



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: February 13, 2020, 9:30 a.m. **Location:** Governmental Center Annex A-337

Chair: Vincent Foster **Vice-Chair:** Timothy Moragne

1. CALL TO ORDER:

- a. Welcome
- b. Ground Rules
- c. Statement of Sunshine
- d. Introductions
- e. Moment of Silence
- f. Public Comment

2. APPROVALS: 02/13/19 Agenda and 11/14/19 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 (Handout Provided in Meeting)

Work Plan Objective 1: Ensure HIVPC is representative and reflective

ACTION ITEM: Review applications. **No applicants at this time.**

IV. Review HIVPC Training & Presentation Plan (Handouts C1-C2)

Work Plan Activity 3.4: Conduct ongoing member training

ACTION ITEM: Review, update, and plan trainings and presentations for HIVPC. Discuss Robert's Rules Training.

4. MEETING ACTIVITIES/NEW BUSINESS

I. Review Progress MCDC Work Plan (Handouts D1-D2)

ACTION ITEM: Review progress made toward FY2019-2020 work plan activities. Update work plan for FY2020-2021.

5. UNFINISHED BUSINESS None.

6. RECIPIENT REPORT

7. PUBLIC COMMENT

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: TBD 9:30 a.m. VENUE: TBD

I. Recruitment Initiative

Workplan Activity 2.1: Review and update Recruitment & Retention Plan

ACTION ITEM: Develop recruitment initiative and recruitment message.



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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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MEETING MINUTES

Committee: Membership/Council Development Committee (MCDC)

Date/Time: Thursday, November 14, 2019 9:30 a.m.

Location: Government Center A-337

Chair: Vincent Foster **Vice-Chair:** Dr. Timothy Moragne

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Arencibia, Y.		A	Jones, L.
2	Burgess, D.	X		
3	Cutright, A.	X		HIVPC Staff
4	Foster, V., <i>Chair</i>	X		Oratien, V.
5	Katz, H. B.	X		Ukpai, F.
6	Moragne, T., <i>Vice-Chair</i>		A	
Quorum = 4		4		

1. CALL TO ORDER:

The Chair called the meeting to order at 9:41 a.m. and welcomed all present. Attendees were notified that the meeting is based on Florida's "Government-in-the-Sunshine Law" and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed, and introductions were made by all in attendance.

2. APPROVALS:

Motion #1: To approve the 11/14/19 meeting agenda

Proposed by: Katz, H. B. **Seconded by:** Burgess, D.

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 9/12/19

Proposed by: Katz, H. B. **Seconded by:** Burgess, D.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Review HIVPC Demographics: Members reviewed Council and Committee demographics (Handout A on file). The Planning Council currently has 22 members. The total percentage of unaffiliated consumers for the Planning Council has decreased to 27%, which is below the HRSA-mandated 33%, as the Planning Council lost one member in October. However, the Planning Council is working toward fulfilling the mandate requirement for unaffiliated consumer membership. The Council's male membership is 10%

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below the epidemic's 74%, and 6% below the epidemic among Black (41%) and 1% below the epidemic among White (32%) PLWHA in Broward County. The Committee agreed that the addition of two consumers and one unaffiliated consumer would put the Council above HRSA's mandated requirement.

Members discussed the immediate need to implement a strategy that will increase consumer membership and maintain engagement. A member suggested that the Committee attend events like the Coffee & Conversations event at the Pride Center and the Sunshine Cathedral at Sunserve to have the opportunity to reach individuals the Committee may not have engaged in the past. The strategy for members to attempt 1:1 consumer engagement for the HIVPC to reach the needed demographics was also discussed.

Planning Council and Committee Attendance: Members reviewed the Committee and HIVPC attendance report and discussed any changes that have occurred across committees (Handout B on file). There have been three warning letters issued, one resignation, and two removals since the last MCDC meeting.

Current Applicants, Interested Parties, and Appointments: Members briefly discussed the submission of two applications for new member interests. The discussion was tabled for a future meeting, pending an increase in consumer membership.

HIVPC Training & Presentation Plan: Members reviewed the HIVPC Training & Presentation Plan (Handout C on file). The Committee discussed having a representative from the Behavioral Network to provide a mental health presentation, specifically a representative who can speak to the stigma surrounding mental health, the intersection of mental health and HIV, and the utilization of services. There was discussion around Robert's Rules training and if the Committee should consider other approaches to presenting this information. It was recommended for the trainer to observe HIVPC meetings followed by Robert's Rules training. It was also suggested that the Committee follow up with the Executive Committee on how to structure future trainings to educate members. The discussion was tabled pending a bigger discussion on how to structure trainings.

Motion #3: To move discussion regarding training structure to the Executive Committee.

Proposed by: Cutright, A. Seconded by: Katz, H. B.

Action: Passed Unanimously

4. MEETING ACTIVITIES/NEW BUSINESS

Recruitment Initiative: The Committee discussed its recruitment initiative and developed a recruitment message to be displayed on the agency carousel as well as on healthcare center carousels where clients will be more likely to see it. Members brainstormed ideas to include utilizing the "Get Involved!" logo and including verbiage from the HIVPC fact sheet within the recruitment messaging.

