



Meeting Agenda: Membership/Council Development Committee

Date/Time: August 6, 2015, 9:30-11:30 a.m.

Location: Governmental Center Annex A-335

Chair: H.B. Katz Vice Chair: Vacant

1. **CALL TO ORDER:** *Welcome, Ground Rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 8/6/15 Agenda and 7/9/15 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. Review HIVPC & Committee Demographics (WP Item 1.1) (Handouts A-B)
 ACTION ITEM: Review demographics and identify populations that are over or under represented. Determine at least one strategy to correct over or under representation.
 - b. Review HIVPC Vacancies (WP Item 1.4) (Handout C)
 ACTION ITEM: Review vacancies and identify open seats.
 - c. Current Applicants, Interested Parties, and Appointments (WP Item 1.2) (Handout D)
 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 E)
 ACTION ITEM: Review attendance for HIVPC and committee members. Identify members who should receive warning or removal letters.
 - e. Review Work Plan (Handout F)
 ACTION ITEM: Review progress on 18-month work plan.

4. EMERGING ISSUES

5. UNFINISHED BUSINESS

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
HIVPC Barriers Survey (WP Item 1.6) (Handout G)	ACTION ITEM: Review responses to the barriers for past members survey. Identify barriers and implement solutions.
HIVPC Member of the Quarter (WP Item 1.7) (Handout H1-H2)	ACTION ITEM: Review and discuss the process for determining HIVPC/Committee member of the quarter based on EMA research
Recruitment & Retention Retreat (WP Item 2.1)	ACTION ITEM: Discuss retreat logistics, including date/time, strategy, and location
Quarterly Joint CEC Meeting	ACTION ITEM: Discuss meeting date for next joint CEC meeting

6. MEETING ACTIVITIES/NEW BUSINESS

7. PUBLIC COMMENT

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: TBD- September 2015 VENUE: A-335

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Review Mentoring Programs (WP Item 4.1) (Handout I)	ACTION ITEM: Review & revise mentoring programs; advertise programs with HIVPC and committee members quarterly, review current mentorship assignments.
Review & approve position descriptions (WP Item 1.3)	ACTION ITEM: Approve any necessary updates to HIVPC member position descriptions.

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 July 9, 2015 9:30 a.m.

Location: A-337

Chair: H.B. Katz Vice-Chair: Vacant

ATTENDANCE					
#	Members	Present	Absent	Grantee Staff	Guests
1	Katz, H.B., <i>Chair</i>	X		Odusanya, S.	Lewis, L.
2	Burgess, D.	X		Degraffenreidt, S.	Myers-Culpepper, K.
3	Foster, V.	X			Reed, Y.
4	Runkle, D.	X			Taylor-Bennett, C.
5	Schweizer, M.	X		HIVPC Staff	
				Johnson, B.	
				Bente, A.	
				Beckford, R.	
	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. A moment of silence was also recognized.

2. APPROVALS

Motion #1: To approve today's meeting agenda and the minutes of 6/11/15
Proposed by: Runkle, D. **Seconded by:** Foster, V.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a. Review HIVPC & Committee Demographics (WP Item 1.1) (Handouts A & B)

The committee reviewed the demographics of the HIV Planning Council (HIVPC) that have been updated since the June meeting. HIVPC Staff informed the committee that there is a current applicant who can fill the mandated VA seat. The applicant completed their application after the previous planning council meeting; therefore the applicant will be voted on at the next planning council meeting. A guest to the membership meeting volunteered his time in order to call all current interested applicants personally from the last two recruitment events the HIVPC participated in. The committee reflectiveness report was viewed next, there were a few additions to the committees this month. A member of the committee asked if the goal for each committee is to have at least 33% of unaffiliated consumers. The MCDC Chair responded to inform the committee that yes, it is the goal for each committee to have at least 33% of unaffiliated consumers and the MCDC Chair explained further that he recommends that committee chairs take it much more seriously to have a goal of 33% unaffiliated consumers or more. A member of the Grantee staff recommended the committee to also be mindful of other goals for the committee, for example the number of men who have sex with men (MSM's), etc. The Chair responded to inform the committee that we need to tailor our messaging toward specific groups, for example sending electronic mail or utilizing social media for younger groups. A member of the Grantee staff stated to the committee that it is important that the committee be also specific on which groups they are targeting, because many groups have an excess of the demographics that the HIVPC committees need. Another member agreed that each event needs to be tailored to the exact group that is needed using more personal tactics, such as going to a group's event that the HIVPC needs and asking them what is the best way to engage them. Next, a guest to

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the committee suggested that the committee reach out to groups, such as Fusion, and give informal presentations promoting the HIVPC, as well as the committees they can support.

b. Review HIVPC Vacancies (WP Item 1.4) (Handout C)

The committee reviewed the current “HIVPC Vacant Mandated Seats”. All except two of the HIVPC vacant seats have applications in progress. The two seats that do not yet have applications in progress, are the State Medicaid agency and the Hospital/Health Care Planning Agencies. However, a member of the Grantee staff; has recommended an individual from the State Medicaid agency; they have been contacted by staff via telephone and email. A member of the Grantee staff brought up a question about some of the agencies listed regarding their funding sources. Consequently, HIVPC Staff will be contacting the agencies already identified to ensure that they are directly funded from the CDC. A guest recommended that the HIVPC Staff reach out to community based organizations in Dania Beach or Hollywood that are on the CDC funded lists. The Chair stated that any mandated seat who receives funding for a specific term, the committee will need to keep track to guarantee that the mandated seat is being funded for the next term. He further stated that this point will need to be added to the MCDC Policies and Procedures. A member restated that we need to reevaluate the definitions for mandated seat requirements. A member of the Grantee stated that these definitions are available. The member requested that HIVPC staff get the definitions to the committee. The MCDC Chair decided to move this item for discussion at the next MCDC meeting.

ACTION ITEMS

- Confirm that each of the interested parties on the HIVPC Vacancies chart, meet the requirements for HIVPC mandated seats.
- Review mandated seats definition with the committee.

c. Current Applicants, Interested Parties, and Appointments (WP Item 1.2) (Handout D)

The committee reviewed the “HIVPC Applicants” list. Staff informed the committee that there are three applications that are ready to be reviewed by the committee. One current applicant from the list had their orientation yesterday, the other two have been contacted in order to receive their orientation via email or telephone with no response yet. A guest asked why the two prospective planning council members have not yet attended three committee meetings. HIVPC Staff responded to inform the guest that these prospective members will be filling mandated seats and are therefore not required to attend three meetings before becoming planning council members. The Chair further explained that majority of prospective planning council members do attend three meetings and all mandated seats do receive orientations.

A guest mentioned that they identify with more than one racial demographic, and asked if she can fill the Native American and White mandated seats as well. A member of the Grantee Staff responded to inform the committee that these membership documents are reviewed by Federal government, and that we need to be consistent, accurate, and correct in all of our documentation. After further discussion, and evaluation the Chair announced that the applications will be tabled until the next MCDC meeting, because of the questions on ethnicity. The prospective member with an outdated application will be contacted to resubmit using the most updated application form. The following motion was made:

Motion #2: To appoint Lamont Lewis to the MCDC committee.

Proposed by: Schweizer, M. **Seconded by:** Runkle, D.

