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

Meeting Agenda: Membership/Council Development Committee
Date/Time: April 11, 2019, 9:30 a.m. **Location:** Governmental Center A-337
Chair: Vincent Foster **Vice Chair:** Vacant

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

2. **APPROVALS:** 4/11/19 Agenda and 3/14/19 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 B1-B2)
      ACTION ITEM: Update on individual member attendance, warnings and removals.
   c. Current Applicants, Interested Parties, and Appointments (Handout Provided in Meeting)
      ACTION ITEM: Review application.

4. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)	*Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.*
Welcome Packet (Handout C)	ACTION ITEM: Review sample Welcome Packet orientation guide.
Training Plan (Handout D)	ACTION ITEM: Review training topics and finalize a list of trainings for HIVPC in FY2019.

5. **UNFINISHED BUSINESS** None.

6. **RECIPIENT REPORT**

7. **PUBLIC COMMENT**

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

Agenda Items/Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*

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

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200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

Meeting Agenda: Membership/Council Development Committee
Date/Time: March 14, 2019, 9:30 a.m.
Location: Governmental Center A-337
Chair: Vincent Foster **Vice Chair:** Vacant

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**Grantee Staff**
1	Arencibia, Y.	**X**			Anderson, T.
2	Burgess, D.	**X**			
3	Foster, V. *Chair*	**X**			**HIVPC Staff**
4	Grant, C	**X**			Johnson, B.
5	Katz, H.B.	**X**			Jolly, J.
	Quorum = 4	**5**			Oratien, V.
					Martinez, G.
					Guests
					Cutright, A.

1. CALL TO ORDER

The Chair called the meeting to order at 9:37 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. The Chair, 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 the 11/08/18 minutes.
Proposed by: Arencibia, Y. **Seconded by:** Katz, H.B.
Action: Passed Unanimously

Motion #2: To approve today's meeting agenda
Proposed by: Grant, C **Seconded by:** Arencibia, Y.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a. Review HIVPC Demographics (Handout A): Members reviewed demographics and emphasized the need to recruit unaffiliated consumers——as the HIVPC is currently underrepresented in this category. Three members have been approved by the Planning Council since the last meeting and are awaiting appointment by the Broward County Board of Commissioners. These members will increase the number of total members to 22, bringing the Council back into compliance with the County ordinance regarding the minimum number of members on a county board. One new appointment will fill the HOPWA seat vacated by a previous member, while two will improve the deficit of Black female consumers currently underrepresented on the HIVPC. MCDC will continue to emphasize the need for consumers, specifically Black females.

b. Planning Council and Committee Attendance (Handout B): Members reviewed Committee and HIVPC attendance and discussed recently issued warning letters. One member received a warning letter since the last meeting. The status of two HIVPC members will be reviewed and updated to reflect their attendance and warnings will be sent to those individuals.

ACTION ITEM: Review and update HIVPC attendance records.

c. Current Applicants, Interested Parties, and Appointments: Aaron Cutright has applied to join the HIVPC in the ASO/CBO seat. Mr. Cutright works for AHF and has worked in the HIV community for several years through different organizations. The applicant was present at the meeting to express his desire to become a member of HIVPC. His membership would marginally lower the percentage of unaffiliated consumers by 1 percentage point.

Motion #3: To approve Aaron Cutright's application for HIVPC membership pending pre-appointment orientation. **Proposed by:** Grant, C. **Seconded by:** Arencibia, Y. **Action:** Passed Unanimously

4. MEETING ACTIVITIES/NEW BUSINESS

a. Membership Application Update: The HIVPC/CQM Senior Manager reviewed the updated application and the areas that were changed to reflect current HIVPC committees, as well as suggestions made by the Community Empowerment Committee. Additionally, "date of birth" question was added to the application to assist with updating HRSA reports requiring member ages (range). The Committee accepted the updates suggested by CEC but decided to review an alternate age-reporting question. Members were concerned that because applications are a matter of public record and already contain sensitive information, including an applicant's date of birth could pose a threat to securing personal identity information. Members suggested either requiring only year of birth or including age ranges defined by HRSA/PE.

Motion #4: To approve changes to the HIVPC and Committee Membership Applications, including year of birth or age ranges defined by HRSA/PE. **Proposed by:** Arencibia, Y. **Seconded by:** Grant, C. **Action:** Passed Unanimously

b. FY2018 Committee Workplan: The Senior HIVPC and CQM Manager reviewed the FY18 MCDC Work Plan with the Committee. Despite the difficulties the Committee faced with holding meetings, many WP items were completed. MCDC did not have a mentorship program in FY18 and discussed restarting it to assist new members in navigating the HIVPC and Committees meeting protocols and procedures. Members also discussed creating a Frequently Asked Questions guide and a short orientation to help new members and mentors. HIVPC Staff will provide a sample packet at the next meeting.

ACTION ITEM: Create sample "Welcome Packet" for April meeting.

MCDC also discussed scheduling ongoing trainings and orientations (WP objective 3) that would benefit new/existing members. The Senior Manager recommended combining the pre-appointment training activity and orientation for interested parties and including ongoing member training as a separate WP activity.

ACTION ITEM: Update activities in WP Objective 3. Arrange the objectives in order of process.
ACTION ITEM: Provide list of previous MCDC trainings at April meeting.

Members identified the lack of participation/membership on the MCDC and discussed how trying to recruit newly appointed members for MCDC membership could be overwhelming and intimidating for new individuals unfamiliar with HIVPC/committee procedures. Members stated that HIVPC members who have been on the Council for a year or more would be the more suitable candidates for MCDC because they have more familiarity with the Council's work. A member offered to explain the needs of the Committee at the next HIVPC meeting to support MCDC recruitment efforts.

The Committee also agreed to hold a meeting in April before resuming its quarterly meeting schedule.

Motion #5: To approve the FY2019 MCDC Work Plan. **Proposed by:** Grant, C. **Seconded by:** Katz, H.B. **Action:** Passed Unanimously

c. FY2018 Committee Evaluation: MCDC completed its annual evaluation of the Committee's work. Members expressed interest in committee recruitment and suggested having committees assigned to community events to reinforce recruitment as a Council-wide activity. An additional internal recruitment suggestion was to include a note in warning letters that if members are having difficulty attending monthly Committee meetings they could consider joining MCDC because it meets quarterly or another committee that better aligns with the warned member's schedule. Training ideas for FY19 included Robert's Rules, Facilitator and Presenter training, Recruitment training, and Leadership training (including expectations of Chairs and Vice Chairs).

5. RECIPIENT REPORT
None.

6. PUBLIC COMMENT
None.

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: April 11, 2019 VENUE: A-335

Agenda Items for Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
Welcome Packet	ACTION ITEM: Review sample Welcome Packet orientation guide.
Training Plan	ACTION ITEM: Review training topics and finalize a list of trainings for HIVPC in FY2019.

