



COMMITTEE: Membership/Council Development Committee

MEETING AGENDA

Date/Time: Thursday, March 6, 2014, 9:30 a.m.

Location: Governmental Center Room A335

Chair: H.B. Katz **Vice-Chair:** T. Wilson

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 3-6-14 Agenda and 2-20-14 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
 - e. Review Work Plan (Handout D)
4. **EMERGING ISSUES**
None
5. **UNFINISHED BUSINESS**
 - a) **Discuss job descriptions for vacant seats and provide recommendations for appointment.**
 - b) **Policies and Procedures** (WP Item 5.1) (Handouts E & F)
ACTION ITEM: Review and revise the policies and procedures. Develop a role description for alternates to add to the policies and procedures.
 - c) **Recruitment and Retention Plan** (WP Item 2.1)
ACTION ITEM: Update on the Recruitment and Retention subcommittee. Review the Recruitment and Retention Plan and marketing strategies and recruitment research of other EMAs.
 - d) **Council Member Appreciation** (WP Item 1.11) (Handout G)
ACTION ITEM: Approve the list of client and member appreciation items.
6. **MEETING ACTIVITIES/NEW BUSINESS**
None
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: NEXT MEETING:** April 3, 2014 **VENUE:** A-335

<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>
9. **ANNOUNCEMENTS**
10. **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



MEETING MINUTES

COMMITTEE: Membership/Council Development Committee (MCDC)

Date/Time: Thursday, February 20, 2013, 9:30 a.m.

Location: Government Center Annex, GC318

H.B. Katz, Chair T. Wilson, Vice-Chair

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Katz, H.B., <i>Chair</i>	X		Gammell, B.
2	Wilson, T. <i>Vice Chair</i>	X		Grantee Staff.
3	Dyer, L.		E	Odusanya, S
4	Burgess, D.	X		Green, W.
5	Foster, V.	X		HIVPC Staff
				Rosiere, M.
				McEachrane, T.
	Quorum = 4	4		Sandler, C.

1. CALL TO ORDER:

The Chair called the meeting to order at 9:45 a.m.

The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

Chairs, committee members, guests, grantee staff and support staff self-introductions were made.

2. APPROVALS:

Motion #1	To approve today's meeting agenda
Proposed by:	Wilson, T.
Seconded by:	Burgess, D.
Action:	Passed Unanimously

Motion #2	To approve meeting minutes of 1/9/14
Proposed by:	Wilson, T.
Seconded by:	Burgess, D.
Action:	Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a. Review Planning Council Demographics –Handout A

Committee members briefly discussed the HIV Planning Council demographics. Staff noted that both Ann Mercer and Devorn Burgess have been approved by the County.



HIVPC Membership Categories and Demographics February 20, 2014

Category	Name	Female	Male	Black	Hispanic	White
Health care providers, including FQHCs	Siclari		1			1
CBOs serving affected populations and ASOs	Proulx	1		1		
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	McBain	1		1		
State Government Administering Ryan White Part B	Mercer	1				1
Part C grantee	Grant	1		1		
Part D grantee	Hayes	1		1		
Grantees of other Federal HIV programs	Part F/Schweizer		1			1
	HOPWA/DeSantis		1		1	
Formerly incarcerated PLWHA or their representatives	Vacant					
Other: County Commissioner	Holness		1	1		
		9	7	9	2	5
		56%	44%	56%	13%	31%
			16			16
Affected communities, including	Reed	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	Bhrangger		1		1	
· Historically underserved subpopulations	Katz		1			1
	Marcoviche		1		1	
	Wilson	1		1		
	Wilkins	1		1		
	Burgess		1	1		
	Parker-Maysonet	1		1		
		4	6	6	2	2
	Consumers	40%	60%	60%	20%	20%
			10			10
		13	13	15	4	7
	Total	50%	50%	58%	15%	27%
			26			26



b. Review Planning Council Vacancies – Handout B-1, B-2

There are vacancies in the following categories: *Hospital planning or other health care planning agencies, Local Public Health Agency, State Government Adminstrating Ryan White Part B, Prevention, and Formally incarcerated People Living with HIV/AIDS (PLWHA) or their representatives.*

The HIV Planning Council (HIVPC) Vice Chair (attending the meeting as a guest) made a request to send a letter to Broward County school board member Amalio Nieves to ask if he would be interested in filling the Prevention seat which is currently vacant. The MCDC Chair agreed to have a letter sent on his behalf to Mr. Nieves.

