



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, July 10, 2025 - 9:30 AM

LOCATION: Broward Regional Health Planning Council and via Microsoft Teams

[Join the meeting now](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDU2NzM4MGMtZTRkMy00N2Q2LTkzMjUtNjhiY2I0MTU5YTl2%40thead.v2/0?context=%7b%22id%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22oid%22%3a%22df400b73-e09f-4638-a7b6-0750be4ecb25%22%7d

Meeting ID: 293 797 982 727

Passcode: Ra2CV7WH

Chair: Dr. Timothy Morange • Vice Chair: Vacant

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 July 10, 2025

ACTION: Approval of Minutes from April 10, 2025 **(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. **(Handout B)**

Work Plan Activity 1.1: Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA quarterly.

- b. **Action Item:** Reflectiveness: HIVPC Demographics- Review demographics and identify populations that are over or underrepresented. **(Handout C)**

Work Plan Activity 1.2: Review seat status and ensure mandated seats are filled quarterly.

6. Discussion Items

- a. **Action Item:** Review results of Member of the Quarter 1 FY2025-2026 **(Handout D)**

Work Plan Activity 5.2: Recognize Member of the Quarter quarterly and Member of the Year annually.

- b. **Action Item:** Membership/Council Development Committee Policy and Procedures **(Handout E)**

7. Old Business:

- a. **Update:** Post-Appointment Orientation – Tuesday, May 27, 2025

Work Plan Activity: 4.3 Host ongoing orientations for prospective members/interested parties.

- b. **Update:** MCDC Vice-Chair Vacancy

8. New Business:

- a. **Review:** Committee Workplan **(Handout F)**

Work Plan Activity 3.2: Complete tasks outlined in Recruitment & Retention Plan on a quarterly basis.

- b. **Review:** Priority Setting and Resource Allocation and Community Empowerment Committee Listening Tour Session #1 & Evaluation Surveys **(Handout G1, G2)**

Work Plan Activity 3.3: Utilize feedback from CEC, collaborative events, and engagement events to update recruitment and engagement strategies on an ongoing basis.

- c. **Discussion:** Member Recognition for Ronald Bhrangger and William Marcoviche – 20 Years on the Planning Council

- d. **Update:** New Committee Member, O. Davy

- e. **Update:** Member Correspondence during Quarter 4 of FY 2024-2025 **(Handout H1-H11)**

9. Recipient's Report

10. Public Comment

11. Agenda Items for Next Meeting

- a. Next Meeting Date: October 9, 2025, 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](#)





July 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 Community Empowerment Committee Meeting (CEC) 3:00PM- 5:00PM Location: BRHPC/MS Teams	2	3	4 	5
6	7	8 Behavioral Health Network Meeting (CQM) 2:00PM-3:15PM	9 Minority AIDS Initiative Subcommittee Meeting 2:00PM – 4:00PM Locations: BRHPC/MS Teams	10 Membership/Council Development Committee Meeting (MCDC) 9:30AM – 11:30AM Location: BRHPC/MS Teams	11	12
13	14	15	16	17 Priority Setting and Resource Allocation Committee Coordination Meeting 9:30AM – 11:00AM Location: BRHPC/MS Teams Executive Committee Meeting 11:15PM – 1:15PM Location: BRHPC/MS Teams	18	19
20	21 	22 Integrated Planning Work Group Meeting 1:00PM – 4:00PM Location: BRHPC/MS Teams	23	24 HIV Planning Council Meeting 9:30AM – 11:30AM Locations: BRHPC/MS Teams	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**.



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.



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

Thursday, April 10, 2025 - 9:30 AM

LOCATION: Broward Regional Health Planning Council Meeting via Microsoft Teams

Chair: Vacant • Vice Chair: Dr. Timothy Moragne

Join the meeting via phone: Meeting ID: 293 797 982 727 Passcode: Ra2CV7WH

This meeting is audio and video recorded.

DRAFT MINUTES

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

Members Absent: K. Creary, R. Hadley

Ryan White Part A Recipient Staff Present: B. Miller, R. Pena,

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

Guests Present: J. Rogers, T. Walker

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

The MCDC Chair called the meeting to order at **9:36 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 April 10, 2025, Membership/Council Development Committee

meeting was proposed by L. Robertson, seconded by A. Cutright and passed unanimously. The approval of the minutes of the March 13, 2025 meeting was proposed by L. Robertson, seconded by A. Cutright, and approved with no further corrections.

Motion #1: L. Robertson, on behalf of MCDC, made a motion to approve the April 10, 2025 Membership/Council Development Committee agenda as presented. The motion was seconded by A. Cutright and adopted unanimously.

Motion #2: L. Robertson, on behalf of MCDC, made a motion to approve March 13, 2025 Membership/Council Development Committee meeting minutes as presented. The motion was seconded by A. Cutright and adopted unanimously.

4. Standard Committee Item:

- a. **Action Item:** MCDC Membership Strategy – Review the HIVPC membership strategy and determine the best action to address vacancies.

Work Plan Activity 1.2: Review seat status to ensure mandated seats are filled.

M. Lacroix, PCS staff, presented the Membership Budget to the committee, highlighting the currently filled mandated seats as well as those that remain vacant. She noted that applications for the Part C and HOPWA seats, along with two additional applications, are scheduled to go before the Board of County Commissioners for review on April 22, 2025, and she clarified which seats each applicant would potentially fill.

Following the budget review, the committee engaged in a brief discussion. L. Robertson asked if it would be helpful for a committee member to speak directly with a Medicaid representative. T. Moragne inquired about the current outreach efforts, and G. Martinez, PCS staff, explained that the Planning Council staff have been coordinating with the Part A Office within their scope of influence to fill the vacant Medicaid seat. She recalled that, at the last meeting, A. Cutright had offered to reach out to one of his contacts. A. Cutright confirmed he had contacted the Sunshine Medicaid Office through a provider to assess their availability and interest in filling the seat, and stated he would follow up and report back to the committee.

L. Robertson then asked whether additional steps could be taken to encourage a Commissioner's attendance at meetings. G. Martinez responded that she had spoken with G. James at the Part A Office, who assured her that a Commissioner would be present at the April HIVPC General Body meeting.

- b. **Action Item:** Reflectiveness: HIVPC Demographics- Review demographics and identify populations that are over or underrepresented.

Work Plan Objective 1: Ensure HIVPC is representative and reflective.

M. Lacroix, PCS staff, presented the HIVPC Membership Demographics report. After the review, T. Moragne inquired about current strategies being considered to increase representation from the Black, non-Hispanic population. M. Lacroix explained that PCS staff is considering evaluating areas within the system of care where a higher percentage of Black consumers receive services, with plans to implement targeted recruitment efforts in those settings. She also reminded the committee that this topic would be discussed in more detail later in the agenda. The committee had no further comments at that time.

5. Discussion Items

- a. **Action Item:** Review results of Member of the Year for FY 2024-2025

M. Lacroix, PCS staff, presented the results for the FY 2024-2025 Member of the Year. Among the three nominees—Von Biggs, Brad Barnes, and Shawn Tinsley—Shawn Tinsley received the most votes and was selected as the Member of the Year.

M. Lacroix suggested that, to maintain an element of surprise (since all nominees are members of the Executive Committee), the results be announced directly at the HIVPC General Body meeting rather than presented to the Executive Committee for prior review. T. Moragne opened the floor for discussion, and the committee expressed support for the idea.

T. Moragne added that the MCDC will inform the Executive Committee that the results are finalized but will not disclose the winner until the General Body meeting. The committee then proceeded to a vote on the proposal.

Motion #3: L. Robertson, on behalf of the MCDC, motioned to postpone the announcement of the FY 2024-2025 Member of the Year until the HIVPC General Body meeting on April 24, 2025. The motion was seconded by A. Cutright and passed unanimously.

6. Old Business: None

7. New Business:

a. **Discussion:** PSRA/CEC Listening Tour Session #1

M. Lacroix reviewed the flyer for the PSRA/CEC Listening Tour. She explained that the event is designed to gather consumer feedback on the Ryan White Part A system, including any challenges, successes, and suggestions for improvement. She highlighted that the Listening Tour also presents a valuable opportunity to recruit new members to the Planning Council and to help maintain the 33% unaffiliated consumer membership requirement set by HRSA. PCS staff encouraged MCDC members to attend the event and assist with recruitment efforts. T. Moragne shared that he plans to attend. M. Lacroix expressed her appreciation to A. Cutright for supporting PCS staff in securing the venue for both this year's and last year's Listening Tour.

b. **Discussion:** Post-Appointment Training Orientation

M. Lacroix informed the committee that Planning Council Support staff are planning to host a Post-Appointment Training Orientation. She noted that all candidate applications are expected to be finalized by May. M. Lacroix reminded the committee that coordinating orientations falls within MCDC's responsibilities and emphasized the importance of ensuring new members clearly understand their roles and responsibilities within the Planning Council or its committees.

PCS staff will distribute a Doodle Poll in the near future to identify the most suitable dates for the training based on new members' availability. T. Moragne asked whether the training would be open only to new members. M. Lacroix clarified that all members are welcome to attend, as the training can also serve as a helpful refresher.

c. **Discussion:** Recruitment and involvement of Black Non-Hispanic individuals aged 20-29

T. Moragne mentioned that the topic was previously discussed during the HIVPC Demographics report but opened the floor for any additional comments. M. Lacroix, PCS staff, reiterated that PCS is considering evaluating areas within the system of care where a

higher percentage of Black consumers are receiving services, with plans to implement targeted recruitment efforts in those areas.