8. ANNOUNCEMENTS

The Senior HIVPC and CQM Manager announced that this would be her last MCDC meeting. The CQM Manager will be taking on her role as Manager of the HIVPC.

9. ADJOURNMENT

The meeting was adjourned without objection at 11:21 a.m.

CY2019 Membership/Council Development Committee Attendance

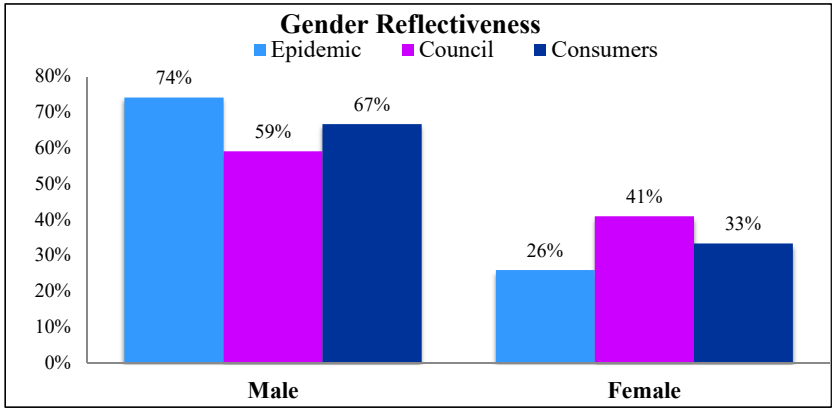
Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	10	CX	14										
0	0	1	**1**	Arencibia, Y.	A	NQX	X										
1	1	1	**2**	Burgess, D.	X	NQA	X										
0	0	0	**3**	Foster, V. *Chair*	X	NQX	X										
0	0	0	**4**	Grant, C.	N - 3/14		X										
1	1	0	**5**	Katz, H.B.	E	NQX	X										
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
				Quorum = 4	2	3	5	0	0	0	0	0	0	0	0	0	

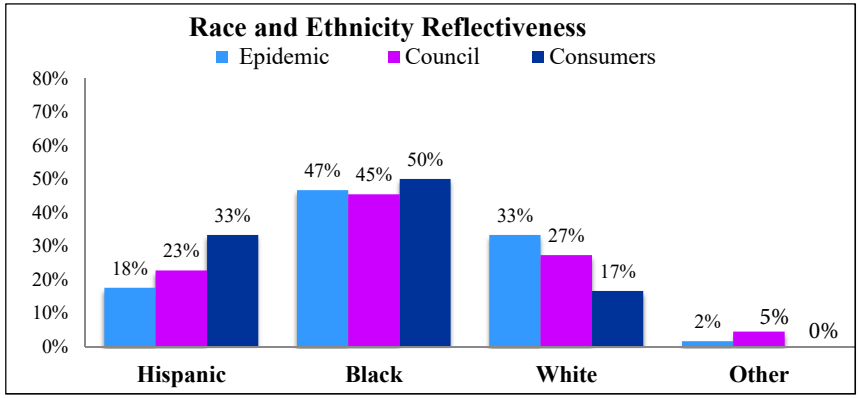
Legend:

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

HANDOUT A

HIV Planning Council Membership Report
Current Through March 2019





Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	15,309	74%	13	59%	**-15%**	4	67%	**-7%**
Female	5,352	26%	9	41%	**15%**	2	33%	**7%**
Transgender	-	-	0	0%	-	0	0%	-
Race	**Epidemic**		**Council**		**% Difference**	**Consumers**		**% Difference**
Hispanic	3,640	18%	5	23%	**5%**	2	33%	**16%**
Black	9,646	47%	10	45%	**-1%**	3	50%	**3%**
White	6,885	33%	6	27%	**-6%**	1	17%	**-17%**
Other	332	2%	1	5%	3%	0	0%	3%
Total	**20,661**	**99%**	**22**			**6**		

Current Members	22
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	**27%**

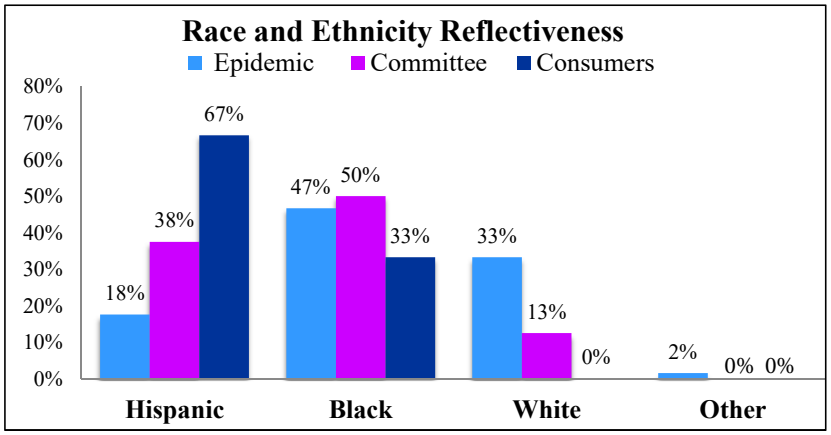
Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. State Medicaid
4. Local Public Health Agency
5. Health Planning
6. Alternates (3)
7. Co-infected with Hepatitis B or C

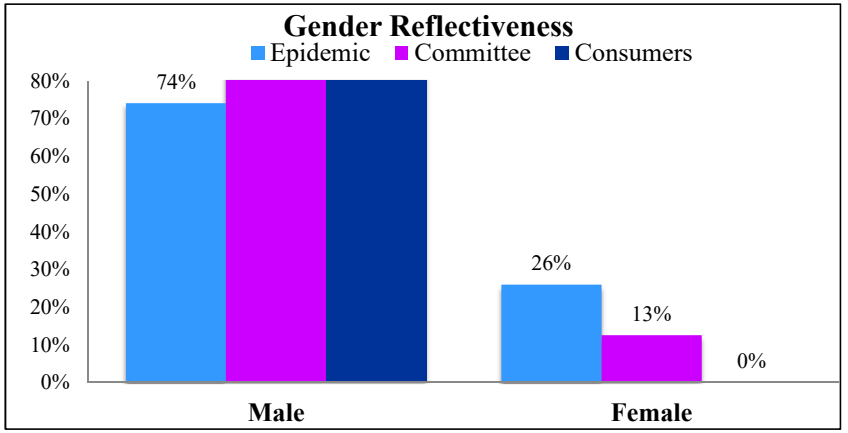
No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers	*36%*

HIVPC membership has increased by 3 members since February and 1 new member will be appointed at the next County Board of Commissioners meeting. 2 of the new members are Black female consumers, a demographic whose reflectiveness has been low in recent months. Unaffiliated consumer membership is still below the HRSA mandated 33% and there is a need for more White male consumers.

