



COMMITTEE: Membership/Council Development Committee
MEETING AGENDA

Date/Time: Thursday, May 1, 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:** 5-1-14 Agenda and 4-3-14 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
4. **EMERGING ISSUES**
None
5. **UNFINISHED BUSINESS**
 - a) **Review and Revise the Mentoring Program** (WP Item 4.1)
ACTION ITEM: Discuss the mentoring program and the HIVPC members who have signed up to be mentors.
 - b) **Recruitment and Retention Plan** (WP Item 2.1)
ACTION ITEM: Update on the Recruitment and Retention subcommittee.
 - c) **By-Laws Recommendation** (WP Item 3.1)
ACTION ITEM: Develop Planning Council and Committee attendance policy to outline maximum number of excused absences permissible for PC Members and Alternates. (Handout D)
6. **MEETING ACTIVITIES/NEW BUSINESS**

Goal/Work Plan Objective #:	Accomplishments
Policies and Procedures (WP Item 5.1)	<i>ACTION ITEM: Review and revise the policies and procedures. Discuss procedures regarding 75% attendance at each Planning Council Meetings. Policy will be presented at upcoming Executive meeting.</i>
New Member Orientation (WP Item 1.5)	<i>ACTION ITEM: Determine the timeline from orientation to appointment on the HIVPC.</i>
Planning Council Education (WP Item 1.6)	<i>ACTION ITEM: Update FAQ (questions and answers provided) sheet for bi-annual Planning Council distribution. (Handout E)</i>

7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: NEXT MEETING:** June 5, 2014 **VENUE:** A-335

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.
Recruitment and Retention Plan (WP Item 2.1)	R&R Subcommittee	Review and update Recruiting and Retention Plan, recruiting brochure, Website materials
Plan and Implement Trainings (WP Item 4.2)	MCDC, Staff	Review training survey results. Identify training session(s) for annual HIVPC retreat

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

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, April 3, 2014, 9:30 a.m.

Location: Government Center Annex, GC318

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

ATTENDANCE				
#	Members	Present	Absent	Grantee Staff
1	Katz, H.B., <i>Chair</i>	X		Odusanya, S
2	Wilson, T. <i>Vice Chair</i>	X		Jones, L.
3	Burgess, D.	X		
4	Foster, V.		A	HIVPC Staff
				Rosiere, M.
				Johnson, B.
	Quorum = 3	3		Sandler, C.

1. CALL TO ORDER:

The Chair called the meeting to order at 9:49 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 HIVPC 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 the minutes from 3/6/14

Proposed by: Wilson, T. **Seconded by:** Burgess, D.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a. Review Planning Council Demographics (HANDOUT A)

The committee reviewed the current HIVPC demographics. With the resignation of an HIVPC member, the percent of unaffiliated consumers dropped to 38%. The Council continues to be overrepresented by females and blacks, and underrepresented by males, whites, and Hispanics.

b. Review Planning Council Vacancies (HANDOUT B)

The Committee noted that there are still several mandated seats that have remained vacant for some time. The Committee would like to focus on filling these seats moving forward, so the Planning Council can do its work to the best of its abilities. Having all the seats filled will provide the Council with information about other HIV/AIDS programs in Broward County that it currently lacks.

c. Current Applicants and Interested Parties and Appointments (HANDOUT C)



The committee discussed the vacancies on the council and how adding current Membership Council Development Committee member Vincent Foster to the HIVPC would affect demographics. The Grantee suggested adding Mr. Foster under the Social Service Providers seat on the Council due to the nature of his employment at Broward Health. The Committee agreed to add Mr. Foster on the Social Service Providers seat and to add current applicant Arianna Lint to the Community Based Organizations (CBO) seat should she fulfill the required provisions for membership. The Committee will send Vincent Foster's name and information to the Council under the justification that he fulfills the mandated Social Services Provider seat. Vincent Foster's membership on the council will bring the percentage of Planning Council members that are unaffiliated consumers to 36%.

