



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



Meeting Agenda: Membership/Council Development Committee

Date/Time: February 9, 2017, 9:30-11:30 a.m.

Location: A337

Chair: Vacant **Vice Chair:** Vincent Foster

1. **CALL TO ORDER:** Welcome, Ground Rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment
2. **APPROVALS:** 2/9/17 Agenda and 1/12/17 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. **Review HIVPC & Committee Demographics (Handout A)**
ACTION ITEM: Review demographics and identify populations that are over or under represented. Determine at least one strategy to correct over or under representation.
ACTION ITEM: Discuss Race/Ethnicity category in PC Roster
 - b. **Current Applicants, Interested Parties, and Appointments**
ACTION ITEM: Update on applicants who can become HIVPC members or alternates.
4. **UNFINISHED BUSINESS**
 - a. HIVPC Member Recognition Program (Handout B)
 - b. MCDC Quarterly Meeting Schedule (Handout C)
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
By-Laws Parking Lot (Handout D)	ACTION ITEM: Make recommendations for By-Laws Parking Lot

6. **PUBLIC COMMENT**

7. **AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE:** March 9, 2017 **VENUE:** A-337

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Membership/Council Development Committee Work Plans	ACTION ITEM: Review, discuss and approve FY2017 MCDC Work Plan

8. **ANNOUNCEMENTS**

9. **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, January 12, 2017 9:30 a.m.
Location: Governmental Center Room A-337
Chair: Vacant **Vice-Chair:** Vincent Foster

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Burgess, D.	X		Barrientos, Y.
2	Foster, V. <i>Vice Chair</i>	X		Grantee Staff
3	Huggins, L.		A	Odusanya, S.
4	Katz, H.B.	X		Anderson, T.
5	Robertson, P.		A	HIVPC Staff
6	Shamer, D.	X		Ewart, L
				Johnson, B.
				Oratien, V.
	Quorum = 4	6		

1. CALL TO ORDER

The Chair called the meeting to order at 9:34 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
Proposed by: Katz, H.B. **Seconded by:** Shamer, D.
Action: Passed Unanimously

Motion #2: To approve the 5/12/16 minutes
Proposed by: Katz, H.B. **Seconded by:** Burgess, D.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

- a. Review HIVPC Demographics (Handout A): The MCDC members reviewed the HIVPC and Committee membership and demographics. They reviewed the vacant seats on the HIVPC, and enquired about potential contacts to fill federally mandated seats. Staff is reaching out to potential SA providers, as well as looking into potential Indian Tribe members. Staff asked the members for suggestions for other people to contact.
- b. Review HIVPC Vacancies and Current Applicants, Interested Parties, and Appointments (Handouts B-C): The committee reviewed the HIVPC membership application for Yahaira Barrientos. The members asked Yahaira what she might contribute to the HIVPC through her membership. She stated

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that HIV+ individuals need to be aware of all the untapped services in the EMA, and that while there is already one transgender individual on the HIVPC, she sees the need to add another perspective.

Motion #3: To conditionally approve Yahaira Barrientos to the HIVPC under the Non-Elected Community Leader seat once she completes her standing committee attendance requirements.

Proposed by: Katz, H.B. **Seconded by:** Burgess, D.

Action: Passed Unanimously

- c. Review Attendance (Handout D): The Committee reviewed the CY2016 HIVPC and standing committee attendance (handout on file). In CY2016 there were various committees that had multiple meetings cancelled due to quorum. Meeting were cancelled due to quorum because member either did not verify their attendance within 48 hours of the meeting or because members could not establish quorum in the room within 15 minutes of meeting's start time. PC Staff stressed the need for members to confirm their attendance prior to the meeting, and for the committee members to attend on time due to strict county ordinances. The Vice Chair spoke about the need to contact members who are consistently late, and let them know about patterns of behavior that are affecting meeting business. The PC Manager stressed the need for all committee chairs to work with their committees on attendance and promptness, and that this conversation should also be had at the next Executive Committee meeting.

Each committee also had meetings cancelled due to scheduling conflicts, including changes in committee leadership in April, grant writing in September and/or October, and the HIVPC retreat in December.

