



Meeting Agenda: Membership/Council Development Committee

Date/Time: Thursday, November 6, 2014, 9:30-11:30 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:** 11/6/14 Agenda and 10/2/14 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. Review HIVPC Demographics (WP Item 1.1) (Handout A)
ACTION ITEM: Review demographics and identify demographics that are over or under represented. Determine at least two strategies to correct over or under representation.
 - b. Review HIVPC Vacancies (WP Item 1.4) (Handouts B1 & B2)
ACTION ITEM: Review vacancies and identify open seats. Determine a strategy for recruiting for at least one vacancy.
 - c. Current Applicants, Interested Parties, and Appointments (WP Item 1.2) (Handout C)
ACTION ITEM: Review list of applicants and identify applicants who can become HIVPC members or alternates. Approve members and alternates.
 - d. Review Attendance (WP Item 3.1) (Handout D)
ACTION ITEM: Review attendance for HIVPC and committee members. Identify members who should receive warning or removal letters.
4. **EMERGING ISSUES**
None.
5. **UNFINISHED BUSINESS**
 - a. Review New Name for Interested Parties 'Mentorship' Program (Handout E)
 - b. Employer Commitment Form (Handout F)
6. **MEETING ACTIVITIES/NEW BUSINESS**
None.
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE:** December 4, 2014 **VENUE:** A335

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
MCDC Accomplishments & Challenges (WP Item 5.1)	ACTION ITEM: Review and discuss at least 3 MCDC accomplishments and challenges that affected the MCDC.
Quarterly Welcome Brunch (WP Item 1.5)	ACTION ITEM: Identify 2 successes or challenges of the November Welcome Brunch. Develop an agenda for the next quarterly brunch and identify at least 2 methods of advertisement.

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

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

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 Agenda: Membership/Council Development Committee

Date/Time: Thursday, October 2, 2014, 9:30-11:30 a.m.

Location: Governmental Center Room A335

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

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Katz, H.B., <i>Chair</i>	X		Esserman, C.
2	Wilson, T. <i>Vice Chair</i>	X		Runkle, D.
3	Burgess, D.	X		
4	Foster, V.	X		Grantee Staff
5	Kuryla, S.		E	Odusanya, S.
				HIVPC Staff
				Johnson, B.
				Bente, A.
	Quorum = 4	4		

1. CALL TO ORDER

The Chair called the meeting to order at 9:56 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: Foster, V. **Seconded by:** Burgess, D.

Action: Passed Unanimously

Motion #2: To approve the minutes from 7/10/14

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

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a. Review HIVPC Demographics (WP Item 1.1, Handout A)

The committee reviewed the current demographics of the HIV Planning Council (HIVPC) vacant seats, and attendance. The Council currently consists of 39% consumers, which is higher than the mandated 33%.

The Chair noted the HIVPC should work to increase the percentage of white males to reflect the demographic.

b. Review HIVPC Vacancies (WP Item 1.4, Handout B-1 & B-2)

The committee members reviewed vacant seats on the HIVPC. There are currently six vacant seats which the committee is diligently trying to fill. Grantee staff recommended sending an email to the Florida Department of Health in Broward County (FLDOH-BC) to fill the Part B and Prevention vacant seats, and also recommended contacting FLDOH-BC affiliated agencies to fill the Prevention seat. Grantee staff also asked about contacting a representative from MODCO to fill the Recently Incarcerated mandated seat. Grantee staff recommended creating a handout similar to the Resignations & Removals handout which

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includes how long seats have been vacant. Committee members reviewed the Agencies for Recruitment handout. The Chair stated that a letter be sent to the agencies inviting them to the next Welcome Brunch. The Committee also reviewed the list of Broward County Boards and Committees to recruit members to fill the vacancies. Committee members decided to contact the Advisory Board for Individuals with Disabilities, Broward County Housing Authority, the Health Facilities Authority, Performing Arts Center Authority, Human Rights Board, and the Juvenile Justice Board. The Committee asked HIVPC Staff to send a letter to agencies informing them of the HIVPC, its committees, and the importance of the agency's involvement on the council.

