



Meeting Agenda: Membership/Council Development Committee

Date/Time: March 8, 2018, 9:30 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:** 3/8/18 Agenda and 11/30/17 Meeting Minutes

3. **STANDARD COMMITTEE ITEMS**

- a. Review HIVPC Demographics (Handout A)
ACTION ITEM: Review demographics and identify populations that are over or under represented.
- b. Planning Council and Committee Attendance, Warning Letters, and Removals (Handouts B)
ACTION ITEM: Update on individual member attendance, warnings and removals

4. **UNFINISHED BUSINESS**

None.

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>
FY2017 Committee Work Plan (Handout C)	ACTION ITEM: Review progress towards completion of FY2017 MCDC Work Plan
FY2017 Committee Evaluation (Handouts D-E)	ACTION ITEM: Complete FY2017 MCDC Evaluation and set goals for FY2018
FY2018 MCDC Committee Work Plan (Handout F)	ACTION ITEM: Review and approve FY2018 MCDC WP

6. **RECIPIENT REPORT**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE:** May 10, 2018 **VENUE:** Gov. Center A-337

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
	ACTION ITEM:

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: November 30, 2017, 11:30 a.m.

Location: A335

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

ATTENDANCE				
#	Members	Present	Absent	Grantee Staff
1	Burgess, D.	X		Drummond, K.
2	Foster, V. <i>Vice Chair</i>	X		Jones, L.
3	Katz, H.B.	X		
4	Robertson, P.	X		
5	Shamer, D.		X	
	Quorum = 4	4		HIVPC Staff
				Ewart, L
				Oratien, V.

1. CALL TO ORDER

The Chair called the meeting to order at 11:27 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:** Robertson, P.
Action: Passed Unanimously

Motion #2: To approve the 11/9/17 minutes
Proposed by: Katz, H.B. **Seconded by:** Robertson, P.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

- Review HIVPC Demographics (Handout A):** The Committee reviewed the HIVPC member demographics. There are currently 21 HIV Planning Council members, 9 of whom are consumers. Since the previous meeting a member resigned due to schedule conflicts. The Planning Council remains underrepresented in males and females, and in particular in unaffiliated female consumers. The HIVPC is overrepresented with Hispanics, and under presented in Black and White members. Currently, 43% of HIVPC members are unaffiliated consumers, and 24% are providers.
- Current Applicants (Handout B):** The Committee reviewed 3 applications for the HIVPC: Marie Hayes, Vincent Foster, and Rachel Williams. Marie is a longtime member of HIVPC, and resigned when she changed jobs. She is no longer the Part D recipient, and has a new position at Broward House as the Director of Client Services. Broward House is a Part A substance abuse provider, and she would be a good fit for the Substance Abuse, seat which has long remained vacant. Bisiola Fortune was recently appointed by MCDC for Marie's old Part D position.

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Rachel Williams is the HOPWA Grant Administrator and is applying for the seat of HOPWA Recipient. She would be filling the seat that Mario DeSantis will be vacating.

Vincent Foster is the current Vice Chair of MCDC and has applied to join HIVPC as in a Health Care Provider seat. He is a Case Manager at Broward Health.

With the addition of Bisiola and the 3 applicants, HIVPC membership would increase to 24 (Handout C on file). The HIVPC would have 38% unaffiliated consumers and 29% Part A providers. Female and Black representation would increase, and the committee would still remain underrepresented by males, female consumers, blacks and whites.

Motion #3: To approve Marie Hayes' application for the Substance Abuse seat on HIV Planning Council.

Proposed by: Katz, H.B. **Seconded by:** Robertson, P.

Action: Passed Unanimously

Motion #4: To approve Rachel Williams' application for the HOPWA seat on HIV Planning Council upon completion of pre-appointment orientation.

Proposed by: Katz, H.B. **Seconded by:** Robertson, P.

Action: Passed Unanimously

Motion #5: To approve Vincent Foster's application for the Healthcare Provider seat on HIV Planning Council.

Proposed by: Katz, H.B. **Seconded by:** Robertson, P.

Action: Passed with 1 abstention

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

None.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: February 8, 2018 **VENUE:** TBD

Agenda Items for Meeting	Action to be taken, presentation, discussion, brainstorm etc.

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

The meeting was adjourned without objection at 11:40 a.m.

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CY2017 Membership/Council Development Committee Attendance

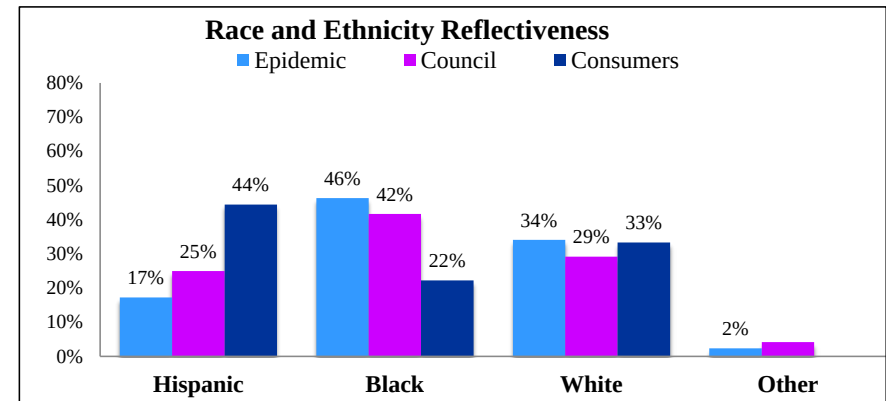
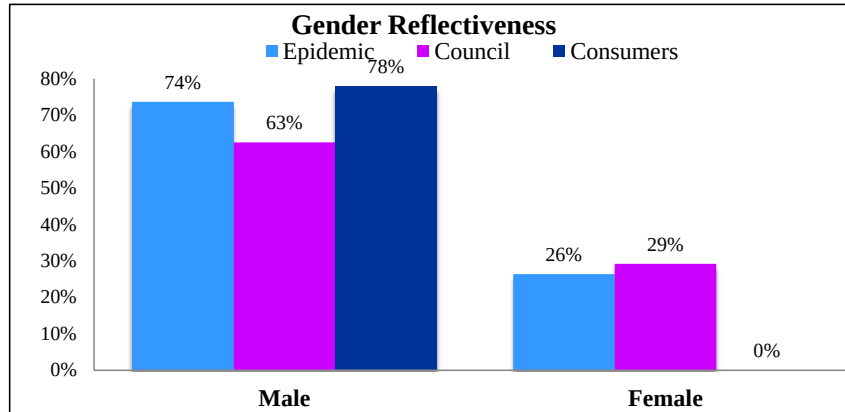
Absences	Count	Meeting Month:	Jan	Feb	Mar	Jun	Jul	Nov	Nov	Attendance Letters
		Meeting Date:	12	9	9	CX	13	9	30	
0	1	Burgess, D	X	X	X	NQX	X	X	X	
0	2	Foster, V., <i>V.Chair</i>	X	X	X	NQX	X	X	X	
2	3	Robertson, P.	A	A	X	NQX	X	X	X	W 2/10
3		Huggins, L.	A	A	A					
1	4	Katz, H.B.	X	X	X	NQA	X	X	X	
0		Schweizer, M.	Z-1/10							
2	5	Shamer, D.	X	X	X	NQA	X	X	A	
		Quorum =4	4	4	5	3	5	5	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 23, 2018