A member asked about MCDC's role regarding attendance policies. PC Staff explained that the committee is notified of when letters are sent, but letters are sent according to County Ordinances and therefore are not voted on or approved by MCDC members. Staff also explained that attendance is tracked by individual committee and the HIVPC. Member's absences are not counted collectively. The members reviewed the number of committee meetings held by month, and noted patterns seasonal meeting cancellations. Members discussed how and when monthly calendars are disbursed to members and interested parties: at the HIVPC meetings, through the HIVPC website, through monthly mail outs, and at each committee and QI Network meeting.

4. UNFINISHED BUSINESS

- a. HIVPC Member Recognition for March 2017 (Handout E): The members reviewed and approved the HIVPC Member Recognition Program timeline. The HIVPC Chair will announce the opening of the nominations process at the January HIVPC meeting. HIVPC members will have until the February HIVPC meeting to fill out a nominations form, and the MCDC will review the nominations during their March MCDC meeting. The Recognized Member will be announced at the March HIVPC meeting, and will receive some kind of certificate.

5. MEETING ACTIVITIES/NEW BUSINESS

- a. MCDC Meeting Status (Handouts F): In an effort streamline the work of the MCDC, there has been a recommendation from HIVPC Leadership to change the committee schedule from meeting monthly to meeting quarterly. The change in meeting frequency may help to group the HIVPC member application process, post-appointment trainings and mentor selection process into quarterly schedule with a new member cohort. The Grantee representative how this change would affect the work plans going forward, and Staff explained that they are working on new WPs for FY17 and they will adjust the plans to reflect a quarterly schedule. The committee discussed how their attendance policies would

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change based on the Broward County Ordinances for quarterly meetings (2 consecutive absences or 2 in a calendar year warrant removal). A member expressed concern regarding the new attendance policies, although Staff explained that the MCDC Chair may excuse absences based on various reasons outlined in the By-Laws and MCDC Policies and Procedures. The Committee reviewed a sample document from the Boston EMA website that states when the membership applications period would be opened or closed (in the Broward case the applications would be opened up every 3 months). Staff suggested that this may be something that we could add to our website that would inform applicants of our new process.

ACTION ITEM: Bring a sample of the proposed HIVPC application period notice for the HIVPC website to February MCDC meeting

The members then reviewed the proposed changes to the MCDC Policies and Procedures. Staff included language regarding the quarterly meeting schedule and the attendance policies for members meeting on a quarterly basis. The group reviewed some of the unapproved changes from the last MCDC meeting in May, including addition on language regarding the way applications are reviewed, inclusion of language about selecting and advancing Alternates, and changing “Job Descriptions” to “Roles and Responsibilities.” Staff had recently spoken to the HIVPC Chair about need for new member recruitment, and will discuss the need for Alternates with him as well. The group also discussed the inclusion “unaligned/unaffiliated” when referring to consumers, and the need for Local Public Health seat to be filled by an employee of a local governmental agency (as clarified by our HRSA Project Officer).

Motion #4: To approve the change in the MCDC meeting schedule from monthly to quarterly meetings, beginning in March, 2017

Proposed by: Katz, H.B. **Seconded by:** Burgess, D.

Action: Passed with 1 objection

Motion #5: To approve the proposed written changes to the MCDC Policies and Procedures

Proposed by: Katz, H.B. **Seconded by:** Shamer, D.

Action: Passed Unanimously

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: February VENUE: TBD

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
By-Laws Parking Lot	ACTION: Make recommendations to the By-Laws Parking Lot, including Committee Membership Application Process
MCDC FY16 Accomplishments and Challenges	ACTION: Review the MCDC's Accomplishments and Challenges from FY2016
Individual Co-Infected With Hepatitis B/C Seat	ACTION: Receive clarification on the requirement for the Federally Mandated PWA Co-Infected with Hepatitis B/C seat

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

Without objection the meeting adjourned at 10:58 a.m.

