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

Committee: Membership/Council Development Committee
Date/Time: September 12, 2019, 9:30 a.m. **Location:** Governmental Center A-337
Chair: Vincent Foster **Vice Chair:** Vacant

1. **CALL TO ORDER:**
   a. Welcome
   b. Ground Rules
   c. Statement of Sunshine
   d. Introductions
   e. Moment of Silence
   f. Public Comment

2. **APPROVALS:** 9/12/19 Agenda and 5/9/19 Meeting Minutes

3. **STANDARD COMMITTEE ITEMS**

I. Review HIVPC Demographics (Handout A)

Work Plan Objective 1: Ensure HIVPC is representative and reflective

ACTION ITEM: Review demographics and identify populations that are over or under represented.

II. Planning Council and Committee Attendance, Warning Letters, and Removals (Handout B)

Work Plan Objective 1: Ensure HIVPC is representative and reflective

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

III. Current Applicants, Interested Parties, and Appointments

Work Plan Objective 1: Ensure HIVPC is representative and reflective

ACTION ITEM: Review applications – None at this time.

IV. Review MCDC Work Plan (Handout C)

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

ACTION ITEM: Review progress in completing work plan activities.

V. Review HIVPC Training & Presentation Plan (Handout D)

Work Plan Activity 3.4: Conduct ongoing member training

ACTION ITEM: Review, update, and plan trainings and presentations for HIVPC.

4. **MEETING ACTIVITIES/NEW BUSINESS**

I. Recruitment & Retention Plan (Handout E)

Workplan Activity 2.1: Review and update Recruitment & Retention Plan

ACTION ITEM: Review and update the 2014-2015 Recruitment & Retention Plan to be implemented in 2019 - 2020.

ACTION ITEM: Discuss recruitment methods and technical assistance options.

5. **UNFINISHED BUSINESS** None.

6. **RECIPIENT REPORT**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE:** November 14, 2019 9:30 a.m. **VENUE:** Gov. Center Annex A-337

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

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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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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

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**			Jolly, J.
5	Katz, H.B.	**X**			Martinez, G.
	Quorum = 4	**5**			Oratien, V.

1. CALL TO ORDER

The Chair called the meeting to order at 9:33 a.m. The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. The Chair, committee members, guests, Grantee staff and HIVPC staff, made introductions. A moment of silence was also recognized.

2. APPROVALS

Motion #1: To approve the 4/11/19 minutes.
Proposed by: Grant, C. **Seconded by:** Arencibia, Y.
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

a. Review HIVPC Demographics: Members reviewed Council and Committee demographics (Handout A on file). The Planning Council currently has 23 members. A new member was approved and added to the Council in the month of May, and another applicant has also been approved for membership. This applicant's membership will increase the total percentage of unaffiliated consumers from 26% to 29% which remains below the HRSA-mandated 33%. The Council's male membership is 13% below the epidemic's 74%, and 3% below the epidemic among Black (47%) and White (33%) PLWHA in Broward.

Most committees have not experienced changes in membership. The PSRA Committee, however, experienced a slight increase in its percentage of unaffiliated consumers. QMC has lost one member and gained another.

b. Planning Council and Committee Attendance: Members reviewed Committee and HIVPC attendance and discussed new members and any changes that have occurred across committees (Handout B on file). There have been no warnings or removals since the last MCDC meeting.

Two of the new HIVPC members joined the PSRA committee. It was suggested that the MCDC Chair do an all-call for the new members to possibly gain interest in joining the Committee. For QMC, one member joined the Committee while another resigned.

The current CEC Vice-Chair has been unable to attend meetings in recent months and the Committee has either not met or the meeting has been Chaired by the HIVPC Vice Chair. CEC currently does not have a Chair for the Committee which is challenging because the seat must be filled by a PLWH.

4. MEETING ACTIVITIES/NEW BUSINESS

a. Training Plan: The Committee reviewed the finalized training plan (Handout C on file). PCS Staff briefly reviewed and discussed the listed training topics for the next two fiscal years (FY 2019-2021). Members voted to approve the final plan.

Motion #4: To approve the finalized Training Plan for FY 2019-2021.
Proposed by: Grant, C. **Seconded by:** Burgess, D.
Discussion: A member asked whether the new members would have to wait for the HIVPC-level Robert's Rules training to have learn the meeting process used by the Council. New members receive training on Robert's Rules of Order as part of the Post-Appointment Orientation they receive.
Action: Passed Unanimously

5. RECIPIENT REPORT

A representative of the Recipient's Office discussed the upcoming Behavioral Health Conference where Lauren Kettler Gold, the Publications Specialist for the Ryan White Part A Program, will be presenting, "Communications and Fighting the Good Fight: Harnessing Media in the War on Stigma." The conference will take place May 14-15, 2019 at the Signature Grand Hotel.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: August 8, 2019 VENUE: A-337

Agenda Items for Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
Recruitment and Retention Plan	ACTION ITEM: Review and update the 2014-2015 Recruitment & Retention Plan.

8. ANNOUNCEMENTS

Peers who participated in the Peer Counselor Training & Certification Program have completed their practicums and are now being paid for their work. The graduation date is now being finalized and is expected to take place during the week of May 20th.

CEC is hosting a fashion show called, "Fighting Stigma through Fashion," and there will be a casting call immediately following the June Ad-Hoc CEC meeting.

9. ADJOURNMENT

The meeting was adjourned without objection at 9:57 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	C	14	11	9								
0	0	1	**1**	Arencibia, Y.	A	NQX	X	X	X								
1	1	1	**2**	Burgess, D.	X	NQA	X	X	X								
0	0	0	**3**	Foster, V. *Chair*	X	NQX	X	X	X								
0	0	0	**4**	Grant, C.	N - 3/14		X	E	X								
1	1	0	**5**	Katz, H.B.	E	NQX	X	X	X								
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
				Quorum = 4	2	3	5	4	5	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**

HIV Planning Council & Committee Demographics Report

It is the work of the Membership/Council Development Committee to ensure the HIV Planning Council is representative of the HIV epidemic in Broward County. One way MCDC accomplishes this task is to review the Council and Committees' demographics, identifying over and underrepresented populations.

HIV in Broward County

The following table shows HIV in Broward by Race/Ethnicity and by Gender. These data are provided by the Florida Department of Health.

Race	**Population**	**Percentage**
White	6,878	33%
Black	9,815	47%
Hispanic	3,855	18%
Other	500	2%
Total	21,048	100%
Gender	**Population**	**Percentage**
Male	15,689	74%
Female	5,359	26%
Transgender	0	0%
Total	21,048	100%

How This Information is Compared

The Council and each of its Committees are compared to the epidemic to determine where representation can be improved.

Key Terms

Epidemic – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

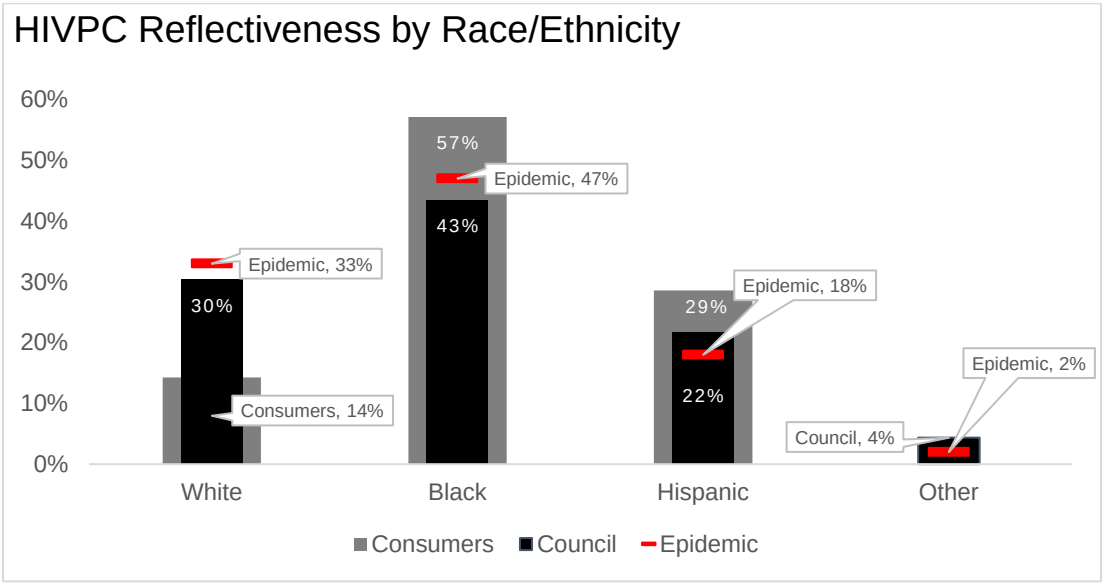
Consumers – Council and Committee members who access Ryan White Part A services.

