



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE MEETING AGENDA

Thursday, January 3, 2013 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 11/1/12 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)

ACTION ITEM: The Planning Council has lost 6 members in the past three months, and stands at 22. The minimum required by County ordinance is 20. The Committee may want to consider nominating the two qualified candidates to the HIVPC for approval to be appointed by the County Commission.

7. REVIEW ATTENDANCE – (HANDOUT D)

8. UNFINISHED BUSINESS

a. Definitions of Council Seats/Council Member Job Descriptions – (HANDOUTS E-1, E-2)
ACTION ITEM: Review and discuss the draft of job descriptions for members of Council and for each mandated seat on the Council (found in Handout E-1). Suggest any changes. Approve if satisfied. San Francisco job descriptions are found in Handout E-2. Also, the original applications of our Planning Council members are available to display on the overhead screen.

9. NEW BUSINESS

10. WORK PLAN REVIEW

ACTION ITEM: Review the Committee Work Plan as updated.

11. PUBLIC COMMENT

12. REQUEST FOR INFORMATION/DIRECTIVES

13. AGENDA ITEMS FOR NEXT MEETING – March 7, 2013 at 9:00 a.m. Venue: BRHPC

14. ADJOURNMENT



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

November 1, 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			Sainvil, D.
2	Wilson, T. <i>Vice Chair</i>	X			Williams, R.
3	Katz, H.B.		E		
4	Dyer, L.		E		Grantee Staff
5	Greenwood, J.		A		Odusanya, S.
6	Hanson-Evans, B.	X			
7	Pearl, J.	X			HIVPC Staff
8	Roberson, C.	X			Crawford, T.
	Quorum = 5	5	3		Hosein, F.
					LaMendola, B.
					Rosiere, M.

1. CALL TO ORDER & WELCOME AND INTRODUCTIONS

The Chair called the meeting to order at 9:19 a.m.

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

2. MOMENT OF SILENCE

A moment of silence was observed.

3. APPROVAL OF THE 11/1/12 MEETING AGENDA

Motion # 1	To approve the 11/1/12 meeting agenda
Proposed by:	Jodi Pearl
Seconded by:	Tara Wilson
Action:	Passed Unanimously

APPROVAL OF THE 10/4/12 MEETING MINUTES

Motion # 2	To approve the 10/4/12 meeting minutes
Proposed by:	Tara Wilson
Seconded by:	Carl Roberson
Action:	Passed Unanimously



4. REVIEW PLANNING COUNCIL DEMOGRAPHICS

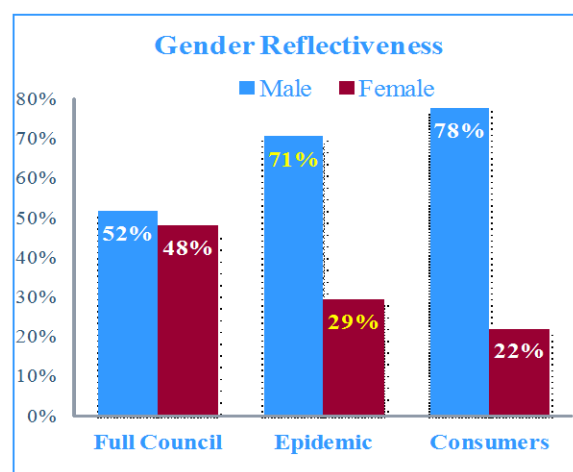
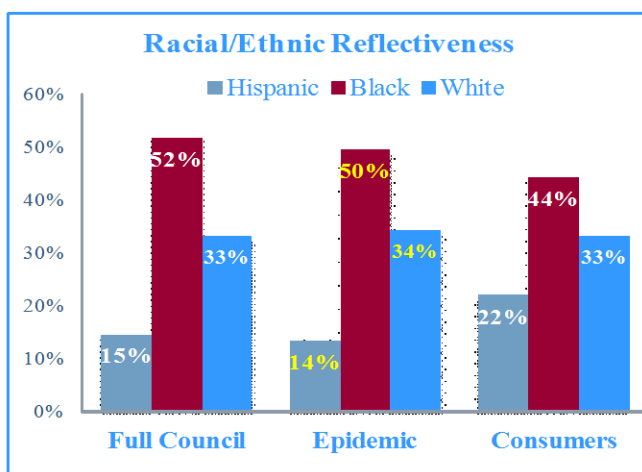
The Planning Council Demographics were reviewed as shown below:

Membership Council Development Report November 1, 2012

Gender				Race			
	Epidemic	Full Council	Consumers		Epidemic	Full Council	Consumers
Male	11,836	14	7	Hispanic	2,290	4	2
Female	4,944	13	2	Black	8,361	14	4
	16,780	27	9	White	5,772	9	3
				Other	357	0	0
					16,780	27	9

	Council	Epidemic	Consumers		Council	Epidemic	Consumers
Male	52%	71%	78%	Hispanic	15%	14%	22%
Female	48%	29%	22%	Black	52%	50%	44%
	100%	100%	100%	White	33%	34%	33%
				Other	0	2%	0
					100%	100%	100%

Percent of PC Members That Are Unaffiliated Consumers
33%



Members noted that there is over-representation by females on the Council from a general viewpoint and also over-represented by males from a consumer angle. A member suggested that before the MCDC (Membership/Council Development Committee) recommends anyone to the HIVPC, the committee should carefully select individuals in alignment with what is required from HRSA (Health Resource Services Administration).