ACTION ITEMS:

- Send a letter to the agencies requesting an individual to fill the vacant seat (Send draft letter to Grantee Staff, MCDC Chair and Vice Chair (follow up monthly if no response received from agencies)).
 - Contact Sharon Bryant from MODCO again regarding recently incarcerated seat
 - Create a tracking system to show length of time mandated seats have been vacant (similar to the resignations and removal pie chart)
 - Send a letter to recruitment agencies to invite them to the Welcome Brunch (the letter should contain the linkage graph HIVPC Staff created to show how committees link and play a major role in the HIVPC)
 - Armor Correctional Health Services
 - Midland Medical Center-HIVPC app on file
 - Advisory Board for Disabilities
 - Affordable Housing Authorities
 - Broward County Housing
 - Juvenile Justice Board
 - Health Facilities Authority
 - Performing Arts
 - Human Rights Board
- c. Current Applicants, Interested Parties, and Appointments (WP Item 1.2, Handout C)
The Committee reviewed the list of current applicants; three of the applicants have fulfilled all of the requirements needed to be an HIVPC member (one individual will be an alternate). Arianna Lint was approved to sit on the Social Services Provider seat which will fulfill one of the mandated seat vacancies. David Runkle was approved as an Affected Communities HIVPC Member. Phillip Robertson will be added on as an HIVPC alternate. Each new member is currently active on one of the HIVPC's standing committees. The following motions were made to approve committee members to the HIVPC:

Motion #3: To approve Arianna Lint to the Social Services seat.

Proposed by: Wilson, T. **Seconded by:** Foster, V.

Action: Passed Unanimously

Motion #4: To approve David Runkle to an Affected Communities seat.

Proposed by: Wilson, T. **Seconded by:** Foster, V.

Action: Passed Unanimously

Motion #5: To approve Phillip Robertson as an alternate.

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

Action: Passed Unanimously

The Committee also made the following motion to approve David Runkle as a member of the MCDC:

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Motion #6: To approve David Runkle as a member of the MCDC

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

Action: Passed Unanimously

ACTION ITEMS:

- Follow up with July Welcome Brunch attendees and invite them to upcoming Welcome Brunch and HIVPC Meetings and events
- d. Review Attendance (WP Item 3.1, Handouts D-1 & D-2)
Attendance was also reviewed; there were no warning letters sent since the last review of HIVPC attendance. Staff informed the Committee that moving forward, HIVPC Members will not be penalized for attending less than 75% of a meeting. Staff received clarification from the Broward County Boards Administrator, and the overall Broward County Board rules supersede HIVPC By-Laws/MCDC Policies and Procedures. If any members were sent warning letters due to this previous rule, Staff will follow up with an apology letter. The chair asked to provide the Resignations & Removals handout into next HIVPC meeting packet. A member asked staff to include percentages next to removal reasons, as the colors used in the handout are similar and difficult to distinguish without corresponding percentage information.

ACTION ITEMS:

- Include Resignations & Removals handout in HIVPC agenda to show attendance, removal, resignation trends (add % to the legend on the graph)

4. EMERGING ISSUES

- a. MCDC Policies & Procedures & Mentoring Guidance (Handout E & F)
HIVPC Staff provided guidance for committee Chairs on how to mentor new HIVPC members. This information is contained in the MCDC Policies and Procedures. The Chair suggested this guidance be presented at the next Executive meeting to ensure Chairs are fully knowledgeable of the procedures for mentor and mentee linkage in committees. The Committee also reviewed a guidance for interested parties. Grantee staff asked about the time limits related to the mentorship program. Staff stated that the time agreement is a mutual agreement between the mentor and mentee. The Committee determined that it was important not to use "Mentorship" to identify this group, as it may be confusing in identifying separate processes. Staff will create a new name of the interested parties "Mentorship" program for the next meeting. There was a motion to approve the MCDC Policies and Procedures.