Member of the Year: MCDC reviewed the HIVPC Member Recognition Program criteria utilized in previous years as a reference during the selection process (Handout D on file). Members discussed the criteria, nomination timeline, and nomination form and agreed to keep the current format for the selection process. The Recipient noted that the Member of the Year should be included in the MCDC work plan and implemented yearly moving forward.

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Motion #4: To include Member of the Year in work plan.

Proposed by: Katz, H. B. **Seconded by:** Cutright, A.

Action: Passed Unanimously

ACTION ITEM (s):

1. Include 'Member of the Year' on MCDC Annual Work Plan

MCDC Work Plan: Members reviewed the FY2019-2020 MCDC work plan (Handout E on file). It was recommended that the MCDC review the retention and recruitment plan as a standing agenda item in future meetings. There were some concerns with the mentorship program in regard to Sunshine Law and how it may be a barrier to retaining interested applicants. Members provided suggestions to work around potential barriers, which included: holding a webinar that describes what to expect in Council and Committee meetings, mentoring individuals prior to joining Planning Council, holding mock committee meetings with prospective committee members, and providing mentees with a copy of Robert's Rules and reviewing the process of joining the Council. The Committee decided that the first step in this process should be identifying and compiling a list of individuals that are interested in being mentored.

5. UNFINISHED BUSINESS

None.

6. RECIPIENT REPORT

The Recipient's Office announced a Florida Patient Care meeting on Tuesday, November 19, 2019 where all Part A's across the state will convene to develop strategies to improve collaboration efforts. It was also announced that the enrollment process for the ACA – Affordable Care Act will be done through BRHPC – Broward Regional Health Planning Council.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: February 13, 2019 Time: 9:30 a.m. Venue: A-337

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

The meeting was adjourned at 11:10 a.m.

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MCDC Attendance CY2019

Consumer	PLMHA	Absences	Count														Attendance Letters
				Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
				Meeting Date	10	C	14	11	9	C	C	CX	12	C	14		
0	0	2	1	Arencibia, Y.	A	NQX	X	X	X			X	X		A		
1	1	1	2	Burgess, D.	X	NQA	X	X	X			E	X		X		
0	0	0	3	Cutright, A.	N - 8/22								X		X		
0	0	0	4	Foster, V. <i>Chair</i>	X	NQX	X	X	X			X	X		X		
0	0	0	5	Grant, C.	N - 3/14		X	E	X			E	Z - 9/12				
1	1	0	6	Katz, H.B.	E	NQX	X	X	X			X	X		X		
0	0	1	7	Moragne, T.	N - 8/22								X		A		
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13											
Quorum = 4					2	3	5	4	5	0	0	3	6	0	4	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 & 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 that MCDC accomplishes this task is by reviewing 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).

Key Points for Reflectiveness through January 2020

HIV Planning Council (HIVPC): The Council remains below the HRSA mandated 33% unaffiliated consumer involvement. HIVPC's consumer membership decreased during the 4th quarter due to a member's passing. Another member resigned due to a change in employment. Overall membership is 20 – the minimum required by Broward County Ordinance. The Council remains under-representative of White consumers as well as male consumers.

Community Empowerment Committee (CEC): CEC is under-representative of White membership and has no White consumers. The Committee is also under-representative of male consumers despite male representation on the Committee. CEC is currently below its 51% consumer membership requirement stated in the Committee's Policies & Procedures.

Membership/Council Development Committee (MCDC): On MCDC, Black, Hispanic, and female consumers are not represented. The Committee's size has changed marginally in the past year, but its makeup has changed significantly.

Priority Setting & Resource Allocation (PSRA): The Committee's unaffiliated consumer membership has declined significantly from the 4th quarter of 2018. PSRA currently has no Black, Hispanic, or female consumer representation.

Executive Committee: Of the standing Executive Committee members, there is 1 unaffiliated consumer member in a leadership position. This is an improvement from Quarters 1 and 2.

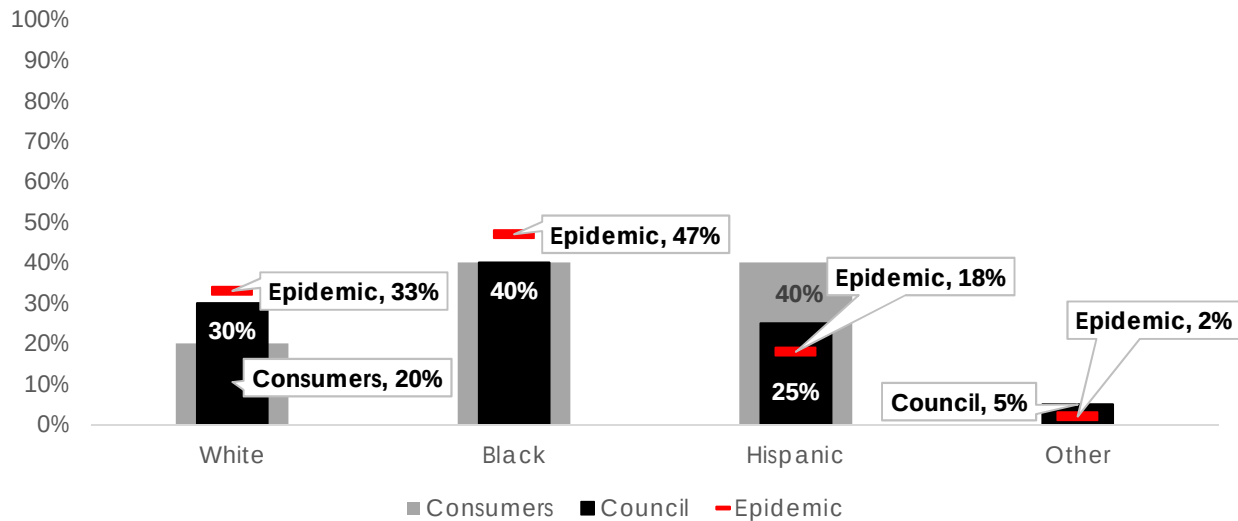
Quality Management Committee (QMC): QMC is under-representative of Black members as well as males. Black, Hispanic, and female consumers are not represented on the Committee.