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MEMBERSHIP/COUNCIL DEVELOPMENT - ATTENDANCE CY 2017

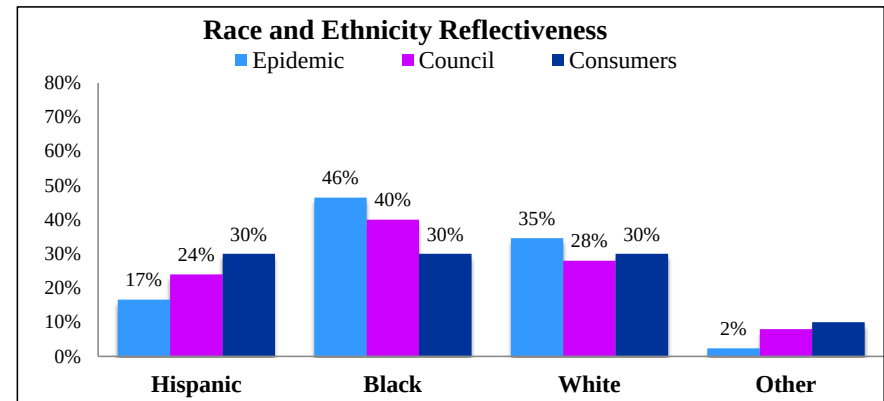
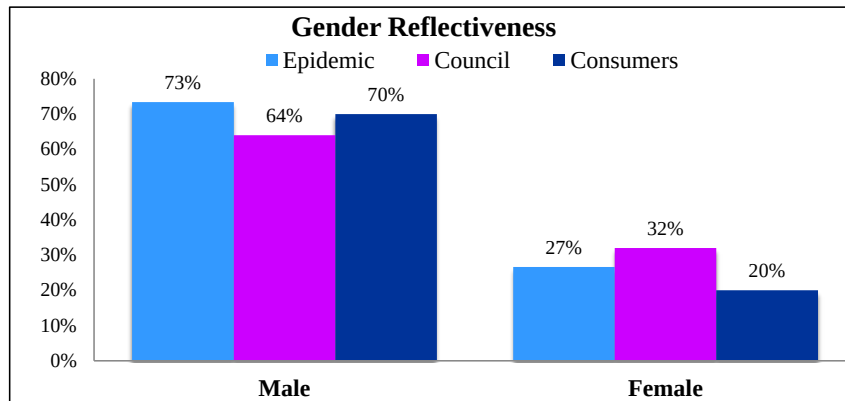
Consumer	PLWHA	Absences	Count	Meeting Month:	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l	Au g	Se p	Oc t	No v	De c	Attendanc e Letters
				Meeting Date:													
1		0	1	Burgess, D	X												
		0	2	Foster, V., V.Chair	X												
1		1	3	Robertson, P.	A												
1		1	4	Huggins, L.	A												
1		0	5	Katz, H.B.	X												
				Schweizer, M.	Z-1/10												
1		0	6	Shamer, D.	X												
				Quorum =4	4												

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

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HIV Planning Council Membership Report Current Through January 2017



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,372	73%	16	64%	-9%	7	70%	-3%
Female	5,213	27%	8	32%	5%	2	20%	-7%
Transgender	-	-	1	4%	-	1	10%	-
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	3,253	17%	6	24%	7%	3	30%	13%
Black	9,100	46%	10	40%	-6%	3	30%	-16%
White	6,777	35%	7	28%	-7%	3	30%	-5%
Other	455	2%	2	8%	6%	1	10%	6%
Total	19,585	100%	25			10		