Motion #7: To approve the MCDC Policies & Procedures with changes to the attendance policy

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

Action: Passed Unanimously

ACTION ITEMS:

- Present Mentoring procedures at Executive to Chairs to ensure their awareness of importance
 - Create a new name for "Mentorship" program for interested parties (to be presented at next meeting)
 - Add "upon mutual agreement of mentor and mentee" at the end of 5. Complete the Mentor/Mentee evaluation on both mentorship guidance forms.
- b. HIVPC Application (Handout G-1 & G-2)
Staff provided an updated version of the HIVPC application to the Committee. This update included the System of Care Committee and the name changes of both the Client Community Relations committee to Community Empowerment Committee and the Planning Committee to the Needs Assessment/Evaluation Committee. Staff created and presented an Employer Commitment form for individuals who become members of Committees/Planning Council. The Vice Chair stated that this is something good to use for

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someone who works in the public health field or for an AIDS service organization. The Committee determined that this will be an optional form for interested members if the Executive Committee determines whether or not it should be distributed with the application. The following motion was made:

Motion #8: To approve the updated HIVPC application and the Employer Commitment form as an optional part of the application.
Proposed by: Wilson, T. **Seconded by:** Burgess, D.
Action: Passed Unanimously

ACTION ITEMS:

- Present the Employer Commitment form to the Executive Committee. Determine if it will suffice as optional form or not at all. Add "This form is optional" at the bottom of form.

5. UNFINISHED BUSINESS

a. 18-month Work Plans (Handout H)

MCDC Members reviewed their 18 month work plan. Staff informed the Committee that they are already achieving many of their targets and that there will be future collaboration with the CEC Committee to further complete these work plan items. Staff will include the progress of the committee on the designated column to ensure the committee is aware of their achievements.

6. MEETING ACTIVITIES/NEW BUSINESS

a. Identify Community Events (WP Item 2.2, Handouts I & J)

Staff provided the committee with the FLDOH community calendar that lists events in Broward County. The committee also viewed a list of Broward County Boards they would like to contact and invite to HIVPC meetings and events. MCDC members identified events that they would like to attend. The committee choose the Fort Lauderdale Gay & Lesbian Film Festival, City College Community Resources Fair, Soaring through Service Health Fair, the November SFAN Meeting, and the Transgender 101 event. The committee requested HIVPC badges, and were presented with three options of badge designs. In the essence of time, the committee agreed to purchase badges that had the least cost and creation time which will include their names and committee title. There was a suggestion that both the MCDC and CEC members have badges, as they are the recruitment committees of the HIVPC. They requested badges with pictures, titles, and committee names in the future. The Committee reviewed HIVPC talking points and agreed to include language regarding receiving information from the HIV community to make decisions on funding. There was a motion to make name badges for MCDC and CEC members.

Motion #9: To request and approve name badges for MCDC & CEC members
Proposed by: Wilson, T. **Seconded by:** Foster, V.
Action: Passed Unanimously

ACTION ITEMS:

- Call event locations for booth info (if applicable)
 - Attend FTL Gay & Lesbian Film Fest 10/10-19
 - Attend City College Community Resource Event 10/14
 - Attend Sourcing Service Health Fair at Broward College 10/21
 - Attend Transgender 101 Event on 10/28
 - SFAN meetings (HB Katz) 11/7 and 12/5
- Under the "What does the HIVPC do" talking point, include language regarding receiving information from the HIV community to make decisions on funding

b. Quarterly Welcome Brunch (WP Item 1.5, Handouts K & L)

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The committee reviewed the Welcome Brunch agenda and flyer. Members of the committee agreed not to modify the Welcome Brunch flyer with the exception of the date and time. The Vice Chair asked for an icebreaker referencing common HIVPC acronyms/terms. The committee agreed to have two testimonials but to limit them to 3-5 minutes. Committee members also stated that there should be more food at the next Welcome Bruch as it ran low last time.

ACTION ITEMS:

- Update date and time of event on flyer
- Find an icebreaker that includes a game regarding guessing common HIVPC acronyms
- Include two testimonials with a 3-5 minute time limit
- Order similar food items (wraps, subs, hand held food)

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: November 6, 2014 VENUE: A335

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Quarterly Welcome Brunch (WP Item 1.5)	ACTION ITEM: Hold Welcome Brunch for interested parties. Explain the purpose of the HIVPC, benefits of membership, and how to get involved. Encourage participation on committees or the HIVPC.
Orientation for New Members (WP Item 4.3)	ACTION ITEM: Provide orientation for new HIVPC members during Welcome Brunch.

