



Meeting Agenda: Membership/Council Development Committee
Date/Time: May 9, 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: 5/9/19 Agenda and 4/11/19 Meeting Minutes

3. STANDARD COMMITTEE ITEMS

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

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>
3.4 Conduct ongoing member training	
Training Plan (Handout C)	ACTION ITEM: Review and finalize FY2019-2020 Training Plan.

5. UNFINISHED BUSINESS None.

6. RECIPIENT REPORT

7. PUBLIC COMMENT

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: August 8, 2019 9:30 a.m. **VENUE:** Gov. Center Annex A-337

<i>Agenda Items/Tasks for next Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Recruitment & Retention Plan	ACTION ITEM: Review and update 2014-2015 Recruitment & Retention Plan.

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: April 11, 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		Jones, L.
3	Foster, V. <i>Chair</i>	X		
4	Grant, C	A		
5	Katz, H.B.	X		HIVPC Staff
	Quorum = 4	4		Jolly, J.
				Oratien, V.
				Guests
				Quintero, S.

1. CALL TO ORDER

The Chair called the meeting to order at 9:44 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 3/14/19 minutes.
Proposed by: Arencibia, Y. **Seconded by:** Katz, H.B.
Action: Passed Unanimously

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

3. STANDARD COMMITTEE ITEMS

- Review HIVPC Demographics (Handout A):** Members reviewed demographics on Handout A. County Ordinance requirement of 20 members is now being met and the council is back in good standing. The number of members will increase to 23 as there is another new member who will be approved for membership at the upcoming Planning Council meeting. The number of unaffiliated consumers has increased, but there is still a need for white male consumer representation on the Council. It was also noted that the Executive Committee has no unaffiliated consumers. Members stated that the HIVPC Chair needs to consider the need for more consumers to serve as chairs. Support staff explained the difference between affiliated vs unaffiliated consumers. Committee member suggested that we have a

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cheat sheet so that current and new members are knowledgeable about what is going on with committee and council demographics.

- b. Planning Council and Committee Attendance (Handout B): Members reviewed Committee and HIVPC attendance and discussed recently issued warning letters. Last month there was a concern with members who had two consecutive absences, but those absences were excused so both members are still in good standing.
- c. Current Applicants, Interested Parties, and Appointments: Vanessa Lewis applied to join the HIVPC in the 'Individuals Co-infected with Hepatitis B or C' seat. Ms. Lewis learned about the HIV Planning Council through the Peer Program, in which she trained to become a peer. Vanessa is filling a seat that has not been filled in a very long time. Ms. Lewis has yet to attend any committee meetings. Committee members agreed to do a pending approval. Her membership approval will be pending, completion of attendance at 3 committee meetings, and pre-appointment training.

Motion #3: To apply pending status to Vanessa Lewis' application based upon her meeting HIVPC membership requirements and pre-appointment orientation.

Proposed by: Katz, H.B. **Seconded by:** Arencibia, Y.

Action: Passed Unanimously

4. MEETING ACTIVITIES/NEW BUSINESS

- a. Welcome Packet: Committee members were given a copy of the newly created welcome packet for new members. The welcome packet includes information about the planning council, member contact info, committee details, mission and vision of the council and member expectations. Members of the committee suggested that this packet not only be given to new members, but to current members as well to serve as a member handbook. A member suggested that a section be added about social media to outline the expectations for use of social media, to honor the privacy of what goes on in meetings. Another suggestion was made to make the packet more of a binder where pages can be added and/or removed. After reviewing the roles and responsibilities page in the welcome packet, a member mentioned that in the past there was discussion around requiring all committee members to commit to attending a pre-determined number of events per year. Designating members to events helps to hold members accountable for the success of the council. All members agreed that this expectation should be outlined in roles and responsibilities. In addition, a member spoke about the committee's challenges with meeting quorum; it was asked if the membership committee could serve as alternate members on additional committees to meet quorum requirements. The issue is that there are not enough members to begin with.

Motion #4: To accept Welcome Packet with suggested edits.

Proposed by: Arencibia, Y. **Seconded by:** Burgess, D.

Action: Passed Unanimously

- b. Training Plan: Members reviewed the training plan for the 2019-2020 Fiscal Year. Members read through each training topic and discussed which topics would be suitable to offer for the current year.