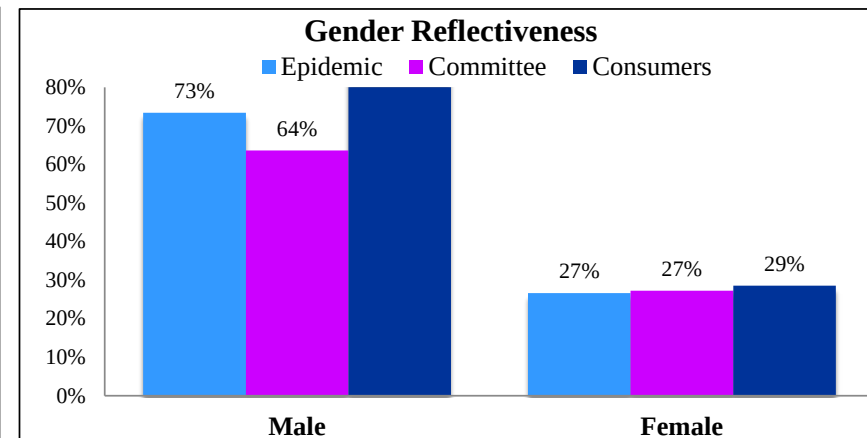
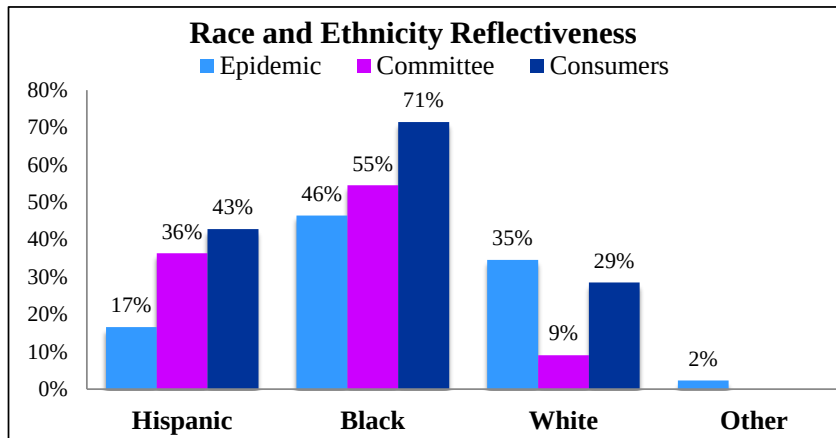
Current Members	25
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	40%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. State Medicaid
4. Individual co-infected with Hep B or Hep C
5. Local Public Health Agency
6. Substance Abuse Provider

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	28%
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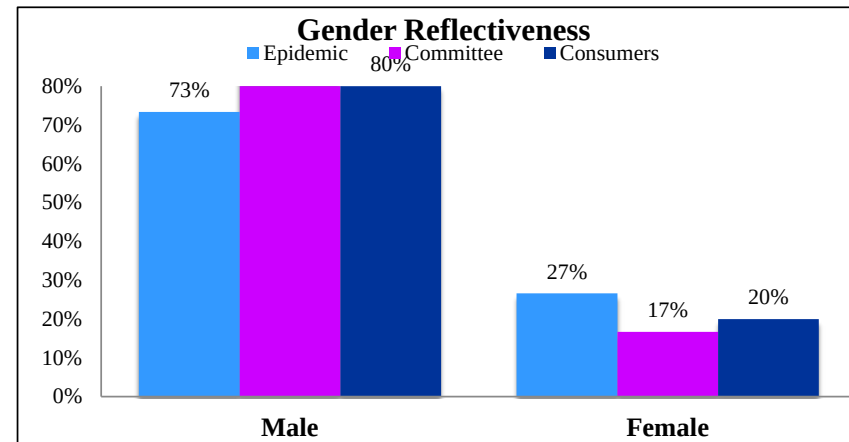
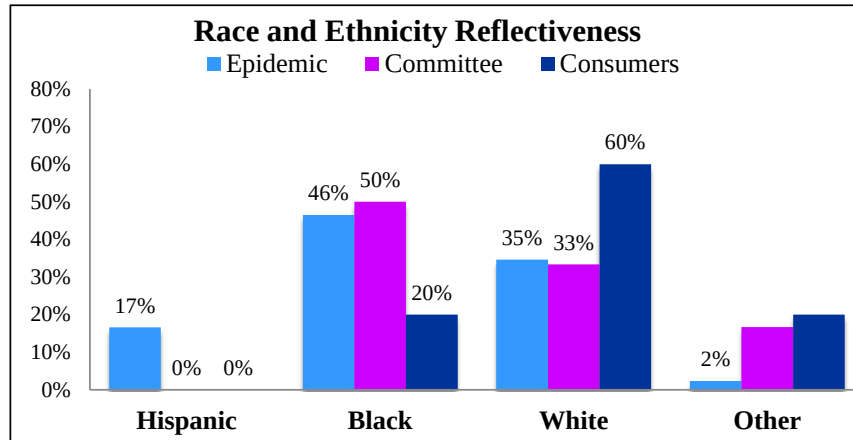
Community Empowerment Committee (CEC) Reflectiveness Report Through January 2017



