

MEETING AGENDA

Committee: Community Empowerment Committee & Membership/Council Development Committee

Date/Time: February 11, 2021 at 9:30 a.m.

Location: WebEx

MCDC Chair: Vincent Foster **MCDC Vice Chair:** Timothy Moragne

CEC Chair: Vacant **CEC Vice Chair:** Andrew Ruffner

MCDC Purpose: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PLWHA; Passionately engage 100 Community Members and recruit 7 members to the HIVPC.

CEC Purpose: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing.

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*

2. **APPROVALS:** 02/11/21 Agenda, 10/06/20 Minutes

3. **JOINT MEETING BUSINESS**

I. **MCDC & CEC Joint Activity**

MCDC Work Plan Activity 4.1 Collaborate with other Committees of the HIVPC to participate in activities.

CEC Work Plan Activity 1.1: Engage consumers in townhalls/listening sessions.

ACTION ITEM: Discuss the current status of the HIVPC Recruitment video.

END OF JOINT MEETING

4. **MEETING ACTIVITIES/NEW BUSINESS**

I. **MCDC Membership Strategy (Handout A)**

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

ACTION ITEM: Review the HIVPC membership strategy and determine the best course of action to address vacancies.

5. **STANDARD COMMITTEE ITEMS (10 minutes)**

I. **Current Applicants, Interested Parties, and Appointments (Handout Provided in Meeting)**

Work Plan Objective 1: Ensure HIVPC is representative and reflective

ACTION ITEM: Review application.

6. **UNFINISHED BUSINESS**

7. **RECIPIENT REPORT**

VISION: To ensure the delivery of high-quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care

Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

8. PUBLIC COMMENT

9. MEMBER TASKS

10. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: March 11, 2021 at 9:30 a.m. **Venue:** WebEx

CEC – Date: March 2, 2021 at 3:00 p.m. **Venue:** WebEx

11. ANNOUNCEMENTS

12. ADJOURNMENT

**FOR A DETAILED DISCUSSION ON ANY OF THE ABOVE ITEMS,
PLEASE REFER TO THE MEETING MINUTES.**

Meeting Packets are available at: [The HIV Planning Council Website](http://www.brhpc.org/programs/hiv-planning-council/)
(<http://www.brhpc.org/programs/hiv-planning-council/>)

PLEASE COMPLETE YOUR MEETING EVALUATIONS

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

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

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FY 2020-21 Community Empowerment Committee Work Plan									
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The work plan is intended to help guide the work of the committee and to assist the Community Empowerment Committee in achieving its objectives in the coming year.

For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing.

Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Engage consumers in townhalls/listening sessions	At Minimum Bi-Annually	CEC/Staff/Facilitator	Consumer Involvement	Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole.				X	X							
1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA	Annually	CEC/Staff	Data driven PSRA process	Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data				X								
1.3 Educate CEC members on HIVPC & Ryan White Part A	Monthly	Recipient/Staff	Increased knowledge of HIVPC & Ryan White Program among CEC members	Provide presentations regarding topics of interest about the HIV Planning Council, its Committees, and the Ryan White Part A Program.	X			X	X		X	X	X	X	X	X
1.4 Host focus groups to receive feedback from populations of focus and/or selected audiences	At Minimum Bi-Annually	Staff/Facilitator	Utilize feedback in PSRA process and future CEC and MCDC event planning efforts	Determine populations to include in focus group and what kind of information would be of use. Populations are not limited to consumers; they may include other community members as applicable. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies. Utilize any relevant recommendations that may inform the work of CEC.				X								