Community Empowerment Committee (CEC) Reflectiveness Report
Through March 2019



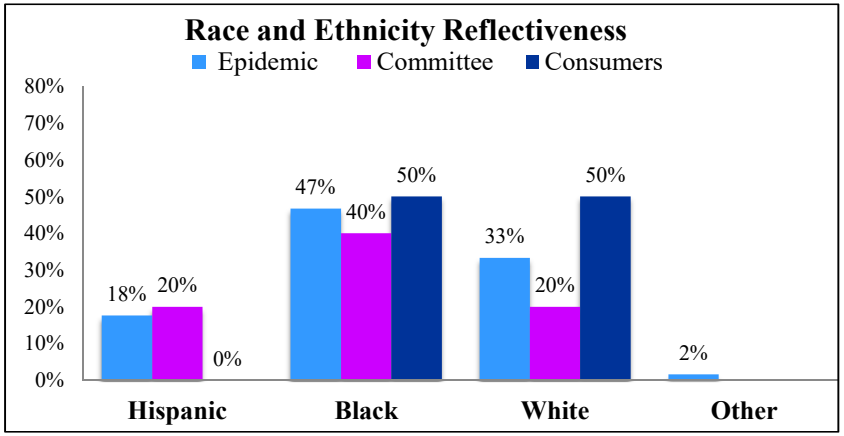


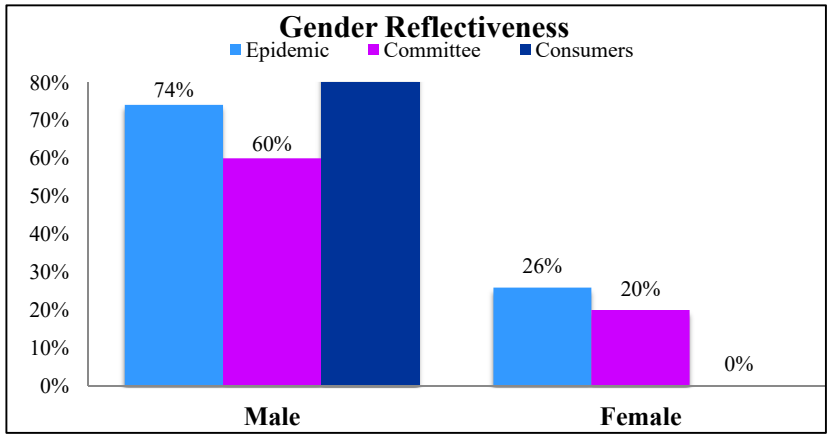
Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	7	88%	3	100%	13%
Female	5,352	26%	1	13%	0	0%	-13%
Transgender	-	-	0	0%		0%	-
Race	**Epidemic**		**Committee**		**Consumers**		**% Difference**
Hispanic	3,640	18%	3	38%	2	67%	20%
Black	9,646	47%	4	50%	1	33%	3%
White	6,885	33%	1	13%	0	0%	-21%
Other	332	2%	0	0%	0	0%	-2%
Total	20,661	99%	8		3		

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

CEC membership exceeds unaffiliated consumer HRSA mandate of 33%. There is a need for more White male members on the Committee. 1 HIVPC member and 1 applicant have expressed interest in joining CEC which would improve the Committee's reflectiveness.

Membership/Council Development Committee (MCDC) Reflectiveness Report
Through March 2019



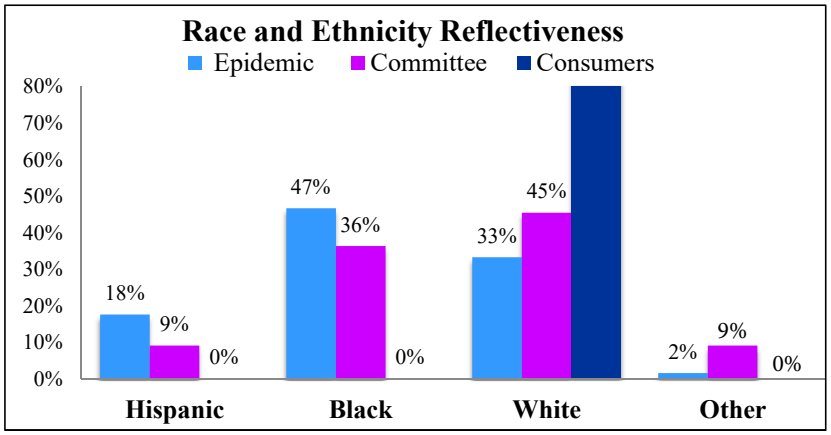


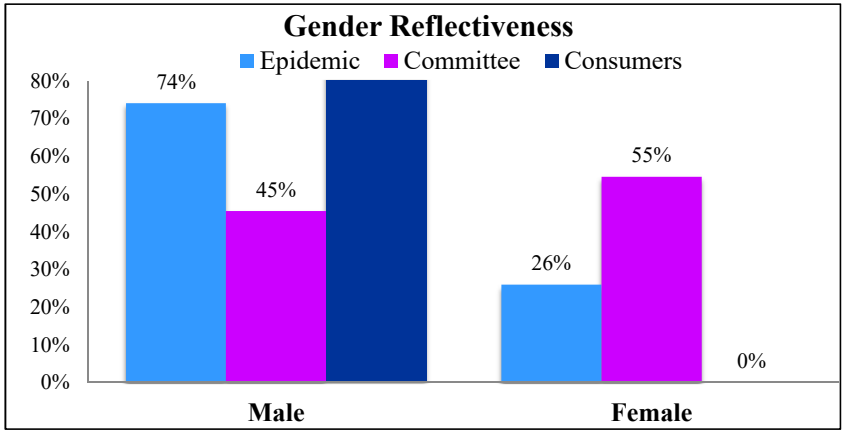
Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	3	60%	2	100%	-14%
Female	5,352	26%	1	20%	0	0%	-6%
Transgender	-	-	0	0%	0	0%	-
Race	**Epidemic**		**Committee**		**Consumers**		**% Difference**
Hispanic	3,640	18%	1	20%	0	0%	2%
Black	9,646	47%	2	40%	1	50%	-7%
White	6,885	33%	1	20%	1	50%	-13%
Other	332	2%		0%	0	0%	-2%
Total	20,661	99%	5		2		

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

MCDC has high consumer membership, but low membership overall. There is a need to increase membership, especially that of females and White members.