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	14,753	74%	15	63%	-11%	7	78%	4%
Female	5,288	26%	7	29%	3%	0	0%	-26%
Transgender	-	-	2	8%	-	2	22%	-
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	3,455	17%	6	25%	8%	4	44%	27%
Black	9,283	46%	10	42%	-5%	2	22%	-24%
White	6,831	34%	7	29%	-5%	3	33%	-1%
Other	472	2%	1	4%	2%	0	0%	2%
Total	20,041	100%	24			9		

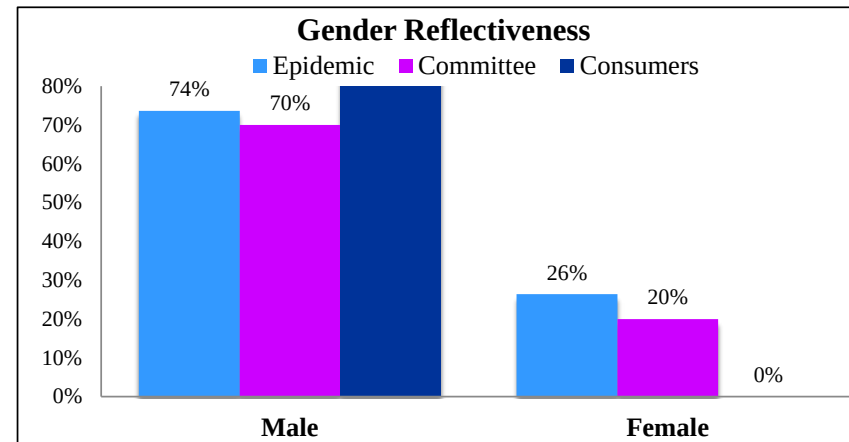
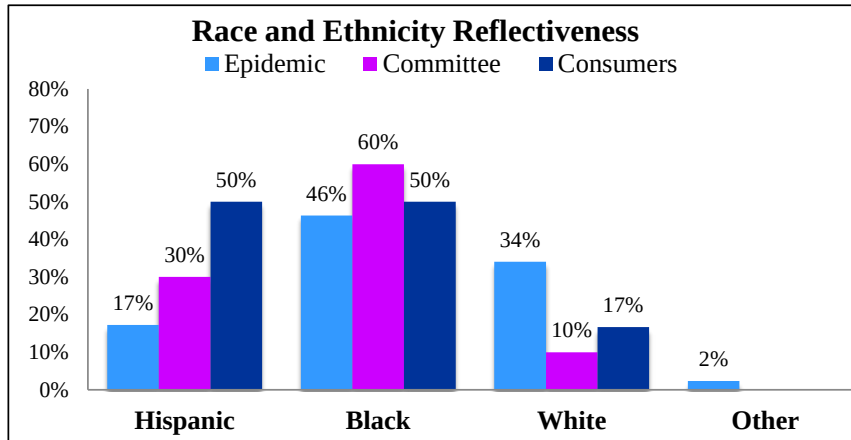
Current Members	24
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	38%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. ASO/CBO Serving Affected Populations
4. State Medicaid
5. Local Public Health Agency
6. Health Planning
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%

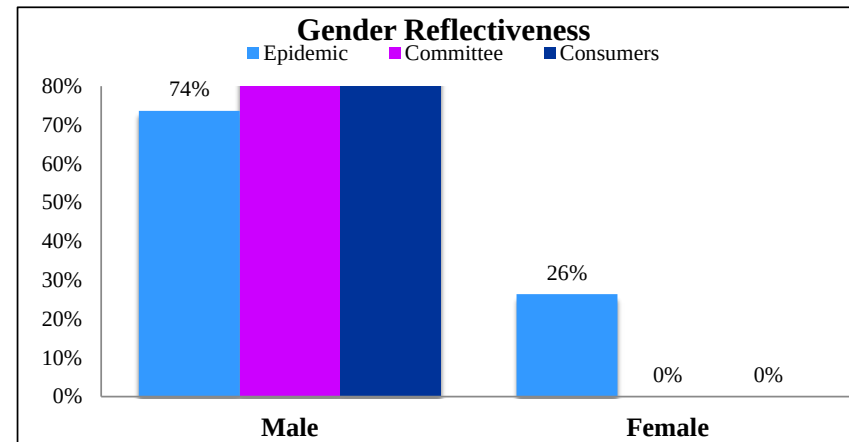
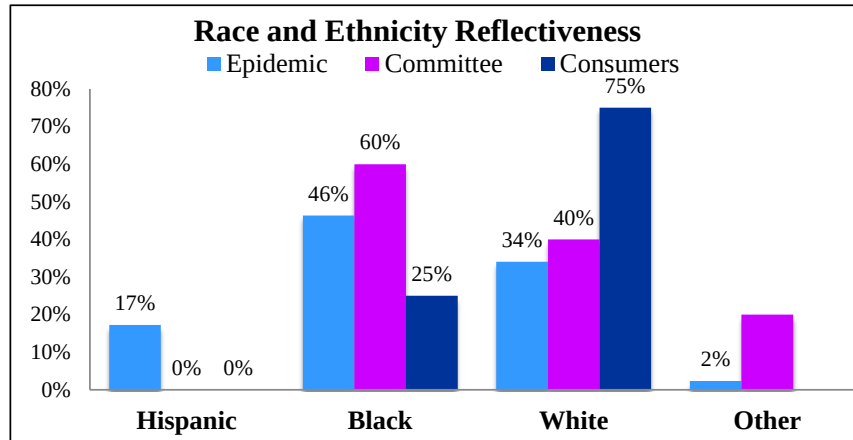
Community Empowerment Committee (CEC) Reflectiveness Report Through January 2018



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,753	74%	7	70%	5	83%	-4%
Female	5,288	26%	2	20%	0	0%	-6%
Transgender	-	-	1	10%	1	17%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,455	17%	3	30%	3	50%	13%
Black	9,283	46%	6	60%	3	50%	14%
White	6,831	34%	1	10%	1	17%	-24%
Other	472	2%	0	0%	0	0%	-2%
Total	20,041	100%	10		6		