The MCDC Chair brought up the issue of an HIVPC board member who has changed employment and now is working for an agency in Miami Dade County. The Chair read the policy regarding what happens when an HIVPC member filling a provider seat changes employment; members filling a provider seat who change employment are supposed to immediately resign once they are no longer employed with the provider. The Part A Grantee representative asked if the process for dealing with employment change had been followed. It was noted that the member had not followed the process for resigning, as the member has not been with his agency which allowed him his seat since November 2013. The Chair agreed to put the policies and procedures in the letter to the member, and also noted that even though he is now employed at a similar agency, he is no longer in employment in Broward County.

Motion #3	To remove Joey Wynn from the HIV Planning Council, in accordance with the Membership/Council Development Committee's policies and procedures.
Proposed by:	Wilson, T.
Seconded by:	Foster, V.
Action:	Passed Unanimously

c. Current Applicants and Interested Parties and Appointments – (Handout C)

Name	Consumer	W	B	H	F	M	T	Agency	Orientation	Committee	Member	Date 1	Date 2	Date 3	Status	Application Category
Vincent F.			1			1		Broward Health	Y	MCDC	Y	5/2/2013	8/1/2013	10/1/2013	In process	CBO/ASO
Baner, S.				1	1				Y	Planning	Y	4/8/2013	6/10/2013	7/8/2013	In process	NECL
Morgan, M.			1		1			AHF	N	Planning	N				New Applicant	HCP/CBO-ASO/Local PH Agency/Aff. Comm.

The Committee decided to table this until the next meeting, when the applications will be available. The Committee needs to be able to see the active applications to review the applications and determine who best fits each seat.

d. Review Attendance –Handout D

Attendance records restart at the beginning of every calendar year, so there have been no warnings yet.



e. Review Work Plan –Handout E

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	X	1 Complete Mentoring Plan 2 Request provider event dates for recruiting	1 Recruitment & Retention Plan 2 Policies & Procedures 3 Review Applicant & Mentoring Letters 4 Plan & implement HIVPC training survey 5 Send PC recruiting materials to Broward.org, providers & networks
	Sep	Oct	Nov	Dec	Jan	Feb
MCDC	1 HIVPC training survey 2 Policies & Procedures 3 Review results of PC survey on qualifications of seats 4 Review meeting evaluations	1 Review results PC training survey 2 ID training topics 3 MCDC training on demographics, mandated seats 4 Recruitment & Retention Plan	1 Plan retreat training	1 Review Accomplishments 2 Plan retreat training	1 Devise rewards for PC members	1 Annual Evaluation 2 Update Work Plan, P&P

The Committee reviewed the list of major accomplishments and what they had done over the past fiscal year (FY). The Committee also reviewed their work plan action items to determine if anything needed to be changed or removed for the FY2014-2015 work plan. To help do this, the committee used the questions put together by consultant Emily Gantz-McKay. The Grantee representative asked if Emily's questions were supposed to be asked for each work plan action item; the HIVPC Vice Chair clarified that the questions should be used to address each committee's work plan overall, and will help with the process to roll out the FY 2014-2015 work plans, by making sure the work plans are a good fit for each committee.

The Committee discussed the issue of keeping the Broward County website up to date; it is the responsibility of MCDC to recruit new members and take care of all issues related to membership, but there may need to be some discussion and strategizing about how best to keep the website updated. The Committee discussed that the recruitment strategy needs work, and perhaps bringing in someone with expertise in this area could be helpful.

The Committee further discussed recruitment issues. One member asked if it is MCDC's job to recruit for each committee or just the council; it is unclear whose responsibility this is. The Committee reviewed their recruitment strategy, which right now is mostly a brochure and having committee members attend community meetings and resource fairs. The Committee felt that setting aside time to map out a serious, feasible plan for recruitment is imperative. One member suggested a video – most waiting rooms have televisions, and putting together a quick video about the HIVPC and the committees could be very effective. The HIVPC Vice Chair suggested that recruitment be one of the three main points that the HIVPC and MCDC focus on in the upcoming year. The Grantee representative noted that it is also important to focus on retention, and recognizing members



who volunteer their time to the HIVPC.

The Committee then discussed the Questions for Self-Assessment. The MCDC Vice Chair felt that what worked well were the things that have been achieved. A member noted that two of the biggest challenges have been recruiting and filling vacancies on the HIVPC. Many vacant seats have been vacant for years, and the MCDC chair noted that working with some of the agencies who could potentially fill these seats has also been a bit of an issue. One member noted that there has been a lot of rollover at these agencies over the past couple years, and there are a lot of new faces who are still trying to learn their agency. A lot of these new agency employees also may be unaware of the HIVPC, or they may not have the time to participate. The Vice Chair also noted that making sure members are in the correct seats has been an issue and also getting information from providers has been an issue. Making changes to adapt to community needs, such as changing meeting places or times, may be necessary to be able to recruit effectively. The Grantee representative also noted that the mentoring program has been an issue – it has never taken off the way it was intended to, and there have been issues recruiting mentors to participate in the program.