5. REVIEW PLANNING COUNCIL VACANCIES

The Council vacancies noted were (i) Administering under Ryan White Part B seat, (ii) HOPWA seat (Housing Opportunities with Persons Living with HIV/AIDS) and (iii) the Prevention seat.

The Planning Council Vacancies were reviewed below:



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 (not counted toward quorum)	Holness		1	1		
Other: Social Security	Jordan	1			1	
	Mandated Seats	11	7	10	2	6
Affected communities, including	Roberson		1	1		
· People with HIV/AIDS	Dyer		1	1		
· Federally recognized Indian tribe members	Gammell		1			1
· Individuals co-infected with hep B or C	Hernandez		1		1	
· Historically underserved subpopulations	Katz		1			1
	Marcoviche		1		1	
	Rajner		1			1
	Reed	1		1		
	Wilson	1		1		
	Consumers	2	7	4	2	3

6. CURRENT APPLICANTS

Members commented that individuals have applied and have been recommended to the wrong seat in the past. The committee stated that the goal is not to solely fill seats that are empty. Before new applicants are recommended to the Council, the MCDC (Membership/Council Development Committee) wants to review original applications of everyone on the Council, noting whether they are in the appropriate seat. The Grantee staff noted that individuals were placed into the seats that they were needed at the time. Since the judgment was made at that time, the issue was raised whether the Committee was going to redefine the roles or look at the roles as they are currently.

This item is tabled until the next meeting until the Council member applications are received.

Motion # 3	To Table Agenda Item #6 until the next Membership meeting
Proposed by:	Carl Roberson
Seconded by:	Tara Wilson
Action:	Passed Unanimously

7. REVIEW ATTENDANCE

Committee discussed the removal of various members who were Chairs of committees. There was some discussion about reappointing chairs, but no action was taken.



8. UNFINISHED BUSINESS

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

The Committee mentioned that the training schedule is already set-up for the retreat. The topic is "Meeting the Goals of the NHAS." The retreat is not currently scheduled and the Executive Committee will set date. Therefore, the Committee decided to concentrate on who would facilitate the training. It was discussed that Staff and Grantee would facilitate the first session, second session would be conducted by the Chair of the by-Laws Committee and Grantee, and Psyche Doe of the Health Department would facilitate the third. No letters were sent yet because no date is set.

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

The members of MCDC discussed how the committee could meet the goals of the National HIV/AIDS Strategy because the EMA will be judged on how these goals are met. The Committee reviewed the goals and came up with various actions of how they could meet the goals. The main one would be to make sure Council members were in the right seats so they could contribute more to the Council. Members briefly inquired if staff took a look at the Committee work plan to see if any of the items met the goals.

Motion # 4	To revamp the HIV planning council in regards to the NHAS goals (looking at present members on the planning council)
Proposed by:	Carl Roberson
Seconded by:	Tara Wilson
Action:	Passed (1 opposition)

A MCDC member voiced an issue of the Committee not going out into the community to recruit and promote. Members discussed which part of the NHAS goals applied to this specific committee.

9. NEW BUSINESS

(a) HIVPC Application Form

The current HIVPC Application Form was reviewed to ensure the category choices were specific enough for applicants to choose from. The Chair noted there are more than three PLWHA categories (jail released, affected communities [w/Hepatitis B/C], unaffiliated consumer) and noted that 'affected communities' is an umbrella term.

(b) Definitions of Council Seats/Council Member Job Description

The Committee reviewed a draft of job descriptions for the Council members overall as well as each mandated seat for the Council. It was suggested that in addition to reports from Parts B, C and D, we can have reports from those representing the NECL, Broward County Health Department (BCHD) and other agencies on the Council. Additionally, it was suggested that the Grantee reports should be more comprehensive and that a round table may be necessary in order to provide updates from each represented entity. When the descriptions are completed, they would be sent to the ad Hoc By-Laws Committee. The MCDC Chair will request By-Laws to remain active until this happens.

10. PUBLIC COMMENT

There was no public comment.

