadi** agreed, adding that he is interested in getting involved in youth-related activities. **V. Foster** suggested including a QR code linking the website in future promotional materials.

6. Old Business
7. New Business
8. Recipient's Report

There was no Recipient's report.

9. 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 raise other matters about HIV/AIDS services in Broward County.

There were no public comments.

10. Agenda Items for Next Meeting

To be determined.

11. Announcements

None.

12. Adjournment

There being no further business, the meeting was adjourned at **11:25 A.M.**

MCDC Attendance for CY 2024

Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date	11			11	21		11			10			
1	Robertson, L.	X			X	X		X			X			
2	Cutright, A.	X			X	X		X			X			
3	Foster, V. <i>Chair</i>	X			X	X		X			X			
4	Moragne, T., V. Chair	X			X	X		X			X			
5	Wilson, I.	A			A	X		A			A			
6	McLeod, S.													
	Quorum = 4	4			4	5		4			4			

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

Membership/Council Development Committee Meeting Minutes – October 10, 2024
Minutes prepared by PCS Staff.

MCDC Membership Strategy HIVPC Member Budget

Key Terms

Epidemic – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

Consumers – Council and Committee members who access Ryan White Part A services.

Unaffiliated Consumers – Council and Committee members who access Ryan White Part A services and have no relationship to an agency that provides these services. This means the consumer does not work for a provider agency or otherwise benefits financially from the agency's success.

Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

Member Distribution	As of 07/15/2024	As of 12/13/2024	Goal
Job-Based Seats*	12	10	14
Consumer / Unaffiliated Seat	8	10	12
NECL Seat**	5	5	9
Total Membership	25	25	35
Unaffiliated Consumers (%)	32%	40%	33%
Alternates	0	0	3

*Job-based seats are those seats filled based on employment

**NECL is the Non-Elected Community Leader seat and here only represents those members who are not unaffiliated consumers and do not occupy the Job-Based Seats

Member Roster as of December 13, 2024

MANDATED SEATS FILLED

People Living with HIV and Community

- ✓ Members of Affected Communities
- ✓ Unaffiliated Consumers
- ✓ Non-Elected Community Leader (NECL)
- ✓ Representatives of/or formerly incarcerated PWH

Federal HIV Programs

- ✓ Part B
- ✓ Part C
- ✓ Part D
- ✓ Part F
- HOPWA

Public Health & Health Planning

- ✓ Hospital or Health Care Planning Agency
- ✓ Local Public Health Agency

Health & Social Services Providers

- ✓ Health Care Providers/FQHCs
- ✓ CBO/ASO – Community-based organization or AIDS Service Organization
- ✓ Mental Health

Broward County Ordinance 12.108.b

- ✓ Board of County Commissioners member

OPEN SEATS:

Job-Based

- State agencies (Medicaid agency)
- Substance Abuse Provider

Unaffiliated Consumers

- Affected Communities (2 additional Unaffiliated RWPA Consumers)
- Alternates (3)

MEMBERS APPOINTING BY BOARD OF COMMISSION

(See Letters of Appointment)

Lemont Lewis (09/05/2025)

HIVPC Membership Reflectiveness

HIV Planning Council & Committee Demographics Report

Member Reflectiveness

The Membership/Council Development Committee ensures that the HIVPC represents the HIV epidemic in Broward County. MCDC accomplishes this task by reviewing the Council and Committees' demographics and identifying over and underrepresented populations.

HIV in Broward County and HIVPC Reflectiveness

The following table shows 1) HIV in Broward by Race/Ethnicity and by Gender; and 2) the current demographics of the HIVPC in comparison to the HIV epidemic data.

Race	Population*	Percentage*	HIVPC Membership**	HIVPC Percentage
White, not Hispanic	6,565	30.53%	8	32%
Black, not Hispanic	9,764	45.40%	9	36%
Hispanic	4,655	21.65%	8	32%
Multi-Race (Other)	521	2.42%	0	0%
Total	20,492	100%	25	100%
Gender	Population	Percentage		
Male	16,277	79.43%	17	68%
Female***	5,228	24.31%	8	32%
Total	20,492	100%	25	100%

*Data Provided by the Florida Department of Health's HIV Surveillance Office as of June 30, 2022.

**HIVPC membership as of December 13, 2024

***Female included two Transgender

How This Information is Compared to the Epidemic

The Council is compared to the epidemic to determine where representation can be improved.