The Committee discussed current applicant Silvana Baner's qualifications to join the Planning Council. She will be added under the Non-Elected Community Leader seat. Her membership will change the percentage of Planning Council members that are unaffiliated consumers to 35%. The Chair suggested that the HIVPC strongly recruit more consumers. There was more discussion regarding streamlining orientation and Planning Council job descriptions to allow members and interested parties to gain a full understanding of the requirements of membership. The Grantee suggested that current members actively seek new members for not only the Council, but the Membership Committee as well to aide in recruiting for positions/seats that are lacking representation.

The following motions were made:

Motion #3: To add Vincent Foster to the HIVPC on the Social Services Provider seat

Proposed by: Wilson, T. **Seconded by:** Burgess, D.

Action: Passed Unanimously

Motion #4: To add Silvana Baner to the HIVPC on the Non-Elected Community Leader seat

Proposed by: Wilson, T. **Seconded by:** Burgess, D.

Action: Passed Unanimously

- d. Review Attendance –There was discussion on the attendance at the HIVPC meeting on 3/27/14. Many members left the meeting during the break, which is not in compliance with being present for 75% of a meeting to be counted as present. The Grantee suggested reiterating the attendance policy in the MCDC report at the next HIVPC meeting. Staff will inform all HIVPC Chairs to remind members about attendance requirements and the sign in and sign out policy. Possible notation for early departure would read “Failed to meet attendance requirements.” Staff will devise a plan to track attendance for upcoming meetings.
- e. Review Work Plan (HANDOUT D- Review changes made from 3/6/14 meeting)
The Committee reviewed the work plan and was advised that all Planning Council work plans will consist of an 18 month plan moving forward.

Action Items:

- Continue to follow up with applicants for 60 days after initial contact for membership
- When following up with potential HIVPC members, include instructions to forward the information regarding membership to other interested parties
- Copy the immediate supervisor of the individuals being asked to join the HIVPC to aide in recruitment



- Add a limit to the number of seats allowed in membership categories that do not have limits
- Add the discussion on member recruitment for both the Planning Council and MCDC agendas
- Send an invitation to A. Lint to attend the next MCDC meeting
- Send out a notice to HIVPC members regarding MCDC solicitation for MCDC membership. A notice can be placed in the next HIVPC meeting notice.
- Staff will create a tracking plan for attendance to bring back to next meeting
- Add attendance requirements from By-Laws (sign in/**sign out**) to orientation and Policy and Procedures manual

4. EMERGING ISSUES

None.

5. UNFINISHED BUSINESS

a) Discuss job descriptions for vacant seats and provide recommendations for appointment.

Members of the committee reviewed current vacancies to determine the priority in selecting new members on the council. They referred to the Policy and Procedures manual to ensure they were efficiently appointing members based on priority. The priorities of membership according to the current P & P Manual are 1) Unaffiliated consumers; 2) Federally mandated seats; 3) Non-Elected Community Leaders; and 4) Vacant seats based on categories. The current applicant, Vincent Foster will fulfill the federally mandated Social Service Provider seat and Silvana Baner will be appointed to membership under the CBO/ASO category.

b) Policies and Procedures (WP Item 5.1) (HANDOUTS E & F)

The committee discussed creating a specified job description for alternates on the planning council. Members reiterated that the current alternates are continuously missing from PC meetings due to excused absences. The Grantee staff suggested that the alternate be a member on a standing committee, which will strengthen the position. He further recommended to reference that the alternate is required to fulfill the requirements of the affected community's job description and is only allowed a maximum of 6 excused absences within a calendar year, according to the By-Laws, which be enforced to ensure compliance with membership as an affected community.

Motion #5: Refer to the By-Laws Committee: to require that alternates shall be a member of at least one standing Committee.

Proposed by: Wilson, T. **Seconded by:** Burgess, D.

Action: Passed Unanimously

Motion #6: Refer to the By-Laws Committee: to create an excused absence policy for Planning Council Members and Alternates if it is not contained in the current By-Laws

Proposed by: Wilson, T. **Seconded by:** Burgess, D.

