



COMMITTEE: Membership/Council Development Committee

MEETING AGENDA

Date/Time: Thursday, July 11, 2013, 9:00 a.m.

Location: BRHPC

K. Creary, Chair T. Wilson, Vice-Chair

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 7-11-13 Agenda and 5-2-13 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. Review Planning Council Demographics – (Handout A)
 - b. Review Planning Council Vacancies – (Handout B)
 - c. Current Applicants and Interested Parties and Appointments – (Handout C)
 - d. Review Attendance – (Handout D)
 - e. Review Work Plan (Handout E)
4. **UNFINISHED BUSINESS**
 - a) Review Planning Council Members and Their Seats
Tabled until the member update forms are completed by all Planning Council members
 - b) Mentoring Plan (Handout F)
ACTION ITEM: Review and revise the Mentoring Plan

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Goal/Work Plan Objective #:</i>	<i>Accomplishments</i>
Training on Demographics and Seats	<i>ACTION ITEM:</i> Be trained on the demographics of the Council and the meaning of mandated seats
Recruitment and Retention Plan (WP Item 2.1)	<i>ACTION ITEM:</i> Review and update Recruitment and Retention Plan, recruiting brochure, Website materials. <i>(Handout G)</i>

6. **PUBLIC COMMENT**

7. **AGENDA ITEMS/TASKS FOR NEXT MEETING: NEXT MEETING:** August 1, 2013 **VENUE:** BRHPC

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Responsible Party</i>	<i>Information requested (i.e. data, research, etc.)action to be taken, presentation, discussion, brainstorm etc.</i>
Review results of PC survey on qualifications for seats (WP Item 1.3)	MCDC, Staff	Review the member update form completed by PC members in order to complete review of seats
Request event dates for recruiting (WP Item 2.2.)	MCDC, Staff	Request event dates from PC Members, community groups, and providers for possible recruiting.

8. **ANNOUNCEMENTS**

9. **ADJOURNMENT**

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



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

May 2, 2013 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		Foster, V.	Baner, S.
2	Wilson, T. <i>Vice Chair</i>	X		Burgess, D.	Stoakley, M.
3	Katz, H.B.	X		Fields, A.	
4	Dyer, L.	X		Grantee Staff	
5	Williams, R.		E	Odusanya, S.	
				HIVPC Staff	
				Crawford, T.	Rosiere, M.
				Solomon, R.	
				LaMendola, B*	
Attended via phone*					
Quorum = 4		4	1		

1. CALL TO ORDER & WELCOME AND INTRODUCTIONS

The Chair called the meeting to order at 9:09 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 5/2/13 MEETING AGENDA AND 4/4/13 MEETING MINUTES

Motion # 1	To approve the 5/2/13 Agenda
Proposed by:	Dryer, L.
Seconded by:	Katz, H.B.
Action:	Passed Unanimously

Motion # 2	To approve the 4/4/13 meeting minutes
Proposed by:	Dryer, L.
Seconded by:	Katz, H.B.
Action:	Passed Unanimously



4. REVIEW PLANNING COUNCIL DEMOGRAPHICS (HANDOUT A)

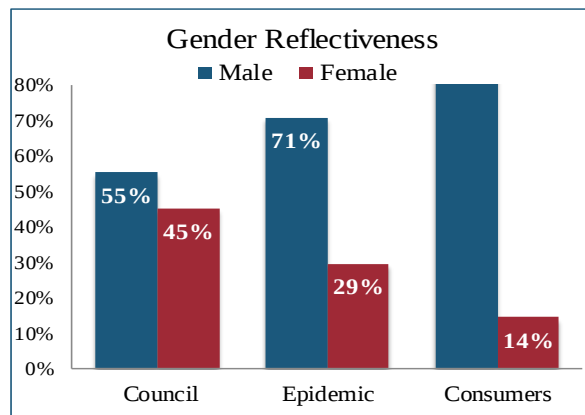
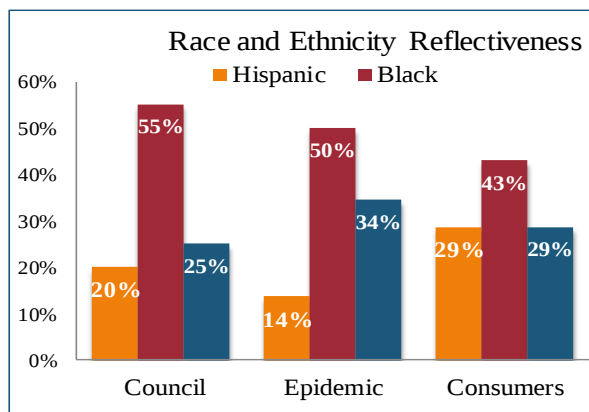
The Planning Council Demographics were reviewed as shown below:

HIV Planning Council Membership Report for May 2, 2013

Gender	Council	Epidemic	Consumers	Gender	Council	Epidemic	Consumers
Male	11	11,836	6	Male	55%	71%	86%
Female	9	4,944	1	Female	45%	29%	14%
	20	16,780	7		100%	100%	100%
Race	Council	Epidemic	Consumers	Race	Council	Epidemic	Consumers
Hispanic	4	2,290	2	Hispanic	20%	14%	29%
Black	11	8,361	3	Black	55%	50%	43%
White	5	5,772	2	White	25%	34%	29%
Other	0	357	0	Other	0	2%	0
	20	16,780	7		100%	100%	100%

Percent of Planning Council Members That Are Unaffiliated Consumers

35%



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

Current Active Applicants	4
Members Pending at County	3
Scheduled County Appointments	None

The Committee was reminded that the county has not yet approved the new HIVPC members; therefore, they are not included in the current HIVPC demographics. However, the members were shown the projected demographics for when the new members are appointed.

5. REVIEW PLANNING COUNCIL VACANCIES (HANDOUT B)

The Planning Council Vacancies were reviewed below:

HIVPC Membership Categories and Demographics May 2, 2013

Category	Female	Male	Black	Hispanic	White
Health care providers, including FQHCs		1			1
CBOs serving affected populations and ASOs	1		1		
Social service providers, including housing & homeless		1		1	
Mental health provider		1	1		
Substance abuse provider	1		1		
Hospital planning or other health care planning agencies					

MCDC – Meeting Minutes 5/2/13

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



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
 An Advisory Board of the Broward County Board of County Commissioners
 200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685



Local Public Health Agency					
Non-elected community leaders (NECL)	1		1		
	1				1
		1			1
	1		1		
State Medicaid agency					
State Government Administering Ryan White Part B					
Part C grantee	1		1		
Part D grantee	1		1		
Grantees of other Federal HIV programs					
	1			1	
Formerly incarcerated PLWHA or their representatives					
Other: County Commissioner		1	1		
	8	5	8	2	3
	62%	38%	62%	15%	23%
		13			13
Affected communities, including		1	1		
· People with HIV/AIDS		1	1		
· Federally recognized Indian tribe members		1			1
· Individuals co-infected with hep B or C		1		1	
· Historically underserved subpopulations		1			1
		1		1	
	1		1		
	1	6	3	2	2
	14%	86%	43%	29%	29%
		7			7
	9	11	11	4	5
	45%	55%	55%	20%	25%
		20			20

The Committee reviewed the current HIVPC Membership Categories and Demographics. Members discussed the importance of filling vacant seats.

MCDC – Meeting Minutes 5/2/13

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6. CURRENT APPLICANTS AND INTERESTED PARTIES (HANDOUT C)

The Planning Council Applicants were reviewed below:

Consumer	W	B	H	F	M	T	Agency	Orientation	Committee	Member	Date 1	Date 2	Date 3	Status	Able to Join at this Time	Application Category
1		1		1			Minority Dev.	Yes	PSRA	Yes	12/19/2012	1/16/2013	3/20/2013	In process	Yes	CBO/ASO, NECL, MHP
1	1				1			Yes	QM	No	3/18/2013	4/15/2013		In process	Yes	Affected Communities
	1				1		Nova	No	QM	Yes	9/24/2012	10/15/2012	1/7/2013	In process	Yes	HCP, CBO/ASO
		1		1			AHCA	No	Planning	No					Yes	State Medicaid Agency
1		1		1				Yes	JCCR	No	6/5/2012	9/5/2012		On hold	No	Affected Communities
1		1		1				No	JCCR	Yes	6/5/2012	7/10/2012	8/7/2012	On hold	No	Affected Communities