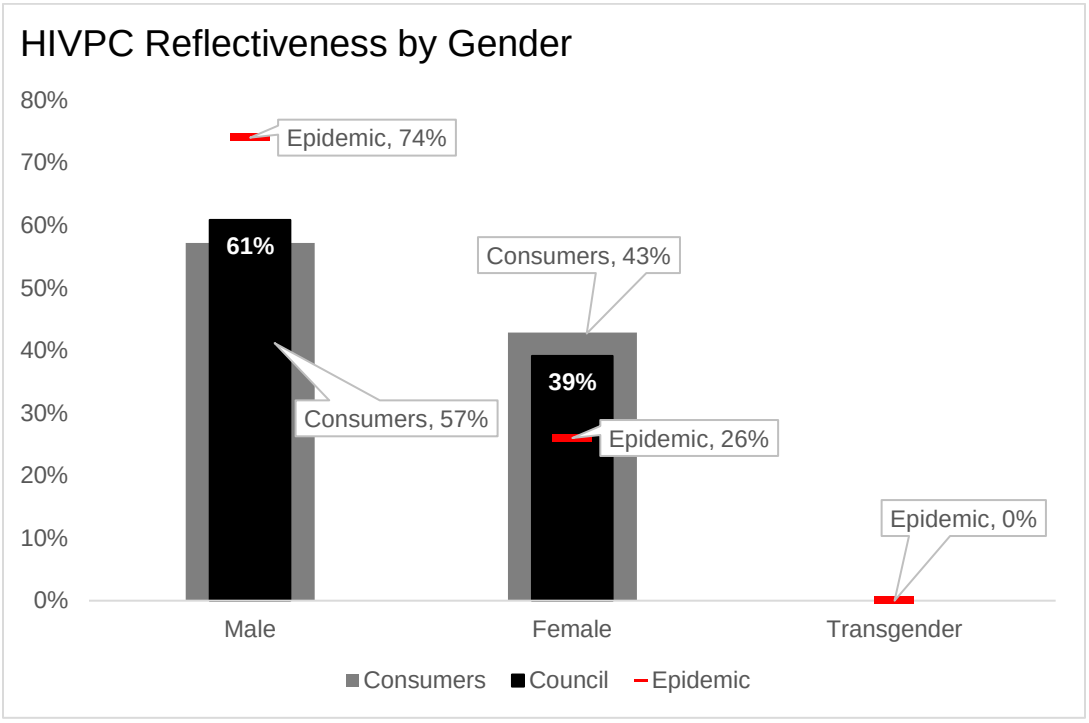
Unaffiliated Consumers – Council and Committee members who access Ryan White Part A services and have no relationship to an agency which provides these services. This means the consumer does not work for a provider agency or otherwise benefit financially from the agency's success.

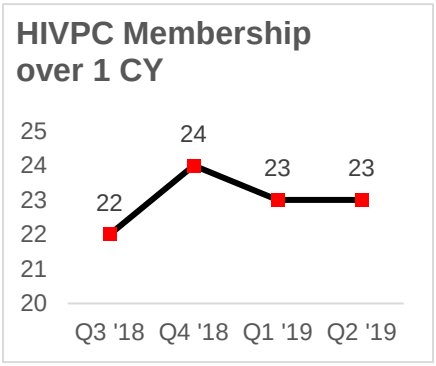
Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

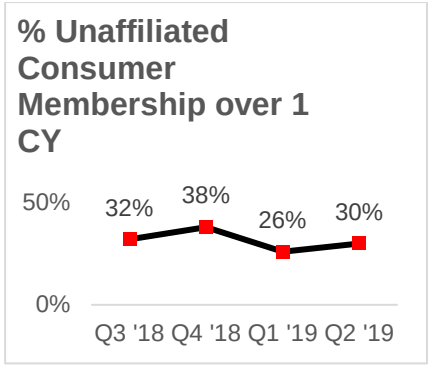
HANDOUT A

HIV Planning Council Reflectiveness through August 2019









1 new member joined the HIVPC in August. Unaffiliated consumer membership remains below the HRSA mandated 33% and there is a need for more White male consumers.

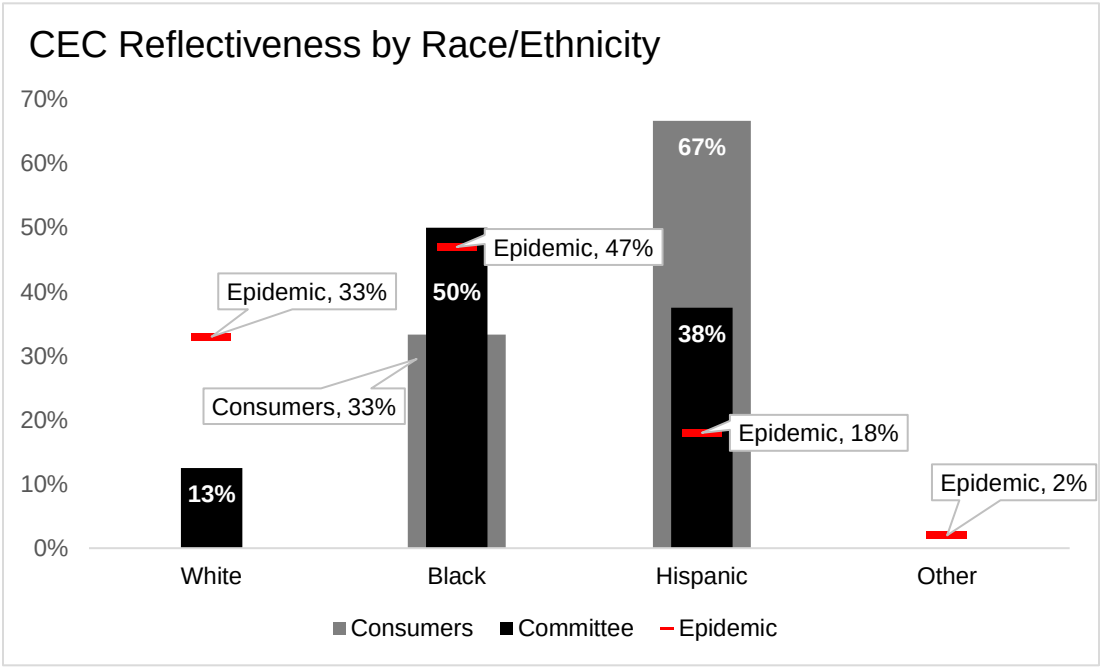
There are 23 members on the Council, 7 of whom (30%) are consumers. There are 7 mandated seats currently vacant.