It was noted that MCDC will no longer be responsible for the HIVPC retreat, but will now be responsible for the quarterly trainings. The Committee also decided that member appreciation will either be done at an HIVPC meeting or a PSRA meeting. At this time, there is nothing on the work plan that the Committee feels needs to be taken off and given to another committee. Recruiting is really the key issue for MCDC to focus on in FY2014-2015.

4. EMERGING ISSUES

a) Discuss the Social Services Provider seat

The Committee discussed this item during their review of the HIVPC vacancies.

b) Discuss job descriptions for the vacant Hospital/Healthcare Planning Agencies, Local Public Health Agencies, and Representative for Former Federal/State/Local Prisoners seats

The Grantee representative asked if the seat descriptions have always been called a job description. She noted that they are not truly jobs, they are more role descriptions. The Chair noted that the HIVPC approved the wording ‘job description’ in May 2013, but agreed being an HIVPC members is not really a job, and it probably would be better to call it position roles and responsibilities.

The job description for *Hospital/Healthcare Planning Agencies* was reviewed, and the MCDC Chair noted that he has someone in mind that he hopes to bring forward. The Grantee representative asked if the active applications could be shown to the committee. The active applications were not available, so the Chair asked this item be tabled until the next meeting.

5. UNFINISHED BUSINESS

a) Policies and Procedures (WP Item 5.1) (Handout F)

Staff developed a job description for HIVPC alternates. Historically there has only been one alternate, although now there are two. Transportation to the meetings has been an issue, as has the time of meetings. The MCDC Chair was concerned that if an alternate is only coming to a monthly HIVPC meeting and is making decisions based on the meeting packet and minutes, that they may not truly be informed. The Grantee representative noted that this is the same for many committee members who come to HIVPC meetings and are only on a single committee. The job description for alternates as of right now is a good start, and is broad enough that it can be added to. The committee will wait until the next meeting when Staff has completed more research to come to a conclusion on this issue.



b) Recruitment and Retention Plan (WP Item 2.1) (Handout G-1, G-2)

The Committee reviewed handout G-2, which was an analysis done by the Orlando Eligible Metropolitan Area (EMA) about all the Florida EMA marketing and communication plans for recruitment and retention. The Committee noted that the areas currently left blank in the Broward County column are areas that can be worked on in the future. The handout gives a template of things to focus on, but it is clear that there is a lot of work to be done – particularly on visibility. The Committee agreed that an entire meeting focused on the recruitment strategy may be necessary, and a decision needs to be made about whether outside help is needed to facilitate this.

Motion #3	Request to bring in a professional to help facilitate the creation of a recruitment plan. A subcommittee will be set up for 60 days to report back to MCDC about the scope of the recruitment plan to determine the professional needed.
Proposed by:	Wilson, T.
Seconded by:	Foster, V.
Action:	Passed Unanimously

The MCDC Chair asked committee member Vincent Foster to chair the committee, and Vice Chair Tara Wilson also volunteered to participate. The HIVPC Vice Chair recommended that it be open to all committees, and to try to get at least one member from each committee. The Grantee representative also agreed to help with the committee.

c) HIVPC Training (WP Item 4.2) (Handout H)

Committee members discussed the first training topic to be presented at HIVPC at the May meeting. The Committee decided on the Ryan White legislation and implementation process as the first training. Ms. Gantz-McKay recently gave a presentation on the Ryan White legislation, and all the materials she used can be used for the HIVPC training.

6. MEETING ACTIVITIES / NEW BUSINESS

a) MCDC Accomplishments and Annual Evaluation (Handout I)

This was reviewed earlier in the meeting during the review of the work plan.

b) Work Plan/Policies and Procedures

The Committee reviewed all changes to the Policies and Procedures and agreed on all the changes, with the exception of the alternate job description, which still needs more work. The following motion was made:

Motion #4	To approve the Policies and Procedures as written on February 20, 2014, with the exception of the job description of alternate members.
Proposed by:	Wilson, T.
Seconded by:	Foster, V.
Action:	Passed Unanimously

c) Council Member Awards

The Committee would still like to have something more tangible to give to HIVPC members as a sign of appreciation for all the work that they do. The Committee decided to hold off on picking a gift until the current list of giveaways has been approved for purchase.

The MCDC chair also noted that he would like to purchase shirts for HIVPC members to wear when they



are out in the community, so they are distinguishable and visible.

d) Mentoring Program

The Committee has been working to determine strategies to encourage mentorship, and felt that the mentoring program should be part of the marketing plan. The Committee felt that the issue has been addressed as much as possible at this point.

