



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

MEETING AGENDA

Thursday, July 5, 2012 - 9:00 a.m.

H. Bradley Katz, Chair

Tara Wilson, Vice-Chair

Reminder: Meeting Attendance Confirmation Is Required *at least 48 Hours Prior to Meeting*

- 1. CALL TO ORDER** (5 minutes)
 - a. Welcome and Introductions
 - b. Review Meeting Ground Rules, Statement of Sunshine and Review Public Comment Procedure
 - c. Committee Member and Guest Introductions
- 2. MOMENT OF SILENCE** (1 minute)
- 3. APPROVE 7/5/12 AGENDA** (2 minutes)
- 4. APPROVE 6/7/12 MEETING MINUTES** (2 minutes)
- 5. REVIEW PLANNING COUNCIL DEMOGRAPHICS – Handout A** (15 minutes)
 - a. Racial and Ethnic Reflectiveness (Unaffiliated and Full Council)
 - b. Gender Reflectiveness (Unaffiliated and Full Council)
- 6. REVIEW VACANCIES – Handout B** (15 minutes)
- 7. CURRENT APPLICANTS AND INTERESTED PARTIES – Handout C** (10 minutes)
- 8. REVIEW ATTENDANCE – Handout D** (10 minutes)
 - a. Planning Council
 - b. Committees
- 9. OTHER BUSINESS** (30 minutes)
 - a. Recruitment Plan Review and Development – **Handout E**
 - b. Review MCDC Survey Questionnaire on Training – **Handout F**
 - c. Update on PSRA Process Training
- 10. NEW BUSINESS** (15 minutes)
 - a. Overlapping Duties in Bylaws of MCDC and JCCR Committee – **Handouts G1 – G2**
 - b. Approved Motion by the HIVPC – **Handout H**
- 11. PUBLIC COMMENT** (10 minutes)
- 12. REQUEST FOR INFORMATION/DIRECTIVES** – to Staff
- 13. REMINDER** – HRSA's Request for Comments on the Ryan White 2013 Reauthorization
- 14. AGENDA ITEMS FOR NEXT MEETING** - September 6, 2012 at 9:00 a.m. (5 minutes)
- 15. ADJOURNMENT**



**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

Ryan White HIV/AIDS Program 2013 Reauthorization: Comments Requested

The federal Health Resources and Services Administration / HIV/AIDS Bureau is requesting comments regarding reauthorization of the Ryan White legislation, which will take place in 2013.

The Ryan White HIV/AIDS Program is the largest Federal program specifically dedicated to providing HIV care and treatment. It funds heavily impacted metropolitan areas, States, and local community-based organizations to provide medical care, medications, and support services to more than half a million people each year. Currently authorized by the Ryan White HIV/AIDS Treatment Extension Act of 2009, the program will be up for reauthorization by the U.S. Congress in 2013.

To inform that reauthorization, HRSA encourages stakeholders, including grantees, advocacy organizations, State and local administrators, and other members of the Ryan White and HIV/AIDS communities to provide comments on all aspects of the program. Comments should be organized under headings that clearly indicate which Part (Part A, B, C, D or F) the comment addresses. HRSA has established a web page with details on how to submit comments.

Comments are due July 31, 2012

HRSA will hold at least four webinar or teleconference listening sessions over the next few months, each focused on a different geographic region. Dates, times and other details will be available in near future.

To make comments: <http://hab.hrsa.gov/reauthorization/>

In addition to the resources listed above, don't forget to check out these other HAB resources, which are updated regularly.

HRSA, <http://hab.hrsa.gov>

Target Center, www.careacttarget.org. A Central Source for Ryan White TA (Not a US Government Web site)

Twitter: Sign up using "ryanwhitecare" (Not a US Government Website)

The HAB Information E-mail is distributed biweekly by the HRSA/HAB Division of Training and Technical Assistance (DTTA). To subscribe or unsubscribe contact Paula Jones at pjones1@hrsa.gov.



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE RETREAT

Thursday, June 7, 2012

10:00 a.m. – 3:30 p.m.

Carpenter House, 4414 Surf Rd., Hollywood

Meeting Minutes

Membership/Council Development Attendance					
#	Members	Present	Absent		Guests
1	Katz, H.B. <i>Chair</i>	X			Downie, G.
2	Wilson, T. <i>Vice Chair</i>	X			
3	Creary, K.	X			Grantee Staff
4	Dyer, L.	X			Odusanya, S.
5	Greenwood, J.		X		
6	Hanson-Evans, B.	X			HIVPC Staff
7	Pearl, J.	X			Hosein, F.
8	Roberson, C.	X			LaMendola, B.
	Quorum = 5	7	1		Rosiere, M.

1. CALL TO ORDER

The Chair called the meeting to order at 10:02 a.m.

GROUND RULES, SUNSHINE AND APROVALS

The Meeting Ground Rules and Statement of Sunshine and Public Comment were reviewed. There were Committee Member and Guest Introductions and the Moment of Silence was observed.

2. APPROVALS

Approval of Today's Agenda:

Motion # 1	To approve the 6/7/12 meeting Agenda with the addition of the Chair's report
Proposed by:	Karen Creary
Seconded by:	Barbara Hanson Evans
Action:	Passed Unanimously

Approval of the Meeting Minutes of 5/3/12

Motion #2	To approve the meeting minutes of 5/3/12 with amendment (Karen Creary's absence was subsequently excused)
Proposed by:	Karen Creary
Seconded by:	Leroy Dyer
Action:	Passed Unanimously

3. PUBLIC COMMENT

There was no public comment

4. REVIEW DEMOGRAPHICS, VACANCIES AND QUALIFIED APPLICANTS

This was reviewed by the committee. A qualified applicant, having completed orientation was recommended to the HIVPC to an alternate seat. The following motion was made:

Motion #3	To recommend qualified applicant Patricia Parker-Maysonet to the HIVPC as an alternate
Proposed by:	Karen Creary
Seconded by:	Leroy Dyer
Action:	Passed Unanimously

5. ATTENDANCE AND WARNING LETTERS

Review May 2012 Attendance Warning Letters

There were two attendance letters sent in the last month - one committee warning and one HIVPC removal.