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The goal is to complete four trainings in the fiscal year. Many members were in support of the Biomedical Interventions Trainings. A guest shared information on the trainings he can provide and noted that he has experience providing these trainings for other Planning Councils in Florida. The training topics range from new HIV medications to HIV basics and mental health. Grantee staff also suggested looking at topics that have community impact outside of HIV such as homelessness. The committee was also asked what they would like to learn or be updated on. Hepatitis vaccines are also a hot topic right now and can be offered at Part A agencies through the Department of Health. Prevention initiatives were suggested as a training topic as well. Housing was also brought up as a potential training topic.

The Committee Chair suggested that the committee takes a closer look at the refined list of training topics to determine what the final 4 training topics will be. Once this process is complete, a final list of four would be presented to the HIV Planning Council for review and approval.

5. RECIPIENT REPORT

The Recipient's Office is currently waiting for final invoices from providers. Outstanding invoices are due on April 15th and this deadline will wrap up the fiscal year. To start off the 2019 fiscal year, the contractual submission for HRSA was just completed. Provider agencies monitoring has started; five provider visits have happened so far. AIDS Watch- new experience being with an organized group, sees the benefit in going as an organized group and rallying. Experience was positive. The Recipient's Office will be following up on the meetings held with Senators Rubio and Scott, and Congresswoman Wasserman Schultz.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: May 9, 2019 VENUE: A-337

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Training Plan	ACTION ITEM: Review and finalize FY2019-2020 Training Plan.
Post-Appointment Orientation	ACTION ITEM: Conduct Post-Appointment Orientation.

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

The meeting was adjourned without objection at 10:58 a.m.

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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	C	14	11									
0	0	1	1	Arencibia, Y.	A	NQX	X	X									
1	1	1	2	Burgess, D.	X	NQA	X	X									
0	0	0	3	Foster, V. <i>Chair</i>	X	NQX	X	X									
0	0	0	4	Grant, C.	N - 3/14		X	E									
1	1	0	5	Katz, H.B.	E	NQX	X	X									
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
				Quorum = 4	2	3	5	4	0	0	0	0	0	0	0	0	

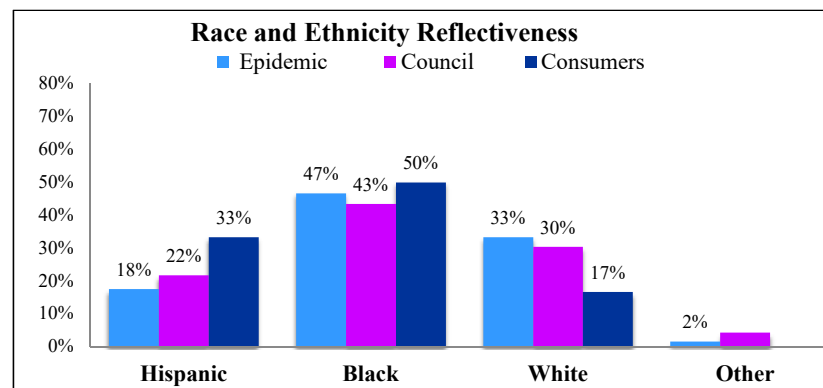
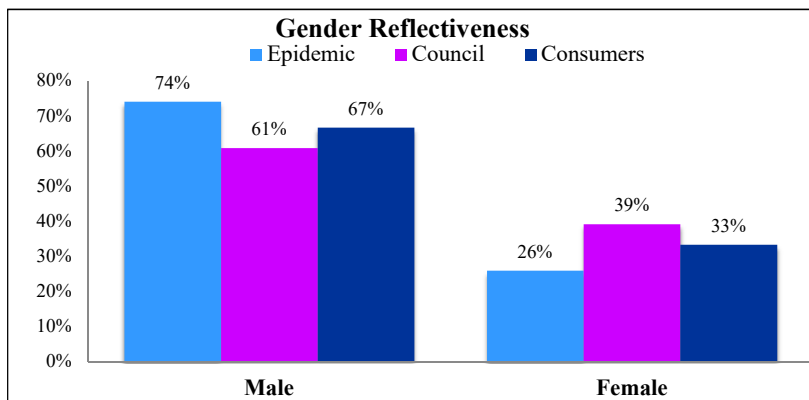
Legend:	
X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

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HIV Planning Council Membership Report Current Through April 2019