7. PUBLIC COMMENT: None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: **Date:** March 6, 2014 **Venue:** Broward County Gov't Center Annex

<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 and Update Policies and Procedures (WP Item 5.1)	MCDC, Staff, Grantee	Review and update the Committee work plan

9. ANNOUNCEMENTS: None

10. ADJOURNMENT

Without objection the meeting was adjourned at 11:31 a.m.

Membership/Council Development Attendance CY 2014

Member	1/9/14	2/20/14
Katz, H.B., (Chair)	X	X
Wilson, T. (V. Chair)	X	X
Dyer, L.	X	E
Burgess, D	X	X
Foster, V.	(appointed 1.9.14)	X
Quorum=4	4	5

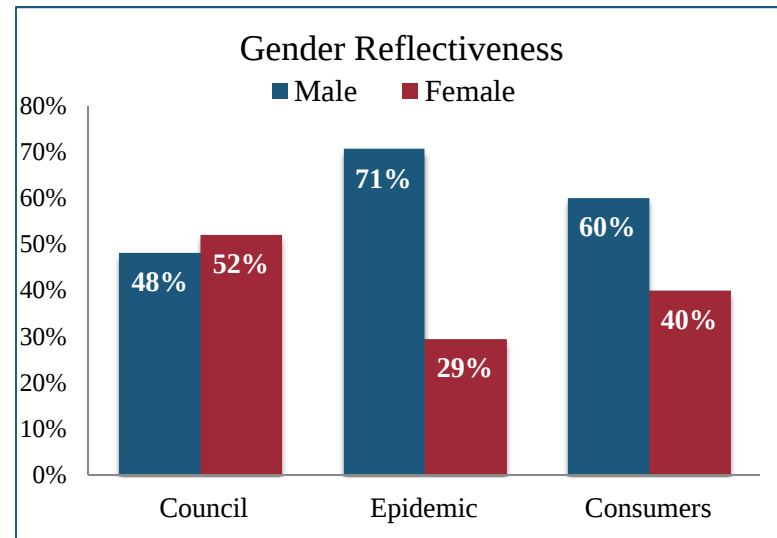
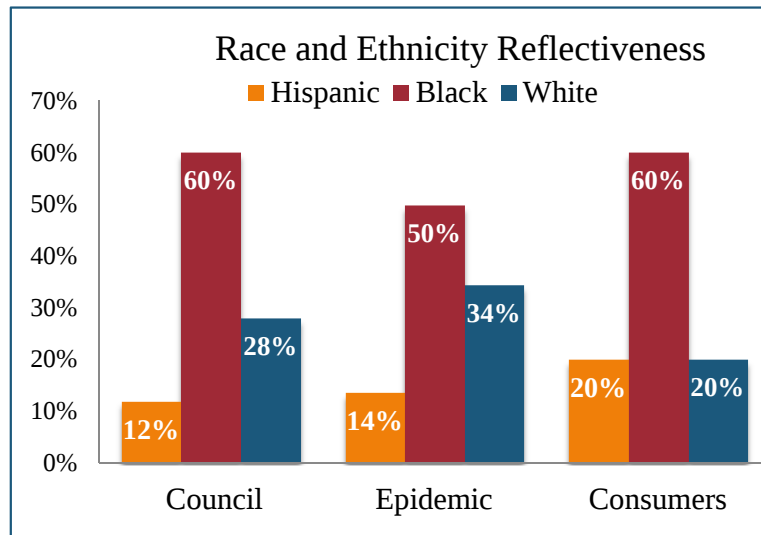
HIV Planning Council Membership Report for March 6, 2014

HANDOUT A

Gender	Council	Epidemic	Consumers	Gender	Council	Epidemic	Consumers
Male	12	11,836	6	Male	48%	71%	60%
Female	13	4,944	4	Female	52%	29%	40%
	25	16,780	10		100%	100%	100%
Race	Council	Epidemic	Consumers	Race	Council	Epidemic	Consumers
Hispanic	3	2,290	2	Hispanic	12%	14%	20%
Black	15	8,361	6	Black	60%	50%	60%
White	7	5,772	2	White	28%	34%	20%
Other	0	357	0	Other	0	2%	0
	25	16,780	10		100%	100%	100%

Percent of Planning Council Members That Are Unaffiliated Consumers

40%



Current Members	25
Minimum Required Per County Ordinance	20
Maximum Allowed Per County Ordinance	35

Vacant Seats
Grantees of Other Fed HIV Programs - Prevention
Hospital/Health Care Planning Agencies
Local Public Health Agencies
Social Services Provider
Rep for Former Fed/State/Local Prisoners