L. Robertson raised the idea of asking service providers, such as those involved in case management, to share flyers directly with their consumers, as they have regular contact with them. This could serve as an additional tool to support current recruitment efforts. B. Miller from the Part A Office recalled L. Robertson's suggestion from before and agreed that it was a great idea. She also suggested reaching out to local colleges like Broward College, FAU, and FIU, particularly those with Public Health programs, as students are often looking for real-world public health experience. She noted that simply reaching out to these institutions could help spread awareness.

B. Miller also inquired about the possibility of holding meetings at alternative times, such as in the evening, since not everyone is available during the day. S. Isidore, PCS staff, mentioned that the June HIVPC General Body meeting will be held in the evening as a starting point. L. Robertson added that while alternative meeting times have been discussed, consistency is key for long-term viability. However, providing information about the Planning Council during those times could help raise awareness, and even if attendees are unavailable, they might direct others to the Council. This approach would show the Council's willingness to accommodate different schedules.

B. Miller agreed that the evening meeting in June would be a great pilot. She also pointed out that one challenge is engaging individuals aged 18-30 in joining the Council and suggested looking into potential solutions for this. T. Moragne proposed creating a part-time practicum position for college students, allowing them to earn credits while gaining real-world experience in public health, which could include attending committee or General Body meetings.

L. Robertson suggested reaching out to Part D, which works with youth affected by HIV, to gauge their interest in joining the Council since they are already involved in the HIV community.

B. Miller sought clarification on which office T. Moragne was referring to—Part A or another office. T. Moragne clarified that it could be Part A or staff at BRHPC, potentially offering something like an internship. B. Miller said she could bring the idea to senior staff at Part A.

G. Martinez, PCS staff, informed the committee that the youngest member of the Council is a current student, noting that this could be a good route to pursue. She added that staff is available and ready to assist if the committee decides to move forward with this initiative. S. Isidore, PCS staff, further mentioned that the student in question runs an HIV-related club on campus, and as an NSU alumni, she is still in contact with many public health professors, which could help facilitate this effort.

Following this discussion, there were no further comments from the committee.

d. **Update:** Member Correspondence during Quarter 4 of FY 2024-2025

M. Lacroix noted that Handouts G1–G13 include all correspondence related to MCDC from the fourth quarter of the previous fiscal year. She reminded members that the purpose of sharing this information is not to assign judgment, but to keep the committee fully informed about all matters concerning membership. T. Moragne emphasized that the goal is to

promote greater transparency. After reviewing the correspondence, there were no further comments or discussion.

e. **Update:** Honoring former MCDC Chair, Vince Foster

M. Lacroix noted that the committee chose to honor Vince in recognition of his contributions to the Planning Council and his service as Chair of this committee. S. Isidore, PCS staff, added that V. Foster will be presented with a glass award, while S. Tinsley will receive a plaque for being named Member of the Year. There were no further comments following this update.

f. **Discussion:** Volunteer for MCDC Chair

M. Lacroix expressed her appreciation to T. Moragne for his dedication and service as Acting Interim Chair. T. Moragne acknowledged the comment and confirmed that the issue will be discussed at the upcoming Executive Committee and HIVPC General Body meetings.

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.
- Next Meeting Date: July 10, 2025, at 9:30 a.m. Location: BRHPC and via Microsoft Teams Videoconference

11. Announcements

- South Florida AIDS Network (SFAN) Community Feedback Forum: We invite community members, Ryan White recipients, case managers, and organizations to join this informative session. Broward County updates on HIV funding, Medicaid, Ryan White, and other resources. Thursday, April 10, from 6:00 PM to 8:00 PM. ArtServe – Our Foundation Hall, located at 1350 E. Sunrise Boulevard, Fort Lauderdale, FL, 33304. E. Davis added that will be burnout prevention recommendations.
- Ryan White Part A Listening Tour: We invite you to join us for the Ryan White Part A Listening Tour, a chance for you to share your experiences, challenges, and ideas to help improve the Ryan White system. Your voice matters, and this is an opportunity to ensure your feedback is heard and considered in shaping the future of services. The first session will be held at the AIDS Healthcare Foundation, located at 700 SE 3rd Ave, Fort Lauderdale, FL 33316, from 3:00 PM to 5:00 PM. We encourage you to attend and be part of this important conversation. Your input can make a difference!
- Ujima Men's Collective Man Up Festival: Saturday, May 3, 2025, from 12:00 PM to 5:00 PM at Reverend Samuel Delevoe Memorial Park (2520 NW 6th St, Fort

Lauderdale, FL 33311). This exciting event will feature entertainment, health screenings, and fun competitions! Don't miss out on the three-legged race, water balloon toss, food trucks, and more. We hope to see you there!

- Join us for A Salute to Percussions: Music to Soothe the Soul & Heal the Community, featuring expert discussions on diabetes, kidney disease, HIV, and stigma, along with a Gospel Drum Shed, school drum line, and cultural arts expressions. Saturday, May 10, 2025, from 2:00 PM to 6:00 PM at Smitty's Wings (1134 NW 6TH ST, Fort Lauderdale, FL 33311). Don't miss this inspiring blend of music and health education!
- June 1st Ryan White-eligible participants in the Health Insurance Continuation Program (HICP) will be required to undergo an orientation that covers all aspects of the HICP program, including their responsibilities. Clients must sign to acknowledge they have received this orientation before they can begin receiving HICP services.

12. Adjournment

There being no further business, the meeting was adjourned at **10:28AM**.

MCDC Attendance for CY 2025

Count	Meeting Month Meeting Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		9		13	10									
1	Robertson, L.	X		X	X									
2	Cutright, A.	X		E	X									
3	K. Creary	X		A	A									
4	Moragne, T., V. Chair	X		X	X									
5	McLeod, S.	X		X	X									
Alt.	V. Biggs			X										
	Wilson, I.													R
	V. Foster													Z
	Quorum = 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 – April 10, 2025
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 04/09/2025	As of 07/09/2025	Goal
Unaffiliated Consumer	8	6	12
Job-based Seat	11	13	14
NECL Seat**	5	7	9
Total Membership	24	26	35
Unaffiliated Consumers (%)	33%	23%	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 July 9, 2025

MANDATED SEATS FILLED

People Living with HIV and Community

- ✓ Members of Affected Communities
- ✓ Unaffiliated Consumers
- ✓ Non-Elected Community Leader (NECL)
- o 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
- ✓ Substance Abuse Provider

Broward County Ordinance 12.108.b

- ✓ Board of County Commissioners member

OPEN SEATS:

Job-Based

- State agencies (Medicaid agency)

Unaffiliated Consumers

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

MEMBERS APPOINTED BY BOARD OF COMMISSION

Colby Williams (04/22/2025)

Shalisa Hafley (04/22/2025)

Jonathan Rogers (04/22/2025)

Natalie Tyler (05/20/2025)

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%	7	27%
Black, not Hispanic	9,764	45.40%	10	38%
Hispanic	4,655	21.65%	9	35%
Multi-Race (Other)	521	2.42%	0	0%
Total	20,492	100%	26	100%
Gender	Population	Percentage		
Male	16,277	79.43%	15	58%
Female	5,228	24.31%	11	42%
Total	20,492	100%	26	100%

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

**HIVPC membership as of July 7, 2025

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 July 9, 2025

- The HIVPC comprises 26 members, including six unaffiliated consumer members. The percentage of unaffiliated consumers is 23%, below the HRSA-mandated 33%.
- Compared to the HIV epidemic demographic, where 45.40% are Black and not Hispanic, the HIVPC is underrepresented at 38%. This is an improvement from 25% during the last quarter, though there is still progress to be made.

Member of the Quarter Vote Results -- First Quarter FY2025-2026

First Round			Second Round		
Schweizer, Mark	1	7.69%			
D'Amore, Franchesca	3	23.08%	D'Amore, Franchesca	3	30.00%
Fortune-Evans, Bisiola	5	38.46%	Fortune-Evans, Bisiola	5	50.00%
Morange, Timothy	1	7.69%			
Robertson, Lorenzo	2	15.38%	Robertson, Lorenzo	2	20.00%
Rodriguez, Joshua	1	7.69%			
	13			10	

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Policies and Procedures

Approved 3/23/17

Revised and Updated: _____

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 are not counted.

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:
 - o Race and ethnicity
 - o Gender identity
 - o HIV status (self-acknowledged)
- The ideal committee composition includes consumers, service providers, and individuals passionate about improving HIV service quality. Desired member qualifications include:
 - o Willingness to collaborate and learn
 - o Basic understanding of data interpretation
 - o Familiarity with quality standards (local/state/federal)
 - o 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 <i>(or representatives of organizations with a history of serving children, youth, and families living with HIV)</i> • Recipients under other federal HIV programs***
<i>* 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”</i> <i>** Including the state Medicaid agency and the agency administering the RWHAP Part B program</i> <i>***Including HIV prevention services; Ryan White HIV/AIDS Program Part F recipients, Housing Opportunities for People with AIDS (HOPWA), HIV Prevention)</i>	

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.

Membership/Council Development Committee Work Plan FY2025-2026

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

GOAL: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PWHA. Maintain efforts to recruit seven (7) members to the HIVPC annually.

Objective 1: Ensure HIVPC is representative and reflective.