Priority Setting & Resource Allocation Committee (PSRA) Reflectiveness Report
Through March 2019



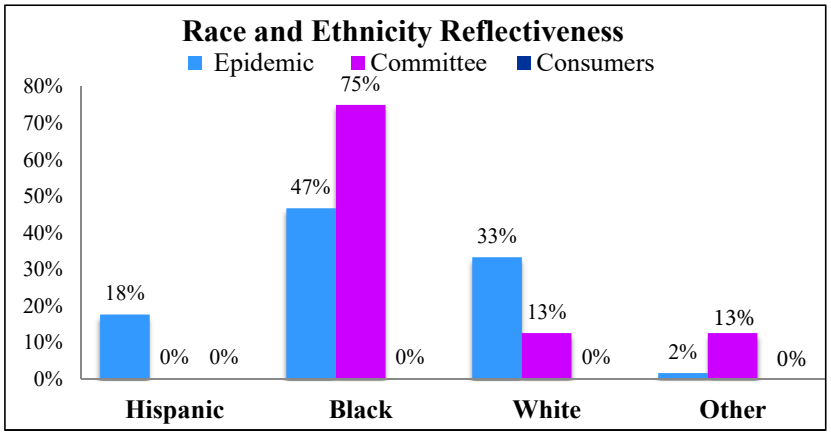


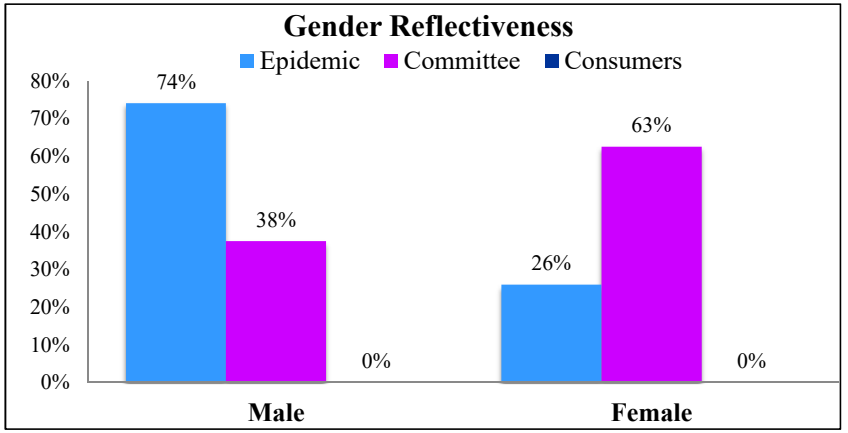
Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	5	45%	1	100%	-29%
Female	5,352	26%	6	55%	0	0%	29%
Transgender	-	-	0	0%	0	0%	-
Race	**Epidemic**		**Committee**		**Consumers**		**% Difference**
Hispanic	3,640	18%	1	9%	0	0%	-9%
Black	9,646	47%	4	36%	0	0%	-10%
White	6,885	33%	5	45%	1	100%	12%
Other	332	2%	1	9%	0	0%	7%
Total	20,661	99%	11		1		

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

PSRA has low consumer membership as well as male, Hispanic, and Black membership. 2 new HIVPC members have expressed interest in joining the Committee which should improve PSRA's reflectiveness.

Executive Committee Reflectiveness Report
Through March 2019



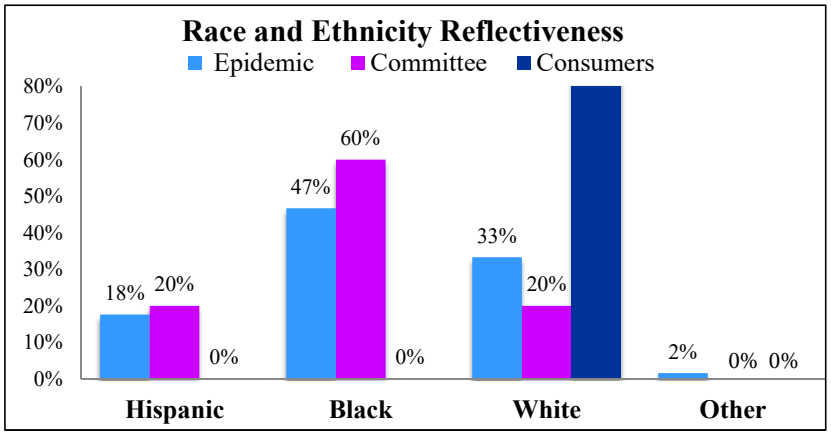


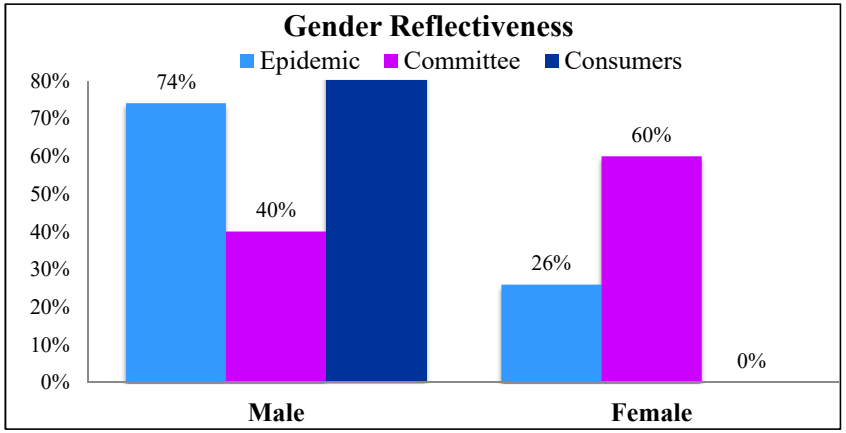
Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	3	38%	0	0%	-37%
Female	5,352	26%	5	63%	0	0%	37%
Transgender	-	-	0	0%	0	0%	-
Race	**Epidemic**		**Committee**		**Consumers**		**% Difference**
Hispanic	3,640	18%	0	0%	0	0%	-18%
Black	9,646	47%	6	75%	0	0%	28%
White	6,885	33%	1	13%	0	0%	-21%
Other	332	2%	1	13%	0	0%	11%
Total	20,661	99%	8		0		

Current Members	8
% of Members That Are Unaffiliated Consumers	0%

The Executive Committee currently has no members who are unaffiliated consumers. Further, the Committee has low male, Hispanic, and White membership. 4 of the 10 available positions on this Committee are unfilled.

Quality Management Committee (QMC) Reflectiveness Report
Through March 2019





Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	2	40%	1	100%	**-34%**
Female	5,352	26%	3	60%	0	0%	**34%**
Transgender	-	-	0	0%	0	0%	-
Race	**Epidemic**		**Committee**		**Consumers**		**% Difference**
Hispanic	3,640	18%	1	20%	0	0%	**2%**
Black	9,646	47%	3	60%	0	0%	**13%**
White	6,885	33%	1	20%	1	100%	**-13%**
Other	332	2%	0	0%	0	0%	**-2%**
Total	**20,661**	**99%**	**5**		**1**		

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

QMC has low overall membership. There is a need for the Committee to increase its male and White membership in order to better reflect the epidemic.