Council cannot be comprised of more than 40% of Ryan White Part A Providers

#	Membership Category	Category	Consumer	Race/Ethnic	W	B	H	Gender	F	M	Part A	Part A	Appoint Date	Committee	Affiliation
1	Affected Communities	Consumer	1	B		1		M		1			Feb-10	JCCR; MCDC	
1	Affected Communities	Consumer	1	W	1			M		1			Nov-08	PSRA; JP	
1	Affected Communities	Consumer	1	H			1	M		1			May-05	JCCR	
1	Affected Communities	Consumer	1	W	1			M		1			Nov-08	MCDC; JCCR; PSRA; JP;QM, Exec	
1	Affected Communities	Consumer	1	H			1	M		1			Feb-05	JCCR	
1	Affected Communities	Consumer	1	B		1		F	1				Jun-13	JCCR	
1	Affected Communities	Consumer	1	B		1		F	1				Aug-10	MCDC	
1	Affected Communities	Consumer	1	B		1		F	1				Aug-13	PSRA	
1	Affected Communities	Consumer	1	B		1		F	1				Oct-13	JCCR	
1	Affected Communities	Consumer	1	B		1		M		1			Feb-14	JCCR; MCDC	
1	Other	Commissioner		B		1		M		1			Feb-11	TBD	BCBCC
1	ASO/CBO Serving Affected Population	ASO		B		1		F	1		MHS	1	Feb-13	PSRA; LPAC	MHS
1	Grantees Other Fed HIV Programs	HOPWA		H			1	M		1			Jun-13	PSRA	HOPWA
0	Grantees Other Fed HIV Programs	Prevention													
1	Grantees Other Fed HIV Programs	Part F		W	1			M		1	NSU	1	Aug-13	QMC	NSU
1	Health Care Providers/FQHC	FQHC		W	1			M		1	CR	1	Feb-10	PSRA; JP	CR
1	Part C Grantees	Part C		B		1		F	1		NBHD	1	Jan-12	PSRA; QMC	NBHD
0	Hospital/Healthcare Planning Agencies	Vacant													
0	Local Public Health Agencies	Vacant													
1	Mental Health Providers	MH Provider		B		1		M		1	NSU	1	Nov-90	JP	NSU
1	Non-Elected Community Leader	NECL		B		1		F	1				Aug-06	JCCR	CDTC
1	Non-Elected Community Leader	NECL		W	1			F	1				Mar-00	Exec	CDTC
1	Non-Elected Community Leader	NECL		W	1			M		1			Feb-04	TBD	
1	Non-Elected Community Leader	NECL		B		1		F	1				Jun-08	PSRA; Exec	BSO
1	Part D Grantees	Part D		B		1		F	1				Mar-00	PSRA; MAI MCM	CDTC
0	Rep Former Fed/State/Local Prisoners	Vacant													
0	Social Service Providers	SS Provider													
1	State Medicaid	Medicaid		B		1		F	1				Jun-13	JP	AHCA
1	State Govt administering RW Part B	Part B		W	1			F	1				Feb-14	JP	FLDOH-BC
1	Substance Abuse Provider	SA Provider		B		1		F	1				Oct-05	JP; Exec	DCF
25			10		7	15	3		13	12		5			
			40%		28%	60%	12%		52%	48%		20%			
Alternates															
1	Alternate Member		1	H			1	F	1						

HIVPC Membership Categories and Demographics March 6, 2014

Category	Name	Female	Male	Black	Hispanic	White
Health care providers, including FQHCs	Siclari		1			1
CBOs serving affected populations and ASOs	Proulx	1		1		
Social service providers, including housing & homeless	Vacant					
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	McBain	1		1		
State Government Administering Ryan White Part B	Mercer	1				1
Part C grantee	Grant	1		1		
Part D grantee	Hayes	1		1		
Grantees of other Federal HIV programs	Part F/Schweizer		1			1
	HOPWA/DeSantis		1		1	
	Prevention/Vacant					
Formerly incarcerated PLWHA or their representatives	Vacant					
Other: County Commissioner	Holness		1	1		
		9	6	9	1	5
		60%	40%	60%	7%	33%
			15			15
Affected communities, including	Reed	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	Bhrangger		1		1	
· Historically underserved subpopulations	Katz		1			1
	Marcoviche		1		1	
	Wilson	1		1		
	Wilkins	1		1		
	Burgess		1	1		
	Parker-Maysonet	1		1		
		4	6	6	2	2
	Consumers	40%	60%	60%	20%	20%
			10			10
		13	12	15	3	7
	Total	52%	48%	60%	12%	28%
			25			25

Name	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
Foster, V.			1			1		Broward Health	Yes	MCDC	Yes	5/2/2013	8/1/2013	10/1/2013	In process	Yes	CBO/ASO
Baner, S.				1	1				Yes	Planning	Yes	4/8/2013	6/10/2013	7/8/2013	In process	Yes	NECL
Morgan, M.			1		1			AHF	No	Planning	No				New Applicant	Yes	HCP/CBO-ASO/Local PH Agency/Aff. Comm.