HANDOUT A



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	15,309	74%	14	61%	-13%	4	67%	-7%
Female	5,352	26%	9	39%	13%	2	33%	7%
Transgender	-	-	0	0%	-	0	0%	-
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	3,640	18%	5	22%	4%	2	33%	16%
Black	9,646	47%	10	43%	-3%	3	50%	3%
White	6,885	33%	7	30%	-3%	1	17%	-17%
Other	332	2%	1	4%	3%	0	0%	3%
Total	20,661	99%	23			6		

Current Members	23
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	26%

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

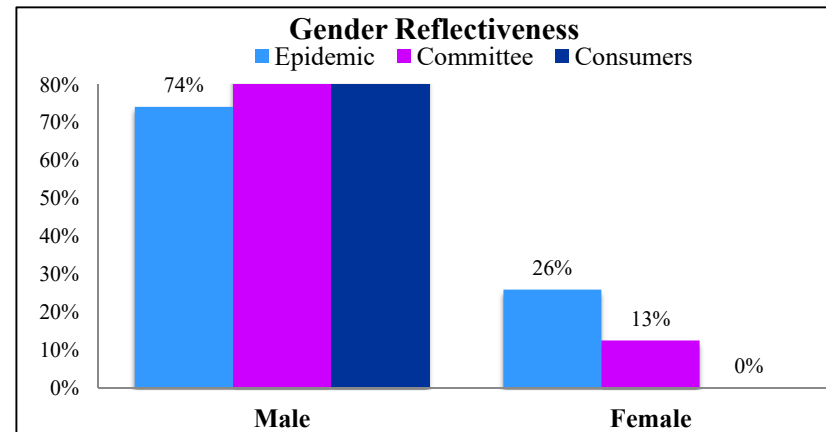
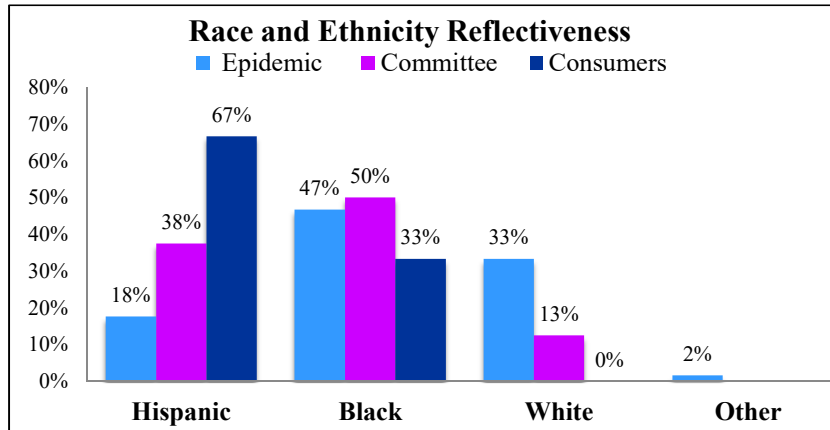
No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers 35%

HIVPC membership has increased by 1 member since March. Unaffiliated consumer membership remains below the HRSA mandated 33% and there is a need for more White male consumers.

Legend
Consumer - a person who is an eligible recipient of services under the Ryan White Act
Unaffiliated Consumer - individual who is receiving HIV-related services from Ryan White-funded service providers and not compensated by, representative of, or employed by a provider funded under the Ryan White Act