System of Care (SOC): SOC's membership has decreased drastically in this past quarter. The Committee has not been active since 2017 and is preparing to reconvene. As part of that process, former members were invited to rejoin. Most members chose not to return. At this time, there is 1 applicant who seeks to join the Committee. SOC leadership would like to increase the Committee size to roughly 10 members before reconvening.

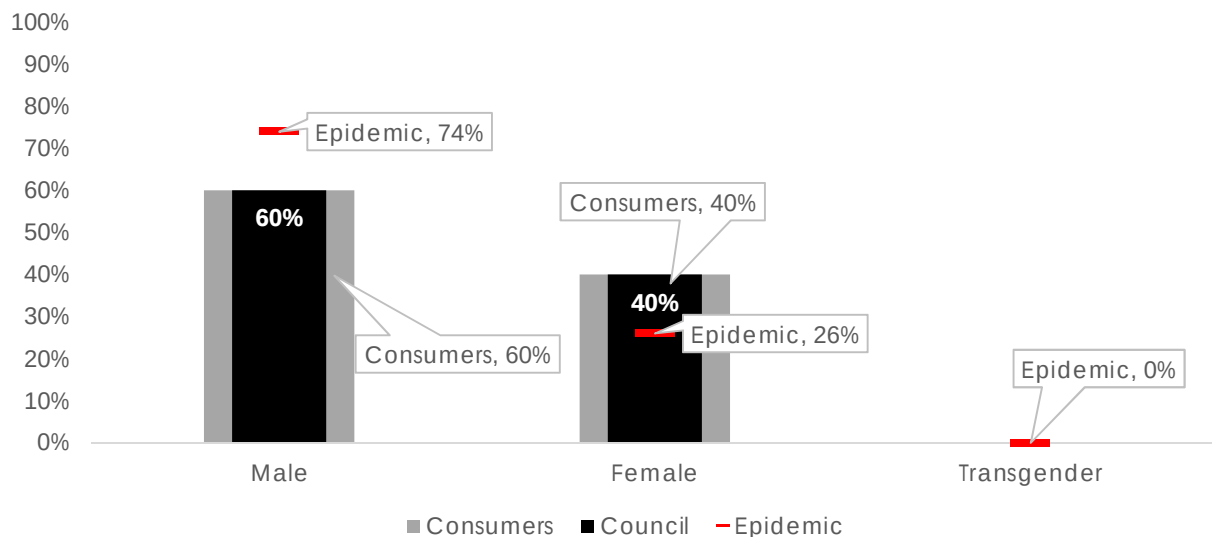
HIV Planning Council Reflectiveness Report

Current Through January 2020

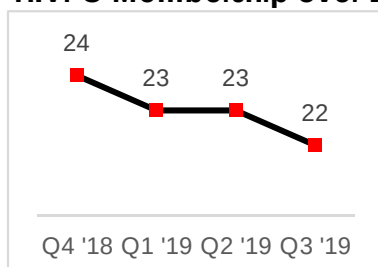
HIVPC Reflectiveness by Race/Ethnicity



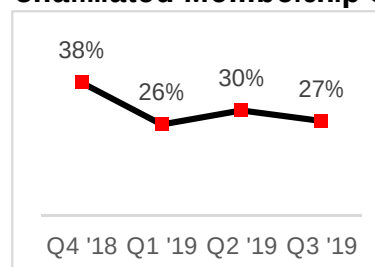
HIVPC Reflectiveness by Gender



HIVPC Membership over 1 CY



Unaffiliated Membership over 1 CY



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	15,689	75%	12	60%	-15%	3	60%	-15%
Female	5,359	25%	8	40%	15%	2	40%	15%
Transgender	0	0%	0	0%	0%	0	0%	-
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	3,855	18%	0	25%	7%	2	40%	22%
Black	9,815	47%	8	40%	-7%	2	40%	-7%
White	6,878	33%	6	30%	-3%	1	20%	-13%
Other	500	2%	1	5%	3%	0	0%	3%
Total	21,048	100%	20			5	100%	

