



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

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 10/2/14 Agenda and 7/10/14 and 9/15/14 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, Handout B-1 & B-2)
 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, Handouts D-1 & D-2)
 ACTION ITEM: Review attendance for HIVPC and committee members. Identify members who should receive warning or removal letters.

4. **EMERGING ISSUES**

- a. MCDC Policies & Procedures & Mentoring Guidance (Handout E & F)
 ACTION ITEM: Review MCDC P&P and make necessary updates & review mentoring guidance for Chairs.
- b. HIVPC Application (Handout G-1 & G-2)
 ACTION ITEM: Review the HIVPC application and make necessary updates.

5. **UNFINISHED BUSINESS**

- a. 18-month Work Plans (Handout H)
 ACTION ITEM: Review and discuss 18-month work plans.

6. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Identify Community Events (WP Item 2.2, Handout I & J)	ACTION ITEM: Review community events, and choose one event for possible recruiting.
Quarterly Welcome Brunch (WP Item 1.5, Handout K & L)	ACTION ITEM: Develop an agenda for the quarterly brunch and identify at least 2 methods of advertisement.

7. **PUBLIC COMMENT**

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**

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 MINUTES

COMMITTEE: Membership/Council Development Committee (MCDC)

Date/Time: Thursday, July 10, 2014, 9:30 a.m.

Location: Government Center Annex, A337

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

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

1. CALL TO ORDER

The Chair called the meeting to order at 9:36 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.

3. APPROVALS

Motion #1: To approve today's meeting agenda
Proposed by: Kuryla, S. **Seconded by:** Burgess, D.
Action: Passed Unanimously

Motion #2: To approve the minutes from 6/5/14
Proposed by: Kuryla, S. **Seconded by:** Wilson, T.
Action: Passed Unanimously

2. STANDARD COMMITTEE ITEMS

a. Review Planning Council Demographics (WP Item 1.1) (HANDOUT A)

Staff explained the new HIVPC demographics sheet to the committee. The HIVPC currently consists of 36% consumers, which is higher than the mandated 33%. The HIVPC is currently overrepresentative of females and underrepresentative of males. The Chair asked if there has been a response to any of the letters sent to potential new members for mandated seats. Staff explained that although multiple attempts have been made at communication, no responses



have been received. Grantee staff asked for a list of potential agencies to contact in seeking new HIVPC members for mandated seats. The HIVPC currently consists of 25 members.

Action Item:

- Staff to produce a list of potential agencies to contact in seeking new HIVPC members for mandated seats

b. Review Planning Council Vacancies (HANDOUT B)

There are currently vacancies for five HRSA mandated membership categories. This includes the Grantees of Other Federal HIV Programs - Prevention, Hospital/Healthcare Planning Agencies, Local Public Health Agencies, Social Services Providers, and Representatives of Former Fed/State/Local Prisoners.

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

Staff reviewed current applicants; none of the applicants have fulfilled all of the requirements needed to become an HIVPC member. Staff was were recently informed that an applicant who would have filled the Local Public Health Agencies seat is no longer employed with the Florida Department of Health in Broward County (FLDOH-BC) and will therefore no longer be able to fill the seat. A member asked staff to add a column on the Current Applicants and Interested Parties and Appointments (Handout C) to include the date when the application for HIVPC membership was submitted.

Action Item:

- Add a column on the Current Applicants and Interested Parties and Appointments (Handout C) to include the date when an application was submitted

d. Review Attendance (HANDOUT D)

The Committee reviewed HIVPC attendance. Warning letters have been sent to all parties that needed attendance warnings. A guest noted that an alternate member has many absences. Staff explained that alternate members will have to be an active member on a standing committee if the recommended changes to the HIVPC By-Laws are approved at the HIVPC meeting on July 24, 2014. After this change, should the alternate choose not to participate on a standing committee, they will be removed from the Planning Council. The Chair asked that Staff bring a list of members that have received attendance warning letters.

Action Item:

- Create a list of HIVPC members that have received attendance warning letters

4. EMERGING ISSUES

None.

5. MEETING ACTIVITIES / NEW BUSINESS

a. HIVPC Resignations & Removals (HANDOUT E)

The Committee reviewed reasons for HIVPC resignations and removals over the past two years. Staff explained reasons for members leaving; most removals were due to moving, changing work commitments, or attendance. It was also noted that most members were on



the HIVPC for several years before resigning. The committee noted a few changes that needed to be made and asked for an updated version for the next meeting.

Action Item:

- Update HIVPC Resignations & Removals (HANDOUT E)

b. Complete Mentoring Plan (WP Item 2.1) (HANDOUT F)

The Committee reviewed recommendations from the Recruitment and Retention Subcommittee for the Mentoring Plan. The subcommittee felt it would be best to create two separate mentoring efforts: one for HIVPC members and one for parties who are interested in becoming a committee or HIVPC member. MCDC approved changes to the Mentoring Plan and requested a document with guidance for committee Chairs on how to mentor interested parties.

Motion #3: To approve the MCDC mentoring plan.

Proposed by: Kuryla, S. **Seconded by:** Wilson, T.

Action: Passed Unanimously

Action Item:

- Create a document with guidance for committee Chairs on how to mentor interested parties.

c. Request provider event dates for recruiting (WP Item 2.2)

A committee member noted that the FLDOH has a community calendar on its website that lists upcoming events in Broward County. The Chair inquired if HIVPC meetings and events are included on the community calendar. Staff stated they will bring the list to the next meeting, and will also check that HIVPC events and meetings are on the community calendar.

Action Item:

- Bring community calendar to next meeting

e. New member orientation (WP Item 4.3)

Staff provided an orientation to two HIVPC applicants. Both applicants have a requirements that must be fulfilled before they can be considered for HIVPC membership.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS / TASKS FOR NEXT MEETING: September 4, 2014 Venue: 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 & Update Recruitment/Website materials (WP Item 2.1)	MCDC, Staff	ACTION ITEM: Review and update Recruitment and Retention Plan, recruiting brochure, and Website materials



Review Applicant & Mentoring Letters (WP Item 4.1)	<i>MCDC, Staff</i>	ACTION ITEM: Review Applicant and Mentoring Program Letters
Review & Update Policies & Procedures (WP Item 5.1)	<i>MCDC, Staff</i>	ACTION ITEM: Review & Update MCDC Policies & Procedures
Review Mentoring Guidance for Chairs (WP Item 4.1)	<i>MCDC, Staff</i>	ACTION ITEM: Review requested document including guidance for committee Chairs on how to mentor interested parties.

