



COMMITTEE: Membership/Council Development Committee

MEETING AGENDA

Date/Time: Thursday, May 2, 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:** 5-2-13 Agenda and 4-4-13 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
ACTION ITEM: This item is tabled until the member update forms are completed by Planning Council members.
 - b) Revise the HIVPC Job Descriptions (Handout F)
ACTION ITEM: Per Part A Executive Committee's directives, the Committee will review and revise the HIVPC Job Descriptions for #2: Non-Elected Community Leader and #14: Inmate Representative
5. **MEETING ACTIVITIES/NEW BUSINESS**

Goal/Work Plan Objective #:	Accomplishments
Review and Revise Mentoring Plan (WP Item 4.1)	Handout G ACTION ITEM: The Committee will review and revise the Mentoring Plan, if appropriate. A sign-up sheet of members who would like to participate will also be reviewed.
Discuss and Review Reimbursement Plan (WP Item 1.5, 1.7)	Handout H ACTION ITEM: The Committee will review the current reimbursement plan in order to make members more aware of services that are available.

6. **PUBLIC COMMENT**
7. **AGENDA ITEMS/TASKS FOR NEXT MEETING**

Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)	Responsible Party	Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.
Standard Committee Items (WP Item 1.1, 1.4)	Staff, MCDC	The Committee will review Planning Council Demographics, Vacancies, Attendance, etc.

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

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



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

April 4, 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		Burgess, D.
2	Wilson, T. <i>Vice Chair</i>	X		
3	Katz, H.B.	X		Grantee Staff
4	Dyer, L.	X		Odusanya, S.
5	Williams, R.	X		
				HIVPC Staff
				Crawford, T.
				Eshel, A.
				Solomon, R.
	Quorum = 4	5		

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 4/4/13 MEETING AGENDA AND 3/7/13 AND 1/3/13 MEETING MINUTES

Motion # 1	To approve the 4/4/13 Agenda
Proposed by:	Dryer, L.
Seconded by:	Katz, H.B.
Action:	Passed Unanimously

Motion # 2	To approve the 3/7/13 and 1/3/13
Proposed by:	Katz, H.B.
Seconded by:	Wilson, T.
Action:	Passed Unanimously

MCDC – Meeting Minutes 4/4/13

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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4. REVIEW PLANNING COUNCIL DEMOGRAPHICS (HANDOUT A)

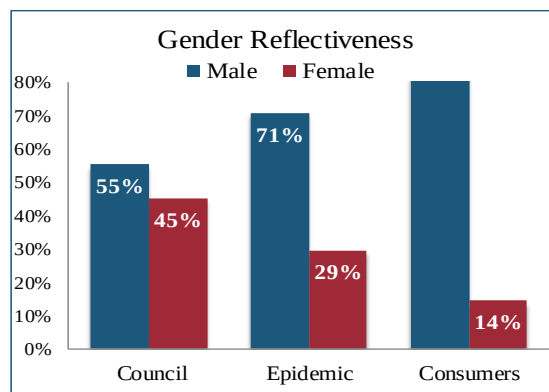
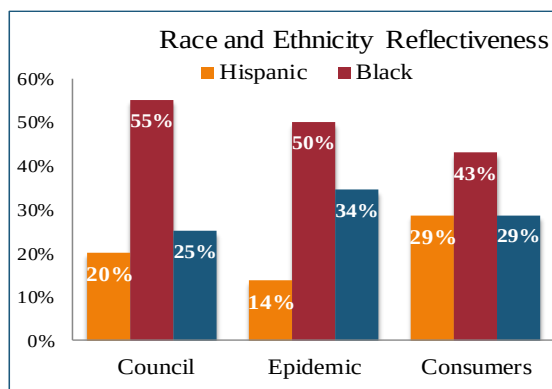
The Planning Council Demographics were reviewed as shown below:

HIV Planning Council Membership Report for April 4, 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	5
Members Pending at County	0
Scheduled County Appointments	None

The Committee reviewed the HIV Planning Council Membership Report for April 4, 2013.