Action: Passed Unanimously

c) Recruitment and Retention Plan (WP Item 2.1)

The MCDC Chair will ask that the Recruitment and Retention Subcommittee (RRS) be extended for another 40 days, which will allow for at least three committee meetings if necessary. Their purpose is to determine the components of what is needed for the HIVPC and MCDC recruitment and retention plan and whether or not to solicit outside assistance from a consultant on how to execute the plan. Once the subcommittee convenes, they will bring a list of objectives to the council. There was discussion regarding the subcommittee identifying retention methods. A member from Staff informed the



committee that HRSA defines retention as focusing on consumers, running meetings, training, and member engagement.

The Grantee suggested the RRS enhance the competencies of PLWHA and all other HIVPC members because the atmosphere that health care works in is ever evolving. If the Council is not fully educated on emerging issues, they may not be efficiently prepared in decision making. Members representing specific seats on the Council should be required to provide information relative to their background. MCDC should work with Part A Executive to gain input on how to enforce members' responsibility to provide information to the Council.

Membership will adhere to current WP item 4.2 to ensure proper training and topics that will best educate the council and the community on pertinent issues.

Action Items:

- The MCDC Chair will discuss training for the HIVPC at the next Executive Meeting. The Chair has invited the Vice Chair to attend to assist in presenting this information.

d) Council Member Appreciation (WP Item 1.11)

Giveaways and incentives can be utilized for members who bring guests to Council meetings in recognition for recruitment efforts. Staff suggested members bring consumers, relevant agency representatives, etc. to HIVPC meetings. The Chair gave an overview of the Joint Client Community Relations Committee's plan to launch a social media page (Facebook, Twitter, etc.). The social media page would include hot topics; information from previous meetings such as information from the previous JCCR meeting regarding Legal Aid. Other information would include the monthly HIVPC Calendar, membership applications, meeting dates and times, and information on outreach events. Staff showed an example of a 'Member Spotlight' on the website of another EMA's Planning Council as another way to show members that they are appreciated.

The Grantee informed the committee that the Public Advisory Board must approve a Planning Council Social Media launch. All information that is provided through social media has to be approved by the county.

6. MEETING ACTIVITIES / NEW BUSINESS

- a) Review and Revise the Mentoring Program (WP Item 4.1)**-This item will be added to the next meeting's agenda
- b) Plan and Implement Trainings (WP Item 4.2) (HANDOUT G)**-Conversation is being moved to present to Executive Staff.

7. PUBLIC COMMENT: None.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING: Date: May 1, 2014 **Venue:** Gov't Center Room A335

<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 Revise the Mentoring Program (WP Item 4.1)	MCDC, Staff, Grantee	Review members interested in signing up for the Mentoring Program
Recruitment and Retention Plan (WP Item 2.1)	MCDC, Staff	Update on the Recruitment and Retention subcommittee.



Policies and Procedures (WP Item 5.1)	Staff	Discuss tracking procedures for member attendance at Planning Council Meetings.

9. ANNOUNCEMENTS: None

10. ADJOURNMENT

Without objection the meeting was adjourned at 12:22 p.m.

Membership/Council Development Attendance CY 2014

Member	1/9/14	2/20/14	4/3/14
Katz, H.B., (<i>Chair</i>)	X	X	X
Wilson, T. (<i>V. Chair</i>)	X	X	X
Dyer, L.	X	E	(resigned 3.25.14)
Burgess, D	X	X	X
Foster, V.	(appointed 1.9.14)	X	A
Quorum=3	4	5	3