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

Objective 2: Member selection process and application procedure development.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Review and Revise HIVPC and Committee applications as needed.	MCDC/Staff	Ensure up-to-date language and current information is provided to Interested Parties	Review HIVPC and Committee applications and submitted applications to ensure the most current information is available, that language is inclusive, and that HIVPC receives necessary information for its review of applications.												

Objective 3: Review and Ensure Compliance with Recruitment and Retention Plan

3.1 Review and update Recruitment & Retention Plan annually.	MCDC/Staff	Recruitment & Retention of new HIVPC and Committee members	Review previous year's Recruitment & Retention Plan and revise based on outcomes and new initiatives/strategies.												
3.2 Complete tasks outlined in Recruitment & Retention Plan on a quarterly basis.	MCDC	Recruitment & Retention of new HIVPC and Committee members	Conduct quarterly review via MCDC's Work Plan.		x										
3.3 Utilize feedback from CEC, collaborative events, and engagement events to update recruitment and engagement strategies on an ongoing basis.	MCDC/Staff	Cross-Committee Collaboration/ Recruitment & Retention of new HIVPC and Committee members	Revise recruitment and engagement strategies to ensure MCDC uses its most effective strategies and activities.												

Objective 4: Recruitment & Engagement Efforts.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
4.1 Hold Membership Drive annually.	MCDC/Staff	Increased community awareness	Conduct outreach at multiple provider agencies or other HIV stakeholders via tabling, games, and other engagement activities.												
4.2 Collaborate with HIV stakeholders to create engagement opportunities with the HIVPC.	MCDC/HIVPC	Increased community awareness	Provide brief overviews of the HIVPC at HIV stakeholder events. (Integrated Plan 2022-2026, Goal 4, Strategy 4.1.3#3)												
4.3 Host ongoing orientations for prospective members/interested parties.	MCDC	Strategic recruitment of new members	Educate prospective members/interested parties on topics relevant to HIVPC membership.			x									
4.4 Develop recruitment and website materials as needed.	Staff	Strategic recruitment of new members	Develop and review existing marketing materials as needed.												

Objective 5: Planning Council Development and Committee Collaboration.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
5.1 Collaborate with other Committees of the HIVPC to participate in activities on an ongoing basis.	MCDC	Cross-Committee Collaboration	Discuss upcoming HIVPC events with host committees and determine opportunities for collaboration.		x										
5.2 Recognize Member of the Quarter quarterly and Member of the Year annually.	MCDC/HIVPC	Acknowledgement of Member Achievement	Develop a system by which to recognize a member for his/her contributions to the work of the HIVPC.		x										
5.3 Conduct post-appointment training to educate newly appointed members on the HIVPC member roles and responsibilities as needed, with the option to include current members.	MCDC & HIVPC Chair/Vice Chair	Educated HIVPC	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.			x									
5.4 Offer mentorship program as necessary on an ongoing basis.	MCDC	Capacity building	Implement a mentorship program to assist new members in the onboarding process of joining HIVPC and/or Committees. This program should be in accordance with Sunshine Law.												

LEGEND: "X" = Action Completed; Blue = Planned

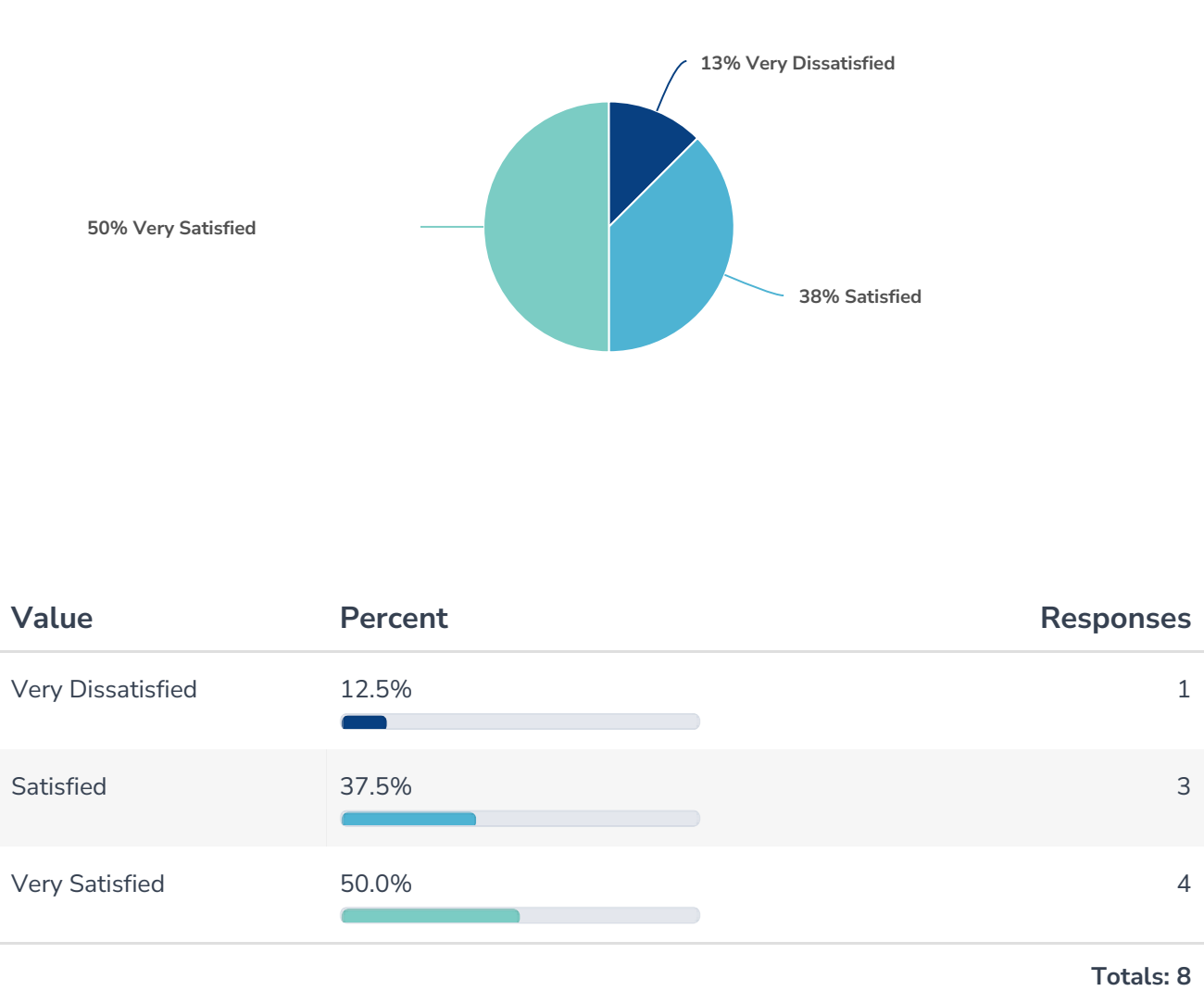
Report for Event Feedback from Consumers - April 17, 2025

