



**Meeting Agenda:** Membership/Council Development Committee  
**Date/Time:** November 8, 2018, 9:30 a.m. **Location:** Poverello Live Well Center  
**Chair:** Vincent Foster **Vice Chair:** Vacant

1. **CALL TO ORDER:** *Welcome, Ground Rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*

2. **APPROVALS:** 11/8/18 Agenda and 10/11/18 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 (Handout B)

ACTION ITEM: Update on individual member attendance, warnings and removals.

c. Current Applicants, Interested Parties, and Appointments

ACTION ITEM: Review application.

4. **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> |
| <b>Code of Ethics</b>                                             | ACTION ITEM: Review sample code of ethics language and compare with other sources. (HANDOUTS C-E)                      |
| <b>Post Appointment Training</b>                                  | ACTION ITEM: Host HIVPC Post Appointment Training for new members                                                      |

5. **UNFINISHED BUSINESS** None.

6. **RECIPIENT REPORT**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE:** TBD **VENUE:** Gov. Center TBD

|                                            |                                                                                |
|--------------------------------------------|--------------------------------------------------------------------------------|
| <i>Agenda Items/Tasks for next Meeting</i> | <i>Action to be taken, presentation, discussion, brainstorm etc.</i>           |
| <b>Standard Committee Items</b>            | ACTION ITEM: Review HIVPC Demographics/Committee Attendance/Current Applicants |

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:** October 11, 2018, 9:30 a.m.

**Location:** GC-302

**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        |        | Jones, L.          |
| 3          | Katz, H.B.                   | X        |        | Robinson, J        |
| 4          | Shamer, D.                   | X        |        |                    |
| 5          | Barnes, B.                   | X        |        | <b>HIVPC Staff</b> |
|            |                              |          |        | Johnson, B.        |
|            | <b>Quorum = 4</b>            | <b>5</b> |        | Jolly, J.          |
|            |                              |          |        | Oratien, V.        |
|            |                              |          |        |                    |
|            |                              |          |        | <b>Guests</b>      |
|            |                              |          |        | Ruffner, A.        |

## 1. CALL TO ORDER

The Chair called the meeting to order at 9:38 a.m. The Vice 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:** Shamer, D. **Seconded by:** Burgess, D.  
**Action:** Passed Unanimously

**Motion #2:** To approve the 9/13/18 minutes  
**Proposed by:** Barnes, B. **Seconded by:** Shamer, D.  
**Action:** Passed Unanimously

## 3. STANDARD COMMITTEE ITEMS

- Review HIVPC Demographics (Handout A): Members reviewed demographics and identified recruitment targets that would keep HIVPC in alignment with the vision and mission of the Council. Due to the departure of the CEC chair, in addition to the removal of another member from the CEC committee, the unaffiliated consumers' percentage for both the committee and HIV Planning Council will drop below our mandated percentage of 35%. As a result, the Planning Council will be underrepresented. Strong emphasis was placed on new consumer members and ways in which we can find quality candidates for membership. The Committee members then reviewed each Standing Committee member demographics and reflectiveness. Overall, there is a severe deficit for black female consumers. There are no Black female consumers on the HIVPC, or any other committee. There was a suggestion made to use some of our familiar networks, such as 211 and the AIDS Museum Chair, to

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recruit new members who could add to the diversity we are in search of as it pertains to HIVPC member representation.

- b. Planning Council and Committee Attendance (Handout B): Members reviewed member attendance and discussed recent developments. One member received a warning letter for missing three consecutive meetings. It was mentioned that based on the attendance report, another member was due to receive a warning letter as well. Support staff will be following up with this member to do an attendance verification. There is a need to find more members who will positively impact our consumer numbers, as losing 3 members who added to that column has had a deep impact demographically.
- c. Current Applicants, Interested Parties, and Appointments: Ebonni and Andrew were selected to be appointed to the HIV Planning Council. Andrew is on October's meeting agenda to be appointed. There is a delay on the appointment of Ebonni Bryant as she is currently a county board member on a different board. HIVPC is also a county board, and members cannot serve on two county board concurrently. Ebonni is in the process of finding ways to maintain membership while moving forward with Planning Council membership as well. If Ebonni decides to not continue in the process with HIVPC, she still has the option to serve on one of our committees as opposed to being a full HIVPC member. An update on this matter will be provided at the next meeting. In the next cycle, we will be able to add Andrew to council.

#### 4. MEETING ACTIVITIES/NEW BUSINESS

- a. HIVPC Committee Vacancies: There is an immediate need for consumers in general, more specifically, black women. The committee was asked about current recruitment strategies. It was then suggested that, considering the specificity for membership needs, there could be a more targeted recruitment process. A member explained what the committee currently does to recruit new members. It was suggested that recruiting is not the problem. Commitment from individuals who previously expressed interest in membership but have no follow through has been a big hurdle to overcome when dealing with new membership and recruitment.
- b. Policies/Procedures and Member Conduct:

#### 5. UNFINISHED BUSINESS

HIVPC Recruitment Materials (Handout C)- Committee decided to take a step back to think about what direction to go in as it relates to the HIVPC brand. There was a suggestion for HIVPC shirts and branding materials to be brighter, bolder colors or multicolored to attract more attention when members are out tabling at events or attending events in general. This suggestion came from members seeing what other organizations were doing that made them stand out and draw in interest. Another concern was that members may not always be on one accord. Chair suggested that committee members exchange email addresses as a better way to stay connected and informed on the events that are happening in the area that may not otherwise be widely advertised. Attending more community events not hosted by the usual HIVPC affiliates would open the door to new potential candidates for membership. There was also a suggestion made to speak to Loren about having a focus group with the community to get community's opinion on HIVPC. A member also suggested that community members could be collaborators for all HIVPC marketing materials. **ACTION ITEM:** Follow up with the Grantee to work on determining

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dates for focus groups. By the end of this year, once focus groups have taken place, the committee will have feedback to present at the HIVPC meeting at the beginning of 2019; thus the launching of HIVPC's new branding campaign. The focus group would consist of a branding exercise similar to the one Loren did with the MCDC committee, but with a focus on HIVPC.

## 6. RECIPIENT REPORT

None.

## 7. PUBLIC COMMENT

None.

## 8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: November 8, 2018 VENUE: TBD

|                                 |                                                                       |
|---------------------------------|-----------------------------------------------------------------------|
| <i>Agenda Items for Meeting</i> | <i>Action to be taken, presentation, discussion, brainstorm etc.</i>  |
| <b>Member Conduct</b>           | <b>ACTION ITEM: Review and finalize language for by-laws Revision</b> |

## 9. ANNOUNCEMENTS

None.