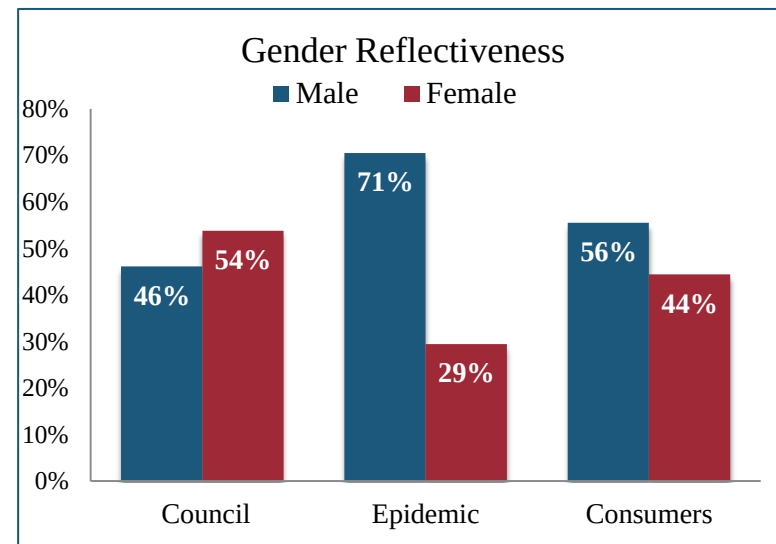
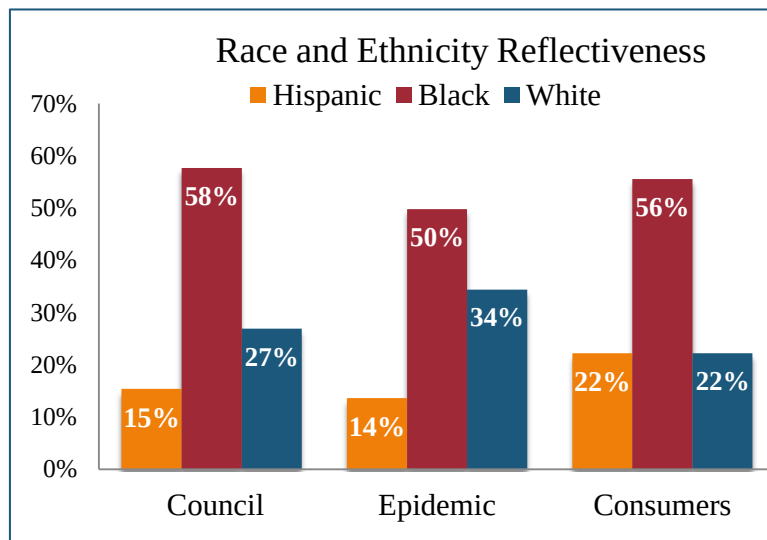
HIV Planning Council Membership Report for May 22, 2014

HANDOUT A

Gender	Council	Epidemic	Consumers	Gender	Council	Epidemic	Consumers
Male	12	11,836	5	Male	46%	71%	56%
Female	14	4,944	4	Female	54%	29%	44%
	26	16,780	9		100%	100%	100%
Race	Council	Epidemic	Consumers	Race	Council	Epidemic	Consumers
Hispanic	4	2,290	2	Hispanic	15%	14%	22%
Black	15	8,361	5	Black	58%	50%	56%
White	7	5,772	2	White	27%	34%	22%
Other	0	357	0	Other	0	2%	0
	26	16,780	9		100%	100%	100%

Percent of Planning Council Members That Are Unaffiliated Consumers

35%



Current Members	26
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
Rep for Former Fed/State/Local Prisoners