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

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

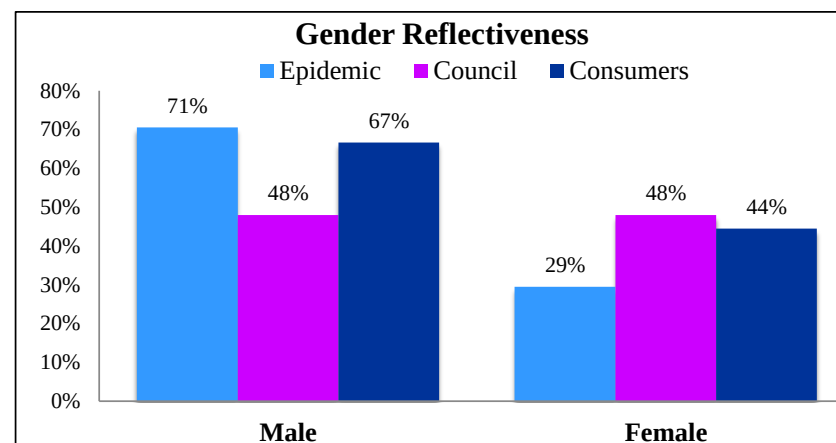
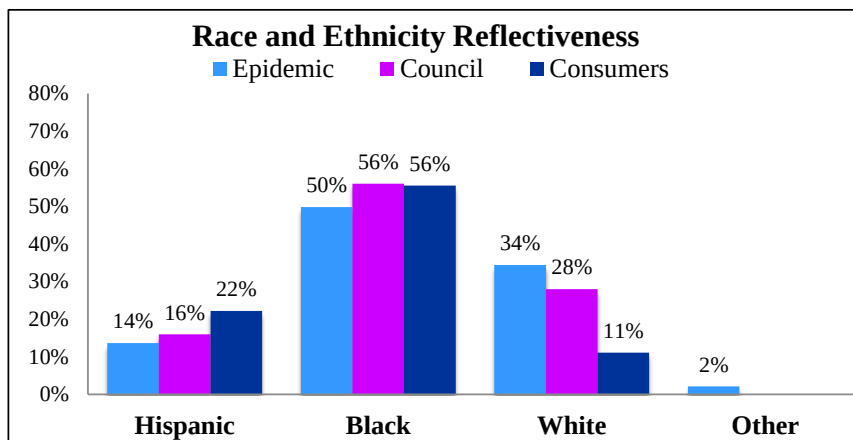
MEMBERSHIP/COUNCIL DEVELOPMENT - ATTENDANCE CY 2014

Member	1/9/14	2/20/14	3/6/14	4/3/14	5/1/14	6/5/14	7/10/14	10/2/14
Katz, H.B., (Chair)	1	1	1	1	1	1	1	1
Wilson, T. (V. Chair)	1	1	1	1	1	1	1	1
Burgess, D	1	1	1	1	1	1	1	1
Foster, V.	<i>Appointed 1.9.14</i>	1	1	A	1	1	1	1
Kuryla, S.	<i>Joined 5.1.14</i>					1	1	E
Quorum=4	4	4	4	3	4	5	5	4

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HIV Planning Council Membership Report 10/23/2014



Gender	Epidemic		Council		Consumers		% Difference
Male	11,836	71%	12	48%	6	67%	-23%
Female	4,944	29%	12	48%	4	44%	19%
Transgender	-	-	1	4%	0	0%	-
Race	Epidemic		Council		Consumers		% Difference
Hispanic	2,290	14%	4	16%	2	22%	2%
Black	8,361	50%	14	56%	5	56%	6%
White	5,772	34%	7	28%	1	11%	-6%
Other	357	2%	0	0%	0	0%	-2%
Total	16,780		25		9		

Current Members	25
Minimum Required Per County Ordinance	20
Maximum Allowed Per County Ordinance	35
% of Members That Are Unaffiliated Consumers	36%

