



**MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE  
MEETING AGENDA**

Thursday, November 1, 2012 at 9:00 a.m.

**Karen Creary, Chair**

**Tara Wilson, Vice Chair**

**1. CALL TO ORDER, WELCOME & INTRODUCTIONS**

Welcome, Review Meeting Ground Rules, Statement of Sunshine and Review Public Comment Procedure. Member, Guests, Grantee and Staff Self-Introductions.

**2. MOMENT OF SILENCE**

**3. APPROVALS**

Approval of Today's Agenda and the 10/4/12 Meeting Minutes

**4. REVIEW PLANNING COUNCIL DEMOGRAPHICS – HANDOUT A**

a. Racial, Ethnic Reflectiveness and Gender Reflectiveness

**5. REVIEW PLANNING COUNCIL VACANCIES – HANDOUT B**

**6. CURRENT APPLICANTS AND INTERESTED PARTIES – HANDOUT C**

**7. REVIEW ATTENDANCE – HANDOUT D**

**8. UNFINISHED BUSINESS**

a. Review Executive Committee's Response on Training at Annual Retreat

INFORMATION ITEM: Executive Committee approved the request for 2-hour training time at the annual retreat.

b. Committee Member Input on Goals of National HIV/AIDS Strategy - HANDOUT E

ACTION ITEM: Committee members provide input on how to meet NHAS Goals. Committee can finalize a list of actions to be added to the 2013/2014 work plan.

**9. NEW BUSINESS**

a. HIVPC Application Form - HANDOUT F

ACTION ITEM: Review whether the information on the form allows for the best placement on the Council.

b. Definitions of Council Seats/Council Member Job Description - HANDOUT G

ACTION ITEM: Review a draft of job descriptions for the Council members overall and for each mandated seat on the Council.

**10. PUBLIC COMMENT**

**11. REQUEST FOR INFORMATION/DIRECTIVES**

**12. AGENDA ITEMS FOR NEXT MEETING – January 3, 2012 at 9:00 a.m. Venue: BRHPC**

**13. ADJOURNMENT**



## MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

October 4, 2012 at 9:00 a.m.  
Broward Regional Health Planning Council  
200 Oakwood Lane, Hollywood, 33020  
**MEETING MINUTES**

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

### 1. CALL TO ORDER

The Chair called the meeting to order at 9:16 a.m.

### 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 subjected to public record if it is disclosed.

### 2. MOMENT OF SILENCE

A moment of silence was observed.

### 3. APPROVAL OF THE 9/6/12 MEETING AGENDA

|                     |                                       |
|---------------------|---------------------------------------|
| <b>Motion # 1</b>   | To approve the 10/4/12 meeting agenda |
| <b>Proposed by:</b> | Carl Roberson                         |
| <b>Seconded by:</b> | Leroy Dyer                            |
| <b>Action:</b>      | Passed Unanimously                    |

### 4. APPROVAL OF THE 7/5/12 MEETING MINUTES

|                     |                                       |
|---------------------|---------------------------------------|
| <b>Motion # 2</b>   | To approve the 9/6/12 meeting minutes |
| <b>Proposed by:</b> | Leroy Dyer                            |
| <b>Seconded by:</b> | Tara Wilson                           |
| <b>Action:</b>      | Passed Unanimously                    |

### 5. NEW BUSINESS

#### Training Session(s) Outline

Support Staff reported on the HIVPC Chair's verbal agreement on the trainings taking place at the annual retreat. The HIVPC retreat is customarily carded for February. The Executive retreat is customarily carded for January. From the survey given to JCCR Committee and HIVPC in August 2012, the training topics were identified and brought to

MCDC – Meeting Minutes 10/4/12

**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

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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



the MCDC in September. The topics are as follows:

- ❖ Bylaws / Policies and Procedures
- ❖ Roberts Rules/ How to Run a Meeting
- ❖ Priority Setting, Allocation Process
- ❖ Data on the Epidemic
- ❖ Quality Assurance Process

After discussion, it was decided to conduct the training sessions under the following groups and in the following order:

1. Legislative requirements of the HIVPC,
2. By-Laws, Roberts Rules of Order, Broward County Code of Ethics, Sunshine law,
3. Broward County Epidemiology, and
4. Comprehensive Plan, Update on NHAS, Quality Management

These will feed into the Council's operations, the NHAS goals and integrate into committees' work plans. Time blocks were identified and the MCDC formalized their time block request to the Executive Committee in the following motion:

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Motion # 3</b>   | To request a 2-hour time slot at the annual HIVPC retreat to cover the following topics <ol style="list-style-type: none"><li>1. Legislative requirements of the HIVPC: - <i>(30 minutes) Staff/Grantee</i></li><li>2. By-Laws, Roberts Rules, Broward County Code of Ethics, Sunshine: <i>(60 minutes)</i></li><li>3. Update on Epidemiology: <i>(30 minutes) - BCHD staff (recommend Psyche Doe)</i></li><li>4. Comprehensive Plan, Update on NHAS, Quality Management – <i>MCDC suggests this item #4 sets the tone for the remainder of the retreat.</i></li></ol> |
| <b>Proposed by:</b> | Carl Roberson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Seconded by:</b> | Leroy Dyer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Action:</b>      | Passed Unanimously                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## 6. REVIEW PLANNING COUNCIL MEMBER CHANGES *(since last meeting)*

The Grantee related that the following two HIVPC matters to be discussed:

1. An HIVPC Member inquired whether the HIVPC Chair was in the correct seat as she works with a Ryan White provider (CDTC).
2. A Member, having served on the HIVPC in the HRSA mandated category of Social Service Providers, has changed jobs but remains employed in the 'social service' category.