Key Points for Reflectiveness through December 13, 2024

- The HIVPC comprises 25 members, including ten unaffiliated consumer members. This has increased the percentage of unaffiliated consumers from 32% to 40%, above the HRSA-mandated 33%.
- Compared to the HIV epidemic demographic, where 45.40% are Black and not Hispanic, the HIVPC is underrepresented at 36%.

Handout D

[illegible]

The creation of this document is 100% funded by a federal Ryan White HIV/AIDS Part A grant received by Broward County and sub-granted in part to a consultant agency.

The findings and conclusions in this document are those of the authors, who are responsible for its contents; the content does not necessarily represent and should not be construed as the views or positions of Broward County, the Broward County Board of County Commissioners, or the U.S. Department of Health and Human Services.

OUR MISSION

"Broward Regional Health Planning Council is committed to delivering health and human service innovations at the national, state, and local level through planning, direct services, evaluation, and organizational capacity building."

FOR MORE INFORMATION

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This document was created by the Planning Council Support Staff, employed by Broward Regional Health Planning Council.

Active PCS personnel during reporting period:

Gritell C. B. Martinez, Ph.D., Director, Planning & Quality Management

Mandy Lacroix, MPH, CPH – Planning Council Health Planner

Shade-Ann Isidore– Planning Council Health Planner

Ryan White Part A HIV Health Services Planning Council Recruitment and Retention Plan

PURPOSE

This Recruitment and Retention Plan is designed to ensure that the Broward County HIV Health Services Planning Council has a strong representation of people living with HIV/AIDS (PWA), vulnerable populations throughout our Eligible Metropolitan Area, experts in the field of HIV Disease, and HRSA-required categories of representation.

POLICY

This Recruitment and Retention Plan shall be reviewed by the Membership/Council Development Committee on an annual basis. All amendments or revisions shall be discussed by the MCDC and approved by the full HIV Planning Council.

REPRESENTATION

The extent to which the planning council includes individuals from the legislatively defined membership categories. The planning council must include at least one member to separately represent each of the designated membership categories (unless no entity from that category exists in the EMA/TGA). **Consumers** are Individuals "receiving HIV-related services" from Ryan White Part A providers include PWA receiving services themselves and the parents and caregivers of minor children who are receiving such services. Consumer representatives count towards the 33 percent PWA. Consumer representatives must be unaligned (not employed by a Ryan White Part A provider).

HRSA- required membership categories:

HRSA-Required Planning Council Membership Categories

- ◆ At least 33% are People with HIV/AIDS (PWH) who receive Part A-funded services.
- ◆ Health-care providers, including federally qualified health centers.
- ◆ Community-based organizations serving affected populations and AIDS service organizations.
- ◆ Social service providers (including housing and homeless service providers).
- ◆ Mental health providers.
- ◆ Substance abuse providers.
- ◆ Local public health agencies.
- ◆ Hospital planning agencies or health-care planning agencies.
- ◆ Affected communities, including individuals with HIV or AIDS, 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.
- ◆ Non-elected community leaders.
- ◆ State Medicaid agency.
- ◆ State agency administering the Part B program.

- ◆ Ryan White grantees under Part C, Part D, and Part F.
- ◆ Grantees under other Federal HIV/AIDS programs (including HOPWA and HIV prevention programs).
- ◆ Formerly incarcerated PWH or their representatives.

MANDATED SEAT VACANCIES

The PCS staff will draft letters to leaders of organizations requesting a representative for the vacant HIVPC seat. PCS staff will contact the Ryan White Part A Office for assistance from the Broward County Chief Financial Officer (Mayor's Office).

REFLECTIVENESS

The extent to which the demographics of the planning council's membership look like the epidemic of HIV/AIDS in Broward County.

RECRUITMENT STRATEGY

Recruitment measures use a variety of outreach techniques to identify clients prepared to serve actively on the Planning Council. The MCDC Recruitment and Retention Plan is in line with the FY2025 -2026 HIVPC Marketing Plan, which focuses on achieving the following goals outlined in the table below.

Goal 1 Recruitment: Continue to increase the diversity and representation of council members.

