



**Meeting Agenda: Membership/Council Development Committee**

**Date/Time:** July 13, 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:** 7/13/17 Agenda and 3/9/17 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.  
ACTION ITEM: Discuss Race/Ethnicity category in PC Roster
  - b. **Current Applicants, Interested Parties, and Appointments (Handout B)**  
ACTION ITEM: Review HIVPC applications and make recommendations to HIVPC
  - c. **Planning Council and Committee Attendance, Warning Letters, and Removals (Handout C)**  
ACTION ITEM: Update on individual member attendance, warnings and removals
4. **UNFINISHED BUSINESS**  
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

|                                          |                                                                                                                                    |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <i>Agenda Items for Meeting</i>          | <i>Action to be taken, presentation, discussion, brainstorm etc.</i>                                                               |
| <b>Recruitment Materials (Handout D)</b> | ACTION ITEM: Review sample recruitment brochure/palm card                                                                          |
| <b>Training Plan (Handout E)</b>         | ACTION ITEM: Review training topics for FY 2017-2018 based on HRSA requirements, emerging issues, and HIVPC needs/recommendations. |

6. **PUBLIC COMMENT**

7. **AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE:** September 14, 2017 **VENUE:** A-337

|                                 |                                                                      |
|---------------------------------|----------------------------------------------------------------------|
| <i>Agenda Items for Meeting</i> | <i>Action to be taken, presentation, discussion, brainstorm etc.</i> |
|                                 |                                                                      |

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, March 9, 2017 9:30 a.m.

**Location:** Governmental Center Room A-337

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

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

## 1. CALL TO ORDER

The Chair called the meeting to order at 9:33 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:** Burgess, D.  
**Action:** Passed Unanimously

**Motion #2:** To approve the 2/9/17 minutes  
**Proposed by:** Katz, H.B. **Seconded by:** Shamer, D.  
**Action:** Passed Unanimously

## 3. STANDARD COMMITTEE ITEMS

- Review HIVPC Demographics (Handout A): The Committee members review the HIVPC and Standing Committee member demographics. The members noted that the HIVPC is underrepresented in males, Blacks and White (both Council members and Ryan White consumers). They also noted the shift in the membership of many committees, and the need to recruit qualified members to each Standing Committee.
- Attendance (Handout B): PC Staff noted that there were numerous warnings and removals of Committee and HIVPC members due to attendance in February. 2 MCDC members, 1 PSRA member, and 3 HIVPC members received warning letters, and 1 QMC member received a removal letter. If any of those members warned do not attend their March meetings they may be removed as well.

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#### 4. UNFINISHED BUSINESS

#### 5. MEETING ACTIVITIES/NEW BUSINESS

- a. Year in Review: The Committee members discussed Handout C, their 2016 Year in Review. The Committee added 7 new HIVPC members, filling 4 HRSA mandated seats. 2 of those seats, the Recently Incarcerated or Their Representative and the Hospital or Health Planning Agency seat were historically hard to fill. They have also added one new HIVPC member in 2017, and have had multiple parties have expressed interest in joining the HIVPC. It was also noted that 50% of the HIVPC were HIV+. Challenges for the MCDC included limited participation in community events, outdated recruitment materials and a vacancy for the MCDC Chair, and waning MCDC membership. To address those issues in 2017, the Committee will focus on targeting recruitment for vacant positions at relevant events (like the upcoming CEC Community Forum). Moving to a quarterly meeting schedule will also help reinvigorate membership and give them more time to recruit new members. The MCDC Vice Chair expressed the need for the HIVPC Chair to find a MCDC Chair, as he is happy to fill a leadership role but has other responsibilities with his job to attend to.
- b. MCDC Work Plan: The Committee members reviewed the FY2017 MCDC Work Plan (on file). The WP reflects the Committee's quarterly meeting schedule, with Post Appointment Trainings and Mentorship opportunities occurring the month after MCDC meets. The Committee discussed recruitment and the application process in between meeting dates, and Staff assured the Vice Chair and members that they will inform them of any applicant updates or relevant recruiting opportunities.

**Motion #3:** To approve the FY2017 MCDC Work Plan

**Proposed by:** Shamer, D. **Seconded by:** Burgess, D.

**Action:** Passed Unanimously

- c. Recruitment Materials: PC Staff presented the Committee members with various samples of recruitment palm cards. The members agreed that they liked the first sample, the most colorful the best. They requested that the HIVPC logo, possibly in a watermark, be incorporated into the card. PC Staff will discuss printing of the recruitment materials with the Grantee, and expects that the materials will have to be approved by Executive and the HIVPC before they can be distributed. The groups discussed the use of a QR code on the palm cards to link to the HIVPC website. The MCDC will receive a status update on the recruitment materials during the next meeting in June.
- d. MCDC P&Ps: PC Staff reminded the members that at the February meeting they discussed the By-Laws Parking Lot, and the opportunity to address some of the Parking Lot items in the MCDC P&Ps instead of making changes to By-Laws. The members reviewed the proposed language regarding the advancement of Alternates to full HIVPC members in the Alternates section as well as the Application Screening Criteria. The discussed capping membership categories, such as Non-Elected Community Leaders. PC Staff will research the membership composition of other EMAs and provide recommendations at the next MCDC meeting.

**Motion #4:** To approve the proposed changes to the MCDC Policies and Procedures

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

**Action:** Passed Unanimously

#### 6. PUBLIC COMMENT

None.

#### 7. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: June 8, 2017 VENUE: TBD

*Agenda Items for Meeting*

*Action to be taken, presentation, discussion, brainstorm etc.*

**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

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|                                     |                                                                    |
|-------------------------------------|--------------------------------------------------------------------|
| <b>MCDC Policies and Procedures</b> | <b>ACTION ITEM:</b> Discuss P&P language for HIVPC membership caps |
| <b>Recruitment Materials</b>        | <b>ACTION ITEM:</b> Update on status of marketing materials        |

**8. ANNOUNCEMENTS**

None.

- 9. GRANTEE REPORT:** The Grantee's representative stated that their Office has received the Partial Notice of Grant Award for \$7.3 million, and are currently working on provider contracts.