MCDC discussion: We should not juggle people around just to keep them on the Council, and there appears to be double standards on the Council. The Grantee responded that there is no double standard. The MCDC has already set the precedent by following the committee's policies and procedures. In order to change this going forward, there would need to be criteria developed for each seat in accordance to the HRSA laws and that the HIVPC By-Laws would need to be specific on this matter. The grantee also noted that although this member has changed jobs, his affiliation has not changed. Members asked to see a list of all Council seat categories with definitions, and discussed creating job descriptions for Council members. More time is needed to review by-laws, priorities and procedures and HRSA's mandates. The following motion was made:

|                     |                         |
|---------------------|-------------------------|
| <b>Motion # 4</b>   | To table Agenda Item #6 |
| <b>Proposed by:</b> | Carl Roberson           |
| <b>Seconded by:</b> | Leroy Dyer              |
| <b>Action:</b>      | Passed Unanimously      |

## 7. PUBLIC COMMENT

There was no public comment.

MCDC – Meeting Minutes 10/4/12

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## 8. REQUEST FOR DATA/DIRECTIVES

Directives to staff were finalized.

## 9. AGENDA ITEMS FOR NEXT MEETING: November 1, 2012 at 9:00 a.m. **Venue:** BRHPC

- ❖ Standing Agenda Items
- ❖ Review HIVPC Application Form
- ❖ Review HRSA Descriptions of Planning Council seats
- ❖ Category Definitions from other EMAs

## 10. ADJOURNMENT

Without objection, the meeting was adjourned at 10:57 a.m.

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

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## Membership Council Development Report November 1, 2012

| Gender | Epidemic | Full Council | Consumers |        | Council | Epidemic | Consumers |
|--------|----------|--------------|-----------|--------|---------|----------|-----------|
| Male   | 11,836   | 14           | 7         | Male   | 52%     | 71%      | 78%       |
| Female | 4,944    | 13           | 2         | Female | 48%     | 29%      | 22%       |
|        | 16,780   | 27           | 9         |        | 100%    | 100%     | 100%      |

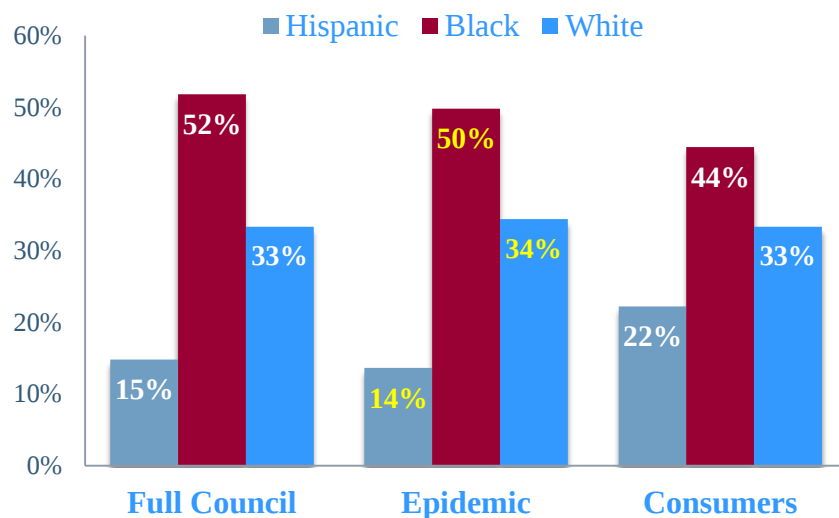
  

| Race     | Epidemic | Full Council | Consumers |          | Council | Epidemic | Consumers |
|----------|----------|--------------|-----------|----------|---------|----------|-----------|
| Hispanic | 2,290    | 4            | 2         | Hispanic | 15%     | 14%      | 22%       |
| Black    | 8,361    | 14           | 4         | Black    | 52%     | 50%      | 44%       |
| White    | 5,772    | 9            | 3         | White    | 33%     | 34%      | 33%       |
| Other    | 357      | 0            | 0         | Other    | 0       | 2%       | 0         |
|          | 16,780   | 27           | 9         |          | 100%    | 100%     | 100%      |

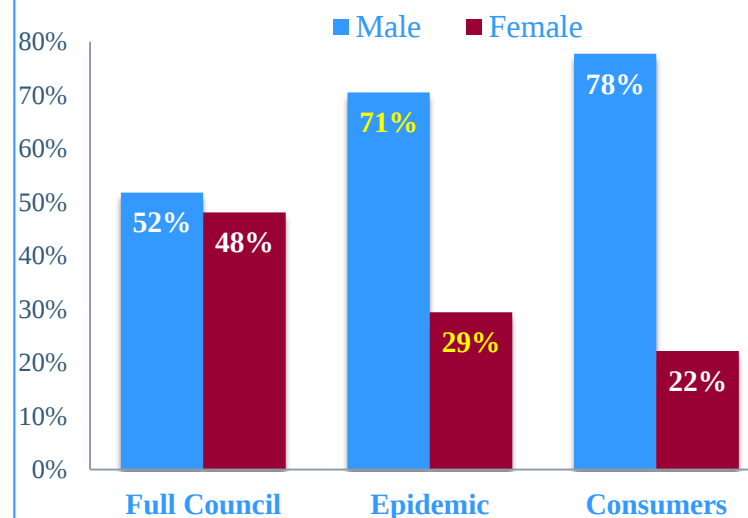
**Percent of PC  
Members That  
Are Unaffiliated  
Consumers**