Strategy	Resources	Responsible Parties
1.1. Recruit individuals who are PWH reflective of the epidemic, stakeholders, or affected by the disease	Community events	Planning Council Members PCS Staff
1.2 Develop a recruitment page on the website, which includes a listing of seats that need to be filled.	Social Media Accounts	PCS Staff Membership/Council Development Committee
1.3 Assess the design and content of existing materials and recruitment efforts and provide recommendations to improve readability, accessibility, and engagement	Annual Review of Marketing Materials	PCS Staff Membership/Council Development Committee Community Empowerment
1.4 Maintain a current recruitment packet that includes: • HIV Statistics. • Membership applications. • Planning Council brochure. • Contact information.	HIVPC Marketing Folder	PCS Staff Membership/Council Development Committee Community

A description of the roles and responsibilities of the Council and its members.		Empowerment Committee
1.5 Select Alternate times, venues, or virtual platforms for conducting planning council meetings	PC leadership and PC support staff will work together to create alternate dates, times, and virtual options for conducting PC and PC committee meetings to create opportunities for potential new PC members to attend and participate. Alternative meeting dates and virtual options will be broadly advertised to individuals with HIV who reside in the EMA.	PCS Staff Executive Committee
1.6 Encourage the involvement of PWH who are not planning council members ¹ .	Incorporate input from people with HIV who are not members, as only a small number of individuals with HIV are appointed members, and they cannot fully represent the entire client community. The HIVPC can more effectively enhance community and public input and recruitment opportunities. (See page 30 of the HRSA	PCS Staff HIVPC Members

¹ https://targethiv.org/sites/default/files/media/documents/2023-05/RWHAP_Part_A_Manual_2023.pdf

	HAB RWHAP Part A Manual)	
1.7 Conduct outreach to Case Managers and youth-oriented organizations with an emphasis on recruiting individuals in the 20-30 age range and non-aligned consumer members under 50.	HIVPC Marketing Folder Community Outreach Event Network Meetings	PCS Staff PCS Staff Membership/Council Development Committee Community Empowerment Committee

RETENTION STRATEGY

Retention measures are needed to help members stay engaged and participate fully, such as orientation and training, mentoring, and financial support for the costs of PC participation.

Goal 2: Retention- Increase the engagement of existing and potential planning council members.

Strategy	Resources/Outcomes	Responsible Parties
2.1 Provide a new member orientation.	New Member Orientation Presentation PC Bylaws Part A Manual PC Policy and Procedures New Member Handbook Information on other Ryan White Programs	PCS Staff. Membership/Council Development Committee. Executive Committee.
2.2 On-going member training	PCS Coordination	PCS Staff. Membership/Council Development Committee.
2.3 Develop professional development to train volunteers to participate in community events.	PCS Coordination	PCS Staff Membership/Council

		Development Committee
2.4 Provide membership appreciation.	Certificates or Plaques	PCS Staff Membership/Council Development Committee
2.5 Implement the HIVPC Mentorship Program to increase new members' knowledge of the HIV Planning Council and retain membership, the MCDC Committee will institute a voluntary mentoring program.	HIVPC MCDC Mentorship Policies and Procedures The Mentorship Program will: • Help new members feel welcome, learn individual member perspectives, and become comfortable with Planning Council processes and interactions. • Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and people with HIV. • Ensure new members understand the background and context of discussions and actions. • Increase new members' knowledge of HIVPC. • Retain attendance and membership participation in Council meetings.	PCS Staff Membership/Council Development Committee Executive Committee
2.6 Provide financial support to unaffiliated consumers for the cost of PC participation	Documentation from unaffiliated consumers for reimbursement of actual allowable expenses: • Transportation mileage (state mileage rate allowance) • Broward County Transit expenses (Bus Passes) • Taxi Services • Childcare service fees	PCS Staff

	- reasonable costs associated with childcare services	
--	---	--

Goal 3: Increase Community Awareness/Education

Strategy	Resources	Responsible Parties
3.1 Increase participation at external events	Community events	Planning Council members
3.2 Ensure meetings are operated under the Sunshine Laws.	County Ordinance	PCS Staff
3.3 Implement a capacity/leadership development for HIVPC members, applicants, and interested parties	PCS Coordination	PCS Staff Membership/Council Development Committee
3.4 Build a strong base for community involvement.	HIVPC flyers, PWH, Planning Council members, and providers. Community events Community Conversations Media Provider agencies HIV Prevention, Care, and Treatment Funders, Community Stakeholders, and other HIV Planning Bodies	Planning Council members PCS Staff
3.5 Increase education and public awareness about available services for consumers in the Broward/Fort Lauderdale EMA.	HIV Planning Council Website and social media Community events Incorporate virtual access for members and guests unable to attend in person.	PCS Staff Planning Council members

End of Document

Broward County HIV Health Services Planning Council HIVPC MEMBERSHIP APPLICATION



Please be aware that this application and all the information you provide becomes a public record under Florida's Government in the Sunshine Law, Florida Statute, Chapter 119.01.