11. REQUEST FOR DATA/DIRECTIVES

Directives to staff were finalized. It was asked that staff provide MCDC with original applications for everyone on the Planning Council as well as add the work plan as a standing agenda item, which should be updated every time.



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

- ❖ Standing Agenda Items including Work Plan
- ❖ HRSA definitions of seats (finalize and move to by-Laws)

13. ADJOURNMENT

Without objection, the meeting was adjourned at 11:32 a.m.

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

MCDC – Meeting Minutes 11/1/12

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

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

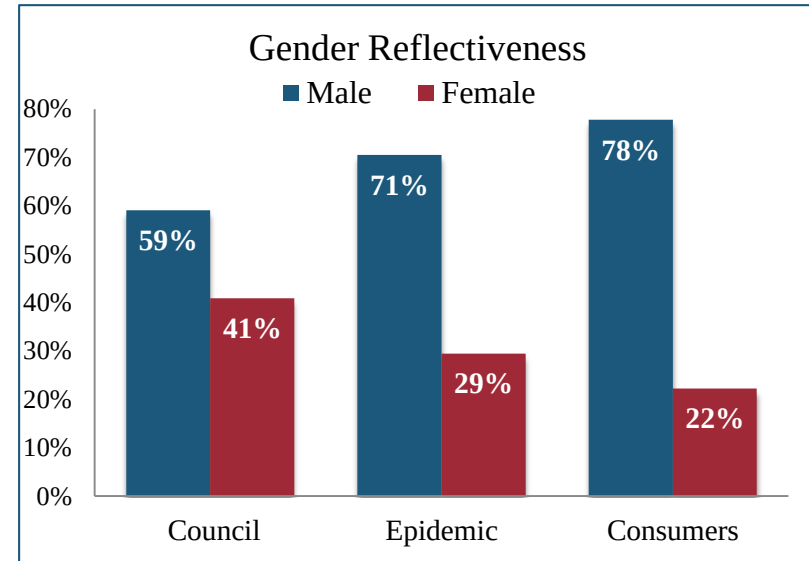
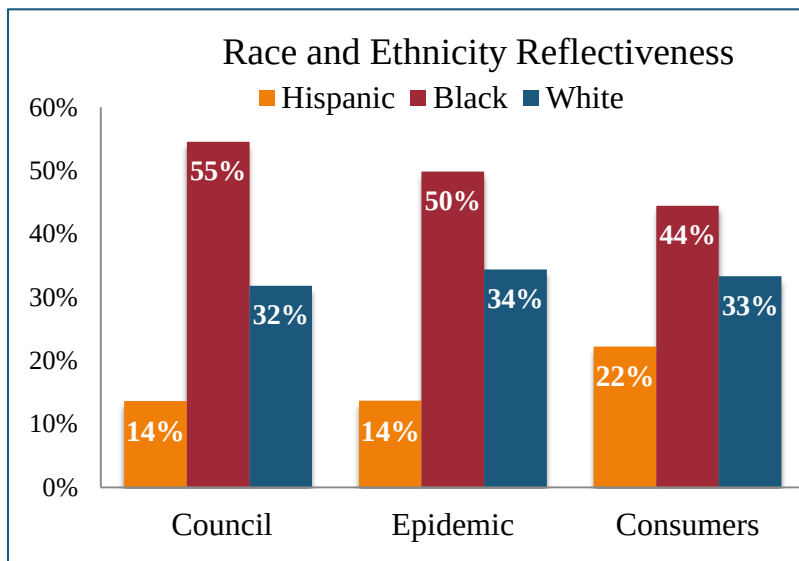
HIV Planning Council Membership Report Jan. 3, 2013

HANDOUT A

Gender	Council	Epidemic	Consumers	Gender	Council	Epidemic	Consumers
Male	13	11,836	7	Male	59%	71%	78%
Female	9	4,944	2	Female	41%	29%	22%
	22	16,780	9		100%	100%	100%
Race	Council	Epidemic	Consumers	Race	Council	Epidemic	Consumers
Hispanic	3	2,290	2	Hispanic	14%	14%	22%
Black	12	8,361	4	Black	55%	50%	44%
White	7	5,772	3	White	32%	34%	33%
Other	0	357	0	Other	0	2%	0
	22	16,780	9		100%	100%	100%

Percent of Planning Council Members That Are Unaffiliated Consumers

41%



Current Members	22
Minimum Required Per County Ordinance	20
Maximum Allowed Per County Ordinance	35