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

#	Membership Category	Category	1st Name	Last Name	Consumer	Race/Ethnic	W	B	H	Gender	F	M	Part A	Part A	Appoint Date	Committee	Affiliation
1	Affected Communités	Consumer	Brad	Gammell	1	W	1			M		1			Nov-08	PSRA; QM; Exec	
1	Affected Communités	Consumer	Ronald	Bhrangger	1	H			1	M		1			May-05	JCCR	
1	Affected Communités	Consumer	Bradley	Katz	1	W	1			M		1			Nov-08	MCDC; JCCR; PSRA; JP;QM, Exec	
1	Affected Communités	Consumer	William	Marcoviche	1	H			1	M		1			Feb-05	JCCR	
1	Affected Communités	Consumer	Patricia	Parker-Maysonet	1	B		1		F	1				Jun-13	JCCR	
1	Affected Communités	Consumer	Tara	Wilson	1	B		1		F	1				Aug-10	MCDC	
1	Affected Communités	Consumer	Yolonda	Reed	1	B		1		F	1				Aug-13	PSRA; JCCR; Exec	
1	Affected Communités	Consumer	Debbie	Wilkins	1	B		1		F	1				Oct-13	JCCR	
1	Affected Communités	Consumer	Devorn	Burgess	1	B		1		M		1			Feb-14	JCCR; MCDC	
1	Other	Commissioner	Comm.	Holness		B		1		M		1			Feb-11	TBD	BCBCC
1	ASO/CBO Serving Affected Population	ASO	Dionne	Proulx		B		1		F	1		MHS	1	Feb-13	PSRA; LPAC	MHS
1	Grantees Other Fed HIV Programs	HOPWA	Mario	DeSantis		H			1	M		1			Jun-13	PSRA	HOPWA
0	Grantees Other Fed HIV Programs	Prevention															
1	Grantees Other Fed HIV Programs	Part F	Mark	Schweizer		W	1			M		1	NSU	1	Aug-13	QMC	NSU
1	Health Care Providers/FQHC	FQHC	Rick	Siclari		W	1			M		1	CR	1	Feb-10	PSRA	CR
1	Part C Grantees	Part C	Claudette	Grant		B		1		F	1		NBHD	1	Jan-12	PSRA; QMC; Exec	NBHD
0	Hospital/Healthcare Planning Agencies	Vacant															
0	Local Public Health Agencies	Vacant															
1	Mental Health Providers	MH Provider	Timothy	Moragne		B		1		M		1	NSU	1	Nov-90	JP	NSU
1	Non-Elected Community Leader	NECL	Karen	Creary		B		1		F	1				Aug-06	JCCR	CDTC
1	Non-Elected Community Leader	NECL	Tamara	Kuryla		W	1			F	1				Mar-00	Exec	CDTC
1	Non-Elected Community Leader	NECL	Will	Spencer		W	1			M		1			Feb-04	PSRA	
1	Non-Elected Community Leader	NECL	Carla	Taylor-Bennett		B		1		F	1				Jun-08	PSRA; Exec	BSO
1	Non-Elected Community Leader	NECL	Silvana	Baner		H			1	F	1				Apr-14	Joint Planning	
1	Part D Grantees	Part D	Marie	Hayes		B		1		F	1				Mar-00	PSRA; MAI MCM	CDTC
0	Rep Former Fed/State/Local Prisoners	Vacant															
1	Social Service Providers	SS Provider	Vincent	Foster		B		1		M		1			Apr-14	MCDC, Recruitment and Retention	NBHD
1	State Medicaid	Medicaid	Marsha	McBain		B		1		F	1				Jun-13	JP	AHCA
1	State Govt administering RW Part B	Part B	Ann	Mercer		W	1			F	1				Feb-14	JP	FLDOH-BC
1	Substance Abuse Provider	SA Provider	Karlene	Tomlinson		B		1		F	1				Oct-05	JP; Exec	DCF
26					9		7	15	4		14	12		5			
					35%		27%	58%	15%		54%	46%		19%			
Alternates																	
1	Alternate Member		Monica	Coscarelli	1	H			1	F	1						

Planning Council Membership Categories

HANDOUT B

Vacant HRSA Mandated Categories	Job Description and Duties	Agency/Contact
Local Public Health Agency	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.	Florida Department of Health in Broward County
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.	South Florida Hospital Administration-Linda Quick
Grantees of other Federal HIV programs, including but not limited to providers of HIV prevention services	The category is to include, at a minimum, a representative from each of the following: 1. Federally-funded HIV prevention services 2. 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) 3. Housing Opportunities for Persons With AIDS (HOPWA) program 4. 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.	Florida Department of Health in Broward County-Janelle Tavares, Prevention Veterans Administration-Lisa Agate
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	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. <u>A representative of the formerly incarcerated must have strong linkages with formerly incarcerated and the knowledge and experience to meet the third criterion.</u> Job Description for Consumer Representation of Formerly Incarcerated Populations:	Mount Olive Development Corporation- Sharon Bryant Department of Corrections- Lisa Lugo

Planning Council Membership Categories

HANDOUT B

	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.	
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The Broward Regional Health Planning Council provides support to Broward County's HIV Planning Council (HIVPC) to ensure the continuum of care for persons living with HIV/AIDS (PLWHA) is of the highest quality and is accessible. The HIVPC is a federally mandated planning body of the Ryan White Part A Program and is required to have membership that reflects specific areas of expertise (mandated seats) as well as disproportionately affected and historically underserved populations. The HIVPC is currently seeking representatives to fill the mandated seat of Hospital Planning or Other Health Care Planning Agency. The job description for this seat is as follows:

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.*

Active HIVPC members assist in the efforts to ensure the continuum of care for persons living with HIV/AIDS (PLWHA) is of the highest quality. The Policies and Procedures of the Council require all HIVPC applicants to attend a single committee for at least three months and attend a membership orientation prior to being considered for nomination to the Council. Once appointed to the Council, all Council members are required to remain an active member of one standing committee. Please be advised that membership on the HIVPC will require at least four (4) hours a month to attend both standing committee and Planning Council meetings.