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL 33020 • Tel: 954-561-9681 / Fax: 954-561-9685



Dear Interested Party,

Please be aware that this application and all the information once provided and submitted becomes a public record under Florida's Government in the Sunshine Law, *Florida Statute, Chapter 119.01*. Any information included in this application (for example, your HIV status or email address) becomes a public record and can be shared with the public, if requested. In addition, anything said during a Planning Council or Committee meeting is recorded and becomes public record. This information can also be shared with the public.

If your information is requested by an outside source, you will be notified, however the information is a public record and it may become part of a response to a public records request.

**Note: This application expires six (6) months from date of submission.
Mail, fax, or email your completed application to:**

HIVPC Staff
Broward Regional Health Planning Council
200 Oakwood Lane, Suite 100
Hollywood, FL 33020
FAX: 954-561-9685
EMAIL: HIVPC@BRHPC.ORG

If you have any questions, please call: 954-561-9681



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Contact and Demographic Information

This is the application for membership on the Broward County HIV Health Services Planning Council (HIVPC). If you wish to apply for membership on the HIVPC, please complete the application below:

First Name: Pranav Last Name: Madadi
Home Address: [REDACTED] Home Phone: N/A
City, State, Zip Code: [REDACTED] Cell Phone: [REDACTED]
Employer (if applicable): N/A Occupation/Title: Student
Business Address: N/A Business Phone: N/A
City, State, Zip Code: N/A Fax: N/A
Home Email: [REDACTED] Business Email: pmadadi@hayaf.org
Year of Birth: 2003
(bmm)

- I prefer to receive phone calls and messages at: ☐ Home ☐ Work ☒ Cell
- I prefer to receive mail at: ☒ Home ☐ Work
- I prefer to receive email at: ☐ Home ☒ Work
- I prefer to receive HIVPC documents: ☒ Electronically (via email) ☐ Hard copy (via mail)
- What sex were you assigned at birth? (check one):
☒ Male ☐ Female ☐ Decline to state
- What is the current gender you identify with? (check all that apply):
☒ Male ☐ Female ☐ Transgender (Male to Female) ☐ Transgender (Female to Male)
☐ Unknown ☐ Decline to state
- Race (check all that apply): ☐ White ☐ Black ☒ Asian ☐ Native Hawaiian/Pacific Islander
☐ American Indian/Alaska Native ☐ Other (Specify) _____
- Ethnicity (check one):
☐ Hispanic/Latino ☒ Non-Hispanic ☐ Other (Specify) _____
- Hispanic Subgroup (check one if any):
☐ Mexican ☐ Puerto Rican ☐ Cuban ☐ Other (Specify) _____
- Asian Subgroup (check one if any):
☒ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other (Specify) _____
- Native Hawaiian/Pacific Islander Subgroup (check one):



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☐ Native Hawaiian ☐ Guamanian ☐ Samoan ☐ Other (Specify)

➤ Are you an employee, consultant, or board member to any Ryan White Part A Program funded agency? ☐ Yes ☒ No

➤ Do you self-identify as HIV positive? ☐ Yes, and I am open about my status ☒ No ☐ I do not wish to disclose

**Disclosure of HIV status is not required for membership. Disclosure of HIV status in this application will become a part of the public record.*

➤ If you self-identify as HIV positive, do you self-identify with any of the following risk factors?

☐ Hemophilia ☐ Heterosexual (Straight) ☐ Intravenous Drug User (IDU) ☐ Blood Transfusion
☐ Perinatal Transmission (Mother to Child) ☐ Man who has sex with Men (MSM) ☐ I don't know/Unsure
☐ I do not wish to disclose

➤ Do you receive Ryan White Part A services? ☐ Yes ☒ No ☐ I do not wish to disclose

➤ If you self-identify as HIV positive, how old were you when you were diagnosed?