Current Members	10
% of Members That Are Unaffiliated Consumers	60%

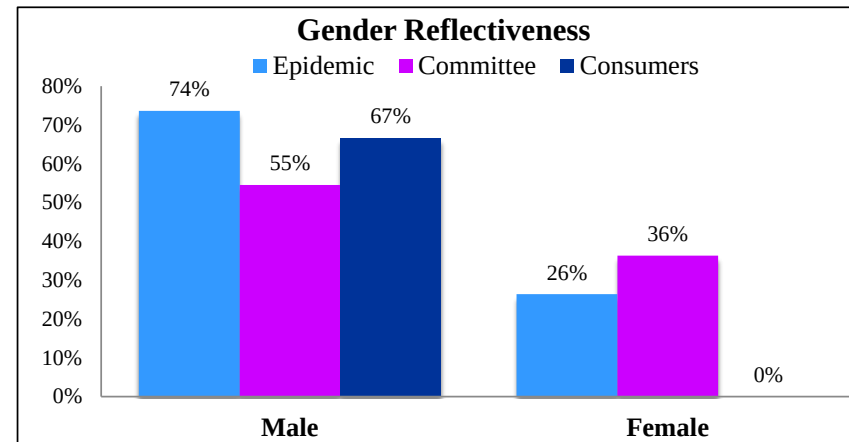
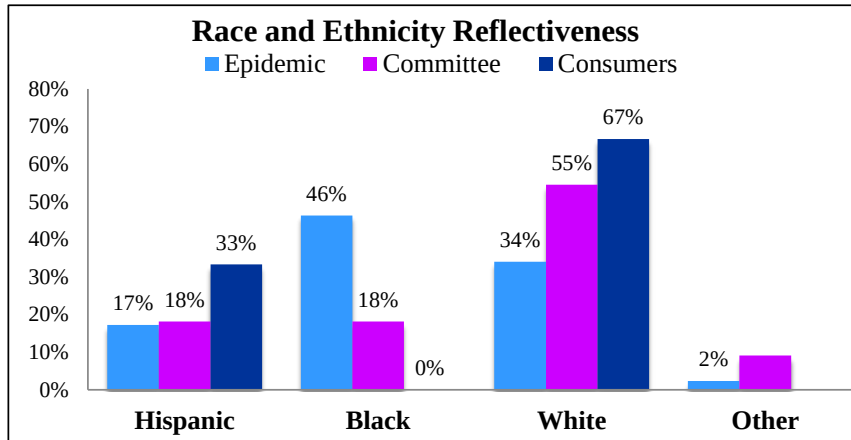
Membership/Council Development Committee (MCDC) Reflectiveness Report Through January 2018



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,753	74%	5	100%	4	100%	26%
Female	5,288	26%	0	0%	0	0%	-26%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,455	17%	0	0%	0	0%	-17%
Black	9,283	46%	3	60%	1	25%	14%
White	6,831	34%	2	40%	3	75%	6%
Other	472	2%	1	20%	0	0%	18%
Total	20,041	100%	5		4		

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

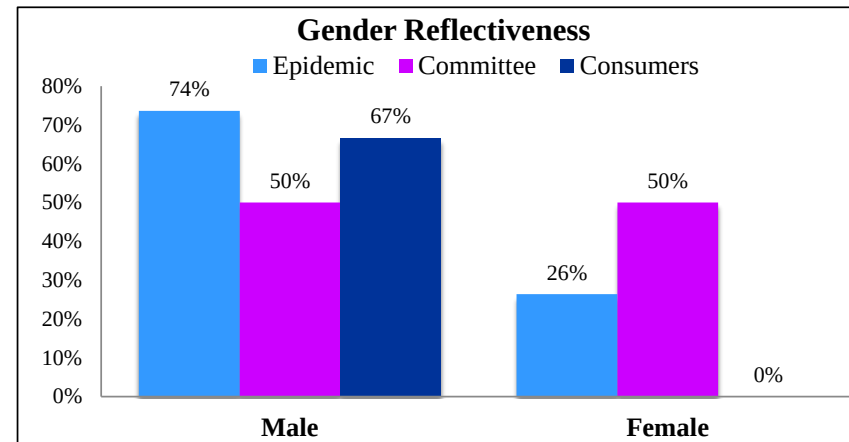
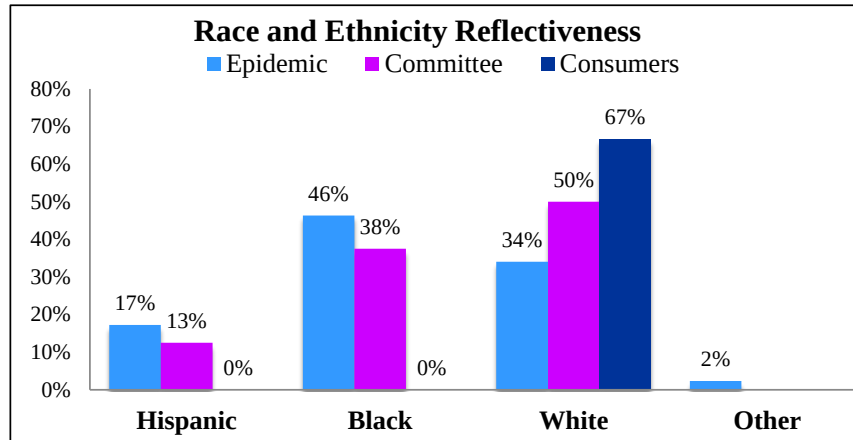
Priority Setting & Resource Allocation Committee (PSRA) Reflectiveness Report Through January 2018



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,753	74%	6	55%	2	67%	-19%
Female	5,288	26%	4	36%	0	0%	10%
Transgender	-	-	1	9%	1	33%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,455	17%	2	18%	1	33%	1%
Black	9,283	46%	2	18%	0	0%	-28%
White	6,831	34%	6	55%	2	67%	20%
Other	472	2%	1	9%	0	0%	7%
Total	20,041	100%	11		3		

Current Members	11
% of Members That Are Unaffiliated Consumers	27%

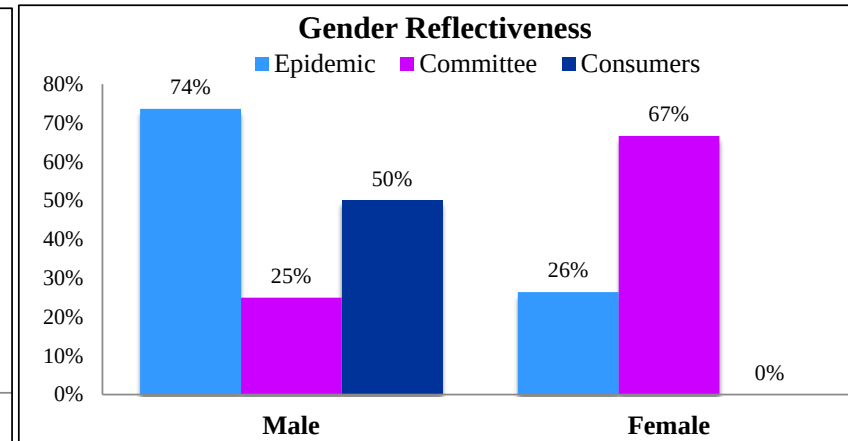
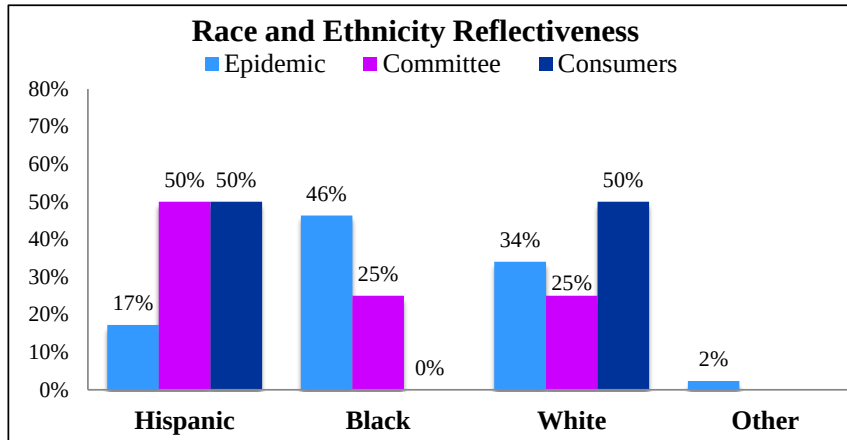
Quality Management Committee (QMC) Reflectiveness Report Through January 2018