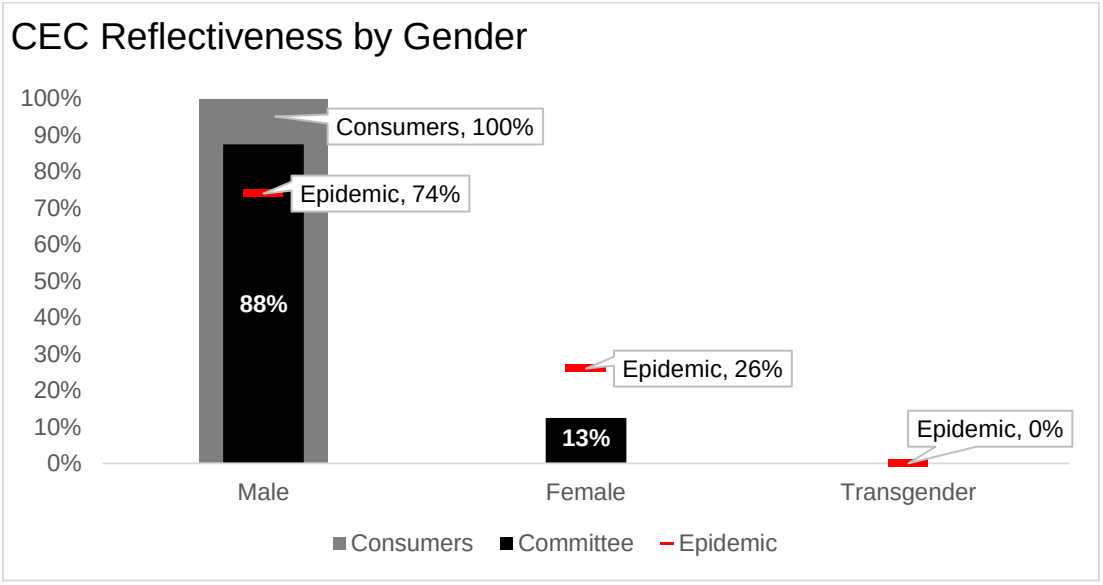
Vacant Seats:

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

HANDOUT A

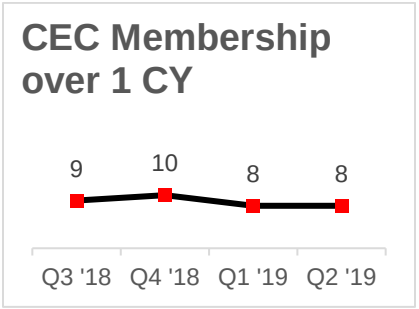
Community Empowerment Committee Reflectiveness through August 2019

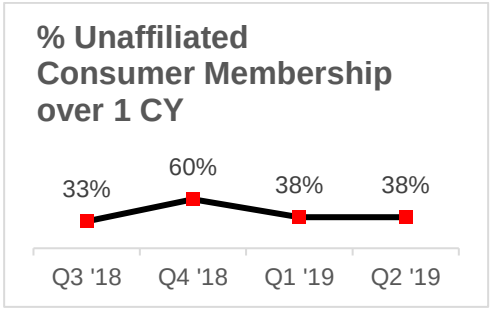




Membership has not changed since the May MCDC meeting. Committee leadership has changed, however. The Vice Chair of CEC stepped down, and has since been replaced.

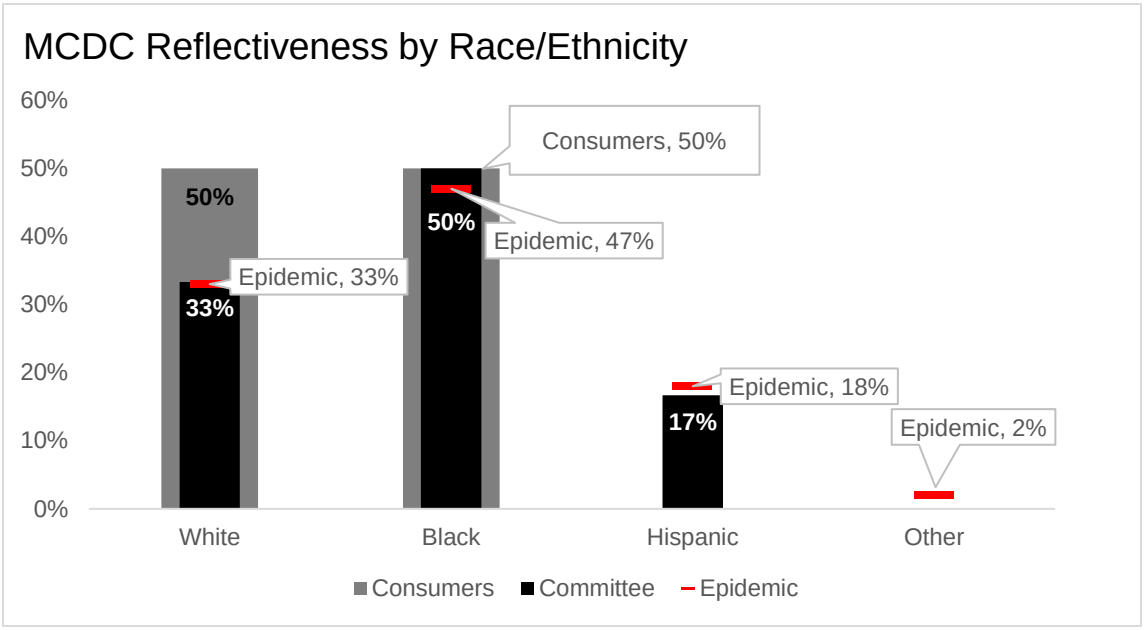
There are 8 members on CEC, 3 of whom are consumers.

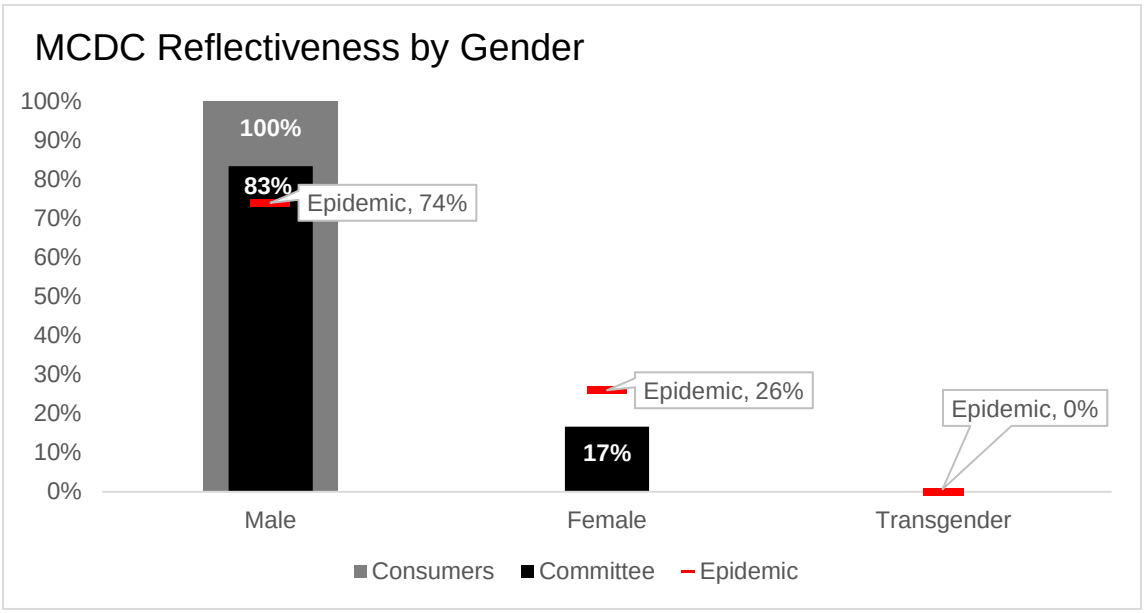




HANDOUT A

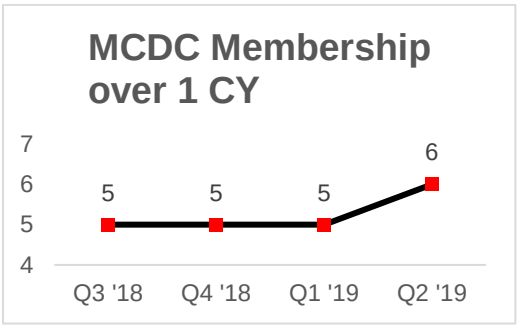
Membership/Council Development Committee Reflectiveness through August 2019

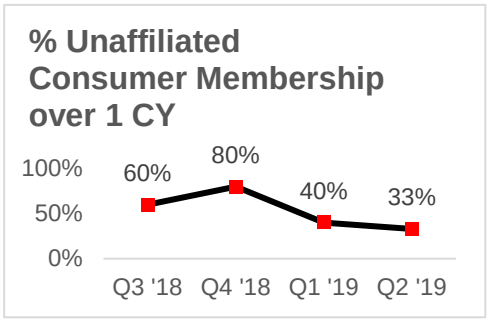




Two members have joined MCDC since the May Committee meeting. With Committee membership now exceeding the minimum requirement of 5 members, the HIVPC Vice Chair is able to step down from attending MCDC meetings.