☐ 0-12 years old ☐ 13-19 years old ☐ 20-29 years old ☐ 30-39 years old

☐ 40-49 years old ☐ 50-59 years old ☐ 60 years old or older ☐ I do not wish to disclose

Recruitment Information

➤ How did you hear about the Ryan White Part A HIV Health Services Planning Council (HIVPC)?

☐ Through a service provider/agency

☐ Email

☒ Online/Facebook/Twitter

☐ Friend/HIVPC member (HIVPC Member name): _____



Categories of Membership (check all that apply)

- | | |
|---|---|
| ☐ Health care providers, including federally qualified health centers | ☐ Members of a Federally recognized Indian tribe |
| ☒ Community-Based Organizations (CBOs) serving affected populations and AIDS Service Organizations (ASOs) | ☐ Individuals co-infected with Hepatitis B or C |
| ☐ Social service providers (including housing and homeless-services providers) | ☐ State Medicaid agency |
| ☐ Mental health providers | ☐ Ryan White HIV/AIDS Program (RWHAP) Part B State agency |
| ☐ Substance abuse providers | ☐ RWHAP Part C grantees |
| ☐ Local public health agencies | ☐ RWHAP Part D grantees |
| ☐ Hospital planning agencies or health care planning agencies | ☐ RWHAP Part F grantees (including Special Projects of National Significance (SPNS), AIDS Education and Training Centers (AETCs), and dental program grantees) |
| ☐ Affected communities (people living with HIV/AIDS and underserved communities) | ☐ Housing Opportunities for Persons with AIDS (HOPWA) grantees |
| ☐ PLWHA Recently Released from Jail or Prison or their representatives | ☐ Federally funded HIV prevention program grantees |
| ☒ Non-elected community leaders | ☐ Veterans Health Administration representative |

Committee Assessment

All HIVPC members are required to serve on at least one standing committee. Please rank the committees below to indicate your interest.

- 2 **Community Empowerment Committee (CEC):** Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting, and resource-allocation processes. Functions as the outreach and education arm of the HIV Planning Council.
- 5 **Membership/Council Development Committee (MCDC):** Recruits and screens applications based on objective criteria for appointment to the Council 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.
- 4 **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 and client training and education.
- 3 **Priority Setting & Resource Allocation Committee (PSRA):** 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, and allocations.
- 2 **System of Care Committee (SOC):** 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.

General Information

Describe the strengths, skills, and resources you have.

- I am a college student who can provide a voice for the Youth community.
- I have been involved in several HIV-related events through my nonprofit HAYA
- which aims to spread awareness & decrease stigma about HIV/AIDS in the Youth community



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Describe your interest in becoming a member of the HIV Planning Council.

I would like to be more involved in the Broward HIV/AIDS community & I see the HIV Planning Council as an amazing way to stay connected & engaged with that specific community. Also, I would like to provide a voice for the youth in the county.

Describe how HIV/AIDS has impacted your life, either personally or professionally.

Personally, I have had results in India diagnosed with HIV which had progressed to AIDS leading to a very unfortunate end. I see talking about HIV & decreasing the stigma as my personal mission.

Please list any experiences you have related to community decision making or planning bodies.

I currently serve as the CEO of my youth non-profit dedicated to the HIV youth which heavily involves decision making which impacts large groups of people & the need for efficient planning which I have experience with.

Please review and initial, indicating your acknowledgement of the following:

- PM I have received, read, and understand the HIV Health Services Planning Council Meeting Ground Rules and agree to abide by them at all Council and Committee meetings.
- PM I understand that to qualify for nomination to the Planning Council I must be a member of a standing committee and attend an Orientation.
- PM I understand that I must attend a post-appointment training within three (3) months of appointment to the Planning Council by the Broward County Board of County Commissioners. If I do not comply with this requirement, I could be removed from the Planning Council.
- PM I understand that serving on the Council and at least one of its Committees will require at least five hours per month, and that excessive absence will result in my removal from the Council and/or Committees. I acknowledge that I am aware of the Planning Council Attendance Policy: a member is automatically removed from the Council if he/she misses three (3) consecutive Planning Council meetings or four (4) Planning Council meetings in a year in accordance with the County Ordinance.
- PM If appointed, I would be willing and able to fulfill the responsibilities and functions of a member of the Broward County HIV Health Services Planning Council.
- PM I am not an appointed member of any other Council or Board appointed solely by the Broward County Board of County Commissioners.
- PM I understand any information included in this application (for example, your HIV status or email address) becomes a public record and can be shared with the public, if requested.