**33%**

### Racial/Ethnic Reflectiveness



### Gender Reflectiveness



| #  | Membership Category                 | Category     | 1st Name  | Last Name      | Unaffil | Race/Ethnic | W   | B   | H   | Gender | F   | M   | Part A Agency | Part A | Appoint Date | Committee            | Affiliation |
|----|-------------------------------------|--------------|-----------|----------------|---------|-------------|-----|-----|-----|--------|-----|-----|---------------|--------|--------------|----------------------|-------------|
| 1  | Affected Communities                | Consumer     | Leroy     | Dyer           | 1       | B           |     | 1   |     | M      |     | 1   |               |        | Feb-10       | JCCR; MDCD           |             |
| 1  | Affected Communities                | Consumer     | Brad      | Gammell        | 1       | W           | 1   |     |     | M      |     | 1   |               |        | Nov-08       | PSRA; JPC            |             |
| 1  | Affected Communities                | Consumer     | Ronald    | Hernandez      | 1       | H           |     |     | 1   | M      |     | 1   |               |        | May-05       | JCCR                 |             |
| 1  | Affected Communities                | Consumer     | Bradley   | Katz           | 1       | W           | 1   |     |     | M      |     | 1   |               |        | Nov-08       | R; PSRA; JP;QM, Exec |             |
| 1  | Affected Communities                | Consumer     | William   | Marcoviche     | 1       | H           |     |     | 1   | M      |     | 1   |               |        | Feb-05       | JCCR                 |             |
| 1  | Affected Communities                | Consumer     | Michael   | Rajner         | 1       | W           | 1   |     |     | M      |     | 1   |               |        | Oct-07       | M; Exec; LPAC        |             |
| 1  | Affected Communities                | Consumer     | Tara      | Wilson         | 1       | B           |     | 1   |     | F      | 1   |     |               |        | Aug-10       | MDC                  |             |
| 1  | Affected Communities                | Consumer     | Yolanda   | Reed           | 1       | B           |     | 1   |     | F      | 1   |     |               |        | Jan-12       | RA; Nominating       |             |
| 1  | Affected Communities                | Consumer     | Carl      | Roberson       | 1       | B           |     | 1   |     | M      |     | 1   |               |        | Dec-95       | ; PSRA, Exec; Nom    |             |
| 1  | Other                               | Commissioner | Comm.     | Holness        |         | B           |     | 1   |     | M      |     | 1   |               |        | Feb-11       | TBD                  | BCBCC       |
| 1  | ASO/CBO serving affected pops       | ASO          | W James   | Perigny        |         | W           | 1   |     |     | M      |     | 1   |               |        | Jan-12       | JCCR                 | Red Hisp    |
| 1  | ASO/CBO serving affected pops       | ASO          | Mychell   | Stoakley       |         | B           |     | 1   |     | F      | 1   |     | BH            | 1      | Jan-12       | JCCR                 | BH          |
|    | Grantees Other Fed HIV Programs     | HOPWA        |           |                |         |             |     |     |     |        |     |     |               |        |              |                      |             |
| 1  | Grantees Other Fed HIV Programs     | Part F       | Stephen   | Abel           |         | W           | 1   |     |     | M      |     | 1   | NSU           | 1      | Dec-07       | LPAC                 | NSU         |
| 1  | Health Care Providers/FQHC          | FQHC         | Rick      | Siclari        |         | W           | 1   |     |     | M      |     | 1   | CR            | 1      | Feb-10       | PSRA; JPC            | CR          |
| 1  | Part C Grantees                     | Part C       | Claudette | Grant          |         | B           |     | 1   |     | F      | 1   |     | NBHD          | 1      | Jan-12       | PSRA                 | NBHD        |
| 1  | Hospital/Healthcare Planning Agency | Hospital     | Jodi      | Pearl          |         | W           | 1   |     |     | F      | 1   |     | MHS           | 1      | Nov-08       | MCDC; Nom            | MHS         |
| 1  | Mental Health Providers             | MH Provider  | Timothy   | Moragne        |         | B           |     | 1   |     | M      |     | 1   | NSU           | 1      | Nov-90       | PC; Nominating       | NSU         |
| 1  | Non-Elected Community Leader        | NECL         | Karen     | Creary         |         | B           |     | 1   |     | F      | 1   |     |               |        | Aug-06       | CD; JCCR; E          | CDTC        |
| 1  | Non-Elected Community Leader        | NECL         | Tamara    | Kuryla         |         | W           | 1   |     |     | F      | 1   |     |               |        | Mar-00       | CDC; Executive       | CDTC        |
| 1  | Non-Elected Community Leader        | NECL         | Will      | Spencer        |         | W           | 1   |     |     | M      |     | 1   |               |        | Feb-04       | By Laws              |             |
| 1  | Non-Elected Community Leader        | NECL         | Carla     | aylor-Bennett  |         | B           |     | 1   |     | F      | 1   |     |               |        | Jun-08       | SRA; Executive       | BSO         |
| 1  | Part D Grantees                     | Part D       | Marie     | Hayes          |         | B           |     | 1   |     | F      | 1   |     |               |        | Mar-00       | PSRA                 | CDTC        |
| 1  | Rep Former Fed/State/Local Prisoner | Incarc Rep   | Barbara   | Hanson-Evans   |         | B           |     | 1   |     | F      | 1   |     |               |        | Feb-03       | MCDC                 | BSO         |
| 1  | Other: Social Security/Medicare     | Other        | Ginny     | Jordan         |         | H           |     |     | 1   | F      | 1   |     |               |        | May-99       |                      | SSA         |
| 1  | Social Service Providers            | SS Provider  | Joey      | Wynn           |         | H           |     |     | 1   | M      |     | 1   | MDEI          | 1      | Nov-08       | LPAC; PSRA           | MDEI        |
| 1  | State Medicaid                      | Medicaid     | Khia      | Johnson        |         | B           |     | 1   |     | F      | 1   |     |               |        | Apr-12       | QMC                  | Medicaid    |
|    | State Govt administering RW Part B  | Part B       |           |                |         |             |     |     |     |        |     |     |               |        |              |                      |             |
| 1  | Substance Abuse Providers           | SA Provider  | Karlene   | Tomlinson      |         | B           |     | 1   |     | F      | 1   |     |               |        | Oct-05       | JPC, Exec            | DCF         |
| 27 |                                     |              |           |                | 9       |             | 9   | 14  | 4   |        | 13  | 14  |               | 7      |              |                      |             |
|    |                                     |              |           |                | 33%     |             | 33% | 52% | 15% |        | 48% | 52% |               | 26%    |              |                      |             |
|    | Alternates                          |              |           |                |         |             |     |     |     |        |     |     |               |        |              |                      |             |
| 1  | Alternate Member                    |              | Monica    | Coscarelli     |         | H           |     |     |     | F      |     |     |               |        |              |                      |             |
| 1  | Alternate Member                    |              | Patricia  | arker-Maysonet |         | B           |     |     |     | F      |     |     |               |        |              |                      |             |