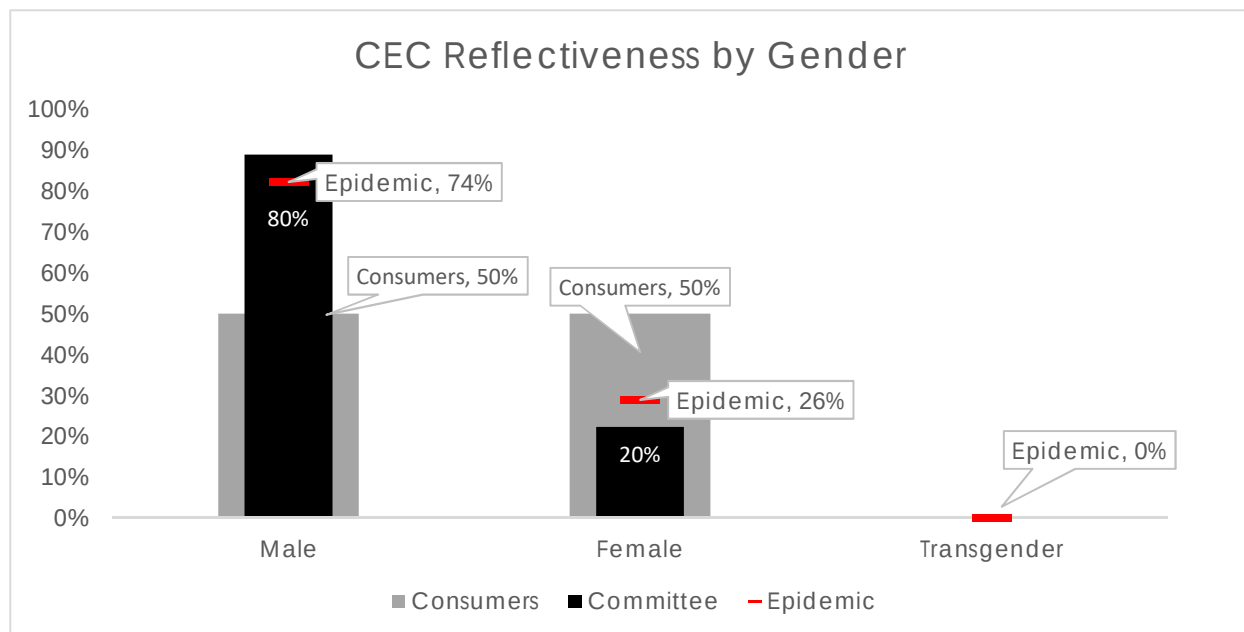
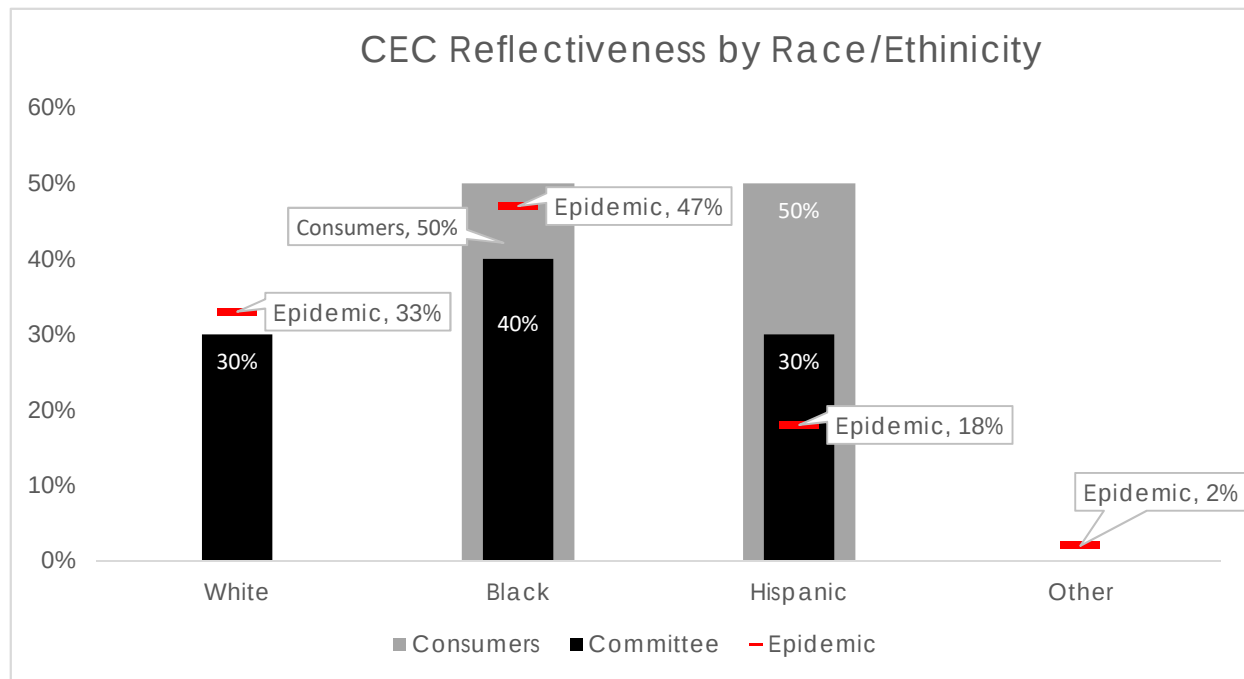
No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers	40%
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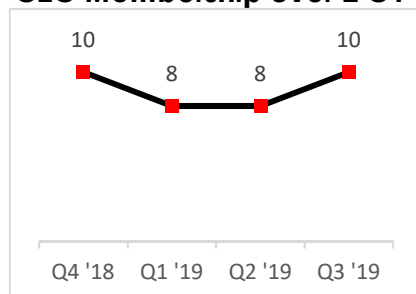
Current Members	20
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	25%