## 10. ADJOURNMENT

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

### CY2018 Membership/Council Development Committee Attendance

| Consumer | PLWHA | Absences | Count | Meeting Month:       | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct    | Nov | Dec | Attendance Letters |
|----------|-------|----------|-------|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-----|-----|--------------------|
|          |       |          |       | Meeting Date:        | C   | CX  | 8   |     | CX  |     |     |     | 13  | 11     |     |     |                    |
|          |       |          |       | Barnes, B. Alternate |     |     |     |     |     |     |     |     | X   | X      |     |     |                    |
| 1        | 1     | 0        | 1     | Burgess, D           |     | NQX | X   |     |     |     |     |     | X   | X      |     |     |                    |
| 0        | 0     | 0        | 2     | Foster, V., V.Chair  |     | NQX | X   |     |     |     |     |     | A   | X      |     |     |                    |
| 1        | 1     | 2        | 3     | Robertson, P.        |     | NQA | A   |     |     |     |     |     | A   | R-9/13 |     |     |                    |
| 1        | 1     | 0        | 4     | Katz, H.B.           |     | E   | X   |     |     |     |     |     | X   | X      |     |     |                    |
| 1        | 1     | 0        | 5     | Shamer, D.           |     | NQX | X   |     |     |     |     |     | X   | X      |     |     |                    |
|          |       |          |       | <b>Quorum =4</b>     |     | 3   | 4   |     |     |     |     |     |     | 5      |     |     |                    |

|                                |
|--------------------------------|
| <b>Legend:</b>                 |
| <b>X - present</b>             |
| <b>A - absent</b>              |
| <b>E - excused</b>             |
| <b>NQA - no quorum absent</b>  |
| <b>NQX - no quorum present</b> |

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

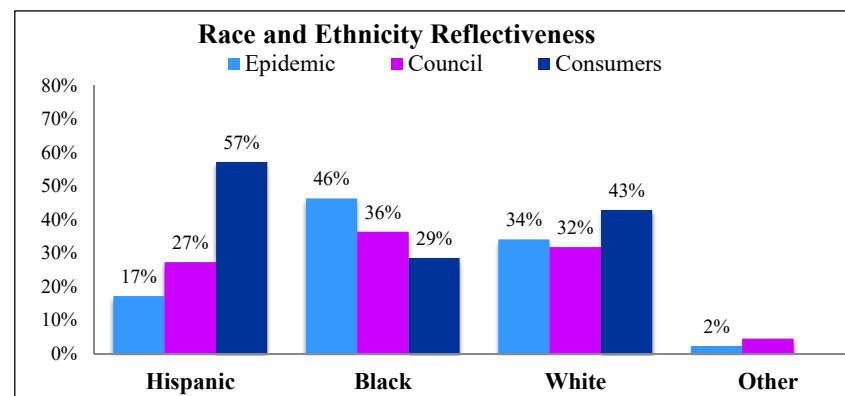
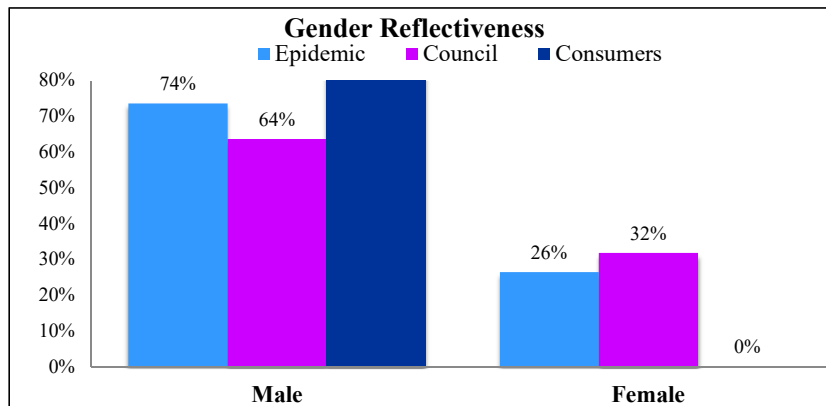


**N - newly  
appointed  
Z - resigned  
C - cancelled  
W - warning  
letter  
R - removal  
letter**

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## HIV Planning Council Membership Report Current Through October 2018



| Gender      | Epidemic |      | Council |     | % Difference | Consumers |      | % Difference |
|-------------|----------|------|---------|-----|--------------|-----------|------|--------------|
| Male        | 14,753   | 74%  | 14      | 64% | -10%         | 7         | 100% | 26%          |
| Female      | 5,288    | 26%  | 7       | 32% | 5%           | 0         | 0%   | -26%         |
| Transgender | -        | -    | 1       | 5%  | -            | 2         | 29%  | -            |
| Race        | Epidemic |      | Council |     | % Difference | Consumers |      | % Difference |
| Hispanic    | 3,455    | 17%  | 6       | 27% | 10%          | 4         | 57%  | 40%          |
| Black       | 9,283    | 46%  | 8       | 36% | -10%         | 2         | 29%  | -18%         |
| White       | 6,831    | 34%  | 7       | 32% | -2%          | 3         | 43%  | 9%           |
| Other       | 472      | 2%   | 1       | 5%  | 2%           | 0         | 0%   | 2%           |
| Total       | 20,041   | 100% | 22      |     |              | 7         |      |              |

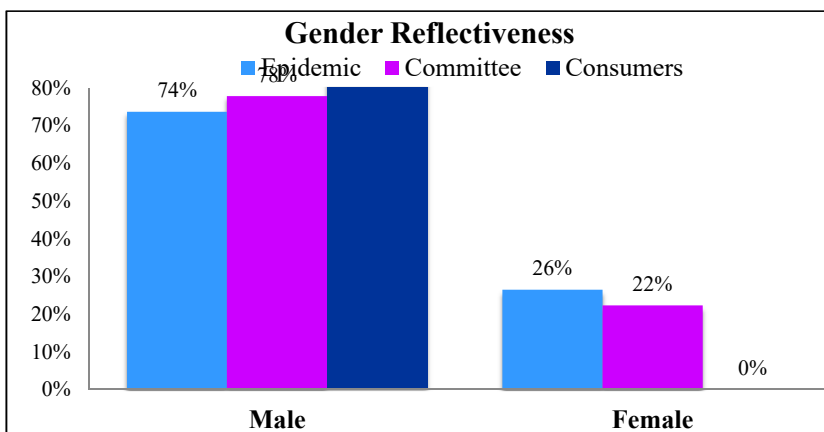
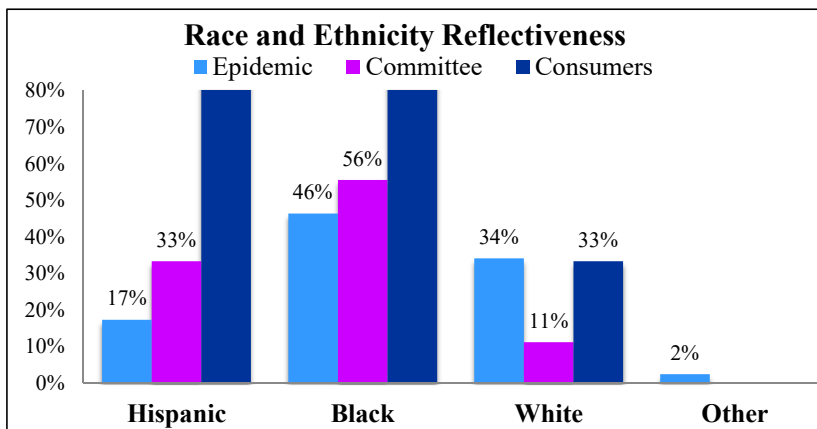
| Current Members                | 22  |
|--------------------------------|-----|
| Minimum (Per County Ordinance) | 20  |
| Maximum (Per County Ordinance) | 35  |
| % Unaffiliated Consumers       | 32% |

| 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 | 36% |
|---------------------------|-----|