There are currently 20 members and 5 applicants. There was a discussion on the number of meetings potential members should attend; attendance does not have to be consecutive. There were 3 new members appointed; the roster is now at 23.

5. REVIEW PLANNING COUNCIL VACANCIES (HANDOUT B)

The Planning Council Vacancies were reviewed below:

HIVPC Membership Categories and Demographics April 4, 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	

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Mental health provider	1	1		
Substance abuse provider	1	1		
Hospital planning or other health care planning agencies				
Local Public Health Agency				
Non-elected community leaders (NECL)	1	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
	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	3	2	2
	14%	86%	43%	29%
		7		7
	9	11	11	4
	45%	55%	55%	20%
		20		20

It was noted that according to By-Laws, mandated seats automatically move forward in the application process. It was suggested that MCDC clarify their Policies and Procedures for fast track applications.

MCDC – Meeting Minutes 4/4/13

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6. CURRENT APPLICANTS AND INTERESTED PARTIES (HANDOUT C)

The Planning Council Applicants were reviewed below:

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
Mario D.				1		1		HOPWA	Yes	Priorities	Yes	1/16/2013	3/20/2013		In process	Grantees Other Fed Prog
Rosemarie W.	0		1		1			Armor Corrtl	Yes	MCDC	Yes	11/1/2012	1/3/2013		In process	Jail Rep, HCP, SSP
Yolonda R.	1		1		1			Minority Dev.	Yes	PSRA	Yes	12/19/2012	1/16/2013	3/20/2013	In process	CBO/ASO, NECL, MHP
Robert E.	1	1					1		Yes	QM	No	3/18/2013			In process	Affected Communities
Chad. T.	0	1					1	SunServe	No	JCCR	No	10/2/2012			In process	
Diane, J.	1		1		1				Yes	JCCR	No	6/5/2012	9/5/2012		New Applicant	Affected Communities

It was suggested to add another column to the current applicant and interested party table for interested individuals who cannot join the HIVPC at this time. The Committee voted to move Mario DeSantis, Rosemary Williams and Patricia Parker forward to HIVPC. Robert Ettinger has been tabled until he attends 3 committee meetings.

Motion # 3	To appoint Mario DeSantis as a member of the HIV Planning Council
Proposed by:	Katz, H. B.
Seconded by:	Wilson, T.
Justification	To fill the Grantees of other Federal HIV programs: HOPWA seat
Action:	Passed Unanimously

Motion # 4	To appoint Rosemarie Williams as a member of the HIV Planning Council
Proposed by:	Dryer, L.
Seconded by:	Katz, H. B.
Justification	To fill the mandated formerly incarcerated PLWHA or their representatives seat
Action:	Passed Unanimously

Motion # 5	To appoint Patricia Parker-Maysonet as a member of the HIV Planning Council
Proposed by:	Dryer, L.
Seconded by:	Wilson, T.
Justification	To have greater consumer representation on the HIVPC
Action:	Passed Unanimously

7. REVIEW ATTENDANCE (HANDOUT D)

The Membership/Council Development Committee reviewed attendance for Committee and Council members.

8. UNFINISHED BUSINESS

a. Conflict in Policies and Procedures (HANDOUT E)

The Committee reviewed the proposed changes to the MCDC Policies and Procedures.

Motion # 6	To approve the amended MCDC Policies and Procedures
Proposed by:	Katz, H. B.
Seconded by:	Dryer, L.

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Justification	To provide clarification between mandated seats by virtue of job title and other seats
Action:	Passed Unanimously

b. Review Planning Council Members and Their Seats (Part 2)

The Committee tabled review of HIVPC applications until after the member update forms are complete.