### HIVPC Membership Categories and Demographics November 1, 2012

| Mandated Categories                                                                                                                                                                                                                                                    | Member Name           | Female    | Male     | Black     | Hispanic | White    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|----------|-----------|----------|----------|
| 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. Hospital planning agencies or other health care planning agencies                                                                                                                                                                                                   | Pearl                 | 1         |          |           |          | 1        |
| 7. Non-elected community leaders (NECL)                                                                                                                                                                                                                                | Creary                | 1         |          | 1         |          |          |
|                                                                                                                                                                                                                                                                        | Kuryla                | 1         |          |           |          | 1        |
|                                                                                                                                                                                                                                                                        | Spencer               |           | 1        |           |          | 1        |
|                                                                                                                                                                                                                                                                        | Taylor-Bennett        | 1         |          | 1         |          |          |
| 8. State Medicaid agency                                                                                                                                                                                                                                               | Johnson               | 1         |          | 1         |          |          |
| 9. State Government Administering Ryan White Part B                                                                                                                                                                                                                    | Vacant                |           |          |           |          |          |
| 10. Part C grantee                                                                                                                                                                                                                                                     | Grant                 | 1         |          | 1         |          |          |
| 11. Part D grantee                                                                                                                                                                                                                                                     | Hayes                 | 1         |          | 1         |          |          |
| 12. Grantees of other Federal HIV programs, including HIV prevention programs                                                                                                                                                                                          | Abel (Part F)         |           | 1        |           |          | 1        |
|                                                                                                                                                                                                                                                                        | HOPWA/Vacant          |           |          |           |          |          |
|                                                                                                                                                                                                                                                                        | Prevention/Vacant     |           |          |           |          |          |
| 13. Formerly incarcerated PLWHA or their representatives                                                                                                                                                                                                               | Hanson-Evans          | 1         |          | 1         |          |          |
| Other: County Commissioner ( <i>not counted toward quorum</i> )                                                                                                                                                                                                        | Holness               |           | 1        | 1         |          |          |
| Other: Social Security                                                                                                                                                                                                                                                 | Jordan                | 1         |          |           | 1        |          |
|                                                                                                                                                                                                                                                                        | <b>Mandated Seats</b> | <b>11</b> | <b>7</b> | <b>10</b> | <b>2</b> | <b>6</b> |
| Affected communities, including<br><ul style="list-style-type: none"> <li>· People with HIV/AIDS</li> <li>· Federally recognized Indian tribe members</li> <li>· Individuals co-infected with hep B or C</li> <li>· Historically underserved subpopulations</li> </ul> | 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         |          |          |
|                                                                                                                                                                                                                                                                        | <b>Consumers</b>      | <b>2</b>  | <b>7</b> | <b>4</b>  | <b>2</b> | <b>3</b> |

## HIV Planning Council Applicants

| Name                 | Consumer | W        | B        | H        | F        | M        | T        | Orientation | Committee       | Member | Date 1          | Date 2    | Date 3    | Application Status |
|----------------------|----------|----------|----------|----------|----------|----------|----------|-------------|-----------------|--------|-----------------|-----------|-----------|--------------------|
| <b>CONSUMERS</b>     |          |          |          |          |          |          |          |             |                 |        |                 |           |           |                    |
| John G.              | 1        |          | 1        |          |          | 1        |          | Yes         | MCDC            | Yes    | 9/5/2012        |           |           | <b>Re-applied</b>  |
| Debbie W.            | 1        |          | 1        |          | 1        |          |          |             | JCCR            | Yes    | 6/5/2012        | 7/10/2012 | 8/7/2012  | <b>Complete</b>    |
| Diane, J.            | 1        |          | 1        |          | 1        |          |          | Yes         | JCCR            | No     | 6/5/2012        | 9/5/2012  |           | New Applicant      |
| Anthony, J.          | 1        | 1        |          |          |          | 1        |          | No          | HIVPC           | No     | 6/21/2012       |           |           | New Applicant      |
| <b>NON-CONSUMERS</b> |          |          |          |          |          |          |          |             |                 |        |                 |           |           |                    |
| Psyche D.            | No       |          | 1        |          | 1        |          |          | Yes         | Planning        | TBA    | Feb-12          | Mar-12    | Apr-12    | <b>Complete</b>    |
| Silvana B.           | No       |          |          | 1        | 1        |          |          | Yes         | Planning        | TBA    | May-12          | Jul-12    | Aug-12    | <b>Complete</b>    |
| Kristopher K.        | No       | 1        |          |          |          | 1        |          | Yes         | JCCR            | Yes    | 4/3/2012        | 5/1/2012  | 6/5/2012  | <b>Complete</b>    |
| Robert J.            | No       |          | 1        |          |          | 1        |          | No          | Priorities      | Yes    | 3/22/2012       | 6/20/2012 | 8/15/2012 | <b>Complete</b>    |
| Chad. T.             |          | 1        |          |          |          | 1        |          | No          | None            | n/a    | 10/2/2012       | n/a       | n/a       | New Applicant      |
| Dianne P.            | No       |          | 1        |          | 1        |          |          | No          | Priorities/PCIP |        | Aug-12          | Oct-12    |           | New Applicant      |
|                      | <b>4</b> | <b>3</b> | <b>6</b> | <b>1</b> | <b>5</b> | <b>5</b> | <b>0</b> |             |                 |        | No Sept Meeting |           |           |                    |