Review Revised Warning/Removal Form Letter

This was reviewed and changes were made to the language of the letter (s). The committee discussed and agreed that when staff is making quorum, staff can remind any member that they are on the threshold of being removed. The following motion was made in reference to the discussion:

Motion #4	To approve the revised letters and to recommend that when staff is verifying attendance for quorum, that the members in jeopardy of being removed be verbally reminded of this
Proposed by:	Barbara Hanson Evans
Seconded by:	Carl Roberson
Action:	Passed

At this point there was also discussion on excused absences. Members noted past denied requests for excused absence(s) one of which involved a vehicular accident en route to the HIV Planning Council meeting. The said member sought medical care at a hospital and one of the four reasons allowing excused absences is 'hospitalization of a council member'. The discussion led to the members' agreeing that the Chair should be given more latitude in granting excused absences, as some requests are unavoidable and quite valid. The following motion was made:

Motion #5	To recommend to the Part A Executive Committee that the HIVPC reconvene the Ad Hoc Bylaws Committee in order to review the policy on excused absences to give the HIVPC chair more discretion in granting excused absences other than just for the four reasons stated in the bylaws.
Proposed by:	Karen Creary
Seconded by:	Leroy Dyer
Action:	Passed Unanimously

6. BEGIN REVIEW OF UPDATED FY 12/13 WORK PLAN

The committee reviewed and agreed upon the cover page introduction to the work plan. Member noted that there should be a signature line for members to sign. The following motion was made:

Motion #6	To add a signature line to the work plan cover
Proposed by:	Barbara Hanson Evans
Seconded by:	Tara Wilson
Friendly Amendment:	To remove the phrase 'other members and community' and replace with 'to all'
Action:	Passed Unanimously

The draft base work plan prepared by MCDC Chair and Support Staff was reviewed by all present. Each item was discussed and changes were made.

There was a break for lunch. The meeting was reconvened at 1:25 p.m.

7. CONTINUE REVIEW OF UPDATED FY 12/13 WORK PLAN

The committee continued to review and update the work plan and discussed these items:

- (i) **Recruitment:** Staff was asked to create a Membership Packet that members can distribute on a one on one basis to interested parties. The committee charged with recruitment was

discussed and it was noted that there are similarities in the Policies and Procedures for both the Membership and Joint Client/Community Relations Committee. It was general consensus that the committees need to work together. The following motion was made:

Motion #7	To recommend to Executive that MCDC and JCCR meet quarterly
Proposed by:	Karen Creary
Seconded by:	Carl Roberson
Action:	Passed

- (ii) **PSRA Training:** With the upcoming PSRA (Priority Setting Resource Allocation) Process, the MCDC will request a fifteen minutes slot at the June 20 Joint Priorities Committee Meeting to conduct a PSRA Process training. Upon agreement by the Joint Priorities Committee Chair, the MCDC would like to invite the entire HIV Planning Council Board to attend this training.
- (iii) **QA Training** and the **Budget Process Training.** The committee also discussed doing training on these and other topics throughout the year.

The work plan review and update was completed and the motion was made:

Motion #8	To accept the work plan as developed on 6/7/12
Proposed by:	Jodi Pearl
Seconded by:	Carl Roberson
Action:	Passed Unanimously

8. REVIEW AND UPDATE RECRUITMENT, ORIENTATION/TRAINING, MENTORING PLANS

It was noted that this would require discussions at length on mandated seats and this agenda item was tabled as per the following motion:

Motion #9	To table Agenda Item #8
Proposed by:	Karen Creary
Seconded by:	Leroy Dyer
Action:	Passed Unanimously

9. AGENDA ITEMS FOR NEXT MEETING: July 5, 2012 VENUE: BRHPC

- Mandated Seat Discussion
- Mentoring
- Recruiting Plan – first priority for next meeting. Staff to bring ideas and old plans to next meeting.

10. ADJOURNMENT

Meeting was adjourned at 2:51 p.m.

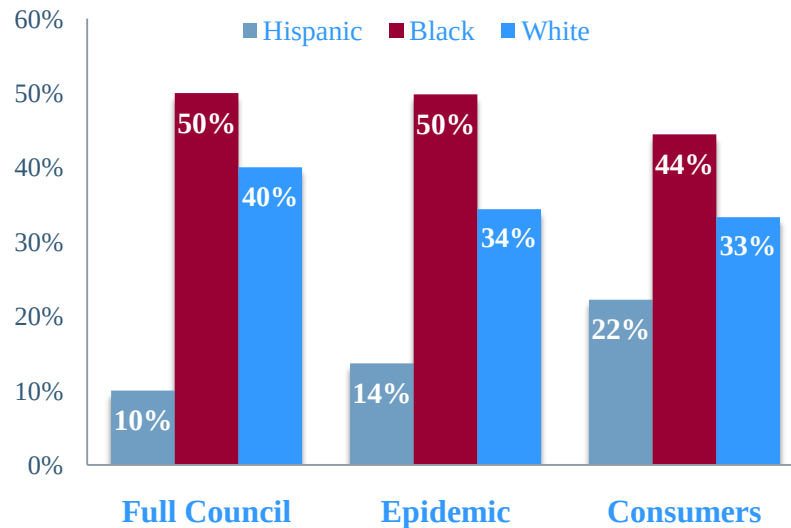
MCDC Attendance CY 2012					
#	Members	Jan	Mar	May	June
1	Katz, H.B. <i>Chair</i>	P	P	P	P
	Wilson, T. <i>Vice</i>	P		P	P
2	<i>Chair</i>		P		
3	Creary, K.	P	P	E	P
4	Dyer, L.	P	P	P	P
5	Greenwood, J.	E	P	A	A
6	Hanson-Evans, B.	P	P	A	P
7	Pearl, J.	P	P	P	P
8	Roberson, C.	A	P	P	P
	Quorum = 5	6	8	5	7

Membership Council Development Report July 2012

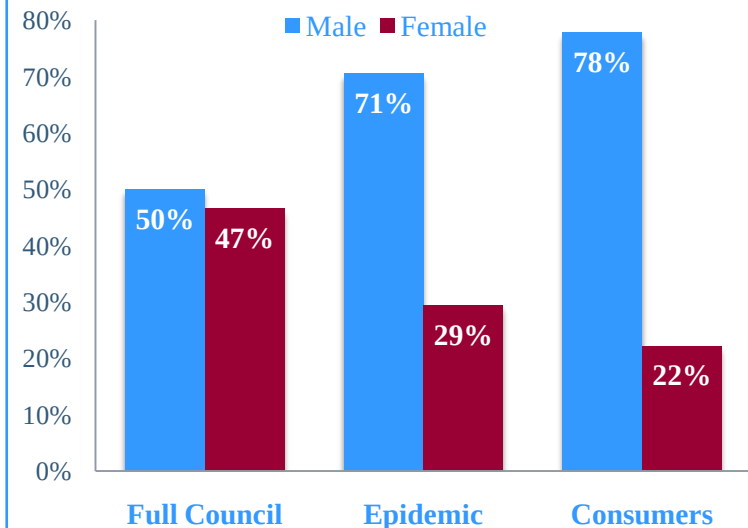
Gender		Full Council	Consumers		Full Council	Consumers
Male	11,836	15	7	Male	50%	78%
Female	4,944	14	2	Female	47%	22%
	16,780	29	9			