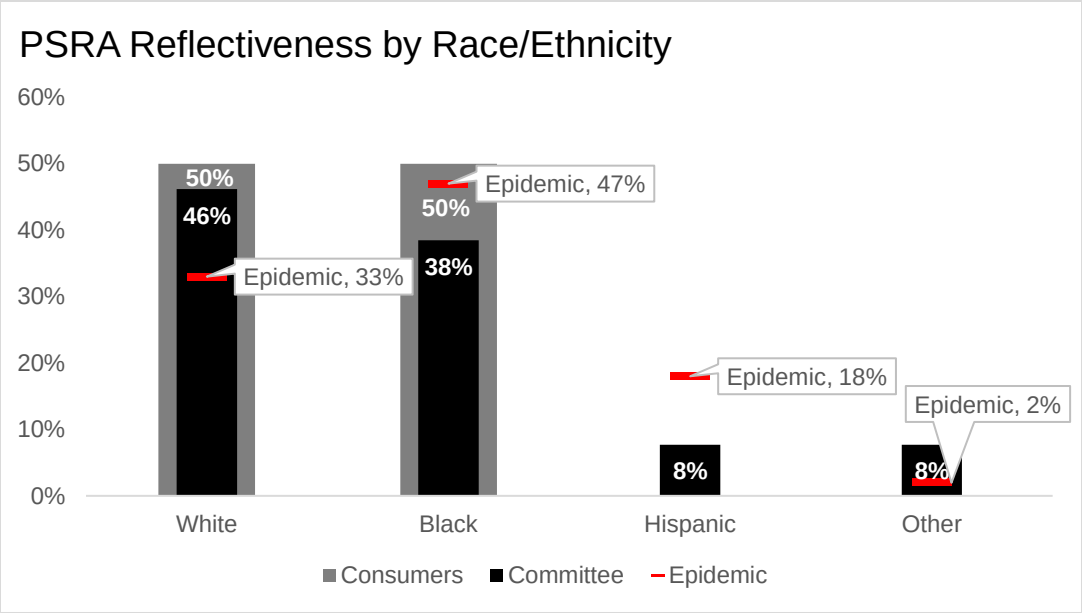
There are now 6 members on MCDC, 2 of whom are consumers.

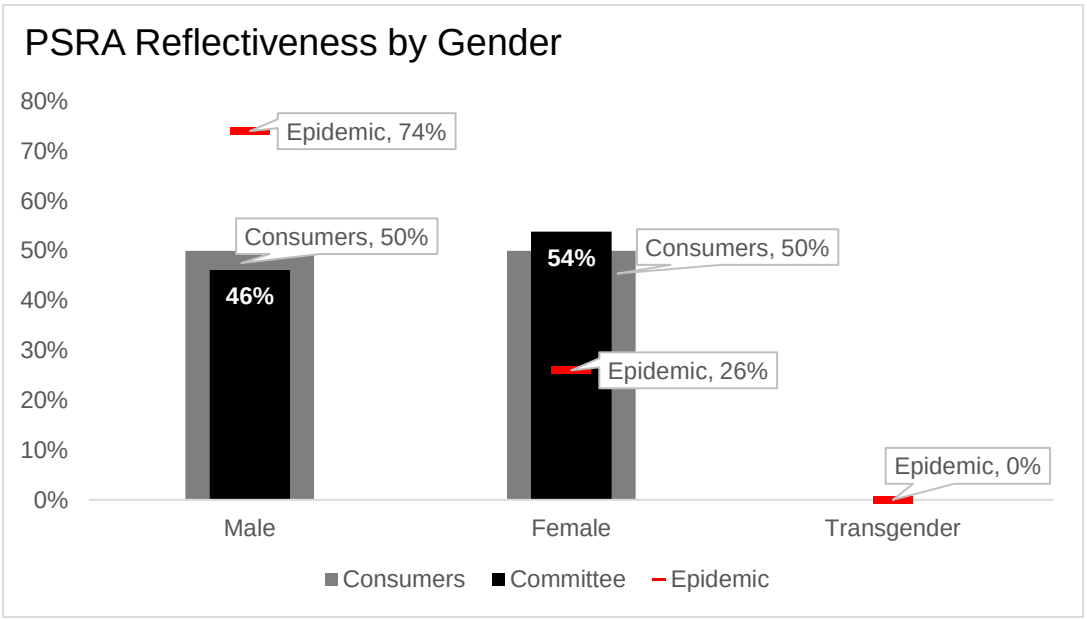




HANDOUT A

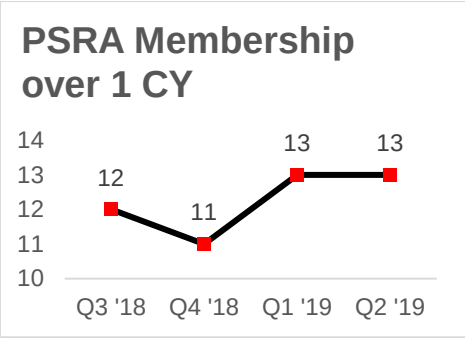
Priority Setting & Resource Allocation Committee Reflectiveness through August 2019

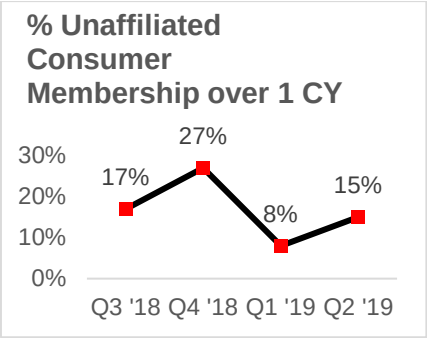




PSRA membership has not changed since the May MCDC meeting.

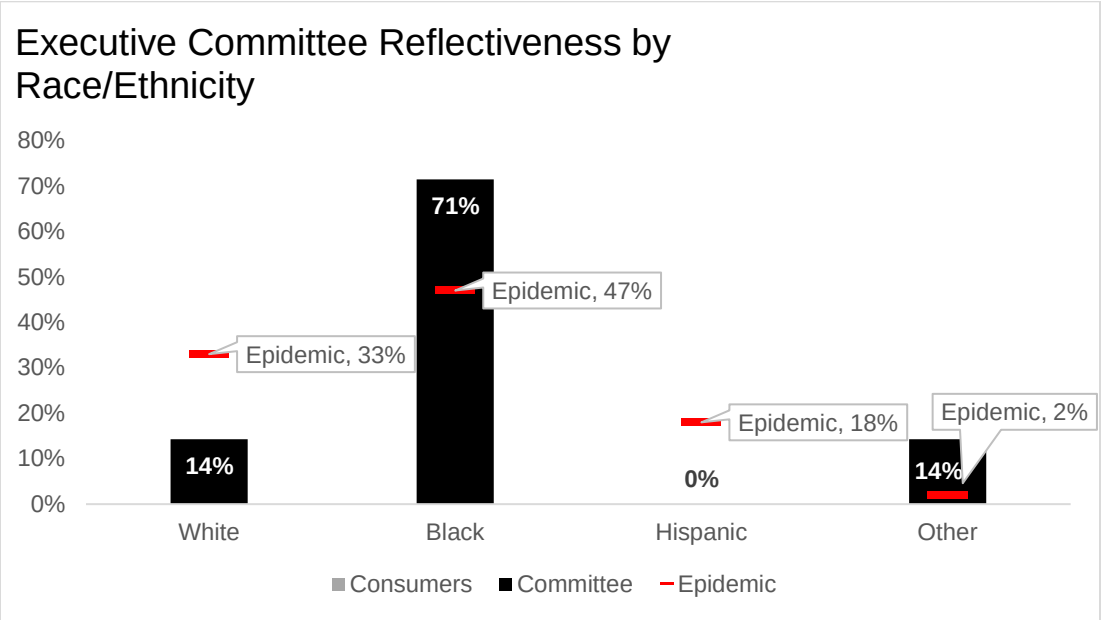
There are currently 13 members on PSRA, 2 of whom are consumers.