HIVPC Membership Categories and Demographics January 3, 2013

Category	Name	Female	Male	Black	Hispanic	White
Health care providers, including FQHCs	Siclari		1			1
CBOs serving affected populations and ASOs	Vacant					
Social service providers, including housing & homeless	Wynn		1		1	
Mental health provider	Moragne		1	1		
Substance abuse provider	Tomlinson	1		1		
Hospital planning or other health care planning agencies	Vacant					
Local Public Health Agency	Vacant					
Non-elected community leaders (NECL)	Creary	1		1		
	Kuryla	1				1
	Spencer		1			1
	Taylor-Bennett	1		1		
State Medicaid agency	Medicaid/Vacant					
State Government Administering Ryan White Part B	Vacant					
Part C grantee	Grant	1		1		
Part D grantee	Hayes	1		1		
Grantees of other Federal HIV programs including HIV prevention programs	Abel (Part F)		1			1
	HOPWA/Vacant					
	Prevention/Vacant					
Formerly incarcerated PLWHA or their representatives	Hanson-Evans	1		1		
Other: County Commissioner	Holness		1	1		
		7	6	8	1	4
		54%	46%	62%	8%	31%
			13			13
Affected communities, including	Roberson		1	1		
· People with HIV/AIDS	Dyer		1	1		
· Federally recognized Indian tribe members	Gammell		1			1
· Individuals co-infected with hep B or C	Hernandez		1		1	
· Historically underserved subpopulations	Katz		1			1
	Marcoviche		1		1	
	Rajner		1			1
	Reed	1		1		
	Wilson	1		1		
		2	7	4	2	3
	Consumers	22%	78%	44%	22%	33%
			9			9
		9	13	12	3	7
	Total	41%	59%	55%	14%	32%
			22			22

Name	Consumer	W	B	H	F	M	T	Agency	Orientation	Committee	Member	Date 1	Date 2	Date 3	Status	Application Category
Debbie W.	1		1		1				No	JCCR	Yes	6/5/2012	7/10/2012	8/7/2012	In process	Affected Communities
Silvana B.	0			1	1			BC Health Dept.	Yes	Planning	Yes	5/1/2012	Jul-12	Aug-12	Complete	Prevention Grantee
Dionne P.	0		1		1			Memorial Healthcare	Yes	Prior./PCIP	Pend./Y	8/1/2012	10/12/2012	11/19/2012	Complete	Provider/MH/SA
Chad. T.	0	1				1		SunServe	No	None	n/a	10/2/2012			New Applicant	
Rosemarrie W.	0		1		1			Armor Correctional	No	MCDC	Yes	11/1/2012			In process	
Diane, J.	1		1		1				Yes	JCCR	No	6/5/2012	9/5/2012	Restart	New Applicant	Affected Communities
Anthony, J.	1	1				1			No	HIVPC	No	6/21/2012	Restart		New Applicant	Affected Communities
Psyche D.	0		1		1				Yes	Planning	Yes	2/1/2012	3/1/2012	4/1/2012	Must reapply	
Donald R.	1	1				1				Planning						Affected Communities
Isaac S.	1					1				MCDC/Planning						Affected Communities
David B.	1	1				1				JCCR/PSR A						Affected Communities
Robinson H.	1			1		1				MCDC						Affected Communities
Rosemary M.	1		1		1					MCDC						Affected Communities
Patricia F.	1	1			1					JCCR/QM						Affected Communities
Dawson G.	1		1			1				Planning						Affected Communities
Albert B.	1		1			1				QM						Affected Communities

Attendance Red Flags - CY 2012 to January 3, 2013

Name	Committee	Missed	Action Letter	Letter Prepped	Letter Sent	Follow Up
Marcel Martin	QMC	Feb Mar	Warning	3.22.12	Yes	None
Andrew Bush	HIVPC	Feb Mar	Warning	4.19.12	Yes	None
Seth Leverage	Joint Priorities	Feb Mar April	Warning 3/23 Removal 4/23	4.19.12	Yes	Mailed and sent to Kim Saiswick (Part B Chair) for Review/Action
Leroy Crawford	HIVPC	Mar Apr May	Warning 4/26 Removal 5/24	4.26.12 5.24.12	Yes To Send	OIAPS (County) sent notice of removal letter
M. Schweizer	QMC	Mar May	Warning 5/24	5.24.12	Yes	
Jean Starkey	Joint Priorities	Apr 13-Jun 20-Jun	Warning	6.25.12	Yes	
Regine Lefevre	Joint Priorities	Feb 13-Jun 20-Jun	Warning	6.25.12	Yes	Member informed she will be away for the summer
M. Martin	QMC	Feb Mar Jun	Warning	6.25.12	Yes	Absence from June meeting triggered the 4-in-a-year policy
M. Quintana Jefferson	QMC	Jan Mar Jun	Warning	6.25.12	Yes	
John Greenwood	MCDC	May Jun	Warning	6.25.12	Yes	Member informs he will attend the 7/5/12 meeting
Andrew Bush	HIVPC	Feb Mar Jun	Warning	6.25.12	Yes	Absence from June meeting triggered the 4-in-a-year policy
Monica Coscarelli	HIVPC	Mar May Jun	Warning	6.25.12	Yes	Member informed that she will be unable to attend going forward and would write staff
Andrew Bush	HIVPC	Feb Mar Jun Jul	Removal	7.20.12	Yes	OIAPS (County) sent notice of removal letter
Andrew Bush	Joint Priorities	May July Aug	Warning	8.24.12	Yes	
Karlene Tomlinson	Joint Planning	Mar Jul 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 July Aug October	Removal	10.30.12	Yes	Letter sent 10.31.12
John Greenwood	MCDC	May Jun October November	Removal	11.7.12	Yes	Letter sent 11.7.12

