



Broward County HIV Health Services Planning Council Membership/Council Development Committee

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Website: www.brhpc.org

Jeri Pryor
Chair

H. Bradley Katz
Vice Chair

Mizell Center
1409 SW 6th Street
Ft. Lauderdale, 33311

Agenda

Thursday, January 5, 2012 at 9:00 a.m.

1. Call to Order <i>Please sign-in</i>	Chair
2. Moment of Silence	Chair
3. Welcome and Introductions A. Review Meeting Ground Rules and Statement of Sunshine B. Review Public Comment (Please Sign-in at Front of Room) C. Committee Member Introductions D. Guest Introductions	Chair
4. Approve Today's Agenda	Chair
5. Approve 11/3/11 Meeting Minutes	Chair
6. Review Attendance (Handout A) A. Planning Council B. Committees	HIVPC Support Staff Committee Members
7. Review Planning Council Demographics and Vacancies (Handout B)	HIVPC Support Staff Committee Members
8. Review Current Applicants and Interested Parties (Handout C) A. Current Applicants B. Interested Parties C. Membership Roster	HIVPC Support Staff Committee Members
9. Old Business/New Business A. Review Work Plan (Handout D) ▪ Recruitment Plan Review/Update B. Orientation Schedule	Committee Members
10. Public Comment	Members of the Public
11. Agenda Items for Next Meeting	Chair
12. Next Meeting Date: Thursday, 03/01/12 at 9:00 a.m.	Chair
13. Adjournment	Chair

Please complete meeting evaluation forms.

*Please be aware this meeting and all of the information stated thereof is a matter of public record under
Florida's Government in the Sunshine Law. [Florida Statute, Chapter 119.01](#)
Acknowledgement by participants of HIV status is not required, and if disclosed becomes a part of the public record.*

Membership/Council Development Attendance				
#	Members	Present	Absent	Guests
1	Jeri Pryor, Chair		X	John Greenwood
2	H. Bradley Katz, Vice Chair	X		Will Spencer*
3	Barbara Hanson-Evans	X		
4	Carl Roberson	X		
5	Demetrius Clanton		X	Grantee Staff
6	Doug Carson	X		Scott Silverman
7	Jodi Pearl	X		
8	Karen Creary	X		
9	Leroy Dyer	X		HIVPC Staff
10	Samantha Kuryla		X	Christina Bontempo
11	Tara Wilson		X	Faikah Hosein
	Quorum = 7	7	4	
*Present via phone				

1. Call to Order

The Vice Chair called the meeting to order at 9:29 a.m.

2. Moment of Silence

A moment of silence was observed.

3. Welcome and Introductions

The Chair welcomed everyone and self-introductions were made. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

4. Approval of the 11/03/11 Meeting Agenda

Motion #1	To "approve the 11/3/11 Meeting Agenda."
Proposed By	Carl Roberson
Seconded By	Leroy Dyer
Action	Passed Unanimously

5. Approval of the 7/7/11 Meeting Minutes

Motion #2	To "approve the 7/7/11 Meeting Minutes."
Proposed By	Karen Creary
Seconded By	Barbara Hanson Evans
Action	Passed Unanimously

6. Review Attendance

The Committee reviewed the Planning Council (HIVPC) and Committee attendance rosters.

A. Planning Council

- Jasmine Shirley is resigning from the mandated Part C seat. Claudette Grant has applied for a seat as Part C representative. Staff was asked to verify the resignation of Ms. Shirley.
- Leroy Crawford is to be appointed to a committee on November 17, 2011 at Planning Council.
- Regarding Monica Coscarelli's attendance, the following motion was made:

Motion #3	To "move Monica Coscarelli from HIVPC member to alternate, until circumstances allow her to attend regularly."
Proposed By	Karen Creary
Seconded By	Leroy Dyer
Action	Passed

Staff will notify Ms. Coscarelli of the recommendation.

B. Committees

The attendance policy for committees was discussed. Members who were in jeopardy of being automatically removed were sent letters regarding their membership status.