## Community Empowerment Committee (CEC) Reflectiveness Report Through October 2018



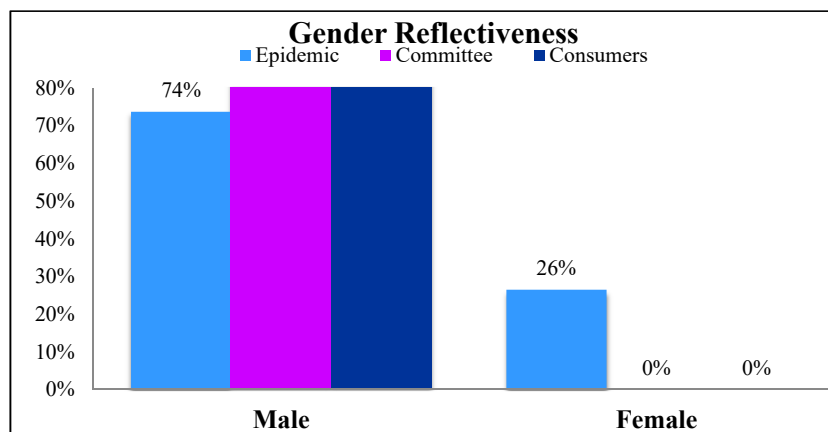
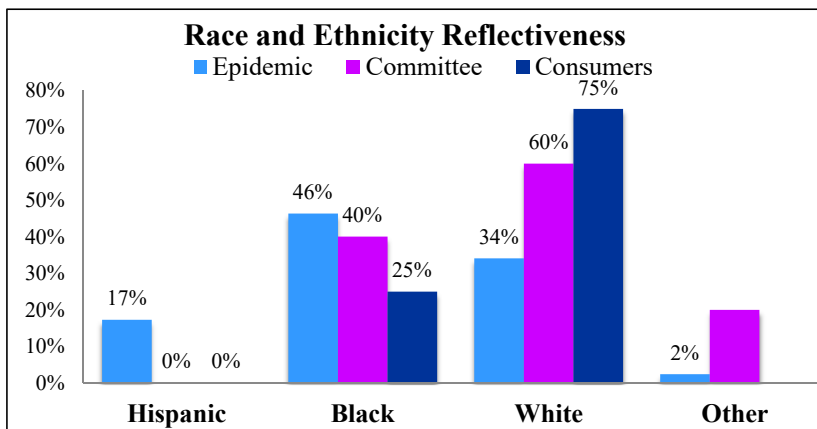
| Gender      | Epidemic |     | Committee |     | Consumers |      | % Difference |
|-------------|----------|-----|-----------|-----|-----------|------|--------------|
| Male        | 14,753   | 74% | 7         | 78% | 5         | 167% | 4%           |
| Female      | 5,288    | 26% | 2         | 22% | 0         | 0%   | -4%          |
| Transgender | -        | -   | 0         | 0%  | 2         | 67%  | -            |

| Race         | Epidemic      |             | Committee |     | Consumers |      | % Difference |
|--------------|---------------|-------------|-----------|-----|-----------|------|--------------|
| Hispanic     | 3,455         | 17%         | 3         | 33% | 3         | 100% | 16%          |
| Black        | 9,283         | 46%         | 5         | 56% | 3         | 100% | 9%           |
| White        | 6,831         | 34%         | 1         | 11% | 1         | 33%  | -23%         |
| Other        | 472           | 2%          | 0         | 0%  | 0         | 0%   | -2%          |
| <b>Total</b> | <b>20,041</b> | <b>100%</b> | <b>9</b>  |     | <b>3</b>  |      |              |

|                                              |     |
|----------------------------------------------|-----|
| Current Members                              | 9   |
| % of Members That Are Unaffiliated Consumers | 33% |

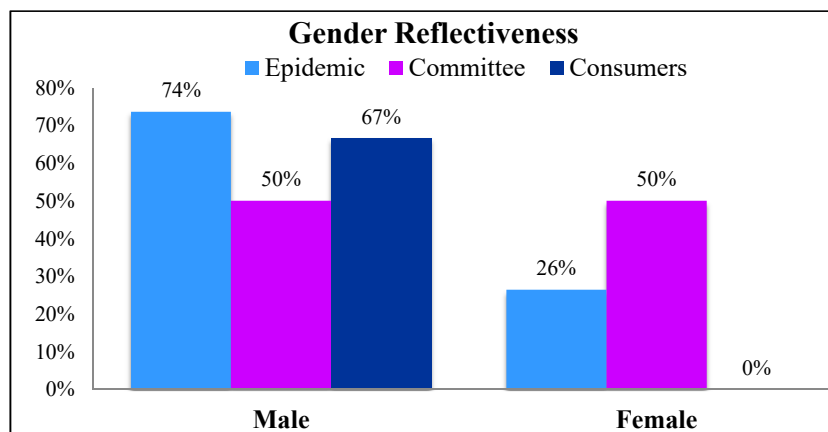
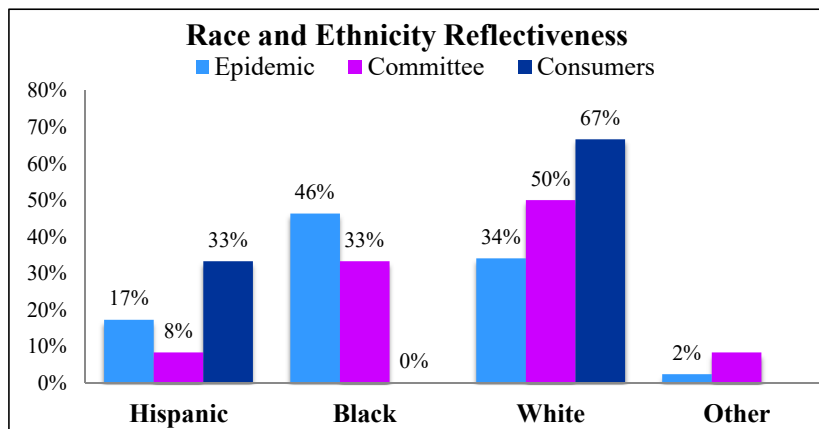
## Membership/Council Development Committee (MCDC) Reflectiveness Report Through October 2018



| 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%          | 2 40%     | 1 25%     | -6%          |
| White        | 6,831 34%          | 3 60%     | 3 75%     | 26%          |
| Other        | 472 2%             | 1 20%     | 0 0%      | 18%          |
| <b>Total</b> | <b>20,041 100%</b> | <b>5</b>  | <b>4</b>  |              |

|                                                     |            |
|-----------------------------------------------------|------------|
| <b>Current Members</b>                              | <b>5</b>   |
| <b>% of Members That Are Unaffiliated Consumers</b> | <b>60%</b> |