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	X	1 Complete Mentoring Plan 2 Request provider event dates for recruiting	1 Recruitment & Retention Plan 2 Policies & Procedures 3 Review Applicant & Mentoring Letters 4 Plan & implement HIVPC training survey 5 Send PC recruiting materials to Broward.org, providers & networks
	Sep	Oct	Nov	Dec	Jan	Feb
MCDC	1 HIVPC training survey 2 Policies & Procedures 3 Review results of PC survey on qualifications of seats 4 Review meeting evaluations	1 Review results PC training survey 2 ID training topics 3 MCDC training on demographics, mandated seats 4 Recruitment & Retention Plan	1 Plan retreat training	1 Review Accomplishments 2 Plan retreat training	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

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	Recurring
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	9/13	9/13	Complete
1.4 Conduct pre- and post-appointment orientations for new members	MCDC, Staff	Educated PC	As needed	As needed	As needed
1.5 Announce vacant positions at each meeting of MCDC	MCDC, Staff	Public awareness	Each meeting	Each meeting	Recurring
1.6 Display recruitment and application materials at each HIVPC meeting	Staff	Public awareness	Each meeting	Each meeting	Recurring
1.7 Members, Staff greet visitors at Council and Committee meetings	MCDC, Staff	Public involvement	Each meeting	Each meeting	Recurring
1.8 Contact potential applicants on requirements, reimbursement of costs	Staff	Public involvement	As needed	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	As needed
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	10/13	10/13	Complete
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	9/13	In process
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	Recurring
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	As needed
2.4 Supply providers, case managers and outreach networks with PC materials	Staff, Grantee	Active recruiting	8/13	8/13	Recurring
2.5 Seek to post recruiting materials, application on Broward government Website	Staff, Grantee	Active recruiting	8/13	8/13	Recurring
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	Completed 8.1.13 mtg
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	Complete
4.2 Plan and implement trainings	MCDC, Staff	Educated PC	8/13	10/13	Trainings planned. In process
a. Survey HIVPC members what training they want			9/13		
b. Review training survey results. Identify training session(s) for annual retreat					
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	7 completed
4.4 Plan and implement training for Planning Council members at annual retreat	MCDC, Staff	Required training	11/13	11/13	Complete
4.5. Review MCDC Accomplishments	MCDC, Staff	Improved process	12/13	12/13	
Objective 5: Update Work Plan and Policies & Procedures					
5.1 Review and update Work Plan / Policies & Procedures	MCDC, Staff	Updated work plan	8/13, 2/14	8/13, 2/14	In process
5.2 Conduct annual evaluation: Assess past year and recommend improvements	MCDC, Staff	Improved process	2/14	2/14	



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Policies and Procedure

Last Updated 2/20/14; Approved: 2/27/14

Policies

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

The Committee shall institute orientation and training programs for new and incumbent members. Orientations will be scheduled as needed by the Committee and support staff (Approved 2/20/14).

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

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

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

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

A letter signed by the Planning Council Chair or Vice Chair will be sent to Council members and/or alternates and committee members at risk of exceeding allowed number of absences, informing them of their attendance record and stating that one more additional absence will result in their removal from the Council.

If a Council member/alternate should resign from a committee, s/he will have 30 days to select a new committee in which to become a member. If a committee is not selected within the 30 day timeframe, the member/alternate will be removed from the Council (Approved 2/20/14).

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

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

The Committee will recommend for appointment no more than 40% of the Council Members who are providers of HIV-related services who receive funds under Part A of the CARE Act. (Approved 11/19/2009)

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

There shall be a minimum of three individuals with HIV who shall serve as alternates appointed and approved by the Broward County Commission (Approved 2/20/14). The latter may only serve as voting members in Council meetings for any period of time that a member with HIV is unable to serve due to HIV illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, alternates, as directed by the Chair, shall alternate their substitution for PWA members unable to serve due to HIV. Alternates shall comply with attendance requirements at Council meetings.

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

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

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

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

Procedures

Membership:

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

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

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

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

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

At such time as a member's professional responsibilities changes such that he/she no longer represents the constituency for which he/she was originally appointed, that member shall immediately resign and his/her seat shall be filled in accordance with the provisions contained in the Membership policies and procedures. The member shall have the ability to reapply for membership to the Council. (Approved 11/19/2009) If a member does not notify the Council within 10 business days, the member will automatically be removed by the will of the Membership/Council Development Committee (Approved 2/20/14).

The Membership/Council Development Committee and Broward County HIV Health Services Planning Council shall be notified of changes to representation involving members who are on the Council by virtue of holding a mandated seat due to their employment (e.g. Medicaid). Such changes shall be informational in nature and immediately forwarded to the Broward County Board of County Commissioners for appointment.