Community Empowerment Committee (CEC) Reflectiveness Report Through April 2019

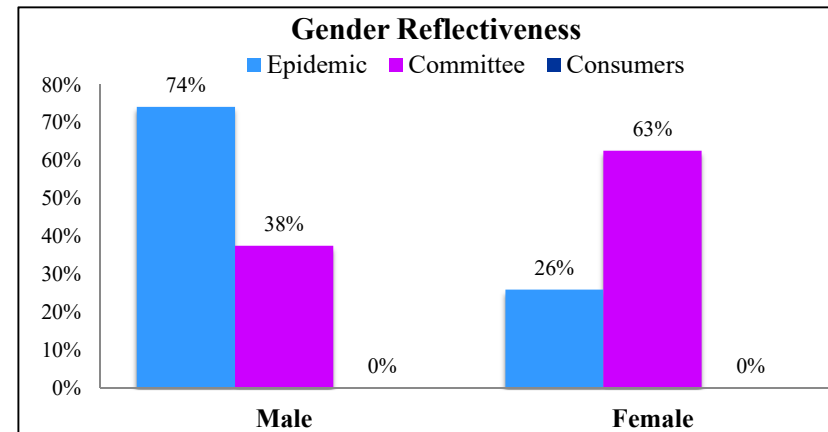
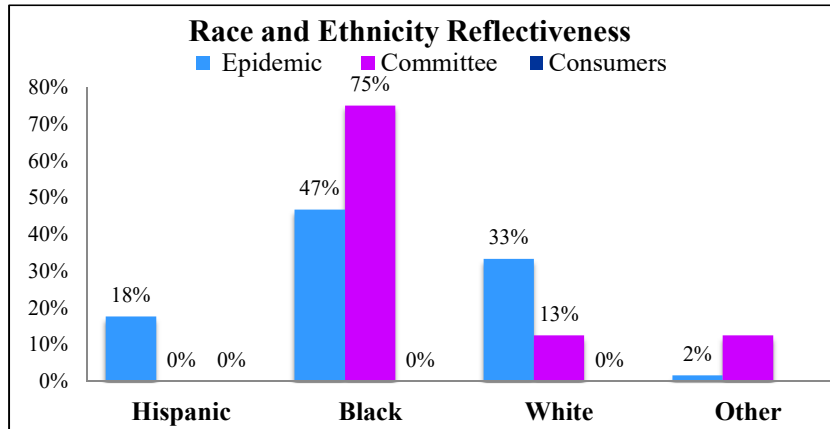


Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	7	88%	3	100%	13%
Female	5,352	26%	1	13%	0	0%	-13%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,640	18%	3	38%	2	67%	20%
Black	9,646	47%	4	50%	1	33%	3%
White	6,885	33%	1	13%	0	0%	-21%
Other	332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

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

There have been no changes in the membership of CEC since the last MCDC meeting.

Executive Committee Reflectiveness Report Through April 2019

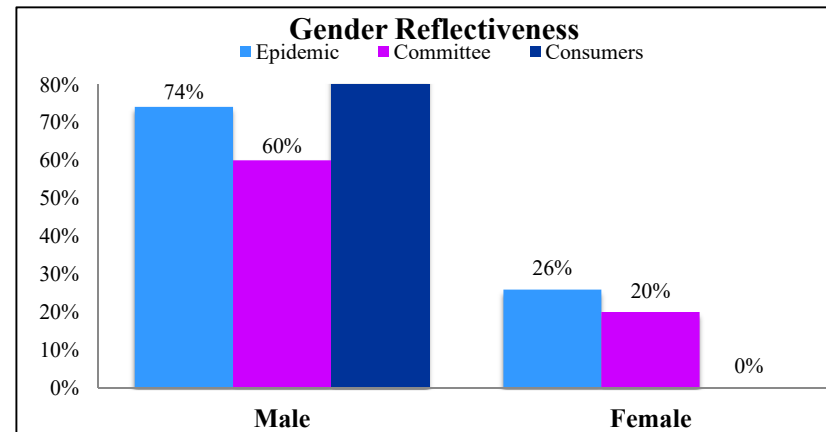
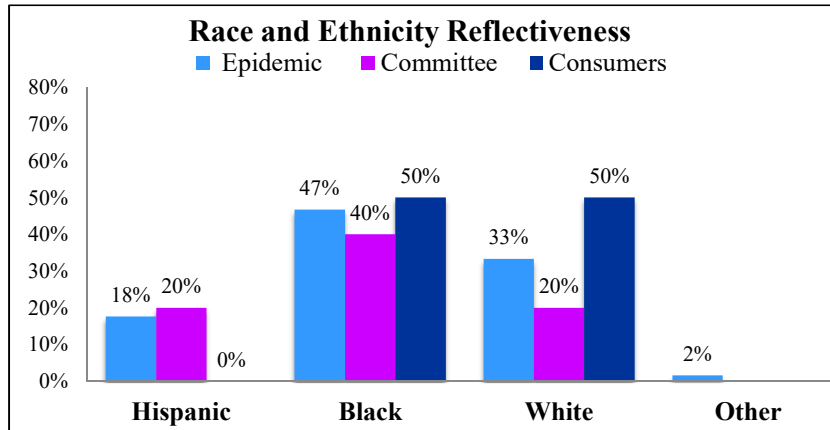


Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	3	38%	0	0%	-37%
Female	5,352	26%	5	63%	0	0%	37%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,640	18%	0	0%	0	0%	-18%
Black	9,646	47%	6	75%	0	0%	28%
White	6,885	33%	1	13%	0	0%	-21%
Other	332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

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

There have been no changes in the membership of Executive since the last MCDC meeting.