Race		Full Council	Consumers		Full Council	Consumers
Hispanic	2,290	3	2	Hispanic	10%	22%
Black	8,361	15	4	Black	50%	44%
White	5,772	12	3	White	40%	33%
Other	357	0	0			
	16,780	30	9			

Racial/Ethnic Reflectiveness, 7/2012



Gender Reflectiveness, 7/2012



#	Membership Category	Category	1st Name	Last Name	Unaffil	Race/Ethnic	W	B	H	Gender	F	M	Part A Agency	Part A	Appoint Date
1	Affected Communities	Consumer	Leroy	Dyer	1	B		1		M		1			Feb-10
1	Affected Communities	Consumer	Brad	Gammell	1	W	1			M		1			Nov-08
1	Affected Communities	Consumer	Ronald	Hernandez	1	H			1	M		1			May-05
1	Affected Communities	Consumer	Bradley	Katz	1	W	1			M		1			Nov-08
1	Affected Communities	Consumer	William	Marcoviche	1	H			1	M		1			Feb-05
1	Affected Communities	Consumer	Michael	Rajner	1	W	1			M		1			Oct-07
1	Affected Communities	Consumer	Tara	Wilson	1	B		1		F	1				Aug-10
1	Affected Communities	Consumer	Yolanda	Reed	1	B		1		F	1				Jan-12
1	Affected Communities	Consumer	Carl	Roberson	1	B		1		M		1			Dec-95
1	ASO/CBO serving affected pops	ASO	W James	Perigny		W	1			M		1			Jan-12
1	ASO/CBO serving affected pops	ASO	Mychell	Stoakley		B		1		F	1		BH	1	Jan-12
1	Other	Commissioner	Comm.	Holness		B		1		M		1			Feb-11
1	Grantees Other Fed HIV Program	HOPWA	Jeri	Pryor		W	1			F	1				Mar-08
1	Grantees Other Fed HIV Program	Part F	Stephen	Abel		W	1			M		1	NSU	1	Dec-07
1	Health Care Providers/FQHC	FQHC	Rick	Siclari		W	1			M		1	CR	1	Feb-10
1	Part C Grantees	Part C	Claudette	Grant		B		1		F	1		NBHD	1	Jan-12
1	Hospital/Healthcare Planning Ag	Hospital	Jodi	Pearl		W	1			F	1		MHS	1	Nov-08
1	Mental Health Providers	MH Provider	Timothy	Morgane		B		1		M		1	NSU	1	Nov-90
1	Non-Elected Community Leader	NECL	Andrew	Bush		B		1		M		1			Jan-12
1	Non-Elected Community Leader	NECL	Karen	Creary		B		1		F	1				Aug-06
1	Non-Elected Community Leader	NECL	Tamara	Kuryla		W	1			F	1				Mar-00
1	Non-Elected Community Leader	NECL	Will	Spencer		W	1			M		1			Feb-04
1	Non-Elected Community Leader	NECL	Carla	aylor-Bennett		B		1		F	1				Jun-08
1	Part D Grantees	Part D	Marie	Hayes		B		1		F	1				Mar-00
1	Rep Former Fed/State/Local Pris	Incarc Rep	Barbara	Hanson-Evans		B		1		F	1				Feb-03
1	Other: Social Security/Medicare	Other	Ginny	Jordan		H		1		F	1				May-99
1	Social Service Providers	SS Provider	Joey	Wynn		H			1	M		1	BH	1	Nov-08
1	State Medicaid	Medicaid	Khia	Johnson		B	1			F	1				Apr-12
1	State Govt administering RW Pa	Part B	Paul	Moore		W	1			M		1	BCHD	1	Aug-10
1	Substance Abuse Providers	SA Provider	Karlene	Tomlinson		B		1		F	1				Oct-05
30					9		12	15	3		14	16		8	
30					30%		40%	50%	10%		47%	53%		27%	
							30				30				
	Alternates														
1	Alternate Member		Monica	Coscarelli		H				F					
2	Alternate Member - Pending					B				F					

HIVPC Membership Categoriesand Demographics July 5, 2012

HANDOUT B

Mandated Categories	Member Name	F	M	T	B	H	W
1. Health care providers, including FQHCs	Siclari		1				1
2. CBOs serving affected populations and ASOs	Perigny		1				1
	Stoakley	1			1		
3. Social service providers, including housing & homeless	Wynn		1			1	
4. Mental health providers	Moragne		1		1		
5. Substance abuse providers	Tomlinson	1			1		
6. Local public health agencies	Vacant						
7. Hospital planning agencies or other health care planning age	Pearl	1					1
8. Non-elected community leaders (NECL)	Bush		1		1		
	Creary	1			1		
	Kuryla	1					1
	Spencer		1				1
	Taylor-Bennett	1			1		
9. State Medicaid agency	Johnson	1			1		
10. State Part B Agency	Moore		1				1
11. Part C grantee	Grant	1			1		
12. Part D grantee	Hayes	1			1		
13. Grantees of other Federal HIV programs, including HIV prevention programs	Abel (Part F)		1				1
	Pryor (HOPWA)	1					1
	Prevention/Vacant						
14. Formerly incarcerated PLWHA or their representatives	Hanson-Evans	1			1		
Other: County Commissioner	Holness		1		1		
Other: Social Security	Jordan	1					1
Affected communities, including · People with HIV/AIDS · Federally recognized Indian tribe members · Individuals co-infected with hep B or C · Historically underserved subpopulations <i>Minimum of 12 Unaffiliated Consumers Needed if all 35 Planning Council Seats are Filled</i>	Roberson		1		1		
	Dyer		1		1		
	Gammell		1				1
	Hernandez		1			1	
	Katz		1				1
	Marcoviche		1			1	
	Rajner		1				1
	Reed	1			1		
	Wilson	1			1		
	Full Council	14	16	0	15	3	12
	30	47%	53%		50%	10%	40%
	Epidemic	30%	70%		50%	13%	35%
	Unaffiliated	22%	78%		44%	22%	33%
	9	2	7		4	2	3