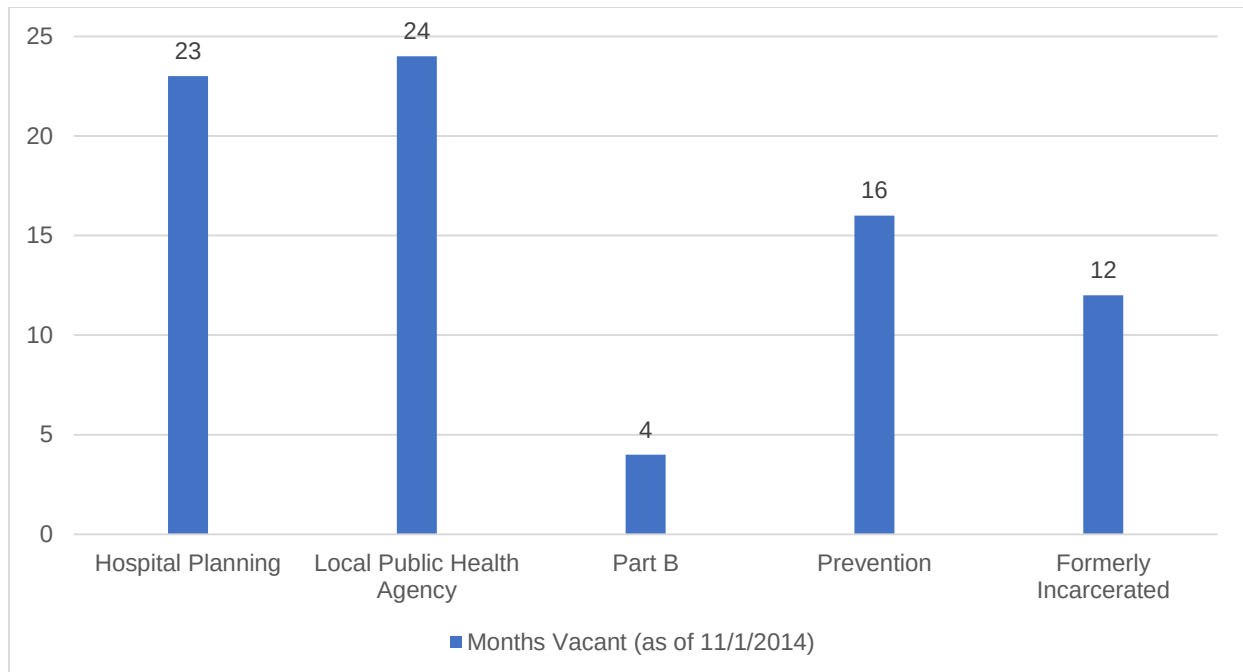
Vacant Seats
1. Grantees of Other Fed HIV Programs - Prevention
2. Hospital/Health Care Planning Agencies
3. Local Public Health Agencies
4. Rep for Former Fed/State/Local Prisoners
5. State Government Administering Ryan White Part B

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time.

HIVPC Membership Categories and Demographics October 23, 2014

Category	Name	Female	Transgender	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	Lint		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	Vacant						
Part C grantee	Grant	1			1		
Part D grantee	Hayes	1			1		
Part F grantee	Schweizer			1			1
Grantees of other Federal HIV programs	HOPWA/DeSantis			1		1	
Prevention/Vacant	Vacant						
Formerly incarcerated PLWHA or their representatives	Vacant						
Other: County Commissioner	Holness			1	1		
		8	1	6	9	2	4
	Members	53%	7%	40%	60%	13%	27%
				15			15
Affected communities, including	Reed	1			1		
· People with HIV/AIDS	Gammell			1			1
· Federally recognized Indian tribe members	Bhrangger			1		1	
· Individuals co-infected with hep B or C	Katz			1			1
· Historically underserved subpopulations	Marcoviche			1		1	
	Wilson	1			1		
	Wilkins	1			1		
	Burgess			1	1		
	Runkle			1			1
	Parker-Maysonet	1			1		
		4	0	6	5	2	3
	Consumers	40%	0%	60%	50%	20%	30%
				10			10
		12	1	12	14	4	7
	Total	48%	4%	48%	56%	16%	28%
				25			25

HIVPC Vacant Seats



Mandated Seat	Vacant since
Hospital Planning or other Health Care Planning agencies	12/1/2012
Local Public Health Agency	11/1/2012
State Gov't Administering RW Part B	8/1/2014
Prevention	7/1/2013
Formerly Incarcerated PLWHA or their representative	11/1/2013