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

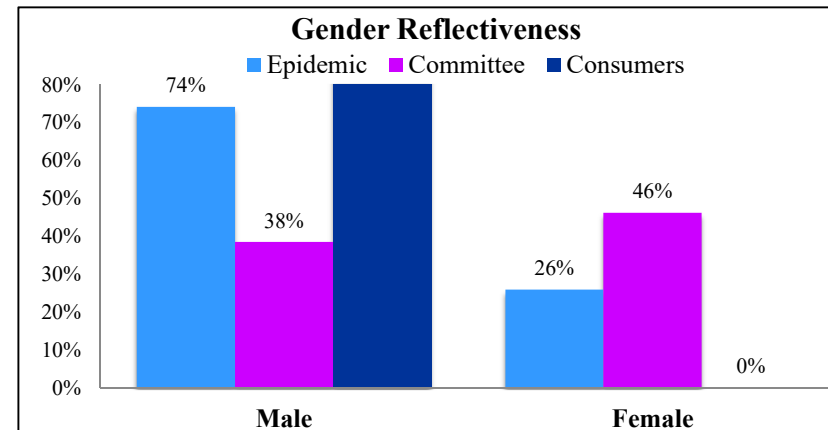
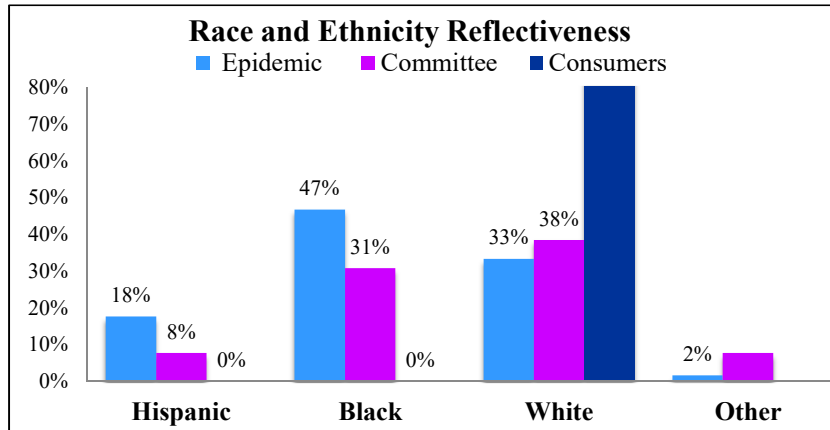


Gender	Epidemic	Committee	Consumers	% Difference
Male	15,309 74%	3 60%	2 100%	-14%
Female	5,352 26%	1 20%	0 0%	-6%
Transgender	- -	0 0%	0 0%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	3,640 18%	1 20%	0 0%	2%
Black	9,646 47%	2 40%	1 50%	-7%
White	6,885 33%	1 20%	1 50%	-13%
Other	332 2%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

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

There have been no changes in the membership of MCDC since the last MCDC meeting.