Action: Passed Unanimously



d. Review Attendance (WP Item 3.1) (Handout E)

The committee reviewed attendance of the committees and the Council. Two letters went out this month, there was one removal made from the System of Care committee, due to attendance requirements. All letters have been sent to parties who need attendance warnings or removals.

e. Review Work Plan (Handout F)

The committee reviewed the Work Plan. Currently the committee is in line with the Work Plan. The Stonewall Pride event resulted in 98 interested parties, however only one person has responded via email so far. The South Florida Men's Conference is coming up in two weeks. HIVPC Staff has already reserved a table for this event. HIVPC Staff will be contacting committee members to volunteer for at least 2-3 hours. Volunteers will still be encouraged to attend sessions. Materials will also be provided by staff.

ACTION ITEM-Preparation for Event

- Contact committee members to volunteer for the South Florida Men's conference.

4. EMERGING ISSUES

a. CEC Collaboration

The Chair gave an overview regarding a discussion at the last CEC meeting to change the MCDC meeting date to the same day as the CEC to better collaboration amongst committees (recruitment). The Chairs agreed to meet quarterly, once during the CEC meeting time and once during the MCDC meeting time. There is still much discussion happening regarding the combined meetings. Of course guests are also welcome to attend the meetings. HIVPC Staff will bring back a list of dates of events coming up.

ACTION ITEM

- Contact CEC Chair/Vice Chair to determine the next coordination meeting to discuss collaboration efforts.

5. UNFINISHED BUSINESS

a. Review Summary of Recruitment Event (WP Item 2.1) (Handout G)

A member of the Grantee Staff mentioned that it is very important that our events be specific to the groups we are targeting. The HIVPC Vice Chair congratulated Lamont Lewis for his efforts at the Stonewall Festival. A member of the Grantee encouraged the committee to measure these efforts further; in order to see how many new members join committees or the planning council. Another member of the Grantee Staff asked that we follow the recruitment strategies that were identified in order to move forward. HIVPC staff reiterated that 98 interested parties were contacted via email.

6. MEETING ACTIVITIES/NEW BUSINESS

- a. Recruitment & Retention (WP Item 2.1) - The Grantee encouraged the committee to revamp their recruitment plan to include strategies for targeting populations while participating in community events. The Chair requested recommendations from members and guests regarding relevant community events in which to participate. The HIVPC Vice Chair asked if we can put our information on Native American websites, or support/focus group websites in order to gain awareness of the council. She is also mentioned having awards, such as target gift cards, in order to persuade groups to participate in committees or HIVPC activities.
- b. Nominate HIVPC Member of the Month (WP Item 1.7) - Guests agreed that this will be a great incentive for committee members to attend meetings. The MCDC Chair asked if this should start with committees, and then move to the HIVPC in the future. The HIVPC Vice Chair recommended to bring this discussion

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to the Executive Committee. Grantee Staff recommended that staff do research on other EMA's in order to determine the most efficient way to run this program.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: August 6, 2015 VENUE: Gov't Center A-335

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Mentoring Plan (WP Item 2.1)	ACTION ITEM: Review mentoring programs
Recruitment & Retention (WP Item 2.1)	ACTION ITEM: Review feedback about the barriers from past members serving on HIVPC & committees. Identify at least 2 barriers and 1 solution.

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

Without objection the meeting adjourned at 11:30 a.m.

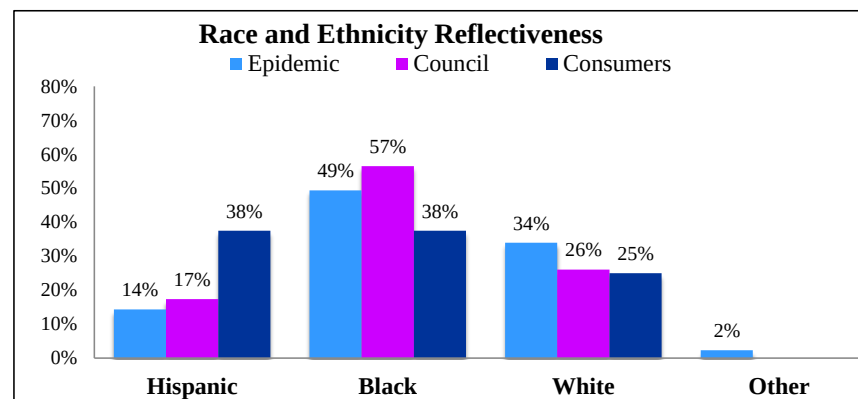
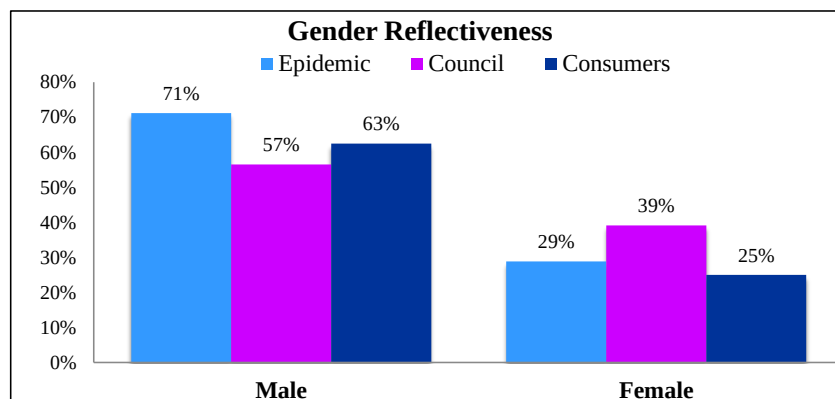
MEMBERSHIP/COUNCIL DEVELOPMENT - ATTENDANCE CY 2015

Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	8	5	5	2	15	11	9						
1	Burgess, D	X	A	X	X	X	X	X						
2	Foster, V.	X	X	X	X	X	X	X						
3	Katz, H.B., <i>Chair</i>	X	X	X	X	X	X	X						
	Kuryla, S.	E	Z - 1/21											
4	Runkle, D.	X	X	X	X	X	X	X						
	Wilson, T., <i>V. Chair</i>	X	X	X	Z - 3/24									
5	Schweizer, M.	N-5/21					X	X						
	Quorum = 4	5	4	5	4	4	5	5						

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HIV Planning Council Membership Report As of 8/27/2015



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	12,275	71%	13	57%	-15%	5	63%	-9%
Female	4,973	29%	9	39%	10%	2	25%	-4%
Transgender	-	-	1	4%	-	1	13%	-
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	2,476	14%	4	17%	3%	3	38%	23%
Black	8,521	49%	13	57%	7%	3	38%	-12%
White	5,856	34%	6	26%	-8%	2	25%	-9%
Other	395	2%	0	0%	-2%	0	0%	-2%
Total	17,248	100%	23			8		