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

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

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

All prospective Planning Council members other than those in mandated seats by virtue of employment are required to participate in a single committee for at least three meetings and attend a membership orientation prior to being considered for appointment to the Planning Council. (Approved 4/2008)

Applications will be screened and rated based on:

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

As part of the MCDC's selection process for new applicants, the following will be used based on priority:

- Unaffiliated consumers;
- Federally mandated seats;
- Non-Elected Community Leaders;
- Vacant seats based on categories.

In its review and recommendation process, The Membership Committee is further guided by the Ryan White CARE Act Part A Manual (Section X *Planning Council Membership; Planning Council Nominations*) (Approved 2/20/14). These Sections give the legislative background of the CARE Act that requires the Planning Council to be both reflective and representative of the demographic composition of the population of individuals living with HIV in the geographical area served. The Committee will, to the best of its ability, strive to achieve an optimal balance of Council composition that is reflective, representative, and, statistically, most closely approximates the HIV/AIDS prevalence in the geographical area served.

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

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

Council Development:

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

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

Mentoring Program

(Approved 10.24.13 by HIVPC)

In order to increase new members' knowledge of the HIV Planning Council and retain membership participation in Council meetings, the MCDC Committee will institute mandatory orientation, training and voluntary mentoring programs.

An important segment of this training is 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.

A letter introducing the Mentoring Program will be sent to new council members. Council members who have volunteered their time to be Mentors 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 according to the schedule set forth in the Committee Work Plan. Mentors should strive to educate new members 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.”

1. Below are example situations prohibited by law for Members: 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;

Mentoring Components of HIV Planning Council Members:

Provides support of new members (within the guidelines of the Florida Sunshine Law) on the following:

- a. Help new members, including PLWHA, feel welcome, learn individual member perspectives, and become comfortable with planning council processes and interaction
- b. Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHAs.
- c. Take special responsibility for making sure the new member understands the background and context of discussions and actions.
- d. Increase new members’ knowledge of the HIV Planning Council and retain attendance and membership participation in Council meetings.

HIV Planning Council Members – Job Descriptions

(Approved by HIV Planning Council 5/23/13)

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."

Job Description for Affected Communities:

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

Job Description for Non-Elected Community Leader:

- a. Be actively involved with a community organization or ongoing community activities.
- 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

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

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

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

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)

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

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

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

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

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**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**Job Description for Local Public Health Agencies:**

- a. Share information about how Council actions will affect the community's health system and status.
- b. 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:

HRSA Definition of Consumer Representation of Recently Incarcerated Populations: Because of the high infection rate among the incarcerated, Congress has mandated that at least one seat on each HIV planning council be filled by EITHER a recently incarcerated person OR a representative of the formerly incarcerated.

An individual who is formerly incarcerated must meet the following three criteria:

1. Have been in Federal, State, or local prison and released during the preceding three years at time of appointment.
2. Have been HIV-positive on the date of release
3. Be able to adequately represent or advocate correctional health care and support services needs of formerly incarcerated persons.

A representative of the formerly incarcerated must have strong linkages with formerly incarcerated and the knowledge and experience to meet the third criterion.

Job Description for Consumer Representation of Formerly Incarcerated Populations:

- a. Speak out on behalf of PLWHAs who were incarcerated and about their ability to access Ryan White services.
- b. Represent the health care and support services needs of formerly incarcerated persons to the Council and its Committees through written and verbal reports.
- 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 reports on the agency's unduplicated utilization, expenditures (overall and by service category) and client demographics.

**These changes take effect for any new members beginning June 1, 2013.*

LOCATION	ALTERNATE PROCEDURES
Miami-Dade County, FL	• Nominations for alternates follow the same process for initial appointment as that followed for general members. • In the case of HIV positive alternates, staff shall provide an analysis of current Partnership demographics for consideration in the review process; parity, inclusiveness and representation shall be taken into account. • In the case of public agency alternates the appropriate authority shall make the nomination subject to the review process and subsequent appointment by the Mayor of Miami-Dade County.
New York City, NY	• The members of the Planning Council and any other alternates that are designated to serve as voting participants of the Planning Council shall serve at the pleasure of the Mayor. • All members of the Planning Council may designate an alternate to serve in the member's absence. Such alternates must be approved by the City Co-Chair of Planning Council.
Dallas, TX	• The RWPC Chair also may appoint an alternate member to the Consumer Council Committee to serve in place of the member if he or she is a member in good standing with the Consumer Council Committee when a member of that committee is unable to serve due to illness or disability, upon request of the committee member. • Every attempt shall be made to appoint an alternate who is demographically reflective of the member. • If the regular member is unable to return after three (3) additional consecutive regularly scheduled meetings, the member forfeits membership and the alternate member may be considered for regular membership with an effective RWPC appointment date beginning the day alternate status was acquired, tolled for periods of inactive alternate status
Chicago, IL	• Member recruitment takes place through a selection committee. Alternates are selected during this process. • Alternates are required to attend orientation, an annual retreat and are recommended to choose a committee/attend all meetings. • Alternates are not penalized for absences to committee meetings because they are not voting members. • Alternates are appointed should a member be unable to continue to fulfill their membership requirements.
Orlando, FL	• Alternates are selected under the same process as all other Planning Council members. • Alternates may participate (vote) on the committee meeting level but cannot vote on the Planning Council level unless appointed as a member of the Planning Council. • Active alternate member participation is a strategy to receive input best representing the community