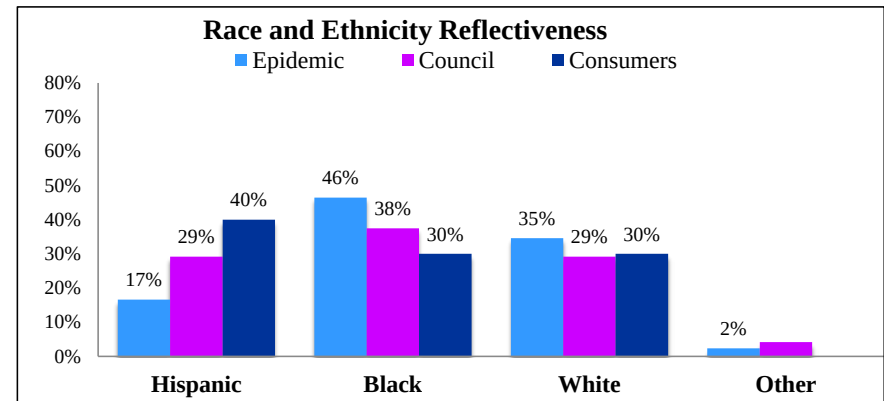
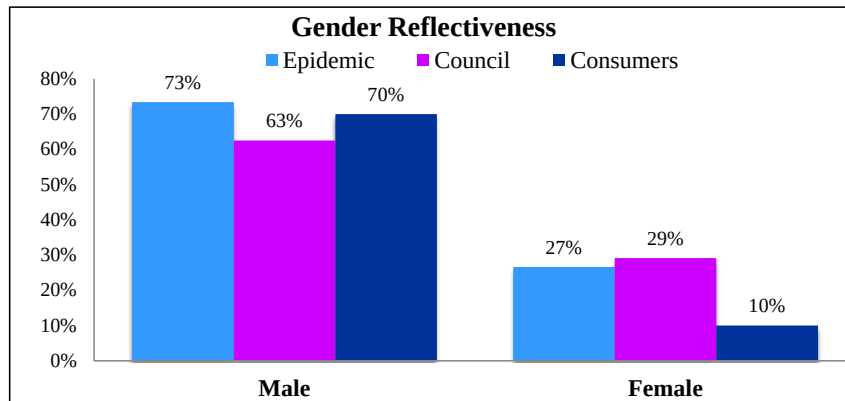
**10. ADJOURNMENT**

Without objection the meeting adjourned at 10:24 a.m.

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## HIV Planning Council Membership Report Current Through June 2017



| Gender      | Epidemic |      | Council |     | % Difference | Consumers |     | % Difference |
|-------------|----------|------|---------|-----|--------------|-----------|-----|--------------|
| Male        | 14,372   | 73%  | 15      | 63% | -11%         | 7         | 70% | -3%          |
| Female      | 5,213    | 27%  | 7       | 29% | 3%           | 1         | 10% | -17%         |
| Transgender | -        | -    | 2       | 8%  | -            | 2         | 20% | -            |
| Race        | Epidemic |      | Council |     | % Difference | Consumers |     | % Difference |
| Hispanic    | 3,253    | 17%  | 7       | 29% | 13%          | 4         | 40% | 23%          |
| Black       | 9,100    | 46%  | 9       | 38% | -9%          | 3         | 30% | -16%         |
| White       | 6,777    | 35%  | 7       | 29% | -5%          | 3         | 30% | -5%          |
| Other       | 455      | 2%   | 1       | 4%  | 2%           | 0         | 0%  | 2%           |
| Total       | 19,585   | 100% | 24      |     |              | 10        |     |              |

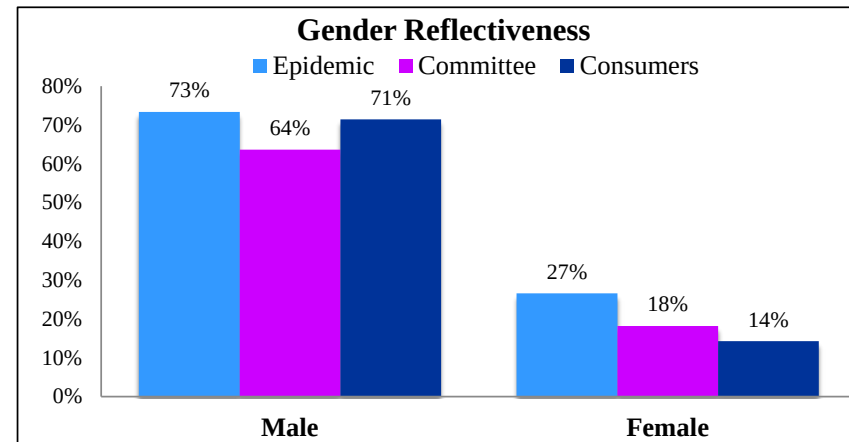
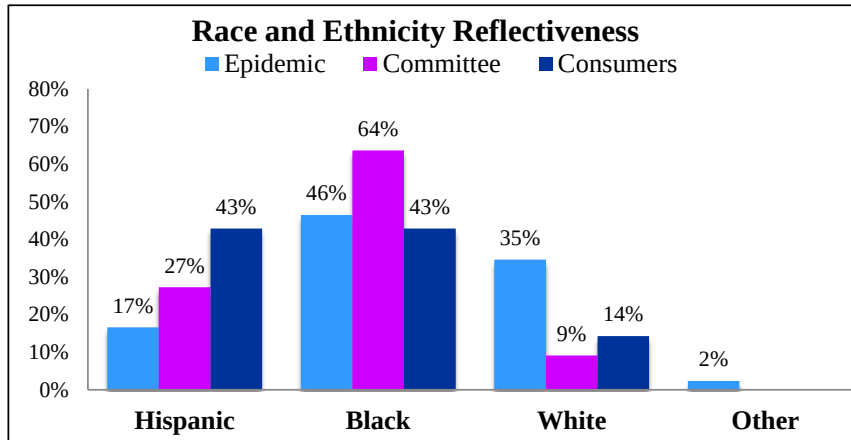
| Current Members                | 24  |
|--------------------------------|-----|
| Minimum (Per County Ordinance) | 20  |
| Maximum (Per County Ordinance) | 35  |
| % Unaffiliated Consumers       | 42% |

| 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                    |
| 7. Alternates (3)                              |