Current Members	23
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	43%

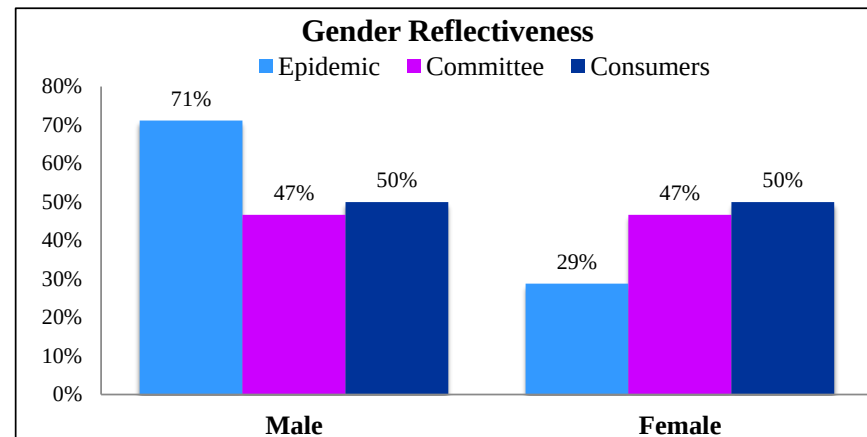
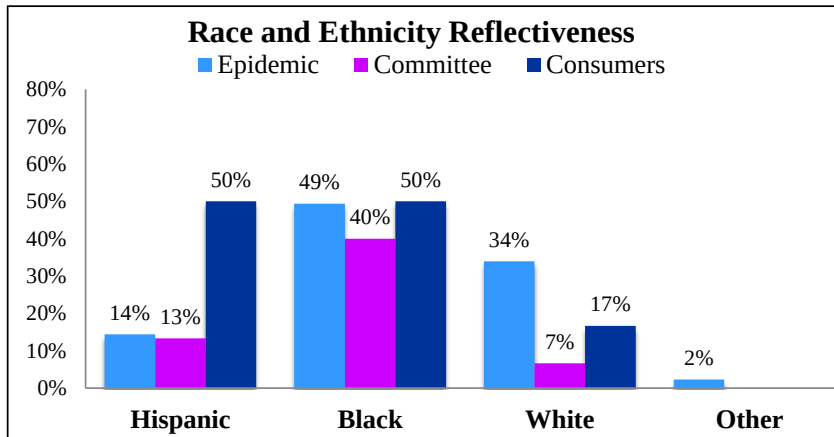
No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers	26%
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Vacant Seats	
1. Grantees of Other Federal HIV Programs - Prevention	
2. Grantees of Other Federal HIV Programs - VA	
3. Part B State Agency	
4. State Medicaid Agency	
5. Hospital/Health Care Planning Agencies	
6. Local Public Health Agencies	
7. PLWHA Recently Released From Jail or Their Representative	
8. Federally Recognized Indian Tribe Members	

#	Membership Category	Category	1st Name	Last Name	Consumer	Race/Ethnic	W	B	H	Gender	F	M	T	Part A	Part A	Appoint Date	Committee	Affiliation
1	Affected Communities	Consumer	Ronald	Bhrangger	1	H			1	M		1				May-05	CEC	
1	Affected Communities	Consumer	H. Bradley	Katz	1	W	1			M		1				Nov-08	MCDC; CEC; PSRA; NAE;SOC; QMC, Exec	
1	Affected Communities	Consumer	William	Marcoviche	1	H			1	M		1				Feb-05	CEC	
1	Affected Communities	Consumer	Yolonda	Reed	1	B		1		F	1					Aug-13	PSRA; CEC; Exec	
1	Affected Communities	Consumer	Debbie	Wilkins	1	B		1		F	1					Oct-13	CEC	
1	Affected Communities	Consumer	Devorn	Burgess	1	B		1		M		1				Feb-14	CEC; MCDC	
1	Affected Communities	Consumer	Patricia	Parker	1	B		1		F	1					Jun-13	CEC	
1	Affected Communities	Consumer	David	Runkle	1	W	1			M		1				Oct-14	CEC; MCDC; SOC	
1	Affected Communities	Hep B or C	Lamont	Lewis	1	B		1		M		1				Aug-15	QMC; MCDC; SOC; QMC	
0	Affected Communities	Indian Tribe																
1	Other	Commissioner	Comm.	Holness		B		1		M		1				Feb-11	TBD	BCBCC
0	Grantees Other Fed HIV Programs	VA																
0	Grantees Other Fed HIV Programs	Prevention																
1	Grantees Other Fed HIV Programs	HOPWA	Mario	DeSantis		H			1	M		1				Jun-13	PSRA	HOPWA
0	State Govt administering RW Part B	Part B																
1	Part C Grantee	Part C	Claudette	Grant		B		1		F	1			BH	1	Jan-12	PSRA; QMC; Exec	BH
1	Part D Grantee	Part D	Marie	Hayes		B		1		F	1					Mar-00	PSRA	CDTC
1	Grantees Other Fed HIV Programs	Part F	Mark	Schweizer		W	1			M		1		NSU	1	Aug-13	SOC; Exec; MCDC	NSU
1	Health Care Providers/FQHC	FQHC	Rick	Siclari		W	1			M		1		CR	1	Feb-10	PSRA; Exec	CR
0	State Medicaid	Medicaid																
1	ASO/CBO Serving Affected Population	ASO	Dionne	Proulx		B		1		F	1			MHS	1	Feb-13	PSRA; LPAC	MHS
1	Substance Abuse Provider	SA Provider	Karlene	Tomlinson		B		1		F	1					Oct-05	NAE; Exec	DCF
1	Mental Health Providers	MH Provider	Timothy	Moragne		B		1		M		1		NSU	1	Nov-90	NAE	NSU
0	Rep Former Fed/State/Local Prisoners	Vacant																
1	Social Services Provider	SS Provider	Arianna	Lint	1	H			1	T			1			Oct-14	CEC; Exec	SunServe
0	Hospital/Healthcare Planning Agencies	Vacant																
0	Local Public Health Agencies	Vacant																
1	Non-Elected Community Leader	NECL	Karen	Creary		B		1		F	1					Aug-06	CEC; SOC	CDTC
1	Non-Elected Community Leader	NECL	Will	Spencer		W	1			M		1				Feb-04	NAE; Exec	
1	Non-Elected Community Leader	NECL	Carla	Taylor-Bennett		B		1		F	1					Jun-08	PSRA; Exec	BSO
1	Non-Elected Community Leader	NECL	Brad	Gammell		W	1			M		1			1	Jun-15	PSRA	Poverello
23					10		6	13	4		9	13	1		6			
					43%		26%	57%	17%		39%	57%			26%			
Alternates																		
1	Alternate Member		Phillip	Robertson	1	B		1		M		1				Oct-14		

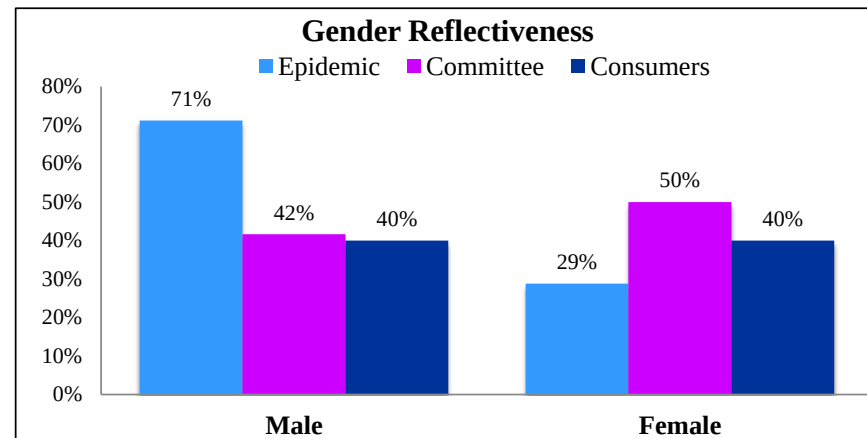
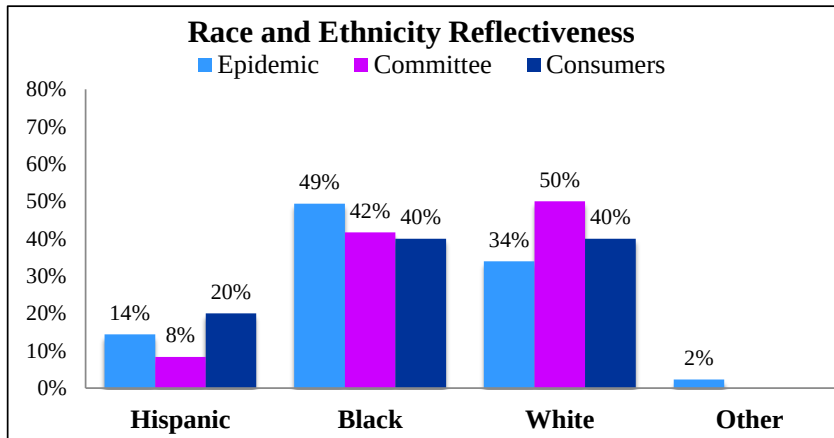
Community Empowerment Committee (CEC) Reflectiveness Report Through July 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	7	47%	3	50%	-25%
Female	4,973	29%	7	47%	3	50%	18%
Transgender	-	-	0	0%	1	17%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	2	13%	3	50%	-1%
Black	8,521	49%	6	40%	3	50%	-9%
White	5,856	34%	1	7%	1	17%	-27%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		15		6		