| Attendance Red Flags - CY 2012 to November 1, 2012 |                  |                               |                                  |                        |                    |                                                                                        |
|----------------------------------------------------|------------------|-------------------------------|----------------------------------|------------------------|--------------------|----------------------------------------------------------------------------------------|
| Name                                               | Committee        | Missed                        | Action Letter                    | Letter Prepped         | Letter Sent        | Follow Up                                                                              |
| Marcel Martin                                      | QMC              | Feb<br>Mar                    | Warning                          | 3.22.12                | Yes                | None                                                                                   |
| Andrew Bush                                        | HIVPC            | Feb<br>Mar                    | Warning                          | 4.19.12                | Yes                | None                                                                                   |
| Seth Leverage                                      | Joint Priorities | Feb<br>Mar<br>April           | Warning 3/23<br><br>Removal 4/23 | 4.19.12                | Yes                | Mailed and sent to Kim Saiswick (Part B Chair) for Review/Action                       |
| Leroy Crawford                                     | HIVPC            | Mar<br>Apr<br>May             | Warning 4/26<br><br>Removal 5/24 | 4.26.12<br><br>5.24.12 | Yes<br><br>To Send | OIAPS (County) sent notice of removal letter                                           |
| M. Schweizer                                       | QMC              | Mar<br>May                    | Warning 5/24                     | 5.24.12                | Yes                |                                                                                        |
| Jean Starkey                                       | Joint Priorities | Apr<br>13-Jun<br>20-Jun       | Warning                          | 6.25.12                | Yes                |                                                                                        |
| Regine Lefevre                                     | Joint Priorities | Feb<br>13-Jun<br>20-Jun       | Warning                          | 6.25.12                | Yes                | Member informed she will be away for the summer                                        |
| M. Martin                                          | QMC              | Feb<br>Mar<br>Jun             | Warning                          | 6.25.12                | Yes                | Absence from June meeting triggered the 4-in-a-year policy                             |
| M. Quintana Jefferson                              | QMC              | Jan<br>Mar<br>Jun             | Warning                          | 6.25.12                | Yes                |                                                                                        |
| John Greenwood                                     | MCDC             | May<br>Jun                    | Warning                          | 6.25.12                | Yes                | Member informs he will attend the 7/5/12 meeting                                       |
| Andrew Bush                                        | HIVPC            | Feb<br>Mar<br>Jun             | Warning                          | 6.25.12                | Yes                | Absence from June meeting triggered the 4-in-a-year policy                             |
| Monica Coscarelli                                  | HIVPC            | Mar<br>May<br>Jun             | Warning                          | 6.25.12                | Yes                | Member informed staff she will be unable to attend going forward and would write staff |
| Andrew Bush                                        | HIVPC            | Feb<br>Mar<br>Jun<br>Jul      | Removal                          | 7.20.12                | Yes                | OIAPS (County) sent notice of removal letter                                           |
| Andrew Bush                                        | Joint Priorities | May<br>July<br>Aug            | Warning                          | 8.24.12                | Yes                |                                                                                        |
| Karlene Tomlinson                                  | Joint Planning   | Mar<br>Jul<br>Aug             | Warning                          | 8.31.12                | Yes                | August absence triggered both 3-in-a-row AND 4-in-a-year policies.                     |
| Karlene Tomlinson                                  | Joint Planning   | Mar<br>July<br>Aug<br>October | Removal                          | 10.30.12               | Yes                | Letter sent 10.31.12                                                                   |

## JOINT PLANNING COMMITTEE - ATTENDANCE CY 2012

| # Absences      | Count | Member                 | 1/9/2012*  | 2/12/12    | 3/12/12   | 4/9/12     | 5/14/12    | 6/11/2012^ | 7/9/12     | 8/13/12    | 9/10/12    | 10/8/12   |  |
|-----------------|-------|------------------------|------------|------------|-----------|------------|------------|------------|------------|------------|------------|-----------|--|
| <b>Part A</b>   |       |                        |            |            |           |            |            |            |            |            |            |           |  |
| 1               | 1     | Moragne, T.            |            | 1          | 1         | 1          | 1          |            | 1          | 1          | A          | 1         |  |
| 3               | 2     | Shirley, J.            |            | 1          | E         | 1          | A          |            | E          | A          | 1          | A         |  |
| 0               | 3     | Katz, H. Bradley       |            | 1          | 1         | 1          | 1          |            | 1          | 1          | 1          | 1         |  |
| 1               | 4     | Gammell, B.            |            | 1          | 1         | 1          | 1          |            | 1          | 1          | 1          | A         |  |
| <b>Part B</b>   |       |                        |            |            |           |            |            |            |            |            |            |           |  |
| 2               | 5     | Saiswick, K., Co-Chair |            | 1          | 1         | 1          | A          |            | 1          | 1          | 1          | A         |  |
| 2               | 6     | Mercer, A.             |            | 1          | A         | 1          | 1          |            | 1          | 1          | A          | 1         |  |
| <b>Quorum=4</b> |       |                        | <b>N/A</b> | <b>Yes</b> | <b>No</b> | <b>Yes</b> | <b>Yes</b> | <b>N/A</b> | <b>Yes</b> | <b>Yes</b> | <b>Yes</b> | <b>NO</b> |  |