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** 29%

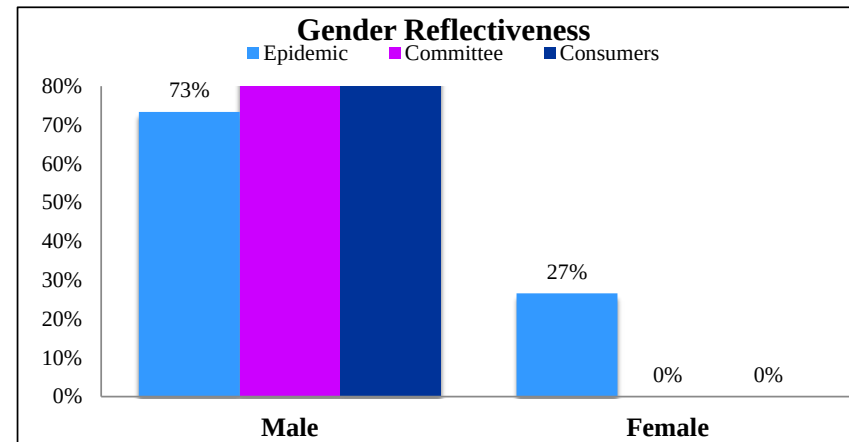
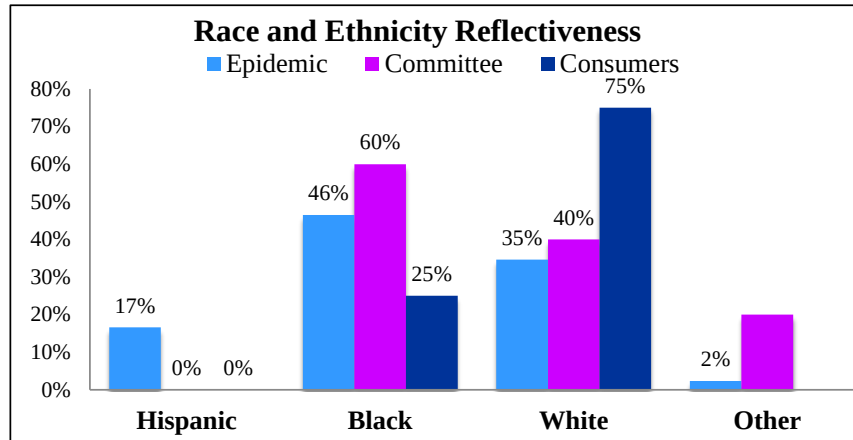
## Community Empowerment Committee (CEC) Reflectiveness Report Through June 2017



| Gender      | Epidemic |      | Committee |     | Consumers |     | % Difference |
|-------------|----------|------|-----------|-----|-----------|-----|--------------|
| Male        | 14,372   | 73%  | 7         | 64% | 5         | 71% | -10%         |
| Female      | 5,213    | 27%  | 2         | 18% | 1         | 14% | -8%          |
| Transgender | -        | -    | 1         | 9%  | 1         | 14% | -            |
| Race        | Epidemic |      | Committee |     | Consumers |     | % Difference |
| Hispanic    | 3,253    | 17%  | 3         | 27% | 3         | 43% | 11%          |
| Black       | 9,100    | 46%  | 7         | 64% | 3         | 43% | 17%          |
| White       | 6,777    | 35%  | 1         | 9%  | 1         | 14% | -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% |

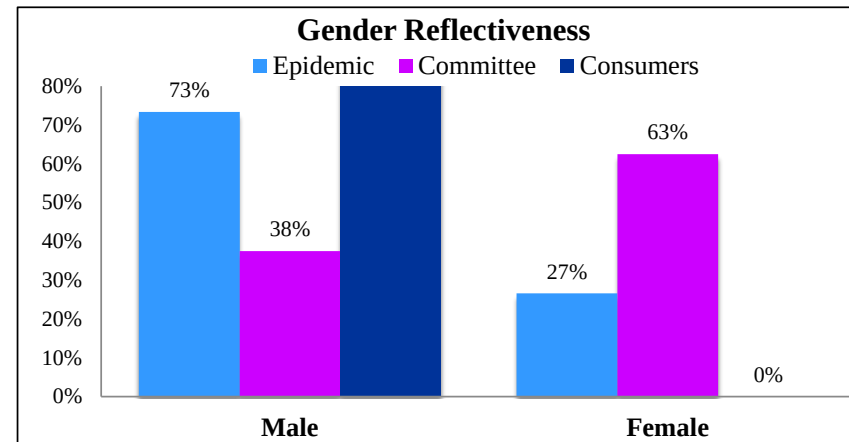
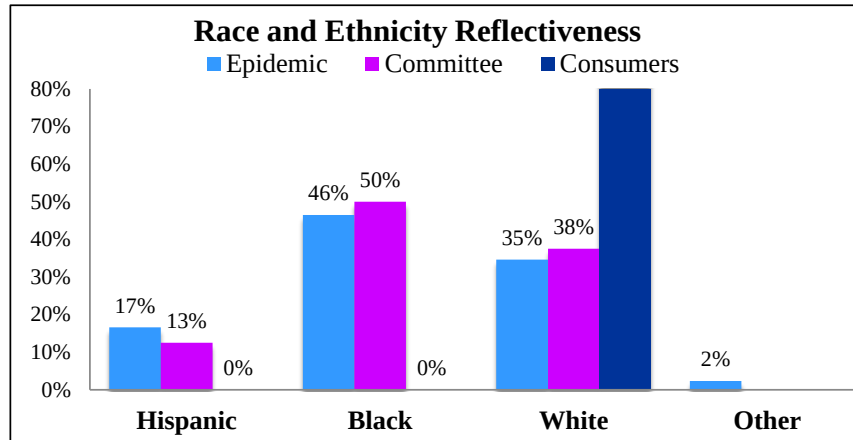
## Membership/Council Development Committee (MCDC) Reflectiveness Report Through June 2017



| Gender      | Epidemic |      | Committee |      | Consumers |      | % Difference |
|-------------|----------|------|-----------|------|-----------|------|--------------|
| Male        | 14,372   | 73%  | 5         | 100% | 4         | 100% | 27%          |
| Female      | 5,213    | 27%  | 0         | 0%   | 0         | 0%   | -27%         |
| Transgender | -        | -    | 0         | 0%   | 0         | 0%   | -            |
| Race        | Epidemic |      | Committee |      | Consumers |      | % Difference |
| Hispanic    | 3,253    | 17%  | 0         | 0%   | 0         | 0%   | -17%         |
| Black       | 9,100    | 46%  | 3         | 60%  | 1         | 25%  | 14%          |
| White       | 6,777    | 35%  | 2         | 40%  | 3         | 75%  | 5%           |
| Other       | 455      | 2%   | 1         | 20%  | 0         | 0%   | 18%          |
| Total       | 19,585   | 100% | 5         |      | 4         |      |              |

|                                              |     |
|----------------------------------------------|-----|
| Current Members                              | 5   |
| % of Members That Are Unaffiliated Consumers | 80% |