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



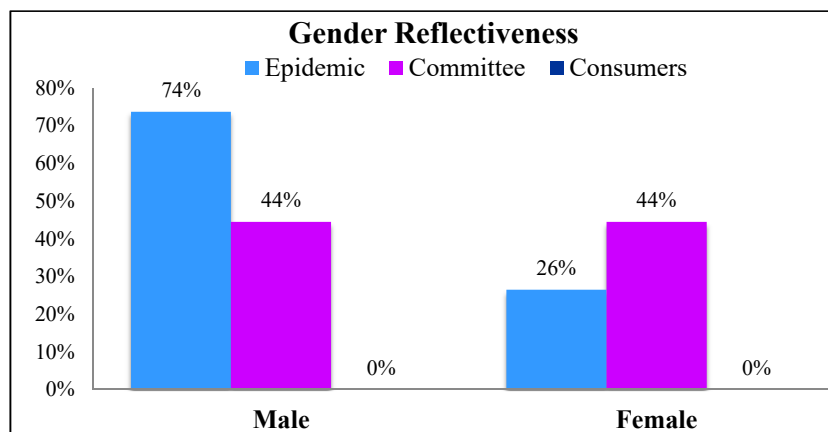
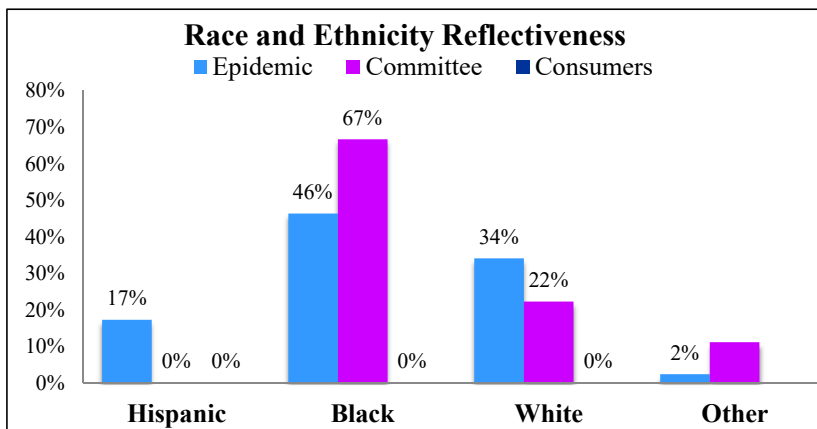
| Gender      | Epidemic |     | Committee |     | Consumers |     | % Difference |
|-------------|----------|-----|-----------|-----|-----------|-----|--------------|
| Male        | 14,753   | 74% | 6         | 50% | 2         | 67% | -24%         |
| Female      | 5,288    | 26% | 6         | 50% | 0         | 0%  | 24%          |
| Transgender | -        | -   | 0         | 0%  | 1         | 33% | -            |

| Race         | Epidemic      |             | Committee |     | Consumers |     | % Difference |
|--------------|---------------|-------------|-----------|-----|-----------|-----|--------------|
| Hispanic     | 3,455         | 17%         | 1         | 8%  | 1         | 33% | -9%          |
| Black        | 9,283         | 46%         | 4         | 33% | 0         | 0%  | -13%         |
| White        | 6,831         | 34%         | 6         | 50% | 2         | 67% | 16%          |
| Other        | 472           | 2%          | 1         | 8%  | 0         | 0%  | 6%           |
| <b>Total</b> | <b>20,041</b> | <b>100%</b> | <b>12</b> |     | <b>3</b>  |     |              |

|                                                     |            |
|-----------------------------------------------------|------------|
| <b>Current Members</b>                              | <b>12</b>  |
| <b>% of Members That Are Unaffiliated Consumers</b> | <b>17%</b> |

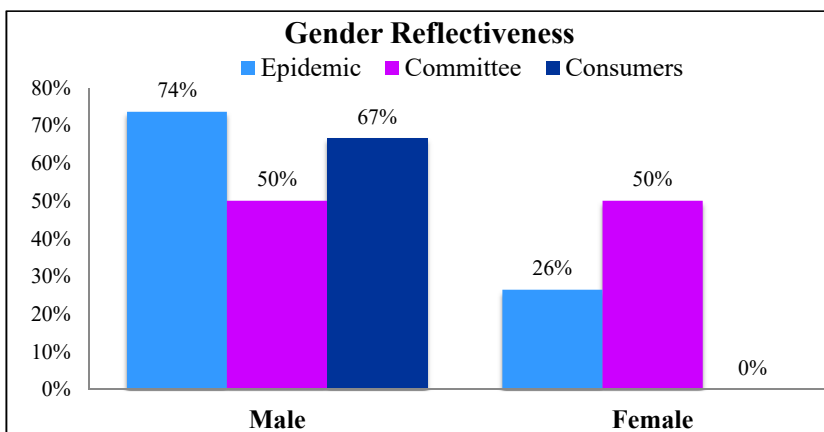
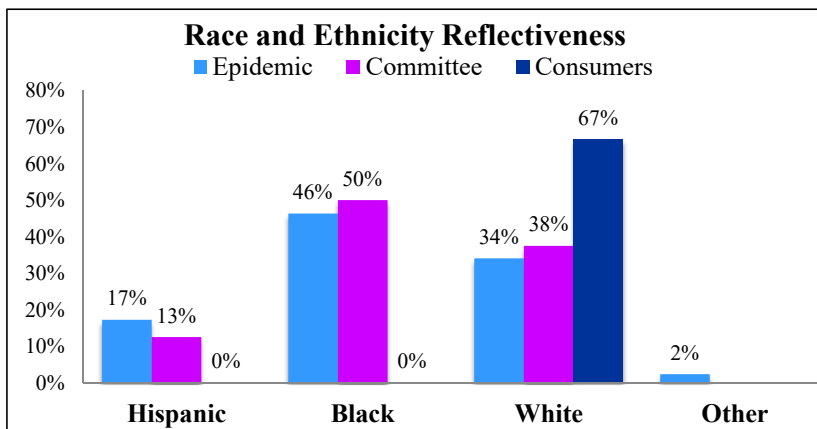
## Executive Committee Reflectiveness Report Through October 2018