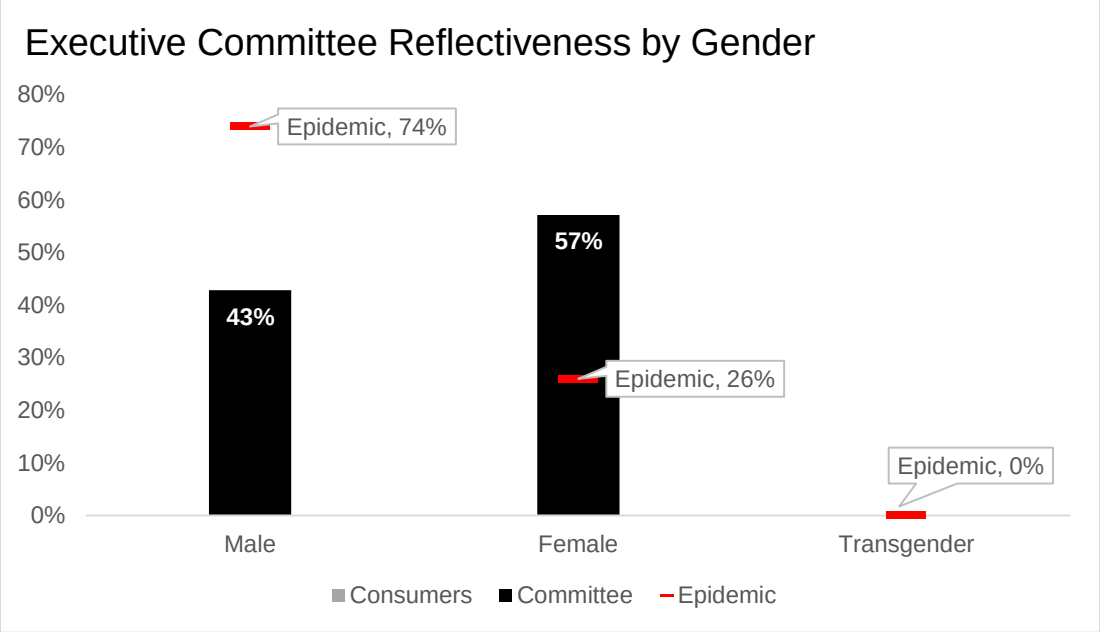


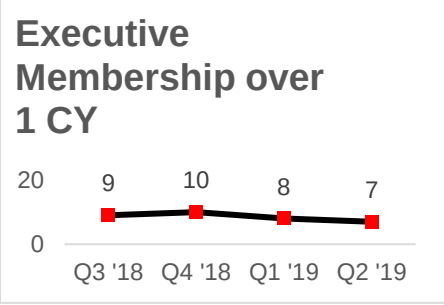


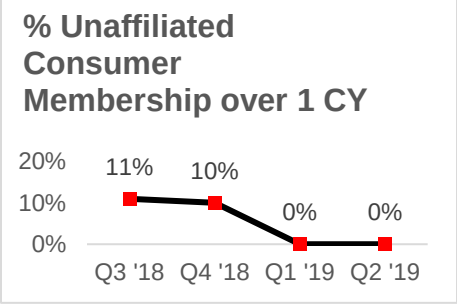
HANDOUT A

Executive Committee Reflectiveness through August 2019







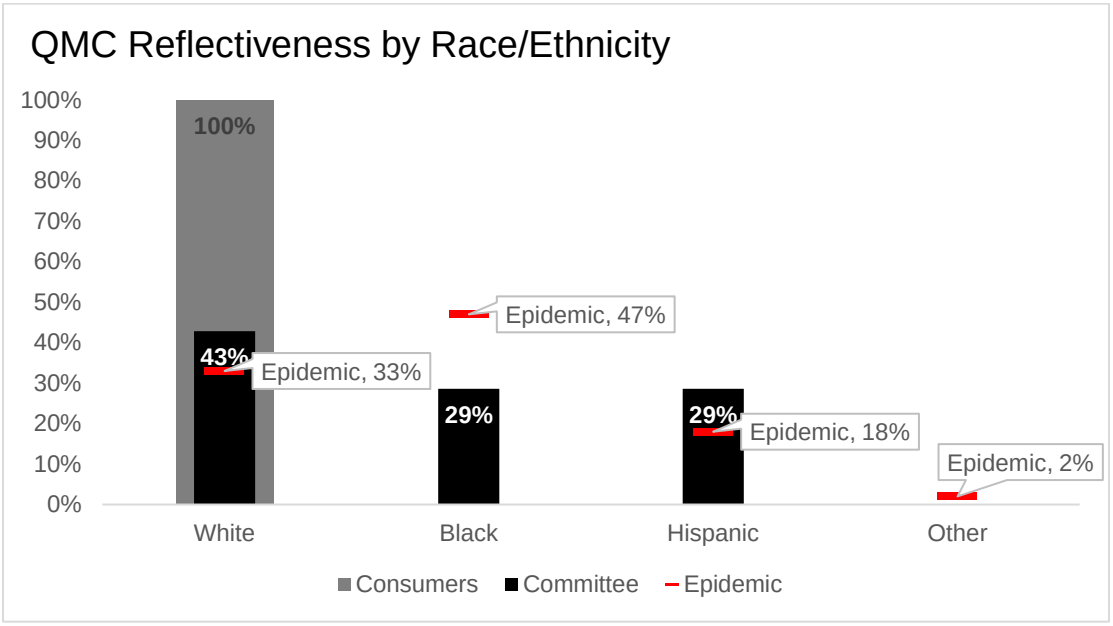


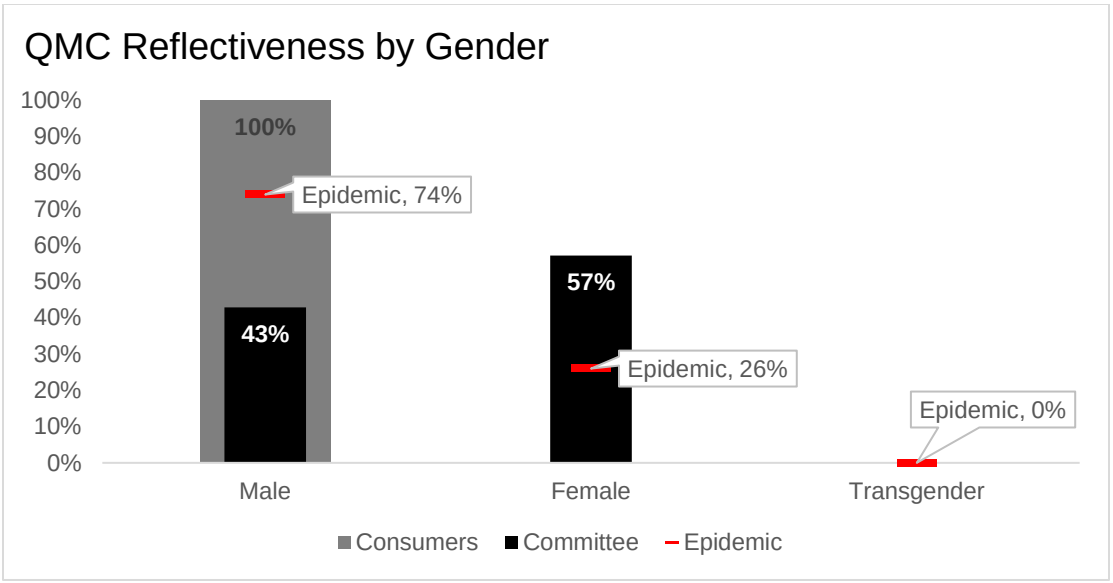
There has been 1 resignation from the Exectutive Committee since the last MCDC meeting.