Robert Jackson	Joint Priorities	July October November	Warning	11.21.12	Yes	Letter sent 11.21.12
Jean Starkey	Joint Priorities	April June June November	Removal	11.21.12	Yes	Letter sent 11.21.12
Robert Jackson	Joint Priorities	July October November December	Removal	12.20.12	Yes	Letter sent 12.20.12
Mychell Stoakley	HIVPC	January February July December	Removal	12.18.12	Yes	HIVPC letter sent 12.18.12



HIV Planning Council Members – Job Descriptions

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.”*

From HRSA

Planning Council Member Major Duties

1. Prioritize Part A services and allocate Ryan White funds among them.
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.

Member Qualifications

1. Fit the membership requirements of a specified category of Council seat, per legislation and HRSA rules.
2. Ability to communicate ideas freely, honestly and respectfully.
3. Commitment to adhere to Council by-laws, policies and procedures.

Member Responsibilities

1. Be willing to commit six to eight hours monthly to the HIV Planning Council – approximately two hours monthly at Planning Council meetings, two to three hours monthly at 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. Work collaboratively within the Planning Council and with other entities that provide or fund HIV-related services.
4. Participate in regular, ongoing education and training.
5. Be willing to participate in discussions mindful of the needs of the EMA, as opposed to an interest group or category of representation.
6. Be willing and able to contribute professional and personal expertise to further the work of the Council.
7. Supply data requested from the category of seat to which the member is appointed. Examples of data that may be requested:
 - a. HIV/AIDS funding received, per service category
 - b. Number of Clients Served / Utilization
 - c. Client Demographics
 - d. How Services Are Coordinated with Part A and other funders

PLANNING COUNCIL MEMBERSHIP CATEGORIES

1. Affected Communities

Definition of Affected Communities: 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” of any providers receiving Ryan White funds, and they “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.”

Proposed Job Description for Affected Communities:

- a. Be actively involved with the Council and the Committees on which they serve.
- b. Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHAs.
- c. Help develop ideas to engage and educate PLWHAs in the community.

2. Non-Elected Community Leader

Definition of Non-Elected Community Leader:

- 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.”

Proposed Job Description for Non-Elected Community Leader:

- a. Be actively involved with Council and Committees on which they serve.
- b. Provide strong and informed feedback about the effect of Planning Council actions and decisions on the community, especially Ryan White clients and PLWHAs.

3. Health Care Providers, including Federally Qualified Health Centers

Proposed Job Description for Health Care Providers:

- a. Share information about how Council actions will affect providers and their HIV/AIDS clients.
- b. When requested, provide data on funding sources and on utilization by their clients.

4. AIDS Service Organizations and Community-Based Organizations Serving Affected Populations

Proposed Job Description for ASO/CBO:

- a. Share information about how Council actions will affect service organizations, community organizations and their Ryan White clients.
- b. When requested, provide data on funding sources and on utilization by their HIV/AIDS clients.

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

Proposed Job Description for Social Service Providers:

- a. Share information about how Council actions will affect social service agencies, providers and clients.
- b. When requested, provide data on funding sources and on utilization by their HIV/AIDS clients.

6. Mental Health Providers and Substance Abuse Providers**Proposed Job Description of Mental Health Providers and Substance Abuse Providers:**

- a. Share information about how Council actions will affect mental health providers and clients.
- b. When requested, provide data on funding sources and on utilization by their HIV/AIDS clients.

7. State Government (Agency Administering Program under Part B)**Proposed Job Description for State Government (Agency Administering Program under Part B):**

- a. Provide the Council and its Committees with detailed insight about the area's Ryan White Part B programs.
- b. Provide monthly and annual data reports on utilization and expenditures of Part B and ADAP programs.
- c. Bring back to the agency Council recommendations on changing and improving Part B programs.
- d. Share information about how Council actions will affect the community's health system and status.

8. State Medicaid Agency**Proposed Job Description for State Medicaid Agency:**

- a. Supply the Council and its Committees with detailed insight about Medicaid services available to PLWHAs in the community.
- b. Provide annual reports on utilization and expenditures by Medicaid HIV/AIDS programs in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving Medicaid programs.
- d. Share information about how Council actions will affect the community's overall health system and status.