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,753	74%	4	50%	2	67%	-24%
Female	5,288	26%	4	50%	0	0%	24%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,455	17%	1	13%	0	0%	-5%
Black	9,283	46%	3	38%	0	0%	-9%
White	6,831	34%	4	50%	2	67%	16%
Other	472	2%	0	0%	0	0%	-2%
Total	20,041	100%	8		3		

Current Members	8
% of Members That Are Unaffiliated Consumers	38%

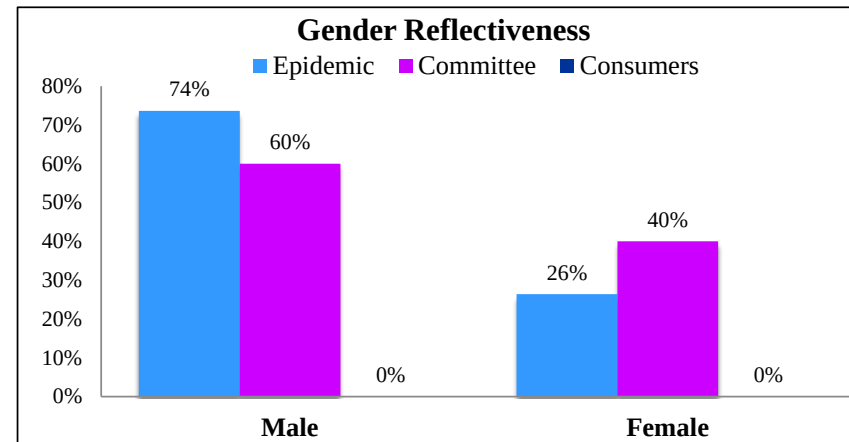
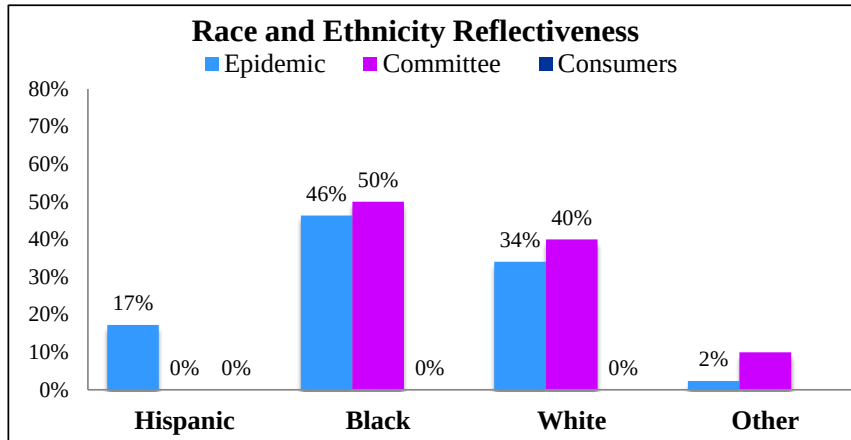
System of Care (SOC) Committee Reflectiveness Report Through January 2018



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,753	74%	3	25%	1	50%	-49%
Female	5,288	26%	8	67%	0	0%	40%
Transgender	-	-	1	8%	1	50%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,455	17%	6	50%	1	50%	33%
Black	9,283	46%	3	25%	0	0%	-21%
White	6,831	34%	3	25%	1	50%	-9%
Other	472	2%	0	0%	0	0%	-2%
Total	20,041		12		2		

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

Executive Committee Reflectiveness Report Through January 2018



Gender	Epidemic		Committee		Consumers		% Difference
Male	14,753	74%	6	60%	0	0%	-14%
Female	5,288	26%	4	40%	0	0%	14%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,455	17%	0	0%	0	0%	-17%
Black	9,283	46%	5	50%	0	0%	4%
White	6,831	34%	4	40%	0	0%	6%
Other	472	2%	1	10%	0	0%	8%
Total	20,041	100%	10		0		

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



PCS Monthly Attendance Report

December 2017

200 Oakwood Lane
Hollywood, FL 33020

p. 954-561-9681
f. 954-561-9685

hivpc@brhpc.org
www.brhpc.org

Attendance Policy

The HIV Planning Council (HIVPC) follows the attendance rules as set forth by the Broward County Code of Ordinances and the HIVPC By-Laws. The rules are as follows:

Members must notify Planning Council Support (PCS) Staff at least **two (2)** business days prior to the meeting as to whether they will or will not attend the meeting, unless the occurrence of an excused absence makes such notice impracticable.

Members may be marked absent if the failure to provide notice within **two (2)** business days of a scheduled meeting results in a cancellation of the meeting. Members who have notified staff that they cannot attend the meeting will be considered absent even if the meeting is cancelled due to lack of a quorum. An individual is marked present even though they did not provide notice within **two (2)** business days of a scheduled meeting but are present at the meeting.

Attendance records are based on the sign-in sheet. Members must sign in to be considered present at the meeting.

Quorum must be obtained **within 15 minutes** of the scheduled meeting time. Once a quorum has been established by members who are physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone. If quorum is not achieved by members who are physically present, members who are not physically present but participating via telephone will be considered absent. If a member would like to participate via telephone, they must inform staff at least **two (2)** business days prior to the meeting.

A member will automatically be removed from the HIVPC or committee that meets more frequently than quarterly if him/her:

- Has **three (3)** consecutive unexcused absences regardless of year, or
- Misses **four (4)** meetings in one (1) calendar year (January-December) because of unexcused absences.

A member will automatically be removed from the committee that meets on a quarterly or less frequent basis if he/she:

- Has **two (2)** consecutive unexcused absences regardless of year, or
- Misses **two (2)** meetings in one (1) calendar year (January-December) because of unexcused absences.