The attached information outlines the requirements for membership, detailed descriptions of the HIVPC Committees and their respective meeting times, an application packet to be completed and returned to Planning Council Staff, and an April Calendar of upcoming HIVPC meetings. Please note; the Joint Planning Committee meetings have been temporarily suspended until further notice.

Thank you for your assistance in finding a qualified representative to fill this vacancy. Please feel free to contact Brithney Johnson (954) 561-9681 ext. 1345 or Cady Sandler (954) 561-9681 ext. 1295 at HIVPC@brhpc.org for further information.

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
Morgan, M.			1		1			AHF	No	Planning	No				New Applicant	Yes	HCP/CBO-ASO/Local PH Agency/Aff. Comm.
Earp, A.			1		1			Care Resource	No	QM	No				New Applicant		HCP/CBO-ASO/SSP
Lint, A.	1			1			1	Sunserv	No	PSRA	No				New Applicant		CBO-ASO/SSP/NECL
Moore, M.			1		1			Broward House	No	JCCR	No				New Applicant		HCP/CBO/SSP/MHP/SAP
Lane, P.	1		1		1				No		No				New Applicant		

By-Laws Parking Lot 10.17.2013

NEW				
No.	Proposal	By-Laws Location	Stated Reason	By-Laws Recommendation
2	Review the excused absence policy so that council members who are consumers will have a limit on the amount of excused absences they receive	Art. IV, Sec. 7	Consider policy update (from MCDC)	Reviewed current policy. Members recommended amending policy to: Consumers will be allowed a maximum of 6 excused absences within a calendar year. Members discussed effective date of January 2014 to coincide with calendar year.

COMMITTEE RECOMMENDS NO BY-LAWS CHANGES ON THESE PROPOSALS (#16-32)				
No.	Proposal	By-Laws Location	Stated Reason	By-Laws Recommendation
17	Consider setting maximum number of excused absences per year		Reduce absences	No By-Laws change needed. Disagree with suggestion. Don't penalize member for excused absences; rather, as an alternative solution, Committee Chair may request the member take a leave of absence

HIVPC BY-LAWS AND POLICY & PROCEDURES FAQs

Q: What does the attendance policy state about members being present 75% of meetings?

A: 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.

MCDC P&P pg. 1

Q: How many unexcused absences can I have before I am removed from the Planning Council?

A: A member will automatically be removed from the Planning Council or committee that meets more frequently than quarterly if he/she:

- Has three (3) consecutive unexcused absences regardless of year, or
- Misses four (4) meetings in one (1) calendar year (January-December) because of unexcused absences.

A member will automatically be removed from the committee that meets on a quarterly or less frequent basis if he/she:

- Has two (2) consecutive unexcused absences regardless of year, or
- Misses two (2) meetings in one (1) calendar year (January-December) because of unexcused absences.

Attendance records are based on the sign-in sheet. **Members must sign in to be considered present at the meeting.**

LPM pg. 40(Attendance Policy)

Q: What qualifies for an excused absence?

A: The Planning Council or Committee Chair reviews all requests for an excused absence. The absence of a member shall be deemed excused under the following circumstances:

1. HIV-related illness;
2. When member is performing an authorized alternative activity relating to outside Planning Council business that directly conflicts with the properly noticed meeting;
3. Death of member's domestic partner or immediate family member (spouse, father, mother, one who has stood in the place of a parent [in loco parentis], child, and stepchild, domiciled in the employee's household); or
4. Member's hospitalization.
5. When the member is summoned to jury duty
6. When the member is issued a subpoena by a court of competent jurisdiction *LPM pg. 40*

Q: How will the ACA impact Ryan White services?