9. NEW BUSINESS

a. Annual Calendar of Committee Meetings (HANDOUT F):

The Committee decided to meet monthly due to the amount of work that needs to be completed. In addition to their previously established dates, the Committee agreed to meet on 5/2/13, 6/6/13, 8/1/13, 9/12/13, 10/3/13, 11/7/13 and 12/5/13. Dates were altered in order to not conflict with federal and religious holidays. The Committee will decide whether the July date is needed at a future date. It was noted that the meeting dates are being scheduled and at the chairs discretion can be cancelled.

Motion # 7	To change the MCDC meeting schedule to monthly
Proposed by:	Katz, H.B.
Seconded by:	Dyer, L.
Justification	Committee work load
Action:	Passed Unanimously

b. Work Plan

There was a discussion on item 2.5 in the work plan. It was suggested that the BRHPC website also post to recruit new members. The chair questioned items 1.7-1.9; the Committee suggested clarifying those items to add specific reimbursements (e.g. mileage, babysitting, etc.) It was directed that staff create a benefits outline for prospective members to outline potential reimbursements for joining HIVPC. The Committee tabled review of the work plan and dashboard to accommodate the change in meeting schedule.

c. HIVPC Application Form (HANDOUT G):

The Committee had a discussion on the HIVPC application changes. The Committee agreed to approve the HIVPC application as amended.

Motion # 8	To approve the HIVPC application as amended
Proposed by:	Katz, H.B.
Seconded by:	Dryer, L.
Justification	To ensure that Planning Council requirements are clear
Action:	Passed Unanimously

10. PUBLIC COMMENT

There was no public comment.

11. REQUEST FOR DATA/DIRECTIVES

- Outline on Policies and Procedures for Reimbursements
- Design a Sign-In Sheet for HIVPC Members that want a Mentor

12. AGENDA ITEMS FOR NEXT MEETING: May 2, 2013 at 9:00 a.m. Venue: BRHPC

- ❖ Standing Agenda Items
- ❖ Add discussion item to discuss the joint meeting between Part A/B Membership and JCCR.
- ❖ Review Work Plan



- ❖ Review and Revise Mentoring Plan
- ❖ Discuss July Meeting Date

13. ADJOURNMENT

Without objection, the meeting was adjourned at 11:22 a.m.

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

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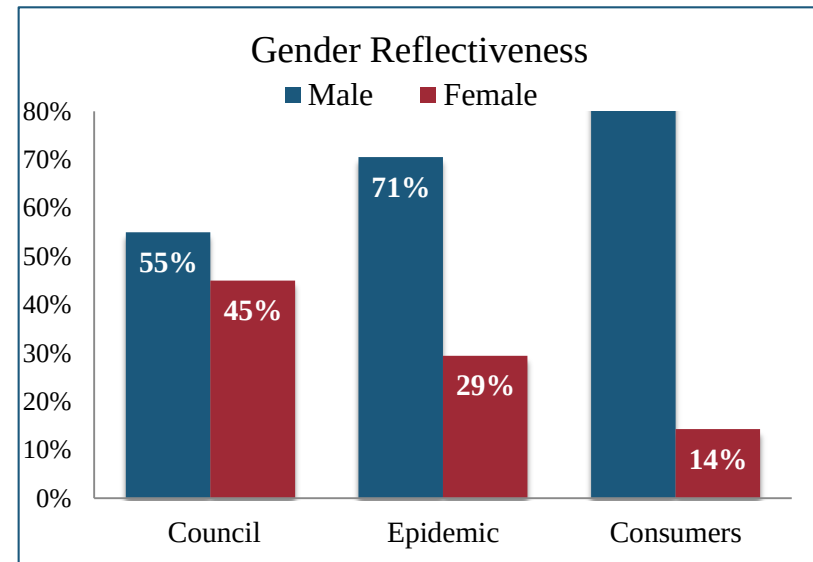
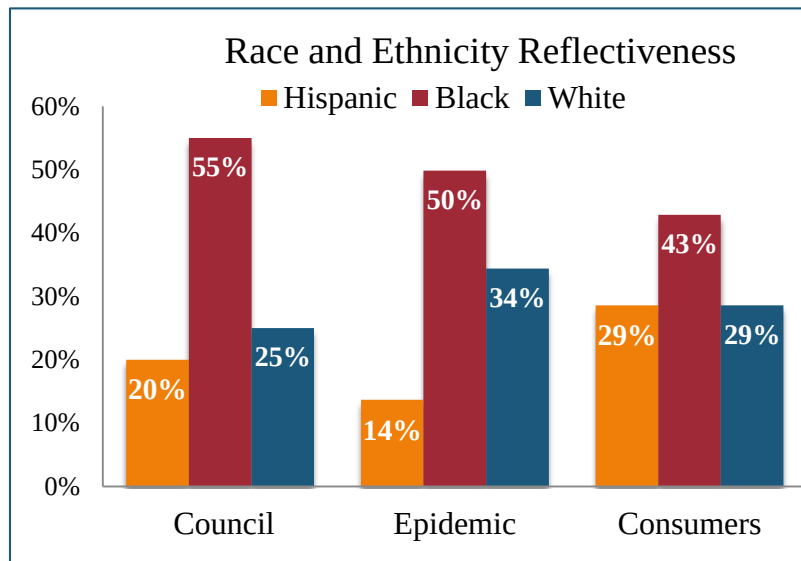
HIV Planning Council Membership Report for May 2, 2013