Objective 2: Promote education and awareness to affirm support for PLWHA (Integrated Plan Strategy 3.2.a)	
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Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Recommend creation or revision of promotional literature to MCDC	As Needed	CEC	Collaboration with MCDC to inform the community about HIVPC	Determine information useful to the community in understanding the role of the HIVPC. Provide this information to MCDC to update or create promotional literature.												
2.2 Distribute promotional literature - physically and electronically - to the community	Ongoing	CEC/Staff	Increased consumer awareness of HIVPC	CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff Team will distribute HIVPC and HIV-related information to its community listserv.												
2.3 Analyze survey results for each community event, including outreach, trainings and community forums	Ongoing	Staff/CEC	Measure event outcomes	Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives								X				
2.4 Partner with HIV stakeholders to engage in community events	Ongoing	CEC	Develop consistent presence at community events	Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BTAN, Latinos En Accion, SFAN)					X			X				

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

[illegible]

FY 2020-21 Membership/Council Development Committee Work Plan					
Item #	Description	Responsible Party	Status	Due Date	Comments
1	Review and update the Council Development Committee's mission statement.	Chairperson	In Progress	March 31, 2021	
2	Conduct a survey of current members to assess their needs and interests.	Members	Completed	February 15, 2021	
3	Develop a plan to increase membership diversity.	Chairperson	In Progress	April 30, 2021	
4	Organize a community outreach event to promote the organization's services.	Members	Pending Approval	May 15, 2021	
5	Evaluate the effectiveness of the organization's communication channels.	Chairperson	In Progress	June 30, 2021	

The work plan is intended to help guide the work of the committee and to assist the Membership/Council Development Committee in achieving its objectives in the coming year.

For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

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

Passionately engage 100 Community Members and recruit 7 members to the HIVPC.

Objective 1: Ensure HIVPC is representative and reflective

[illegible]

Objective 2: Member selection process and application procedure development

[illegible]

Objective 3: Recruitment & Engagement Efforts

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 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.												
3.2 Collaborate with HIV stakeholders to create engagement opportunities	Ongoing	MCDC/ HIVPC	Increased community awareness	Provide brief overviews of the HIVPC at HIV stakeholder events.							X					
3.3 Develop engagement opportunities for the HIVPC in the community	Ongoing	MCDC	Increased community awareness	Create opportunities for HIVPC to engage and recruit community members.								X				
3.4 Host ongoing Orientations for prospective members on the scope of committees and expectations of new members	As Needed	MCDC	Strategic recruitment of new members	Train prospective members on topics relevant to HIVPC membership. Topics include education about the 3 guiding principles, the Ryan White Program, and the functions of the HIVPC Standing Committees.				X								
3.5 Review Recruitment & Retention tools from other jurisdictions	Monthly	MCDC	Increased member awareness of recruitment and retention strategies	At each meeting, an MCDC member will present a recruitment or retention tool utilized by other jurisdictions. This will facilitate discussion of potential new strategies.	X						X					

Objective 4: Planning Council Development and Committee Collaboration

[illegible]

MEETING MINUTES

Committee: Community Empowerment Committee & Membership/Council Development Committee

Date/Time: Tuesday, October 6, 2020 3:00 p.m.

Location: Virtual Meeting Room

CEC Chair: Vacant **CEC Vice-Chair:** Andrew Ruffner

MCDC Chair: Vincent Foster **MCDC Vice-Chair:** Timothy Moragne

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Bhrangger, R.	X		Scott, S.
2	Biggs, V.	X		Thompson, T.
3	Franks, H.	X		
4	Gunion, D.		A	HIVPC Staff
5	Lewis, V.		A	Oratien, V.
6	Marcoviche, W.	X		Ukpai, F.
7	Robertson, L.	X		Seitchick, J.
8	Ruffner, A. Vice-Chair	X		Guice, M
9	Shore, R.	X		
10	Wilson, I.	X		Guests
				Cutright, A.
				Wiley, E.
				Arencibia, Y.
				Pabon, N.
				Moragne, T.
				Foster, V.
Quorum = 6		8		

1. CALL TO ORDER:

The Vice-Chair called the meeting to order at 3:03 p.m. and welcomed all present. The Vice-Chair notified attendees that the CEC meeting is based on Florida's "Government-in-the-Sunshine Law" and meeting reporting requirements, which includes the recording of 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. A moment of silence was observed, and introductions were made by all in attendance.