Name	Consumer	W	B	H	F	M	T	Agency	Orientation	Committee	Member	Date 1	Date 2	Date 3	Application Status
John G.	1		1			1			Yes	MCDC	Yes	11/1/2011	1/1/2012	3/1/2012	Complete
Patricia P.	1		1						Yes	JCCR	Yes	4/3/2012	5/1/2012	6/5/2012	At County
Ricardo C.	N/A			1		1		MDEI	2/12/2012	Joint Priorities	No	7/1/2011	9/1/2011	10/1/2011	Complete
Kristopher K. (JCCR Member)										JCCR	Yes	4/3/2012	5/1/2012	6/5/2012	Complete
	No	1				1		Diplo mat Pharm	No	Joint	No	3/1/2012	4/9/2012		
										HIVPC	No	1/26/2012	3/22/2012		
										Joint	No	2/15/2012	3/22/2012		
Debbie W.	1		1		1					JCCR	Yes	3/1/2012	4/3/2012	6/5/2012	Non-consecutive
Robert J.	No		1			1		Good Growt h Home		Joint Plannin	No	4/9/2012			
										Joint Priorities	Yes	3/22/2012	6/20/2012		
Kym G.	1		1				1								
Elizabeth S.*						1			MHS		LPAC	9-Apr	14-May		
Diane, J.	1		1		1				No	JCCR	No	6/5/2012			
Anthony, J.	1	1				1			No			6/21/2012			
	6	2	6	1	2	6	1								

The HIVPC approved the recommendation of Ms. Parker-Maysonet to the HIVPC and the application is currently at the County

*Elizabeth S. attends LPAC but cannot committ to HIVPC at the moment.

Inactive	Consumer	W	B	H	F	M	T	Agency	Orientation	Committee	Date 1	Date 2	Date 3
Pablo G.	1			1		1							
Alton J.	1			1		1							
Duke L.	1			1	1								
Shelly L.	1			1	1								
George N.M.	1			1		1							
R. N.	1			1		1							
Geraldine P.	1			1			1						
Douglas R.	1			1		1							
Milton S.	0			1	1								
Keith T.	1			1		1							
San Antonio V	1			1		1							

Attendance Red Flags - CY 2012

Name	Committee	Missed	Action Letter	Letter Prepped	Letter Signed	Letter Sent	Follow Up
Marcel Martin	QMC	Feb Mar	Warning	3.22.12	Yes	Yes	None
Andrew Bush	HIVPC	Feb Mar	Warning	4.19.12	Yes	Yes	None
Seth Leverage	Joint Priorities	Feb Mar April	Warning 3/23 Removal 4/23	4.19.12	Yes	Yes	Mailed and sent to Kim Saiswick (Part B Chair) for Review/Action
Karen Creary	JCCR	Mar Apr	Warning	4.5.12	Yes	Yes	Doctor's note was sent; member subsequently excused
Leroy Crawford	HIVPC	Mar Apr	Warning 4/26	4.26.12	Yes	Yes	
Leroy Crawford	HIVPC	May	Removal 5/24	5.24.12	Prepped, not signed	To Send	OIAPS (County) sent notice of removal letter
M. Schweizer	QMC	Mar May	Warning 5/24	5.24.12	Yes	Yes	
Mychell Stoakley	JCCR	May	Warning 6/6	6.5.12	Prepped, not signed	Not sent	Member was ill; Part B Co-Chair granted EA
Jean Starkey	Joint Priorities	Apr 13-Jun 20-Jun	Warning	6.25.12	Yes	Yes	
Regine Lefevre	Joint Priorities	Feb 13-Jun 20-Jun	Warning	6.25.12	Yes	Yes	Member informed she will be away for the summer
M. Martin	QMC	Feb Mar Jun	Warning	6.25.12	Yes	Yes	Absence from June meeting triggered the 4-in-a-year policy
M. Quintana Jefferson	QMC	Jan Mar Jun	Warning	6.25.12	Yes	Yes	
John Greenwood	MCDC	May Jun	Warning	6.25.12	Yes	Yes	Member informs he will attend the 7/5/12 meeting
Andrew Bush	HIVPC	Feb Mar Jun	Warning	6.25.12	Yes	Yes	Absence from June meeting triggered the 4-in-a-year policy
Monica Coscarelli	HIVPC	Mar May Jun	Warning	6.25.12	Yes	Yes	Member informed staff she will be unable to attend going forward. To write staff.

HANDOUT D

Appoint Date	Removal Date	Membership Category	Category	First Name	Last Name	Part A	Race	Gender	Committee	REASON
9/22/2009	3/5/2012	Affected Communitites	Consumer	John	Greenwood		Black	M	MCD	Non Attendance
	Jan-12	Part C Grantee	Part C	Jasmin	Shirley	NBHD				Resignation
5/1/2010	5/24/2012	Affected Communitites	Consumer	Leroy	Crawford		Black	M	None	Non Attendance

PLANNING COUNCIL ATTENDANCE 2012

Absences	Count	Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1	Abel, Stephen	√	√	A	√	√	√						
3	2	Bush, Andrew	√	A	A	√	√	A						
1	3	Creary, Karen	√	√	A	√	E	√						
0	4	Dyer, Leroy	√	√	√	√	√	√						
0	5	Gammell, Brad	√	√	√	√	√	√						
0	6	Grant Claudette	√	√	√	√	√	√						
2	7	Hanson Evans, Barbara	A	√	√	√	A	√						
0	8	Hayes, Marie	√	√	√	√	√	√						
0	9	Hernandez, Ronald	√	E	√	√	√	√						
6	10	Holness, Dale V.C. (Comm)	A	A	A	A	A	A						
0	11	Johnson, K.	Appointed 4/17			√	√	√						
2	12	Jordan, Virginia	√	A	√	√	√	A						
0	13	Katz, Bradley	√	√	√	√	√	√						
0	14	Kuryla, Samantha	√	√	√	√	√	√						
0	15	Marcoviche, William	√	E	√	√	√	√						
0	16	Moore, Paul A.	√	√	√	√	√	√						
1	17	Moragne, Timothy	√	√	A	√	√	√						
0	18	Pearl, Jodi	√	√	√	√	√	√						
1	19	Perigny, W. James	√	A	√	√	√	√						
2	20	Pryor, Jeri	√	√	√	A	√	A						
0	21	Rajner, Michael	√	√	√	√	√	√						
2	22	Reed, Yolanda	√	√	√	√	A	A						
1	23	Roberson, Carl	√	√	√	√	A	√						
0	24	Siclari, Rick	√	√	√	√	√	√						
1	25	Spencer, Will	√	√	√*	E	A	√						
2	26	Stoakely, Mychell	A	A	√	√	√	√						
0	27	Taylor-Bennett, Carla	√	√	√	√	√	√						
1	28	Tomlinson, Karlene	A	√	√	√	√	√						
0	29	Wilson, Tara	√	√	√	√	√	√						
0	30	Wynn, Joey	√	√	√	√	√	√						
Quorum=16			YES	YES	YES	YES	YES	YES						