Current Members	15
% of Members That Are Unaffiliated Consumers	40%

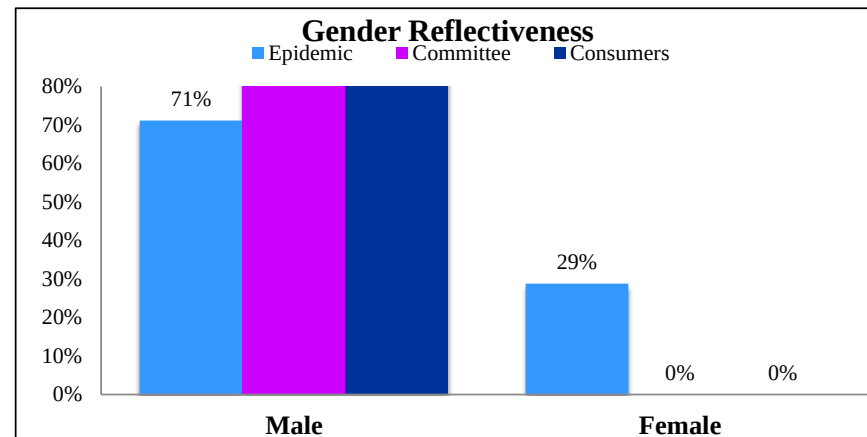
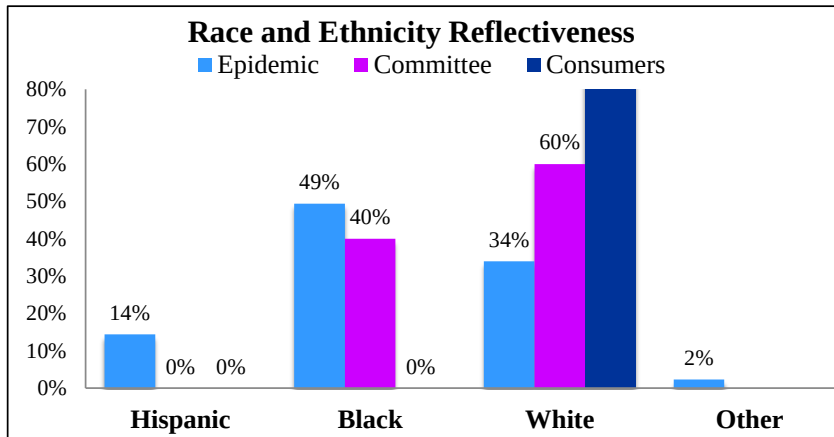
Executive Committee Reflectiveness Report Through July 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	5	42%	2	40%	-30%
Female	4,973	29%	6	50%	2	40%	21%
Transgender	-	-	1	8%	1	20%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	1	8%	1	20%	-6%
Black	8,521	49%	5	42%	2	40%	-8%
White	5,856	34%	6	50%	2	40%	16%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		12		5		

Current Members	12
% of Members That Are Unaffiliated Consumers	25%

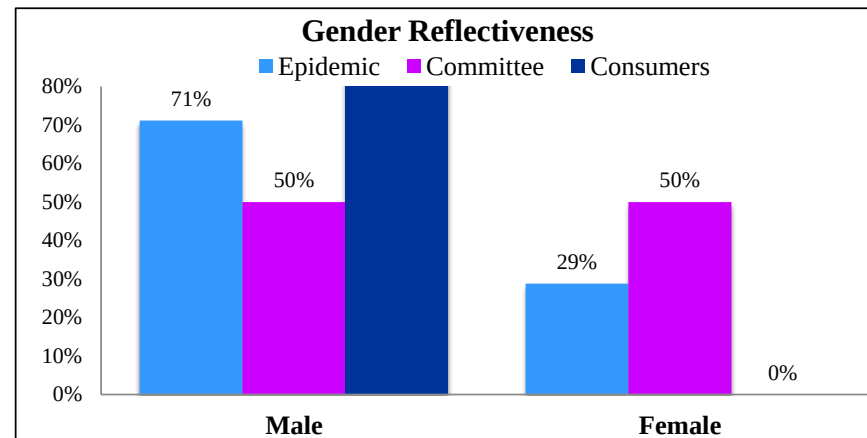
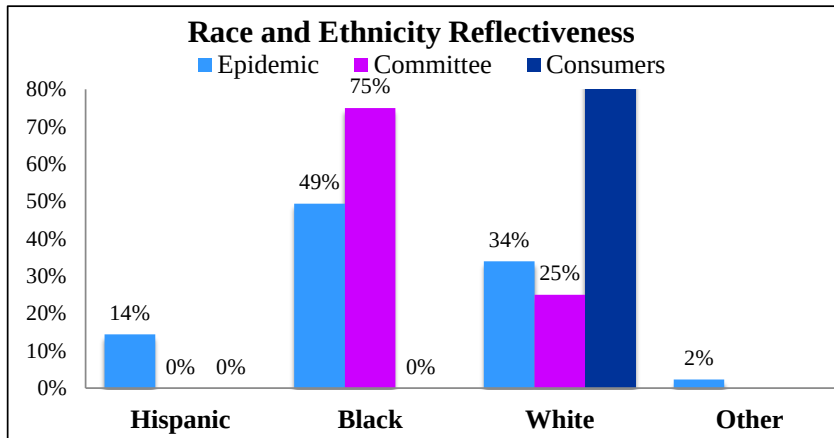
Membership/Council Development Committee (MCDC) Reflectiveness Report Through July 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	5	100%	1	100%	29%
Female	4,973	29%	0	0%	0	0%	-29%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	0	0%	0	0%	-14%
Black	8,521	49%	2	40%	0	0%	-9%
White	5,856	34%	3	60%	1	100%	26%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		5		1		