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

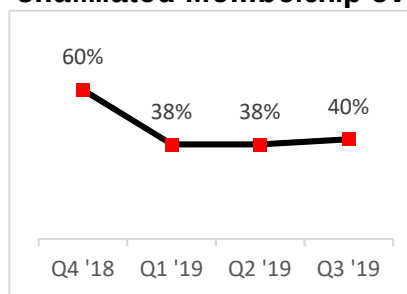
CEC Reflectiveness through January 2020



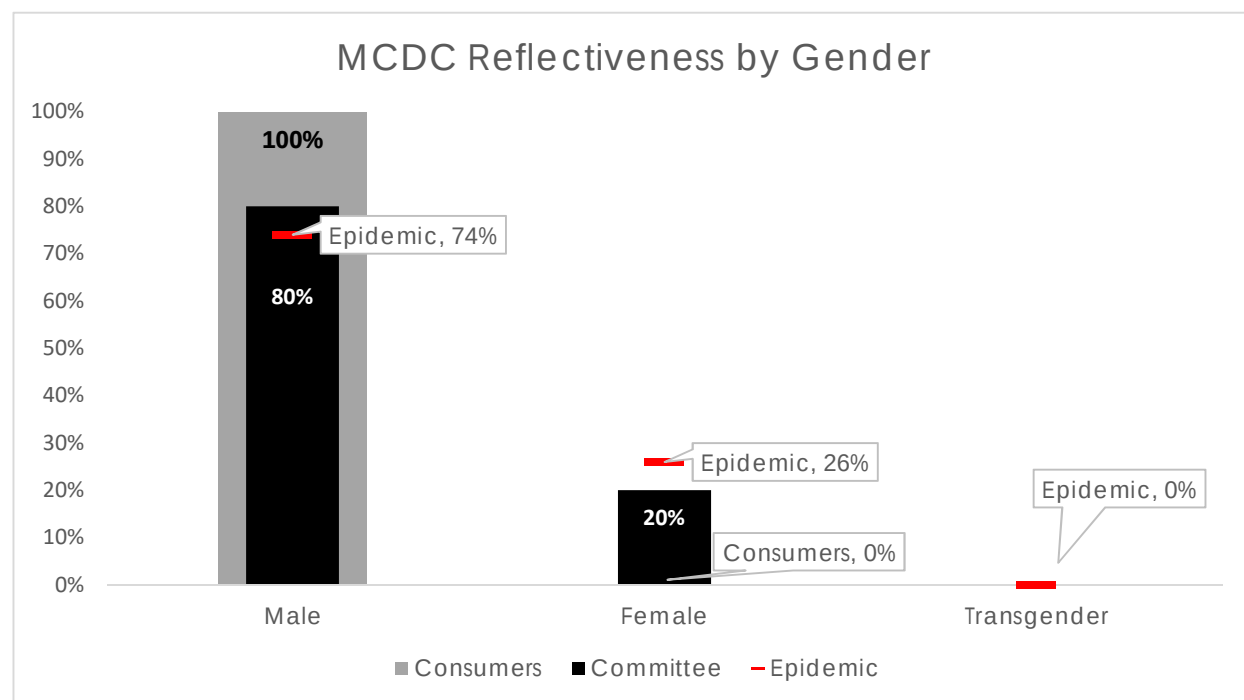
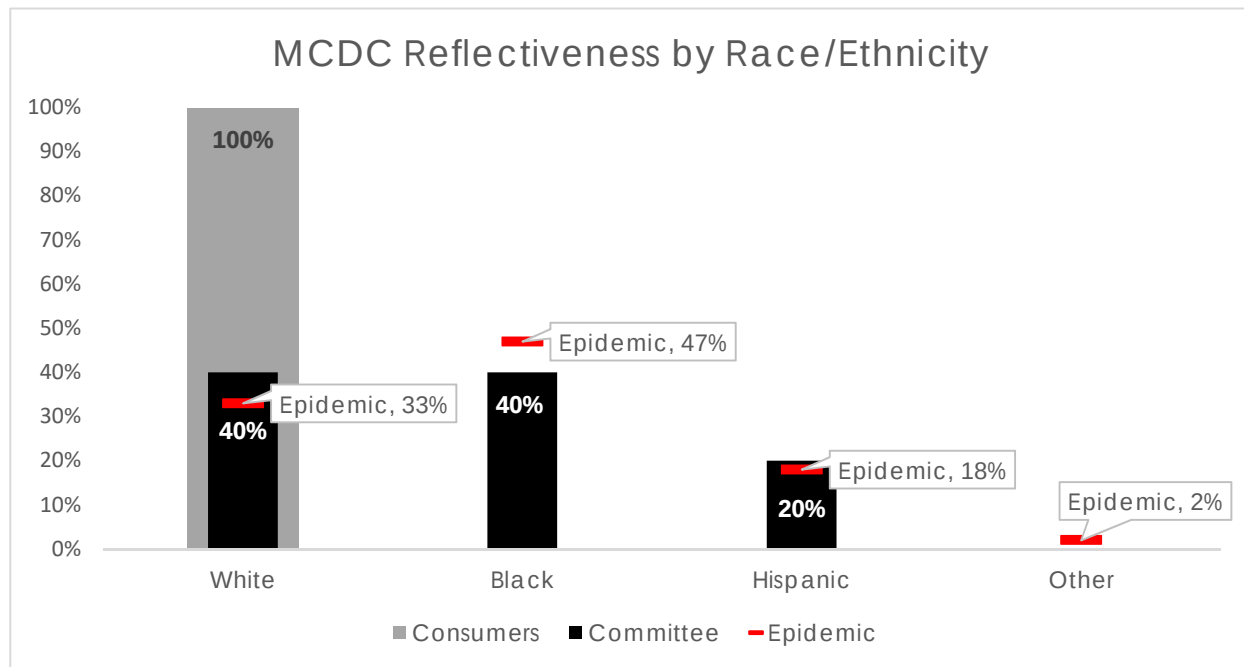
CEC Membership over 1 CY