HANDOUT A

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Current Active Applicants	4
Members Pending at County	3
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	X	1 Develop mentoring plan	X	1 Review recruiting, retention plans 2 Request event dates for recruiting 3 Plan HIVPC training survey	X

	Sep	Oct	Nov	Dec	Jan	Feb
MCDC	1 Review results PC training survey 2 ID training topics	X	1 Plan retreat training 2 Devise rewards for PC members	X	1 Annual Evaluation 2 Update Work Plan, P&P	X

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

Objective 1. Ensure Planning Council is representative and reflective	Responsible	Outcome	Start	Due	Progress
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	
1.2 Review position descriptions, PC survey on qualifications for seats	MCDC, Staff	Ensure compliance	3/13	3/13	
1.3 Conduct pre- and post-appointment orientations for new members	MCDC, Staff	Educated PC	As needed	As needed	
1.4 Announce vacant positions at each meeting of MCDC	MCDC, Staff	Public awareness	Each meeting	Each meeting	
1.5 Display recruitment and application materials at each HIVPC meeting	Staff	Public awareness	Each meeting	Each meeting	
1.6 Members, Staff greet visitors at Council and Committee meetings	MCDC, Staff	Public involvement	Each meeting	Each meeting	
1.7 Contact potential applicants on requirements, reimbursement of costs	Staff	Public involvement	As needed	As needed	
1.8 Seek feedback from PLWHA members on barriers to serving on PC	MCDC, Staff	Eliminate barriers	As needed	As needed	
1.9 Devise ways to reward PC members for work	MCDC, Staff	Eliminate barriers	11/13	11/13	
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	7/13	7/13	
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	
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	5/13	5/13	
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	7/13	9/13	
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	1/14	1/14	
5.2 Conduct annual evaluation: Assess past year and recommend improvements	MCDC, Staff	Improved process	1/14	1/14	



HIV Planning Council Members – Job Descriptions

(Approved by the Membership/Council Development Committee 1-3-13)

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 Members 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 at least 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 recruitment and regular, ongoing education and training provided by the Council.
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:

- Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHAs.
- 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.”

Proposed Job Description for Non-Elected Community Leader:

- Be actively involved and/or **affiliated** with a community organization or ongoing community activities.
- 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:

- Share information about how Council actions will affect providers and their HIV/AIDS clients.
- 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:

- Share information about how Council actions will affect service organizations, community organizations and their Ryan White clients.
- 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:

- 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. Speak out on behalf of PLWHAs who were incarcerated and about their ability to access Ryan White services.
- b. Disseminate information about HIV/AIDS services to former inmates.
- c. If working for an agency serving inmates or former inmates, provide them with education and information about Ryan White services. If possible, provide the Council with quarterly reports on the agency's unduplicated utilization, expenditures (overall and by service category) and client demographics.