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

Without objection the meeting was adjourned at 10:22 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
Katz, H.B., (<i>Chair</i>)	1	1	1	1	1	1	1
Wilson, T. (<i>V. Chair</i>)	1	1	1	1	1	1	1
Burgess, D	1	1	1	1	1	1	1
Foster, V.	<i>Appointed 1/9/14</i>	1	1	A	1	1	1
Kuryla, S.	<i>Joined 5.1.14</i>					1	1
Quorum=4	4	4	4	3	4	5	5



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

July 24, 2014 Meeting Minutes

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Gammell, B. <i>Chair</i>	X		Alexander, J.
2	Kuryla, S. <i>Vice-Chair</i>	X		Arnoux, J.
3	Wilkins, D.	X		Culpepper, K.
4	DeSantis, M.	X		Henkel, B.
5	Grant, C.	X		King, J.
6	Hayes, M.	X		Lint, A.
7	Bhrangger, R.	X		Nolte, S.
8	Holness, Comm. D. V.C.		A	Runkle, D.
9	Katz, H. B.	X		Rodriguez J.
10	Marcoviche, W.	X		Sullivan, G.
11	McBain, M.	X		Murphy, K. (via phone)
12	Moragne, Dr. T.	X		
13	Proulx, D.	X		Grantee Staff
14	Schweizer, Dr. M.	X		Copa, R. (Part A)
15	Siclari, R.		E	Green, W.E. (Part A)
16	Spencer, W.	X		Jones, L. (Part A)
17	Taylor-Bennett, C.	X		Vargas, J. (Part A)
18	Tomlinson, K.	X		Degraffenreidt, S. (Part A)
19	Wilson, T.	X		
20	Parker-Maysonet, P.	X		HIVPC Staff
21	Reed, Y.	X		Johnson, B.
22	Creary, K.		A	Mendez, M.
23	Burgess, D.	X		Bente, A.
24	Mercer, A.		A	Sandler, C.
25	Baner, S.		A	
A1	Coscarelli, M. (Alt)		A	
	Quorum=13			

1. CALL TO ORDER

The Chair called the meeting to order at 9:37 a.m.

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

The Chair welcomed everyone and self-introductions were made. Attendees were notified of Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed. The Chair reviewed excused absences. The following motions were made:

Motion #1: To approve today's meeting agenda.

Proposed by: Reed, Y.

Seconded by: Proulx, D.

Action: Passed Unanimously

Motion #2: To approve the 6/26/14 meeting minutes.

Proposed by: Kuryla, S.

Seconded by: Katz, H.B.

Action: Passed Unanimously

3. FEDERAL LEGISLATIVE REPORT (Handout A)

Kareem Murphy gave a report regarding the appropriations process. Mr. Murphy explained the appropriations process is grinding to a halt. Senate Majority Leader Harry Reid has not scheduled floor time for any appropriations bills for this month and it is unclear whether he will take time out of the September schedule to do so. .

Mr. Murphy explained his predictions are that Congress will produce an omnibus spending bill in a post-election, lame duck session or pass a year-long continuing resolution, depending on the outcome of the elections. Mr. Murphy explained that there has been no progress on reauthorization and he continues to expect no meaningful work to take place during this session of Congress. Several HIV/AIDS advocacy groups have been pushing the Ryan White Patient Equity and Choice Act introduced in the House by Representatives Renee Ellmers and Eddie Bernice Johnson but the legislation continues to receive no sign of support from House leaders.

4. PUBLIC COMMENT

None.

5. CONSENT ITEMS (Handouts B, C, & D)

All consent items are passed as one motion. The following motion was made:

Motion #3: To accept all the Consent Items.

Proposed by: Kuryla, S.

Seconded by: Katz, H.B.

Action: Passed Unanimously

6. DISCUSSION ITEMS (Handouts E1, E2, & E3)

The ad-hoc By-Laws Chair thanked the committee for working so quickly and efficiently to accomplish all of the committee's goals and objectives. The Chair reviewed the By-Laws changes, including committee name changes, planning council demographics, and alternate member requirements. The CCRC Chair asked for policies and procedures regarding her committee's grievance procedure. The Grantee stated that client grievances are handled by the Grantees Office and specific committee grievances are handled by the specific committees.

Action Item:

- Staff to provide grievance procedure to CEC Chair

Motion #4: To approve all By-Laws changes

Proposed by: Schweizer, Dr. M.

Seconded by: Katz, H.B.

Action: Passed Unanimously

7. JULY COMMITTEE REPORTS

A. Membership Committee/Development Committee (MCDC)

July 10, 2014

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

The MCDC Chair announced that the Welcome Brunch was successful and several new applications were submitted. The Committee reviewed recommendations from the Recruitment & Retention Subcommittee for the Mentoring Plan. The MCDC Chair reported approved changes to the Mentoring Plan and requested a document with guidance for committee Chairs on how to mentor interested parties.

B. Client Community Relations Committee (CCRC)

July 1, 2014

Chair: Y. Reed, Vice Chair: A. Lint

The CCRC Chair stated the July meeting was held at Poverello. The Committee has agreed to hold their next community event at SunServe in September and plans to have a "Transgender 101"

presentation with information provided by the transgender community from SunServe, Fusion, and Latinos Salud. This event will be open to the public in hopes of providing awareness on the emerging transgender population, the CCRC, and the services and opportunities of HIVPC membership.

C. Planning Committee

No July Meeting

Chair: K. Tomlinson, Vice Chair: W. Spencer

The Planning Committee did not meet in July.

D. System of Care Committee (SOCC)

July Meeting Canceled

Chair: Dr. M. Schweizer, Vice Chair: D. Sabatino

The SOCC meeting for July was cancelled.

E. Executive Committee

July 17, 2014

Chair: B. Gammell, Vice Chair: S. Kuryla

The Vice Chair announced that a PSRA process survey has been distributed and Committee Chair evaluations will be distributed to evaluate HIVPC effectiveness. The Vice Chair explained that most August meetings have been canceled due to the Part A Grant. She also stated that fall meetings have been rescheduled due to the end of the year holidays.

F. Quality Management Committee (QMC)

July 21, 2014

Chair: C. Grant

The QMC Chair stated the committee reviewed the MSM study outcomes and recommendations. The Chair also reviewed How Best to Meet the Need and viral load suppression scorecards. The Chair explained that viral load suppression was lowest among 18-25 year olds and transgender consumers.

G. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

No July Meeting

Chair: C. Taylor-Bennett, Vice Chair: R. Siclari

The PSRA Committee did not meet in July.

8. GRANTEE REPORTS

- a. Part A: The Grantee reported that RFP deadline for Disease Management and HICP is Friday, July 25, 2014. The Grantee announced a media request from South Florida Gay News (SFGN) regarding recent HIVPC By-Laws changes. The Grantee stated that a response was drafted from the Grantee's office based on meeting minutes, and he hopes the article will not be biased. The PSRA Chair asked for the response that was provided to SFGN. The CCRC Chair recommended writing a rebuttal article to rectify any community concerns in the upcoming Part A newsletter. The Grantee instead recommended submitting a summary of HIVPC actions and future actions in the next newsletter issue; the current issue has just been approved for dissemination and no further changes can be made to it at this time. A member stated that disseminating the questions to the HIVPC is important for transparency. A motion was made by a member:

Motion #5: To disseminate the answer that was already provided to South Florida Gay News and to authorize the HIV Planning Council Chair to contact South Florida Gay News and offer to have an interview regarding the recent changes of the HIV Planning Council By-Laws.

Proposed by: Spencer, W.

Seconded by: Parker-Maysonet, P.

Action: Passed with three oppositions.

The Grantee announced the release of the Ryan White Part A grant application. The Part A grant is due September 19, 2014. The Grantee stated that the Grantee's office newsletter will be released soon. The Grantee stated that the last Prevention meeting included integration of Part A and Prevention activities. The meeting discussed integration from the administrative perspective. The Grantee stated that the HIVPC has legislative actions that must be changed to allow for integration. The Grantee's office received approval for technical assistance (TA) for integration of Part A and Prevention. EGM Consulting will provide integration assistance. The Grantee announced that HRSA and CDC have met to layout guidelines and legislation for program integration.

Action Item:

- Staff to disseminate media request responses to HIVPC members by July 25, 2014.
- b. Part B: The Part B Grantee was not present.
- c. Part C: The Part C Grantee reported that a HRSA interview will take place on August 4, 2014, from 2:00 to 5:00 p.m. at CDTC and is open to the public. The interview will include ACA implementation procedures and patient feedback.
- d. Part D: The Part D Grantee reported that the current funding cycle ends July 31, 2014. Several clients from CDTC are currently attending leadership camp. The Grantee stated that applications for training have been submitted to include motivational interviewing and continuum of care.
- e. Part F: The Part F Grantee announced the Community Based Dental Partnership Program is now underway. He stated the intake and education process will take place at West Park Community Health Center and dental services will be provided at the Nova Southeastern University (NSU) College of Dental Medicine. The Part F Grantee stated that there are no program residency requirements and bus passes are available to clients.
- f. HOPWA: The HOPWA representative announced that the Fort Lauderdale City Commission unanimously passed HOPWA funding. The HOPWA representative noted that a presentation on the Short-Term Rent, Mortgage, and Utility (STRMU) and Permanent Housing Placement (PHP) frequency and utilization changes will be given at the South Florida AIDS Network (SFAN) meeting on August 1, 2014. The HOPWA representative also explained there will be a HOPWA 101 training on August 11, 2014 at 4:00 p.m. at Fort Lauderdale City Chambers.
- g. Prevention: The Prevention Grantee was not present.

9. UNFINISHED BUSINESS

None.

10. ANNOUNCEMENTS

Tomorrow's Rainbows, Inc. will present a Helpful TEARS Rainbow Retreat for children grieving from the death of a loved one. The retreat will take place on August 14, 2014 at CDTC, which is free. Continuing Education Units (CEUs) are available. There will be a SMART Ride fundraiser on July 24, 2014 at Italio from 4:00 to 10:00 pm. Half of proceeds will be donated to SMART Ride. The Vice Chair announced that most August meetings have been canceled due to the release of the Part A Grant. She also announced that fall meetings have been rescheduled due to the end of the year holidays.

11. PUBLIC COMMENT (Up to 10 minutes)

None.

12. REQUEST FOR DATA

None.

13. AGENDA ITEMS FOR NEXT MEETING: September 18, 2014, 9:30 a.m. **LOCATION:** TBD

<i>Agenda Items / Tasks for next Meeting (Work Plan Item #)</i>	<i>Party to Complete Task</i>	<i>Information requested (i.e. data, research, etc.)action to be taken, presentation, discussion, brainstorm etc.</i>
Reallocations (“Sweeps”)	<i>PSRA, Exec, HIVPC</i>	ACTION ITEM: Review and approve recommended reallocations of funds.

14. ADJOURNMENT

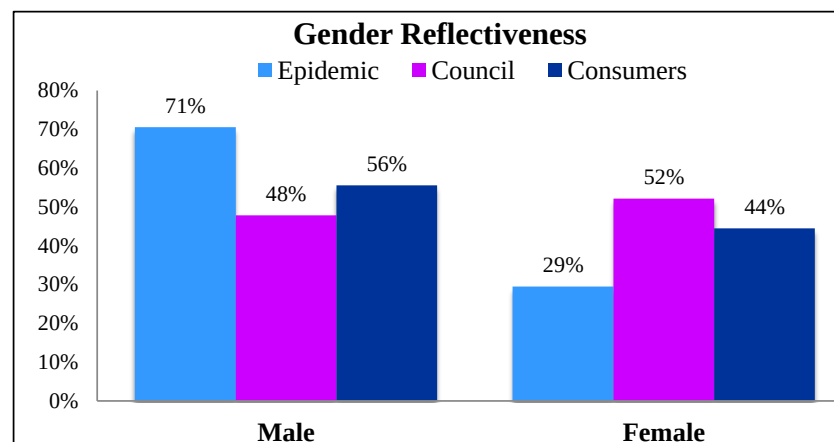
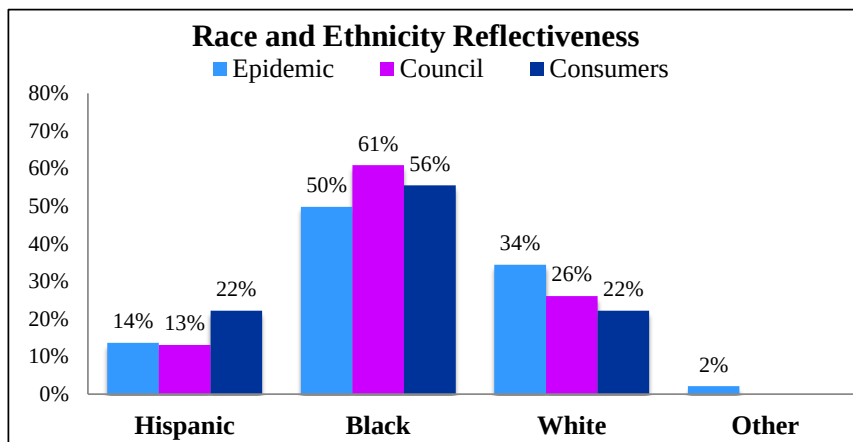
The meeting was adjourned at 10:52 a.m.