3	A1	Coscarelli, Monica (Alt)	√	E	A	E	A	A						
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REMOVED / RESIGNED													
Jasmin Shirley	√	Resigned 01/27/12											
Marie Bonamy	A	Removed 01/27/12 (non attendance)											
Greenwood, John	A	A	Removed 03/06/12 (3 absences in a row)										
Crawford, Leroy	√	√	A	A	A	Removed 5/25/12 (3 absences in a row)							

LEGEND	
√	Present
A	Absent
*	Via Phone
E	Excused

PART A EXECUTIVE

# Absences	Count	Member	1/19/12	2/16/12	Mar	4/19/12	5/17/12	6/14/12	July	Aug	Sep	Oct	Nov	Dec	NOTES
0	1	Kuryla, S., (<i>Chair</i>)	√	E	Did Not Meet	√	√	√							
0	2	Gammell, B, (<i>V. Chair</i>)				√	√	√							
0	3	Creary, K.,	√	√		√	E	√							
0	4	Rajner, M.	√	√		√	√	E							
0	5	Taylor-Bennett, C.	√	√		√	√	√							
1	6	Tomlinson, K.	√	A		√	√	√							
0	7	H. Bradley Katz	√	√		√	√	E							
Quorum =5			Yes	Yes	No	Yes	Yes	Yes							
0		Will Spencer	√	√	NM	√									

REMOVED / RESIGNED

Pryor, J	√	√	Resigned as MCDL Chair - Removed from Exec 2/24/12
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LEGEND

√	Present
*	Via Phone
A	Absent
E	Excused

		JOINT EXECUTIVE							
# Absences	Count	Member	1/19/12	3/15/12	5/17/12	Jul	Sep	Nov	Notes
Part A									
0	1	Kuryla, S., V. (Co-Chair)	√	Lack of Quorum	√				
0	2	Creary, K.,	√		E				
0	3	Rajner, M.	√		√				
0	4	Taylor-Bennett, C.	√		√				
0	5	Tomlinson, K.	√		√				
0	6	Katz, H.	√		√				
Part B									
1	7	Saiswick, K., (Co-Chair)	√	Did not Meet	A				
0	8	Gammell, B.			√				
1	9	Agate, L.	√		A				
1	10	Washington, L.	A		√				
0	11	Wynn, J.	√		√				
Quorum=7			Yes	No	No*				

Spencer, W. Ex Officio	√	A	A			
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		REMOVED / RESIGNED		
0		Pryor, J.	√	Resigned as MCDC Chair - Removed from Exec 2/24/12
1		Sabatino, D.	A	No longer Chair of Re-Entry - disbanded 11/11
#REF!		Carson, D	√	Resigned 04/12
0		Cannon, K.	√	Resigned as Joint Priorities Chair (4/18/12)

LEGEND		
√		Present
*		Via Phone
A		Absent
E		Excused

JOINT CLIENT/COMMUNITY RELATIONS

# Absence:	Count	Member	1/3/12	2/7/12*	3/6/12	4/6/12	5/1/12	6/5/12	Jul	aug	Sep	Oct	Nov	Dec
Part A														
1	1	Creary, K., Co-Chair	√	Quorum	A	E	E	√						
0	2	Hernandez, R.	√		√	√	√	√						
1	3	Katz, H.B.	A		√	E	√	√						
0	4	Perigny, W	√		√	√	√	√						
0	5	Marcoviche, W.	√		√	√	√	√						
0	6	Parker-Maysnet, P.	Member as of 5/1/12				√	√						
Part B														
0	7	Washington, L., Co-Chair	√	Lack of	√	√	√	√						
0	8	Franks, H.	√		√	√	√	√						
1	9	Stoakley, M.	√		√	E	A	E						
0	10	Kenny, K.	Member as of 5/1/12				√	√						
0	11	Myers, K.	Member as of 5/1/12				E	√						
0	12	Wilkins, D.	Member as of 5/1/12				E	√						
Quorum=7			YES	NO	YES	YES	YES	YES						

REMOVED / RESIGNED

Ihme, J.	A		Resigned 03/05/12											

LEGEND		
√		Present
*		Via Phone
A		Absent
E		Excused

* For the 2/7/12 meeting, Judith Ihme was still on the committee and the Quorum of 6 was not met.
As of 3/5/12, Quorum=5

JOINT PLANNING

# Absences	Count	Member	1/9/12	2/12/12	3/12/12	4/9/12	5/14/12						
Part A													
1	1	Tomlinson, K., Co-Chair	NOT MEET	√	A	√	Canceled						
0	2	Moragne, T.		√	√	√							
0	3	Shirley, J.		√	E	√							
0	4	Katz, H. Bradley		√	√	√							
0	5	Gammell, B.		√	√	√							
Part B													
0	6	Saiswick, K., Co-Chair	DID	√	√	√	Mtg						
1	7	Mercer, A.		√	A	√							
Quorum=5			N/A	Yes	No	Yes	N/A						

LEGEND	
√	Present
*	Via Phone
A	Absent
E	Excused

|The Chairs canceled the 1/9/12 meeting due to the coordination of the Joint Executive Retreat (1/19/12).