7. Review Planning Council Demographics and Vacancies

The Committee reviewed the Planning Council demographics. The following imbalances and vacancies were identified:

Council Imbalances			
FULL COUNCIL			
Imbalance	Epidemic	Council	Representation Issue
Hispanics	4	5	Overrepresented by 1
Other Race/Ethnicity	1	0	Underrepresented by 1
Ratio (Male : Female)	2.3 : 1	1 : 1	Females Overrepresented by 4

UNAFFILIATED PWA			
Imbalance	Epidemic	Council	Representation Issue
Hispanics	2	3	Overrepresented by 1
White, non-Hispanics	4	3	Underrepresented by 1
Ratio (Male : Female)	2.3 : 1	2.3 : 1	No discrepancy

Vacancies

- Affected Communities / Consumers; Community-Based Organization; Native American Representative; Prevention – Grantees of Other Federal HIV programs (including prevention); State Government – Medicaid; Hospital or Health Care Planning Agencies; Local public Health Agencies

PLWHA Representation

Not less than 33% of the Council shall be unaffiliated individuals who are receiving HIV-related services from Part A funded providers.

- Unaffiliated PLWHA represent 38% of HIV Planning Council members.

Provider Representation

The Committee will recommend for appointment no more than 40% of the Council Members who are providers of HIV-related services who receive funds under Part A of the CARE Act.

- The current Council membership is in compliance with this requirement.

8. Review Current Applicants and Interested Parties

A. Current Applicants

- Claudette Grant
- Mychell Stoakley
- Andrew Bush
- W. James Perigny
- Yolanda Reed

The Committee considered the demographics of applicants and voted to forward all applicants:

Motion #4	To “nominate Yolonda Reed to the HIVPC for an Unaffiliated Consumer seat.”
Proposed By	Karen Creary
Seconded By	Leroy Dyer
Action	Passed

Motion #5	To “nominate Claudette Grant to HIVPC as the Part C representative.”
Proposed By	Karen Creary
Seconded By	Leroy Dyer
Action	Passed

Motion #6	To “nominate Andrew Bush to the HIVPC for a Non-Elected Community Leader seat.”
Proposed By	Karen Creary
Seconded By	Jodi Pearl
Action	Passed

Motion #7	To “nominate W. James Perigny to the HIVPC for a Community Based Organization Representative seat.”
Proposed By	Karen Creary
Seconded By	Jodi Pearl
Action	Passed

Motion #8	To “nominate Mychell Stoakley to full Council in the Prevention seat.”
Proposed By	Karen Creary
Seconded By	Barbara Hanson-Evans
Action	Passed

Motion #9	To “appoint John Greenwood as a member of MCDC.”
Proposed By	Jodi Pearl
Seconded By	Leroy Dyer
Action	Passed

B. Tabled Applicants

There were no tabled applicants.

C. Interested Parties

There were no interested parties noted.

9. Discussion Items

- Evening meetings were discussed. Members agreed to continue holding meetings at the regularly scheduled time of 9:00 a.m.
- Meeting location after BRHPC’s move was discussed. Members agreed to hold their next meeting off-site and determine future meeting locations at their next meeting.

10. Old/New Business

A. Review Work Plan

The Committee reviewed their work plan; there was no additional discussion.

B. Public Comment

There was no public comment.

C. Agenda Items for Next Meeting

- Standing Agenda Items

15. Next Meeting Date

Thursday, January 5, 2012 at 9:00 a.m. at The Mizell Center (or Children’s Diagnostic and Treatment Center).

16. Adjournment

The meeting was adjourned at 11:10 a.m.

PLANNING COUNCIL & COMMITTEE ATTENDANCE REPORT

January 5, 2012

Attendance data is based on signatures from the respective Council/Committee Sign-In Sheets.

HIV Planning Council Attendance

Three consecutive or four unexcused absences in a calendar year constitute grounds for removal. A letter signed by the Planning Council Chair or Vice Chair will be sent to Council members and/or alternates and committee members at risk of exceeding allowed number of absences, informing them of their attendance record and stating that one more additional absence will result in their removal from the Council.

There were no attendance notices sent in the months of November or December

Two Consecutive Unexcused Absences in a Calendar Year

- One

Three Unexcused Absences in a Calendar Year

- One

Removals Due to Non-Attendance

- One

Removals Due to Change in Membership Category

- None
-

Committee Attendance

Two Consecutive Absences

- Six

Three Unexcused Absences in a Calendar Year

- Seven

Removals Due to Non-Attendance

- Eight
-

For additional details, please see attached spreadsheets.