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

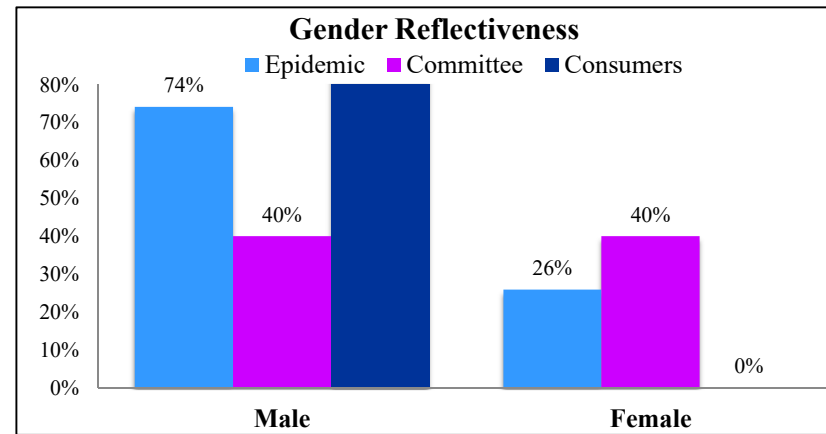
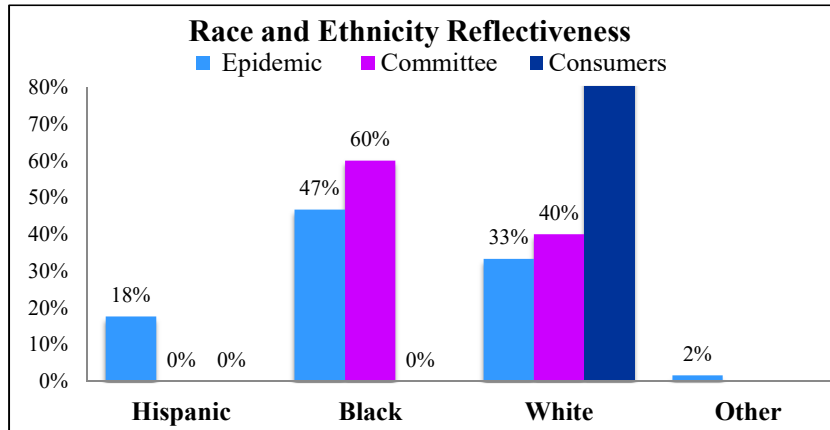


Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	5	38%	1	100%	-36%
Female	5,352	26%	6	46%	0	0%	20%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,640	18%	1	8%	0	0%	-10%
Black	9,646	47%	4	31%	0	0%	-16%
White	6,885	33%	5	38%	1	100%	5%
Other	332	2%	1	8%	0	0%	6%
Total	20,661	99%	13		1		

Current Members	13
% of Members That Are Unaffiliated Consumers	8%

PSRA membership has increased by 2 members since March. 1 new member is an unaffiliated consumer.

Quality Management Committee (QMC) Reflectiveness Report Through April 2019

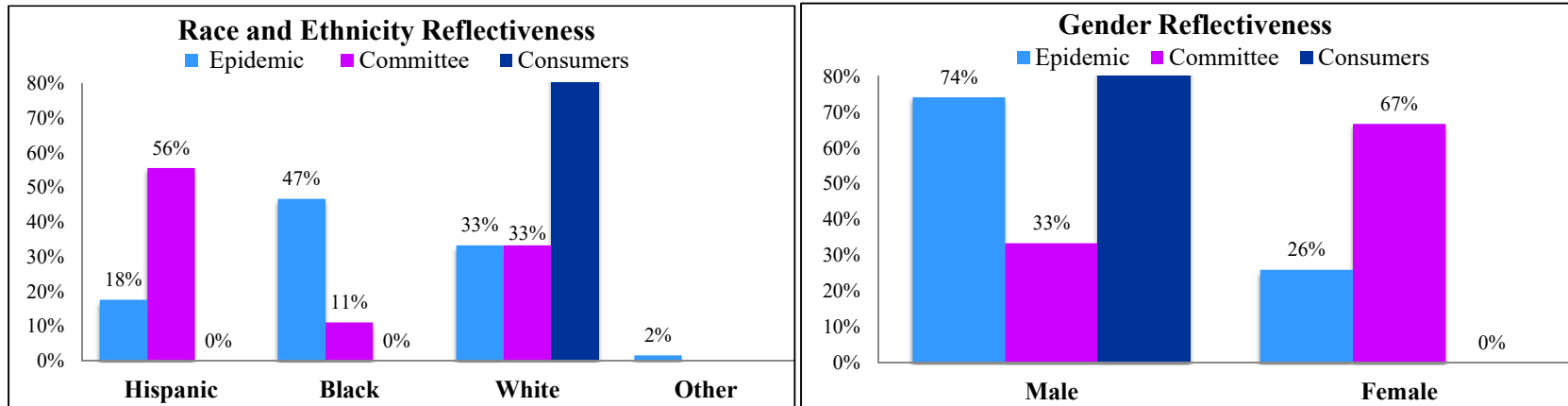


Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	2	40%	1	100%	-34%
Female	5,352	26%	2	40%	0	0%	14%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,640	18%	0	0%	0	0%	-18%
Black	9,646	47%	3	60%	0	0%	13%
White	6,885	33%	2	40%	1	100%	7%
Other	332	2%	0	0%	0	0%	-2%
Total	20,661	99%	5		1		

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

1 member has resigned from QMC while 1 was added to the Committee in April.