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Mentoring Program

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

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

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

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

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

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

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

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
DRAFT MENTORING PROGRAM SIGN-UP SHEET

THE MEMBERSHIP / COUNCIL DEVELOPMENT COMMITTEE IS REINVIGORATING THE MENTORING PROGRAM, WHICH MATCHES NEWER MEMBERS / ALTERNATES WITH VETERAN MEMBERS WHO CAN EXPLAIN HOW THE COUNCIL WORKS. IF YOU WANT TO VOLUNTEER TO BE A MENTOR, OR IF YOU WANT TO WORK WITH A MENTOR, PLEASE SIGN UP. A SUMMARY OF THE PROGRAM IS FOUND BELOW. THANK YOU!

I VOLUNTEER TO BE A MENTOR	COMMITTEES, SUBJECTS I KNOW ABOUT
1.	
2.	
3.	
4.	
5.	

I WANT TO WORK WITH A MENTOR	COMMITTEES, SUBJECTS I WANT TO LEARN ABOUT
1.	
2.	
3.	
4.	
5.	

Mentoring Program

An important aspect of member training will be the Mentoring Program, which will be offered to new Council members and alternates. They will choose a Committee they have an interest in attending. If they request a Mentor, the Chair of the Membership / Council Development Committee will assign them to a member who has volunteered to be a Mentor.

New members and alternates, when possible, should sit near their Mentors during meetings. (Non-voting alternates are reminded they may sit near their Mentors, but not at the table). This will allow the Mentor to easily answer any questions. Mentors may receive annual training as planned by MCDC.

Mentors should strive to educate new members on the following points:

1. Orientation manual
2. Reminders of meetings
3. Availability of transportation
4. Availability of reimbursement of transportation costs, day care costs, lost wages
5. Explanation of complex language
6. Empowerment and respect for individual opinions and ideas
7. Robert's Rules of Order

If requested by a new member / alternate, Mentors may also point out upcoming meetings of interest.

Members and Mentors should avoid speaking outside of official meetings, whether in person, by phone or electronically. Outside contact may constitute a violation of the Florida Sunshine Law.

TRAVEL POLICY AND PROCEDURE

PURPOSE

To facilitate representation of the Broward County HIV Health Services Planning Council (Council) at out-of-local area conferences, workshops, and other eligible activities that may directly benefit the work of the Council under the Ryan White Part A grant.

SCOPE

Applies to all Council Members and Alternates.

POLICIES

1. Reimbursement for expenses shall be limited to those expenses that are not reimbursable through other funding sources.
2. International travel is prohibited.
3. Local mileage reimbursement is authorized for people living with HIV/AIDS (PLWHA) as outlined in the Policy on Reimbursement of Expenses.
4. The Executive Committee shall recommend representative(s) (to include care givers as needed) to attend out-of-local area conferences, workshops and/or functions for the purpose described above.
5. The Council Travel Policy shall be consistent with applicable Federal, State and Local travel policies.
6. The Council Travel Policy shall utilize State of Florida reimbursement rules and regulations and any appropriate Broward County policy.
7. The Council Travel Policy shall provide an exception to the State of Florida reimbursement rules and regulations for Persons Living with HIV/AIDS (PLWH) in that meal allowances shall be calculated at 2 times the State reimbursement rate to all for full and effective participation of PLWH and insure medication compliance.
8. Persons with disabilities shall not be discriminated against when the Council considers its representation at out-of-local area conferences, workshops and/or functions. Allowable disabilities may include sight impairment, hearing impairment or other physical disability. A person with a disability may request the assistance of a care giver to complete out-of-area travel. The level of assistance required by the care giver shall be defined in advance by the PLWH requesting the assistance. Requests for care givers shall be approved on a case-by-case basis. Additional costs may be incurred to accommodate their participation. Reimbursement for care givers shall be consistent with State of Florida Travel guidelines with the exception that per diem shall be calculated at two times state reimbursement rate for meals.
9. Travelers must agree in advance to:
 - a. Comply with Council Travel Policy including submission of receipts/documentation required. For a description of receipts/documentation required, see estimate of travel expense worksheet and its instructions.