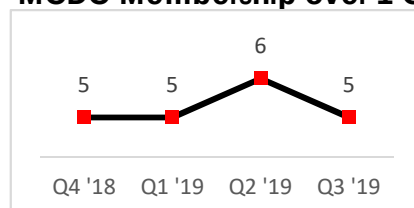
Unaffiliated Membership over 1 CY



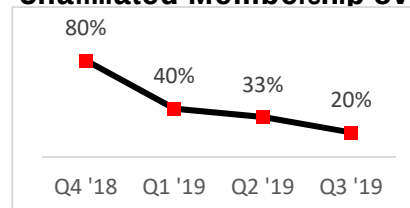
MCDC Reflectiveness through January 2020



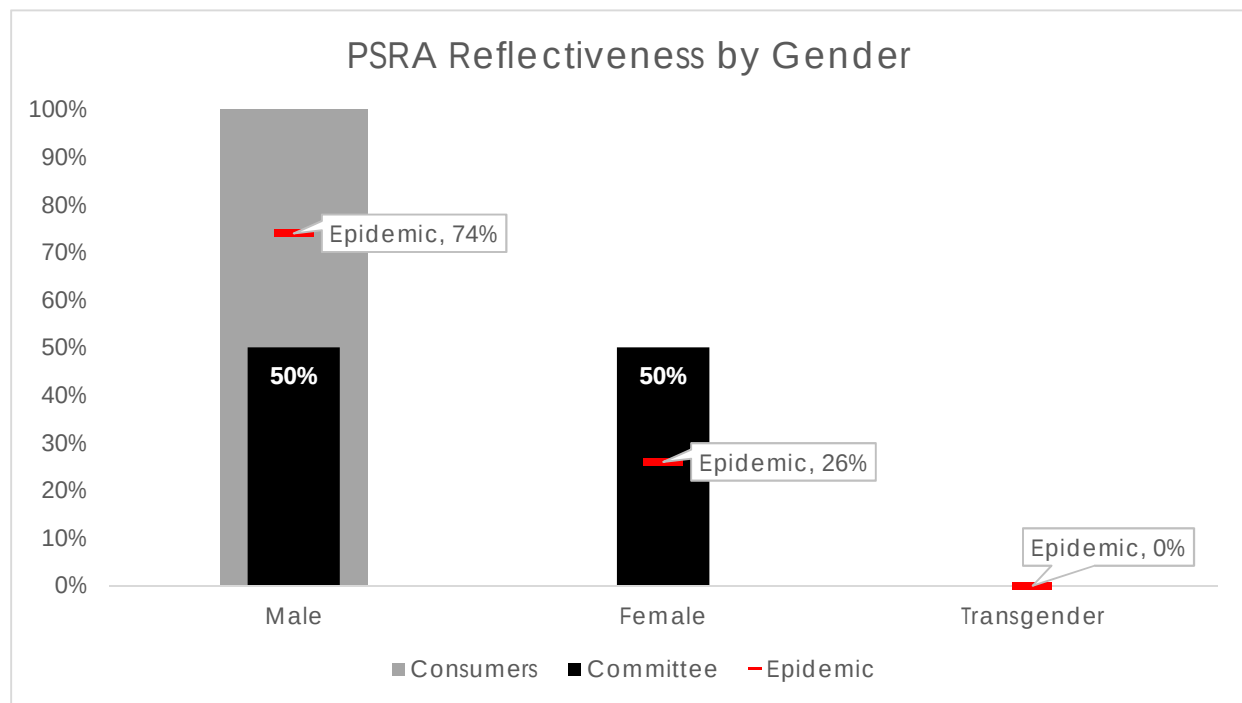