2. APPROVALS:

Motion #1: To approve the 10/06/2020 meeting agenda.

Proposed by: Franks, H. **Seconded by:** Wilson, I.

Action: Passed Unanimously

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Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

Motion #2: To approve meeting minutes of 07/14/2020.

Proposed by: Robertson, L. **Seconded by:** Biggs, V.

Action: Passed Unanimously

3. JOINT MEETING BUSINESS

- I. CEC & MCDC Joint Meeting: The CEC Vice Chair began the meeting with a discussion around planning a joint event with the Membership/Council Development Committee (MCDC). The Committees discussed hosting a virtual event to include a community dialogue around the COVID-19 pandemic's impact on barriers to accessing services and participating in community events. The event's goal would be to inform community members of activities and possibilities to participate in those Planning Council activities. A member discussed challenges with engaging the needed demographics outlined by HRSA and noted accessibility and little-to-no technological proficiency as potential barriers to participation.

The John Snow Inc. (JSI) technical assistance (TA) representative mentioned that the TA plan's goal is to engage Planning Council members in video and photo formats and suggested centering events around National HIV Awareness days to unveil the content created. The representative also recommended using the social media of partner organizations like the AIDS Healthcare Foundation (AHF), the World AIDS Museum (WAM), to promote the Committee's virtual events and highlight other video and photo content to encourage participation.

A member emphasized the challenge with community members being able to access content in the virtual world. It was suggested that the Committee develop a campaign as an alternative approach to engagement that explains what the Planning Council is and the importance of Ryan White enrollees' input as program participants. The member reiterated the importance of specifically developing activities that engage community members who utilize Ryan White services. Earlier this year, PCS staff used this method of outreach by assembling 2,000 packets which contained information about the Planning Council. These packets were distributed to ADAP clients with their medication. From that, PCS received one phone call, but no interests.

After much discussion, the Committee voted in favor of developing a recruit video which will include testimonies from current HIV Planning Council members, and footage from Planning Council and Sub-Committee meetings. The videos will be shared with Ryan White providers to be played on a loop in waiting rooms and shared on social media platforms. The CEC will also upload filmed meetings and events on social media to increase traffic and assess the content's impact.

Motion #3: To work with JSI to develop a promotional video to recruit new members.

Proposed by: Moragne, T. **Seconded by:** Foster, V.

Action: Passed Unanimously

4. MEETING ACTIVITIES/NEW BUSINESS

- I. CEC Event Review (Handout A): Planning Council Support (PCS) staff presented survey results from the Broward Ryan White Part A Office's *Ryan White & You: The Simple Facts* video Launch. The event, which took place on Tuesday, July 21, 2020 at 7:00 p.m., featured community discussion around the video series and a question and answer segment. The Zoom call had over 15 participants, and the live stream on Facebook reached approximately 534 individuals.
- II. CEC Leadership: The CEC Vice Chair discussed the open Chair position and encouraged members to consider stepping into the leadership role. The CEC Chair position has been vacant for a few months, and it is important to have a consumer represented in leadership for the CEC. PCS staff outlined the requirements to be a CEC Chair and touched on some of the responsibilities.

5. STANDARD COMMITTEE ITEMS

6. UNFINISHED BUSINESS

None.

7. RECIPIENT REPORT

A representative of the Recipient's Office shared that they are in the process of issuing contracts to service providers within the next week. It was also announced that the Recipient's Office had completed their grant application and are anticipating continued support to accomplish the work of the Ryan White Part A Program.

8. PUBLIC COMMENT

None.

9. MEMBER TASKS

10. AGENDA ITEMS/TASKS FOR NEXT MEETING: November 12, 2020 at 9:30 a.m. **Venue:** TBD

- I. Stop, Start, Continue Exercise
- II. CEC Development

11. ANNOUNCEMENTS

None.