There are now 7 members on the Executive Committee, none of whom are consumers.

HANDOUT A

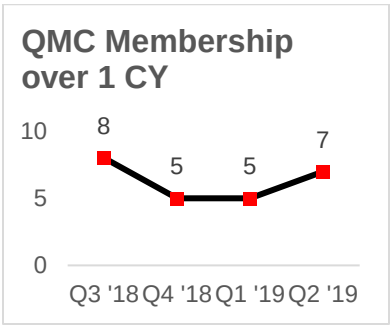
Quality Management Committee Reflectiveness through August 2019

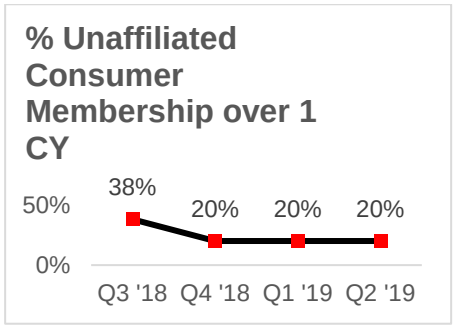




Two members have joined QMC since the last MCDC meeting.

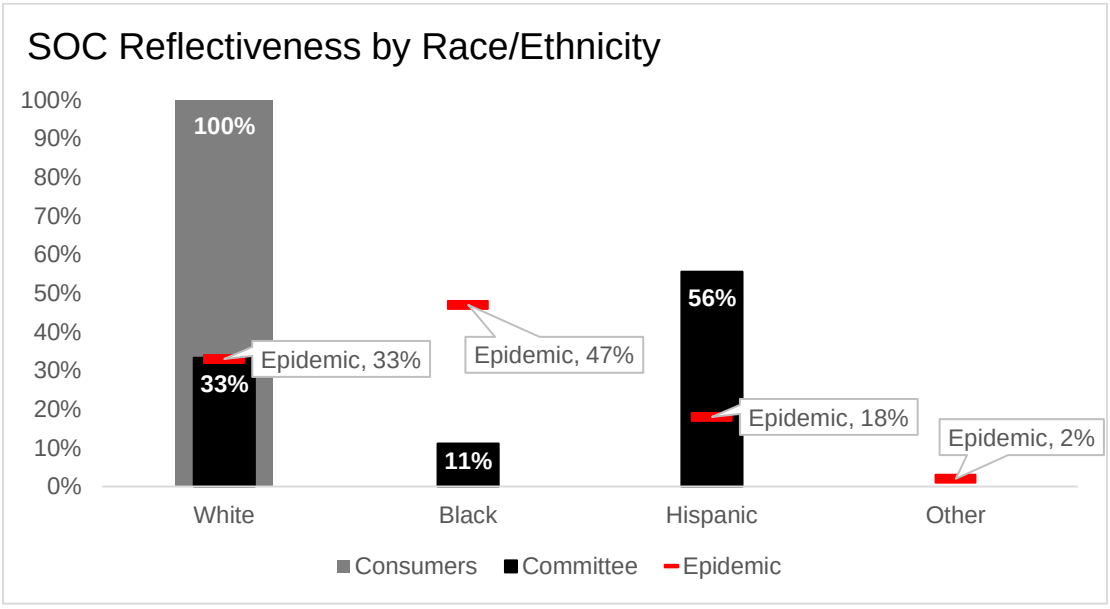
There are now 7 members on QMC. Of those, there is 1 consumer member.

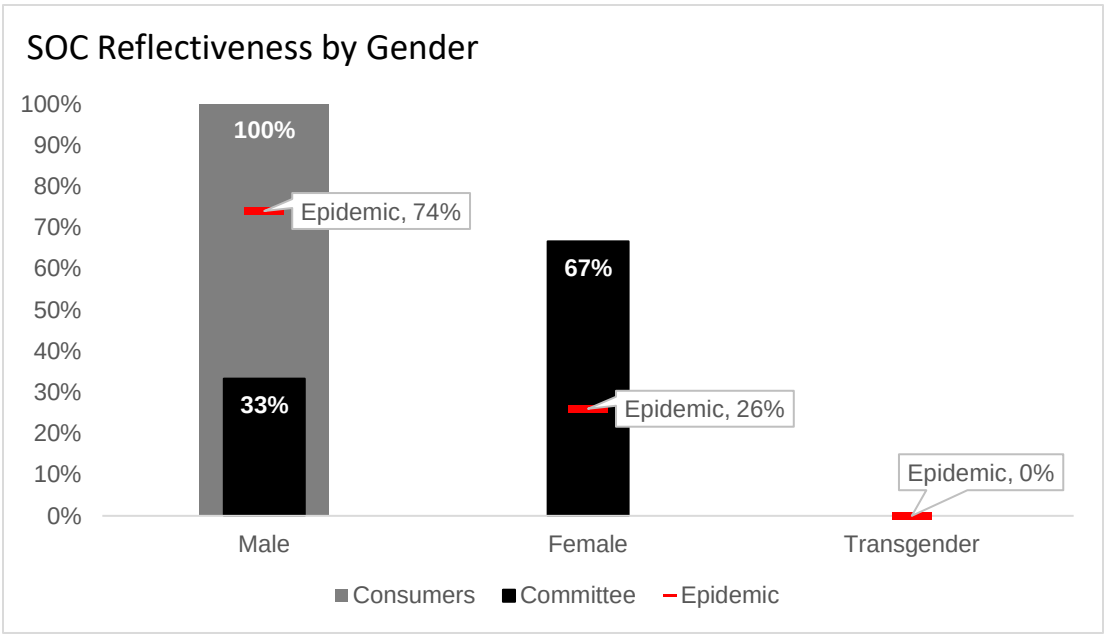




HANDOUT A

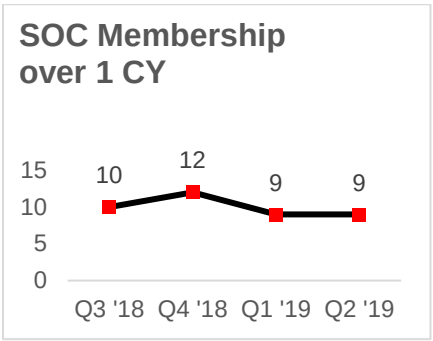
System of Care Committee Reflectiveness through August 2019

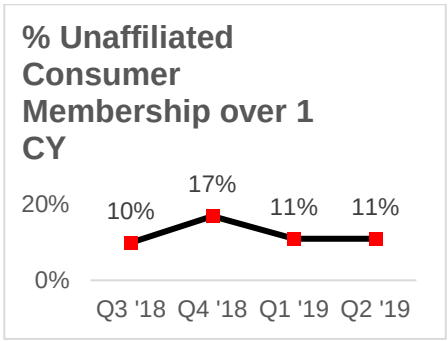




There have been no changes in SOC membership since the last MCDC meeting.