2011 PLANNING COUNCIL ATTENDANCE

PLANNING COUNCIL

Member	1/27/11	2/17/11	2/24/11	3/24/11	4/28/11	5/26/11	6/23/11	7/28/11	9/22/11	10/27/11	11/17/11	12/22/11
Dr. Stephen Abel	E			E	E		E				A	
Monica Coscarelli	A					E	E	E	A	E	A	A
Demetrius Clanton						E	E		E	A	A	A
Karen Creary									E	E		
Leroy Crawford				A			A	A				
Leroy Dyer						E			A			
Brad Gammell												
John Greenwood						A	A					A
Barbara Hanson Evans					A				E			
Marie Hayes							A					
Ronald Hernandez									E			
Virginia Jordan				E	E	E	A	A				
Bradley Katz												
Tamara Kuryla												
William Marcoviche									A			
Paul A. Moore												
Timothy Morgane				A						A		
Jodi Pearl						E	A	E				
Jeri Pryor					A							A
Michael Rajner												
Carl Roberson				E						A		
Jasmin Shirley					E	E		E				
Rick Siclari							A					
Will Spencer, Chair					A							
Carla Taylor-Bennett												
Karlene Tomlinson				A								A
Joey Wynn												
Tara Wilson				E	A			A		A		
Comm. Dale V.C. Holness					A	A	A	A	A	A	A	A
Marie Bonamy (Alternate)	A			A	A	A		A	A	A	A	A
Quorum Achieved?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

* 02/17/11 and 02/24/11: Training – Not counted toward absences

LEGEND	
	Did Not Meet/Meeting Cancelled
	Not Appointed Yet
*	Attended by phone
A	Absent
E	Excused
Blue	Resigned
Red	Removed

2011 COMMITTEE ATTENDANCE

PART A EXECUTIVE

Member	1/20/11	3/17/11	4/21/11	5/19/11	6/16/11	7/21/11	9/13/11	10/20/11	11/8/11	12/15/11
Spencer, W., Chair										
Kuryla, S., V. Chair									A	
Creary, K.,	*		A							
Pryor, J.									A	
Rajner, M.		*	*						A	*
Taylor-Bennett, C.										
Tomlinson, K.	A					A				
Quorum Achieved?	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes

JOINT EXECUTIVE

Member	1/20/11	2/2/11	3/17/11	5/19/11	7/21/11	9/15/11	11/8/11
Part A							
Spencer, W., Chair							
Kuryla, S., V. Chair							A
Creary, K.,	E						
Pryor, J.							A
Rajner, M.		*	*				
Taylor-Bennett, C.							
Tomlinson, K.		A					
LeConte, F. (ex-officio)				A		A	A
Part B							
Saiswick, K., Chair				A			
Sabatino, D.					A	A	A
Agate, L.				A			
Cannon, K.	A			A	E		
Gammell, B., V. Chair							
Washington, L.			A				
Wynn, J.				A			A
Moore, P.					A		
Quorum Achieved?	Yes	Yes	Yes	Yes	Yes	Yes	Yes

LEGEND	
	Did Not Meet/Meeting Cancelled
	Not Appointed Yet
*	Attended by phone
A	Absent
E	Excused
Blue	Resigned
Red	Removed

JOINT CLIENT/COMMUNITY RELATIONS

Member	1/4/11	2/1/11	3/1/11	4/5/11	5/3/11	6/7/11	7/12/11	9/6/11	10/4/11	11/1/11	12/6/11
Part A											
Creary, K., Co-Chair	E				E					E	
Hernandez, R.				A							
Katz, H.B.				E				E			
Perigny, W											
Marcoviche, W.				A							
Part B											
Washington, L., Co-Chair							A				
Franks, H.		A					A	A			
Ihme, J.				A			A	E	A	A	
Stoakley, M.	A										
Quorum Achieved?	No	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	No

JOINT PLANNING

Member	1/10/11	2/14/11	3/14/11	4/11/11	5/9/11	6/6/11	7/11/11	9/12/11	10/10/11	11/14/11	12/12/11
Part A											
Tomlinson, K., Co-Chair											
Moragne, Dr. T.										A	
Shirley, J.						A			A		
Katz, H. Bradley											
Gammell, B.											
Part B											
Saiswick, K., Co-Chair		A					A				
Mercer, A.	A										
Quorum Achieved?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