| Gender      | Epidemic |      | Committee |     | Consumers |    | % Difference |
|-------------|----------|------|-----------|-----|-----------|----|--------------|
| Male        | 14,753   | 74%  | 4         | 44% | 0         | 0% | -29%         |
| Female      | 5,288    | 26%  | 4         | 44% | 0         | 0% | 18%          |
| Transgender | -        | -    | 0         | 0%  | 0         | 0% | -            |
| Race        | Epidemic |      | Committee |     | Consumers |    | % Difference |
| Hispanic    | 3,455    | 17%  | 0         | 0%  | 0         | 0% | -17%         |
| Black       | 9,283    | 46%  | 6         | 67% | 0         | 0% | 20%          |
| White       | 6,831    | 34%  | 2         | 22% | 0         | 0% | -12%         |
| Other       | 472      | 2%   | 1         | 11% | 0         | 0% | 9%           |
| Total       | 20,041   | 100% | 9         |     | 0         |    |              |

|                                              |     |
|----------------------------------------------|-----|
| Current Members                              | 9   |
| % of Members That Are Unaffiliated Consumers | 11% |

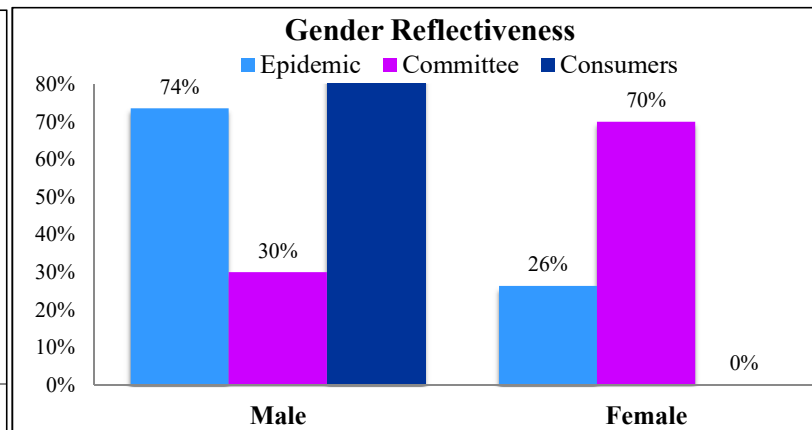
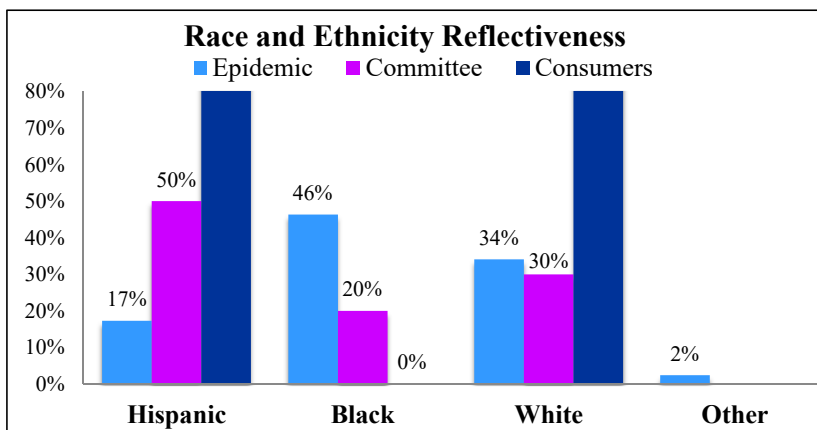
## Quality Management Committee (QMC) Reflectiveness Report Through October 2018



| 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%  | 4         | 50% | 0         | 0%  | 4%           |
| White       | 6,831    | 34%  | 3         | 38% | 2         | 67% | 3%           |
| 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 October 2018



| Gender       | Epidemic      |     | Committee |     | Consumers |      | % Difference |
|--------------|---------------|-----|-----------|-----|-----------|------|--------------|
| Male         | 14,753        | 74% | 3         | 30% | 1         | 100% | -44%         |
| Female       | 5,288         | 26% | 7         | 70% | 0         | 0%   | 44%          |
| Transgender  | -             | -   | 0         | 0%  | 1         | 100% | -            |
| Race         | Epidemic      |     | Committee |     | Consumers |      | % Difference |
| Hispanic     | 3,455         | 17% | 5         | 50% | 1         | 100% | 33%          |
| Black        | 9,283         | 46% | 2         | 20% | 0         | 0%   | -26%         |
| White        | 6,831         | 34% | 3         | 30% | 1         | 100% | -4%          |
| Other        | 472           | 2%  | 0         | 0%  | 0         | 0%   | -2%          |
| <b>Total</b> | <b>20,041</b> |     | <b>10</b> |     | <b>1</b>  |      |              |

|                                                     |            |
|-----------------------------------------------------|------------|
| <b>Current Members</b>                              | <b>10</b>  |
| <b>% of Members That Are Unaffiliated Consumers</b> | <b>10%</b> |





# PCS Monthly Attendance Report

October 2018

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## Attendance Policy

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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

# October 2018 HIVPC and Standing Committee Attendance

The following records reflect attendance for October 2018 for the HIVPC and its standing and ad-Hoc committees. There were 4 meetings in the month of October.

## Community Empowerment Committee (CEC)

Last Meeting: October 2, 2018

CEC member attendance through October 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   | CX  | 3   | 1   | 5   | 3   | C            | CX      | 2             |     |     |                    |
|          |       | 4        | 1     | Apponte, E.                        | N-6/28 |     |     |     |     |     | A   |              | NQA     | W-9/4, R-10/3 |     |     |                    |
| 1        | 1     | 0        | 2     | Barrientos, Y.,<br><i>Chair</i>    | N- 4/1 |     |     | X   | X   | X   | X   |              | NQ<br>X | Z-10/15       |     |     |                    |
| 1        | 1     | 0        | 3     | Bhrangger, R.                      |        | X   | NQX | X   | X   | X   | X   |              | NQX     | X             |     |     |                    |
| 1        | 1     | 0        | 4     | Burgess, D.                        |        | X   | NQX | X   | X   | X   | X   |              | NQX     | X             |     |     |                    |
|          |       | 1        | 5     | Fleurinord, P.,<br><i>V. Chair</i> |        | X   | NQX | X   | X   | A   | X   |              | E       | X             |     |     |                    |
|          |       | 2        | 6     | Franks, H.                         |        | X   | NQX | X   | X   | X   | A   |              | NQA     | X             |     |     |                    |
| 1        | 1     | 4        | 7     | Lint, A.                           |        | X   | NQA | A   | X   | A   | X   |              | NQA     | W-4/19, R-9/4 |     |     |                    |
| 1        | 1     |          | 8     | Marcoviche, W.                     |        | X   | E   | X   | X   | X   | X   |              | NQX     | X             |     |     |                    |
| 1        | 1     | 2        | 9     | Robertson, L.                      |        | X   | NQX | A   | X   | X   | X   |              | NQA     | X             |     |     |                    |
|          |       |          |       | Robertson, P.                      |        | X   | NQA | X   | A   | A   | A   | W-6/6, R-7/5 |         |               |     |     |                    |
|          |       | 1        | 10    | Wilson, E.                         |        | X   | NQA | X   | X   | X   | X   |              | NQX     | X             |     |     |                    |
|          |       |          |       | <b>Quorum = 6</b>                  | 0      | 9   | 5   | 8   | 9   | 7   | 8   | 0            | 5       | 0             | 0   | 0   |                    |