Premier Madadi
Signature

12/5/2024

Date

Member of the Quarter Vote Results -- Third Quarter FY2024-2025

First Round			Second Round			Third Round		
William Marcoviche	1	7%						
Vince Foster	2	14%	Vince Foster	0	0%			
Jose Castillo	1	7%						
Bisiola Fortune-Evans	1	7%						
Franchesca D'Amore	3	21%	Franchesca D'Amore	1	33%	Franchesca D'Amore	0	0%
Von Biggs	3	21%	Von Biggs	1	33%	Von Biggs	1	100%
Lorenzo Robertson	2	14%	Lorenzo Robertson	1	33%	Lorenzo Robertson	0	0%
Kendra Hayes	1	7%						
	14			3			1	



Follow-Up on Planning Council Application/Participation

From HIVPC <hivpc@BRHPC.ORG>

Date Wed 11/6/2024 3:29 PM

To [REDACTED]

Cc Lorenzo Robertson [REDACTED]; Gritell Martinez <gmartinez@BRHPC.ORG>

Good Afternoon Mr. Lamont Lewis,

We hope this email finds you well.

We have attempted to contact you by phone numerous times over the past few months, but we have not been able to reach you with either phone numbers provided on your Planning Council application.

We are pleased to inform you that your application was approved by the Intergovernmental Affairs Office on September 5, 2024. We apologize for the delay, as it took some time for your application to be placed on the county's agenda.

We are reaching out to confirm whether you are still interested in participating in the HIV Health Services Planning Council. Please contact Planning Council staff at your earliest convenience. You can reach us by email or phone at (954) 561-9681, ext. 1244 or ext. 1343.

We look forward to hearing from you.

Best Regards,

Planning Support Staff

HIV Health Planners

Broward Regional Health Planning Council, Inc.

200 Oakwood Lane, Suite 100

Hollywood, FL 33020

mlacroix@brhpc.org

sisidore@brhpc.org

Tel: 954-561-9681 x 1244 X 1343



Visit our website at www.brhpc.org | browardhivpc.org

Broward Regional Health Planning Council, Inc. is committed to developing and providing health and human service innovations at the national, state, and local level through planning, direct services, evaluation, and capacity building.



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Handout H2

November 7, 2024

Irving Wilson



RE: Attendance, Community Empowerment Committee (CEC), Membership/Council Development Committee (MCDC)

Dear Mr. Wilson:

I am writing to inform you that you are on the threshold of exceeding the maximum allowed number of unexcused absences for CEC meetings and MCDC meetings as per Article IV, Section 13 of the Broward County Code of Ordinances.

Our records indicate that you missed the **October 1, 2024, October 16, 2024 (emergency meeting voted on CEC), and November 5, 2024** scheduled CEC meetings. Should you miss the next CEC meeting, tentatively scheduled for January 7, 2024, you will automatically be removed from the Committee.

Our records indicate that you missed the **July 11, 2024 and October 10, 2024** scheduled MCDC meetings. Should you miss the next MCDC meeting, tentatively scheduled for January 9, 2024, you will automatically be removed from the Committee.

The County ordinance and the Council bylaws say any member who has three consecutive unexcused absences or four unexcused absences in a calendar year is automatically removed.

At your earliest convenience, please advise the Planning Council Support staff by telephone, mail, or email whether you intend to attend future CEC and MCDC meetings. If you are unable to attend future CEC and MCDC meetings, please inform staff as the CEC Chair and MCDC Chair can excuse certain absences according to the Planning Council Bylaws.

Thank you for your time and involvement in the HIVPC.

Sincerely,

Lorenzo Robertson
Chair, HIV Planning Council

CC: Shawn Tinsley, Chair, CEC
CC: Vincent Foster, Chair, MCDC
Encl: Broward County Code of Ordinances

HIV Planning Council Support Staff Contact Information
Michele Rosiere, Vice President of Programs, mrosiere@brhpc.org (954) 561-9681 Ext 1247
Dr. Gritell Berkeley-Martinez, Director of Planning & Quality Management, gmartinez@brhpc.org, (954) 561-9681 Ext 1250
Planning Council Support Staff, hivpc@brhpc.org (954) 561-9683 Ext 1244 or 1343
Broward Regional Health Planning Council - 200 Oakwood Lane, Suite 100 - Hollywood, FL, 33020 - Fax Number: (954) 561-9685