LEGEND	
	Did Not Meet/Meeting Cancelled
	Not Appointed Yet
*	Attended by phone
A	Absent
E	Excused
Blue	Resigned
Red	Removed

JOINT PRIORITIES

Member	1/13/11	1/19/11	2/16/11	3/16/11	4/20/11	5/11/11	5/18/11	6/8/11	6/15/11	7/20/11	9/21/11	10/19/11	12/14/11
Part A													
Bennett-Taylor, C., Co-Chair													
Bush, A.							A						
Gammell, B.													E
Grant, C.													
Hayes, M.	A		A					A				E	
Katz, H. B.										A			
Reed, Yolanda						A		A	A		E		A
Pryor, J.									A				
Siclari, R.				A					E	A	E	E	
Starkey, J.			E					E				E	
Part B													
Cannon, K., Co-Chair			A	A						A			
Lefevre, R.			A	A									
Leverence, S.						A						A	A
Wynn, J.													
Moore, P.													
Quorum Achieved?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

MEMBERSHIP/COUNCIL DEVELOPMENT

Member	1/6/11	3/6/11	5/5/11	7/7/2011 (Orientation)	7/7/11	September	11/3/11
Pryor, J., Chair							E
Katz, H.B., Vice Chair							
Carson, D.							
Clanton, D.				A	E		A
Creary, K.				A	E		
Dyer, L.							
Kuryla, S.			E				A
Hanson-Evans, B.							
Pearl, J.			A				
Wilson, T.			A		A		A
Roberson, C.			A				
Quorum Achieved?	Yes	Yes	Yes	Yes	Yes	No	Yes

LEGEND	
	Did Not Meet/Meeting Cancelled
	Not Appointed Yet
*	Attended by phone
A	Absent
E	Excused
Blue	Resigned
Red	Removed

QUALITY MANAGEMENT

Member	1/31/11	2/28/11	3/21/11	4/18/11	6/20/11	7/18/11	9/19/11	10/17/11	11/7/11	11/21/11	12/19/11
Rajner, M., Chair											
Finkelstein, J.											
Grant, C.											
Martin, M.							A				
Mitchell, T.		E		A		E					
Johnson, K.									A		
Schweizer, M.			A					A			
Quintana-Jefferson, M.	A		A	E				A	A		
Katz, B.											
Quorum Achieved?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			

LOCAL PHARMACY ADVISORY COMMITTEE

Member	1/10/11	2/14/11	3/14/11	4/11/11	6/13/11	7/11/11	10/10/11
Abel, Dr. S., Chair							
Castro, C.	A			A			
Ehren, M.							A
Leverence, S.	A				A		
Rajner, M.							
Wynn, J.				A	E		
Quorum Achieved?	Yes	Yes	No	Yes	Yes	Yes	Yes

AD HOC NOMINATING

Member	3/28/11	5/2/11	7/14/11	11/14/11	12/12/11
Katz, H.B. Chair					
Pearl, J.					A
Shirley, J.			E		
Jordan, V.	E	E	A		
Reed, Y.		A	A		
Pryor, J.					
Moragne, MD, T					
Quorum Achieved?	Yes	No	No	Yes	Yes

LEGEND	
	Did Not Meet/Meeting Cancelled
	Not Appointed Yet
*	Attended by phone
A	Absent
E	Excused
Blue	Resigned
Red	Removed

AD HOC RE-ENTRY

Note: This committee's final meeting was 11/15/11. Further work of this committee has been moved under the purview of SFAN; members may have changed.

Member	1/12/11	2/9/11	3/9/11	4/13/11	5/12/11	6/10/11	7/13/11	7/14/11	9/14/11	10/11/11	11/15/11
Part A											
Gammell, B., Part A Co-Chair											
Grant, C.						A			A	A	A
Markland, D.				A							
Parrish, T.						A	E			A	
Part B											
Sabatino, D., Part B Co-Chair			A			A			E		
Lugo-Manns, L.						A					
Edwards, C.		A					A				
Kress, G.									v		
Williams, R.M.						A			E		
Quorum Achieved?	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes

LEGEND	
	Did Not Meet/Meeting Cancelled
	Not Appointed Yet
*	Attended by phone
A	Absent
E	Excused
Blue	Resigned
Red	Removed