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,372	73%	7	64%	7	100%	-10%
Female	5,213	27%	3	27%	2	29%	1%
Transgender	-	-	1	9%	1	14%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,253	17%	4	36%	3	43%	20%
Black	9,100	46%	6	55%	5	71%	8%
White	6,777	35%	1	9%	2	29%	-26%
Other	455	2%	0	0%	0	0%	-2%
Total	19,585	100%	11		7		

Current Members	11
% of Members That Are Unaffiliated Consumers	64%

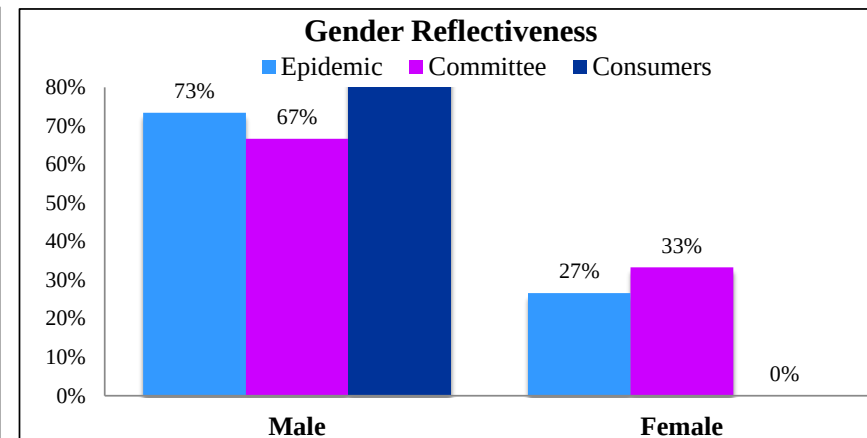
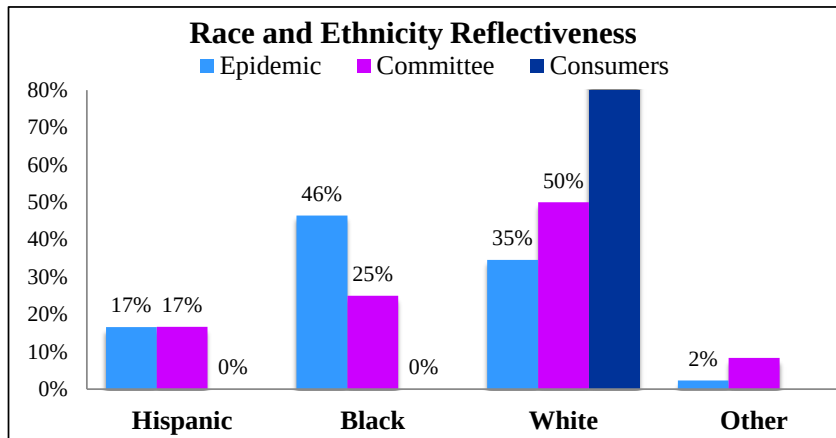
Membership/Council Development Committee (MCDC) Reflectiveness Report Through January 2017



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,372	73%	5	83%	4	80%	10%
Female	5,213	27%	1	17%	1	20%	-10%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,253	17%	0	0%	0	0%	-17%
Black	9,100	46%	3	50%	1	20%	4%
White	6,777	35%	2	33%	3	60%	-1%
Other	455	2%	1	17%	1	20%	14%
Total	19,585	100%	6		5		