The HIVPC or committee Chair reviews all requests for an excused absence. The absence of a member shall be deemed excused under the following circumstances:

1. HIV-related illness;
2. When member is performing an authorized alternative activity relating to outside Planning Council business that directly conflicts with the properly noticed meeting;
3. Death of member's domestic partner or immediate family member (spouse, father, mother, one who has stood in the place of a parent [in loco parentis], child, and stepchild, domiciled in the employee's household); or
4. Member's hospitalization.
5. When the member is summoned to jury duty
6. When the member is issued a subpoena by a court of competent jurisdiction

Broward County's Office of Intergovernmental Affairs developed a new attendance sheet for 2015 to better track attendance of board members. PCS staff implemented the new attendance tracking sheet for the HIVPC as well as all of the HIVPC's committees, and added a column to track attendance letters. Below is the legend for the new attendance sheet:

Legend:

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - resigned

C - cancelled

W - attendance warning letter

R - attendance removal letter

December 2017 HIVPC and Standing Committee Attendance

The following records reflect attendance for December 2017 for the HIVPC and its standing committees. There were five meetings held in November.

Community Empowerment Committee (CEC)

Last Meeting: November 7, 2017

CEC member attendance through December 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	C	1	C	C	7	C	
		0		Arencibia, Y.	X												Z-1/31
1		0	1	Bhrangger, R.	X		X	X	X	X		X			X		
1	1	1	2	Burgess, D.	A		E	X	X	X		E			X		
		1	3	Fleurinord, P., V. Chair	X		X	X	X	X		A			X		
		0	4	Franks, H.	X		X	X	X	X		X			X		
1		2		Katz, H.B.	A		X	A	X	E							Z- 7/27
1		2	5	Lint, A.	X		X	A	X	X		E			A		
1		0	6	Marcoviche, W.	X		X	X	X	X		X			X		
1		2		Parker, P.	A		A	E	E	E		X					Member Passed Away 9/9
		0	7	Robertson, L., Ch	X		X	X	X	X		X			X		
1	1	1	8	Robertson, P.	A		X	X	X	E		X			X		
			9	Wilson, E.			N- 4/27		X	X		X			E		
				Quorum = 7	7		8	7	9	7		7			7		

Membership Council/Development Committee (MCDC)

Last Meeting: November 30, 2017

MCDC member attendance through December 2017 is reflected in the table below:

Absences Count	Meeting Mont	Jan	Feb	Mar	Jun	Jul	Nov	Nov	Attendance Letters
		12	9	9	CX	13	9	30	
0	1	Burgess, D	X	X	X	NQX	X	X	X
0	2	Foster, V., V. Cha	X	X	X	NQX	X	X	X
2	3	Robertson, P.	A	A	X	NQX	X	X	X
3		Huggins, L.	A	A	A				
1	4	Katz, H.B.	X	X	X	NQA	X	X	X
0		Schweizer, M.							Z-1/10
2	5	Shamer, D.	X	X	X	NQA	X	X	A
		Quorum =4	4	4	5	3	5	5	4

Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: November 16, 2017

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

Consumer PLWHA Absences Count		Meeting Month												Attendance Letters
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		Meeting Date: CX 15 CX 20 25 14 20 17 C 19 16 C												
1		Bell, J.	NQX	X	NQA	Z- 3/13								
1	1	Barrientos, Y.	N- 3/23		X	X	X	X	X		X	A		
2	2	DeSantis, M.	NQA	A	NQX	X	X	E	X	X	X	X		W-2/16
1	2	3 Barnes, B.	NQA	X	NQA	X	X	X	X		X	X		
2	4	Grant, C.	NQX	X	NQX	A	X	X	A	X		X	X	
2	5	Hayes, M.	NQX	A	NQX	X	X	X	X	A		X	X	
1	0	6 Katz, H.B.	NQE	X	NQE	X	X	X	X	X		X	X	
4	7	King, J.	NQX	A	NQA	X	X	A	X	X		X	A	W- 3/17, 6/15, R-11/20
2	8	Lopes, R.	NQA	X	NQA	X	X	X	X	X		X	X	
0	9	Schickowski, K.	NQX	X	NQX	X	X	X	X	X		X	X	
1	2	10 Shamer, D.	NQA	X	NQX	X	X	A	X	X		X	X	
3	11	Siclari, R., V. Chair	NQA	X	NQA	X	X	X	X	A		X	X	W-8/22
1	12	Spencer, W. Chair	NQX	X	NQX	X	X	X	X	X		X	A	
		Quorum = 7	6	9	6	11	12	9	11	10		12	9	

Quality Management Committee (QMC)

Last Meeting: October 16, 2017

QMC member attendance through December 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	Attend ance Letters
	Meeting Date:	CX	6 27	20	17	C	19	17	C	C	16	CX	C	
0 1	Grant, C., <i>Chair</i>	NQX	X X	X X	X		X	X			X			
1 1 3	Huggins, L.	NQA	A A						R - 3/3					W-2/27
1 1 1 2	Katz, H.B.	NQA	X X	X X	X		E	X			X			
0 3	MacPherson, S.		N - 4/23				X	X			X			
1 1 1 4	Runkle, D.	NQA	X X	X X	X		X	X			X			
0 5	Thomas-Purcell, K.		N-4/23				X	X			A			
1 6	Taveras, J.	NQA	X X	X X	X		A	X			X			
2 7	Schweizer, M.	N-1/26	X A	X X	X		X	A			X			
0 8	Simpson, R.		N-6/22					X			A			
	Quorum = 5	1	6 5	5 7			5 7				6			

System of Care Committee (SOC)

Last Meeting: July 25, 2017

SOC member attendance through December 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:	-	-	28	25	31	C	25	C	C	C	C	C	
		0	1	Hayes, M. <i>Chair</i>			X	X	X		X						
		1	2	Edwards, C. <i>Vice Chair</i>			X	X	X		A						
			3	Arencibia, Y.		N- 4/27			X		X						
		1	4	Barrientos, Y.		N- 4/27			X		X						
			5	Gonzalez, Y.		N- 4/27			X		X						
			6	Ivey, L.		N- 4/27			X		A						
		1	7	Katz, H.B.		N- 4/27			X		X						
			8	Pietrogallo, T.		N- 4/27			X		A						
			9	Rodriguez, J.		N- 4/27			X		X						
		1	10	Rolle, V.		N- 4/27			X		A						
			11	Vargas, D.		N- 4/27			X		X						
			12	Valverde, V.		N- 4/27			X		X						
				Quorum = 7	-	-	2	2	12		8						

Executive Committee

Last Meeting: November 16, 2017

Executive member attendance through December 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
		19	16	16	C	C	14	20	17	C	19	16	C	
0	1	Earp, A. Z- 1/12												
3	2	X	X	X			X	A	A		X	A		
8	3	A	A	A			A	A	A		A	A		
1	4	X	X	X			X	X	X		A	X		
0	5	X	X	X			X	X	X		X	X		
1	6	X	X	X			X	A	X		X	X		
2	7	X	A	X			X	X	A		X	Z- 10/27		
0	8	X	X	X			X	X	X		X	X		
1	9	A	X	X			A	X	X		X	X		
2	10	X	X	A			X	X	A		X	X		
1	11	X	X	X			X	X	X		X	A		
	Quorum(Chairs)=5		8	8	8		8	7	6		8	6		