## Quality Management Committee (QMC) Reflectiveness Report Through June 2017

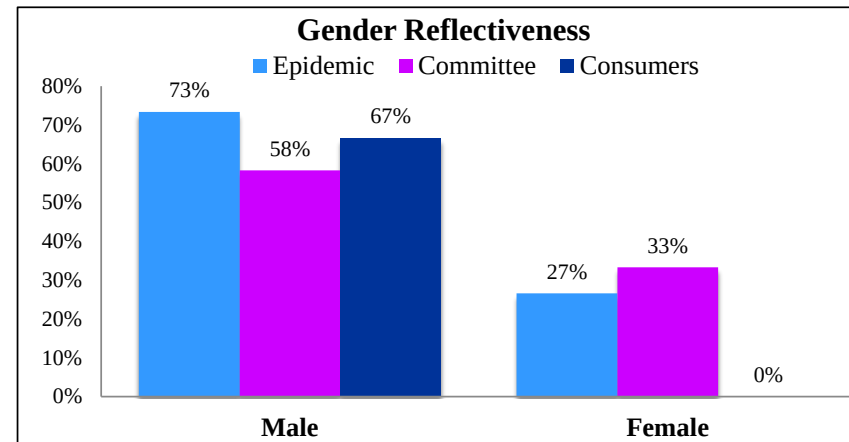
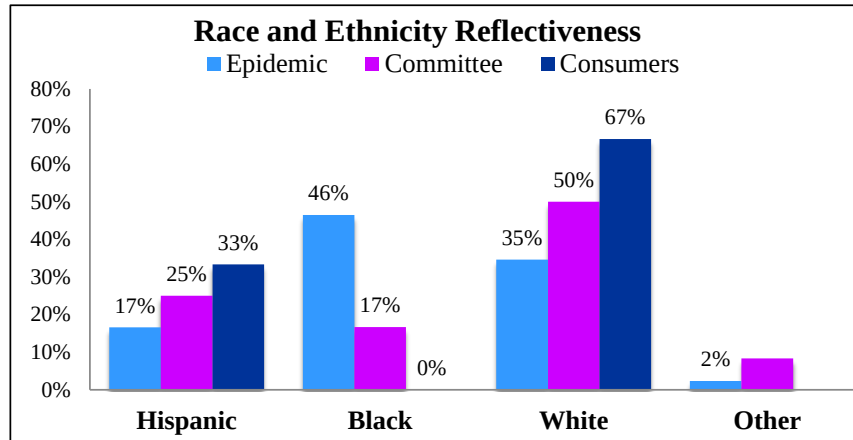


| Gender      | Epidemic |      | Committee |     | Consumers |      | % Difference |
|-------------|----------|------|-----------|-----|-----------|------|--------------|
| Male        | 14,372   | 73%  | 3         | 38% | 2         | 100% | -36%         |
| Female      | 5,213    | 27%  | 5         | 63% | 0         | 0%   | 36%          |
| Transgender | -        | -    | 0         | 0%  | 0         | 0%   | -            |
| Race        | Epidemic |      | Committee |     | Consumers |      | % Difference |
| Hispanic    | 3,253    | 17%  | 1         | 13% | 0         | 0%   | -4%          |
| Black       | 9,100    | 46%  | 4         | 50% | 0         | 0%   | 4%           |
| White       | 6,777    | 35%  | 3         | 38% | 2         | 100% | 3%           |
| Other       | 455      | 2%   | 0         | 0%  | 0         | 0%   | -2%          |
| Total       | 19,585   | 100% | 8         |     | 2         |      |              |

|                                              |     |
|----------------------------------------------|-----|
| Current Members                              | 8   |
| % of Members That Are Unaffiliated Consumers | 25% |



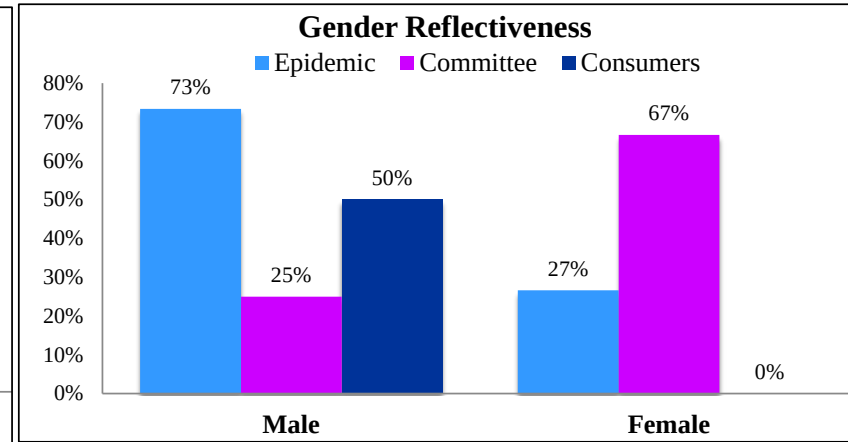
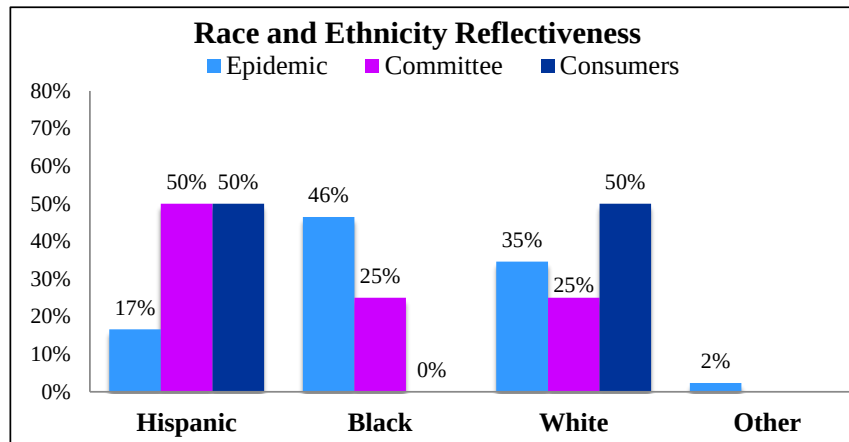
## Priority Setting & Resource Allocation Committee (PSRA) Reflectiveness Report Through June 2017



| Gender      | Epidemic |      | Committee |     | Consumers |     | % Difference |
|-------------|----------|------|-----------|-----|-----------|-----|--------------|
| Male        | 14,372   | 73%  | 7         | 58% | 2         | 67% | -15%         |
| Female      | 5,213    | 27%  | 4         | 33% | 0         | 0%  | 7%           |
| Transgender | -        | -    | 1         | 8%  | 1         | 33% | -            |
| Race        | Epidemic |      | Committee |     | Consumers |     | % Difference |
| Hispanic    | 3,253    | 17%  | 3         | 25% | 1         | 33% | 8%           |
| Black       | 9,100    | 46%  | 2         | 17% | 0         | 0%  | -30%         |
| White       | 6,777    | 35%  | 6         | 50% | 2         | 67% | 15%          |
| Other       | 455      | 2%   | 1         | 8%  | 0         | 0%  | 6%           |
| Total       | 19,585   | 100% | 12        |     | 3         |     |              |