12. ADJOURNMENT

The meeting was adjourned at 4:44 p.m.



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

CEC Attendance CY2020

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	7	4	3	C	C	2	7	14	C	CX	6		
1	1	0	1	Bhrangger, R.	X	X	X			X	X	X			X		
1	1	0	2	Biggs, V.			N - 6/19			X	X			X			
1	1	0		Dennis, B. <i>Chair</i>	X	X	X			X	X		Z - 7/13				
0	0	0	3	Franks, H.	X	X	X			X	X	X		X			
0	0	0	4	Gunion, D.	X	X	A			X	X	E		A			
1	1	2	5	Lewis, V.	X	E	A			X	E	E		A			
1	1	0	6	Marcoviche, W.	X	X	X			X	X	X		X			
1	1	3		Martinez, G.	X	A	A			A			R - 6/2				
0	1	1	7	Robertson, L.	X	A	X			X	X	X		X			
0	0	0	8	Ruffner, A., V. <i>Chair</i>	X	X	X			X	X	X		X			
0	0	1	9	Shore, R.	X	A	X			X	X	X		X			
0	0	0	10	Wilson, I.			N - 6/19			X	E			X			
				Quorum = 6	10	6	7	0	0	9	10	7	0	0	8	0	0

Legend:

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

MCDC Attendance CY2020

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	13	12	C	C	11	9	C	10	6			
0	0	1	1	Arencibia, Y.		X	A			X	X		X	X			
0	0	0	2	Cutright, A.		X	X			X	X		X	X			
0	0	0	3	Foster, V. <i>Chair</i>		X	X			X	X		X	X			
1	1	1	4	Katz, H.B.		X	E			X	E		X	A			
0	0	0	5	Moragne, T.		X	X			X	X		X	X			
0	0	1	6	Wilson, I.			N - 6/19			E			A	X			
				Quorum = 4	0	5	3	0	0	5	4	0	5	5	0	0	

Legend:

X - present
 A - absent
 E - excused
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MCDC Membership Strategy

Member Budget

Member Mix	Current	Goal
Job-Based Seat*	13	18
Consumer Seat	4	14
NECL Seat**	3	3
Total Membership	20	35
Unaffiliated Consumers (%)	27%	37%
Alternates	0	3

*Job-based seats are those seats filled based on the basis of employment

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

Seats Currently Filled:

- Affected Communities (Consumers)
- Board of County Commissioners member
(per Broward County Ordinance 12.108.b.)
- Prevention
- Part B
- Part C
- Part D
- Part F
- Health Care Providers/FQHCs
- ASO/CBO
- Mental Health
- Local Prison
- NECL

Open Job-Based Seats:

- VA or other federally funded program providing treatment for HIV
 - follow-up is taking place with VA representatives
- HOPWA
 - recruit identified
- Medicaid
 - recruit identified
- Substance Abuse
 - recruit identified
- Social Services incl. Housing & Homeless
 - recruit identified
- Hospital or Health Care Planning Agency
 - potential seat change
- Local Public Health Agency
 - follow-up is taking place with a potential representative

MCDC Membership Strategy

Open Consumer Seats:

- Affected Communities (Consumers)
- Alternates

Seats to Sunset:

- Hepatitis B or C
- Indian Tribe

Recommended Course of Action:

- **Include the Board of County Commissioners representative in the member count.** This seat has been filled on the Council but has not been counted toward the total number of members.
- **Bring job-based members on slowly** to coincide with new unaffiliated consumer members. If all the currently recruits for job-based seats came on at the next meeting, consumer representation would decrease from (6 of 22) 27% to (6 of 26) 23%.
- **MCDC must focus on bringing unaffiliated consumers onto the HIV Planning Council.** The Committee must implement its Recruitment & Retention Plan and increase consumer representation to reach the mandated 33%.