HIV Planning Council (HIVPC)

Last Meeting: December 7, 2017

HIVPC member attendance through December 2017 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	26	23	23	27	C	22	27	31	C	CX-26	30	C	7	
		2	1	Arenciaba, Y.	X	X	X	A		E	X	A		NQE	E		E	
	1	2	2	Barnes B., <i>Chair</i>	X	X	X	X		A	A	X		NQX	X		X	W-8/1
	1	0	3	Barrientos, Y.		N-4/27		X		X	X	X		NQX	X		X	
		0		Bell, J.	X	X								Z- 3/14				
	1	1	0	4	Bhrangger, R.	X	X	X	X		X	E	X		NQX	X		X
	1	1	0	5	Burgess, D.	X	X	X	X		E	E	X		NQX	X		X
		3	6	DeSantis, M.	X	X	X	A		X	X	A		NQA	X		X	W- 11/8
		2	7	Grant C.	X	X	X	X		X	A	X		NQA	X		X	
		0		Hayes, M.	X	E	X	X		X	X	X		Z-10/27				
		7	A	Holness, D. V.C. (Comm)	A	A	A	X		X	X	A		NQA	A		A	
		3		Huggins, L.M.	A	A	A							R-3/23				
	1	1	0	8	Katz, H.B.	X	X	X	X		X	X	X		NQX	X		X
		1	2	9	King, J.	X	X	X	X		X	A	X		NQE	A		Z- 11/21
	1	1	1	10	Lint, A.	X	X	X	X		A	X	X		NQX	X		X
		1	11	Lopes, R., <i>V. Chair</i>	X	X	A	X		X	X	X		NQX	X		X	
	1	1	0	12	Marcoviche, W.	X	X	X	X		X	X	X		NQE	X		E
		1	13	Moragne, T.	A	X	X	X		X	X	X		NQX	X		X	
	1	1	1		Parker, P.	A	X	X	X		X	E	E		Member Passed Away 9/9			
		1	0	14	Robertson, L.	X	X	X	X		X	X	X		NQX	X		X
	1	1	3	15	Robertson, P.	A	A	X	A		X	X	E		NQX	X		X
		1	16	Rodriguez, J.		N-8/31							X		NQX	X		A
	1	1	1	17	Runkle, D.	X	X	X	X		X	X	X		NQA	X		X
		2	18	Schweizer, M.	X	X	X	X		X	A	E		NQA	X		X	
	1	1	0	19	Shamer, D.	X	X	X	X		X	X	X		NQX	X		X
		2	20	Siclari, R.	X	A	X	X		X	X	X		NQA	X		X	
	1	2	21	Spencer, W.	X	X	X	X		X	X	A		NQA	X		X	
		3	22	Taylor-Bennett, C.	X	X	A	A		E	A	X		NQE	X		X	W-5/3, W-8/1
	4	23		Thomas-Purcell, K.	A	A	X	E		A	X	X		NQE	A			W-2/28, 6/26, R 11/8
				Quorum = 13	20	20	21	19		19	17	19		12	20		18	

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 Nominating Committee. The following records reflect attendance through December 2017 for the HIVPC's ad-Hoc committee.

Nominating Committee

Last Meeting: October 5, 2017

Nominating Committee member attendance through December 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:										5	C	C	
0	0	0	1	Barrientos, Y.										X			
0	0	0	2	Moragne, T.										X			
1	1	0	3	Robertson, L. Chair										X			
1	1	0	4	Shamer, D.										X			
0	0	0	5	Taylor-Bennett, C.										X			
				Quorum = 4										5			



PCS Monthly Attendance Report

February 2018

200 Oakwood Lane
Hollywood, FL 33020

p. 954-561-9681
f. 954-561-9685

hivpc@brhpc.org
www.brhpc.org

Attendance Policy

The HIV Planning Council (HIVPC) follows the attendance rules as set forth by the Broward County Code of Ordinances and the HIVPC By-Laws. The rules are as follows:

Members must notify Planning Council Support (PCS) Staff at least **two (2)** business days prior to the meeting as to whether they will or will not attend the meeting, unless the occurrence of an excused absence makes such notice impracticable.

Members may be marked absent if the failure to provide notice within **two (2)** business days of a scheduled meeting results in a cancellation of the meeting. Members who have notified staff that they cannot attend the meeting will be considered absent even if the meeting is cancelled due to lack of a quorum. An individual is marked present even though they did not provide notice within **two (2)** business days of a scheduled meeting but are present at the meeting.

Attendance records are based on the sign-in sheet. Members must sign in to be considered present at the meeting.

Quorum must be obtained **within 15 minutes** of the scheduled meeting time. Once a quorum has been established by members who are physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone. If quorum is not achieved by members who are physically present, members who are not physically present but participating via telephone will be considered absent. If a member would like to participate via telephone, they must inform staff at least **two (2)** business days prior to the meeting.

A member will automatically be removed from the HIVPC or committee that meets more frequently than quarterly if him/her:

- Has **three (3)** consecutive unexcused absences regardless of year, or
- Misses **four (4)** meetings in one (1) calendar year (January-December) because of unexcused absences.

A member will automatically be removed from the committee that meets on a quarterly or less frequent basis if he/she:

- Has **two (2)** consecutive unexcused absences regardless of year, or
- Misses **two (2)** meetings in one (1) calendar year (January-December) because of unexcused absences.

The HIVPC or committee Chair reviews all requests for an excused absence. The absence of a member shall be deemed excused under the following circumstances:

1. HIV-related illness;
2. When member is performing an authorized alternative activity relating to outside Planning Council business that directly conflicts with the properly noticed meeting;
3. Death of member's domestic partner or immediate family member (spouse, father, mother, one who has stood in the place of a parent [in loco parentis], child, and stepchild, domiciled in the employee's household); or
4. Member's hospitalization.
5. When the member is summoned to jury duty
6. When the member is issued a subpoena by a court of competent jurisdiction

Broward County's Office of Intergovernmental Affairs developed a new attendance sheet for 2015 to better track attendance of board members. PCS staff implemented the new attendance tracking sheet for the HIVPC as well as all of the HIVPC's committees, and added a column to track attendance letters. Below is the legend for the new attendance sheet:

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

February 2018 HIVPC and Standing Committee Attendance

The following records reflect attendance for February 2018 for the HIVPC and its standing and ad-Hoc committees. There were two meetings held in February.