|                         |   |                         |  |   |   |   |   |  |   |   |   |   |  |
|-------------------------|---|-------------------------|--|---|---|---|---|--|---|---|---|---|--|
| <b>Removed/Resigned</b> |   |                         |  |   |   |   |   |  |   |   |   |   |  |
| 4                       | 1 | Tomlinson, K., Co-Chair |  | 1 | A | 1 | 1 |  | A | A | 1 | A |  |
| <i>Removed 10/31/12</i> |   |                         |  |   |   |   |   |  |   |   |   |   |  |

\* CANCELED per Grantee and Chairs as meeting material will be covered in the January 19, 2012 Joint Executive Committee Meeting

^Canceled per Grantee and Chairs - no business to conduct

## GOALS OF THE NATIONAL HIV/AIDS STRATEGY AND THE COMPREHENSIVE PLAN

**How can MCDC help achieve the goals in Broward County?**

*Please write your ideas and bring them to the November MCDC meeting*

### **1. REDUCE THE NUMBER OF PEOPLE WHO BECOME INFECTED WITH HIV**

- (i) Lead efforts to lower the number of new infections by 25%
- (ii) Reduce the HIV transmission rate by 30%
- (iii) Increase the number of people who know their HIV status to 90%

### **2. INCREASE ACCESS TO CARE AND IMPROVE HEALTH OUTCOMES FOR PLWHA**

- (i) Increase to 85% the number of people newly diagnosed with HIV receiving clinical care within 3 months of diagnosis
- (ii) Increase to 80% the proportion of Ryan White clients in continuous care (2 HIV medical visits in 12 months, at least 3 months apart)
- (iii) Increase the number of PLWHA in permanent housing to 86%

### **3. REDUCE HIV-RELATED HEALTH DISPARITIES**

- (i) Increase access to prevention and care services
- (ii) Increase the number of gay and bisexual men, Blacks, and Latinos with undetectable viral loads by 20%

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.

# **Broward County HIV Health Services Planning Council 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.**

**Name:**

**Date:** HANDOUT F

**Contact Information**

Home Telephone Number ( )

Cell Phone Number ( )

Home Mailing Address

Current Place of Employment (if applicable)

Work Telephone Number ( )

Work Mailing Address

Email Address

**Gender**

☐ Male

☐ Female

☐ Transgender

**Race/Ethnicity**

☐ Black/non-Hispanic

☐ White/non-Hispanic

☐ Hispanic

☐ American Indian/Alaskan Native

☐ Asian/Pacific Islander

☐ Other (please specify) .....

.....

**Do you self-identify as HIV+?\***

☐ Yes

☐ No

☐ N/A

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

**Are you affiliated as an employee, consultant, or board member with Ryan White Part A?**

☐ Yes

☐ No

**Categories of Membership (check all that apply)**

☐ Health care providers, including federally qualified health centers

☐ Community-Based Organizations serving affected populations/AIDS Service Organizations

☐ Social Service Providers (including housing and homeless-services providers)

☐ Non-elected Community Leaders

☐ Affected Communities (people living with HIV/AIDS and underserved communities)

☐ Unaffiliated Ryan White Consumer

☐ Individuals co-infected with HIV & Hepatitis B or C

☐ Members of a Federally Recognized Indian Tribe

☐ PLWHA Recently Released from Jail or Prison or their representatives

☐ Local Public Health Agencies

☐ Hospital Planning Agencies or Health Care Planning Agencies

☐ Grantees of Other Federal HIV programs (providers of HIV Prevention Services)

☐ Mental Health Providers

☐ State Medicaid Agency

☐ Part C Grantees

☐ Substance Abuse Providers

☐ State Part B Agency

☐ Part F Grantees

☐ Part D Grantees

## Committee Assessment

*All Planning Council Members are requested to serve on at least one Committee.*

HANDOUT F

*Please rank the Committees below to indicate your interest.*

- ☐ **Membership/Council Development:** Ensures Council/committee membership meets HRSA mandates. Oversees ongoing training/mentoring of Council/committee members.
- ☐ **Quality Management Committee:** 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 staff/client training/education.
- ☐ **Joint Client/Community Relations Committee:** Encourages individuals living with HIV to be involved in Council activities. Helps people to learn about the Council and what it does. Listens to and tries to resolve complaints about how the Council operates (setting funding priorities, preparing plans, hearing from the HIV community, etc).
- ☐ **Joint Planning Committee:** Develops comprehensive plan and goals for HIV services in Broward County; establishes needs; identifies gaps in care.
- ☐ **Joint Priorities:** Analyzes data and develops service priorities, funding recommendations and language on how best to meet priorities.
- ☐ **ad Hoc Local Pharmacy Advisory Committee:** Makes recommendations to the Planning Council to improve the quality, cost effectiveness and allocation of resources to Pharmacy Services.

## General Information

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

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

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

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

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

**Preferred Method of Contact**

*To facilitate meetings, Planning Council Support Staff will contact Members via phone, email and mail.*

I prefer to receive phone calls and messages at: ☐ Home ☐ Work ☐ Cell

Phone number (\_\_\_\_) \_\_\_\_\_

I prefer to receive mail at ☐ Home ☐ Work

My preferred email address is \_\_\_\_\_

**Signature**

**Date**

***Note: This application expires six (6) months from date of submission.***

**Mail or FAX your completed application to:**

HIVPC Support Staff  
Broward Regional Health Planning Council  
200 Oakwood Lane,  
Hollywood, Florida 33020

FAX: (954) 561 – 9685

If you have any questions, please call (954) 561 – 9681.