PLANNING COUNCIL - ATTENDANCE 2014

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

HIV Planning Council Membership Report

9/9/2014



Gender	Epidemic		Council		Consumers		% Difference
Male	11,836	71%	11	48%	5	56%	-23%
Female	4,944	29%	12	52%	4	44%	23%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Council		Consumers		% Difference
Hispanic	2,290	14%	3	13%	2	22%	-1%
Black	8,361	50%	14	61%	5	56%	11%
White	5,772	34%	6	26%	2	22%	-8%
Other	357	2%	0	0%	0	0%	-2%
Total	16,780		23		9		

Current Members	23
Minimum Required Per County Ordinance	20
Maximum Allowed Per County Ordinance	35
% of Members That Are Unaffiliated Consumers	39%

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
6. Social Services Providers

Council cannot be comprised of more than 40% of Ryan White Part A Providers.
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 September 9, 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							
Mental health provider	Moragne			1	1		
Substance abuse provider	Tomlinson	1			1		
Hospital planning or other health care planning agencies							
Local Public Health Agency							
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							
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							
Formerly incarcerated PLWHA or their representatives							
Other: County Commissioner	Holness			1	1		
		8	0	6	9	1	4
	Members	57%	0%	43%	64%	7%	29%
				14			14
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		
	Parker-Maysonet	1			1		
		4	0	5	5	2	2
	Consumers	44%	0%	56%	56%	22%	22%
				9			9
		12	0	11	14	3	6
	Total	52%	0%	48%	61%	13%	26%
				23			23

Agencies for Recruitment

**Armor Correctional Health Services
(BSO Health Services Provider)**

4960 SW 72nd Ave, Suite 400
Miami, FL 33155
(305) 662-8522

Broward AHCA Medicaid Office

1400 W Commercial Blv., Suite 110
Fort Lauderdale, FL 33309
(954) 958-6500
(800) 303-2422

Broward Addiction Recovery Center

1011 SW 2nd Ct
Fort Lauderdale, FL 33312
(954) 357-4851

**Broward Community and Family Health
Centers**

5010 Hollywood Blvd, Suite 100-B
Hollywood, FL 33021
(954) 967-0028

Broward County Medical Association

5101 NW 21st Ave, Suite 450
Ft. Lauderdale, FL 33309
(954) 714-9477

Broward Health

303 SE 17th St
Fort Lauderdale, FL 33316
(954) 355-4400

Broward Outreach Center

2056 Scott St
Hollywood, FL 33022
(954) 926-7417

Broward Sheriff's Office

2601 W Broward Blvd
Fort Lauderdale, FL 33312
(954) 321-4300

**Florida Department of Children and
Families (Broward Office)**

201 W Broward Blvd
Fort Lauderdale, FL 33301
(954) 453-3400

**Florida Department of Health in Broward
County**

780 SW 24th St
Fort Lauderdale, FL 33315
(954) 467-4700

Fort Lauderdale Hospital

1601 E Las Olas Blvd
Fort Lauderdale, FL 33301
(877) 774-3346

Health Council of South Florida, Inc.

8095 NW 12th St, Suite 300
Miami, FL 33126
(305) 592-1452

Insurance Office of America

100 NE 3rd Ave, Suite 850
Fort Lauderdale, FL 33301
(954) 318-1379

Midland Medical Center

1421 E Oakland Park Blvd, Suite 101
Oakland Park, FL 33334
(954) 565-0875

**South Florida Hospital & Healthcare
Association (SFHHA)**

1855 Griffin Rd, Suite A-415
Dania Beach, FL 33004
(954) 964-1660

The Wellness Center of South Florida

2921 NE 6th Ave
Wilton Manors, FL 33334
(954) 568-0152

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	9/16/2014 via email	
Lint, A.	1			1			1	Sunserve	3/18/2014	Yes	CEC	6/3/2014	7/1/2014	8/4/2014	CBO-ASO/SSP/NECL	In Progress for Consideration	MCDC vote on 10/2/14
Moore, M.			1		1			Broward House	4/24/2014	No	CEC				HCP/CBO/SSP/MHP/SAP	9/16/2014 via email	
Morgan, M.			1		1			AHF	10/24/2013	No	QMC				HCP/CBO-ASO/Local PH Agency/Aff. Comm.	9/16/2014 via email	Will attend QMC on 10/20/14
Robertson, P.	1		1						5/22/2014	No	CEC	2/4/2014	4/1/2014	5/6/2014	Consumer	In Progress for Consideration	MCDC vote on 10/2/14
Runkle, D.		1				1			6/16/2014	Yes	CEC	7/1/2014	8/5/2014	9/2/2014	Affected Communities	In Progress for Consideration	MCDC vote on 10/2/14
Scott, I.			1		1				7/10/2014	No	CEC	6/3/2014			Affected Communities	9/16/2014 via email	