9. Ryan White Part C Grantee**Proposed Job Description for Ryan White Part C Grantee:**

- a. Provide the Council and its Committees with detailed insight about the area's Ryan White Part C programs.
- b. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics for the Part C program in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving the Part C programs.
- d. Share information about how Council actions will affect the community's overall health system and status.

10. Ryan White Part D Grantee**Proposed Job Description for Ryan White Part D Grantee:**

- a. Provide the Council and its Committees with detailed insight about the area's Ryan White Part D programs.
- b. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics for the Part D program in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving the Part D programs.

- d. Share information about how Council actions will affect the community's overall health system and status.

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

Definition of Grantees of Other Federal HIV Programs: 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 that are funded under Special Projects of National Significance (SPNS), AIDS Education and Training Centers (AETCs) and 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

Proposed Job Description for Grantees of Other Federal HIV Programs:

- a. Supply the Council and its Committees with detailed insight about the federal program's HIV/AIDS services.
- b. Provide annual reports on unduplicated utilization, expenditures (overall and by service category) and client demographics of the programs in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving the agency's programs.
- d. Share information about how Council actions will affect the community's health system and status.

12. Hospital Planning Agencies or Health Care Planning Agencies

Proposed Job Description for Hospital Planning Agencies or Health Care Planning Agencies:

- a. Share information about how Council actions will affect the community's health system and status, with emphasis on hospital outpatient care for HIV/AIDS.
- b. When requested, make a data presentation on issues involving the community's public and private health care systems for HIV/AIDS services.

13. Local Public Health Agencies

Proposed Job Description for Local Public Health Agencies:

- c. Share information about how Council actions will affect the community's health system and status.
- d. When requested, make a data presentation on issues involving the community's public and private health care systems for HIV/AIDS services.

14. 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:

Proposed Job Description for Inmate Representative:

- a. Be actively involved with Council and Committee on which they serve. Speak out on behalf of PLWHAs who are or were incarcerated, especially about how well the Ryan White system functions for that population.
- b. If working for an agency serving inmates or former inmates, provide annual reports on unduplicated utilization, expenditures (overall and by service category) and client demographics by the agency.



COMMITTEE CO-CHAIR JOB DESCRIPTION

The Position

The persons elected for the position of the Co-chair are collectively responsible for the leadership of the HIV Health Services Planning Council. Leadership accountability ensures the Planning Council operates effectively. Committee leadership provides direction and fosters trust and motivation by promoting an inclusive and productive atmosphere at meetings. Co-chairs collaborate with the Grantee, Council Support staff, and various entities to ensure the Planning Council achieves its mission and goals and fulfills its mandated responsibilities. Committee Co-chairs also serve as part of the Council leadership through their role on the steering committee. Co-chairs are nominated and elected to serve for one-year terms, which begin on or near November 1st, and serve no more than three consecutive terms as Co-chair of the same committee. If the Co-chair is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.

The Council is committed to promoting leadership of PLWH and asks that each committee strive to elect at least one Co-chair who is a PLWH, ideally an unaffiliated consumer, whenever possible.

Qualifications

1. Active member of the Planning Council in good standing.
2. Commitment to become knowledgeable about Ryan White requirements, Ryan White Part A processes, Planning Council By-laws, and Planning Council policies and procedures.
3. Understand and have an interest in the committee's roles and responsibilities, including the relationship with the Steering Committee, the Council, and the Grantee.
4. Able to interact effectively with people from diverse social, economic, and cultural backgrounds.
5. Demonstrates sensitivity to the needs and requirements of communities that are affected by the HIV/AIDS epidemic in the San Francisco, San Mateo, and Marin County - the San Francisco Eligible Metropolitan Area (EMA).
6. Strong communication skills, including a willingness to speak in front of committees, encourage and motivate others, exercise diplomacy and tact, and a willingness to delegate responsibilities. Experience with group facilitation and Robert's Rules of Order preferred, but not required.
7. Demonstrates problem-solving and decision-making skills.

Participation Requirements

1. Attend all regular or special Committee meetings.
2. At least one Co-Chair from each Committee must maintain regular attendance at all Steering Committee meetings.



3. Attend and actively participate in the Planning Council.

Responsibilities

4. Advocate for and advance the mission of the Committee. Ensure community participation is incorporated into the work of the Committee.
5. Shall support PLWHA especially unaffiliated consumers' representation and participation on the Committee, and advocate for the PLWHA community.
6. Ensure communication between the Committee and the Steering committee, Council Support staff, Council co-chairs, and full Council.
7. Stay informed on issues relevant to Ryan White Programs, HIV/ AIDS services, and public funding for community health and support services.
8. In conjunction with the Director, adhere to the bylaws and Planning Council policies and procedures.
9. In conjunction with the Director, ensure that the tasks of the committee are completed in a timely manner.
10. Adhere to the Council's Rules for Respectful Engagement at all times.