# Membership Council/Development Committee (MCDC)

Last Meeting: September 13, 2018

MCDC member attendance through October 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 |
|----------|-------|----------|-------|-------------------------------|-----|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|--------------------|
|          |       |          |       | <b>Meeting Date:</b>          | C   | CX  | 8   | C   | CX  | CX  | C      | C   | 13  | 11  |     |     |                    |
| 1        | 1     | 0        | 1     | Barnes, B.                    |     |     |     |     |     |     |        |     | X   | X   |     |     |                    |
| 1        | 1     | 0        | 2     | Burgess, D                    |     | NQX | X   |     | NQX |     |        |     | X   | X   |     |     |                    |
| 0        | 0     | 1        | 3     | Foster, V.,<br><i>V.Chair</i> |     | NQX | X   |     | NQX |     |        |     | A   | X   |     |     |                    |
| 1        | 1     | 1        | 4     | Robertson, P.                 |     | E   | A   |     | E   |     | R- 7/6 |     |     |     |     |     |                    |
|          |       |          |       | Katz, H.B.                    |     | E   | X   |     | NQA |     |        |     | X   | X   |     |     |                    |
| 1        | 1     | 0        | 5     | Shamer, D.                    |     | NQX | X   |     | NQX |     |        |     | X   | X   |     |     |                    |
|          |       |          |       | <b>Quorum = 4</b>             |     | 3   | 4   |     | 3   |     |        |     | 4   | 5   |     |     |                    |

# Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: September 20, 2018

PSRA member attendance through October 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:        | 18      | C      | 15  | 19  | 17      | 21  | C   | C   | 20  | CX      |         |     |                    |
| 1        | 1     | 2        | 1     | Barnes, B.           | X       |        | A   | X   | X       | X   |     |     | X   | A       |         |     |                    |
| 1        | 0     | 0        | 2     | Barrientos, Y.       | X       |        | X   | X   | X       | X   |     |     | X   | Z-10/15 |         |     |                    |
| 0        | 0     | 0        |       | DeSantis, M.         | X       | Z-1/23 |     |     |         |     |     |     |     |         |         |     |                    |
| 0        | 0     | 1        | 3     | Fortune-Evans, B.    | N-5/24  |        |     |     |         | X   |     |     | X   | A       |         |     |                    |
| 0        | 0     | 1        | 4     | Grant, C.            | X       |        | X   | A   | X       | X   |     |     | X   | NQX     |         |     |                    |
| 0        | 0     | 1        | 5     | Hayes, M., V. Chair  | A       |        | X   | X   | X       | X   |     |     | X   | NQX     |         |     |                    |
| 1        | 1     | 1        | 6     | Katz, H.B.           | X       |        | X   | E   | X       | A   |     |     | X   | NQX     |         |     |                    |
| 0        | 0     | 2        | 7     | Lopes, R.            | A       |        | X   | X   | X       | X   |     |     | X   | NQA     |         |     |                    |
| 0        | 0     | 1        | 8     | Moreno, V.           | N-5/24  |        |     |     |         | A   |     |     | X   | NQX     |         |     |                    |
| 0        | 1     | 2        | 9     | Robertson, L., Chair | N- 4/1  |        |     | A   | X       | X   |     |     | A   | NQX     |         |     |                    |
| 0        | 0     | 0        | 10    | Schickowski, K.      | X       |        | X   | X   | X       | X   |     |     | X   | NQX     |         |     |                    |
| 0        | 0     | 2        | 11    | Schweizer, M.        | N-5/24  |        |     |     |         | A   |     |     | X   | NQA     |         |     |                    |
| 0        | 1     | 1        | 12    | Shamer, D.           | X       |        | X   | X   | X       | A   |     |     | X   | NQX     |         |     |                    |
| 0        | 0     | 3        | 13    | Siclari, R.          | X       |        | A   | X   | A       | X   |     |     | A   | NQE     |         |     |                    |
| 0        | 1     | 1        |       | Spencer, W.          | X       |        | X   | A   | Z- 5/15 |     |     |     |     |         |         |     |                    |
| 0        | 0     | 2        | 14    | Williams, R.         | N- 3/22 |        | X   | A   | X       | X   |     |     | X   | NQA     | Z-10/25 |     |                    |
|          |       |          |       | Quorum = 8           | 9       |        | 9   | 7   | 10      | 10  |     |     | 12  | 7       |         |     |                    |

# Quality Management Committee (QMC)

Last Meeting: October 15, 2018

QMC member attendance through October 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   | CX  | 16  | 21  | C   | CX  | C   | 17  | 15      |     |     |                    |
| 1        | 1     | 2        | 1     | Katz, H.B.                                   |        |     | NQA | X   | X   |     | NQA |     | X   | X       |     |     |                    |
| 1        | 1     | 2        | 2     | MacPherson, S.                               |        |     | NQX | A   | X   |     | NQX |     | A   | X       |     |     |                    |
| 1        | 1     | 2        | 3     | Runkle, D.                                   |        |     | NQX | X   | X   |     | NQA |     | X   | A       |     |     |                    |
|          |       | 3        | 4     | Thomas-Purcell, K.                           |        |     | NQA | X   | A   |     | NQX |     | A   | R-10/15 |     |     |                    |
|          |       | 1        | 5     | Taveras, J.                                  |        |     | E   | X   | X   |     | E   |     | A   | X       |     |     |                    |
|          |       | 2        | 6     | Schweizer, M.                                |        |     | E   | X   |     |     | NQA |     | A   | Z-9/17  |     |     |                    |
| 1        | 1     | 0        | 7     | Shamer, D.,<br><i>Chair</i>                  |        |     | NQX | X   | X   |     | NQX |     | X   | X       |     |     |                    |
|          |       | 0        | 8     | Simpson, R.                                  |        |     | NQX | X   | X   |     | NQX |     | X   | X       |     |     |                    |
|          |       | 0        | 9     | Fortune-Evans, Bisiola,<br><i>Vice Chair</i> | N-6/4  |     |     |     |     |     | NQX |     | X   | X       |     |     |                    |
|          |       | 0        | 10    | Moragne, T.                                  | N-5/21 |     |     |     | X   |     | NQX |     | X   | X       |     |     |                    |
|          |       |          |       | <b>Quorum = 6</b>                            |        |     | 4   | 7   | 7   |     | 6   |     | 6   | 7       |     |     |                    |