The Committee reviewed the 4 active HIVPC applications. The Committee tabled approval of Dr. Mark Schweizer, Robert Ettinger and Yolanda Reed's applications until June to maintain the required percentage of unaffiliated consumers. The Committee approved Marsha McBain's application to fill the State Medicaid Agency seat since it is mandated by virtue of employment. The Committee requested training at the next Membership/Council Development Committee (MCDC) on planning council demographics and occupied seats. The members would like the training to include the difference between mandated seats and categories as well as how filling them affects the demographics of the Council.

The following motions were made:

Motion # 3	To table approval of Dr. Schweizer's application until June meeting.
Proposed by:	Katz, H.B.
Seconded by:	Wilson, T.
Justification	To maintain required percentage of unaffiliated consumers
Action:	Passed Unanimously

Motion # 4	To appoint Marsha McBain to fill the State Medicaid Agency seat
Proposed by:	Dryer, L.
Seconded by:	Wilson, T.
Justification	To fill the mandated State Medicaid Agency seat
Action:	Passed Unanimously

7. REVIEW ATTENDANCE (HANDOUT D)

The Committee reviewed attendance for Committee and Council members; no action was taken.

8. REVIEW WORK PLAN (HANDOUT E)

The Committee reviewed the MCDC work plan dashboard. The Committee requested a training on planning council member demographics and occupied seats be added to the MCDC work plan dash board for June. The Committee also requested adding tabled HIVPC applications to the June work plan dashboard. Staff was asked to review the MCDC work plan and update the dashboard to accommodate the new monthly meeting schedule. Staff will revise the work plan and provide it to the Committee for approval.



9. UNFINISHED BUSINESS

a. Review Planning Council Members and Their Seats

The Committee tabled review of the planning council members and their seats until all member update forms are completed.

b. Revise the HIVPC Job Descriptions (HANDOUT F)

The Committee reviewed proposed changes to 2 HIVPC job descriptions. The Committee agreed with the decision made by Executive Committee to remove the word *affiliated* from the Non-Elected Community Leader HIVPC job description. The Committee discussed revisions to the 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 job description. The HRSA definition for Consumer Representation of Recently Incarcerated Populations was added for clarification. The Committee changed the language of the formerly incarcerated job description to detail expectations of the position. Members discussed concerns about ensuring that information is disseminated properly to inmates and those recently released. The following motions were made:

Motion # 4	To approve changes to the Non-Elected Community Leader job description.
Proposed by:	Dryer, L.
Seconded by:	Wilson T.
Action:	Passed Unanimously

Motion # 5	To approve amended changes to 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 job description.
Proposed by:	Katz, H.B
Seconded by:	Wilson, T.
Action:	Passed Unanimously

10. NEW BUSINESS

a. Review and Revise Mentoring Plan (HANDOUT G):

The Committee requested a sign-up sheet for those interested in mentoring be placed at the next HIVPC meeting to begin the mentoring process; MCDC chair will make an announcement about mentoring sheet during the HIVPC May meeting. The Committee had a discussion on possible challenges with mentoring with regards to Sunshine Law. The Committee tabled review of the Mentoring Plan until the June MCDC meeting.

Motion # 6	To approve proposed mentoring sign-up sheet at HIVPC meeting
Proposed by:	Katz, H.B
Seconded by:	Dryer, L.
Amendment	The Chair to make an announcement at the next HIVPC meeting
Action:	Passed Unanimously

b. Discuss and Review Reimbursement Plan (HANDOUT H):

The Committee tabled review of the Reimbursement Plan. The Committee suggested that information



pertaining to consumers be added to the orientation packet to ensure that consumers are aware of services available. There was a discussion on announcing consumer opportunities when communicating electronically. The Committee discussed excused absences for Committee Chairs and PLWHA Committee members attending leadership training programs; it was suggested to make an exception for consumers to receive an excused absence for attending leader trainings. The following motion was made:

Motion # 7	To send to By-Laws a recommendation to review the excused absence policy: If a member of the council has received the ability to go to a conference or training to improve their specific and direct HIV knowledge or leadership abilities and requested in advance an excused absence if they are a consumer and council member they are given an excused absence.
Proposed by:	Katz, H.B
Seconded by:	Dryer, L.
Action:	Passed Unanimously

11. PUBLIC COMMENT

There was no public comment.