## HIV Planning Council Member Job Descriptions

The Ryan White HIV/AIDS Program states the following regarding the purpose of HIV Planning Council membership categories:

*“Each category of membership meets a specific need.”*

*“Other membership categories, comprising government and health professions, are intended to enhance service delivery. This includes coordination of funding streams to better address gaps in care, avoid overlaps in services, and create comprehensive service delivery systems that meet the multiple care needs of clients.”*

*“All categories of membership are designed to bring together expertise in such areas as health planning, service delivery, client perspectives and financing of care.”*

### Main Duties

1. Allocate Ryan White funds among the various Part A services
2. Assess the needs of the community for HIV/AIDS services
3. Develop a Comprehensive Plan to guide how services will be provided
4. Monitor the quality and effectiveness of Ryan White programs, and recommend improvements
5. Assess the effectiveness of administrative performance by the Part A Grantee

### Responsibilities

1. Be willing to commit six to eight hours monthly to the HIV Planning Council; approximately two hours monthly in Planning Council meetings; two to three hours monthly in Committee meetings; and two to three hours monthly for background reading and to complete assigned tasks.
2. Members in leadership roles attend one extra meeting per month, requiring two to four hours more time.
3. Be willing and able to contribute professional and personal expertise to further the work of the Council.
4. Work collaboratively within the Planning Council and with other entities that provide or fund HIV related services.
5. Be an advocate for the PLWHA community.
6. Participate in regular, ongoing education and training.
7. Supply data requested of the category of seat to which the member is appointed. Examples of data needed:
  - a. Part A Eligible Service Categories Funded
  - b. Funding Amount by Service Categories
  - c. Number of Clients Served/Utilization
  - d. Duplicated/Unduplicated Part A Clients
  - e. Client Demographics
  - f. How Services Are Coordinated with Part A for Duplicated Clients

## PLANNING COUNCIL MEMBERSHIP CATEGORIES

### 1. Affected Communities

**Affected Communities Definition:** Include People With HIV/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.

The Ryan White HIV/AIDS Program Part A Manual states:

- “Involvement of those who use Ryan White services **ensures crucial input** from persons closest to care delivery. Legislative provisions require that consumers be free of conflict of interest in relation to funding decisions”
- “33% of Council members must be consumers receiving Ryan White Part A services, or the parents and caregivers of minor children who are receiving such services. These members should reflect the epidemic in the EMA and be unaligned, meaning that they “are not officers, employees, or consultants” to any providers receiving Ryan White funds, and who “do not represent any such entity.”
- “Consumers who volunteer with a Part A-funded provider are not considered to ‘represent’ that entity and are eligible for consumer membership on the planning council as unaligned members. The legislation permits a PLWHA to serve as a volunteer at a Part A-funded agency and still be considered unaligned.”

**Affected Communities Proposed Job Description:** Be actively involved with Council and Committees on which they serve. Provide strong feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHAs in general.

### 2. Non-Elected Community Leader

**Non-Elected Community Leader Definition:**

- HIVPC By-Laws: “Someone active in the community not elected in formal government elections.”
- Miami-Dade By-Laws: “A person not affiliated with a funded provider, who does not hold a publicly elected seat, and who can represent a substantial segment of the community and is recognized as such.”

**Non-Elected Community Leader Proposed Job Description:** Be actively involved with Council and Committees on which they serve. Speak out on behalf of a population or sub-population in the community that is directly affected by HIV/AIDS or has a special interest in it.

### 3. Health Care Providers, Including Federally Qualified Health Centers

**Health Care Providers Proposed Job Description:** Share information about how Council actions will affect providers and their Ryan White clients. Provide data or information about the funding sources and utilization of their HIV/AIDS clients to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

### 4. Community-Based Organizations Serving Affected Populations And Aids Service Organizations

**CBO/ASO Proposed Job Description:** CBO/ASO category representatives should be able to share information about how Council actions will affect service organizations and their Ryan White clients. Provide data or information about the funding sources and utilization of their HIV/AIDS clients to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

### 5. Social Service Providers, including Providers of Housing and Homeless Services

**Social Service Providers Proposed Job Description:** Share information about how Council actions will affect social service agencies, providers and their Ryan White clients. Provide data or information about the funding sources and utilization of their HIV/AIDS clients to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

## 6. Mental Health Providers and Substance Abuse Providers

**Mental Health Providers and Substance Abuse Providers Definition:** “One person may represent both the substance abuse provider and the mental health provider categories if his/her agency provides both types of services and the person is familiar with both programs.” - HRSA

**Mental Health Providers and Substance Abuse Providers Proposed Job Description:** Share information about how Council actions will affect mental health providers and their Ryan White clients. Provide data or information about the funding sources and utilization of their HIV/AIDS clients to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

## 7. State Government (Agency Administering Program under Part B)

**State Government (Agency Administering Program under Part B) Proposed Job Description:** Provide the Council and its Committees with detailed insight about the area’s Ryan White Part B programs. Provide monthly and annual data reports on utilization and expenditures of the Part B and the ADAP programs. Bring back to their agency the Council’s recommendations on changing and improving the Part B programs, and help carry out those recommendations when needed. Share information about how Council actions will affect the community’s overall health system and status. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