An Advisory Board of the Broward County Board of County Commissioners



Re: FY2023-2024 Assessment of the Administrative Mechanism- HIVPC Survey

From karen gipson [REDACTED]
Date Mon 11/18/2024 9:03 AM
To HIVPC <hivpc@BRHPC.ORG>

 1 attachment (38 KB)
Outlook-zdinifce.png;

CAUTION BRHPC MIS Security Warning: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning

Due to me still having issues with my hip, I feel that I need to drop down to 1 committee for now. I would like to stay on PRSA. And step down from Quality Management. If should have any questions feel free to contact me.

Thank you
Karen Creary

On Mon, Nov 18, 2024, 8:41 AM HIVPC <hivpc@brhpc.org> wrote:

Dear HIV Planning Council Member,

The Broward County Ryan White Part A HIV Health Services Planning Council (HIVPC) is mandated by the Ryan White HIV/AIDS Program (RWHAP) legislation to evaluate how effectively the Part A recipient manages the processes required to contract with and pay providers for delivering HIV-related services. This ensures that the needs of people living with HIV/AIDS (PLWH) throughout the Part A service area are met.

According to the legislation, the Planning Council must “assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area and, at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs” [Section 2602(b)(4)(E)]. This responsibility is commonly referred to as the “assessment of the administrative mechanism” or AAM.

This survey reflects the Council’s assessment of the transparency and level of communication by the Ryan White Part A Office.

Please complete the survey linked here by 5:00 PM on Friday, December 13, 2024: [Please use this link.](#)

Planning Support Staff

HIV Health Planners

Broward Regional Health Planning Council, Inc.

[200 Oakwood Lane, Suite 100](#)

[Hollywood, FL 33020](#)

mlacroix@brhpc.org



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

November 20, 2024

RE: Achieving Quorum

Dear Members of the HIV Health Services Planning Council,

I hope this letter finds you well. I am writing to address an important matter concerning our Planning Council's operations and the critical role each of you plays in ensuring our meetings are productive and effective.

As you know, achieving quorum is essential for us to conduct official business and make decisions that impact the health planning services we provide to our community. Recently, we have encountered challenges in reaching quorum in a timely manner, which has delayed our meetings and hindered our progress.

To address this issue, I kindly request your cooperation in responding promptly to quorum calls from our Planning Council Support staff. Your timely response is crucial for confirming attendance and proceeding with our scheduled meetings without unnecessary delays.

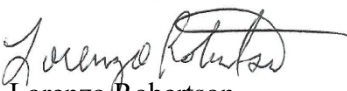
Here are a few steps you can take to assist us:

1. **Check Your Email Regularly:** Please ensure you are checking your email frequently, especially in the days leading up to a scheduled meeting.
2. **Respond Promptly:** When you receive a quorum call, please respond as soon as possible to confirm your attendance or inform us if you are unable to attend.
3. **Update Contact Information:** If there have been any changes to your contact information, please notify the support staff immediately to ensure we can reach you without any issues.

Your cooperation in this matter is greatly appreciated and will significantly contribute to the efficiency and effectiveness of our Planning Council. Together, we can continue to make a positive impact on the lives of those we serve.

Thank you for your attention to this important matter and your ongoing commitment to our mission.

Sincerely,


Lorenzo Robertson
Chair, HIV Planning Council

HIV Planning Council Support Staff Contact Information

hivpc@brhpc.org (954)561-9681 Extensions 1244 & 1343

www.Browardhivpc.org

200 Oakwood Lane, Suite 100 - Hollywood, FL, 33020 - Fax Number: (954) 561-9685

An Advisory Board of the Broward County Board of County Commissioners



November 22, 2024

Karen Creary



RE: Notice of Removal, Priority Setting and Resource Allocation Committee

Dear Ms. Creary:

I am writing to inform you that your membership of the Priority Setting and Resource Allocation Committee has expired as you have not met attendance requirements as per Article IV, Section 13 of the Broward County Code of Ordinances.

Our records indicate that you missed the June 20, 2024, July 18, 2024, and November 21, 2024 scheduled meetings of the Priority Setting and Resource Allocation Committee.

The County Ordinance and the Council bylaws say any member who has three consecutive unexcused absences or four unexcused absences in a calendar year is automatically removed.