Joint Priorities

# Absences	Count	Member	1/19/12	2/15/12	3/21/12	4/18/12	5/16/12	6/13/12	6/20/12	JUL	AUG	SEP	OCT	NOV	DEC	Notes
0	0	Part A														
0	1	Bennett-Taylor, C., Part A Chair	√	√	√	√	√	√	√							
0	2	Agate, L, Part B Chair						√	√							
1	3	Bush, A.	√	√	√	√	A	√	√							
0	4	Gammell, B.	√	√	√	√	√	√	√							
0	5	Grant, C.	√	√	√	√	√	√	√							
1	6	Hayes, M.	√	√	√	√	√	A	√							
0	7	Katz, H. B.	√	E	√	√	√	√	E							
1	8	Pryor, J.	√	√	√	√	√	√	A							
###	9	Reed, Y.	√	√	√	√	E	√	√							
0	10	Siclari, R.	√	√	√	√	√	√	√							
3	11	Starkey, J.	E	√	√	A	√	A	A							
		Part B														
0	12	Ferrer, M.	Guest		√	√	√	√	√							
0	13	Lefevre, R.	√	A	√	√	√	A	A							
1	14	Wynn, J.	√	A	E	A	√	√	√							
0	15	Moore, P.	√	A	E	√	√	√	√							
		Quorum=8	Yes	Yes	Yes	Yes	Yes	Yes	Yes							

REMOVED / RESIGNED

Cannon, K.	√	√	√	√	Resigned 4/18/12										
Leverence, S.	√	A	A	A	Removed for non attendance 4/19/12										

LEGEND

√	Present
*	Via Phone
A	Absent
E	Excused

MEMBERSHIP/COUNCIL DEVELOPMENT

# Absences	Count	Member	1/5/12	3/1/12	5/3/12	6/7/12			NOTES
0	1	Katz, H.B., (Chair)	√	√	√	√			
0	2	Wilson, T. (V. Chair)	√	√	√	√			
0	3	Creary, K.	√	√	E	√			
0	4	Dyer, L.	√	√	√	√			
2	5	Greenwood, J.	E	√	A	A			
1	6	Hanson-Evans, B.	√	√	A	√			
0	7	Pearl, J.	√	√	√	√			
0	8	Roberson, C.	A	√	√	√			
		Quorum=5	YES	YES	YES	YES			

REMOVED/RESIGNED				
2000	Clanton, D.	A	Removed from HIVPC 12/2011 for non attendance	
	Pryor, J.	E	Resigned as MCDC Chair 02/23/2012	
	Kuryla, S.	√	√	HIVPC Chair - no longer a member of MCDC as of 03/01/12
	Carson, D.	√	√	Resigned 4/24/12

LEGEND		
√		Present
A		Absent
*		Via Phone
E		Excused

QUALITY MANAGEMENT

# Absences	Count	Member	1/23/12	2/27/12	3/19/12	4/16/12	5/21/12	6/18/12	Jul	Aug	Sep	Oct	Nov	Dec
0	1	Rajner, M., Chair	√	√	√	Meeting Canceled by the Chair	√	√						
0	2	Grant, C.	√	√	√		√	√						
0	3	Johnson, K.	√	√	√		√	√						
0	4	Katz, B.	√	√	√		√	√						
3	5	Martin, M	√	A	A		√	A						
3	6	Quintana-Jefferson, M.	A	√	A		√	A						
2	7	Schweizer, M.	√	√	A		A	√						
Quorum=5			Yes	Yes	No	Yes	Yes	Yes						

LEGEND		
√		Present
*		Via Phone
A		Absent
E		Excused

LOCAL PHARMACY ADVISORY COMMITTEE 2012

# Absences	Count	Member	4/9/12	5/14/12	7/9/12					
1	1	Abel, Dr. S., Chair	√	A						
0	2	Castro, C.	√	√						
0	3	Ehren, M.	√	√						
1	4	Leverence, S.	A	√						
0	5	Cromer, J.		√						
0	6	Sherman, E.	√	√						
0	7	Rajner, M.	√	√						
0	8	Wynn, J.	√	√						
Quorum=5			Yes	Yes						

REMOVED / RESIGNED

Soto-Rosario, M.	A	Removed - No Longer with AHF 4/27/2012								

LEGEND	
√	Present
*	Via Phone
A	Absent
E	Excused

HIV Planning Council Draft Recruitment and Retention Plan

PURPOSE

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

POLICY

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

HRSA-Required Planning Council Membership Categories

- ❖ At least 33% are People Living with HIV/AIDS who receive Part A-funded services.
- ❖ Health-care providers, including federally qualified health centers.
- ❖ Community-based organizations serving affected populations and AIDS service organizations.
- ❖ Social service providers (including housing and homeless-service providers).
- ❖ Mental health providers.
- ❖ Substance abuse providers.
- ❖ Local public health agencies.
- ❖ Hospital planning agencies or health-care planning agencies.
- ❖ Affected communities, including individuals with HIV disease or AIDS, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations.
- ❖ Non-elected community leaders.
- ❖ State Medicaid agency.
- ❖ State agency administering the Part B program.
- ❖ Ryan white grantees under Part C, Part D and Part F.
- ❖ Grantees under other Federal HIV/AIDS programs (including HOPWA and HIV prevention programs).
- ❖ Formerly incarcerated PLWHA or their representatives.

Recruitment

Goal: Ensure that the HIVPC has a pool of applicants to fill and maintain all categories with qualified members.

Strategy 1 - Involve all Planning Council stakeholders in recruitment efforts

- ❖ Announce vacant positions at each meeting of the HIVPC, the MCDC Committee and, if possible, South Florida AIDS Network.
- ❖ Display recruitment and application materials at each meeting of the HIVPC and, if possible, SFAN.
- ❖ Set up a table with recruitment materials when the HIVPC, MCDC or Joint Client/Community Relations Committee holds meetings in the community.
- ❖ Council members and HIVPC staff greet visitors at meetings of the Council and its Committees. Ask if they wish to speak at the meeting and get involved in the HIVPC.
- ❖ Offer HIVPC members training (such as CAEAR Coalition Tool) on identifying potential applicants, soliciting their participation and eliminating barriers to participation.

Strategy 2 - Use the Internet as a recruitment tool

- ❖ Develop and post a recruitment message on the HIVPC website.
- ❖ Seek to post a recruitment message and application materials on the Broward County government website.

Strategy 3 - Use printed recruitment materials throughout the year

- ❖ Develop and distribute recruitment brochures.
- ❖ Distribute materials at community events that attract populations strongly affected by HIV/AIDS. Members of the HIVPC, MCDC and/or HIVPC staff will attend at least two events per year.
- ❖ Issue press releases encouraging people to apply for vacant positions. Include data showing the epidemic transcends race, income, ethnicity, gender and age.