Current Members	6
% of Members That Are Unaffiliated Consumers	83%

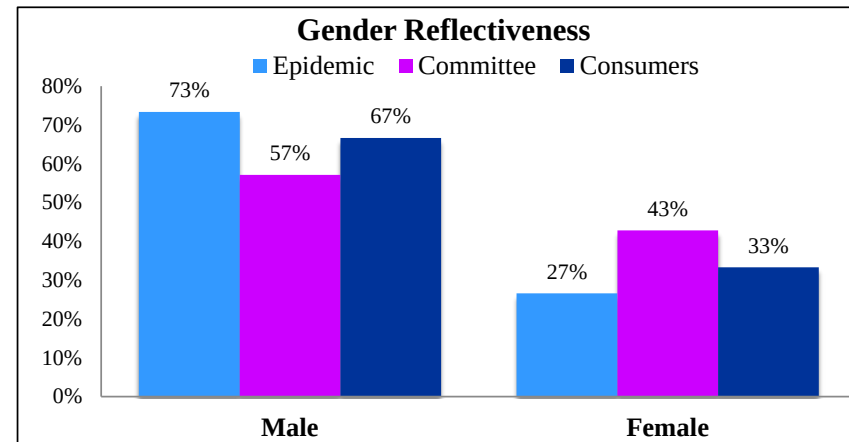
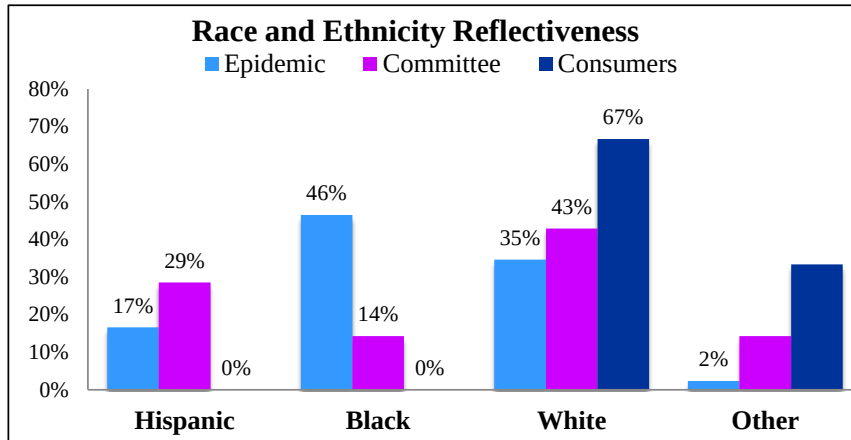
Priority Setting & Resource Allocation Committee (PSRA) Reflectiveness Report Through January 2017



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,372	73%	8	67%	2	100%	-7%
Female	5,213	27%	4	33%	0	0%	7%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,253	17%	2	17%	0	0%	0%
Black	9,100	46%	3	25%	0	0%	-21%
White	6,777	35%	6	50%	2	100%	15%
Other	455	2%	1	8%	0	0%	6%
Total	19,585	100%	12		2		