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

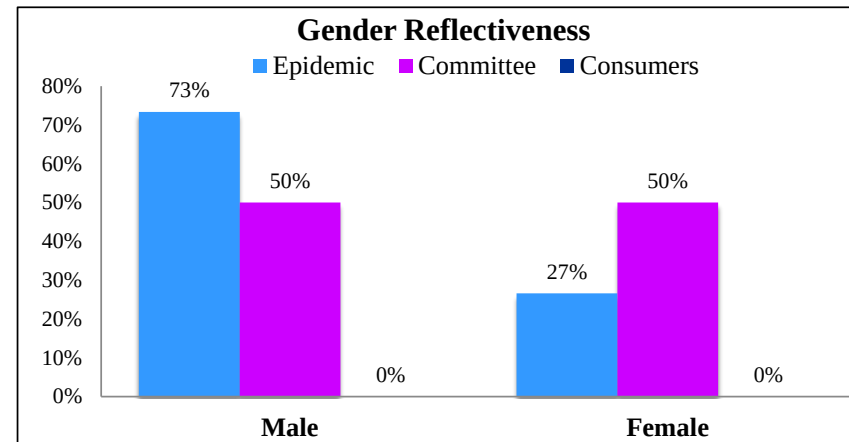
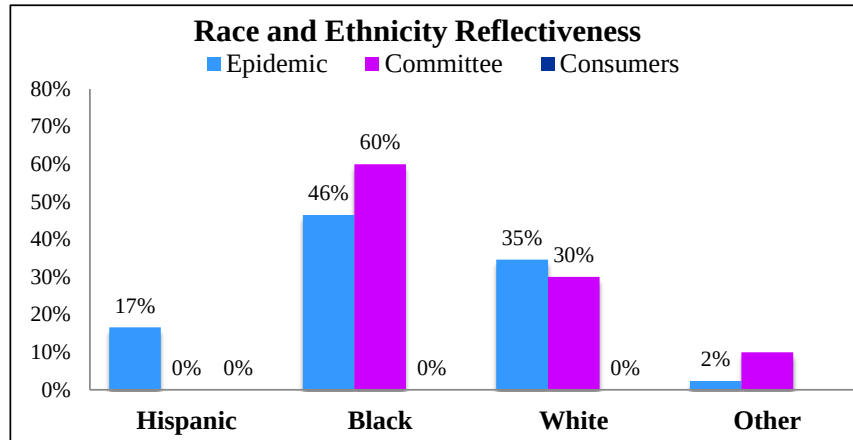
## System of Care (SOC) Committee Reflectiveness Report Through June 2017



| Gender      | Epidemic |     | Committee |     | Consumers |     | % Difference |
|-------------|----------|-----|-----------|-----|-----------|-----|--------------|
| Male        | 14,372   | 73% | 3         | 25% | 1         | 50% | -48%         |
| Female      | 5,213    | 27% | 8         | 67% | 0         | 0%  | 40%          |
| Transgender | -        | -   | 1         | 8%  | 1         | 50% | -            |
| Race        | Epidemic |     | Committee |     | Consumers |     | % Difference |
| Hispanic    | 3,253    | 17% | 6         | 50% | 1         | 50% | 33%          |
| Black       | 9,100    | 46% | 3         | 25% | 0         | 0%  | -21%         |
| White       | 6,777    | 35% | 3         | 25% | 1         | 50% | -10%         |
| Other       | 455      | 2%  | 0         | 0%  | 0         | 0%  | -2%          |
| Total       | 19,585   |     | 12        |     | 2         |     |              |

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

## Executive Committee Reflectiveness Report Through June 2017



| Gender      | Epidemic |      | Committee |     | Consumers |    | % Difference |
|-------------|----------|------|-----------|-----|-----------|----|--------------|
| Male        | 14,372   | 73%  | 5         | 50% | 0         | 0% | -23%         |
| Female      | 5,213    | 27%  | 5         | 50% | 0         | 0% | 23%          |
| Transgender | -        | -    | 0         | 0%  | 0         | 0% | -            |
| Race        | Epidemic |      | Committee |     | Consumers |    | % Difference |
| Hispanic    | 3,253    | 17%  | 0         | 0%  | 0         | 0% | -17%         |
| Black       | 9,100    | 46%  | 6         | 60% | 0         | 0% | 14%          |
| White       | 6,777    | 35%  | 3         | 30% | 0         | 0% | -5%          |
| Other       | 455      | 2%   | 1         | 10% | 0         | 0% | 8%           |
| Total       | 19,585   | 100% | 10        |     | 0         |    |              |

|                                              |    |
|----------------------------------------------|----|
| Current Members                              | 10 |
| % of Members That Are Unaffiliated Consumers | 0% |

# Active HIVPC Applicants

## HANDOUT B

| Name          | Consumer | W | B | H | O | F | M | T | Agency       | Date Applied | Orientation | Committee | Date 1 | Date 2 | Date 3 | Application Category | Outcome     |
|---------------|----------|---|---|---|---|---|---|---|--------------|--------------|-------------|-----------|--------|--------|--------|----------------------|-------------|
| Rodriguez, J. |          |   |   | 1 |   |   | 1 |   | FDOH-Broward | 5/25/2018    | No          | SOC       |        |        |        | Part B State Agency  | In Progress |

## June 2017 HIVPC and Standing Committee Attendance

The following records reflect attendance for June 2017 for the HIVPC and its standing committees. There were four meetings held in June.

### Community Empowerment Committee (CEC)

Last Meeting: June 6, 2017

CEC member attendance through June 2017 is reflected in the table below:

| Consumer | PLWHA | Absences | Count | Meeting Month:              | Jan | Feb     | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|----------|-------|----------|-------|-----------------------------|-----|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|          |       |          |       | Meeting Date:               | 3   | C       | 7   | 4   | 2   | 6   |     |     |     |     |     |     |                    |
|          |       |          |       |                             |     |         |     |     |     |     |     |     |     |     |     |     |                    |
|          |       | 0        |       | Arencibia, Y.               | X   | Z-1/31  |     |     |     |     |     |     |     |     |     |     |                    |
| 1        |       | 0        | 1     | Bhrangger, R.               | X   |         | X   | X   | X   | X   |     |     |     |     |     |     |                    |
| 1        | 1     | 1        | 2     | Burgess, D.                 | A   |         | E   | X   | X   | X   |     |     |     |     |     |     |                    |
|          |       | 0        | 3     | Fleurinord, P.,<br>V. Chair | X   |         | X   | X   | X   | X   |     |     |     |     |     |     |                    |
|          |       | 0        | 4     | Franks, H.                  | X   |         | X   | X   | X   | X   |     |     |     |     |     |     |                    |
| 1        |       | 2        | 5     | Katz, H.B.                  | A   |         | X   | A   | X   | E   |     |     |     |     |     |     |                    |
| 1        |       | 1        | 6     | Lint, A.                    | X   |         | X   | A   | X   | X   |     |     |     |     |     |     |                    |
| 1        |       | 0        | 7     | Marcoviche, W.              | X   |         | X   | X   | X   | X   |     |     |     |     |     |     |                    |
| 1        |       | 2        |       | Parker, P.                  | A   |         | A   | E   | E   | E   |     |     |     |     |     |     |                    |
|          |       | 0        | 8     | Robertson, L., <i>Cha</i>   | X   |         | X   | X   | X   | X   |     |     |     |     |     |     |                    |
| 1        | 1     | 1        | 9     | Robertson, P.               | A   |         | X   | X   | X   | E   |     |     |     |     |     |     |                    |
|          |       |          | 10    | Wilson, E.                  |     | N- 4/27 |     |     | X   | X   |     |     |     |     |     |     |                    |
|          |       |          |       | <b>Quorum = 7</b>           | 7   |         | 8   | 7   | 9   | 7   |     |     |     |     |     |     |                    |