Response Counts

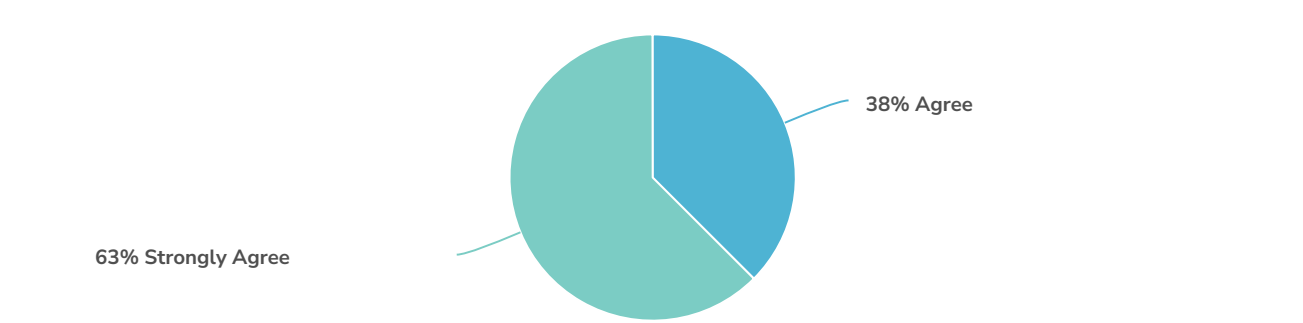


Totals: 8

1. How satisfied were you with this listening session?

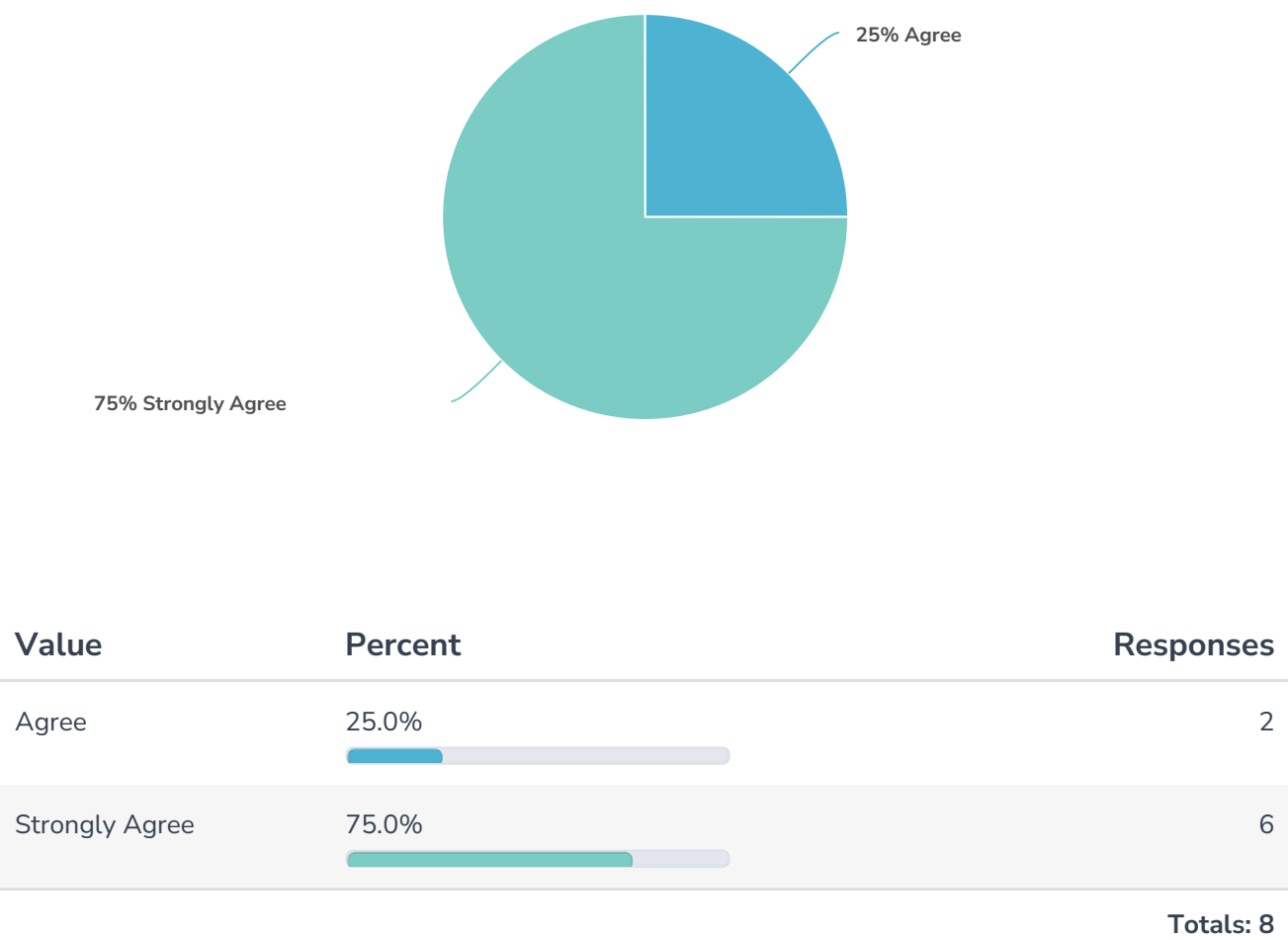


2. The topics discussed during the listening session was informative and useful to me.

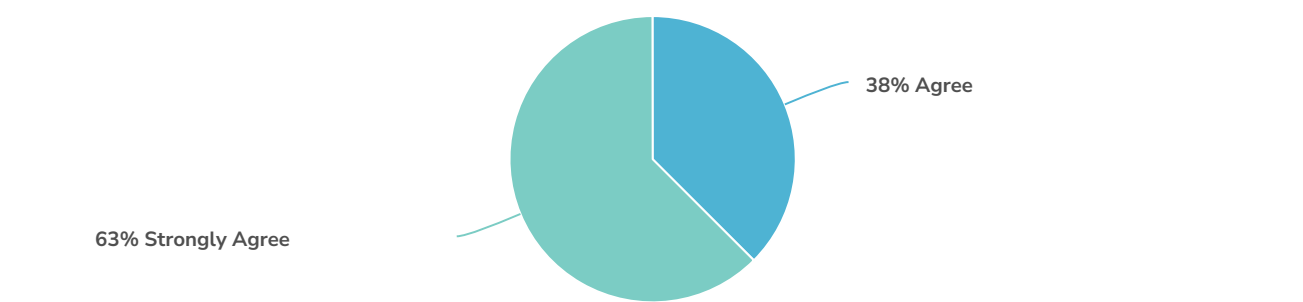


Value	Percent	Responses
Agree	37.5%	3
Strongly Agree	62.5%	5
		Totals: 8

3. The event space was comfortable, accessible, and appropriate for my needs.



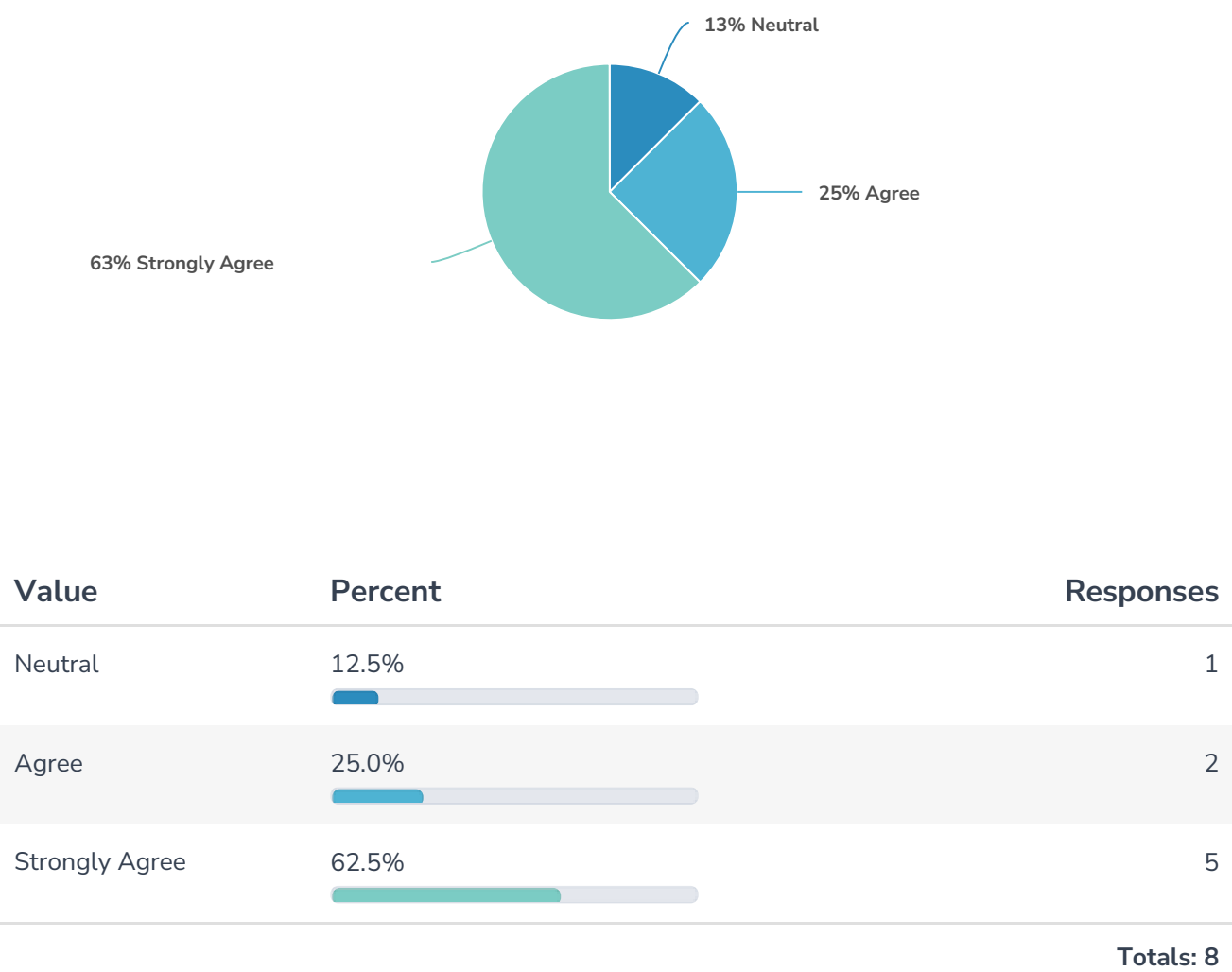
4. The facilitator was well-informed.