Community Empowerment Committee (CEC)

Last Meeting: February 6, 2018

CEC member attendance through February 2018 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:	C	6											
1		0	1	Bhrangger, R.		X											
1	1	0	2	Burgess, D.		X											
		0	3	Fleurinord, P., <i>V. Chair</i>		X											
		0	4	Franks, H.		X											
1		0	5	Lint, A.		X											
1		0	6	Marcoviche, W.		X											
		0	7	Robertson, L., <i>Chair</i>		X											
1	1	0	8	Robertson, P.		X											
		0	9	Wilson, E.		X											
Quorum = 7					0	9	0	0	0	0	0	0	0	0	0	0	

Membership Council/Development Committee (MCDC)

Last Meeting: November 30, 2017

MCDC member attendance through February 2018 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:	C	CX											
1	1	0	1	Burgess, D		NQX											
0	0	0	2	Foster, V., V.Chair		NQX											
1	1	1	3	Robertson, P.		NQA											
1	1	0	4	Katz, H.B.		E											
1	1	0	5	Shamer, D.		NQX											
				Quorum =4		3											

Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: January 18, 2018

PSRA member attendance through February 2018 is reflected in the table below:

Consumer PLWHA Absences Count	Meeting Month:													Attendance Letters
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	Meeting Date:	18	C											
1 1 0 1	Barnes, B.	X												
1 0 0 2	Barrientos, Y.	X												
0 0 0 3	DeSantis, M.	X												
0 0 0 4	Grant, C.	X												
0 0 1 5	Hayes, M.	A												
1 1 0 6	Katz, H.B.	X												
0 0 1 7	Lopes, R.	A												
0 0 0 8	Schickowski, K.	X												
1 1 0 9	Shamer, D.	X												
0 0 0 10	Siclari, R., <i>V. Chair</i>	X												
0 1 0 11	Spencer, W. <i>Chair</i>	X												
	Quorum = 7	9												

Quality Management Committee (QMC)

Last Meeting: October 16, 2017

QMC member attendance through February 2018 is reflected in the table below:

Consumer PLWHA Absences Count	Meeting Month:													Attendance Letters
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	Meeting Date:	C	C											
0 0 0 1	Grant, C.													
1 1 1 2	Katz, H.B.													
0 0 0 3	MacPherson, S.													
1 1 1 4	Runkle, D.													
0 0 0 5	Thomas-Purcell, K.													
0 0 1 6	Taveras, J.													
0 0 0 7	Schweizer, M.													
1 1 0 8	Shamer, D., <i>Chair</i>													
0 0 0 9	Simpson, R.													
	Quorum = 5													

System of Care Committee (SOC)

Last Meeting: July 25, 2017

SOC member attendance through February 2018 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:	C	C											
0	0	0	1	Hayes, M. <i>Chair</i>													
0	0	0	2	Edwards, C. <i>Vice Chair</i>													
0	0	0	3	Arencibia, Y.													
1	0	0	4	Barrientos, Y.													
0	0	0	5	Gonzalez, Y.													
0	0	0	6	Ivey, L.													
1	1	0	7	Katz, H.B.													
0	1	0	8	Pietrogallo, T.													
0	0	0	9	Rodriguez, J.													
0	0	0	10	Rolle, V.													
0	0	0	11	Vargas, D.													
0	0	0	12	Valverde, V.													
Quorum = 7																	

Executive Committee

Last Meeting: January 18, 2018

Executive member attendance through February 2018 is reflected in the table below:

Consumer PLWHA Absences Count	Meeting Month:													Attendance Letters
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	Meeting Date:	18	C											
1 1 0 1	Barnes, B <i>Chair</i>	X												
0 0 0 2	Edwards, C.	X												
0 0 1 3	Fleurinord, P.	A												
0 0 0 4	Foster, V.	X												
0 0 0 5	Lopes, R., V. <i>Chair</i>	X												
0 0 0 6	Robertson, L.	X												
0 0 0 7	Shamer, D.	X												
0 1 0 8	Siclari, R.	X												
0 1 0 9	Spencer, W.	X												
	Quorum(Chairs)=5	8	0	0	0	0	0	0	0	0	0	0	0	

HIV Planning Council (HIVPC)

Last Meeting: January 25, 2018

HIVPC member attendance through February 2018 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:	25	C											
0 1	Arenciaba, Y.	E												
1 0 2	Barnes B., <i>Chair</i>	X												
1 0 3	Barrientos, Y.	X												
1 1 0 4	Bhrangger, R.	X												
1 1 0 5	Burgess, D.	X												
0	DeSantis, M.	Z-1/23												
0 6	Fortune-Evans, B.	X												
0 7	Foster, V.	X												
0 8	Grant C.	X												
1 9	Hayes, M.	A												
1 A	Holness, D. V.C. (Comm)	A												
1 1 0 10	Katz, H.B.	X												
1 1 0 11	Lint, A.	X												
0 12	Lopes, R., <i>V. Chair</i>	X												
1 1 0 13	Marcoviche, W.	X												
0 14	Moragne, T.	X												
1 0 15	Robertson, L.	X												
1 1 0 16	Robertson, P.	X												
1 17	Rodriguez, J.	A												
1 1 0 18	Runkle, D.	X												
0 19	Schweizer, M.	X												
1 1 0 20	Shamer, D.	E												
0 21	Siclari, R.	X												
1 0 22	Spencer, W.	X												
0 23	Taylor-Bennett, C.	X												
0 24	Williams, R.	X												
	Quorum = 13	20												