Thank you for your time and involvement on the Priority Setting and Resource Allocation Committee.

To maintain your good standing as a member of the HIVPC, please ensure you join at least one committee. Kindly reach out to the Planning Council Support staff to indicate your committee preference.

We value your input and thank you for your time and dedication to the HIVPC.

Sincerely,

Lorenzo Robertson
Chair, HIV Planning Council

cc: Bradford Barnes, PSRA Chair



Outlook

RE: HIVPC Member Resignation

From Labaty, Naomie <NLABATY@broward.org>

Date Tue 11/26/2024 9:26 AM

To HIVPC <hivpc@BRHPC.ORG>

Cc Gritell Martinez <gmartinez@BRHPC.ORG>

Noted. Thank you.

Naomie Labaty

Intergovernmental Affairs/Boards Section

Boards Administrator

100 South Andrews Avenue

Main Library, 8th Floor

Fort Lauderdale, FL 33301

(954) 357-5934 (office)

(954) 295-5970 (mobile)



From: HIVPC <hivpc@BRHPC.ORG>

Sent: Tuesday, November 19, 2024 8:43 AM

To: Labaty, Naomie <NLABATY@broward.org>

Cc: Gritell Martinez <gmartinez@BRHPC.ORG>

Subject: HIVPC Member Resignation

Good Morning Ms. Labaty,

We are writing to inform you that a member of the HIVPC, Eveline Dsouza, has resigned from her position as the HOPWA representative on the council. The council is making every effort to ensure that this seat is filled. Please let us know if you have any questions or concerns.

Best regards,

Planning Support Staff

HIV Health Planners

Broward Regional Health Planning Council, Inc.

200 Oakwood Lane, Suite 100

Hollywood, FL 33020

mlacroix@brhpc.org

sisidore@brhpc.org

Tel: 954-561-9681 x 1244 X 1343



Visit our website at www.brhpc.org | <https://www.brhpc.org/programs/hiv-planning-council/>

Broward Regional Health Planning Council, Inc. is committed to developing and providing health and human service innovations at the national, state, and local level through planning, direct services, evaluation, and capacity building.

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OFFICE OF INTERGOVERNMENTAL AFFAIRS

100 S. Andrews Avenue, 8th Floor • Fort Lauderdale, Florida 33301 • 954-357-7575

November 26, 2024

Eveline Dsouza

Dear Ms. Dsouza:

We have been notified of your resignation from the HIV Health Services Planning Council. On behalf of the Broward County Board of County Commissioners, please accept my sincere appreciation for the time and effort you have given to improve the quality of life in Broward County by serving on this board.

The entire Board of County Commissioners thanks you for your service and looks forward to your continued participation in our community. A Certificate of Appreciation will be sent to you, under separate cover.

Sincerely,

A handwritten signature in blue ink that reads "Kilishi St. Preux".

Kilishi St. Preux
Boards Analyst

C: C. Marty Cassini, Director, Office of Intergovernmental Affairs
Rosiere Michele, Board Coordinator, HIV Health Services Planning Council

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Alexandra P. Davis • Michael Udine
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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 2010
ADAP: AIDS Drugs Assistance Program
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
BISS: Benefit Insurance Support Service
BMSM: Black Men Who Have Sex with Men
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
CM: Case Management
CQI: Continuous Quality Improvement
CQM: Clinical Quality Management
CTS: Counseling and Testing Site
DCM: Disease Case Management
DOH-Broward: Florida Department of Health in Broward County
eHARS: Electronic HIV/AIDS Reporting System
EIIHA: 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
HIVPC: Broward County HIV Planning Council
HMSM: Hispanic Men who have Sex with Men
HOPWA: Housing Opportunities for People with AIDS
HRSA: Health Resources and Service Administration
HUD: U.S Department of Housing and Urban Development
IW: Integrated Workgroup
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
MSM: Men Who Have Sex with Men
NBHD: North Broward Hospital District (Broward Health)
NGA: Notice of Grant Award
NHAS: National HIV/AIDS Strategy
NOFO: Notice of Funding Opportunity
nPEP: Non-Occupational Post Exposure Prophylaxis
NSU: Nova Southeastern University
OAHS: Outpatient Ambulatory Health Services
OHC: Oral Health Care
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
SA: Substance Abuse
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
WMSM: White Men who have Sex with Men
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.