Strategy 4 - Use Service Providers and the community to help recruit

- ❖ Encourage networking among providers as a way to seek providers as applicants.
- ❖ Supply case managers and outreach networks with recruitment materials, fact sheets and committee meeting schedules they can share with interested clients.
- ❖ Supply recruitment materials, fact sheets and committee meeting schedules to community organizations involved with HIV/AIDS and affected populations, so they can share with interested clients.
- ❖ MCDC members and HIVPC staff can call organizations receiving materials to encourage the posting of fliers that explain the importance of HIVPC activities and participation.

Strategy 5 – Encourage interested people

- ❖ MCDC members or HIVPC staff will send potential applicants email or letters to explain the process. Note the requirement to attend three committee meetings and orientation in order to qualify for HIVPC nomination.
- ❖ If necessary, follow up by phone to answer questions, explain reimbursement policies or identify barriers to participation.

Retention

Goal: Ensure the HIVPC takes all feasible steps to retain PLWHA and other members who want to participate

Strategy 1 - Ensure that the HIVPC supports cultural diversity and diverse members

- ❖ Include a cultural diversity segment at Council meetings and/or retreats, as needed.
- ❖ Provide written materials in appropriate languages upon request.

Strategy 2 – Support HIVPC members

- ❖ Conduct regular Council orientations.
- ❖ Seek feedback from members regarding Council and Committee meetings and eliminate potential barriers to participation.

Strategy 3 - Ensure easy access to all Council and Committee meetings

- ❖ Location, public transportation, Americans with Disabilities Act
- ❖ Reimburse HIV-positive members for travel, child care costs or other Council-associated expenses

Strategy 4 - Reward Planning Council Members for their work

- ❖ Annual holiday recognition
- ❖ Celebrate accomplishments



Training Survey from Membership/Council Development Committee

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To HIVPC Council Members and Interested Parties:

The Membership/Council Development Committee is planning to conduct training sessions in the near future, as part of its role to educate the Council and the members of all its Committees about their duties and functions.

The Committee's first step is to ask you what topics you would like to see addressed in training sessions.

Please take a minute and complete this survey before you leave the Planning Council meeting today. The Committee would be grateful.

Please rank these possible topics for training sessions in order of importance to you (1 being most important, 5 being least important). Please rank only those training session topics you personally would attend.

1. Priority Setting and Funding Allocation Process _____
2. Bylaws/Policies and Procedures _____
3. Quality Assurance Process _____
4. Data on the epidemic in Broward County _____
5. Roberts Rules/How to run a meeting _____

Any other suggested topics for training you would like to attend? _____

Thanks very much for participating.



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Policies and Procedure

Policies

The Membership/Council Development Committee shall solicit and screen applications for appointment of all members and alternates of the Broward County HIV Health Services Planning Council (Council) by the Broward County Board of County Commissioners. The Committee shall ensure that Council and committee members are knowledgeable about their duties, the functions of the Council, and the Council's role in the organization and delivery of HIV/AIDS health and support services.

The Committee shall institute orientation and training programs for new and incumbent members. Orientations will be held quarterly (Approved 8/6/09).

An individual may serve on the Council only if the individual agrees that if the individual has a financial interest in an entity, if the individual is an employee of a public or private entity, or if the individual is a member of a public or private organization, and such entity or organization is seeking amounts from a grant under the Ryan White CARE Act (Act), the individual will not, with respect to the purpose for which the entity seeks such amounts, participate (directly or in an advisory capacity) in the process of selecting entities to receive such amounts for such purpose.

Council members and alternates as well as committee members must meet attendance requirements in accordance with the Code of the County, except that absences from meetings by individuals because of illness related to their HIV shall not be counted as an absence.

Council members and/or alternates (appointed by the County Commission) and committee members will automatically be removed from the Planning Council or committee that meets more frequently than quarterly if he/she: 1) has three (3) consecutive unexcused absences regardless of year, or 2) misses four (4) meetings in one (1) calendar year (January-December) because of unexcused absences. A committee member will automatically be removed from a committee that meets on a quarterly or less frequent basis if he/she: 1) has two (2) consecutive unexcused absences regardless of year, or 2) misses two (2) meetings in one (1) calendar year (January-December) because of unexcused absences. (Approved 9/2008 for Council, 9/2009 for Committees)

A member and/or alternate shall be deemed absent from a meeting when the member and/or alternate is not present at the meeting at least seventy-five (75) percent of the time.

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.

If a Council member is removed from the Council, to be recommended for reappointment, s/he must go through the original membership process as stated in the Membership Policies and Procedure. The Council may recommend the reappointment of members whose absences were caused by extenuating circumstances.

The membership categories for the Council and Consortia shall be consistent with those defined in the Act. Not less than 33 percent of the Council shall be individuals who are receiving HIV-related services from Part A funded providers, are not officers, employees, or consultants to any entity that receives amounts from such a grant, and do not represent any such entity, and reflect the demographics of the population of individuals with HIV as determined annually. For purposes of the preceding sentence, an individual shall be considered to be receiving such services if the individual is a parent of, or a caregiver for, a minor child who is receiving such services. This may not be construed as having any effect on entities that receive

funds from grants under any other Act program but do not receive funds from grants under Part A, on officers or employees of such entities, or on individuals who represent such entities.

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. (Approved 11/19/2009)

No more than 3 members employed by one governmental agency or provider shall serve on the Planning Council at one time. (Approved 1/28/2010)

There shall be a minimum of two individuals with HIV who shall serve as alternates appointed and approved by the Broward County Commission. The latter may only serve as voting members in Council meetings for any period of time that a member with HIV is unable to serve due to HIV illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, alternates, as directed by the Chair, shall alternate their substitution for PWA members unable to serve due to HIV. Alternates shall comply with attendance requirements at Council meetings.

Affirmative outreach shall be made to attract qualified candidates for membership on the Council with particular attention to gender balance and adequate representation from racial and ethnic minorities.

As part of the Council's efforts to increase the percentage of individuals with HIV on the Council, the Broward County Commission should strive, whenever possible, to appoint individuals with HIV to vacancies not only in that category but to other categories as appropriate.

The term of office for members and alternates shall be at the pleasure of the appointing Commissioner.

The Committee shall be responsible for recommending removal of Council members and Alternates in accordance with the Council By-Laws.

Procedures

Membership:

Semi-annually the current membership will be evaluated for compliance with local, state and federal policies.

Deficiencies through attrition, or change in qualifications of members will be documented. A member's qualification may change because of excess absences or by change of employment. Any changes to member's affiliation status will also be noted. Council support staff will report on absences. Current members will be surveyed each year (using a form similar to the application).