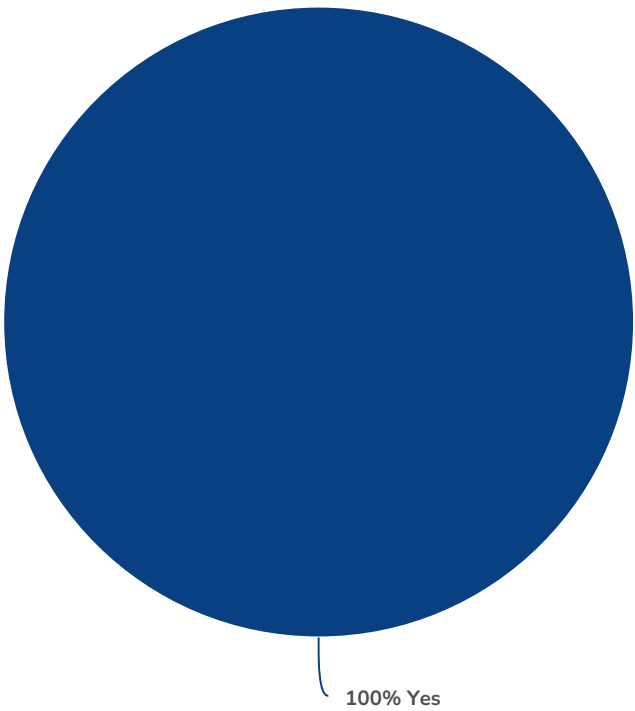
Value	Percent	Responses
Agree	37.5%	3
Strongly Agree	62.5%	5

Totals: 8

5. The facilitator was easy to understand.



6. Do you feel like you voice was heard?

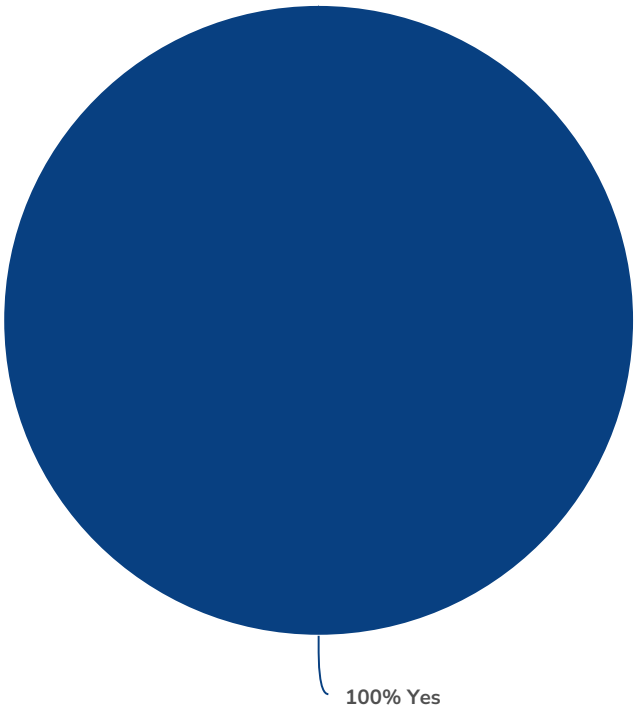


Value	Percent	Responses
Yes	100.0%	8
		Totals: 8

7. If you chose "No" for the previous question, why did you not feel heard?

ResponseID	Response
4	Great Job!
5	Thanks

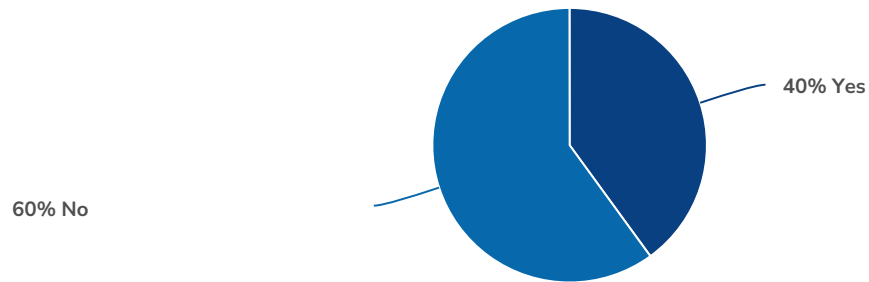
8. Were you given some information about Ryan White resources in Broward County?



Value	Percent	Responses
Yes	100.0%	5

Totals: 5

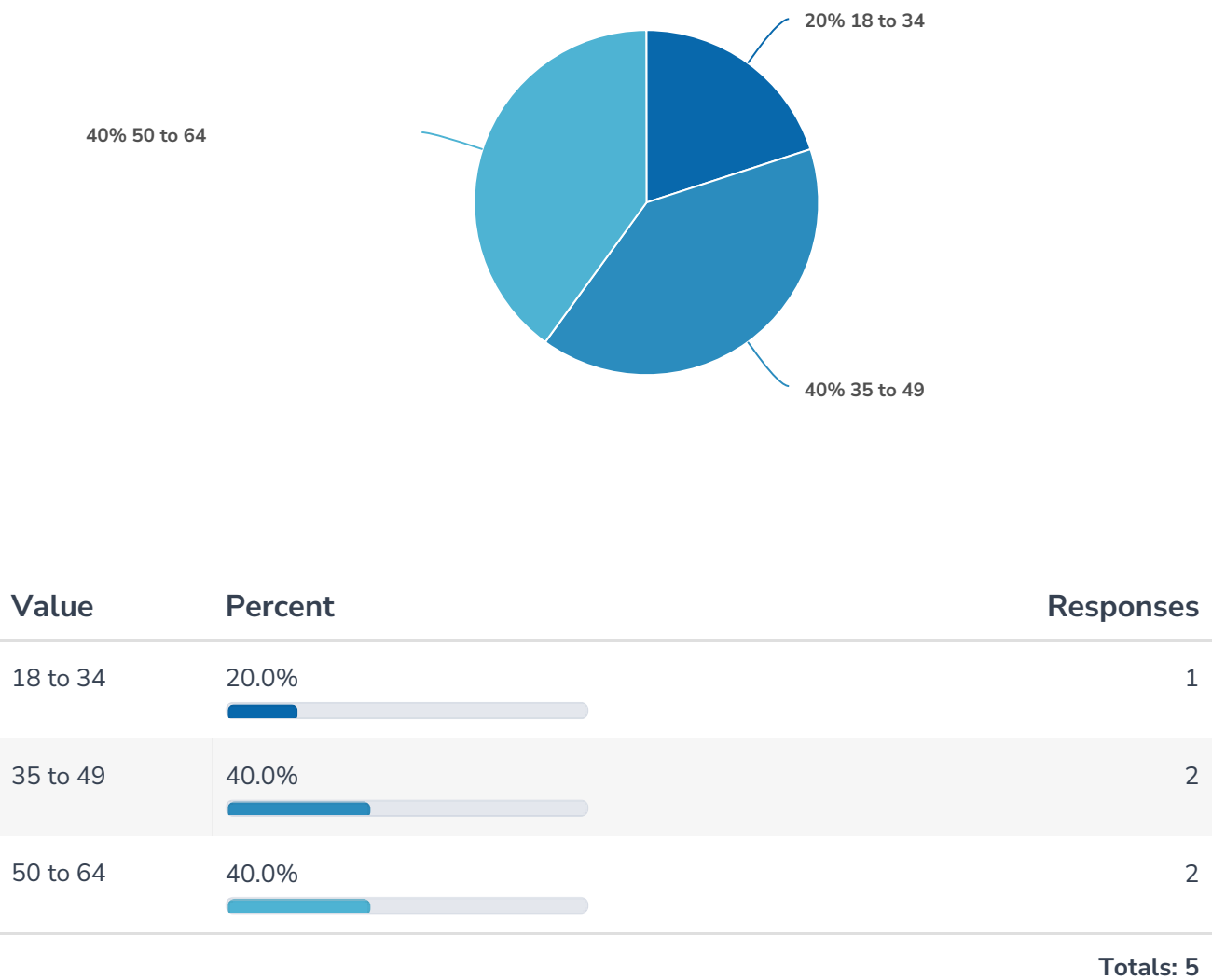
9. Are you a Ryan White consumer?



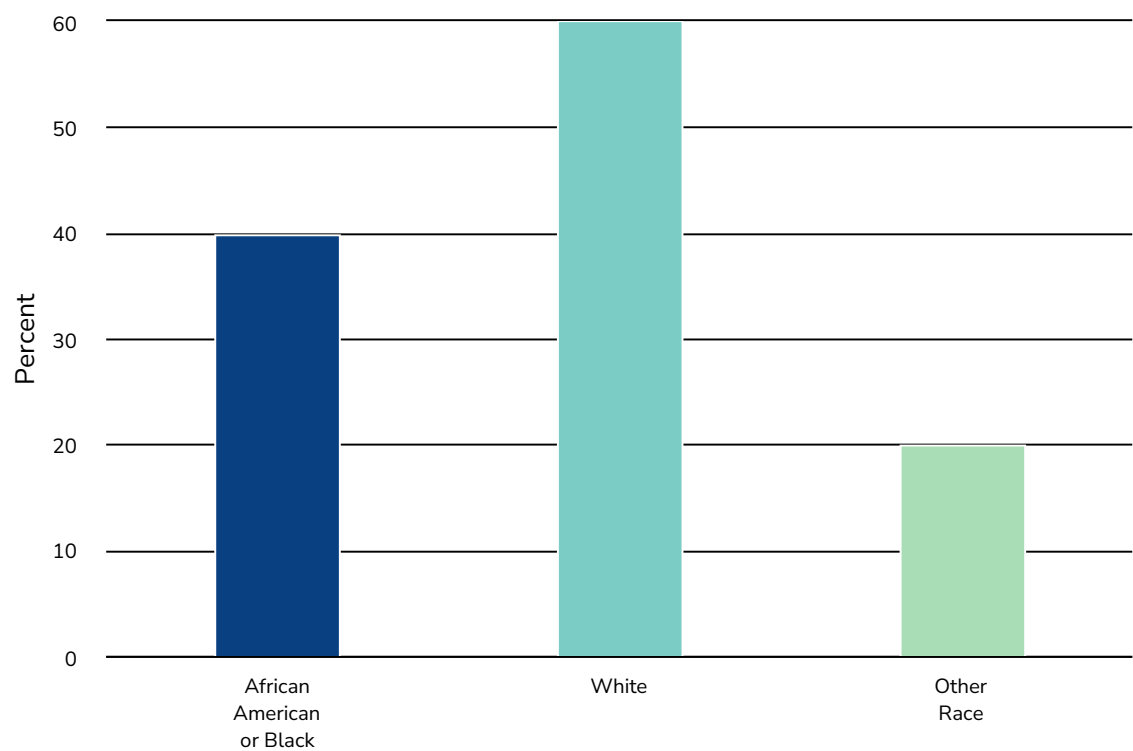
Value	Percent	Responses
Yes	40.0%	2
No	60.0%	3