PLANNING COUNCIL - ATTENDANCE 2014

Absences	Consumers	PLW/HA	Count	Member	1/23/14	2/27/14	3/27/14	4/24/14	5/22/14	6/26/14	7/24/14
1		1	1	Creary, Karen	1	1	1	1	1	1	A
0	1		2	Gammell, Brad	1	1	1	1	1	1	1
1			3	Grant Claudette	1	1	1	1	A	1	1
2			4	Hayes, Marie	1	1	A	1	A	1	1
0	1		5	Bhrangger, Ronald	1	1	1	1	E	1	1
0	1		6	Katz, Bradley	1	1	1	1	1	1	1
0		1	7	Kuryla, Samantha	1	1	1	1	1	1	1
0	1		8	Marcoviche, William	1	1	1	1	1	1	1
1			9	Moragne, Timothy	A	1	E	1	1	1	1
2			10	Siclari, Rick	1	1	E	1	A	A	E
2		1	11	Spencer, Will	1	1	1	A	1	A	1
1			12	Taylor-Bennett, Carla	1	A	1	1	1	1	1
2			13	Tomlinson, Karlene	A	1	1	A	1	1	1
1	1		14	Wilson, Tara	A	1	1	1	1	1	1
1			15	Proulx, Dionne	1	1	1	1	1	A	1
1			16	DeSantis, Mario	1	1	A	1	*E Retroact. 7/24/14	1	1
1			17	McBain, Marsha	*E Retroact. 5/13/14	1	A	1	*E Retroact. 7/24/14	1	1
0	1		18	Parker-Maysonet, Patricia	1	E	1	1	1	1	1
1	1		19	Reed, Yolonda	A	1	E	1	1	1	1
1			20	Schweizer, Mark	1	A	1	1	1	1	1
			21	Burgess, Devorn	Appointed 1/23/14	1	1	E	1	1	1
0			22	Wilkins, Debbie	1	1	A	1	1	1	1
18	7	3		Quorum=12	19	21	13	19	17	20	20
1			23	Holness, Dale V.C. (Comm)	1	1	1	1	1	1	A
5			A1	Coscarelli, Monica (Alt)	A	E	E	A	A	A	A

PART A EXECUTIVE - ATTENDANCE CY 2014

# Absences	PLWHA	Consumer	Count	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
0		1	1	Gammell, B, (Chair)	1	1	1	1	1	1	1	1	1	1
1			2	Grant, C.	1	1	1	1	1	1	1	A	1	1
0		1	3	Katz, H.B.	1	1	1	1	1	1	1	1	E	1
3	1		4	Kuryla, S., (V. Chair)	A	1	1	A	1	A	1	1	1	1
0		1	5	Lint, A.	Added via By-Laws effective 5.22.14							1	1	1
2	1	1	6	Reed, Y.	E	1	E	E	A	A	1	1	1	1
0			7	Sabatino, D.	Added via By-Laws effective 6.26.14							1	1	1
1			8	Schweizer, M.	Added via By-Laws effective 6.26.14							1	A	1
1			9	Sicalari, R.	Added via By-Laws effective 5.22.14							1	1	A
1	1		10	Spencer, W.	Added via By-Laws effective 6.9.14							A	1	1
2			11	Taylor-Bennett, C.	1	1	1	1	1	A	1	1	A	1
2			12	Tomlinson, K.	1	1	1	1	A	A	1	1	1	1
0			13	Wilson, T.	added via By-Laws effective 5.22.14							1	1	1
13	3	4		Quorum =8	5	7	6	5	5	3	7	9	9	11

COMMUNITY EMPOWERMENT COMMITTEE - ATTENDANCE CY 2014

Consumer	PLWHA	# Absences	Count	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
	1	0	1	Reed, Y. Chair		1	1	1		1	1	1	1
1		2	2	Bhrangger, R.		1	E	1		1	A	1	1
1		2	3	Marcoviche, W.		1	E	1		1	A	1	1
	1	3	4	Katz, H.B.		1	E	1		E	1	1	E
		0	5	Burgess, D.		1	1	1		1	1	1	1
1		5	6	Parker-Maysonet, P.		E	1	A		E	1	E	E
		0	7	Creary, K.	Appointed 2.4.14		1	1		1	1	1	1
		1	8	Clayton, L.	Appointed 2.4.14		1	1		1	1	1	E
		1	9	Franks, H.		A	1	1		1	1	1	1
		3	10	Stoakley, M.		1	1	A		A	1	1	A
1		2	11	Wilkins, D.		1	1	1		A	1	E	1
		0	12	Lint, A.	Appointed 6.3.14						1	1	1
		0	13	Robertson, P.	Appointed 6.3.14						1	1	1
		0	14	Myers, L.	Appointed 8.5.14								1
		0	15	Culpepper, K.	Appointed 8.5.14								1
		0	16	Runkle, D.	Appointed 8.5.14								1
4	2	19		Quorum=9		8	9	9		7	11	11	12

**NEEDS
ASSESSMENT/EVALUATION
COMMITTEE - ATTENDANCE
CY 2014**

Consumers	PLWHA	# Absences	Count	Member	6/9/14
		0	1	Moragne, T.	1
		0	2	Shirley, J.	1
1		0	3	Katz, H. B.	1
		0	4	Tomlinson, K., Chair	1
		1	5	McBain, M.	A
		1	6	Baner, S.	A
		1	7	Rodriguez, J.	A
1	0	2		Quorum=5	5

ITY SETTING AND RESOURCE ALLOCATION - ATTENDANCE C

Consumers	PLWHA	# Absences	Count	Member	1/15/14	2/19/14	3/19/14 - CX	4/16/14	5/23/14	6/18/14
		0	1	Bennett-Taylor, C., <i>Chair</i>	1	1		1	1	1
		0	2	DeSantis, M.	1	1		1	1	1
1		0	3	Gammell, B.	1	1		1	1	1
		1	4	Grant, C.	A	1		1	1	1
		1	5	Hayes, M.	1	1		A	1	1
1		0	6	Katz, H. B.	1	1		1	1	1
1		0	7	Proulx, D.	1	1		1	1	1
		1	8	Reed, Y.	A	1		E	1	1
		0	9	Schickowski, K.	1	1		1	1	1
		1	10	Siclari, R., <i>Vice Chair</i>	1	1		1	A	1
3	0	4		Quorum=6	9	10		10	8	10

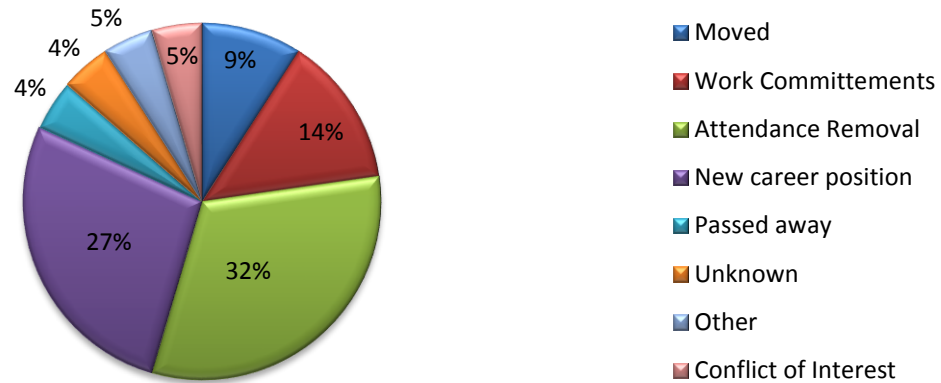
MEMBERSHIP/COUNCIL DEVELOPMENT - ATTENDANCE CY 2014