Current Members	12
% of Members That Are Unaffiliated Consumers	17%

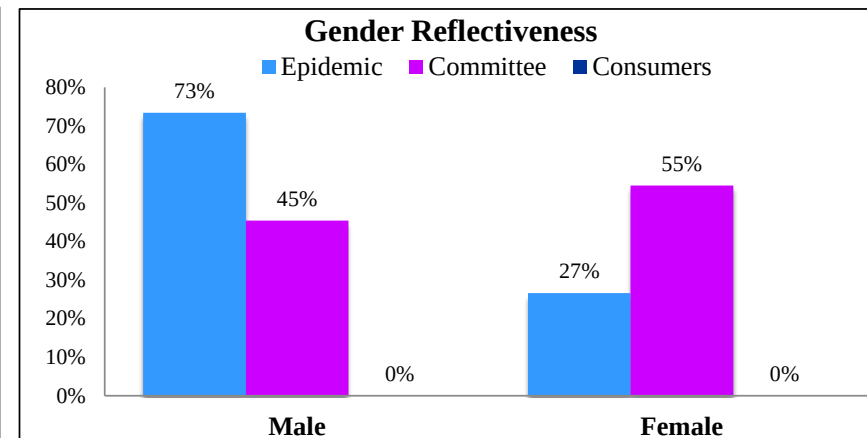
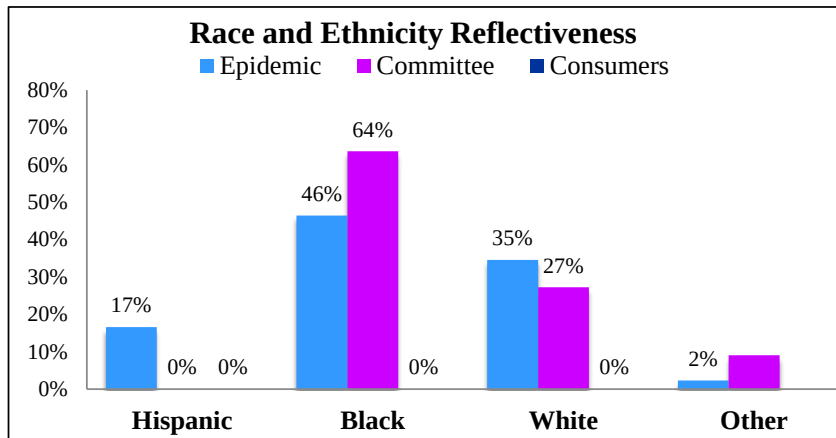
Quality Management Committee (QMC) Reflectiveness Report Through January 2017



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,372	73%	4	57%	2	67%	-16%
Female	5,213	27%	3	43%	1	33%	16%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,253	17%	2	29%	0	0%	12%
Black	9,100	46%	1	14%	0	0%	-32%
White	6,777	35%	3	43%	2	67%	8%
Other	455	2%	1	14%	1	33%	12%
Total	19,585	100%	7		3		

Current Members	7
% of Members That Are Unaffiliated Consumers	43%

Executive Committee Reflectiveness Report Through January 2017



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,372	73%	5	45%	0	0%	-28%
Female	5,213	27%	6	55%	0	0%	28%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,253	17%	0	0%	0	0%	-17%
Black	9,100	46%	7	64%	0	0%	17%
White	6,777	35%	3	27%	0	0%	-7%
Other	455	2%	1	9%	0	0%	7%
Total	19,585	100%	11		0		

Current Members	11
% of Members That Are Unaffiliated Consumers	0%

HIVPC Member Recognition Program

Purpose: The purpose of the HIVPC Member Recognition 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~~ System)
- Serves as a role model to others
- Length of ~~S~~ service
- Leadership ~~History~~ history
- ~~Significant Impact~~ 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, events, ~~fund-raisers~~, fairs, trainings, and other activities
- Goes above and beyond the requirements of being a member

Nominations Process: The Membership/Council Development Committee (MCDC) will open the nominations process at the HIVPC meeting. Members of the HIVPC may nominate an HIVPC member, and must submit their nomination by the next HIVPC meeting. 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 Recognition Nominations Timeline

January <u>Month 1</u>	February <u>Month 2</u>	March <u>Month 3</u>
Member Recognition Program and timeline announced at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec<u>HIVPC Chair for approval</u> Executive review of MCDC recommendation - Announcement of Recognized Member at HIVPC Meeting

HIVPC Member Recognition Program 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 a member to be recognized. 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, and active involvement in committees, ~~fund raisers, fairs,~~ events, trainings, and other activities.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

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

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

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

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

Total Score: ____/30

BY-LAWS PARKING LOT ITEMS				
#	Proposal	By-Laws Location	Stated Reason	Recommendation
1	Include language regarding advancing Alternates to full HIVPC Committee members, including language on selection based on seniority and reflectiveness	Article IV Section 8	There should be a set process for making long-standing HIVPC Alternates into full Council members	
2	Include language regarding a maximum number of seats held in each membership category	Article IV	To ensure balanced representation by community members and stakeholders	
3	Include language for a standardized application process for Standing Committees	Article VIII, Section 1, C	There are different processes to join each Standing Committee. By-Laws language should include completion of application and committee questionnaire	