HANDOUT B1

PCS Monthly Attendance Report

March 2019

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

March 2019 HIVPC and Standing Committee Attendance

The following records reflect attendance for March 2019 for the HIVPC and its standing and ad-Hoc committees. There were 4 meetings held in the month of March; Membership/Council Development Committee, Priority Setting & Resource Allocation Committee, Executive Committee and the HIV Planning Council Meeting.

Community Empowerment Committee (CEC)

Last Meeting: February 5, 2019

CEC member attendance through March 2019 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	8	5	C										
1	1	1	**1**	Bhrangger, R.	A	X											
0	0	0	**2**	Brautigam, A.	X	X											
1	1	0	**3**	Burgess, D.	X	X											
0	0	1	**4**	Fleurinord, P., *V. Chair*	A	X											
0	0	1	**5**	Franks, H.	A	X											
1	1	1	**6**	Marcoviche, W.	A	X											
0	1	0	**7**	Robertson, L.	X	X											
0	0	0	**8**	Ruffner, A.	X	X											
0	0	**2**	**9**	Wilson, E.	A	A	W - 2/11, Z - 2/19										
				Quorum = 6	4	8	0	0	0	0	0	0	0	0	0	0	

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

Membership Council/Development Committee (MCDC)

Last Meeting: March 14, 2019

MCDC member attendance through March 2019 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	10	CX	14										
0	0	1	**1**	Arencibia, Y.	A	NQX	X										
1	1	1	**2**	Burgess, D.	X	NQA	X										
0	0	0	**3**	Foster, V. *Chair*	X	NQX	X										
0	0	0	**4**	Grant, C.	N - 3/14		X										
1	1	0	**5**	Katz, H.B.	E	NQX	X										
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
				Quorum = 4	2	3	5	0	0	0	0	0	0	0	0	0	

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

Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: March 21, 2019

PSRA member attendance through March 2019 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	17	31	21	21										
0	1	1	**1**	Barnes, B.	X	A	X	X										
0	0	0	**2**	Fortune-Evans, B.	X	X	X	X										
0	0	1	**3**	Grant, C.	E	A	X	X										
0	0	0	**4**	Hayes, M. *V Chair*	X	X	X	X										
1	1	1	**5**	Katz, H.B.	X	A	X	E										
0	0	**2**	**6**	Lopes, R.	X	A	X	A										
0	0	0	**7**	Moreno, V.	X	X	X	X										
1	1	0	**8**	Robertson, L. *Chair*	X	X	X	X										
0	0	0	**9**	Schickowski, K.	X	X	X	X										
0	0	1	**10**	Schweizer, M.	X	X	X	A										
0	0	**2**	**11**	Siclari, R.	X	A	A	X										W - 2/21
				Quorum = 7	10	6	10	8	0	0	0	0	0	0	0	0	0	

Legend:

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

Quality Management Committee (QMC)

Last Meeting: January 28, 2019

QMC member attendance through March 2019 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	C	C										
1	1	0	**1**	Fortune-Evans, B. *V. Chair*	X												
0	0	1	**2**	Katz, H.B.	A												
0	0	1	**3**	Moragne, T.	A												
0	0	0	**4**	Simpson, R.	X												
0	0	1	**5**	Taveras, J.	A												
				Quorum = 4	2	0	0	0	0	0	0	0	0	0	0	0	

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

System of Care Committee (SOC)

Last Meeting: July 25, 2017

SOC member attendance through March 2019 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	C										
		0	**1**	Arencibia, Y.													
		0	**2**	Edwards, C. Vice Chair													
		0	**3**	Gonzalez, Y.													
		0	**4**	Rodriguez, J.													
		0	**5**	Rolle, V.													
		0	**6**	Vargas, D.													
		0	**7**	Moreno, V.													
		0	**8**	Ivey, L.													
		0	**9**	Katz, H.B.													
		0	**10**	Pietrogallo, T.													
				Quorum = 6													

Legend:

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

Executive Committee

Last Meeting: March 21, 2019

Executive member attendance through March 2019 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	21	21										
0	1	2	**1**	Barnes, B. *Ex Officio*		A	A										
1	1	0	**2**	Fleurinord, P.		X	E										
0	0	0	**3**	Fortune-Evans, B.		X	X										
0	0	0	**4**	Foster, V.		X	X										
0	0	0	**5**	Grant, C. *Vice Chair*		X	X										
1	0	0	**6**	Hayes, M.		X	X										
1	1	0	**7**	Lopes, R. *Chair*		X	E										
0	1	0	**8**	Robertson, L.		X	X										
				Quorum = 5	0	7	5	0	0	0	0	0	0	0	0	0	

Legend:

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

HIV Planning Council (HIVPC)

Last Meeting: March 28, 2019

HIVPC member attendance through March 2019 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	24	28	28										
0	0	0	**1**	Arencibia, Y.	X	X	X										
0	1	1	**2**	Barnes, B.	A	X	E										
1	1	0	**3**	Bhrangger, R.	X	X	X										
1	1	0	**4**	Burgess, D.	X	X	X										
0	0	1	**5**	Fleurinord, P.	A	E	E										
0	0	1	**6**	Fortune-Evans, B.	A	E	X										
0	0	0	**7**	Foster, V.	X	X	X										
0	0	0	**8**	Grant, C.	X	X	E										
0	0	0	**9**	Hayes, M.	X	X	E										
0	0	**2**	**-**	Holness, D.V.C. (Comm)	A	A	X										
1	1	0	**10**	Katz, H.B.	X	E	X										
0	0	0	**11**	Lopes, R. *Chair*	X	X	E										
1	1	0	**12**	Marcoviche, W.	X	X	X										
0	0	1	**13**	Moragne, T.	A	X	X										
0	0	1	**14**	Moreno, V.	A	X	E										
0	1	0	**15**	Robertson, L.	X	X	X										
0	0	0	**16**	Rodriguez, J.	X	X	X										
0	0	0	**17**	Ruffner, A.	X	X	X										
0	0	1	**18**	Schweizer, M.	A	X	X										
0	0	1	**19**	Siclari, R.	X	A	X										
				Quorum = 11	13	15	14	0	0	0	0	0	0	0	0	0	

Legend:	
X - present	**N - newly appointed**
A - absent	**Z - resigned**
E - excused	**C - cancelled**
NQA - no quorum absent	**W - warning letter**
NQX - no quorum present	**Z - resigned**
	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 Youth Advisory Committee. The following records reflect attendance through March 2019 for the HIVPC's ad-Hoc committee.