Committee Meetings

1. Facilitate meetings of the Committee, including developing and reviewing agendas and minutes with Council Support staff for all committee meetings.
2. Determine how Co-chair responsibilities shall be shared between Co-chairs.
3. Ensure coordination and communication with Council support staff.
4. In conjunction with the Director, ensure committees complete tasks and assignments related to the core functions outlined in committee formats.
5. Present Committee recommendations and/or motions to Steering committee and/or the full Council.
6. Provide regular updates from the Steering Committee to your committee.
7. Support implementation of the Council's Conflict Resolution policy as needed.
8. Remain objective and impartial as the Co-chair(s) role changes from participant to facilitator
9. Support all attendees' adherence to Council's Rules for Respectful Engagement at all times; encourage and provide opportunity for all attendees to participate.
10. The Council may designate an acting Co-Chair to preside over meetings during the absence of the appointed Co-Chairs.
11. Other duties and activities as required.



COUNCIL CO-CHAIR JOB DESCRIPTION

The Position

The persons elected for the position of the Co-chair are collectively responsible for the leadership of the HIV Health Services Planning Council. Leadership accountability ensures the Planning Council operates effectively. Skillful leadership provides direction, planning, quality results, and oversight, while fostering trust, motivation, cultural competency and a sense of community to improve and enhance the lives of persons infected and affected by HIV/AIDS. To support inclusiveness and diversity, Co-Chairs will always include the demographic characteristics of a PLWH consumer of services, a women and a person of color. Co-chairs collaborate with the Grantee, Council Support staff, and various entities to ensure the Planning Council achieves its goals and fulfills its mandated responsibilities. Co-chairs are public officials and serve as official spokespersons for the Planning Council. Co-chairs are nominated and elected to serve for two-year terms by October 1st, and serve no more than three consecutive terms as Co-chair. If the co-chair is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.

Qualifications

1. Active member of the Planning Council in good standing.
2. Knowledgeable about Ryan White requirements, Ryan White Program processes, Planning Council by-laws, and Planning Council policies and procedures. Understand the Planning Council's roles and responsibilities, including the relationship with the Grantee and other HIV planning bodies.
3. Able to interact effectively with people from diverse social, economic, and cultural backgrounds.
4. Demonstrated sensitivity to the needs and requirements of communities that are affected by the HIV/AIDS epidemic in the San Francisco, San Mateo, and Marin County- the San Francisco Eligible Metropolitan Area (EMA).
5. Able to collaborate and cooperate with individuals from a broad spectrum of educational and professional backgrounds, including public officials, healthcare professionals, and members of the community.
6. Strong written and oral communication skills, including the ability to speak comfortably in front of large groups, encourage and motivate others, exercise diplomacy and tact, and speak with the media. Experience with large-group facilitation and Robert's Rules of Order preferred, but not required.
7. Demonstrated problem-solving and decision-making skills.
8. The Co-chair(s) fulfilling the HIV+ Consumer requirement in the By-laws must disclose his/her HIV status; otherwise there is no requirement to disclose status.



Participation Requirements

1. Attend all regular or special Planning Council meetings.
2. Maintain regular attendance at regular or special Steering Committee meetings.
3. Attend and actively participate in one other committee of the Planning Council.
4. Periodically attend meetings of all standing committees.
5. Attend all mediation and arbitration sessions pursuant to Article VII of the By-laws related to grievances of council prioritization and resource allocation decisions.
6. Participate in the review of the grant application.
7. Represent the Planning Council at statewide collaborative meetings, local, regional, and national meetings and conferences, as appropriate.
8. Meet regularly with the other co-chairs, Council support staff, and HIV Health Services office staff.

Responsibilities

1. Advocate for and advance the mission of the Planning Council. Ensure community participation is incorporated into the work of the Council.
2. Advocate for PLWHA representation on the Planning Council and advocate for the PLWHA community.
3. Ensure communication between the Planning Council and Grantee, CEO (Mayor), HRSA, members of the community, or organizations that have official business with the Planning Council.
4. Stay informed on issues relevant to the Ryan White Programs, HIV/ AIDS services, and public funding for community health and support services.
5. Ensure that Planning Council collaborates with HIV prevention, substance abuse, mental health, and other appropriate local, state, and national planning and advocacy groups.
6. In conjunction with the Director, adhere to the By-laws and Planning Council policies and procedures, monitor their implementation in all council activities, and ensure that they are reviewed as appropriate.
7. In conjunction with the Director, ensure the successful development of the comprehensive plan for the organization and delivery of Ryan White services in the EMA, and foster integration of the plan with other planning efforts.