## System of Care Committee (SOC)

Last Meeting: July 25, 2017

SOC member attendance through September 2018 is reflected in the table below:

[illegible]

## Executive Committee

Last Meeting: September 20, 2018

Executive member attendance through October 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:                      | 18     | C   | 15  | 19    | 17  | 21     | 19  | C   | 20  | CX      |     |     |                    |
| 1        | 1     | 0        | 1     | Barrientos, Y.                     | N-4/1  |     |     | X     | X   | X      | X   |     | X   | Z-10/15 |     |     |                    |
| 1        | 1     | 3        | 2     | Barnes, B, <i>Acting V.Chair</i>   | X      |     | A   | A     | A   | X      | X   |     | X   | NQX     |     |     |                    |
| 0        | 0     | 1        | 3     | Edwards, C.                        | X      |     | X   | X     | X   | X      | X   |     | X   | NQA     |     |     |                    |
| 0        | 0     | 7        | 4     | Fleurinord, P.                     | A      |     | A   | A     | A   | A      | A   |     | X   | NQA     |     |     |                    |
| 0        | 0     | 1        | 5     | Fortune-Evans, B.                  | N-6/21 |     |     |       |     | X      | X   |     | X   | NQA     |     |     |                    |
| 0        | 0     | 0        | 6     | Foster, V.                         | X      |     | X   | X     | X   | X      | X   |     | X   | NQX     |     |     |                    |
| 0        | 0     | 1        | 7     | Hayes, M.                          | N-4/1  |     |     | X     | X   | X      | X   |     | X   | NQA     |     |     |                    |
| 0        | 0     | 1        | 8     | Lopes, R. <i>Chair</i>             | X      |     | X   | X     | X   | X      | X   |     | X   | NQA     |     |     |                    |
| 0        | 0     | 4        | 9     | Robertson, L.                      | X      |     | X   | A     | X   | A      | X   |     | A   | NQA     |     |     |                    |
| 1        | 1     | 1        | 10    | Shamer, D.                         | X      |     | X   | X     | X   | A      | X   |     | X   | NQX     |     |     |                    |
|          |       |          |       | Siclari, R.                        | X      |     | A   | Z-4/1 |     |        |     |     |     |         |     |     |                    |
|          |       |          |       | Spencer, W.                        | X      |     | X   | Z-4/1 |     |        |     |     |     |         |     |     |                    |
|          |       |          |       | Taylor-Bennett, C. <i>V.Chair</i>  | N-3/1  |     | A   | X     | X   | Z-5/25 |     |     |     |         |     |     |                    |
|          |       |          |       | <b>Quorum(Chairs)=</b><br><b>6</b> | 8      | 0   | 6   | 6     | 8   | 6      | 9   | 0   | 9   | 3       | 0   | 0   |                    |

# HIV Planning Council (HIVPC)

Last Meeting: October 25, 2018

HIVPC member attendance through October 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   | 22  | 26  | 24      | 28           | 26  | C        | 27  | 25  |          |     |                    |
|             |       |          |                |                         |        |     |     |     |         |              |     |          |     |     |          |     |                    |
| 1           | 0     | 1        | Arenciaba, Y.  | E                       |        | E   | X   | X   | X       | X            |     | X        | X   |     |          |     |                    |
|             |       | 2        | Barnes B.      | X                       |        | X   | X   | X   | X       | X            |     | X        | X   |     |          |     |                    |
|             |       |          | Barrientos, Y. | X                       |        | X   | X   | X   | X       |              | X   | R- 10/15 |     |     |          |     |                    |
| 1           | 1     | 0        | 3              | Bhrangger, R.           | X      |     | X   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
| 1           | 1     | 0        | 4              | Burgess, D.             | X      |     | X   | X   | X       | X            | X   |          | E   | X   |          |     |                    |
|             |       | 0        |                | DeSantis, M.            | Z-1/23 |     |     |     |         |              |     |          |     |     |          |     |                    |
|             |       | 0        | 5              | Fortune-Evans, B.       | X      |     | X   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
|             | 1     | 6        |                | Foster, V.              | X      |     | A   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
|             | 1     | 7        |                | Grant C.                | X      |     | A   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
|             | 2     | 8        |                | Hayes, M.               | A      |     | X   | X   | A       | X            | X   |          | X   | X   |          |     |                    |
|             | 8     | A        |                | Holness, D. V.C. (Comm) | A      |     | A   | A   | A       | A            | A   |          | A   | A   |          |     |                    |
| 1           | 1     | 0        | 9              | Katz, H.B.              | X      |     | X   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
| 1           | 1     | 3        | 10             | Lint, A.                | X      |     | A   | X   | X       | A            | X   |          | A   | X   |          |     |                    |
|             |       | 0        | 11             | Lopes, R., <i>Chair</i> | X      |     | X   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
| 1           | 1     | 0        | 12             | Marcoviche, W.          | X      |     | E   | E   | X       | X            | X   |          | E   | E   |          |     |                    |
|             |       | 0        | 13             | Moragne, T.             | X      |     | X   | X   | X       | X            | X   |          | X   | X   |          |     |                    |
|             |       | 0        | 14             | Moreno, V.              | N-8/14 |     |     |     |         |              |     |          | X   | X   |          |     |                    |
|             | 1     | 3        | 15             | Robertson, L.           | X      |     | X   | A   | X       | X            | A   |          | A   | X   |          |     |                    |
| 1           | 1     | 3        |                | Robertson, P.           | X      |     | A   | A   | A       | W-5/2, R-6/1 |     |          |     |     |          |     |                    |
|             | 2     | 16       |                | Rodriguez, J.           | A      |     | X   | X   | X       | X            | A   |          | X   | X   |          |     |                    |
| 1           | 1     | 1        | 17             | Runkle, D.              | X      |     | E   | E   | X       | X            | A   |          | E   | X   |          |     |                    |
|             |       | 0        | 18             | Schweizer, M.           | X      |     | X   | E   | X       | X            | X   |          | X   | X   |          |     |                    |
| 1           | 1     | 2        | 19             | Shamer, D.              | E      |     | X   | X   | A       | A            | X   |          | X   | X   |          |     | W-7/9              |
|             | 1     | 20       |                | Siclari, R.             | X      |     | X   | X   | X       | X            | X   |          | X   | A   |          |     |                    |
|             | 1     | 0        |                | Spencer, W.             | X      |     | X   | X   | Z- 5/15 |              |     |          |     |     |          |     |                    |
|             |       | 0        |                | Taylor-Bennett, C.      | X      |     | X   | X   | X       | Z - 5/25     |     |          |     |     |          |     |                    |
| 1           | 21    |          |                | Williams, R.            | X      |     | X   | A   | X       | X            | X   |          | X   | X   | Z- 10/25 |     |                    |
| Quorum = 12 |       |          |                |                         | 20     |     | 17  | 18  | 20      | 19           |     |          | 17  | 19  |          |     |                    |

**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

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 October 2018 for the HIVPC's ad-Hoc committee.