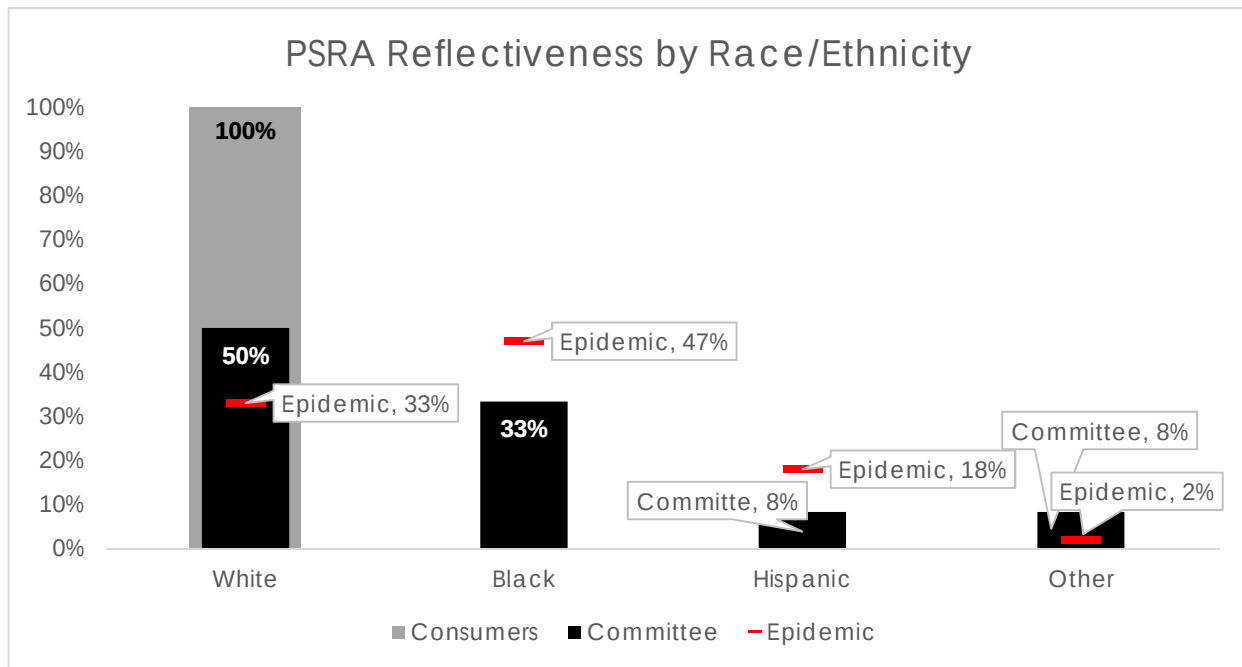
MCDC Membership over 1 CY



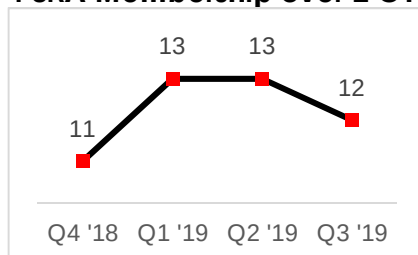
Unaffiliated Membership over 1 CY



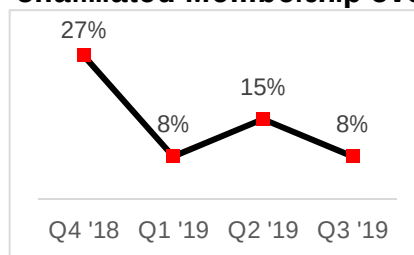
PSRA Reflectiveness through January 2020