# Membership Council/Development Committee (MCDC)

Last Meeting: March 9, 2017

The MCDC meeting in June was cancelled.

| Consumer | PLWHA | Absences | Count | Meeting Month        | Jan    | Feb | Mar | Apr            | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|----------|-------|----------|-------|----------------------|--------|-----|-----|----------------|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|          |       |          |       | <b>Meeting Date:</b> | 12     | 9   | 9   | C              | C   | CX  |     |     |     |     |     |     |                    |
|          |       |          |       |                      |        |     |     |                |     |     |     |     |     |     |     |     |                    |
| 1        | 0     | 1        |       | Burgess, D           | X      | X   | X   |                |     | NQX |     |     |     |     |     |     |                    |
|          | 0     | 2        |       | Foster, V., V.Chan   | X      | X   | X   |                |     | NQX |     |     |     |     |     |     |                    |
| 1        | 2     | 3        |       | Robertson, P.        | A      | A   | X   |                |     | NQX |     |     |     |     |     |     | W 2/10             |
| 1        | 3     |          |       | Huggins, L.          | A      | A   | A   | W 2/10, R 3/17 |     |     |     |     |     |     |     |     |                    |
| 1        | 0     | 4        |       | Katz, H.B.           | X      | X   | X   |                |     | NQA |     |     |     |     |     |     |                    |
|          |       |          |       | Schweizer, M.        | Z-1/10 |     |     |                |     |     |     |     |     |     |     |     |                    |
| 1        | 0     | 5        |       | Shamer, D.           | X      | X   | X   |                |     | NQA |     |     |     |     |     |     |                    |
|          |       |          |       | <b>Quorum =4</b>     | 4      | 4   | 5   |                |     | 3   |     |     |     |     |     |     |                    |

# Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: June 14, 2017

PSRA member attendance through June 2017 is reflected in the table below:

| Consumer<br>PLWHA<br>Absences<br>Count |    | Meeting Month:           | Jan     | Feb | Mar | Apr     | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance<br>Letters |
|----------------------------------------|----|--------------------------|---------|-----|-----|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------|
|                                        |    | Meeting Date:            | CX      | 15  | CX  | 20      | 25  | 14  |     |     |     |     |     |     |                       |
|                                        |    |                          |         |     |     |         |     |     |     |     |     |     |     |     |                       |
| 1                                      |    | Bell, J.                 | NQX     | X   | NQA | Z- 3/13 |     |     |     |     |     |     |     |     |                       |
| 0                                      | 1  | Barrientos, Y.           | N- 3/23 |     |     | X       | X   | X   |     |     |     |     |     |     |                       |
| 2                                      | 2  | DeSantis, M.             | NQA     | A   | NQX | X       | X   | E   |     |     |     |     |     |     | W-2/16                |
| 1                                      | 2  | 3 Gammell, B.            | NQA     | X   | NQA | X       | X   | X   |     |     |     |     |     |     |                       |
| 1                                      | 4  | Grant, C.                | NQX     | X   | NQX | A       | X   | X   |     |     |     |     |     |     |                       |
| 1                                      | 5  | Hayes, M.                | NQX     | A   | NQX | X       | X   | X   |     |     |     |     |     |     |                       |
| 1                                      | 0  | 6 Katz, H.B.             | NQE     | X   | NQE | X       | X   | X   |     |     |     |     |     |     |                       |
| 3                                      | 7  | King, J.                 | NQX     | A   | NQA | X       | X   | A   |     |     |     |     |     |     | W- 3/17, 6/15         |
| 2                                      | 8  | Lopes, R.                | NQA     | X   | NQA | X       | X   | X   |     |     |     |     |     |     |                       |
| 0                                      | 9  | Schickowski, K.          | NQX     | X   | NQX | X       | X   | X   |     |     |     |     |     |     |                       |
| 1                                      | 2  | 10 Shamer, D.            | NQA     | X   | NQX | X       | X   | A   |     |     |     |     |     |     |                       |
| 2                                      | 11 | 11 Siclari, R., V. Chair | NQA     | X   | NQA | X       | X   | X   |     |     |     |     |     |     |                       |
| 0                                      | 12 | 12 Spencer, W. Chair     | NQX     | X   | NQX | X       | X   | X   |     |     |     |     |     |     |                       |
|                                        |    | <b>Quorum = 7</b>        | 6       | 9   | 6   | 11      | 12  | 9   |     |     |     |     |     |     |                       |

# Quality Management Committee (QMC)

Last Meeting: June 19, 2016

QMC member attendance through June 2017 is reflected in the table below:

| Consumer<br>PLWHA<br>Absences<br>Count |   | Meeting Month:          |         |   |     |         |     |     |     |     |     |     |     |     | Attend<br>ance<br>Letters |
|----------------------------------------|---|-------------------------|---------|---|-----|---------|-----|-----|-----|-----|-----|-----|-----|-----|---------------------------|
|                                        |   | Jan                     | Feb     |   | Mar | Apr     | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |                           |
|                                        |   | <b>Meeting Date:</b>    | CX      | 6 | 27  | 20      | 17  | C   | 19  |     |     |     |     |     |                           |
| 0                                      | 1 | Grant, C., <i>Chair</i> | NQX     | X | X   | X       | X   |     | X   |     |     |     |     |     |                           |
| 1                                      | 1 | 3 Huggins, L.           | NQA     | A | A   | R - 3/3 |     |     |     |     |     |     |     |     | W-2/27                    |
| 1                                      | 1 | 2 Katz, H.B.            | NQA     | X | X   | X       | X   |     | E   |     |     |     |     |     |                           |
| 0                                      | 3 | MacPherson, S.          | N- 4/23 |   |     |         |     | X   |     |     |     |     |     |     |                           |
| 1                                      | 1 | 4 Runkle, D.            | NQA     | X | X   | X       | X   |     | X   |     |     |     |     |     |                           |
|                                        | 5 | Thomas-Purcell, K.      | N-4/23  |   |     |         |     | X   |     |     |     |     |     |     |                           |
| 1                                      | 6 | Taveras, J.             | NQA     | X | X   | X       | X   |     | A   |     |     |     |     |     |                           |
| 1                                      | 7 | Schweizer, M.           | N-1/26  | X | A   | X       | X   |     | X   |     |     |     |     |     |                           |
|                                        |   | <b>Quorum = 5</b>       | 1       | 6 | 5   | 5       | 7   |     | 5   |     |     |     |     |     |                           |