Current Members	5
% of Members That Are Unaffiliated Consumers	20%

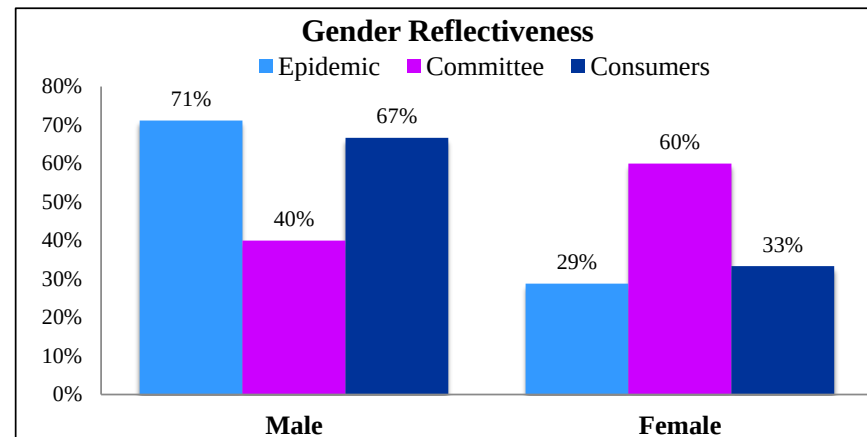
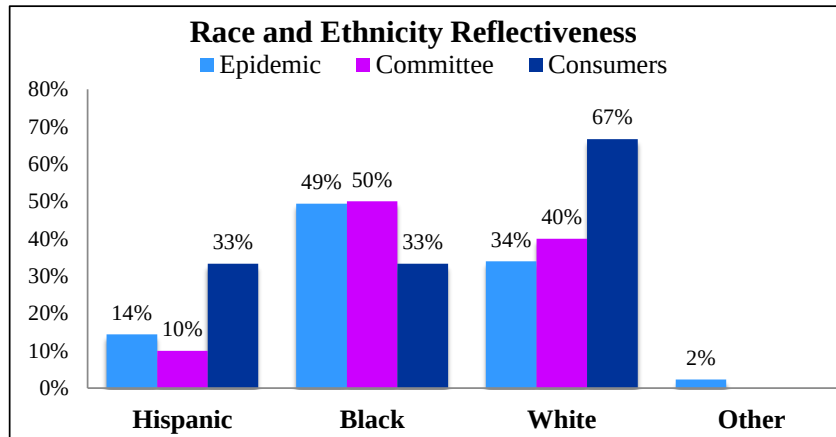
Needs Assessment/Evaluation (NAE) Committee Reflectiveness Report Through June 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	2	50%	1	100%	-21%
Female	4,973	29%	2	50%	0	0%	21%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	0	0%	0	0%	-14%
Black	8,521	49%	3	75%	0	0%	26%
White	5,856	34%	1	25%	1	100%	-9%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		4		1		

Current Members	4
% of Members That Are Unaffiliated Consumers	25%

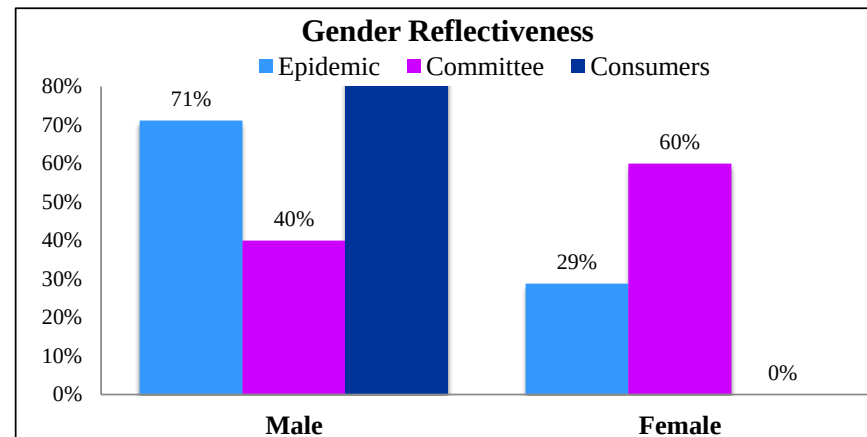
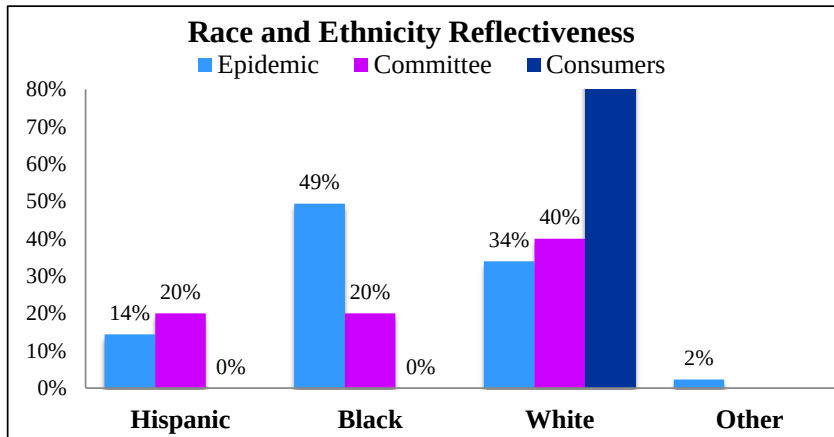
Priority Setting & Resource Allocation Committee (PSRA) Reflectiveness Report Through July 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	4	40%	2	67%	-31%
Female	4,973	29%	6	60%	1	33%	31%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	1	10%	1	33%	-4%
Black	8,521	49%	5	50%	1	33%	1%
White	5,856	34%	4	40%	2	67%	6%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		10		3		

Current Members	10
% of Members That Are Unaffiliated Consumers	30%

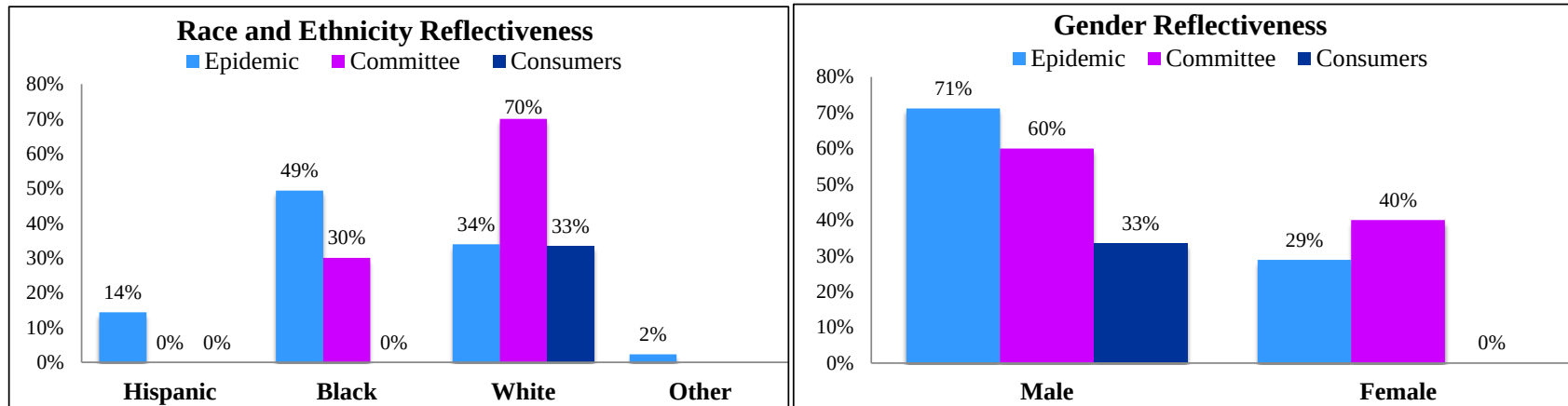
Quality Management Committee (QMC) Reflectiveness Report Through July 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	2	40%	2	100%	-31%
Female	4,973	29%	3	60%	0	0%	31%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	1	20%	0	0%	6%
Black	8,521	49%	1	20%	0	0%	-29%
White	5,856	34%	2	40%	2	100%	6%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		5		2		

Current Members	5
% of Members That Are Unaffiliated Consumers	40%

System of Care (SOC) Committee Reflectiveness Report Through July 2015



Gender	Epidemic		Committee		Consumers		% Difference
Male	12,275	71%	6	60%	1	33%	-11%
Female	4,973	29%	4	40%	0	0%	11%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	2,476	14%	0	0%	0	0%	-14%
Black	8,521	49%	3	30%	0	0%	-19%
White	5,856	34%	7	70%	1	33%	36%
Other	395	2%	0	0%	0	0%	-2%
Total	17,248		10		3		