Individuals with HIV who experience extended absence due to illness will be moved to alternate status until they are able to regularly participate again.

The Committee will create a roster of current members and identify membership deficiencies and vacancies. The Committee will review the status of current members and alternates who:

- Fail to maintain the status to represent the membership category set forth in the Act;
- Fail to maintain the qualifications set forth in Broward County Resolution #94-1286 (or its successors);

At such time as a member's professional responsibilities changes such that he/she no longer represents the constituency for which he/she was originally appointed, that member shall immediately resign and his/her seat shall be filled in accordance with the provisions contained in the Membership policies and procedures. The member shall have the ability to reapply for membership to the Council. (Approved 11/19/2009)

Current Members and Alternates whose status and/or qualifications change will be given priority for reassignment to any existing vacancy for which they may qualify.

The Membership/Council Development Committee and Broward County HIV Health Services Planning Council shall be notified of changes to representation that are by virtue of position (e.g. Medicaid). Such changes shall be informational in nature and immediately forwarded to the Broward County Board of County Commissioners for appointment.

An open, well publicized recruitment activity will occur. Membership applications and "Interested Party" brochures are available at all meetings of the Council and at all outreach and business meetings in the community. The Membership Committee Chair is responsible for offering to visit, specifically, case management agencies in efforts to encourage the recruitment of consumers for potential Council membership.

Council staff will verify that all active/pending applications meet the non-conflict of interest requirements as applicable, note any changes in employment or affiliation status, and present the eligible applications to the Membership Committee for review.

Applicants will be invited to attend an orientation and encouraged to join a committee. Applicants will receive a package of information that contains specific questions regarding the applicant's interest in becoming a Council and/or a Committee member. Committee information will be included in the package.

A prospective Planning Council member is required to participate in a single committee for at least three months and attend a membership orientation prior to being considered for appointment to the Planning Council. (Approved 4/2008)

Applications will be screened and rated based on:

- Ability to fulfill membership representation deficiencies/vacancies;
- Experience and expertise to fulfill a particular category of membership
- Participation on Committees;
- Attendance at information luncheon; and
- Other identified criteria.

As part of the Council's efforts to increase the percentage of individuals with HIV on the Council, unaffiliated consumers will be given priority consideration for appointment to vacancies not only in that category but to other categories as appropriate with Alternates being given first priority.

In its review and recommendation process, The Membership Committee is further guided by the Ryan White CARE Act Title I Manual (Section VI: 2-3 *Planning Council Membership; Planning Council Nominations*). These Sections give the legislative background of the CARE Act that requires the Planning Council to be both reflective and representative of the demographic composition of the population of individuals living with HIV in the geographical area served. The Committee will, to the best of its ability, strive to achieve an optimal balance of Council composition that is reflective, representative, and, statistically, most closely approximates the HIV/AIDS prevalence in the geographical area served.

Recommendations for appointment as members and/or alternates will be forwarded to the Council for recommendation to the Broward County Board of County Commissioners for consideration and appointment.

A semi-annual post-appointment training will occur for new members and other interested parties. New appointees will be offered the guidance of a mentor. The Membership Committee will conduct mentoring training twice annually for Council volunteers.

Council Development:

The Committee will develop and implement an annual Council Development training plan which meets requirements in the Act.



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Mentoring Program

In order to increase attendance and participation in Council meetings, this Committee will institute orientation and training programs for new and incumbent members.

An important segment of this training will be designated as the Mentoring Program which will be offered to all new Council members and alternates.

A welcome letter will be sent to the above members with an attachment requesting the new members and alternates to choose a committee they have an interest in attending. In addition, at the post appointment orientation meeting, Council members who have volunteered their time to this program will be assigned by the Chair of the Membership/Council Development Committee.

The new members and alternates, when possible, should sit near his/her Mentor during all meetings. (Non-voting alternates are reminded they may sit in proximity to their mentor, but not at the table). This will allow the Mentor to easily answer any questions the new member might have.

Volunteer Mentors will receive training annually according to the schedule set forth in the Committee Workplan. The Mentor should strive to educate the new member on the following points:

1. Review of Orientation Manual
2. Reminders of Meetings
3. Availability of Transportation
4. Day care reimbursement benefit
5. Reimbursement of lost wages
6. Explanation of complex language
7. Empowerment and respect for individual opinions and ideas.
8. A summary of Robert's Rules of Order

If needed and requested by the new member/alternate, the Mentor may also remind new members of upcoming meetings which might be of interest to that person.



JOINT CLIENT/COMMUNITY RELATIONS COMMITTEE

Policies and Procedures

Policies

The Joint Client/Community Relations Committee shall inform and empower the community, and particularly individuals with HIV disease, to become involved in the decision making of HIV policies and processes, quality assurance programs and grievance procedures with Broward County.

The Committee shall actively recruit and encourage the public, and particularly people with HIV disease, to take a more active role in the decision making process of the Broward County HIV Health Services Planning Council (Council) and South Florida AIDS Network (SFAN).

The Committee shall provide a forum for the discussion of Council agenda items and items of concern. This will provide an opportunity to gain a better understanding of issues.

The Committee will develop policies to encourage participation of consumers in Council and SFAN activities.

The Committee will function as a clearinghouse and second level of appeal for individuals or community groups with unresolved grievances relative to the Council's decisions regarding Ryan White Part A and Part B funding (to include comprehensive planning, nominations, needs assessment, priority setting and funding allocation). All attempts to resolve grievances will be made in an impartial, open, inclusive and non-discriminatory manner, through voluntary mediation, emphasizing negotiation and compromise. Unresolved grievances will be referred through the Executive Committee of Part A or Part B as appropriate for binding arbitration according to the policies and procedures of the committee. The members of the committee shall include representatives of Part A and Part B.

To avoid conflict of interest issues and in accordance with the Act, grievances relative to the process of selecting service providers, provider performance and grants management shall be referred to the Director, Broward County Human Services Department, and be addressed in accordance with Broward County Administrative Code.

Procedures

The Committee will utilize its Social Marketing Manual to promote and market Council and SFAN activities and events.

Utilizing the Social Marketing Manual, the Committee will host community outreach meetings and community events as outlined in the annual work plan.

The Committee will solicit, review and provide a consumer perspective to Council and SFAN on policies, processes and documents.

The Committee will process grievances in accordance with the published Grievance function.

Membership

To “recommend qualified applicant Patricia Parker-Maysonet to the HIVPC as an alternate