# System of Care Committee (SOC)

Last Meeting: May 31, 2017

The SOC meeting was cancelled.

| Consumer<br>PLWHA<br>Absences<br>Count |    | Meeting Month:                |         |     |     |     |     |     |     |     |     |     |     | Attendance<br>Letters |
|----------------------------------------|----|-------------------------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------|
|                                        |    | Jan                           | Feb     | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |                       |
|                                        |    | Meeting Date:                 |         |     |     |     |     |     |     |     |     |     |     |                       |
|                                        |    | -                             | -       | 28  | 25  | 31  | C   |     |     |     |     |     |     |                       |
|                                        |    |                               |         |     |     |     |     |     |     |     |     |     |     |                       |
| 0                                      | 1  | Hayes, M. <i>Chair</i>        |         | X   | X   | X   |     |     |     |     |     |     |     |                       |
| 0                                      | 2  | Edwards, C. <i>Vice Chair</i> |         | X   | X   | X   |     |     |     |     |     |     |     |                       |
|                                        | 3  | Arencibia, Y.                 | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
| 1                                      | 4  | Barrientos, Y.                | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        | 5  | Gonzalez, Y.                  | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        | 6  | Ivey, L.                      | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
| 1                                      | 7  | Katz, H.B.                    | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
| 1                                      | 8  | Pietrogallo, T.               | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        | 9  | Rodriguez, J.                 | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        | 10 | Rolle, V.                     | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        | 11 | Vargas, D.                    | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        | 12 | Valverde, V.                  | N- 4/27 |     |     | X   |     |     |     |     |     |     |     |                       |
|                                        |    | <b>Quorum = 7</b>             | -       | -   | 2   | 2   | 12  |     |     |     |     |     |     |                       |

## Executive Committee

Last Meeting: June 14, 2017

Executive Committee member attendance through June 2017 is reflected in the table below:

| Consumer<br>PLWHA<br>Absences<br>Count |    | Meeting Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec |         |    |    |   |   |    |  |  |  |  |  | Attendance<br>Letters |
|----------------------------------------|----|----------------------------------------------------------------|---------|----|----|---|---|----|--|--|--|--|--|-----------------------|
|                                        |    | Meeting Date:                                                  | 19      | 16 | 16 | C | C | 14 |  |  |  |  |  |                       |
|                                        |    |                                                                |         |    |    |   |   |    |  |  |  |  |  |                       |
| 0                                      | 1  | Earp, A.                                                       | Z- 1/12 |    |    |   |   |    |  |  |  |  |  |                       |
| 0                                      | 2  | Edwards, C.                                                    | X       | X  | X  |   |   | X  |  |  |  |  |  |                       |
| 4                                      | 3  | Fleurinord, P.                                                 | A       | A  | A  |   |   | A  |  |  |  |  |  |                       |
| 0                                      | 4  | Foster, V.                                                     | X       | X  | X  |   |   | X  |  |  |  |  |  |                       |
| 1                                      | 0  | 5 Gammell, B <i>Chair</i>                                      | X       | X  | X  |   |   | X  |  |  |  |  |  |                       |
| 0                                      | 6  | Grant, C.                                                      | X       | X  | X  |   |   | X  |  |  |  |  |  |                       |
| 1                                      | 7  | Hayes, M.                                                      | X       | A  | X  |   |   | X  |  |  |  |  |  |                       |
| 0                                      | 8  | Lopes, R., <i>V.Chair</i>                                      | X       | X  | X  |   |   | X  |  |  |  |  |  |                       |
| 1                                      | 2  | 9 Robertson, L.                                                | A       | X  | X  |   |   | A  |  |  |  |  |  |                       |
| 1                                      | 10 | Siclari, R.                                                    | X       | X  | A  |   |   | X  |  |  |  |  |  |                       |
| 1                                      | 0  | 11 Spencer, W.                                                 | X       | X  | X  |   |   | X  |  |  |  |  |  |                       |
|                                        |    | <b>Quorum(Chairs)=7</b>                                        | 8       | 8  | 8  |   |   | 8  |  |  |  |  |  |                       |

## HIV Planning Council (HIVPC)

Last Meeting: June 22, 2017

HIV Planning Council member attendance through June 2017 is reflected in the table below:

| Consumer           | PLWHA | Absences | Count | Meeting Month:          | Jan           | Feb | Mar     | Apr    | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|--------------------|-------|----------|-------|-------------------------|---------------|-----|---------|--------|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|                    |       |          |       | Meeting Date:           | 26            | 23  | 23      | 27     | C   | 22  |     |     |     |     |     |     |                    |
|                    |       |          |       |                         |               |     |         |        |     |     |     |     |     |     |     |     |                    |
|                    |       | 1        | 1     | 1                       | X             | X   | X       | A      |     | E   |     |     |     |     |     |     |                    |
|                    |       | 1        | 1     | 2                       | X             | X   | X       | X      |     | A   |     |     |     |     |     |     |                    |
| 1                  |       |          | 3     | Barrientos, Y.          | N-4/27        |     |         | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 0        |       | Bell, J.                | X             | X   | Z- 3/14 |        |     |     |     |     |     |     |     |     |                    |
| 1                  | 1     | 0        | 4     | Bhrangger, R.           | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
| 1                  | 1     | 0        | 5     | Burgess, D.             | X             | X   | X       | X      |     | E   |     |     |     |     |     |     |                    |
|                    |       | 1        | 6     | DeSantis, M.            | X             | X   | X       | A      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 0        | 7     | Grant C.                | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 0        | 8     | Hayes, M.               | X             | E   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 3        | A     | Holness, D. V.C. (Comm) | A             | A   | A       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 3        |       | Huggins, L.M.           | A             | A   | A       | R-3/23 |     |     |     |     |     |     |     |     |                    |
| 1                  | 1     | 0        | 9     | Katz, H.B.              | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 1        | 0     | 10                      | King, J.      | X   | X       | X      | X   |     | X   |     |     |     |     |     |                    |
| 1                  | 1     | 1        | 11    | Lint, A.                | X             | X   | X       | X      |     | A   |     |     |     |     |     |     |                    |
|                    |       | 1        | 12    | Lopes, R., V. Chair     | X             | X   | A       | X      |     | X   |     |     |     |     |     |     |                    |
| 1                  | 1     | 0        | 13    | Marcoviche, W.          | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 1        | 14    | Moragne, T.             | A             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
| 1                  | 1     | 1        | 15    | Parker, P.              | A             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 1        | 0     | 16                      | Robertson, L. | X   | X       | X      | X   |     | X   |     |     |     |     |     |                    |
| 1                  | 1     | 3        | 17    | Robertson, P.           | A             | A   | X       | A      |     | X   |     |     |     |     |     |     | W-2/28, 5/3        |
| 1                  | 1     | 0        | 18    | Runkle, D.              | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 0        | 19    | Schweizer, M.           | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
| 1                  | 1     | 0        | 20    | Shamer, D.              | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 1        | 21    | Siclari, R.             | X             | A   | X       | X      |     | X   |     |     |     |     |     |     |                    |
| 1                  | 0     | 22       |       | Spencer, W.             | X             | X   | X       | X      |     | X   |     |     |     |     |     |     |                    |
|                    |       | 2        | 23    | Taylor-Bennett, C.      | X             | X   | A       | A      |     | E   |     |     |     |     |     |     | W-5/3              |
| 3                  | 24    |          |       | Thomas-Purcell, K.      | A             | A   | X       | E      |     | A   |     |     |     |     |     |     | W-2/28, 6/26       |
| <b>Quorum = 13</b> |       |          |       |                         | 20            | 20  | 21      | 19     |     | 19  |     |     |     |     |     |     |                    |