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

QUALITY MANAGEMENT - ATTENDANCE 2014

Consumer	PLWHA	# Absences	Count	Member	1/6/14	2/6/14 - Cx	3/17/14	4/21/14	5/19/14	6/16/14	7/21/14
		0	1	Grant, C. <i>Chair</i>	1		1	1	1	1	1
		0	2	Mitchell, T.	1		1	1	E	1	1
1		1	3	Katz, H.B.	1		1	A	1	1	1
		1	4	Schweizer, M.	1		1	1	1	A	1
		0	5	Gammell, B.	1		1	1	1	1	1
		2	6	Sabatino, D.	1		1	1	1	A	A
		0	7	Tavares, J.	<i>Appointed 4.21.14</i>				1	1	1
		0	8	Sullivan, G.	1		1	1	1	1	1
1	0	4		Quorum=5	8		8	7	6	7	8

HIVPC Resignations & Removals 2012-14 (N=22)



Name	Reason	Date Appointed	Date Resigned/Removed
Steve Abel	Moved	12/7/2013	2/22/2013
Silvana Baner	Attendance removal	4/14/2014	8/5/2014
Marie Bonamy	Attendance removal	8/16/2007	1/27/2012
Andrew Bush	Attendance removal	1/17/2012	7/30/2012
Leroy Crawford	Attendance removal	5/1/2010	5/24/2012
Leroy Dyer	Moved	7/17/2008	2/27/2014
Vincent Foster	Work Commitments	1/23/2014	6/2/2014
John Greenwood	Attendance removal	9/22/2009	3/5/2012
Barbara Hanson	Work Commitments	2/3/2003	3/8/2014
Khia Johnson	New career position	4/17/2012	12/6/2012
Virginia "Ginny" Jordan	New career position	5/25/1999	11/6/2012
Ann Mercer	New career position	1/23/2014	9/1/2014
Paul Moore	New career position	8/1/2010	9/13/2012
Jodi Pearl	Unknown	11/13/2008	11/13/2012
W. James Perigny	Other	1/1/2012	11/26/2012
Jeri Pryor	New career position	3/1/2008	7/27/2012
Michael Emanuel Rajner	Conflict of Interest	10/1/2007	2/5/2013
Carl Roberson	Passed away	9/12/1996	8/12/2013
Mychell Stoakley	Attendance removal	1/12/2012	12/13/2012
Jasmin Shirley	Work Commitments	9/12/1996	1/26/2012
Rosemarie Williams	Attendance removal	6/4/2013	10/24/2013
Joey Wynn	New career position	11/13/2008	3/24/2014



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE Policies and Procedure

Last Updated 2/20/14; Approved: 2/27/14; Approved 6/26/14

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). ~~Council members and/or alternates and committee members will be allowed a maximum of six (6) excused absences per calendar year.~~

~~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 [Planning Council](#) members. Council members who have volunteered their time to be Mentors will be assigned by the Chair of the Membership/Council Development Committee.

Interested Parties who are interested in becoming involved in a particular committee will be assigned a mentor by the Chair of the Committee the party is interested in.

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.
- d.e. Complete the Mentor/Mentee evaluation at the conclusion of the mentorship period.

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:

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



HIVPC Mentoring 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 programs.

Committee members who have volunteered their time to be Mentors 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. The assigned Mentor should be a Committee member and may also be a Planning Council member.

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

Committee Chairs will instruct Mentors 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 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.

Mentors 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 Mentor/Mentee evaluation at the conclusion of the Mentorship period.

Dear Interested Party,

Please be aware that this application and all of the information once provided and submitted becomes a public record under Florida's Government in the Sunshine Law, *Florida Statute, Chapter 119.01*. Any information included in this application (for example, your HIV status or email address) becomes a public record and can be shared with the public, if requested. In addition, anything said during a Planning Council or Committee meeting is recorded and becomes public record. This information can also be shared with the public.

If your information is requested by an outside source, you will be notified, however the information is a public record and it may become part of a response to a public records request.

Broward County HIV Health Services Planning Council Membership Application



Please be aware that this application and all of the information you provide becomes a public record under Florida's Government in the Sunshine Law, Florida Statute, Chapter 119.01.

Name:

Date:

HANDOUT G-1

Contact Information

Home Telephone Number () _____

Cell Phone Number () _____

Home Mailing Address _____

Current Place of Employment (if applicable) _____

Work Telephone Number () _____

Work Mailing Address _____

Email Address _____

Gender

☐ Male

☐ Female

☐ Transgender

Do you self-identify as HIV+?*

☐ Yes

☐ No

☐ N/A

**Disclosure of HIV status is not required for membership. Disclosure of HIV status in this application will become a part of the public record.*

Are you affiliated as an employee, consultant, or board member with Ryan White Part A?

☐ Yes

☐ No

Race/Ethnicity (Check all that apply)

☐ Black/non-Hispanic

☐ White/non-Hispanic

☐ Hispanic

☐ American Indian/Alaskan Native

☐ Asian/Pacific Islander

☐ More than One Race _____

Categories of Membership (check all that apply)

- ☐ Health care providers, including federally qualified health centers
- ☐ Community-Based Organizations serving affected populations/AIDS Service Organizations
- ☐ Social Service Providers (including housing and homeless-services providers)
- ☐ Non-elected Community Leaders
- ☐ Affected Communities (people living with HIV/AIDS and underserved communities)
- ☐ Unaffiliated Ryan White Consumer
- ☐ Individuals co-infected with HIV & Hepatitis B or C
- ☐ Members of a Federally Recognized Indian Tribe
- ☐ PLWHA Recently Released from Jail or Prison or their representatives
- ☐ Local Public Health Agencies
- ☐ Hospital Planning Agencies or Health Care Planning Agencies
- ☐ Grantees of Other Federal HIV programs (providers of HIV Prevention Services)
- ☐ Mental Health Providers
- ☐ State Medicaid Agency
- ☐ Substance Abuse Providers
- ☐ Part F Grantees
- ☐ Part C Grantees
- ☐ State Part B Agency
- ☐ Part D Grantees

Committee Assessment

All Planning Council Members are requested to serve on at least one Committee. HANDOUT G-1
Please rank the Committees below to indicate your interest.