HIVPC Applicants

HANDOUT C

Name	Consumer	W	B	H	F	M	T	Agency	Date Applied	Orientation	Committee	Date 1	Date 2	Date 3	Application Category	Last Contacted	Outcome
Caldwell, J.		1				1		SFHHA	4/30/2014	No	NAE				Hospital Planning Agency	9/16/2014 via email	Will attend NAE on 11/10/14
Henkel, B.		1				1		Midland Medical	7/24/2014	No					HCP/CBO-ASO	10/9/2014 via email	Will continue when health retur
Morgan, M.			1		1			AHF	10/24/2013	No	QMC				HCP/CBO-ASO/Local PH Agency/Aff. Comm.	9/16/2014 via email	Attended QMC on 10/20/14
Scott, I.			1		1				7/10/2014	No	CEC	6/3/2014			Affected Communities	10/9/2014 via email	Will consider attending

PLANNING COUNCIL - ATTENDANCE 2014

Member	1/23/14	2/27/14	3/27/14	4/24/14	5/22/14	6/26/14	7/24/14	10/24/14
Creary, Karen	1	1	1	1	1	1	A	1
Gammell, Brad	1	1	1	1	1	1	1	1
Grant Claudette	1	1	1	1	A	1	1	A
Hayes, Marie	1	1	A	1	A	1	1	1
Bhrangger, Ronald	1	1	1	1	E	1	1	1
Katz, Bradley	1	1	1	1	1	1	1	1
Kuryla, Samantha	1	1	1	1	1	1	1	A
Marcoviche, William	1	1	1	1	1	1	1	1
Moragne, Timothy	A	1	E	1	1	1	1	1
Siclari, Rick	1	1	E	1	A	A	E	E
Spencer, Will	1	1	1	A	1	A	1	1
Taylor-Bennett, Carla	1	A	1	1	1	1	1	1
Tomlinson, Karlene	A	1	1	A	1	1	1	1
Wilson, Tara	A	1	1	1	1	1	1	1
Proulx, Dionne	1	1	1	1	1	A	1	1
DeSantis, Mario	1	1	A	1	*E Retroact. 7/24/14	1	1	1
McBain, Marsha	*E Retroact. 5/13/14	1	A	1	*E Retroact. 7/24/14	1	1	1
Parker, Patricia	1	E	1	1	1	1	1	1
Reed, Yolonda	A	1	E	1	1	1	1	1
Schweizer, Mark	1	A	1	1	1	1	1	E
Burgess, Devorn	Appointed 1/23/14	1	1	E	1	1	1	1
Wilkins, Debbie	1	1	A	1	1	1	1	A
Quorum=12	19	21	13	19	17	20	20	18

PART A EXECUTIVE - ATTENDANCE CY 2014

Member	1/16/14	2/20/14	3/20/14	3/27/14	4/17/14	5/8/14	5/15/14	6/19/14	7/17/14	8/28/14	10/16/14
Gammell, B, (Chair)	1	1	1	1	1	1	1	1	1	1	1
Grant, C.	1	1	1	1	1	1	1	A	1	1	1
Katz, H.B.	1	1	1	1	1	1	1	1	E	1	1
Lint, A.	Added via By-Laws effective 5.22.14							1	1	1	1
Reed, Y.	E	1	E	E	A	A	1	1	1	1	1
Sabatino, D.	Added via By-Laws effective 6.26.14							1	1	A	1
Schweizer, M.	Added via By-Laws effective 6.26.14							1	A	1	1
Sicalari, R.	Added via By-Laws effective 5.22.14							1	1	A	1
Spencer, W.	Added via By-Laws effective 6.9.14							A	1	1	A
Taylor-Bennett, C.	1	1	1	1	1	A	1	1	A	1	1
Tomlinson, K.	1	1	1	1	A	*E retroactive 10/29/14	1	1	1	1	A
Wilson, T.	added via By-Laws effective 5.22.14							1	1	1	1
Quorum =7	5	7	6	5	5	3	7	9	9	11	9