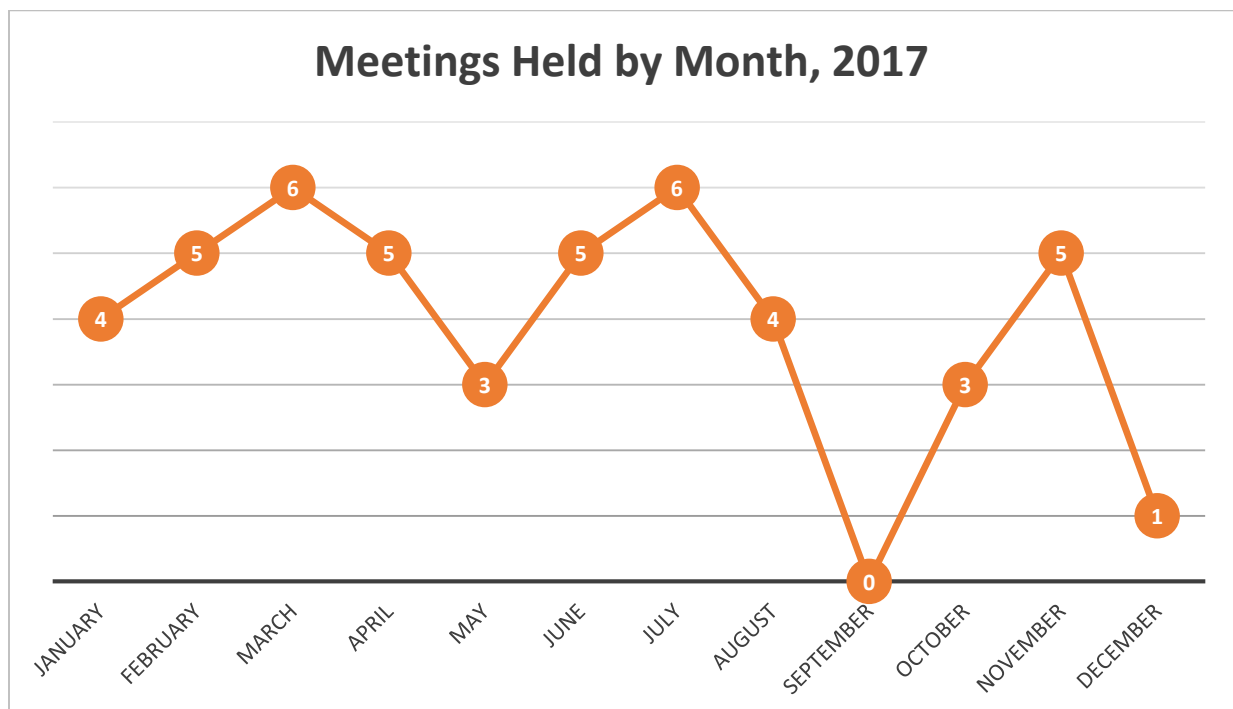
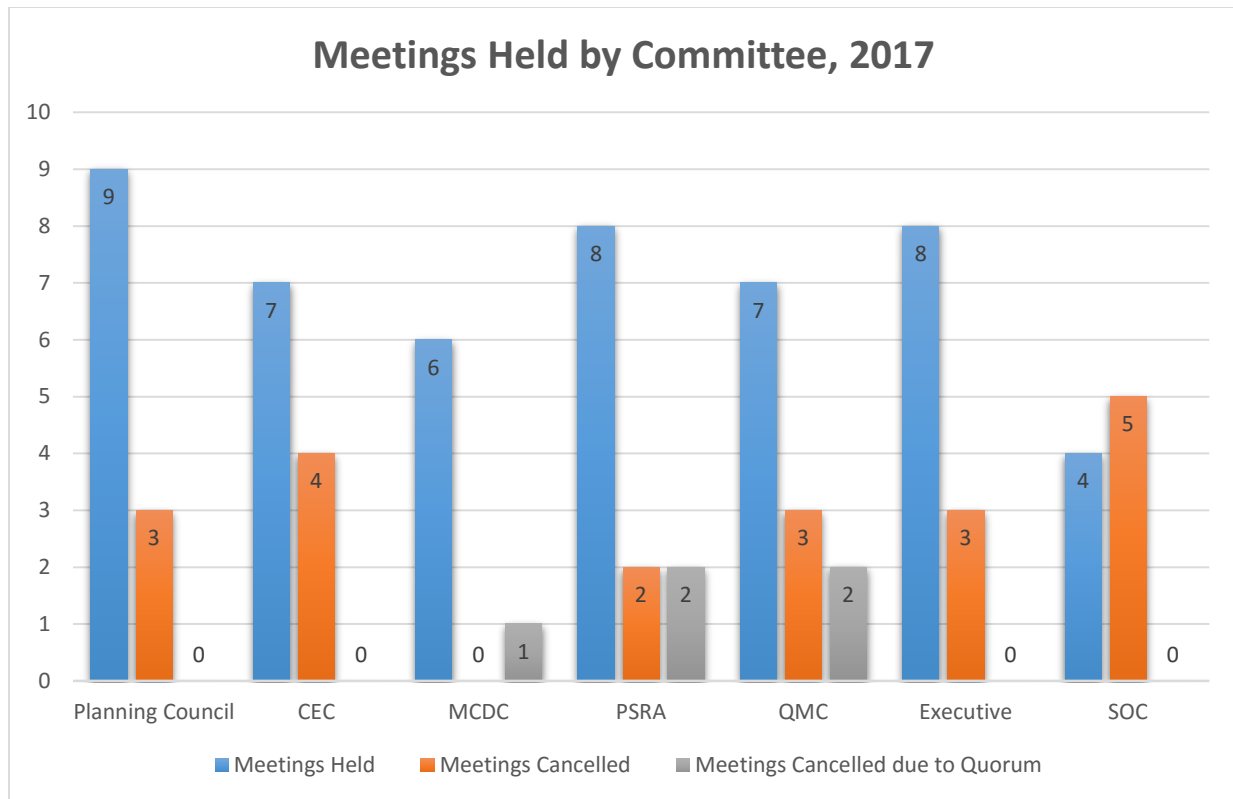
Ad-Hoc committees are committees established for a limited time or limited and definite purpose, and they meet on an as-needed basis. The HIVPC currently has one active ad-Hoc committee: the ad-Hoc Nominating Committee. The following records reflect attendance through January 2017 for the HIVPC's ad-Hoc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

Ad-Hoc Nominating Committee

Last Meeting: February 1, 2018

Committee member attendance through February 2018 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:	4	1											
0 0 0 1	Barrientos, Y.	X	X											
0 0 0 2	Bhrangger, R.	X	X											
1 1 2 3	Burgess, D.	A	A											
1 0 0 4	Grant, C.	X	X											
0 0 0 5	Moragne, T.	X	X											
0 1 0 6	Robertson, L. Chair	X	X											
	Quorum = 4	5	5											



FY 2017-18 Membership/Council Development Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Membership/Council Development Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PLWHA

Objective 1: Ensure HIVPC is representative and reflective

[illegible]

Objective 2: Develop application procedures and member selection process

[illegible]

Objective 3: Implement capacity/leadership development for Planning Council Members, Applicants and Interested Parties

[illegible]

FY2017 MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

FY2017 HIVPC Membership Overview:

- 6 HIVPC Members Appointed
 - o Part B
 - o Non-Elected Community Leader
 - o Part D
 - o Substance Abuse- Vacant since 2015
 - o HOPWA
 - o Health Care Provider
- 6 HIVPC Members Resigned/Removed
 - o Part B- Resigned
 - o Health Planning- Removed
 - o AIDS Service Organization- Resigned
 - o Part D- Resigned/Changed Seats
 - o HOPWA- Resigned
 - o Affected Communities- Passed Away

FY2018 MCDC Recommendations:

- Target recruitment efforts to fill membership gaps, including: Black female consumers, Local Public Health Agencies, Alternates
- Increase collaboration with CEC to conduct outreach, education and recruitment activities
- Recruit additional MCDC members that are diverse

1.) Meeting Effectiveness

	Not Relevant			Very Relevant	
	1	2	3	4	5
How relevant were the agenda, reports, and next steps?					

What are 2 ways to improve the relevance of meeting agenda items?

2.) Leadership

	Not Well			Very Well	
	1	2	3	4	5
How well did the Vice Chair guide the meeting					

What can the Vice Chair do differently in the future to improve meetings?

3.) Committee Member Participation

	Not Well			Very Well	
	1	2	3	4	5
How well prepared were the Committee members?					

What can be done in the future to improve meeting preparedness & participation from members or guests?

4.) Member Recruitment

	Not Effective			Very Effective	
	1	2	3	4	5
How effective were the MCDC's member recruitment efforts this year?					

How could the Committee improve their recruitment efforts? What could they do differently?

5.) Goals

What are some FY2018 MCDC goals?

FY 2018-19 Membership/Council Development Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Membership/Council Development Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PLWHA

Objective 1: Ensure HIVPC is representative and reflective

[illegible]

Objective 2: Develop application procedures and member selection process

[illegible]

Objective 3: Implement capacity/leadership development for Planning Council Members, Applicants and Interested Parties

[illegible]