## 8. State Medicaid Agency

**State Medicaid Agency Proposed Job Description** – Supply the Council and its Committees with detailed insight about Medicaid services available to PLWHAs in the community. Provide semi-annual reports on utilization and expenditures by the Medicaid HIV/AIDS programs in Broward County, to help the Council assess the capacity of services and gaps in services as part of the annual allocations process. Bring back to their agency the Council’s recommendations on changing and improving Medicaid programs, and help carry out those recommendations when needed. Share information about how Council actions will affect the community’s overall health system and status. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

## 9. Ryan White Part C Grantee

**Ryan White Part C Grantee Proposed Job Description** – Provide the Council and its Committees with detailed insight about the area’s Ryan White Part C programs. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics by Part C programs in Broward County, to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Bring back to their agency the Council’s recommendations on changing and improving the Part C programs, and help carry out those recommendations when needed. Share information about how Council actions will affect the community’s overall health system and status. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

## 10. Ryan White Part D Grantee

**Ryan White Part D Grantee Proposed Job Description** – Provide the Council and its Committees with detailed insight about the area’s Ryan White Part D programs. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics by Part D programs in Broward County, to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Bring back to their agency the Council’s recommendations on changing and improving the Part D programs, and help carry out those recommendations when needed. Share information about how Council actions will affect the community’s overall health system and status. Contribute expertise to enlighten Council decisions and guide the area’s Ryan White services.

## 11. Grantees of Other Federal HIV Programs, including but not limited to providers of HIV Prevention Services:

**Grantees of Other Federal HIV Programs Definition:** The category is to include, at a minimum, a representative from

each of the following: Federally-funded HIV prevention services;

- Grantees providing services in the EMA funded under Special Projects of National Significance (SPNS)
- AIDS Education and Training Centers (AETCs)
- Ryan White Dental Programs (Part F)
- Housing Opportunities for Persons With AIDS (HOPWA) program
- Other Federal programs if they provide treatment for HIV/AIDS, such as the Veterans Administration

**Grantees of Other Federal HIV Programs Proposed Job Description:** Supply the Council and its Committees with detailed insight about the federal program's HIV/AIDS services. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics of the programs in Broward County, to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Bring back to their agency the Council's recommendations on changing and improving the agency's programs, and help carry out those recommendations when needed. Share information about how Council actions will affect the community's overall health system and status. Contribute expertise to enlighten Council decisions and guide the area's Ryan White services.

## **12. Hospital Planning Agencies or Health Care Planning Agencies:**

**Hospital Planning Agencies or Health Care Planning Agencies Proposed Job Description:** Share information about how Council actions will affect the community's overall health system and status, with emphasis on hospital outpatient care for HIV/AIDS. Make an annual data presentation describing the public and private health care systems providing HIV/AIDS services, to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Contribute expertise to enlighten Council decisions and guide the area's Ryan White services.

## **13. Representatives of Individuals Who Formerly Were Federal, State, Or Local Prisoners, Were Released from the Custody of the Penal System during the Preceding 3 Years, and had HIV/AIDS as of the date on which the individuals were so released:**

**Prisoners' Representative Proposed Job Description:** Be actively involved with Council and Committee on which they serve. Speak out on behalf of PLWHAs who are or were incarcerated, especially about the pros and cons of how well the Ryan White system functions for that population. If working for an agency serving inmates or former inmates, provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics by the agency, to help the Council assess the capacity of services and gaps in services in the community as part of the annual allocations process. Contribute expertise to enlighten Council decisions and guide the area's Ryan White services.

2012 HIV Planning Council Retreat  
**Mapping The Continuum of Care**  
Break-Out Group Discussion Items

This group is tasked with making recommendations to [improve coordination, collaboration](#) and [information sharing](#) including Identifying Roles and Responsibilities of HIVPC Mandated Organizational Seats.

| Identify Types of Data Needed                                                                                                                                                                                                                                                                                                                                    | Funders                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>•Part A Eligible Service Categories Funded</li><li>•Funding Amount by Service Categories</li><li>•Number of Clients Served/Utilization</li><li>•Duplicated/Unduplicated Part A Clients</li><li>•How Services Are Coordinated with Part A for Duplicated Clients</li><li>•Client Demographics</li><li>•Other Data</li></ul> | <ul style="list-style-type: none"><li>•Ryan White Part B, C, D &amp; F</li><li>•HOPWA</li><li>•Medicaid</li><li>•Medicare</li><li>•Prevention</li><li>•Mental Health Providers</li><li>•Substance Abuse Providers</li><li>•Representatives of Recently Incarcerated</li></ul> |

**Purpose of HIVPC Mandated Organizational Seats** (Source: HRSA Part A Manual)

Each category of membership meets a specific need. Involvement of those who use Ryan White services ensures crucial input from persons closest to care delivery. Other membership categories, comprising government and health professions, are [intended to enhance service delivery](#). This [includes coordination of funding streams to better address gaps in care, avoid overlaps in services, and create comprehensive service delivery systems](#) that meet the multiple care needs of clients. All categories of membership are designed to bring together expertise in such areas as health planning, service delivery, client perspectives, and financing of care.

**Coordination With Both Programs And Payers** (Source: HRSA Part A Manual)

**Planning.** Coordination in Ryan White planning involves consideration of other programs in such areas as assessment of needs, priority setting, and resource allocation. Required representation of other Federal programs on planning councils is designed to ensure their participation in Part A planning. To illustrate, needs assessments should determine existing resources, regardless of funding stream, as part of efforts to identify areas of unmet need. In setting priorities, other resources must be considered in terms of how they help meet service demands so that Ryan White resources can be used to fill gaps.

**Funding of Services.** Ryan White grantees, including Part A programs, are required to coordinate their services and seek payment from other sources before Ryan White funds are used. This makes the Ryan White HIV/AIDS Program the “payer of last resort,” meaning that funds are to fill gaps in care not covered by other resources.