Current Members	10
% of Members That Are Unaffiliated Consumers	30%

HIVPC Applicants

HANDOUT D

Name	Consumer	W	B	H	O	F	M	T	Agency	Date Applied	Orientation	Committee	Date 1	Date 2	Date 3	Application Category	Outcome
de Hoyos, F.				1			1		Latinos Salud	2/6/2015	Yes	QMC	4/20/2015	7/20/2015		Local PH Agency/Aff. Comm./CBO-ASO	In Progress
Huggins, L.	1				1	1				6/11/2015	No	MCDC				Affected Communities	In Progress
Lopes, R.					1	1			Trinity Acupuncture	6/10/2015	No	SOC				Health Care Provider/NECL/SS	In Progress
Myers-Culpepper, K.			1			1				4/24/2015	Yes	CEC	2/3/2015	3/3/2015	4/7/2015	NECL	Qualified
Bell, J.			1				1		FLDOH	5/11/2015	Yes	PSRA	3/27/2015 (SOC)	6/17/2015		Part B Agency	In Progress
Shamer, D.	1	1					1			7/28/2015	Yes	CEC	1/6/2015 (CEC)	4/24/15 (SOC)	7/24/15 (SOC)	Affected Communities	Qualified
Robertson, L.			1				1		Pride Center	6/15/2015	Yes	PSRA				Prevention	In Progress

HANDOUT C

Vacant Seats	Interested Party Identified	Application Submitted	Committee	Application Progress	Recommendations	Vacant Since
1. Grantees of other Federal HIV Programs - Prevention	L. Robertson - Pride Center	6/15/2015	PSRA	In Progress		7/1/2013
2. Grantees of other Federal HIV programs - VA	<i>No interested party identified</i>					Continuously Vacant
3. Part B State agency	J. Bell - FLDOH-BC	5/11/2015	PSRA	In Progress		8/1/2014
4. State Medicaid agency	H. Rodriguez - AHCA					11/24/2014
5. Hospital/Health Care Planning Agencies	<i>No interested party identified</i>					12/1/2012
6. Local Public Health Agencies	F. de Hoyos - Latinos Salud	2/6/2015	QMC	In Progress		11/1/2012
7. Federally Recognized Indian Tribe members	R. Lopes - Trinity Acupunctur	6/10/2015	SOC	In Progress		Continuously Vacant

Absences

Count

		Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date:	6	3	3	7	5	4	7						
0	1	Bhrangger, R.	X	X	X	X	X	X	X						
0	2	Burgess, D.	X	X	X	X	X	X	X						
3		Clayton, L.	E	X	A	A	A	W - 4/17, R - 5/12							
0	3	Creary, K.	X	X	X	X	X	X	X						
0	4	Culpepper, K.	X	X	X	X	X	E	X						
0	5	Fleurinord, P., V. <i>Chair</i>	N - 5/12					X	A						
0	6	Franks, H.	X	X	X	X	X	X	X						
1	7	Katz, H.B.	X	E	A	X	X	X	X						
2		King, J.	A	A	Z - 2/13										W - 1/15, R - 2/13
1	8	Lint, A., <i>Chair</i>	X	X	X	X	X	A	X						
0	9	Marcoviche, W.	E	X	X	X	X	X	X						
0	10	Myers, L.	X	X	X	X	X	X	X						
2	11	Parker, P.	A	X	A	X	X	E	E						
3	12	Reed, Y.	X	X	A	A	X	X	A						W - 4/17
1	13	Robertson, P.	X	X	A	X	X	X	X						
0	14	Runkle, D.	X	X	X	X	X	X	X						
1	15	Wilkins, D.	X	X	A	X	X	X	X						
		Quorum = 8	12	14	9	13	14	12	12						

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Absences
Count

1
0
0
1
0
4
5
0

Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
Meeting Date:	8	5	5	2	15	11	9						
Burgess, D	X	A	X	X	X	X	X						
Foster, V.	X	X	X	X	X	X	X						
Katz, H.B., <i>Chair</i>	X	X	X	X	X	X	X						
Kuryla, S.	E	Z - 1/21											
Runkle, D.	X	X	X	X	X	X	X						
Schweizer, M.	N - 5/21					X	X						
Wilson, T.	X	X	X	Z - 3/24									
Quorum = 4	5	4	5	4	4	5	5						

Legend:
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

Absences Count		Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date:	12	9	9	14	11								
				C	C										
1	1	Katz, H. B.	X	NQA	NQX	E	X								
1	2	Moragne, T.	X	NQX	NQA	X	X								
1		Rodriguez, J.	A	Z - 1/15										R - 1/15	
0	3	Shirley, J.	X	NQX	NQA	X	X								
2	4	Spencer, W., V. Chair	A	NQA	NQX	X	X	Z - 6/1						W - 1/15, R- 2/13, N- 3/2,	
0	5	Tomlinson, K., Chair	X	NQX	NQX	X	X								
		Quorum = 4	4	3	3	4	5								

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Quality Management Committee

HANDOUT E

Absences Count		Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date:	26	23	16	20	18								
						C									
0	1	Earp, A.	N - 2/26		X	X	NQA								
0	2	Grant, C., <i>Chair</i>	X	X	X	X	NQX								
0	3	Katz, H.B.	X	X	X	X	NQX								
3		Mitchell, T.	A	A	A	Z - 3/26									W- 3/2
0	4	Runkle, D.	N - 2/26		X	X	NQX								
1	5	Tavares, J.	X	X	A	X	NQA								
		Quorum = 4	4	4	4	5	3								

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Absences Count	Meeting Month:		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:		21	18	18	15	20	17							
1	1	DeSantis, M.	X	X	X	X	A	A							W-7/1
1	2	Gammell, B.	X	X	X	E	X	X							
0	3	Grant, C.	X	X	X	X	X	X							
0	4	Hayes, M.	X	X	X	X	X	X							
0	5	Katz, H.B.	X	X	X	X	X	X							
0	6	Proulx, D.	X	X	X	X	X	X							
2	7	Reed, Y.	X	E	X	A	X	X							
0	8	Schickowski, K.	X	X	X	X	X	X							
2	9	Siclari, R., <i>V. Chair</i>	X	X	X	A	A	X							W - 6/2
0	10	Taylor-Bennett, C., <i>Chair</i>	X	X	X	X	X	X							
		Quorum = 6	10	9	10	7	8	9							

Legend:	
X	- present
A	- absent
E	- excused
NQA	- no quorum absent
NQX	- no quorum present
N	- newly appointed
Z	- removed
C	- cancelled
W	- warning letter
R	- removal letter

System of Care Committee

HANDOUT E

Absences Count	Meeting Month:													Attendance Letters
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Meeting Date:	23	27	27	24	22	26								
	C	C				C								
2	Cook, R.	NQA	NQA	Z - 3/9									W-3/3	
0 1	Creary, K.	N - 3/26		X	X	X	NQX							
1 2	Eserman, C.	NQX	NQX	X	X	A	NQX							
0 3	Katz, H.B.	NQX	NQX	X	X	X	NQX							
1 4	Kress, G.	NQX	NQX	X	X	A	NQX							
0 5	Lewis, L.	N - 5/22				NQA								
0 6	Markman, N.	NQX	NQX	X	X	X	NQX							
0 7	Runkle, D.	N - 3/26		X	X	X	NQA							
3	Rodriguez, J.	NQA	NQA	X	A	X	NQA	W-3/3, R-7/1						
3 10	Sabatino, D., V. Chair	NQA	NQA	X	X	A	NQX						W-3/3, W-6/4	
0 11	Schweizer, M., Chair	NQX	NQX	X	X	X	NQA							
0 12	Tarver, Y.	N - 5/22				NQA								
2	Ullah, E.	NQA	NQA	Z - 3/3									W-1/27, R - 3/3	
	Quorum = 7	5	5	9	8	6	6							