- b. Participate in the event.
 - c. Provide a report to the Executive Committee and the full Council.
10. Reports of conferences, workshops and/or functions should be included in the Executive Committee Report to the HIVPC.

CRITERIA FOR DETERMINING HIVPC REPRESENTATION:

1. Preference shall be given to Council Members and Alternates who will best represent the Council and HIV/AIDS community needs.
2. Preference shall be given to qualified (based on areas of interest/expertise as provided on the Council membership form, updated annually) PLWHs.
3. Preference shall be given to individuals who have not been previously selected to represent the Council at out-of-local area conferences, workshops, and/or functions.
4. Preference shall be given to the Council Member(s) and Alternate(s) who first provided information to Council Support staff on the conference, workshop and/or function for which Council representation is being considered, if these individual(s) request consideration.

PROCEDURES

1. The Executive Committee shall meet on an as-needed bases as determined by the Council. PLWH and Community involvement shall be solicited and encouraged at all meetings. Notifications to Executive Committee meetings shall follow the Council By-laws, County Ordinances, and State of Florida Government in the Sunshine Laws.
2. The Decision making process is publicly stated and implemented as stated.
3. Council support staff shall be a clearing-house for conferences, workshops and/or functions.
4. Council Members and Alternates shall submit conference, workshop and/or function information to Council support staff (preferably 60 days in advance of conference) and note interest/availability in attending.
5. Council Support staff shall disseminate conference, workshop and/or function information to Council Members and Alternates in the monthly HIVPC meeting mailing.
6. Council Support staff will notify the Part A grantee, immediately upon receipt of all pertinent information, by submitting a copy of the announcement for the conference, workshop and/or function and a statement of funding availability based on existing travel budget.
7. Council Members and Alternates shall notify Council Support staff of interest in participating in the conference, workshop and/or function. Council Support staff will provide the Part A grantee a list of Council Members and Alternates who have expressed interest in this activity.
8. The Executive Committee, with input from the Part A grantee, shall determine the eligibility of the activity for consideration, and shall formulate recommendations on Council representation based on established criteria.

9. The Executive Committee shall submit to the full Council the names of the recommended individuals to attend the conference, workshop and/or function.
10. Council support staff shall assist traveler(s) in travel arrangements including securing required reservations (i.e., hotel, airline, conference, workshop and/or function registration, etc.) And preparation of Council estimate of Travel Expense worksheet.
11. Within seven business days of completion of travel, traveler(s) shall submit to Council support staff all required receipts/documentation and to set meeting to prepare report for Council.

Estimate of Travel Expense Worksheet				
1 Check One:	PC Member _____	PC Alternate _____	(1) Request PLWH Rates _____	PC Staff _____
2 Name of Traveler	_____		Telephone	_____
3 Home Address	_____			
4 Travel Origin	_____	Destination:	_____	
5 Date of Departure	_____	Date of Return	_____	
6 Time of Departure	_____	Time of Return	_____	
TRANSPORTATION				
7 Method of Transportation (check one):	Personal _____	Airline _____		
8 Auto	Map mileage _____ + vicinity miles _____ = Total miles _____	0 x .445 =	0.00	
9 Air:	Carrier Name: _____	Amount of Fare:	_____	
	Carrier Name: _____	Amount of Fare:	_____	
10 Rental Car:	Name of Company: _____	Charge	_____	
11	Gas for Rental Car: _____	Charge	_____	
PER DIEM AND MEAL EXPENSES:				
PER DIEM (6 hour periods for overnight travel)				
12	Quarters _____ @ \$20.00 each or _____ @ \$20.00 each for PLWH		0.00	
OR MEALS PLUS HOTEL				
13	breakfasts _____ @ \$6.00 or _____ @ \$6.00 for PLWH (left before 6:00 a.m., back after 8:00 a.m.)		0.00	
	lunches _____ @ \$11.00 or _____ @ \$11.00 for PLWH (left before noon, back after 2:00 p.m.)		0.00	
	dinners _____ @ \$19.00 or _____ @ \$19.00 for PLWH (left before 6:00 p.m., back after 8:00 p.m.)		0.00	
	itemized hotel bills (room rate portion only)		_____	
OTHER EXPENSES: (Specify and attach receipts):				
14 Road Tolls:	_____	Parking Fees:	_____	Taxi Fares: _____
Other (Specify):	_____			0.00
TOTAL TRANSPORTA			0.00	
TOTAL PER DIEM/MEALS:			0.00	
TOTAL OTHER:			0.00	
TOTAL ESTIMATED EXPENSE:			0.00	