Shopping Cart

[CONTINUE SHOPPING](#)


ITEM DETAIL



Fun Tote Bag

SKU: 80R1R

Color: Royal Blue

Quantity: 50 @ \$6.25

	Base	Dec	Total
	\$5.75	\$0.50	\$6.25

[UPDATE QUANTITY](#)
[Remove Item](#)

DECORATION DETAIL

1 Decoration

[EDIT](#)

1st Decoration

Type: Embroidery

Location: Centered-Front Pocket

Artwork: HIVPC



Colors: As Is

Per Unit Decoration Charge: \$0.5



16 oz. Free 2 Go Tumbler

SKU: 80GCY

Color: Clear

Quantity: 300 @ \$2.05

	Base	Dec	Total
	\$2.00	\$0.05	\$2.05

[UPDATE QUANTITY](#)
[Remove Item](#)

1 Decoration

[EDIT](#)

1st Decoration

Type: Screen Print

Location: Centered-Front

Artwork: HIVPC



Colors: As Is

Per Unit Decoration Charge: \$0.0

Per Unit Decoration Charge: \$0.01

**1/2 oz. Hand Sanitizer**SKU: 80R95
Color: Clear

Quantity: 300 @ \$0.70

300

Base	Dec	Total
\$0.70	\$0.00	\$0.70

UPDATE QUANTITY

[Remove Item](#)**1 Decoration**

EDIT

1st Decoration

Type: Screen Print

Location: Label

Artwork: HIVPC



Colors: As Is

**Premium All Natural Lip Balm**SKU: 80CH3
Color: Blue Hawaiian

Quantity: 300 @ \$0.75

1 2

300

Base	Dec	Total
\$0.62	\$0.13	\$0.75

UPDATE QUANTITY

[Remove Item](#)**1 Decoration**

EDIT

1st Decoration

Type: Screen Print

Location: Wrap

Artwork: HIVPC



Colors: As Is

Per Unit Decoration Charge: \$0.13

**Travelin' Companion First Aid Kit**

SKU: 80JUI

Color: Navy

Quantity: 300 @ \$2.05

	Base	Dec	Total
300	\$2.05	\$0.00	\$2.05

UPDATE QUANTITY

Remove Item

1 Decoration

ED

1st Decoration

Type: Screen Print

Location: Centered-Front

Artwork: HIVPC



Colors: As Is

**Office Book Sticky Note Pad**

SKU: 80MH9

Color: Blue

Quantity: 300 @ \$3.54

	Base	Dec	Total
300	\$2.80	\$0.74	\$3.54

UPDATE QUANTITY

Remove Item

1 Decoration

ED

1st Decoration

Type: Screen Print

Location: Front-Centered

Artwork: HIVPC



Colors: As Is

Per Unit Decoration Charge: !

**Congo Pen**

SKU: 80J69

Color: Royal Blue

Quantity: 500 @ \$0.34

	Base	Dec	Total
500	\$0.34	\$0.00	\$0.34

1 Decoration

ED

1st Decoration

Type: Screen Print

Location: Barrel

Artwork: HIVPC

**Small Zeus Tote Bag**

SKU: 80L7J
Color: Royal Blue

Quantity: 300 @ \$1.22

1 2

300

Base	Dec	Total
\$0.85	\$0.37	\$1.22

UPDATE QUANTITY

Remove Item

1 Decoration

EDIT

1st Decoration

Type: Screen Print

Location: Front-Centered

Artwork: HIVPC



Colors: As Is

Per Unit Decoration Charge: \$0.37

Cou

**16 oz. cup2go Tumbler**

SKU: 809XE
Color: Aqua

Quantity: 250 @ \$5.85

250

Base	Dec	Total
\$3.05	\$2.80	\$5.85

UPDATE QUANTITY

Remove Item

1 Decoration

EDIT

1st Decoration

Type: Screen Print

Location: Centered-Front

Artwork: HIVPC



Colors: As Is

Per Unit Decoration Charge: \$2.80

Coupon