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date:	6	17	17	21	19	16	14					
			QNA											
1	Fleurinord, P.	N - 5/12					X	X						
0	Gammell, B, (Ex-Off	X	X	X	Z - 4/20									
0	2 Grant, C.	X	X	X	X	X	X	X						
0	3 Katz, H.B.	X	X	X	X	X	X	X						
2	4 Lint, A.	A	X	X	X	A	X	X						R - 1/15, N - 1/17
1	5 Reed, Y., V. Chair	A	X	X	X	X	X	X						
2	6 Sabatino, D.	X	X	X	A	X	A	X						
0	7 Schweizer, M.	X	X	X	X	X	X	X						
3	8 Siclari, R.	X	X	X	A	A	X	A						W - 6/2, W - 7/15
0	9 Spencer, W., Chair	X	X	X	X	X	X	X						
1	10 Taylor-Bennett, C.	X	X	X	X	X	X	A						
1	11 Tomlinson, K.	X	A	X	X	X	X	X						
2	Wilson, T.	X	A	A	Z - 3/24									
	Quorum = 7	10	10	11	8	8	10	9						

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

QNA - quorum not
achieved for
entire mtg

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	22	26	26	23	21	25							
1	1	Bhrangger, R.	X	A	X	X	X	X						
0	2	Burgess, D.	X	X	X	X	X	X						
3		Coscarelli, M. (Alt 1)	A	A	A	Z - 4/17								R - 4/17
0	3	Creary, K.	X	X	X	X	X	X						
0	4	DeSantis, M.	X	X	X	X	X	X						
0	5	Gammell, B.	X	X	X	Z - 4/20								
1	6	Grant C.	X	X	A	X	X	X						
1	7	Hayes, M.	X	X	A	X	X	X						
4	A	Holness, D. V.C. (Comm)	X	X	A	A	A	A						
0	8	Katz, H.B.	X	X	X	X	X	X						
0		Kuryla, S.	Z - 1/21											
0	9	Lint, A.	X	X	X	X	X	X						
1	10	Marcoviche, W.	X	A	X	X	X	X						
1	11	Moragne, T.	A	X	X	X	X	X						
2	12	Parker, P.	X	X	X	A	A	E						
2	13	Proulx, D.	A	X	X	A	X	X						W - 1/27
0	14	Reed, Y., V. <i>Chair</i>	X	X	X	X	X	X						
3	A	Robertson, P. (Alt 2)	A	A	X	A	E	X						W - 6/4
0	15	Runkle, D.	X	X	X	X	X	X						
1	16	Schweizer, M.	X	X	X	X	X	A						
2	17	Siclari, R.	X	X	X	A	A	E						W - 6/2
2	18	Spencer, W., <i>Chair</i>	X	A	X	A	X	X						
0	19	Taylor-Bennett, C.	X	X	X	X	X	X						
0	20	Tomlinson, K.	X	X	X	X	X	X						
3	21	Wilkins, D.	A	X	X	X	A	A						W-7/1
0		Wilson, T.	X	X	Z - 3/24									
		Quorum = 11	19	20	20	16	17	16						

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Absences Count		Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date:	14	11					8						
0	1	Burgess, D.	X	X					E						
2		Creary, K.	A	A	Z - 2/17										W - 2/13
0	2	Katz, H.B.	X	X					X						
0	3	Moragne, T.	X	X					X						
0	4	Schweizer, M., <i>Chair</i>	X	X					X						
1		Siclari, R.	A	Z - 1/28											
		Quorum = 3	4	4					3						

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		Meeting Date:		12	9									
0	1	Ehren, M.		X	X									
0	2	Leverence, S.		X	X									
0	3	Maharaj, A.	N-4/9											
0	4	Proulx, D., <i>Chair</i>		X	X									
1	5	Sherman, E.		A	X									
		Quorum = 4		3	4									

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

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

Objective 1. Ensure HIVPC is representative & 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	<i>As of 8/6: 41%</i>
1.2 Review seat status and ensure mandated seats are filled; ask members to update their contact information annually.	Ensure compliance	80% of mandated seats filled	Monthly	Monthly	<i>As of 8/6: 9 vacant</i>
1.3 Review and approve position descriptions.	Ensure compliance	80%	5/15	7/15	<i>Completed</i>
1.4 Announce vacant positions at each MCDC meeting.	Public awareness	100%	Monthly	Monthly	<i>Rev'd 1/8</i>
1.5 Conduct 'Welcome Brunches' for HIVPC and committee interested parties 3 times a year	Public involvement	100%	3/15	3/15	<i>Brunch on 5/15</i>
1.6 Develop & distribute a survey to all members to seek feedback about the barriers to serving on HIVPC & committees. Identify at least 2 barriers and 1 solution.	Eliminate barriers to retention	66%	2/15	3/15	<i>Survey distributed</i>
1.7 Devise and implement at least 3 ways to reward HIVPC members for work.	Eliminate barriers	66%	2/15	2/15	<i>Certificate, HIVPC Website, & RW Newsletter</i>
1.8 Receive training on HIVPC demographics and mandated seats.	Ensure compliance	100%	3/15	3/15	<i>Completed</i>
Objective 2: Ensure Adequate Applicant Pool for HIVPC & Committees; Raise Community Awareness of HIVPC					
2.1 Review and update Recruitment & Retention Plan, recruitment materials, and website materials; materials distributed to at least 10 community sites.	Active recruiting	80%	3/15	6/15	<i>In Progress</i>
2.2 Identify at least 3 community events for possible recruiting.	Active recruiting	66%	2/15	2/15	<i>Stonewall Pride, Men's Conference</i>
2.3 Hold a "mini retreat" with all committees to discuss how committees work together to complete activities.	Educated MCDC members	100%	12/14	12/14	<i>Completed</i>
Objective 3. Ensure Compliance with Attendance Policy and Removal for Cause Policy					
3.1 Review HIVPC and committee attendance.	Ensure compliance	100%	Monthly	Monthly	<i>Letters Continuously Sent</i>
3.2 Review Removal for Cause Policy.	Ensure compliance	100%	4/15	4/15	<i>Completed</i>
Objective 4. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants					
4.1 Review & revise mentoring programs; advertise programs with HIVPC and committee members quarterly.	Educated HIVPC	75%	8/15	8/15	<i>Completed</i>
4.2 Plan and implement quarterly trainings for HIVPC	Educated HIVPC	75%	3/15	3/15	<i>Completed</i>
4.3 Conduct pre- and post-appointment orientations for new members; include education about the 3 guiding ideas.	Educated HIVPC	100%	3/15	3/15	<i>Completed</i>
Objective 5: Update Work Plan and Policies & Procedures					
5.1 Review at least 3 MCDC accomplishments and challenges.	Improved process	66%	1/15	1/15	<i>Rev'd 1/8</i>

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	1/15	<i>Focus on application, orientation, mentorship</i>
5.3 Review and update Work Plan and Policies & Procedures, including the HIVPC application.	Updated planning documents	100%	2/15	2/15	<i>Reviewed</i>

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



Barriers to Participation Survey Report (Past Members & Interested Parties)