Ad-Hoc CEC Event Advisory Committee

Last Meeting: February 12, 2019

Committee member attendance through March 2019 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	24	CX	C										
1	1	0	**1**	Brautigam, A.	X	NQX											
0	0	1	**2**	Brown, P.	X	NQA											
1	1	0	**3**	Fanfan, J.	X	NQX											
0	0	0	**4**	Gerbier, R.	X	E											
0	0	1	**5**	Hinton, J.	X	NQA											
1	1	0	**6**	Ruffner, A.	X	NQX											
				Quorum = 4	6	3	0	0	0	0	0	0	0	0	0	0	

Legend:

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

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	24	28											
0	0	0	**1**	Arencibia, Y.	X	X											
0	1	1	**2**	Barnes, B.	A	X											
1	1	0	**3**	Bhrangger, R.	X	X											
1	1	0	**4**	Burgess, D.	X	X											
0	0	1	**5**	Fleurinord, P.	A	E											
0	0	1	**6**	Fortune-Evans, B.	A	E											
0	0	0	**7**	Foster, V.	X	X											
0	0	0	**8**	Grant, C.	X	X											
0	0	0	**9**	Hayes, M.	X	X											
0	0	**2**	-	Holness, D.V.C. (Comm)	A	A											
1	1	0	**10**	Katz, H.B.	X	E											
0	0	0	**11**	Lopes, R. *Chair*	X	X											
1	1	0	**12**	Marcoviche, W.	X	X											
0	0	1	**13**	Moragne, T.	A	X											
0	0	1	**14**	Moreno, V.	A	X											
0	1	0	**15**	Robertson, L.	X	X											
0	0	0	**16**	Rodriguez, J.	X	X											
0	0	0	**17**	Ruffner, A.	X	X											
0	0	1	**18**	Schweizer, M.	A	X											
0	0	1	**19**	Siclari, R.	X	A											
				Quorum = 11	13	15	0	0	0	0	0	0	0	0	0	0	

Broward County HIV Health Services Planning Council

Requests for Excused Absences

HIVPC Meeting – February 28, 2019

COUNCIL MEMBER	DATE OF CONTACT	TIME	HIVPC STAFF CONTACTED	REASON NO.	REASON/COMMENTS	APPROVED (INITIALS)
Barnes, B.	02/14/19	4:34 p.m.	Oratien, V.		Member is attending the HRSA Ryan White Part F meeting in Atlanta, GA.	RL
Hayes, M.	2/27/19		Johnson, B.		Member is attending the HRSA Ryan White Part F meeting in Atlanta, GA.	RL
Fleurinord, P.	2/21/19		Jolly, J.		Surgery	RL
Fiorke			Raquel L.		meeting	RL
Ward Kate			Raquel L.		sick	RL

Raquel Lopez

Chair

02/28/19

Date

Alondra Bryan

~~Acting~~ Vice Chair

02/28/19

Date

Reasons:

1. HIV-related illness
2. Planning Council-related business
3. Death in Family
4. Hospitalization of Council Member
5. Jury duty
6. Subpoenaed by Court

HANDOUT B2

HANDOUT B2

Broward County HIV Health Services Planning Council

Requests for Excused Absences for January 24, 2019

Committee Member	Date of Contact	Time	HIVPC Staff Contacted	Reason No.	Reason/Comments	Approved (Initials)	Not Approved (Initials)

_____ 01/24/2019
Chair Date

_____ 01/24/2019
Vice Chair Date

Reasons:

1. HIV-related illness
2. Planning Council related business
3. Jury Duty
4. Death in Family
5. Hospitalization of Council Member
6. Subpoenaed by Court

HANDOUT C

Post-Appointment Orientation

Broward County HIV Health Services Planning Council

PREPARED BY Membership/Council Development Committee

PRESENTED ON April 11, 2019

Contents

Contents

An Introduction

28 Years and counting

On November 27, 1990 Broward County established the HIV Health Services Planning Council (HIVPC). The HIVPC serves as a Community Advisory Board informing the work of the Recipient of Ryan White HIV/AIDS Part A funding. The mission of the Planning Council is as follows:

We direct and coordinate effective responses to the HIV epidemic in Broward County in order to ensure quality, comprehensive care and positively impact the health of people with HIV at all stages of illness. In so doing, we:

- *Foster substantive involvement of HIV-infected and 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, private foundations, voluntary organizations, community organizations and federal, state and municipal governments.*
- *Monitor and report progress within the continuum of care to assure fiscal responsibility and increase community support and commitment.*

An Overview of the Ryan White HIV/AIDS Program from the Kaiser Family Foundation:

The Ryan White HIV/AIDS Program (Ryan White), the largest federal program designed specifically for people with HIV in the United States, serves over half of those in the country diagnosed with the disease. First enacted in 1990, the Ryan White Program has played an increasingly critical role as the number of people living with HIV has grown over time and people with HIV are living longer. It provides outpatient care and support services to individuals and families affected by the disease, functioning as the 'payer of last resort' by filling the gaps for those who have no other source of coverage or face coverage limits.

The program has been reauthorized by Congress four times since it was first created (1996, 2000, 2006, and 2009) and each reauthorization has made adjustments to the program. The current authorization lapsed in FY 2013, but the program can continue to be funded through the annual appropriations process as there is no 'sunset' provision or end date attached to the legislation. The program is administered by the HIV/AIDS Bureau at the Health Resources and Services Administration (HRSA) of the Department [of] Health and Human Services (DHHS), and programs and services are delivered by grantees at the state and local levels.

Planning Council Basics

Operative Guidelines

Code of Ethics
The Council and its Committees are governed by the *2013 Florida Commission on Ethics Guide* and the *Code of Ethics for Public Officers and Employees,* which are sent to all new members by the Board of County Commissioners.

Government in Sunshine Law
The State of Florida and Broward County are governed by Florida's Sunshine Law. This requires that all meetings held by the Planning Council or its Committees are open to the public, audio-recorded and with written minutes. Anything said at any Council or Committee meeting is a matter of public record, including disclosure of HIV status. Members of the Council may not talk about Council business outside of Council meetings.

Ground Rules
All persons in attendance of a meeting of the Council and/or Committee shall comply with the meeting Ground Rules adopted by the Council **(Resource C)**.

Robert's Rules
Governs the flow of Council and Committee meetings and provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.

Planning Council Basics

Culture & Expectations

Trust and Respect
The Council operates in the Sunshine, but with respect for members' and guests' privacy. Personal information shared outside the meeting should not be brought into meetings and vice versa. Behave ethically with the sensitive information of others.

Communication
Plans cannot be made in a timely manner without member correspondence. The more timely information provided, the better the HIVPC and PCS Staff can act.

Preparation & Participation
Members do the work of the Council. The role of members is to make informed decisions to benefit the community. Come prepared, ask questions, make suggestions, and share thoughts.