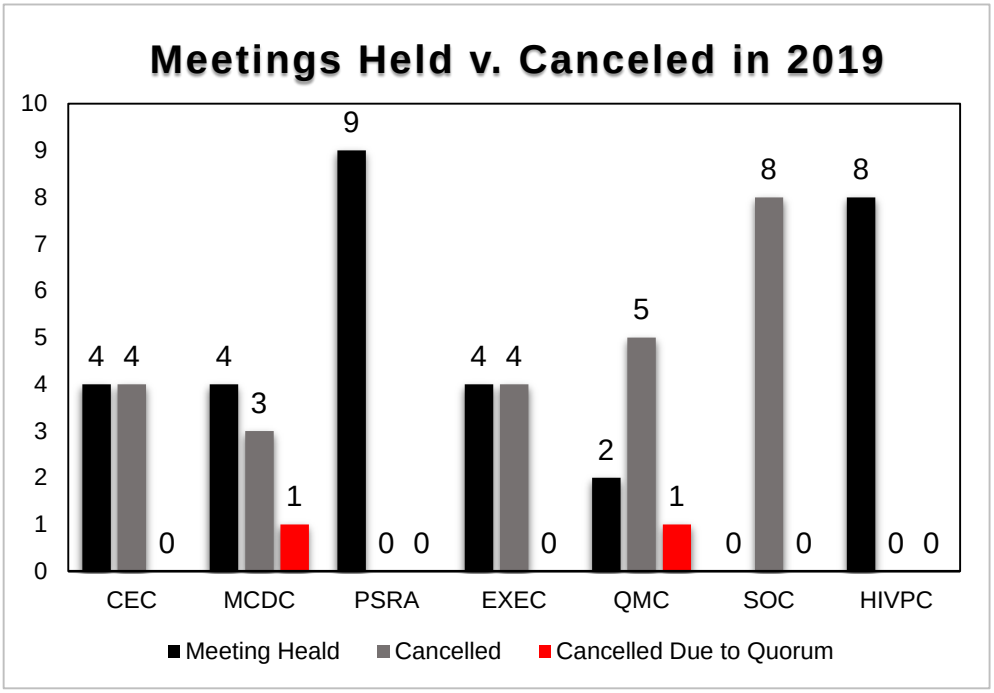
There are currently 9 members of SOC. Of those, there is 1 consumer member.

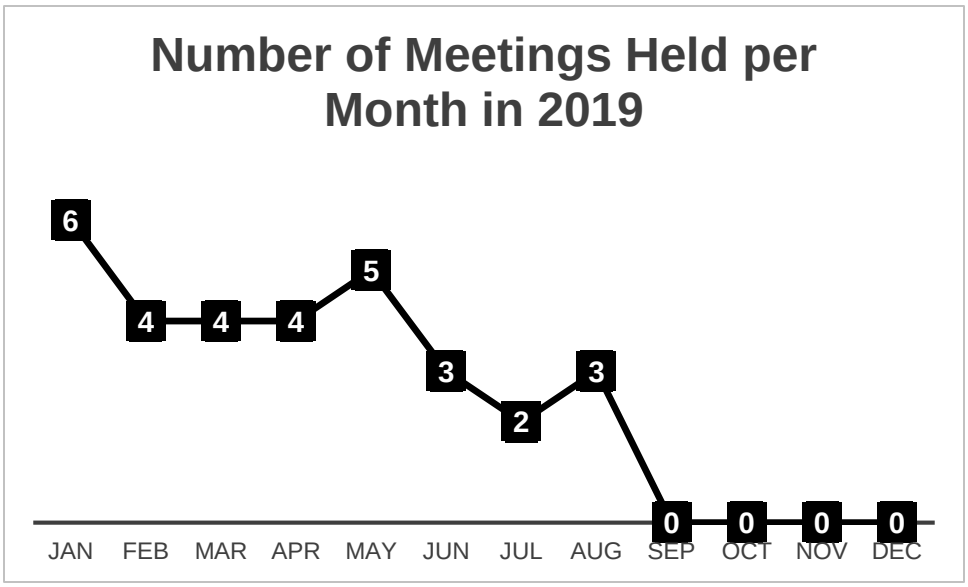




HANDOUT B

HIVPC and Committee Attendance Overview August 2019





Membership Updates:

- 4 Warnings
- 0 Removals
- 2 Resignations

HANDOUT B

PCS Monthly Attendance Report

August 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

August 2019 HIVPC and Standing Committee Attendance

The following records reflect attendance for August 2019 for the HIVPC. There were 3 meetings held in this month.

Community Empowerment Committee (CEC)

Last Meeting: June 4, 2019

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

MCDC member attendance through August 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	C	14	11	9	C	C	CX					
0	0	1	**1**	Arencibia, Y.	A	NQX	X	X	X			X					
1	1	1	**2**	Burgess, D.	X	NQA	X	X	X			E					
0	0	0	**3**	Foster, V. *Chair*	X	NQX	X	X	X			X					
0	0	0	**4**	Grant, C.	N - 3/14		X	E	X			E					
1	1	0	**5**	Katz, H.B.	E	NQX	X	X	X			X					
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
				Quorum = 4	2	3	5	4	5	0	0	3	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: August 15, 2019

PSRA member attendance through August 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	16	20	18	15					
0	1	2	**1**	Barnes, B.	X	A	X	X	X	A	X	X	X					
	1	1	**2**	Dennis, B.	N- 4/18/19					A	A	X	X					
0	0	1	**3**	Fortune-Evans, B.	X	X	X	X	X	X	X	A	X					
0	0	3	**4**	Grant, C.	E	A	X	X	X	X	X	A	A					
0	0	0	**5**	Hayes, M. *V Chair*	X	X	X	X	X	X	X	X	X					
1	1	2	**6**	Katz, H.B.	X	A	X	E	X	X	A	E	X					
	0	0	**7**	Leonard, C.	N- 4/18/19					X	X	X	X					
0	0	3	**8**	Lopes, R.	X	A	X	A	X	X	A	X	X					W - 7/2
0	0	1	**9**	Moreno, V.	X	X	X	X	X	X	A	X	X					
1	1	1	**10**	Robertson, L. *Chair*	X	X	X	X	X	A	X	X	X					
0	0	0	**11**	Schickowski, K.	X	X	X	X	X	X	X	X	X					
0	0	2	**12**	Schweizer, M.	X	X	X	A	X	X	A	X	X					
0	0	3	**13**	Siclari, R.	X	A	A	X	X	X	X	X	A					W - 2/21
				Quorum = 8	10	6	10	8	11	10	8	10	11	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: August 19, 2018

QMC member attendance through August 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	C	C	CX	19					
1	1	0	**1**	Fortune-Evans, B. *V. Chair*	X						X	X					
0	0	2	**2**	Katz, H.B.	A						A	X					
0	0	2		Moragne, T.	A						A				Z - 7/15		
0	0	1	**3**	Simpson, R.	X						A	E					
0	0	1		Taveras, J.	A						Z - 4/1						
0	1	0	**4**	Barnes, B.			N - 3/28				X	X					
0	0	0	**5**	Markman, N.			N - 6/27				X	X					
0	0	0	**6**	Muneton, Z.			N - 6/27				X	X					
				Quorum = 5	2	0	0	0	0	0	4	5	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 August 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	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: May 21, 2019

Executive member attendance through August 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	18	21	C	C	C					
0	1	4	1	Barnes, B. *Ex Officio*		A	A	A	A								
1	1	2	2	Fleurinord, P.		X	E	A	A								
0	0	0	3	Fortune-Evans, B.		X	X	X	X								
0	0	0	4	Foster, V.		X	X	X	X								
0	0	0	5	Grant, C. *Vice Chair*		X	X	X	X								
1	0	0	6	Hayes, M.		X	X	X	X								
1	1	0	7	Lopes, R. *Chair*		X	E	X	X								
0	1	0	8	Robertson, L.		X	X	X	X								
				Quorum = 5	0	7	5	6	6	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: August 22, 2019