Totals: 5

10. What age group do you belong to?

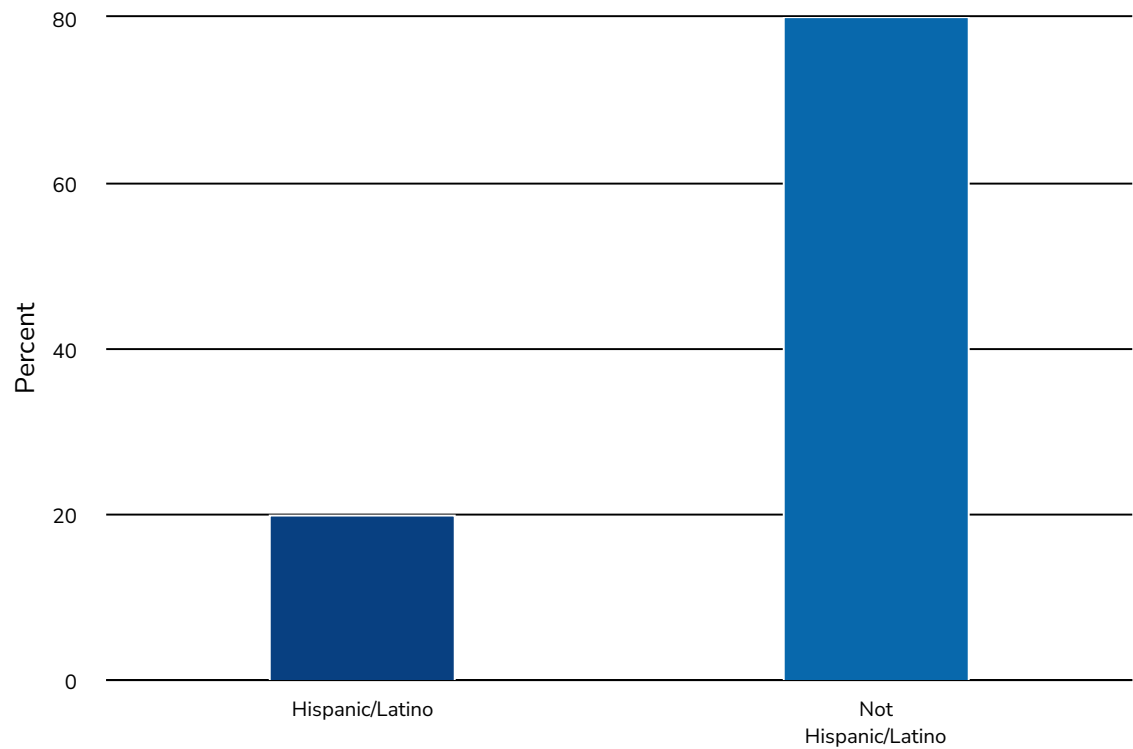


11. What is your race?



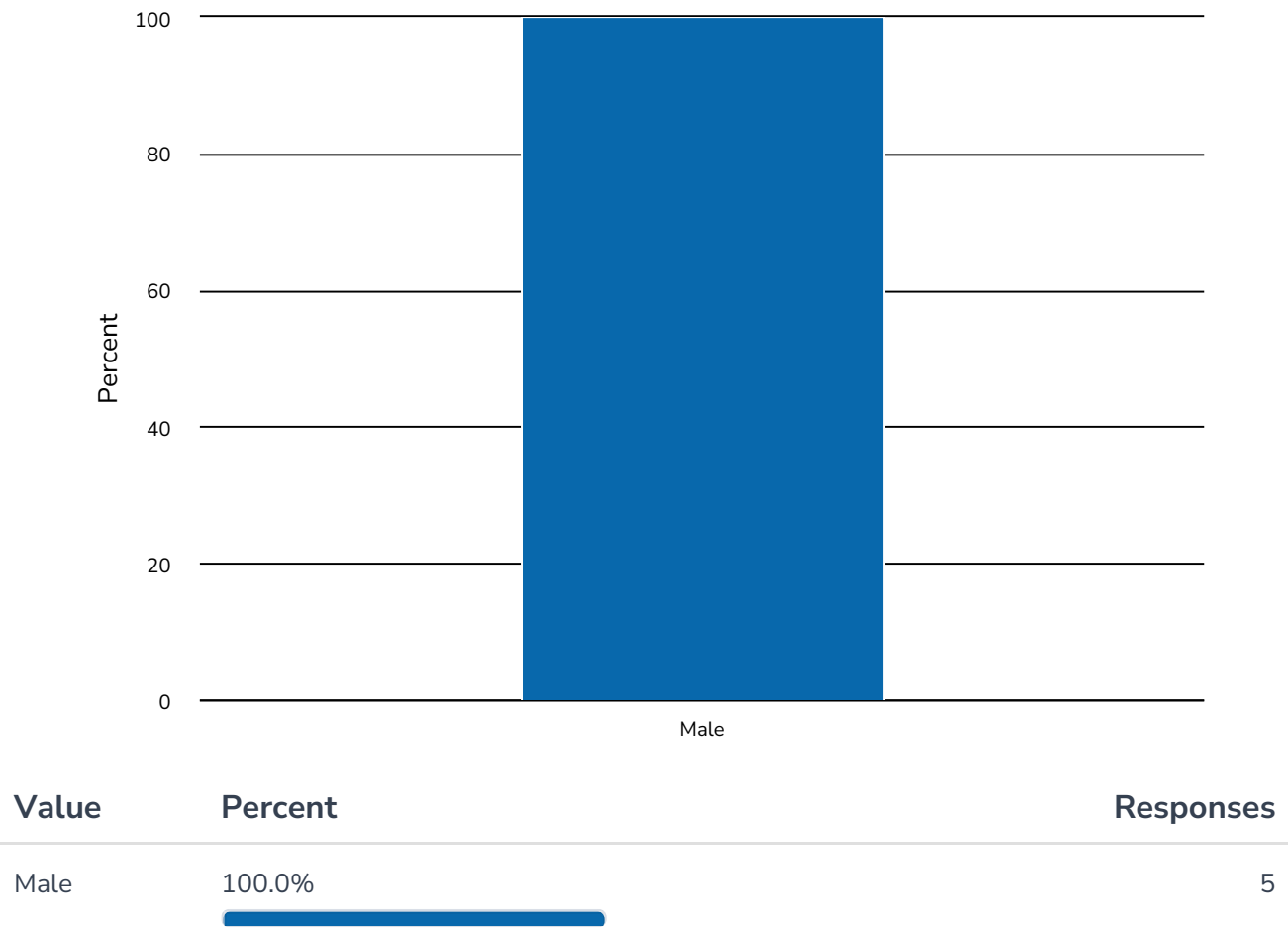
Value	Percent	Responses
African American or Black	40.0%	2
White	60.0%	3
Other Race	20.0%	1

12. What is your ethnicity?



Value	Percent	Responses
Hispanic/Latino	20.0%	1
Not Hispanic/Latino	80.0%	4

13. What is your sex?



14. Do you have any other comments or suggestions that you would like to add (Optional)?

ResponseID	Response
4	Bring more clients
7	For patients of HIV Poverello services are great. NOVA dental services are great. AHF Hotel Hosing program is great.

Listening Tour Session #1
HIVPC – PSRA and CEC
April 17, 2025

Summary

Introduction

S. Tinsley, Chair of the Community Empowerment Committee, opened the event at 3:08 PM by introducing herself, welcoming guests, and explaining the event's purpose. She then introduced the facilitator, Dr. Daisy Weibe, **Quality Management Clinician**, and shared her professional background. Dr. Weibe explained the event's format and led a discussion on the challenges clients face in accessing HIV-related medical care, particularly through the RYAN WHITE program.

Key Discussion Topics:

Community Awareness

- Several attendees highlighted issues like long appointment waiting times and the lack of awareness among private medical providers about RYAN WHITE services.
- One guest noted that although RYAN WHITE is widely recognized within the system of care, many non-HIV medical providers, such as general practitioners, dentists, and emergency room staff, are unfamiliar with the program.
- One participant explained that RYAN WHITE is considered the payer of last resort, and while doctors within the system are aware of the program, many outside it may not be.
- Other participants mentioned that RYAN WHITE is often misunderstood as a comprehensive insurance plan, emphasizing the need for broader outreach to educate non-traditional providers about the program.

Retention in Care

- The discussion turned to the challenges that people with HIV (PWH) face when trying to remain in care, particularly in terms of medication, access, and adherence.
- Barriers include complex insurance processes, copays, and communication gaps between case managers and clients. Programs like PL Cares and peer navigators were discussed as important tools for adherence.
- The complexity of insurance, copays, and changes in coverage often make it difficult for clients to maintain consistent care.
- Providers and attendees also discussed the difficulty of connecting clients with services, with several highlighting gaps in communication, particularly between case managers and clients.

Housing

- Several speakers discussed the limitations of housing programs like Healthcare and Housing Opportunity (H2O) (a Palm Beach program) and Housing Opportunities for People With AIDS (HOPWA).
- There was consensus that affordable housing is a significant issue in Broward and Palm Beach, and that more comprehensive support is needed to help clients sustain housing once they are placed. *"Clients are frustrated because they are just above the income threshold and now find themselves ineligible for housing programs. These restrictions prevent them from accessing the services they need. How can we overcome this barrier?"*
- One provider voiced frustration over income thresholds that prevent clients from accessing housing programs.
- Some clients struggle to maintain subsidized housing due to a lack of life skills.