Ad-Hoc committees are committees established for a limited time or limited and definite purpose, and they meet on an as-needed basis. The HIVPC currently has one active ad-Hoc committee: the ad-Hoc by-Laws Committee. The following records reflect attendance through June 2017 for the HIVPC's ad-Hoc committee.

## By-Laws

Last Meeting: April 12, 2017

The By-Laws meeting in June was cancelled.

| Consumer | PLWHA | Absences | Count | Meeting Month:           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|----------|-------|----------|-------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
|          |       |          |       | Meeting Date:            | -   | -   | 8   | 12  | C   | C   |     |     |     |     |     |     |                    |
|          |       |          |       |                          |     |     |     |     |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 1     | Burgess, D.              |     |     | X   | X   |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 2     | Katz, H.B., <i>Chair</i> |     |     | X   | X   |     |     |     |     |     |     |     |     |                    |
|          |       | 1        | 3     | Lopes, R.                |     |     | X   | A   |     |     |     |     |     |     |     |     |                    |
|          |       | 1        | 4     | Moragne, T.              |     |     | A   | X   |     |     |     |     |     |     |     |     |                    |
|          | 1     | 1        | 5     | Robertson, L.            |     |     | X   | A   |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 6     | Runkle, D.               |     |     | X   | X   |     |     |     |     |     |     |     |     |                    |
|          |       | 0        | 7     | Schweizer, D.            |     |     | X   | X   |     |     |     |     |     |     |     |     |                    |
| 1        | 1     | 0        | 8     | Shamer, D.               |     |     | X   | X   |     |     |     |     |     |     |     |     |                    |
|          |       |          |       | <b>Quorum = 5</b>        | -   | -   | 7   | 6   |     |     |     |     |     |     |     |     |                    |

## HIVPC Trainings

### Past (FY2016-2017)

#### **Pre-Exposure Prophylaxis (May, 2016):**

Dr. Robert Shore, the Florida Department of Health in Broward County PrEP Coordinator, provided training on current HIV biomedical medical interventions such as Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP); both utilized to prevent HIV infection.

#### **Priority Setting and Resource Allocation (PSRA) Process (July 2016):**

The Priority Setting and Resource Allocation (PSRA) Committee Chair conducted a brief presentation about the PSRA process. The process begins with the collection of data and a data presentation to the PSRA committee. The PSRA presentation included current HIV/AIDS epidemiology, Part A and MAI allocations, expenditures and client utilization, and client health outcomes. Client utilization, financial data, and health outcomes from Part A were used to create scorecards.

#### **Broward County Integrated HIV Prevention and Care Plan (August 2016):** (Ryan White legislation and implementation process)

The Chair of the Integrated Committee (IC) trained HIVPC members on the 2017 Integrated Plan. He reviewed the process for writing the Plan, including joint Prevention and Part A writing meetings and meetings of Broward's HIV Funders and Stakeholders to discuss work plans. The IC Chair reviewed the goals, objectives and strategies of the Plan, and detailed items that would affect the work of the HIVPC and Standing Committees.

#### **Broward County Test and Treat Initiative (April 2017):**

The Quality Improvement Manager for the Part A Clinical Quality Management Program, provided a training on the protocols for Broward County's Test and Treat Initiative. Test and Treat is a clinical program providing immediate linkage to HIV primary care and initiation of Antiretroviral Therapy (ART) at the time of HIV diagnosis or for clients returning to care after a gap in receiving services. The members received information on how the program benefits clients' health and the community by providing initial ART while working through the issues of eligibility and linkage to ongoing HIV primary care.

#### **Town Hall Meeting (May 2017):**

The "Chill, Chat and Chew" forum was used to gather community input on RW Part A services provided in Broward County, particularly to inform the FY2018 PSRA Process with consumer feedback. Participants were able to voice their experiences, questions and concerns regarding services in an open forum.

### Future (FY2017-2018)

#### **Priority Setting and Resource Allocation (PSRA) Process (July 2017)**

The PSRA Chair will conduct a training on the PSRA process for HIVPC members. This training will update members on the outcome of presentations by HIV Funders and Stakeholders, current HIV epidemiology, client utilization, fiscal expenditures and client health outcomes by service category. The training will help HIVPC members understand and approve PSRA recommendations for prioritizing and allocating funds to Part A services.

**Housing: TBRV and STRMU (July/August 2017):**

The Housing Opportunities for Persons with AIDS (HOWPA) in Fort Lauderdale representative will provide a training on available Housing Subsidy Programs, including Tenant Based Rental Vouchers (TBRV) and Short-Term Rent, Mortgage and Utilities (STRMU) programs. The training will clarify common misconceptions regarding the availability of housing assistance and help HIVPC members and community members identify resources for housing support.

**Undoing Racism: (August/September 2017):**

This mandatory training, an initiative included in the Integrated Plan, is to talk about racism, and identify it in policies, systems of care, data analysis, etc. The 3 day workshop is designed to challenge participants to analyze and acknowledge the structures of power, then to create intuitional change.

**Emerging Issues: HIV and Aging (September 2017):**

This training will focus on HIV biomedical treatments and co-morbidities for an aging HIV+ population. This training will discuss managing HIV alongside health conditions that come with aging.

**Town Hall Meeting (TBD 2017):**

This meeting will continue the process of gathering community input on RW Part A services provided in Broward County. Participants will be able to voice their questions and concerns regarding services in an open forum and feedback will be utilized in upcoming planning processes such as the PSRA process and integrated planning.

**Clinical Quality Management Update (TBD 2017):** (Service delivery system and provider profiles)

The Quality Improvement Manager for the Part A Clinical Quality Management (CQM) Program will provide quarterly updates and overviews of Clinical Quality Management activities, quarterly data updates including HAB measures, Ryan White Provider Quality Improvement (QI) Network activities, and/or current Ryan White Part A Provider training initiatives.