HIVPC member attendance through August 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	23	27	25	22					
0	0	1	**1**	Arencibia, Y.	X	X	X	A	X	X	X	X					
0	1	1	**2**	Barnes, B.	A	X	E	X	X	X	X	X					
1	1	0	**3**	Bhrangger, R.	X	X	X	X	X	X	X	X					
1	1	2	**4**	Burgess, D.	X	X	X	X	A	A	E	X					W - 7/2
0	0	0	**5**	Cutright, A.	N - 5/23				X	X	X	X					
1	1	0	**6**	Dennis, B.	N-4/25			X	X	X	X	A					
0	0	3		Fleurinord, P.	A	E	E	A	A	Z - 6/26							
0	0	2	**7**	Fortune-Evans, B.	A	E	X	X	X	X	A	X					
0	0	2	**8**	Foster, V.	X	X	X	A	A	E	X	X					W- 7/2
0	0	1	**9**	Grant, C.	X	X	E	X	X	X	A	E					
0	0	0	**10**	Hayes, M.	X	X	E	X	X	X	X	X					
0	0	7	-	Holness, D.V.C. (Comm)	A	A	X	A	A	A	A	A					
1	1	0	**11**	Katz, H.B.	X	E	X	X	E	X	X	X					
0	0	0	**12**	Leonard, Christopher	N- 4/25			X	X	X	X	X					
1	1	1	**13**	Lewis, V.	N-8/20							A					
0	0	1	**14**	Lopes, R. *Chair*	X	X	E	X	X	A	X	X					
1	1	0	**15**	Marcoviche, W.	X	X	X	X	X	X	X	E					
0	0	1	**16**	Moragne, T.	A	X	X	X	X	X	X	X					
0	0	2	**17**	Moreno, V.	A	X	E	X	X	X	A	X					
1	1	0	**18**	Riley- Gardiner, Y.	N- 4/25			X	E	X	X	E					
0	1	0	**19**	Robertson, L.	X	X	X	X	X	X	X	X					
0	0	0	**20**	Rodriguez, J.	X	X	X	X	X	X	X	E					
0	0	1	**21**	Ruffner, A.	X	X	X	X	A	X	X	X					
0	0	2	**22**	Schweizer, M.	A	X	X	A	X	X	E	X					
0	0	3	**23**	Siclari, R.	X	A	X	X	A	A	X	X					W - 7/2
				Quorum = 12	13	15	14	18	16	18	17	17	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 C

FY 2019-20 Membership/Council Development Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Membership/Council Development Committee in achieving its objectives in the coming year.

For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X"

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

Objective 1: Ensure HIVPC is representative and reflective

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA	Quarterly	Staff/MCDC	HIVPC reflects epidemic	Review council demographics at each MCDC meeting. Review changes to council demographics according to each applicant, prior to committee approval for HIVPC membership. Prioritize unaffiliated consumer demographics in order to maintain minimum of 33% PLWHA representation.	X	X	X									
1.2 Review seat status and ensure mandated seats are filled	Quarterly	Staff/MCDC	Ensure compliance	Monitor current member affiliations; ask members to update their contact information annually. Actively recruit members for vacant federally mandated seats.	X	X	X									
1.3 Announce vacant positions at each Executive/HIVPC meeting	Monthly	MCDC Chair	Public Awareness	Announce vacant positions and mandated seats during committee reports at each Executive and HIVPC meeting.	X	X	X									

Objective 2: Develop application procedures and member selection process

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Review and update Recruitment & Retention Plan	Annually	Sub cmte/MCDC /Staff	Inform HIVPC of community identified barriers for further action	Designate Recruitment and Retention subcommittee to finalize recruitment work plan. Data: Recruitment WP												
2.2 Develop recruitment and website materials	As Needed	Staff	Strategic recruitment of new members	Prioritize the development of HIVPC brochure and other marketing materials.												

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

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Schedule ongoing Orientations for prospective members on the scope of committees and expectations of new members	As Needed	MCDC	Strategic recruitment of new members	Train prospective members on topics including education about the 3 guiding ideas, the Ryan White Program, and the functions of the HIVPC Standing Committees.	X											
3.2 Conduct post-appontment training to educate newly appointed members on the HIVPC member roles and responsibilities	As Needed	MCDC Chair/ HIVPC Chair & Vice Chair/ Staff	Educated HIVPC	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.												
3.3 Offer mentorship and buddy programs as necessary	As Needed	MCDC	Capacity building	Link new HIVPC and Committee members to experienced members to help facilitate understanding of the HIVPC processes												
3.4 Conduct ongoing member training	Quarterly/As Needed	MCDC Chair/ HIVPC Chair	Capacity building	Conduct member trainings based on MCDC Training Plan to further educate HIVPC members		X	X									

HANDOUT D

HIVPC Training & Presentation 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

✓	Completed: June 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 *(Based on changes to the law by the Federal Government)*
☐	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.

HIV Planning Council
Recruitment and Retention Plan

PURPOSE

This Recruitment and Retention Plan is designed to ensure that the Broward County HIV Health Services Planning Council has strong representation by people living with HIV/AIDS, vulnerable populations throughout our Eligible Metropolitan Area, experts in the field of HIV Disease and HRSA-required categories of representation.

POLICY

This Recruitment and Retention Plan shall be reviewed by the Membership/Council Development Committee on an annual basis. All amendments and/or revisions shall be discussed by the MCDC and approved by the full HIV Planning Council.

HRSA-REQUIRED PLANNING COUNCIL MEMBERSHIP CATEGORIES

- At least 33% are People Living with HIV/AIDS who receive Part A-funded services.
- Health-care providers, including federally qualified health centers.
- Community-based organizations serving affected populations and AIDS service organizations.
- Social service providers (including housing and homeless-service providers).
- Mental health providers.
- Substance abuse providers.
- Local public health agencies.
- Hospital planning agencies or health-care planning agencies.
- Affected communities, including individuals with HIV disease or AIDS, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations.
- Non-elected community leaders.
- State Medicaid agency.
- State agency administering the Part B program.
- Ryan White grantees under Part C, Part D, and Part F.
- Grantees under other Federal HIV/AIDS programs (including HOPWA and HIV prevention programs).
- Formerly incarcerated PLWHA or their representatives.

RECRUITMENT

Goal: Ensure that the HIVPC has a pool of applicants to fill and maintain all categories with qualified members.

Strategy 1 – Involve all Planning Council stakeholders in recruitment efforts

- Announce vacant positions at each meeting of the HIVPC, the MCDC Committee and, if possible, South Florida AIDS Network (SFAN).
- Display recruitment and application materials at each meeting of the HIVPC and, if possible, SFAN.
- Set up a table with recruitment materials when the HIVPC, MCDC or Joint Client/Community Relations Committee holds meetings in the community.
- Council members and HIVPC staff greet visitors at meetings of the Council and its Committees. Ask if they wish to speak at the meeting and get involved in the HIVPC.
- Offer HIVPC members training (such as CAEAR Coalition Tool) on identifying potential applicants, soliciting their participation and eliminating barriers to participation.

Strategy 2 – Use the Internet as a recruitment tool

- Develop and post a recruitment message on the HIVPC website.
- Seek to post a recruitment message and application materials on the Broward County government website.

Strategy 3 – Use printed recruitment materials throughout the year

- Develop and distribute recruitment brochures.
- Distribute materials at community events that attract populations strongly affected by HIV/AIDS. Members of the HIVPC, MCDC, and/or HIVPC staff will attend at least two events per year.
- Issue press releases encouraging people to apply for vacant positions. Include data showing the epidemic transcends race, income, ethnicity, gender and age.

Strategy 4 – Use Service Providers and the community to help recruit

- Encourage networking among providers as a way to seek providers as applicants.
- Supply case managers and outreach networks with recruitment materials, fact sheets and committee meeting schedules they can share with interested clients.
- Supply recruitment materials, fact sheets and committee meeting schedules to community organizations involved with HIV/AIDS and affected populations, so they can share with interested clients.

- MCDC members and HIVPC staff can call organizations receiving materials to encourage the posting of fliers that explain the importance of HIVPC activities and participation.

Strategy 5 – Encourage interested people

- MCDC members or HIVPC staff will send potential applicants email or letters to explain the process. Note the requirement to attend three (3) committee meetings and orientation in order to qualify for HIVPC nomination.
- If necessary, follow up by phone to answer questions, explain reimbursement policies or identify barriers to participation.

RETENTION

Goal: Ensure the HIVPC takes all feasible steps to retain PLWHA and other members who want to participate.

Strategy 1 – Ensure that the HIVPC supports cultural diversity and diverse members

- Include a cultural diversity segment at Council meetings and/or retreats, as needed.
- Provide written materials in appropriate languages upon request.

Strategy 2 – Support HIVPC members

- Conduct regular Council orientations.
- Seek feedback from members regarding Council and Committee meetings and eliminate potential barriers to participation.

Strategy 3 – Ensure easy access to all Council and Committee meetings

- Location, public transportation, Americans with Disabilities Act.
- Reimburse HIV-positive members for travel, child care costs or other Council-associated expenses.

Strategy 4 – Reward Planning Council Members for their work

- Annual holiday recognition.
- Celebrate accomplishments.