Types of Life Skills Highlighted or Suggested:

1. Financial Management Skills:

- Budgeting: Understanding how to create and stick to a household budget (e.g., tracking expenses, prioritizing essential payments like rent and utilities).
- Bill Payment: Learning how and when to pay bills on time to avoid eviction or service shut-offs.
- Saving Strategies: Basics of building an emergency fund, even on limited income.

2. Housing Maintenance Skills:

- Housekeeping: Basic cleaning routines to maintain a safe, hygienic living space (e.g., keeping kitchens and bathrooms clean to prevent pest infestations).
- Property Care: Minor upkeep responsibilities, like proper trash disposal and alerting landlords to maintenance issues promptly.

3. Navigating Housing Systems:

- Understanding Lease Agreements: Knowing tenant rights and responsibilities, understanding rental agreements, and recognizing lease violations.
- Communication with Landlords: How to maintain open and respectful communication with property managers or landlords.

4. Self-Sufficiency & Independence:

- Time Management: Keeping up with appointments (e.g., recertifications for housing programs).

- Organizational Skills: Maintaining important documents (e.g., pay stubs, benefit letters) that are often required for ongoing eligibility in housing programs.
- 5. Health & Safety Awareness:
 - Personal Health Practices: Maintaining personal hygiene and wellness to avoid issues that could jeopardize housing stability.
 - Safety Practices: Knowing how to use appliances safely and understanding basic home safety protocols.
- 6. Community Living Skills:
 - Respectful Neighbor Relations: Learning how to live cooperatively in shared spaces or apartment complexes, including noise control and resolving conflicts amicably.

Mental Health and Behavioral Health

- Mental health and behavioral health services were also discussed, with attendees expressing concern about their availability and the barriers created by insurance requirements.
- In Palm Beach, clients are routinely screened for mental health and substance abuse needs. There is enough capacity to meet these needs, although some challenges remain with insurance and provider credentialing.

Additional Points

- Oral health, food services, and emergency financial assistance were flagged as priority areas.
- The group discussed the evolving landscape of HIV care, with HIV being increasingly integrated into primary care, which may reduce stigma but requires continued provider education.

System Improvement Ideas

- Participants emphasized:
 - Improving outreach to non-traditional providers,
 - Enhancing case manager-client communication, and
 - Integrating services (medical, mental health, case management) at single locations where possible.

Wrap-Up

B. Barnes, PSRA Chair, announced the next listening tour at Broward Regional Health Planning Council from 6 PM to 8 PM, with the final session in the south in the morning. He thanked Daisy for facilitating, AHF for hosting, and BRHPC for coordinating. He noted that concerns from the April 2024 listening tour were integrated into the Part A Office's Request for Funding Proposal (RFP) process.

Conclusion

The event highlighted the need for greater integration of services to serve the HIV community better, especially as many PWH are aging and require specialized care. Overall, the event underscored the importance of collaboration and outreach to address gaps in care, whether educating non-Ryan White providers about the Ryan White Program, improving communication between case managers and clients, or ensuring that mental health and housing services are more accessible and effective.



OFFICE OF INTERGOVERNMENTAL AFFAIRS

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

April 22, 2025

Colby Williams



Dear Mr. Williams:

The Broward County Board of County Commissioners was pleased to appoint you HIV Health Service Planning Council on April 22, 2025. As a member of this council, you are a public officer subject to Chapter 112, Part III, of the Florida Statutes which is the "Code of Ethics for Public Officers and Employees."

The following documents have been sent electronically. Please become familiar with your legal responsibilities and the various disclosure requirements as a member of this board:

1. 2025 Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees that summarizes the ethics laws.
2. Terms of appointees to Broward County boards, authorities, and agencies; quorum, Chapter 1, Article XII, Section 1-233 of the Broward County Code.
3. Prohibition on Lobbying by advisory board members, including the "Lobbying Restriction Chart," Chapter 26, Article V, Section 26-70 of the Broward County Code.
4. Acceptance of gifts by members of County boards and Gift Restriction Decision Chart, Chapter 26, Article V, Section 26-70.1.
5. Disclosing the representation of others before agencies, Chapter 26, Article V, Section 26-76 of the Broward County Code. ***If Section 26-76 applies to you***, you must also file Form 2 Quarterly Client Disclosure and return to Supervisor of Elections.
6. Broward County Advisory Boards Policies.
7. Board Overview Document.
8. Acknowledgment of Receipt of Documents - **sign and return to board coordinator.**

Please contact Rosiere Michele at (954)-561-9681 regarding the next meeting. In the meantime, if you have any questions, please contact me at 954-357-5934 or boards@broward.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Naomi Labazy", written over a circular stamp.

Naomie Labazy
Boards Administrator

C: C. Marty Cassini, Director, Office of Intergovernmental Affairs
Rosiere Michele, Board Coordinator, HIV Health Service 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
www.broward.org



OFFICE OF INTERGOVERNMENTAL AFFAIRS

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

Handout H2

April 22, 2025

Jonathan Rogers

Dear Mr. Rogers:

The Broward County Board of County Commissioners was pleased to appoint you HIV Health Service Planning Council on April 22, 2025. As a member of this council, you are a public officer subject to Chapter 112, Part III, of the Florida Statutes which is the "Code of Ethics for Public Officers and Employees."

The following documents have been sent electronically. Please become familiar with your legal responsibilities and the various disclosure requirements as a member of this board:

1. 2025 Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees that summarizes the ethics laws.
2. Terms of appointees to Broward County boards, authorities, and agencies; quorum, Chapter 1, Article XII, Section 1-233 of the Broward County Code.
3. Prohibition on Lobbying by advisory board members, including the "Lobbying Restriction Chart," Chapter 26, Article V, Section 26-70 of the Broward County Code.
4. Acceptance of gifts by members of County boards and Gift Restriction Decision Chart, Chapter 26, Article V, Section 26-70.1.
5. Disclosing the representation of others before agencies, Chapter 26, Article V, Section 26-76 of the Broward County Code. ***If Section 26-76 applies to you***, you must also file Form 2 Quarterly Client Disclosure and return to Supervisor of Elections.
6. Broward County Advisory Boards Policies.
7. Board Overview Document.
8. Acknowledgment of Receipt of Documents - **sign and return to board coordinator.**

Please contact Rosiere Michele at (954)-561-9681 regarding the next meeting. In the meantime, if you have any questions, please contact me at 954-357-5934 or boards@broward.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Naomie Labaty", is written over a circular stamp.

Naomie Labaty
Boards Administrator

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

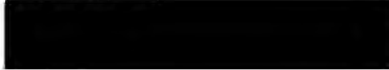


OFFICE OF INTERGOVERNMENTAL AFFAIRS

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

April 22, 2025

Shalisa Hafley



Dear Ms. Hafley:

The Broward County Board of County Commissioners was pleased to appoint you HIV Health Service Planning Council on April 22, 2025. As a member of this council, you are a public officer subject to Chapter 112, Part III, of the Florida Statutes which is the "Code of Ethics for Public Officers and Employees."

The following documents have been sent electronically. Please become familiar with your legal responsibilities and the various disclosure requirements as a member of this board:

1. 2025 Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees that summarizes the ethics laws.
2. Terms of appointees to Broward County boards, authorities, and agencies; quorum, Chapter 1, Article XII, Section 1-233 of the Broward County Code.
3. Prohibition on Lobbying by advisory board members, including the "Lobbying Restriction Chart," Chapter 26, Article V, Section 26-70 of the Broward County Code.
4. Acceptance of gifts by members of County boards and Gift Restriction Decision Chart, Chapter 26, Article V, Section 26-70.1.
5. Disclosing the representation of others before agencies, Chapter 26, Article V, Section 26-76 of the Broward County Code. ***If Section 26-76 applies to you***, you must also file Form 2 Quarterly Client Disclosure and return to Supervisor of Elections.
6. Broward County Advisory Boards Policies.
7. Board Overview Document.
8. Acknowledgment of Receipt of Documents - **sign and return to board coordinator.**

Please contact Rosiere Michele at (954)-561-9681 regarding the next meeting. In the meantime, if you have any questions, please contact me at 954-357-5934 or boards@broward.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Naomie Labaty", enclosed within an oval-shaped stamp.

Naomie Labaty
Boards Administrator

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



OFFICE OF INTERGOVERNMENTAL AFFAIRS

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

May 20, 2025

Natalie Tyler



Dear Ms. Tyler:

The Broward County Board of County Commissioners was pleased to appoint you HIV Health Service Planning Council on May 20, 2025. As a member of this council, you are a public officer subject to Chapter 112, Part III, of the Florida Statutes which is the "Code of Ethics for Public Officers and Employees."

The following documents have been sent electronically. Please become familiar with your legal responsibilities and the various disclosure requirements as a member of this board:

1. 2025 Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees that summarizes the ethics laws.
2. Terms of appointees to Broward County boards, authorities, and agencies; quorum, Chapter 1, Article XII, Section 1-233 of the Broward County Code.
3. Prohibition on Lobbying by advisory board members, including the "Lobbying Restriction Chart," Chapter 26, Article V, Section 26-70 of the Broward County Code.
4. Acceptance of gifts by members of County boards and Gift Restriction Decision Chart, Chapter 26, Article V, Section 26-70.1.
5. Disclosing the representation of others before agencies, Chapter 26, Article V, Section 26-76 of the Broward County Code. ***If Section 26-76 applies to you***, you must also file Form 2 Quarterly Client Disclosure and return to Supervisor of Elections.
6. Broward County Advisory Boards Policies.
7. Board Overview Document.
8. Acknowledgment of Receipt of Documents - **sign and return to board coordinator.**

Please contact Rosiere Michele at (954)-561-9681 regarding the next meeting. In the meantime, if you have any questions, please contact me at 954-357-5934 or boards@broward.org.