(1) Persons With HIV disease (PLWH) rates calculated as stipulated in HIVPC Travel Policy and Procedure

PURPOSE

The participation of persons living with HIV (PLWH) is a crucial and required component of the Ryan White planning process. For this reason, the Ryan White Part A Program, administrative entity for the program, has established a process for basic reimbursements subject to availability of funds and need. The primary goal of this policy is to ensure the representation of eligible Planning Council members and alternates who are living with HIV/AIDS to be reimbursed for their reasonable expenses for attending approved meetings for the Council or committees on which they serve as an active member.

PROCEDURE

In order to maximize restricted funds and to stay within monthly budgetary limits, staff monitoring budget allocations, utilization and verify accuracy of requests as well as submitted supportive documentation. Reimbursement shall be provided for such items as transportation, meals, and lost wages. The Council member shall execute an affidavit attesting to the validity of the reimbursement request. Reimbursement for expenses shall be limited to those expenses that are not reimbursable through other funding sources. Expense reimbursement shall be limited to unaffiliated PLWHA Council members and alternates for attending meetings for the Council or committees on which they serve as an active member.

Mileage Reimbursement

The transportation mileage rate shall be consistent with the Broward County mileage rate allowance. Other allowable transportation shall include reasonable bus fare, tri-rail and taxicabs. Taxicabs shall be pre-authorized or used in emergency situations only. Pre-arranged agency transportation shall be used whenever possible. Allowable transportation expenses shall also include reimbursement for parking and toll costs.

Members should submit reimbursement for all transportation expenses incurred, with a maximum reimbursement of \$50.00 per month and not to exceed \$600.00 per calendar year, unless exception granted by Grantee's office. Monthly reimbursement requests must be submitted by the 15th of the following month. No reimbursements shall be considered valid if received after this date and will not be eligible for reimbursement. Reimbursement requests must be submitted by using "Reimbursement of Traveling Expenses" form. All supportive documentation, including proof of insurance and receipts, must also be submitted with the form.

Lost Wages

Lost wages shall include reimbursement for those documented lost wages. The maximum number of eligible hours shall be determined by adding the meeting length time to travel time. The reimbursement of lost wages shall not include overtime.

Child Care Services

Child Care services fees shall include those reasonable costs associated with child care services and must be verifiable by receipt. There is a maximum reimbursement of \$100.00 per month. The maximum number of eligible hours shall be determined by adding the meeting length time to travel time.

Check One ☐ Regular Employee ☐ Non-employee / Independent Contractor

City of Residence:

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency; any meals that this claim is or lodging included in a conference or convention registration fee have been deducted from this travel claim, and true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes. Pursuant to Section 112.06 1(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above.	Column	Column	miles=	0	Column	SUMMARY
	Total	Total	¢ / mile		Total	TOTAL
				\$ -		
	\$ -	\$ -	Rounded	\$ -	\$ -	\$ -

DATE: _____

Date Prepared: _____