12. REQUEST FOR DATA/DIRECTIVES

There was no request for data/directives.

Motion # 8	To appoint Devon Burgess and Alton Fields to MCDC Committee
Proposed by:	Katz, H.B
Seconded by:	Dryer, L.
Action:	Passed Unanimously

13. AGENDA ITEMS FOR NEXT MEETING: June 6, 2013 at 9:00 a.m. **Venue:** BRHPC

- ❖ Standing Agenda Items
- ❖ Review and Revise Mentoring Plan
- ❖ Review HIVPC Applications
- ❖ Training on HIVPC Member Demographics and Occupied Seats
- ❖ Process of Recruiting New Members
- ❖ Discuss July Meeting Date

14. ADJOURNMENT

Without objection, the meeting was adjourned at 11:41 a.m.

MCDC Attendance CY 2013					
#	Members	Jan-3	Mar-7	Apr-4	May-2
1	Creary, K. <i>Chair</i>	X	X	X	X
2	Wilson, T. <i>Vice Chair</i>	X	X	X	X
3	Dyer, L.	X	X	X	X
4	Katz, H.B.	E	X	X	X
5	Williams, R.	X	A	X	E
	Quorum = 4	6	4	5	4

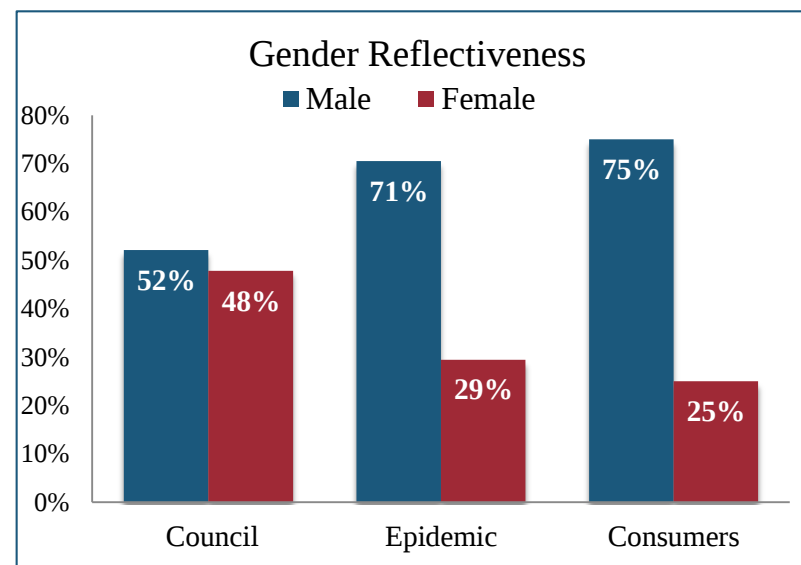
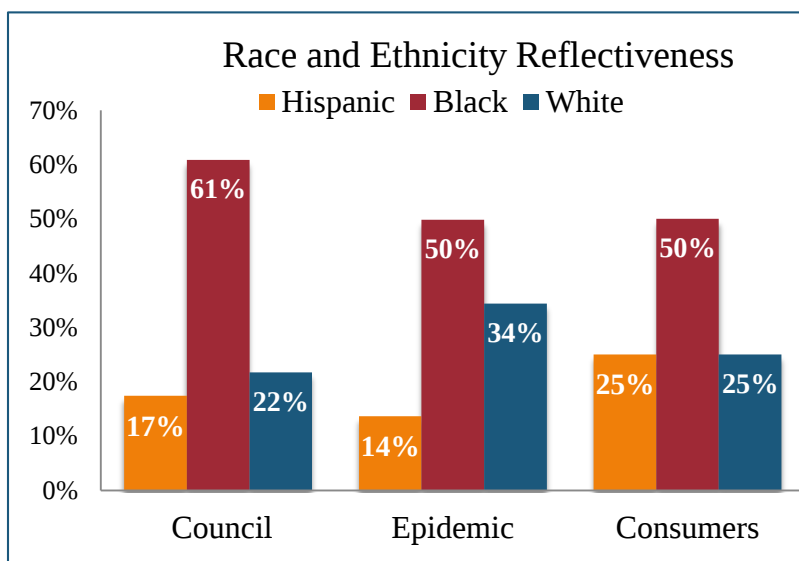
HIV Planning Council Membership Report for July 11, 2013