Ambassadorship
HIVPC members serve as visible and vocal champions of the Council. Be a passionate advocate for the work of this Council in the community.

No Fundraising
The HIVPC explicitly is not a fundraising body. The Ryan White HIV/AIDS Part A Program operates on HRSA funding obtained through an annual grant. HIVPC members will be asked to raise awareness and community involvement.

Who's Who?

Support Staff Contact Information

HIV Planning Council Staff
hivpc@brhpc.org

Gritell Berkeley Martinez, PhD
HIVPC Manager
(954) 561-9681 ext. 1250
gmartinez@brhpc.org

Jessica Jolly, MST
HIVPC Health Planner
(954) 561-9681 ext. 1295
jjolly@brhpc.org

Vanessa Oratien, MPH
HIVPC Health Planner
(954) 561-9681 ext. 1343
voratien@brhpc.org

Clinical Quality Management Staff
quality@brhpc.org

Debbie Cestaro-Seifer, MS, RN, NC-BC
CQM Manager
(954) 561-9681 ext. 1219/1244
quality@brhpc.org

Anitha Joseph, MPH
CQM Health Planner
(954) 561-9681 ext. 1244
ajoseph@brhpc.org

Marcus Guice, MPH
CQM Health Planner
(954) 561-9681 ext. 1219
mguice@brhpc.org

HIVPC Members

- Lopes, Réquel
  HIVPC Chair
- Grant, Claudette
  HIVPC Vice Chair
- Arencibia, Yusimir
- Barnes, Brad
- Bhrangger, Ronald
- Burgess, Devorn
- Dennis, Bessie
- Fleurinord, Patricia
- Fortune-Evans, Bisiola
- Foster, Vincent
- Hayes, Marie
- Katz, H. Bradley
- Leonard, Christopher
- Marcoviche, William
- Moreno, Valery
- Riley-Gardiner, Yvette
- Robertson, Lorenzo
- Rodriguez, Joshua
- Ruffner, Andy
- Schweizer, Mark
- Siclari, Rick

Current as of March 28, 2019

HANDOUT C

Supporting Our Community

A look at our community presence in 2018

2ND ANNUAL CHILL & GRILL

The Community Empowerment Committee (CEC) and the Black Treatment Advocates Network (BTAN) hosted their 2nd Chill, Chat & Chew event: Chill & Grill. Organizations who tabled at the event included the Community AIDS Network (CAN), Department of Health (FLDOH-BC) and Ryan White Part A. Community members engaged in discussions about PrEP. Testimonies from PLWHA on their experiences within the Ryan White system of care in Broward County were also heard. This year's Chill & Grill was hosted at C.W. Thomas Park in Dania Beach, FL.

WILTON MANORS STONEWALL PRIDE FESTIVAL

The HIV Planning Council (HIVPC) participated in the Stonewall Pride event located on Wilton Drive in Wilton Manors, FL 33305. The HIVPC booth was met with high traffic from community members interested in knowing more about HIVPC.

NATIONAL TRANSGENDER HIV TESTING DAY

HIVPC attended an event held by the Pride Center in honor of National Transgender HIV Testing Day. The panel discussion centered on HIV/AIDS within the Transgender Community. HIVPC members participated in the discussion and shared information about the HIV Planning Council with event attendees.

HEALTHY BROWARD RUN AND WALK

Presented by the Florida Department of Health in Broward County, this event brought many local sponsors and partners together. The run and walk took place at Markham Park in Sunrise, and HIVPC members spoke to attendees and shared information/promotional materials.

AIDS Walk

HIVPC members attended the AIDS Walk on Fort Lauderdale Beach. This event, hosted by AIDS Healthcare Foundation (AHF), brought 3,000 people together to participate in a walk and attend a music festival to support a fundraising effort benefiting many organizations in South Florida. HIVPC tabled at the event and engaged community members in conversations about the Planning Council's work.

Ryan White Part A HIVPC Committees

Committee Roles

COMMUNITY EMPOWERMENT COMMITTEE
Provides outreach, community education, and collects feedback on the needs of HIV+ Broward County residents.

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE
Recruits and trains members of the HIV Planning Council to ensure the membership is diverse and made of members of the community.

PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE
Establish priorities and funding for Ryan White Part A HIV services to ensure services meet the needs of those who are most effected by HIV/AIDS in Broward County.

QUALITY MANAGEMENT COMMITTEE
Ensures that access to high-quality HIV services are provided to HIV+ Broward County residents through the development and review of health outcomes data and service delivery standards.

SYSTEM OF CARE COMMITTEE
Conducts activities to evaluate and improve the system of HIV care and treatment in Broward County.

Roles & Responsibilities

Recipient, Support Staff, and Planning Council

Recipient

1. Government department designated to administer Ryan White Part A funds and monitor contracts.

2. Coordinate writing of annual grant request for Ryan White Part A funding.

3. Participate in Planning Council and Committee activities.

Support Staff

1. **PCS Support Staff** - provides professional staff support to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

2. **CQM Support Staff** - provides professional support, meeting coordination, and technical assistance to the service category Quality Improvement (QI) Networks and Recipient.

Roles & Responsibilities

Recipient, Support Staff, and Planning Council

Planning Council

1. Conducts Needs Assessments

2. Establishes priorities for the allocation of funds

3. Collaborates to develop an Integrated Plan

4. Assesses the Administrative Mechanism

5. Coordinates with other services

6. Establishes methods to obtain community input

Membership Requirements

Requirements for HIV Planning Council Membership

Be a member of at least one (1) standing committee

1. Community Empowerment Committee (CEC)

2. Membership/Council Development Committee (MCDC)

3. Executive Committee (HIVPC Chairs and Co-Chairs ONLY)

4. Quality Management Committee (QM)

5. Priority Setting & Resource Allocations Committee (PSRA)

6. System of Care (SOC)

Attend meetings/trainings

Provide up-to-date contact information to the HIVPC Support Staff

Notify PCS Support Staff of changes that require resignation. At such time as a member's professional responsibilities changes such that he/she no longer represents the constituency for which he/she was originally appointed, that member shall immediately resign and his/her seat shall be filled in accordance with the provisions contained in the membership policies and procedures. The member shall have the ability to reapply for membership to the council.

Meeting Attendance

Attendance Requirements for HIVPC/Committee Meetings

Quorum

- By Broward County Ordinance, meetings can not be held until quorum has been established: ***Quorum = half*** *of HIVPC or Committee Membership* ***+ 1***
- Quorum must be established in the room before call-in members are counted. If quorum is not established in the room, call in members will be considered absent.
- If quorum has not been established 15 minutes after meeting start time, the meeting will be canceled due to lack of quorum.
- Quorum is necessary for the Planning Council to take affirmative action on any matter.