- 42 responses received
 - 30 former HIV Planning Council (HIVPC) members
 - 10 former committee members
 - 2 interested parties
- Majority of respondents were former HIVPC members (54%)
 - 38% were former Priority Setting Resource Allocation (PSRA) members
- Committees with highest interest among interested parties are:
 - Community Empowerment Committee (CEC) (50%)
 - Membership/Council Development Committee (MCDC) (50%)
 - Quality Management Committee (QMC) (50%)
 - System of Care (SOC) Committee (50%)
- Majority of respondents were non-consumers of Part A services (64%)
- Majority of respondents served 1-3 years ago (50%)
- Employment was considered a strong barrier to serving on the HIVPC (38%)
- Greatest barrier for respondents was transportation
 - Half of respondents citing transportation as a barrier to serving on the HIVPC
 - 63% said if they were provided a bus pass they would be more willing to remain an HIVPC member
- Majority of respondents stated they would preferred meetings on Fridays
 - 60% said the first and second Fridays of the month
 - 80% said the third Friday of the month
 - 75% said the fourth Friday of the month
- Half of respondents spend 6 or more hours per month on HIVPC or committee activities
 - 25% spend 4-6 hours
 - 23% spend 2-4 hours
- Only 23% strongly agree that they review materials before each meeting
 - The majority (48%) agreed that they review materials
- Suggested changes to help retain members included:
 - Posting meeting notices at Part A funded providers (26%)
 - Explain benefits such as transportation reimbursement to consumers
 - Staying on task
 - Having evening meetings (62%)
 - Having shorter meetings
 - Removing 15 minute quorum rule
- There were also several comments about increasing community involvement and reaching out to new community partners and interested parties

HIVPC Member of the Quarter Program

Purpose: The purpose of the HIVPC Member of the Quarter Program is to recognize members and increase retention among those who have served the HIVPC in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Criteria: The nominee and nominator must be HIVPC members. Nominators should keep in mind the judging criteria and write the nomination accordingly.

Attitude and Commitment

- Professional demeanor
- Conscientious, honest, hard-working
- Growth (knowledge of HIVPC workings, mentorship Buddy system)
- Serves as a role model to others
- Length of Service
- Leadership History
- Significant Impact (shining star)

Communication

- Displays a helpful, cooperative and positive attitude towards co-members
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude

Dedication

- Dedicated to fulfilling member responsibilities
- Committee activities (number of committees involved)
- Consistently dependable and is punctual in reporting to meetings
- Active involvement in committees, fund-raisers, fairs, trainings, and other activities
- Goes above and beyond the requirements of being a member

Nominations Process: Quarterly, the Membership/Council Development Committee (MCDC) will nominate an HIVPC member of the quarter. Each nomination will be graded according to the previously-stated criteria. The highest scoring nominee will be considered for the award. The Executive Committee and HIVPC Chair must approve each nomination prior to being named as the recipient of the award. Once the selection has been finalized, the MCDC will ask the winner if they accept the nomination, along with authorization to post their photo on the HIVPC website.

Recognition will include:

- Certificate of recognition (framed)
- Photo and biography on HIVPC website and Quarterly Newsletter (if desired)
- Announcement at HIVPC meeting

Member of the Quarter Nominations Timeline

March	April	May
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Member of the Quarter at HIVPC Meeting
June	July	August
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Member of the Quarter at HIVPC Meeting
September	October	November
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Member of the Quarter at HIVPC Meeting
December	January	February
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Member of the Quarter at HIVPC Meeting

HIVPC Member of the Quarter NOMINATION FORM

Dear HIVPC Members,

The HIVPC needs your help! We need to recognize and reward our outstanding members for the tremendous amount of hard work they give to the HIVPC. The following form allows you to nominate this quarter's Member of the Quarter. Please nominate any member who has made a positive impact on the HIVPC. Together, we can honor excellence on the HIVPC.

Nominee's Name: _____

Date: _____

Submitted by: _____

Signature: _____

PLEASE WRITE EXAMPLES AND/OR EVENTS THAT WILL SUPPORT YOUR
NOMINATION OF THIS PERSON.

Please describe how this member has demonstrated; Outstanding Attitude and Commitment, Dedication, and Communication. Consider the following and use the space below to explain other reason(s) for the nomination. The MCDC will utilize your comments to select the best candidate for the member of quarter.

- **Attitude and Commitment:** The member demonstrates continued outstanding performance in fulfilling member responsibilities, committee activities work and active involvement in committees, fund-raisers, fairs, trainings, and other activities.

Please rate the nominee based on the criteria for this category: ____/10

- **Communication:** The member communicates with everyone in a timely, direct, truthful, respectful, and kind manner.

Please rate the nominee based on the criteria for this category: ____/10

- **Dedication:** The member goes beyond and above expectations. Makes a difference to the HIVPC.

Please rate the nominee based on the criteria for this category: ____/10

Total Score: ____/30

Volunteer and Employee Recognition Criteria for Other Organizations

2-1-1 Broward Award Criteria for Non-Profit Board Leader of the Year:

The recipient of this award is a volunteer board member who has enhanced the mission and visibility of the agency they currently serve. The recipient:

- Demonstrates a strong commitment and vision for the organization
 - Models effective Board and community leadership
 - Engages self and others in obtaining funds/resources for the organization
 - Receives no compensation from the organization
1. Please describe the level of commitment and support the board member exhibits to and for the staff, executive leadership and the organization.
 2. How has the board member positively impacted the mission of the organization through effective leadership, policy oversight, strategic planning and/or problem solving?
 3. How has the Board member contributed to enhancing the reputation and visibility of the organization and ensuring that the organization has adequate resources to carry out its mission?
 4. How has the board member effectively linked the organization with other community stakeholders, such as corporations, governmental organizations, community leaders, and other non-profit agencies?
 5. Describe what qualities/skills the board member possesses or contributions that were made that makes him/her stand out above the rest?

Point of Light, Daily Point of Light Award:

The Daily Point of Light Award celebrates the power of volunteers to spark change and improve the world through community service. The award Originated out of the White House in 1989.

Honorees are evaluated against the following criteria. Does the volunteer work:

- Effectively address a serious social problem in the community?
 - Have the potential to inspire others?
 - Reflect unique and innovative approaches?
 - Have the potential to be replicated by others equipped with similar resources?
 - Demonstrate specific, measurable impact?
1. Please tell us what community need your nominee is addressing.
 2. Please tell us how your nominee's volunteerism addresses this community need and describe the population(s) served.
 3. What is your nominee doing to ensure the sustainability of their efforts (ex. working with community organizations to continue their work, empowering service recipients to continue their work etc.)
 4. How long has your nominee been engaging in these voluntary actions?
 5. What are the measurable outcomes?

Cleveland Clinic Nursing Excellence Lifetime Achievement Award:

1. Describe how this nominee has advanced the profession and practice of nursing. Provide examples of the visionary, innovative work the nominee has done in the role of change agent.
2. Give specific examples of the superior knowledge and expert skills the nominee has applied in ways that have measurably impacted quality of care and improved outcomes of patient populations.
3. Describe the nominee's contributions to shaping the environment of care and examples that demonstrate their ability to influence and improve outcomes in the inpatient or outpatient setting.
4. Provide examples of how the nominee has contributed to nursing's body of knowledge, or how they have guided support or influenced nurses' career development in meaningful, measurable ways through the art of mentorship.
5. Describe how the nominee aligns with Cleveland Clinic values: Teamwork, Innovation, Service, Quality, Compassion and Integrity.

Other EMAs (Newark, LA, Houston): No Recognition Process

Volunteers of America: No Recognition Process

United Way: No Recognition Process

Urban League: No Response

HandsOn Broward: No Response