HANDOUT A

Gender	Council	Epidemic	Consumers	Gender	Council	Epidemic	Consumers
Male	12	11,836	6	Male	52%	71%	75%
Female	11	4,944	2	Female	48%	29%	25%
	23	16,780	8		100%	100%	100%
Race	Council	Epidemic	Consumers	Race	Council	Epidemic	Consumers
Hispanic	4	2,290	2	Hispanic	17%	14%	25%
Black	14	8,361	4	Black	61%	50%	50%
White	5	5,772	2	White	22%	34%	25%
Other	0	357	0	Other	0	2%	0
	23	16,780	8		100%	100%	100%

Percent of Planning Council Members That Are Unaffiliated Consumers

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Current Members	23
Minimum Required Per County Ordinance	20
Maximum Allowed Per County Ordinance	35

Current Active Applicants	4
Members Pending at County	0
Scheduled County Appointment	None

2013-14 Work Plan Calendar for Membership/Council Development Committee

	March	April	May	June	July	Aug
MCDC	1 Update Work Plan 2 Review HIVPC qualifications for each member	1 Update PC application 2 Update P&P	1 Develop mentoring plan 2 Complete Position Descriptions	1 Complete Mentoring Plan 2 Review recruiting, retention plans 3 MCDC training on demographics, mandated seats	1 Finalize revisions of recruiting, retention plans 2 Request provider event dates for recruiting 3 Review results of PC survey on qualifications of seats	1 Plan & implement HIVPC training survey 2 Send PC recruiting materials to Broward.org, providers & networks

	Sep	Oct	Nov	Dec	Jan	Feb
MCDC	1 Review results PC training survey 2 ID training topics	1 Review results PC training survey 2 ID training topics	1 Plan retreat training 2 Develop procedure for members to change seat status	1 Approve procedure for members to change seat status	1 Devise rewards for PC members	1 Annual Evaluation 2 Update Work Plan, P&P

Broward HIV Health Services Planning Council FY2013-14 Membership/Council Development Committee Work Plan HANDOUT E