## Ad-Hoc Nominating Committee

Last Meeting: August 20, 2018

Committee member attendance through October 2018 is reflected in the table below:

| 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:  |     |     |     |     |     |     |     |     |     |     |     |  |  |                       |
|                                        |                |     |     |     |     |     |     |     |     |     |     |     |  |  |                       |
|                                        | Arencibia, Y.  |     |     |     |     |     |     | X   | X   |     |     |     |  |  |                       |
| 0 0 0 1                                | Barnes, B.     |     |     |     |     |     |     | X   | X   |     |     |     |  |  |                       |
| 0 1 0 2                                | Bhrangger, R.  |     |     |     |     |     |     | X   | X   |     |     |     |  |  |                       |
| 1 1 0 3                                | Burgess, D.    |     |     |     |     |     |     | X   | X   |     |     |     |  |  |                       |
| 1 1 0 4                                | Hayes, M.      |     |     |     |     |     |     | A   | X   |     |     |     |  |  |                       |
| 0 0 1 5                                | Moragne, T.    |     |     |     |     |     |     | X   | X   |     |     |     |  |  |                       |
| 0 0 0 6                                | Quorum = 4     |     |     |     |     |     |     | 5   | 6   |     |     |     |  |  |                       |



**Proposed Broward County Health Services  
HIV Planning Council Code of Ethics**

*Proposed: November 8, 2018*

1. Respecting committee members regardless of their ethnic origin, political affiliation, religious beliefs, and traditional beliefs, values and practices.
2. Demonstrating the ability to work together to provide the highest quality of service for PLWHA in alignment with HIVPC's mission and values.
3. Observing committee member confidentiality; which includes sensitivity to/and consideration of the context and environment in which you are operating.
4. Respect each individual's (service providers, committee members, agency representatives, meeting guests) rights to speak or not speak in an open forum without interrupting, railroading, or attacking.
5. Upholding economic, racial, gender and social equality and equity at all levels of decision making.
6. Being accountable for decisions and actions, and insist on accountability in others.
7. Displaying honesty, trustworthiness and integrity at all times.
8. Being committed to fairness in all that you do; not seeking to exercise power for an unfair advantage.
9. Taking every effort to honor promises and commitments made on behalf of the Planning Council.
10. Abiding by and upholding the HIV Planning Council Policies & Procedures, Ground Rules and by-Laws.

***Proposed Committee Member Acknowledgement Section:***

*I, \_\_\_\_\_ (Committee Member's Full Name), hereby confirm that I have read the Broward County Health Services HIV Planning Council Code of Ethics and understand that it describes the conduct and behavior expected of me as a member of the Planning Council. I also understand that frequent violation of the Code of Ethics can result in my removal from the Planning Council.*

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date



## **EXPECTED CONDUCT BY PLANNING COUNCIL AND COMMITTEE MEMBERS AT ALL PLANNING COUNCIL-RELATED EVENTS**

### **Code of Conduct During Meetings**

Planning Council, committee, subcommittee and Task Force members are expected to follow these rules of conduct in all meetings and other Planning Council-related events:

1. Conduct themselves in a professional and courteous manner at all times.
2. Follow the laws and regulations governing Washington, DC Boards and Commissions, the agencies and jurisdictions in which they serve, and the Planning Council's Bylaws, Policies, and Procedures.
3. Follow the Council's Conflict of Interest Policies and Procedures, assist the chair of the meeting in ensuring that they are consistently followed, and conduct themselves in a manner that prevents perceived as well as actual conflicts of interest.
4. Address others with respect – as intelligent people with a right to be a part of discussions and decision making – so that everyone has the opportunity to speak and to be listened to, without interruption.
5. Follow any additional procedures for discussion that may be set by the meeting Chair, such as limiting the length of individual presentations and setting reasonable time limits on debate. The Council's Community Co-Chair will be responsible for helping to ensure that the Code of Conduct is followed during Planning Council and Executive Committee meetings. The Chair or Co-Chair of a committee will play this role in committee meetings.
6. Recognize the authority and follow the direction of the meeting Chair. Do not disrupt a meeting or encourage or assist members of the public to do so.
7. Cooperate with the agreed-upon decision-making process – whether majority rule, some form of super majority (e.g., two-thirds vote) if specified in the Bylaws, or consensus, etc. Unless otherwise determined, decision making will be done using *Robert's Rules of Order*.
8. State disagreements about issues without engaging in personal attacks.
9. Follow and support decisions made by the body, regardless of their personal position.
10. Serve as both an advocate and a planner, recognizing a responsibility to both present the concerns of specific communities or population groups, and make decisions that are data-based and reflect the overall needs of people living with HIV disease in the EMA.
11. Follow the Council's Confidentiality Policy, as stated in the Confidentiality Pledge signed by each member. This means not disclosing personal information about any Planning Council or committee or subcommittee member – such as the HIV status of anyone who is not publicly disclosed, or medical or personal/personnel information that would constitute an invasion of privacy – that was obtained through their Planning Council relationships and activities
12. Act on behalf of all PLWH in the EMA, not to benefit the member or any funded entity.
13. Refrain from asking questions, requesting information, or making comments about the performance or funding of individual Part A provider agencies. Dealing with specific providers involves procurement and contract management and is the responsibility of the Recipient/Grantee. Members may, however, request information about performance and expenditures related to a service category, regardless of the number of providers in that category.
14. If they feel they cannot support the mission, goals, strategies, programs, and/or leadership of the Council and committees as agreed upon by the members, resign or decline involvement in the affected matter.
15. Take responsibility not only for following by the Code of Conduct personally, but also for speaking out to ensure that all participants follow it.





## CODE OF ETHICS

AFC is built on a foundation of widely shared values. These values include:

- Commitment to our mission
- Confidentiality and empowerment through self-determination
- Respect for the worth and dignity of all individuals, especially those living with HIV/AIDS
- Accountability to all stakeholders
- Inclusiveness and social justice
- Respect for pluralism and diversity
- Transparency, integrity and honesty
- Responsible stewardship of human and financial resources
- Commitment to excellence and to maintaining the public trust

These values lead directly to the Code of Ethics that follows. The values inform and guide the way we — AFC's Board members, staff, and volunteers — should perform our responsibilities when acting on behalf of the organization.