System of Care (SOC) Committee Reflectiveness Report Through April 2019



Gender	Epidemic		Committee		Consumers		% Difference
Male	15,309	74%	3	33%	1	100%	-41%
Female	5,352	26%	6	67%	0	0%	41%
Transgender	-	-	0	0%	0	0%	-
Race	Epidemic		Committee		Consumers		% Difference
Hispanic	3,640	18%	5	56%	0	0%	38%
Black	9,646	47%	1	11%	0	0%	-36%
White	6,885	33%	3	33%	1	100%	0%
Other	332	2%	0	0%	0	0%	-2%
Total	20,661		9		1		

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

There have been no changes in the membership of SOC since the last MCDC meeting.



PCS Monthly Attendance Report

April 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

April 2019 HIVPC and Standing Committee Attendance

The following records reflect attendance for April 2019 for the HIVPC and its standing and ad-Hoc committees. There were 5 meetings held in the month of April; Membership/Council Development Committee, Priority Setting & Resource Allocation Committee, Executive Committee, ad-Hoc Youth Advisory Committee and the HIV Planning Council Meeting.

Community Empowerment Committee (CEC)

Last Meeting: February 5, 2019

CEC member attendance through April 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	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 = 5					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: April 11, 2019

MCDC member attendance through April 2019 is reflected in the table below:

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	10	C	14	11									
0	0	1	1	1 Arencibia, Y.	A	NQX	X	X									
1	1	1	2	2 Burgess, D.	X	NQA	X	X									
0	0	0	3	3 Foster, V. <i>Chair</i>	X	NQX	X	X									
0	0	0	4	4 Grant, C.	N - 3/14		X	E									
1	1	0	5	5 Katz, H.B.	E	NQX	X	X									
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
				Quorum = 4	2	3	5	4	0	0	0	0	0	0	0	0	

Legend:

X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: April 18, 2019

PSRA member attendance through April 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	18									
0	1	1	1	Barnes, B.	X	A	X	X	X									
0	0	0	2	Fortune-Evans, B.	X	X	X	X	X									
0	0	1	3	Grant, C.	E	A	X	X	X									
0	0	0	4	Hayes, M. <i>V Chair</i>	X	X	X	X	X									
1	1	1	5	Katz, H.B.	X	A	X	E	X									
0	0	2	6	Lopes, R.	X	A	X	A	X									
0	0	0	7	Moreno, V.	X	X	X	X	X									
1	1	0	8	Robertson, L. <i>Chair</i>	X	X	X	X	X									
0	0	0	9	Schickowski, K.	X	X	X	X	X									
0	0	1	10	Schweizer, M.	X	X	X	A	X									
0	0	2	11	Siclari, R.	X	A	A	X	X									W - 2/21
Quorum = 7					10	6	10	8	11	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 April 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	C									
1	1	0	1	Fortune-Evans, B. V. <i>Chair</i>	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 April 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	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: April 18, 2019

Executive member attendance through April 2019 is reflected in the table below:

Consumer	PLW/HA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	21	21	18									
0	1	3	1	Barnes, B. <i>Ex Officio</i>		A	A	A									
1	1	1	2	Fleurinord, P.		X	E	A									
0	0	0	3	Fortune-Evans, B.		X	X	X									
0	0	0	4	Foster, V.		X	X	X									
0	0	0	5	Grant, C. <i>Vice Chair</i>		X	X	X									
1	0	0	6	Hayes, M.		X	X	X									
1	1	0	7	Lopes, R. <i>Chair</i>		X	E	X									
0	1	0	8	Robertson, L.		X	X	X									
				Quorum = 5	0	7	5	6	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: April 25, 2019