8. Ensure that the Planning Council participates in the development of the California Statewide Coordinated Statement of Need (SCSN).
9. Participate in the identification, selection, and ongoing supervision of:
 - Planning Council support staff
 - Subcontractors for needs assessment, grantee assessment, and other technical assistance activities.
10. Serve as one of the official, public representatives of the Planning Council. As media spokesperson, conduct oneself in a professional manner according to guidelines established by the Planning Council.
11. Adhere to the Council's Rules for Respectful Engagement at all times.

Planning Council and Committee Meetings

1. Facilitate meetings of the Planning Council and the Steering Committee, including developing and reviewing agendas for all regular and special meetings of the Planning Council and the Steering Committee.
2. Determine how Co-chair responsibilities shall be shared between Co-chairs.
3. Ensure coordination and communication among committees in collaboration with Council support staff. Provide guidance to Co-chairs of standing committees.
4. In conjunction with the Director, ensure committees complete tasks and assignments related to the core functions outlined in the Planning Council committee formats.
5. Present Steering Committee recommendations and/or motions to the Council.
6. Support implementation of Council Conflict Resolution policy as needed.
7. Remain objective and impartial as the Co-chair(s) role changes from participant to facilitator
8. Support all attendees' adherence to Council's Rules for Respectful Engagement at all times; encourage and provide opportunity for all attendees to participate.
9. The Council may designate an acting Co-Chair to preside over meetings during the absence of the appointed Co-Chairs.
10. Other duties and activities as required.



Elections and Terms

In accordance with the By-Laws of the San Francisco HIV Health Services Planning Council, Council Co-chairs are elected for two year terms in order to reflect diversity.

1. These Co-Chair seats will include a PLWH consumer of services, a woman, and a person of color. These demographic Characteristics may be represented by one or more of the Co-Chairs.
2. The HIV Health Services Planning Council will open nominations for new Council Co-chairs in August of each year at the Council Meeting. The nomination will be open until they are formally closed at the September Council meeting. The election will be held by written ballot at the September Council meeting. The elections shall follow the guidelines in the Council By-laws.
3. One Co-chair will be up for nomination in years ending in an even number. The remaining two Co-chairs will be up for nomination in years ending with an odd number.
4. At all times, the seat(s) up for election along with the seat(s) that are continuing for the remainder of their term will comply with the By-law requirements regarding gender, HIV status, and Person of Color requirements for Co-chairs set forth in the By-laws
5. Council Support shall have the responsibility of maintaining records of seats that are up for election;
6. The ballots (votes) will be recorded in the minutes as public information. The ballots may include the demographic information of the nominees. Council Support will tabulate the ballots before the end of the Council Meeting. The nominees with the most votes will be those announced as elected to be the new Co-chairs of the HIV Health Services Planning Council before the end of the meeting. The newly elected Co-chairs will begin their terms by October 1st.
7. In the event that a Co-chair should resign prior to the expiration of her/his term, a special election will be called at the next regularly scheduled Planning Council meeting to fill the unexpired term, unless it is within three (3) months of a regularly scheduled Co-chair election. The individual filling the unexpired term should fulfill the By-laws requirements regarding demographic characteristics.



COUNCIL MEMBER JOB DESCRIPTION

The Position

The primary responsibilities of Council members include:

- establishing prioritization of service categories and the allocation of funds within the EMA, including how best to meet each such priority;
- developing a comprehensive plan compatible with existing state and local plans for HIV health services;
- assessing the efficiency of the administrative mechanism in rapidly allocating funds to areas of greatest need;
- participating in the development of a statewide coordinated statement of need; and
- establishing methods for obtaining input on community needs and priorities.

Members of the Council are required to attend a Council Orientation, Council Members are also required to attend one Council meeting and one Committee meeting each month. To facilitate the participation of persons living with HIV/AIDS, the attendance requirement is flexible for those individuals.

Qualifications

1. Inclusion/membership in a specified category per legislation and HRSA guidelines
2. Ability to communicate opinions freely, honestly and respectfully per the Rules of Respectful Engagement
3. Commitment to adhere to the By-laws and policies and procedures of the Council
4. Ability to operate/function collaboratively to contribute to and participate in Council activities.

Responsibilities

1. Attend all regular Planning Council and assigned Committee meetings
2. Attend all Orientation and training events (where mandated)
3. Remain educated on policy pertaining to Subject Matter Jurisdiction of the Planning Council
4. Be able/willing to participate in discussions relevant to the needs of the EMA as opposed to interest group/category of representation.
5. Willingness to participate in Council events in order to further the Council's mission and goals (e.g. attending community forums etc.)

Term Length

The term of appointment for Council Members shall be two years beginning on the date of the mayoral appointment