PLANNING COUNCIL DEMOGRAPHICS & REPRESENTATION REPORT

January 5, 2012

Council Imbalances

FULL COUNCIL			
Imbalance	Epidemic	Council	Representation Issue
Hispanics	4	5	Overrepresented by 1
Other Race/Ethnicity	1	0	Underrepresented by 1
Ratio (Male : Female)	2.3 : 1	1 : 1	Females Overrepresented by 4

UNAFFILIATED PWA			
Imbalance	Epidemic	Council	Representation Issue
Hispanics	2	3	Overrepresented by 1
White, non-Hispanics	4	3	Underrepresented by 1
Ratio (Male : Female)	2.3 : 1	2.3 : 1	No discrepancy

Vacancies

- Affected Communities / Consumers
- Community-Based Organization
- Native American Representative
- Prevention – Grantees of Other Federal HIV programs (including prevention)
- State Government – Medicaid
- Hospital or Health Care Planning Agencies
- Local public Health Agencies

PLWHA Representation

Not less than 33% of the Council shall be unaffiliated individuals who are receiving HIV-related services from Part A funded providers.

- Unaffiliated PLWHA represent 38% of HIV Planning Council members.

Provider Representation

The Committee will recommend for appointment no more than 40% of the Council Members who are providers of HIV-related services who receive funds under Part A of the CARE Act.

- Ryan White Part A providers represent 24% of HIV Planning Council members.

Member Appointments

- As of 12/21/11, five (5) new member appointments pending; one (1) transfer from full to alternate member pending.

#	Last Name	First Name	Sex	Race/ Ethnicity	PLWHA	Unaffiliated w/RW Part A Provider	Agency	Application Date	Orientation Date	Committee Attendance/Membership
Applicants Forwarded for Appointment										
1	Bush	Andrew	Male	Black/Non-Hispanic	No	Yes	N/A	6/15/2011		Joint Priorities Member (3+ months)
2	Grant	Claudette	Female	Black/Non-Hispanic	No	No	Broward Health	7/18/2011		Joint Priorities and QMC Member (3+ months)
3	Reed	Yolanda	Transgender	Black/Non-Hispanic	Yes	Yes	N/A	7/7/2011	7/7/2011	Joint Priorities Member (3+ months)
4	Stoakley	Mychelle	Female	Black/Non-Hispanic	Yes	No	Broward House	6/23/2011	7/7/2011	JCCR Member (3+ months)
5	Perigny	W. James	Male	White/Non-Hispanic	No	Yes	Red Hispana Florida	4/1/2011	7/7/2011	JCCR Member (6/7/11, 7/7/11 and 9/6/11); MCDL (7/7/11)
Applicants Qualified for Nomination to HIVPC as of 01/05/12										
6	Charria	Ricardo	Male	Hispanic	No	No	MDEI	5/18/2011	TBD	Priorities May 2011, July 2011, September 2011, October 2011
7	Johnson	Khia	Female	Other	No	No	ACHA (PAC Waiver)	3/2/2011	7/7/2011	QMC Member (7/18/11)
Other Applicants										
8	Duke	Lora	Female	White/Non-Hispanic	Yes	Yes	N/A	3/31/2011		
9	Gangotena	Pablo	Male	Hispanic	Yes	Yes	N/A	6/16/2011		
10	Johnson	Alton	Male	Black/Non-Hispanic	Yes	Yes	N/A	3/29/2011		
11	Lowe	Shelly	Female	Black/Non-Hispanic	Yes	Yes	N/A	3/3/2011		
12	Mack III	George Nolan	Male	White/Non-Hispanic	Yes	Yes	N/A	6/7/2011		Joint Priorities (6/8/11); JCCR (6/7/11)
13	N.	R.	Male	Black/Non-Hispanic	Yes	Yes	N/A	3/31/2011		
14	Price	Geraldine	Transgender	Black/Non-Hispanic	Yes	Yes	N/A	3/31/2011		
15	R.	Douglas	Male	White/Non-Hispanic	Yes	Yes	N/A	6/8/2011		
16	Randazzo	Douglas	Male	White/Non-Hispanic	Yes	Yes		6/8/2011		
17	Smith	Milton	Female	Black/Non-Hispanic	No	Yes	N/A	3/29/2011		
18	Tinch	Keith	Male	Black/Non-Hispanic	Yes	Yes	N/A	3/26/2011		
19	Walker	San Antonio	Male	Black/Non-Hispanic	Yes	Yes	N/A	5/5/2011	7/7/2011	MCDL 5/5/11, 7/7/11
20	Wilkins	Debbie	Female	Black/Non-Hispanic	Yes	Yes	N/A	6/10/2011	7/7/2011	Resigned JCCR; Joint Priorities (6/15/11)
21	Parke-Maysnet	Patricia	Transgender	Black/Non-Hispanic	Yes	No		9/6/2011		
22	Jackson	Rev. Robert	Male	Black/Non-Hispanic	No	No	N/A	9/19/2011		
23	Kenny	Kristopher	Male	White/Non-Hispanic	No	No	N/A	10/27/2011		HIVPC 10/27/11; JCCR: 11/01/11, 01/03/12; Planning 11/14/11, 12/12/11;