COMMUNITY EMPOWERMENT COMMITTEE - ATTENDANCE CY 2014

Member	1/7/2014 - CX	2/4/14	3/4/14	4/1/14	5/6/2014-CX	6/3/14	7/1/14	8/5/14	9/2/14
Reed, Y. Chair		1	1	1		1	1	1	1
Bhrangger, R.		1	E	1		1	A	1	1
Marcoviche, W.		1	E	1		1	A	1	1
Katz, H.B.		1	E	1		E	1	1	E
Burgess, D.		1	1	1		1	1	1	1
Parker-Maysonet, P.		E	1	A		E	1	E	E
Creary, K.	Appointed 2.4.14		1	1		1	1	1	1
Clayton, L.	Appointed 2.4.14		1	1		1	1	1	E
Franks, H.		A	1	1		1	1	1	1
Stoakley, M.		1	1	A		A	1	1	A
Wilkins, D.		1	1	1		A	1	E	1
Lint, A.	Appointed 6.3.14						1	1	1
Robertson, P.	Appointed 6.3.14						1	1	1
Myers, L.	Appointed 8.5.14								1
Culpepper, K.	Appointed 8.5.14								1
Runkle, D.	Appointed 8.5.14								1
Quorum=9		8	9	9		7	11	11	12

**NEEDS
ASSESSMENT/EVALUATION**

Member	6/9/14
Moragne, T.	1
Shirley, J.	1
Katz, H. B.	1
Tomlinson, K., Chair	1
McBain, M.	A
Baner, S.	A
Rodriguez, J.	A
Quorum=5	5

ORITY SETTING AND RESOURCE ALLOCATION - ATTENDANCE CY :

Member	1/15/14	2/19/14	3/19/14 - CX	4/16/14	5/23/14	6/18/14	10/15/14
Bennett-Taylor, C., <i>Chair</i>	1	1		1	1	1	1
DeSantis, M.	1	1		1	1	1	1
Gammell, B.	1	1		1	1	1	A
Grant, C.	A	1		1	1	1	1
Hayes, M.	1	1		A	1	1	1
Katz, H. B.	1	1		1	1	1	1
Proulx, D.	1	1		1	1	1	1
Reed, Y.	A	1		E	1	1	A
Schickowski, K.	1	1		1	1	1	1
Siclari, R., <i>Vice Chair</i>	1	1		1	A	1	1
Quorum=6	9	10		10	8	10	8

oc Food Services Commi

Member	10/14/14
DeSantis, M. (Chair)	1
Katz, H.B.	1
Runkle, D.	1
Starkey, J.	A
Quorum= 3	3

MEMBERSHIP/COUNCIL DEVELOPMENT - ATTENDANCE CY 2014

Consumer	PLWHA	# Absences	Member	1/9/14	2/20/14	3/6/14	4/3/14	5/11/14	6/5/14	7/10/14	10/2/14
1		0	Katz, H.B., <i>(Chair)</i>	1	1	1	1	1	1	1	1
1		0	Wilson, T. <i>(V. Chair)</i>	1	1	1	1	1	1	1	1
		0	Burgess, D	1	1	1	1	1	1	1	1
		1	Foster, V.	<i>Appointed 1.9.14</i>	1	1	A	1	1	1	1
		1	Kuryla, S.	<i>Joined 5.1.14</i>					1	1	E
2	0	1	Quorum=4	4	4	4	3	4	5	5	4

QUALITY MANAGEMENT - ATTENDANCE 2014

Consumer	PLWHA	Member	1/6/14	2/6/14 - Cx	3/17/14	4/21/14	5/19/14	6/16/14	7/21/14	9/15/14 - Cx	10/20/14
		Grant, C. <i>Chair</i>	1		1	1	1	1	1		1
		Mitchell, T.	1		1	1	E	1	1		1
1		Katz, H.B.	1		1	A	1	1	1		1
		Gammell, B.	1		1	1	1	1	1		1
		Tavares, J.	<i>Appointed 4.21.14</i>				1	1	1		1
1	0	Quorum=4	8		8	7	6	7	8		5

System of Care 2014 Attendance

Member	10/27/14
Schweizer, Mark (<i>Chair</i>)	1
Sabatino, Donna (<i>Vice Chair</i>)	1
Cook, R.	1
Eckardt, P	A
Eserman, C.	1
Katz, H.B.	A
Kress, G.	1
Markman, Natasha	1
Rodriguez, Joshua	1
Ullah, Evelyn	1
Quorum = 6	8

ad Hoc Nominating Committee

Member	10/2/14
Wilson, T. (<i>chair</i>)	1
Katz, H.B.	1
Proulx, D.	A
Burgess, D.	1
Hayes, M.	1
Quorum= 4	4



HIVPC ~~Mentoring~~ Coaching Program for Interested Parties

Guidance for Committee Chairs

In order to increase interested party's knowledge of HIV Planning Council Committees and retain membership participation in meetings, the MCDC will institute voluntary ~~mentoring~~ ~~advisory~~ coaching programs.