Objective 1. Ensure Planning Council is representative and reflective					
1.1 Review Council makeup to ensure it reflects epidemic; Ensure mandated seats filled; Ensure 33% of members are unaffiliated PLWHA	MCDC, Staff	PC reflects epidemic	Each meeting	Each meeting	In process
1.2 Review, approve position descriptions	MCDC, Staff	Ensure compliance	3/13	5/13	Complete
1.3 Review Results of PC survey on qualifications for seats	MCDC, Staff	Ensure compliance	7/13	7/13	Pending
1.4 Conduct pre- and post-appointment orientations for new members	MCDC, Staff	Educated PC	As needed	As needed	In process
1.5 Announce vacant positions at each meeting of MCDC	MCDC, Staff	Public awareness	Each meeting	Each meeting	In process
1.6 Display recruitment and application materials at each HIVPC meeting	Staff	Public awareness	Each meeting	Each meeting	In process
1.7 Members, Staff greet visitors at Council and Committee meetings	MCDC, Staff	Public involvement	Each meeting	Each meeting	In process
1.8 Contact potential applicants on requirements, reimbursement of costs	Staff	Public involvement	As needed	As needed	
1.9 Seek feedback from PLWHA members on barriers to serving on PC	MCDC, Staff	Eliminate barriers	As needed	As needed	
1.10 Develop, Approve procedure for PC members to notify change in seat status	MCDC, Staff	Ensure compliance	11/13	12/13	
1.11 Devise ways to reward PC members for work	MCDC, Staff	Eliminate barriers	1/14	1/14	
1.12 Receive training on PC demographics and mandated seats	Staff	Ensure compliance	6/13	6/13	Pending
Objective 2: Ensure Adequate Applicant Pool for Planning Council and Committees; Raise Community Awareness of Council					
2.1 Review and update Recruiting and Retention Plan, recruiting brochure, Website materials	MCDC, Staff	Updated plans	6/13	7/13	Pending
2.2 Ask PC Members, community groups, providers to submit dates of community events for possible recruiting	MCDC, Staff	Active recruiting	7/13	7/13	
2.3 Attend community events that attract PLWHA, for recruiting. Discuss if members should be more active	MCDC, PC	Individuals recruited	As needed	As needed	
2.4 Supply providers, case managers and outreach networks with PC materials	Staff, Grantee	Active recruiting	8/13	8/13	
2.5 Seek to post recruiting materials, application on Broward government Website	Staff, Grantee	Active recruiting	8/13	8/13	
Objective 3. Ensure Compliance with Attendance Policy and Removal for Cause Policy					
3.1 Review Planning Council and Committee attendance	MCDC, Staff	Policy followed	Each meeting	Each meeting	Recurring
3.2 Review Removal for Cause Policy, in By-Laws	MCDC, Staff	Policy implemented	As needed	As needed	
Objective 4. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants					
4.1 Review and Revise Mentoring Program	MCDC, Staff	Educated PC	6/13	7/13	Pending
4.2 Plan and implement trainings a. Survey HIVPC members what training they want b. Review training survey results. Identify training session(s) for annual retreat	MCDC, Staff	Educated PC	8/13 9/13	10/13	
4.3 Conduct orientations for new members (Priority setting, QM process, legislative requirements); Conduct post-appointment orientations	MCDC, Staff	Members informed	As needed	As needed	
4.4 Plan and implement training for Planning Council members at annual retreat	MCDC, Staff	Required training	11/13	11/13	
Objective 5: Update Work Plan and Policies & Procedures					
5.1 Review and update Work Plan / Policies & Procedures	MCDC, Staff	Updated work plan	2/14	2/14	
5.2 Conduct annual evaluation: Assess past year and recommend improvements	MCDC, Staff	Improved process	2/14	2/14	



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Draft Mentoring Program

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

An important segment of this training ~~is will be designated as~~ the Mentoring Program, which will be offered to all new Council members and alternates. Mentoring helps new members feel welcome, learn individual member perspectives, and become comfortable with planning council processes and interaction. Mentoring also ensures that the new member understands the background and context of discussions and actions, and gets an explanation of the many acronyms used in meetings. The mentoring of a new member is expected to last between three to six months.

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

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

Volunteer Mentors will receive training ~~annually~~ according to the schedule set forth in the Committee Work Plan. ~~The Mentors~~ s should strive to educate ~~the new members~~ s on the following points:

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

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

Note on the Florida Sunshine Law: Members and Mentors should be careful to follow the Sunshine Law, which forbids Members from discussing Council or Committee business outside of official meetings. The County definition is as follows:

"Except at a public meeting, there shall be no communication between any two members of the same collegial body on any matter which they may foreseeably be required to address jointly in an advisory or decision-making capacity."

Below are example situations prohibited by law for Members:

1. Discussing Council or Committee business on the phone;
2. Discussing Council or Committee business at a gathering that is not an official meeting;
3. Discussing Council or Committee business indirectly, such as by passing information through an intermediary;
4. Meeting at a restaurant or someone's home to discuss Council or committee business;

HIV Planning Council Recruitment and Retention Plan

PURPOSE

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

POLICY

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

HRSA-Required Planning Council Membership Categories

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

Recruitment

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

Strategy 1 - Involve all Planning Council stakeholders in recruitment efforts

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

Strategy 2 - Use the Internet as a recruitment tool

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

Strategy 3 - Use printed recruitment materials throughout the year

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

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

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

Strategy 5 – Encourage interested people

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

Retention

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

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

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

Strategy 2 – Support HIVPC members

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

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

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

Strategy 4 - Reward Planning Council Members for their work

- ❖ Annual holiday recognition
- ❖ Celebrate accomplishments