- ☐ **Membership/Council Development:** Ensures Council/committee membership meets HRSA mandates. Oversees ongoing training/mentoring of Council/committee members.
- ☐ **Community Empowerment Committee:** Encourages individuals living with HIV to be involved in Council activities. Helps people to learn about the Council and what it does. Listens to and tries to resolve complaints about how the Council operates (setting funding priorities, preparing plans, hearing from the HIV community, etc).
- ☐ **Needs Assessment/ Evaluation Committee:** Develops and updates the annual Needs Assessment, including determining focuses for the client survey, provider survey, and client focus groups. Evaluates and updates the Comprehensive Plan to determine progress.
- ☐ **Quality Management Committee:** Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides staff/client training/education.
- ☐ **Priorities Setting & Resource Allocation Committee:** Analyzes data and develops service priorities, funding recommendations and language on how best to meet priorities.
- ☐ **System of Care Committee:** Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.
- ☐ **ad-Hoc Local Pharmacy Advisory Committee:** Makes recommendations to the Planning Council to improve the quality, cost effectiveness and allocation of resources to Pharmacy Services.

General Information

1. Describe your interest in becoming a member of the HIV Planning Council.

2. Describe how HIV/AIDS has impacted your life, either personally or professionally.

3. Please list any experiences you have related to community decision-making or planning bodies.

Please review and initial, indicating your acknowledgement of the following:

- ☐ I have received, read and understand the HIV Health Services Planning Council Meeting Ground Rules and agree to abide by them at all Council and Committee meetings.
- ☐ I understand that to qualify for nomination to the Planning Council I must attend three (3) Committee meetings **and** an Orientation.
- ☐ I understand that I must attend a post-appointment training within three (3) months of appointment to the Planning Council by the Broward County Board of County Commissioners. If I do not comply with this requirement, I could be removed from the Planning Council.
- ☐ I understand that serving on the Council and at least one of its Committees will require at least five hours per month, and that excessive absence will result in my removal from the Council and/or Committees. I acknowledge that I am aware of the Planning Council Attendance Policy: a member is automatically removed from the Council if he/she misses three (3) consecutive Planning Council meetings or four (4) Planning Council meetings in a year in accordance with the County Ordinance.
- ☐ If appointed, I would be willing and able to fulfill the responsibilities and functions of a member of the Broward County HIV Health Services Planning Council.
- ☐ I am not an appointed member of any other Council or Board appointed solely by the Broward County Board of County Commissioners.

Preferred Method of Contact

To facilitate meetings, Planning Council Support Staff will contact Members via phone, email and mail.

I prefer to receive phone calls and messages at: ☐ Home ☐ Work ☐ Cell

Phone number ()

I prefer to receive mail at ☐ Home ☐ Work _____

My preferred email address is _____

Signature

Date

Note: This application expires six (6) months from date of submission.

Mail or FAX your completed application to:

HIVPC Support Staff
Broward Regional Health Planning Council
200 Oakwood Lane,
Hollywood, Florida 33020

FAX: (954) 561 – 9685

If you have any questions, please call (954) 561 – 9681.



EMPLOYER COMMITMENT

I support my employee, _____ becoming a member of the Broward County HIV Health Service 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

DRAFT - Broward County HIV Health Services Planning Council FY2014-16 Membership/Council Development Committee Work Plan

Objective 1. Ensure Planning Council is representative and reflective	Outcome	Annual Target	Start	Due	Progress
1.1 Review Council makeup to ensure it reflects epidemic, including at least 33% of members are unaffiliated PLWHA.	HIVPC reflects epidemic	33% unaffiliated PLWHA	Monthly	Monthly	
1.2 Review seat status on a quarterly basis and ensure mandated seats are filled; ask members to update their contact information annually.	Ensure compliance	80% of mandated seats filled	11/14	11/14	
1.3 Review and approve position descriptions.	Ensure compliance	80%	5/15	7/15	
1.4 Announce vacant positions at each MCDC meeting.	Public awareness	100%	Monthly	Monthly	
1.5 Conduct a quarterly 'Welcome Brunch' for HIVPC and committee interested parties.	Public involvement	100%	11/14	11/14	
1.6 Develop and distribute a survey to all members to seek feedback about the barriers to serving on HIVPC and committees. Identify at least 2 barriers and 1 solution.	Eliminate barriers to retention	66%	4/15	5/15	
1.7 Devise and implement at least 3 ways to reward HIVPC members for work.	Eliminate barriers	66%	1/15	1/15	
1.8 Receive training on HIVPC demographics and mandated seats.	Ensure compliance	100%	3/15	3/15	
Objective 2: Ensure Adequate Applicant Pool for Planning Council and Committees; Raise Community Awareness of Council					
2.1 Review and update Recruitment and Retention Plan, recruitment materials, and website materials; materials distributed to at least 10 community sites.	Active recruiting	80%	7/15	10/15	
2.2 Ask HIVPC Members, community groups, and providers to submit dates of community events for possible recruiting. Identify at least 3 events.	Active recruiting	66%	10/14	10/14	
2.3 Hold a "mini retreat" with CEC to discuss recruitment activities and how committees work together to complete activities.	Active recruiting; Educated MCDC members	100%	9/14	9/14	
Objective 3. Ensure Compliance with Attendance Policy and Removal for Cause Policy					
3.1 Review Planning Council and Committee attendance.	Ensure compliance	100%	Monthly	Monthly	
3.2 Review Removal for Cause Policy.	Ensure compliance	100%	4/15	4/15	
Objective 4. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants					
4.1 Review and revise mentoring programs; advertise programs with HIVPC and committee members quarterly.	Educated HIVPC	75%	8/15	8/15	
4.2 Plan and implement quarterly trainings for HIVPC	Educated HIVPC	75%	3/15	3/15	
4.3 Conduct pre- and post-appointment orientations for new members, include education about the 3 guiding ideas.	Educated HIVPC	100%	11/14	11/14	
Objective 5: Update Work Plan and Policies & Procedures					
5.1 Review at least 3 MCDC accomplishments and challenges.	Improved process	66%	12/14, 12/15	12/14, 12/15	
5.2 Conduct annual evaluation to assess past year and recommend improvements; identify at least 3 areas of improvement for upcoming year.	Improved process	66%	1/15, 1/16	1/15, 1/16	
5.3 Review and update Work Plan and Policies & Procedures, including the HIVPC application.	Updated planning documents	100%	1/15, 1/16	1/15, 1/16	