Sincerely,

Naomie Labaty
Boards Administrator

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



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

May 28, 2025

Alondra Machado



RE: Attendance, Priority Setting and Resource Allocation Committee (PSRA)

Dear Alondra,

We greatly appreciate your participation in the HIV Health Services Planning Council and your contributions as a member of the PSRA Committee.

I am writing to inform you that you are nearing the maximum number of unexcused absences allowed for PSRA meetings, as outlined in Article IV, Section 13 of the Broward County Code of Ordinances.

Our records show that you missed the scheduled PSRA meetings on March 20, 2025, and May 15, 2025. Should you miss the next PSRA meeting, tentatively scheduled for June 18, 2025, at 12:00 PM, you will automatically be removed from the Committee.

According to the County ordinance and Council bylaws, any member with three consecutive unexcused absences or four unexcused absences in a calendar year will be automatically removed.

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

Thank you once again, for your time and involvement in the HIVPC.

Sincerely,

Lorenzo Robertson
Chair, HIV Planning Council

cc: Brad Barnes, Chair, PSRA

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



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

Handout H6

May 28, 2025

Karen Creary



RE: Membership/Council and Development Committee (MCDC) and Planning Council

Dear Karen,

We greatly appreciate your participation in the HIV Health Services Planning Council and your contributions as a member of the MCDC Committee.

I am writing to inform you that you are nearing the maximum number of unexcused absences allowed for MCDC meetings and Planning Council, as outlined in Article IV, Section 13 of the Broward County Code of Ordinances.

Our records indicate that you were absent from the MCDC meetings held on March 13, 2025, and April 10, 2025, as well as the HIVPC General Body meetings on March 27, 2025, and April 24, 2025. Please note that if you miss the upcoming HIVPC meeting, tentatively scheduled for June 26, 2025, at 5:30 PM, you will be automatically removed from the Planning Council.

According to the County ordinance and Council bylaws, any member with three consecutive unexcused absences or four unexcused absences in a calendar year will be automatically removed.

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

Thank you once again, for your time and involvement in the HIVPC.

Sincerely,

Lorenzo Robertson
Chair, HIV Planning Council

cc: Dr. Timothy Moragne, Chair, MCDC
Chair

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



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

May 28, 2025

Pranav Madadi,



RE: HIV General Body Attendance

Dear Pranav,

We greatly appreciate your participation in the HIV Health Services Planning Council and your contributions as a member of the CEC Committee.

I am writing to inform you that you are nearing the maximum number of unexcused absences allowed for HIVPC General Body meetings, as outlined in Article IV, Section 13 of the Broward County Code of Ordinances.

Our records indicate that you were absent from the HIVPC General Body meetings held on March 27, 2025, and April 24, 2025. Please note that if you miss the upcoming HIVPC meeting, tentatively scheduled for June 26, 2025, at 5:30 PM, you will be automatically removed from the Planning Council.

According to the County ordinance and Council bylaws, any member with three consecutive unexcused absences or four unexcused absences in a calendar year will be automatically removed.

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

Thank you once again, for your time and involvement in the HIVPC.

Sincerely,

Lorenzo Robertson
Chair, HIV Planning Council

cc: Shawn Tinsley. CEC Chair

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



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

May 28, 2025

Rev. Robert Hadley



RE: Membership/Council and Development Committee (MCDC)

Dear Robert,

We greatly appreciate your participation in the HIV Health Services Planning Council and your contributions as a member of the MCDC Committee.

I am writing to inform you that you are nearing the maximum number of unexcused absences allowed for HIVPC General Body meetings, as outlined in Article IV, Section 13 of the Broward County Code of Ordinances.

Our records indicate that you were absent from the MCDC meetings held on March 13, 2025, and April 10, 2025. Please note that if you miss the upcoming MCDC meeting, tentatively scheduled for July 10, 2025 at 9:30AM, you will be automatically removed from the committee.

According to the County ordinance and Council bylaws, any member with three consecutive unexcused absences or four unexcused absences in a calendar year will be automatically removed.

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

Thank you once again, for your time and involvement in the HIVPC.

Sincerely,

Lorenzo Robertson
Chair, HIV Planning Council

cc: Dr. Timothy Moragne, 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

Broward County HIV Health Services Planning Council
COMMITTEE MEMBERSHIP APPLICATION



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

This application enables the applicant to join a committee(s), but not the general body of the planning council. In order to join the general body, see the HIVPC Membership Application.



Dear Interested Party,

Please be aware that this application and all of 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.

Application Process

```
graph LR; A[Complete application and submit to PCS staff.] --> B[Receive approval from the chair(s) of the desired committee(s)]; B --> C[Receive approval from the HIVPC General Body];
```

Complete application
and submit to PCS
staff.

Receive approval from
the chair(s) of the
desired committee(s)

Receive approval from
the HIVPC General
Body

***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



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: Olivia Last Name: Davy

Home Address: [REDACTED] Home Phone: _____

City, State, Zip Code [REDACTED] Cell Phone: [REDACTED]

Employer (if applicable): PepsiCo Occupation/Title: Transformation Asst.

Business Address: Remote Business Phone: _____

City, State, Zip Code: _____ Fax: _____

Home Email: Olivia.davy@aol.com Business Email: _____

➤ 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

➤ What is your sex? (check one):

☐ Male ☐ Female ☐ 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):

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



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



➤ **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) ☐ Perinatal Transmission (Mother to Child) ☐ Man who has sex with Men (MSM) ☐ MSM/IDU ☐ Blood Transfusion ☐ 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



Committees of the Broward County HIV Health Services Planning Council:

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.

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.

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, 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 and client training and education.

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 various groups by engaging community resources to eliminate inefficiencies in access to services.

Which committee(s) are you interested in serving on? (See previous page for an explanation of committee responsibilities)

☐ Community Empowerment Committee (CEC)

☒ Membership/Council Development Committee (MCDC)

☐ Priority Setting & Resource Allocation Committee (PSRA)

☒ Quality Management Committee (QMC)

☒ System of Care Committee (SOC)

Provide a brief statement explaining your interest in the HIVPC and the HIV/AIDS planning process, including your background relative to HIV/AIDS (volunteer, professional, personal) and/or other relevant experience and expertise. You may also attach your resume or additional information.

I recently graduated with my Master's in Public Health from Nova Southeastern University. I am interested in the HIV/AIDS planning process to gain experience and exposure towards my passions of reducing homelessness. I was an intern at TaskForce Fore Ending Homelessness, where I provided resource guidance and contributed to weekend outreach assessment locations, where I interacted with homeless individuals.



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): _____

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

OD I have received, read, and understand the HIV Health Services Planning Council Meeting Ground Rules and agree to abide by them at all Committee meetings.

OD I understand that serving on a Committee will require at least three hours per month, and that excessive absence will result in my removal from a Committee. I acknowledge that I am aware of the Planning Council Attendance Policy: a member is automatically removed from a Committee if he/she misses three (3) consecutive meetings or four (4) meetings in a year in accordance with the County Ordinance.

OD 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.

Applicant Signature

6/14/2025
Date

Committee Chair Signature

Date

Committee Chair Signature

Date

HIVPC Chair Signature

Date

For PCS Staff Only

Action Taken:

Review Minutes from: _____

Aaron Cutright

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

07/01/2025

Chair: Lorenzo Robertson
Broward County HIV Planning Council
200 Oakwood Blvd Suite #100
Hollywood, FL 33020

Dear Lorenzo Robertson & staff,

I am writing to formally resign from my position on the Broward County HIV Planning Council, effective July 1, 2025.

Due to a recent change in my residence, I no longer live within Broward County, which is a requirement for council membership. While I have greatly valued the opportunity to serve our community through the Planning Council, I understand the importance of adhering to the residency requirements, and therefore, I must step down.

It has been a privilege to contribute to the council's mission, and I am grateful for the collaboration and dedication demonstrated by my fellow members. I remain committed to supporting the council's work in any appropriate way from my new location.

Thank you again for the opportunity and for your understanding.

Sincerely,

Aaron Cutright
Aaron Cutright

From: Pranav Madadi [REDACTED]
Sent: Wednesday, July 2, 2025 8:22 AM
To: HIVPC <hivpc@BRHPC.ORG>
Subject: Resignation

Hello!

I hope this message finds you well. I'm writing to formally resign from my position on the HIV Planning Council.

Due to an unexpected family situation, I will be relocating to India for the next year and will be unable to fulfill my responsibilities on the Council during that time. It has been a true honor to serve alongside such passionate and dedicated individuals, and I remain deeply committed to the mission of advancing equitable HIV prevention and care.

Thank you for the opportunity to be part of this impactful work. I am grateful for all that I've learned and contributed, and I look forward to staying connected in the future.

Sincerely,

Pranav Madadi

BRHPC Email Disclaimer: The contents of this e-mail message and any attachments are confidential and are intended solely for the addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or at 954.561.9681 and delete this message and its attachments, if any.



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 tande-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'appale-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 nesèsè 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.