HIVPC member attendance through April 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	25									
0	0	1	1	1 Arencibia, Y.	X	X	X	A									
0	1	1	2	2 Barnes, B.	A	X	E	X									
1	1	0	3	3 Bhrangger, R.	X	X	X	X									
1	1	0	4	4 Burgess, D.	X	X	X	X									
1	1	0	5	5 Dennis, B.	N-4/25			X									
0	0	2	6	6 Fleurinord, P.	A	E	E	A									
0	0	1	7	7 Fortune-Evans, B.	A	E	X	X									
0	0	1	8	8 Foster, V.	X	X	X	A									
0	0	0	9	9 Grant, C.	X	X	E	X									
0	0	0	10	10 Hayes, M.	X	X	E	X									
0	0	3	-	- Holness, D.V.C. (Comm)	A	A	X	A									
1	1	0	11	11 Katz, H.B.	X	E	X	X									
0	0	0	12	12 Leonard, Christopher	N- 4/25			X									
0	0	0	13	13 Lopes, R. <i>Chair</i>	X	X	E	X									
1	1	0	14	14 Marcoviche, W.	X	X	X	X									
0	0	1	15	15 Moragne, T.	A	X	X	X									
0	0	1	16	16 Moreno, V.	A	X	E	X									
1	1	0	17	17 Riley- Gardiner, Y.	N- 4/25			X									
0	1	0	18	18 Robertson, L.	X	X	X	X									
0	0	0	19	19 Rodriguez, J.	X	X	X	X									
0	0	0	20	20 Ruffner, A.	X	X	X	X									
0	0	2	21	21 Schweizer, M.	A	X	X	A									
0	0	1	22	22 Siclari, R.	X	A	X	X									
Quorum = 12					13	15	14	18	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 April 2019 for the HIVPC's ad-Hoc committee.

Ad-Hoc CEC Event Advisory Committee

Last Meeting: April 23, 2019

Committee member attendance through April 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	23									
1	1	0	1	Brautigam, A.	X	NQX		X									
0	0	1	2	Brown, P.	X	NQA		X									
1	1	0	3	Fanfan, J.	X	NQX		X									
0	0	1	4	Gerbier, R.	X	E		A									
0	0	2	5	Hinton, J.	X	NQA		A									
1	1	0	6	Ruffner, A.	X	NQX		X									
Quorum = 4					6	3	0	4	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
CX - meeting canceled for quorum	R - removal letter



HIVPC Training Plan

FY19-20 & FY20-21 Training Topics and Projected Timeline

Objective Statement: To train the HIV Planning Council on topics directly related to and surrounding HIV Care and Treatment in Broward County



Determine Topics

Outline Training Goal

Contact Appropriate Parties

Schedule & Plan

Provide Training to HIVPC

FY 2019-2020 Training Topics

☐	Projected Month: May 2019	Hepatitis A: The presentation will include how Hepatitis A is transmitted, prevention information, and symptoms. This is timely information regarding a health issue affecting Broward County.
☒	Completed: April 2019	PSRA Process: The Priority Setting and Resource Allocation (PSRA) Committee Chair will conduct 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 will review the data presentation given to the Committee.
☐	Projected Month: TBD	Systems Outside of HIV: Broward County's Homeless System: A representative from the Homeless Initiatives Partnership will provide a presentation regarding homelessness in Broward County as well as the resources available for people experiencing housing instability. This presentation will complement information provided by Housing Opportunities for People Living with HIV/AIDS (HOPWA).
☐	Projected Month: TBD	Mental Health: A mental health representative will conduct a presentation about the mental health system of Broward County, the stigma surrounding mental health, the intersection of mental health and HIV, and the utilization of services.
☐	Projected Month: TBD	Robert's Rules: A consultant will provide a presentation on Robert's Rules to detail the parliamentary procedure utilized by the HIV Planning Council to conduct meetings.

FY 2020-2021 Training Topics

☐	Projected Month: TBD	Prevention Initiatives: PrEP & PEP: An overview of data & outcomes related to preventative measures will be provided by FLDOH-BC.
☐	Projected Month: TBD	Systems Outside of HIV: Drug Use & Substance Abuse- The United Way Commission on Behavioral Health & Drug Prevention will be contacted to provide training on the impact of drug use on Broward County and its Comprehensive Community Prevention Action Plan.
☐	Projected Month: TBD	State-wide Update on the Status of HIV: A Health Department representative will provide a comprehensive update on the status of HIV care, treatment and prevention for the state of Florida.
☐	Projected Month: TBD	Affordable Care Act Update: TBD <i>(Based on changes to the law by the Federal Government)</i>
☐	Projected Month: April 2020	PSRA Process: The Priority Setting and Resource Allocation (PSRA) Committee Chair will conduct 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 will review the data presentation given to the Committee.

Note: Training Topics are subject to change based on current issues.