March	April	May	June	July	Aug
- Review HIVPC makeup & attendance - Announce vacant positions - Update HIVPC contact information - Plan quarterly trainings for HIVPC - Receive training on HIVPC demographics & mandated seats	- Review HIVPC makeup & attendance - Announce vacant positions - Distribute HIVPC membership survey - Review removal for cause policy - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Review & approve position descriptions - Welcome Brunch & orientation	- Review HIVPC makeup & attendance - Announce vacant positions - Review & approve position descriptions - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Review & approve position descriptions - Review & update R&R plan	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Review & update R&R plan - Welcome Brunch & orientation

Sep	Oct	Nov	Dec	Jan	Feb
- Mini retreat with CEC	- Review HIVPC makeup & attendance - Announce vacant positions - Distribute HIVPC membership survey - Review & update R&R plan - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Welcome Brunch & orientation	- Review HIVPC makeup & attendance - Announce vacant positions - Review accomplishments & challenges - Identify community events	- Review HIVPC makeup & attendance - Announce vacant positions - Conduct annual evaluation - Review and update WP and P&Ps - Devise rewards for HIVPC members	- Review HIVPC makeup & attendance - Announce vacant positions - Review HIVPC seat status - Welcome Brunch & orientation

FDOH-BC Community Calendar

October 2014

- 10/2 6pm: SFAN (Dorothy Mangurin Women's Center 1000 NE 56th St, Ft Lauderdale)
- 10/4 9am: Everglades Lakes Community Fest Health & Safety Fair (3300 SW 52nd Ave, Davie)
- 10/5 12pm: Miami Broward Junior Carnival (Central Broward Regional Park 3700 NW 11th Pl, Lauderhill)
- 10/6 12pm: In Recognition of Breast Cancer Awareness Month-Nutrition & a New You (Broward County Main Jail (Auditorium) 100 S Andrews Ave, Ft Lauderdale)
- 10/10-12 9am: 22nd Annual Craft Fair (St Elizabeth Ann Catholic Church 1401 Coral Ridge Dr, Coral Springs)
- 10/10-19: Ft Lauderdale Gay & Lesbian Film Festival (Gateway Theater 1820 E Sunrise Blvd, Ft Lauderdale)
- 10/10-11: Holiday Boutique & Craft Fair (La Quinta Inn 3701 N University Dr, Coral Springs)
- 10/14 5pm: City College Community Resources Event (2000 W Commercial Blvd, Ft Lauderdale)
- 10/16 11am: City College Community Resources Event (2000 W Commercial Blvd, Ft Lauderdale)
- 10/21 10am: Sourcing through Service Health Fair (Broward College, South Campus 7200 Pines Blvd, Pembroke Pines)
- 10/24 9am: Children's Behavioral Resource Fair (Broward College North Campus, 1000 Coconut Creek Blvd, Coconut Creek)

November 2014

- 11/1 7:30am: 5-K Walk to End Alzheimer's (Hollywood North Beach 3601 N Ocean Dr, Hollywood)
- 11/7-23: Ft Lauderdale International Film Festival (Cinema Paradiso 503 SE 6th St, Ft Lauderdale)
- 11/7 6pm: SFAN (Dorothy Mangurin Women's Center 1000 NE 56th St, Ft Lauderdale)
- 11/8 8:30am: Nami Walks (Tradewinds Park 3600 W Sample Rd, Coconut Creek)
- 11/8 12pm: November Fest 2014 (Youth for Christ Outreach Ministry, 675 NW 22nd Ave, Ft Lauderdale)
- 11/9 6:30am: 13.1 Half Marathon (163 SW 1st Ave, Ft Lauderdale)

- 11/12 9am: Broward College Student Life Health Fair (Broward College Downtown Campus, 111 E. Las Olas Blvd, Ft Lauderdale)
- 11/16 9am: Out of the Darkness Walk for Suicide Prevention (Nova Southeastern University 3301 College Ave, Ft Lauderdale)
- 11/27 7:30am: 34th Annual Tamarac Turkey Trot (Tamarac City Hall 7525 NW 88th Ave, Tamarac)

December 2014

- 12/5 6pm: Light Up Sistrunk (NW 6th St from NW 9th Ave to NW 15th Ave, Ft Lauderdale)
- 12/5 6pm: SFAN (Dorothy Mangurin Women's Center 1000 NE 56th St, Ft Lauderdale)
- 12/6 6pm: Home for the Holidays Lighting Ceremony (Ronald McDonald House of South Florida 15 SE 15th St, Ft Lauderdale)
- 12/6 11am: TBCO 4th Annual Toy Giveaway and Health Fair (1321 NW 33rd St, Ft Lauderdale)
- 12/13 6:30pm: Seminole Hard Rock Boat Parade (New River & Intracoastal Waterway, Ft Lauderdale)
- 12/14 6pm: Pompano Beach Boat Parade (Intracoastal Waterway , Pompano Beach)

BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL (HIVPC)
RECRUITMENT TALKING POINTS

What is the HIVPC?

- Government officials, community providers, advocates and people living with HIV/AIDS (PLWHA), who plan for the delivery of HIV/AIDS services
- Goal is to identify HIV positive individuals, link HIV positive individuals to care, provide resources to allow individuals to remain in care and improve health outcomes

What does the HIVPC do?

- Sets priorities for service categories based on reviewing the needs of PLWHA
- Allocates resources for HIV-related services in the EMA
- Provides education to the community through “Hot Topics” and presentations

Who is eligible?

- You must live or work in Broward County
- At least four (4) hours a month to fulfill HIVPC duties, including attending an HIVPC meeting and actively participating in at least one committee meeting.

Benefits for HIVPC members

- Network with other consumers and providers
- Learn about the latest HIV data & policy issues impacting services for PLWHAs
- Share your personal and/or professional experience
- Get reimbursed for travel and child care expenses related to HIVPC meetings
- Gain knowledge in health services planning
- Gain expertise and perspectives from a variety of groups and populations
- Be an integral component of the community you serve
- Become part of a prestigious Broward County Board

HIVPC New Member/Interested Parties Welcome Brunch**2014****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. **ICE BREAKER**
3. **THE HIVPC:**
 - Who are we?
 - What do we do?
 - Why should you become involved?
4. **MEMBER TESTIMONIALS/PUBLIC COMMENT**
 - CEC
5. **LUNCH**
6. **GIVEAWAYS**
7. **ADJOURNMENT**



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



Welcome Brunch

Date: 07/10/14

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!