Excused Absences

- Members are allowed 3 consecutive unexcused absences or 4 meeting absences in a calendar year. *Committees who meet quarterly or less have an annual 2-meeting minimum attendance policy.*
- A member must request an excused absence.
- HIVPC or Committee Chair reviews all excused absence requests.
- An absence shall be deemed excused under the following circumstances:

1. HIV-related illness **2.** Member Hospitalization **3**. Jury Duty
4. Planning Council-related business **5.** Subpoenaed by Court
6. Death of member's domestic partner or immediate family member

Attendance Records are based on the meeting sign-in sheets.
Members MUST sign in to be considered present at the meeting.

Members must notify support staff 2 business days prior to the meeting regarding their attendance.

Resources

A

Calendar

Upcoming meetings, events, and HIV Awareness Days

B

HIVPC By-Laws

Last amended October 2018

C

Policies & Procedures

Outlines each Committee's Responsibilities

D

Planning Council Primer

A guide from HRSA

E

Additional Materials

Reimbursement Form for Consumers; Mentorship Program Information; Grievance Form

Consumer Reimbursement

Reimbursement Policy

- Unaffiliated Consumers on the Planning Council can be reimbursed for reasonable and necessary costs incurred as a result of their participation on the anning Council and in the conduct of their required Planning Council activities, which covers such items as reimbursement of reasonable and actual out-of-pocket costs incurred solely as a result of attending a scheduled meeting, including:
    - Transportation mileage (state mileage rate allowance)
    - Broward County Transit expenses
    - Child Care service fees - reasonable costs associated with child care services
- Reimbursement for expenses shall be limited to those expenses that are not reimbursable through other funding sources.
- Expense reimbursement shall be limited to HIV infected Council, Committee and Alternate members.

Mentorship Program

In order to increase new members' knowledge of the HIV Planning Council and retain membership, the MCDC Committee will institute a voluntary mentoring program. Mentors provide support for new members on:

- Helping new members, including PLWHA, feel welcome, learn individual member perspectives, and become comfortable will Planning Council processes and interaction.
- Providing strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHA.
- Taking special responsibility for making sure the new member understands the background and context of discussions and actions.
- Increasing new members' knowledge of HIVPC and retain attendance and membership participation in Council meetings.

Grievances

Grievance Process

The executive committee will provide a clearinghouse and facilitate resolution of grievances in an open, inclusive, non-discriminatory and impartial manner.

Steps to Filing a Grievance

- The Executive Committee will address grievances by individuals, community groups and providers eligible to receive Ryan White Part A funding which have been adversely affected by any actions of the Council involving the following:

    1. Needs assessment process
    2. Integrated planning process
    3. Priority setting process (including language regarding how best to meet such priorities)
    4. Clinical outcome/cost effectiveness determination process
    5. Allocation (as well as any possible reallocation) of funds to service categories process.
- For a grievance to be eligible for consideration, deviation from established, written processes or policies must be stated within the claim.
- All appeals from an initial action must be filed within two weeks of any decision, deviation or incident, and all resolutions or remedies are meant to apply prospectively.

FY 2014-16 HIVPC Trainings

Past

Comprehensive Plan (March 2014): (Ryan White legislation and implementation process)
Update of the 2012-2015 Comprehensive Plan for the Broward Part A program was developed by EGM Consulting, LLC (EGMC). The update was designed to provide a mid-term review and assessment of task completion and progress towards comprehensive plan goals and objectives, and to recommend updates in the work plan as needed.

Priority Setting and Resource Allocation (PSRA) Process (May 2014): (Specific skills related to particular planning and related tasks)
The Priority Setting and Resource Allocation (PSRA) Committee Chair conducted a brief presentation about the priority setting process. The process begins with the collection of data and a data presentation to the PSRA committee. The PSRA Chair reviewed the data presentation given by consultant Emily Gantz-McKay; Ms. Gantz-McKay was responsible for analyzing the data from the Needs Assessment, which included a client survey, a provider survey, and focus groups. Utilization and financial data from Part A, as well as other Ryan White parts and other community funders was used to create scorecards.

HIV Prevention Planning Council Presentation (May 2014): (Specific skills related to particular planning and related tasks)
Christopher Bates, a member of the Florida Department of Health in Broward County gave a presentation on the structure of Broward County's HIV Prevention Council. The council is broken into four teams and six advisory groups. The full council is comprised of approximately 15-21 members, with two appointed seats. One of the appointed seats belongs to the Broward County school district and the other is a research seat; the Council felt these were critical elements that needed to be a part of the Council.

System of Care Committee training (November 2014): (Service delivery system and provider profiles)
This training will allow the System of Care (SOC) committee Chair to discuss the main functions of the committee. This training will include: unmet need research, identifying gaps in care, and evaluation of community needs.

National Quality Center: Training of Consumers on Quality (TCQ) (January 2015): (Importance and sources of data)
This training will increase the number of consumers actively participating in local quality management committees or regional quality improvement activities. The rigorous TCQ Program includes extensive pre-work activities and a 2-day face-to-face TCQ session.

How Best to Meet the Need language and how it impacts services (February 2015): (Importance and sources of data)
The Ryan White legislation gives Planning Councils the responsibility not only to set priorities, but also to establish how best to meet those priorities. This training will highlight the legislative provision which includes establishing a role for the Planning Council in guiding the Grantee in identifying the types of organizations and service delivery mechanisms that best meet each service priority established by the Council (e.g.,

outpatient clinics, community-based organizations that serve affected populations and historically underserved communities).

Future

HIVPC Reflectiveness and Mandated Seats (April 2015): (Specific skills related to particular planning and related tasks) This training will focus on HIVPC membership requirements, reflectiveness, and mandated membership categories.

HIV Biomedical Interventions (May 2015): (Specific skills related to particular planning and related tasks)
This training will focus on current HIV biomedical medical interventions. This training will explore interventions such as Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP), both utilized to prevent HIV infection.

Affordable Care Act Update (August 2015): (Ryan White legislation and implementation process)
Prior to the start of enrollment, this training will provide an update to the Affordable Care Act (ACA) and Health Insurance Marketplace. This training will include: an overview of the ACA marketplace, and Florida specific resources, and consumer feedback.

2016 Comprehensive Plan with Prevention (August 2015): (Ryan White legislation and implementation process)
Beginning in 2016, Ryan White Part A and Prevention will be responsible for a joint comprehensive plan. This training will include strategies to form an effective collaboration between the HIVPC and Broward County's HIV Prevention Council.

Self-Assessment Findings (February 2016): (Specific skills related to particular planning and related tasks)
Evaluation data from the HIVPC Self-Assessments will be presented. Self-Assessment findings will provide training opportunities that will benefit all committees as well as the HIVPC.