Committee members who have volunteered their time to be ~~Mentors-Advisors~~ a Coach will be assigned by the Committee Chair. The MCDC Chair will notify Committee Chairs of interested parties that would like to be assigned a Committee ~~Mentor~~ ~~Advisor~~ Coach. The assigned ~~Mentor~~ ~~Advisor~~ Coach should be a Committee member and may also be a Planning Council member.

The interested party should, when possible, sit near his/her ~~Advisor~~ ~~Mentor~~ Coach during meetings. This will allow the ~~Advisor~~ ~~Mentor~~ Coach to easily answer any questions the interested party might have.

Committee Chairs will instruct ~~Advisor~~ ~~Mentors~~ Coaches to educate interested parties on the following points:

1. Review of Committee FAQ's
2. Reminders of Meetings
3. Reimbursement benefits
4. Explanation of complex language
5. Empowerment and respect for individual opinions and ideas.
6. A summary of Robert's Rules of Order
7. Committee Policies and Procedures

If needed and requested by the interested party, the ~~Advisor~~ Coach ~~Mentor~~ may also remind the interested party of upcoming meetings which might be of interest to that person.

If the Mentee expresses interest in becoming a full Planning Council member, then the Committee Chair will assign a Mentor who is a member of the Planning Council.

~~Advisor~~ ~~Mentors~~ Coaches provide support to interested parties on the following:

1. Help interested parties, including PLWHA, feel welcome, learn individual member perspectives, and become comfortable with planning council processes and interactions.
2. Provide strong and informed feedback about the effect of Committee actions and decisions on Ryan White clients and PLWHAs.
3. Take special responsibility for making sure the interested party understands the background and context of discussions and actions.
4. Increase interested party's knowledge of the Committee and retain attendance and membership participation in Committee meetings.
5. Complete the ~~Advisor~~ Coach-/Mentee-Interested Party evaluation at the conclusion of the ~~Mentorship~~ ~~Advisory~~ coaching period. (conclusion will be upon mutual agreement between ~~mentor~~ ~~advisor~~ the coach and ~~mentee~~ the interested party).



EMPLOYER COMMITMENT

I support my employee, _____ becoming a member of the Broward County HIV Health Services Planning Council (HIVPC). I understand the required commitment of my employee to attend meetings and that serving on the Council and at least one of its committees will require at least five hours per month.

- ☐ My organization will pay the employee's salary during their participation as an HIVPC member.
- ☐ My organization will not pay the employee's salary during their participation as an HIVPC member.
- ☐ My organization will allow the employee to utilize personal time during their participation as an HIVPC member.

Original Employer Signature

Title

Date

This form is optional and will not affect consideration for HIVPC membership.

AGENDA

Date/Time: Thursday, November 6, 2014, 11:30 a.m.

Location: Governmental Center Annex Room A-337

1. **WELCOME:** Welcome, Introductions, Moment of Silence
2. **HIVPC OVERVIEW:** How Committees Work Together Power Point
3. **ICE BREAKER:** HIVPC Acronyms
4. **MEMBER TESTIMONIALS** (3-5 minutes)
 - Patricia Parker
 - Yolonda Reed
 - David Runkle
5. **LUNCH**
6. **GIVEAWAYS**
7. **ADJOURNMENT**



Welcome Brunch

Date: 11/6/14
Time: 11:30 a.m.

Location:

Governmental Center Annex

Ryan White Part A Program Office,
115 S. Andrews Ave., Ft.
Lauderdale, 33301
Room A-337

Join members of the HIV Health Services
Planning Council Membership and
Recruitment Committees for a special
Welcome Brunch! You will receive
valuable information about HIVPC
Membership and HIV/AIDS health and
support services, the functions of the
Council, and Member testimonials.

***BRING YOUR
GOVERNMENTAL
GARAGE PARKING
TICKET TO RECEIVE
VALIDATION FOR FREE
PARKING!!!**

FREE FOOD & GIVEAWAYS!



For More Information/to RSVP:

Contact Brithney Johnson
Phone: 954-561-9681 x1345
E-mail: HIVPC@brhpc.org

Be a part of the process AND the solution!