Membership/Council Development Committee Work Plan for FY2011/12
Broward County HIV Health Services Planning Council
January 5, 2012

1. Ensure Planning Council Representation and Reflectiveness						
	Objectives	Accountability	Outcome	Target Date	Due Date	Status
A.	Ensure that the Planning Council and Committees reflect the demographics of the epidemic in the EMA; Assure all mandated seats are filled	Membership Committee; HIVPC Staff	Council and Committee demographics reflect epidemic	Monthly	Monthly	Reviewed 3/3/11, 5/5/11, 7/7/11
B.	Ensure that 33% of Council Members are unaffiliated PLWHA	Membership Committee; Planning Council	Compliance with legislation	Ongoing	Ongoing	11/3/11: 38% unaffiliated PLWHA
C.	Development of Recruitment Plan for new members to ensure representation and reflectiveness	Membership Committee; Planning Council	Recruitment Plan	Ongoing	Ongoing	
D.	Conduct quarterly membership orientations and post-appointment orientations, as needed.	Membership Committee; HIVPC Staff	Orientation and post orientation conducted	Quarterly	Quarterly	Orientation 7/7/11

2. Ensure Compliance with Attendance Policy and Removal for Cause Policy						
	Objectives	Accountability	Outcome	Target Date	Due Date	Status
A.	Review Planning Council and Committee attendance.	Membership Committee, HIVPC Staff	Attendance reviewed	Monthly	Monthly	Reviewed 3/3/11, 5/5/11, 7/7/11
B.	Forward automatic removals due to attendance policy violations to Executive Committee and Planning Council	Membership Committee, HIVPC Staff	Removals forwarded	As needed	As needed	Reviewed 3/3/11, 5/5/11, 7/7/11
C.	Implement Removal for Cause Policy	Membership Committee, Grantee Staff, HIVPC Staff	Removal for Cause Policy implemented	As needed	As needed	

3. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants						
	Objectives	Accountability	Outcomes	Target Date	Due Date	Status
A.	Develop and Implement Training Plan and Schedule for Planning Council and Applicants	Membership Committee, HIVPC Staff	Approved Training Plan and Schedule	5/2011	7/2011	7/7/11 Post-Appointment training materials distributed; materials made available to all HIVPC and Committee members online or in paper copies, by request.
B.	Plan and Implement Trainings, could include: a. Orientations – quarterly, if needed b. Post-Appointment – quarterly, if needed c. Training of Mentors d. PSRA and Budget Process e. QA & Evaluation Process f. How to Run A Meeting g. Recruitment & Retention	Membership Committee; HIVPC Staff	Trainings conducted, evaluated and revised	Ongoing	Ongoing	7/7/11 Orientation, see also 3A, above.

4. Ensure Adequet Applicant Pool for Planning Council and Committees and Increase Community Awareness of Planning Council						
	Objectives	Accountability	Outcome	Target Date	Due Date	Status
A.	Develop and update Recruitment Plan	Membership Committee	Recruitment Plan developed	1/2012	2/2012	
B.	Implement Recruitment Plan	Membership Committee	Recruitment Plan implemented	Ongoing	Ongoing	
C.	Attend community events of other community-based organizations for recruitment	Membership Committee, HIVPC Staff	Community events attended; individuals recruited	Ongoing	Ongoing	