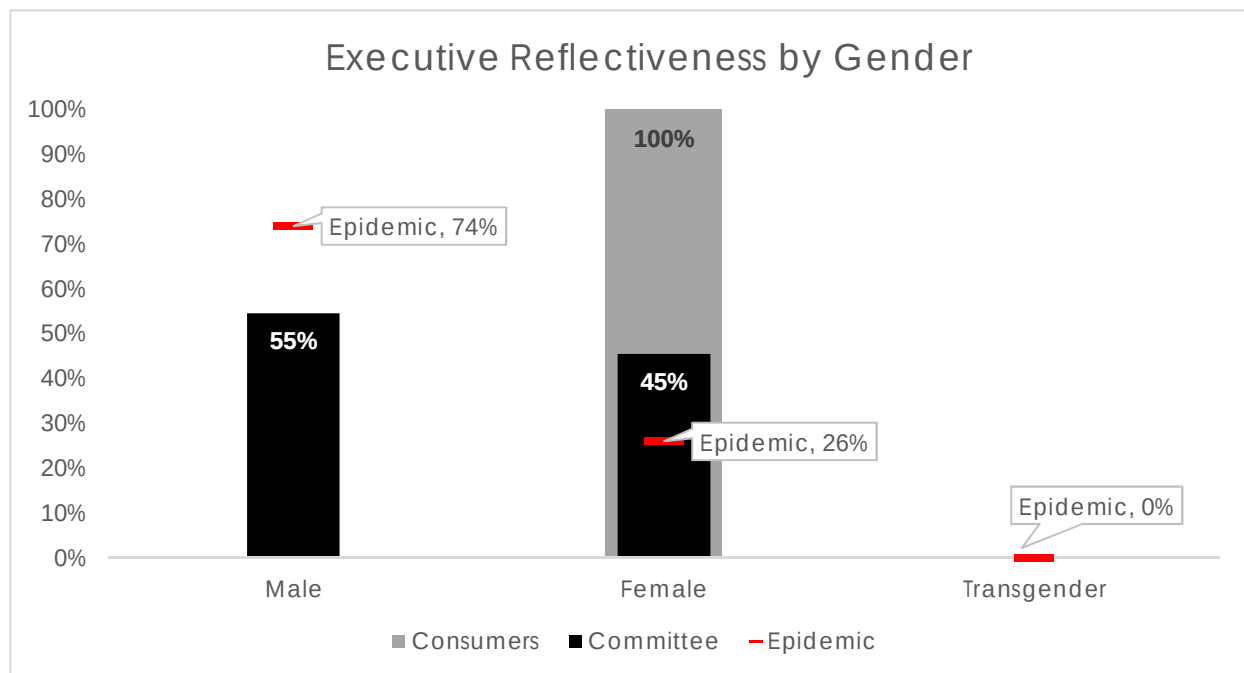
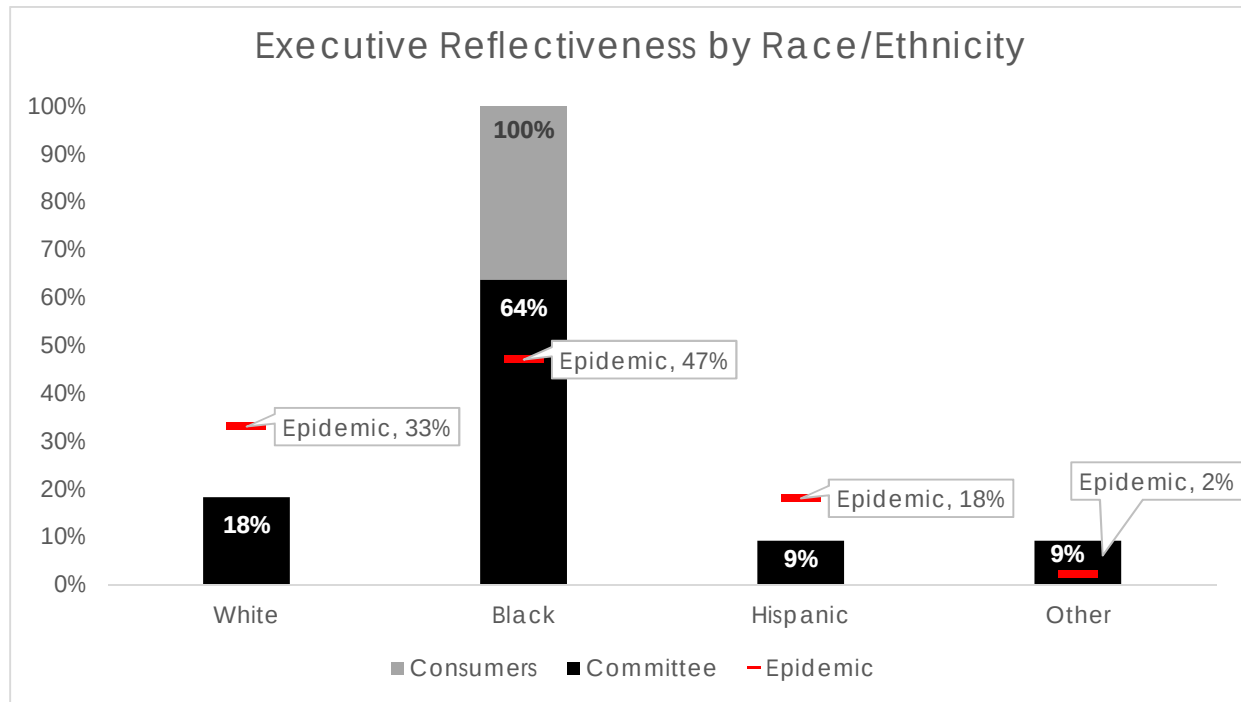
PSRA Membership over 1 CY



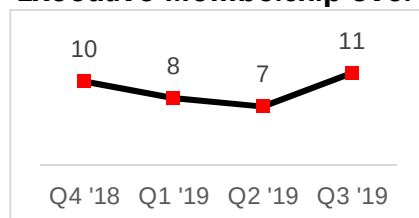
Unaffiliated Membership over 1 CY



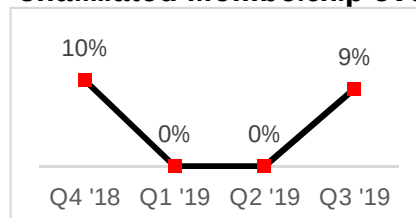
Executive Reflectiveness through January 2020



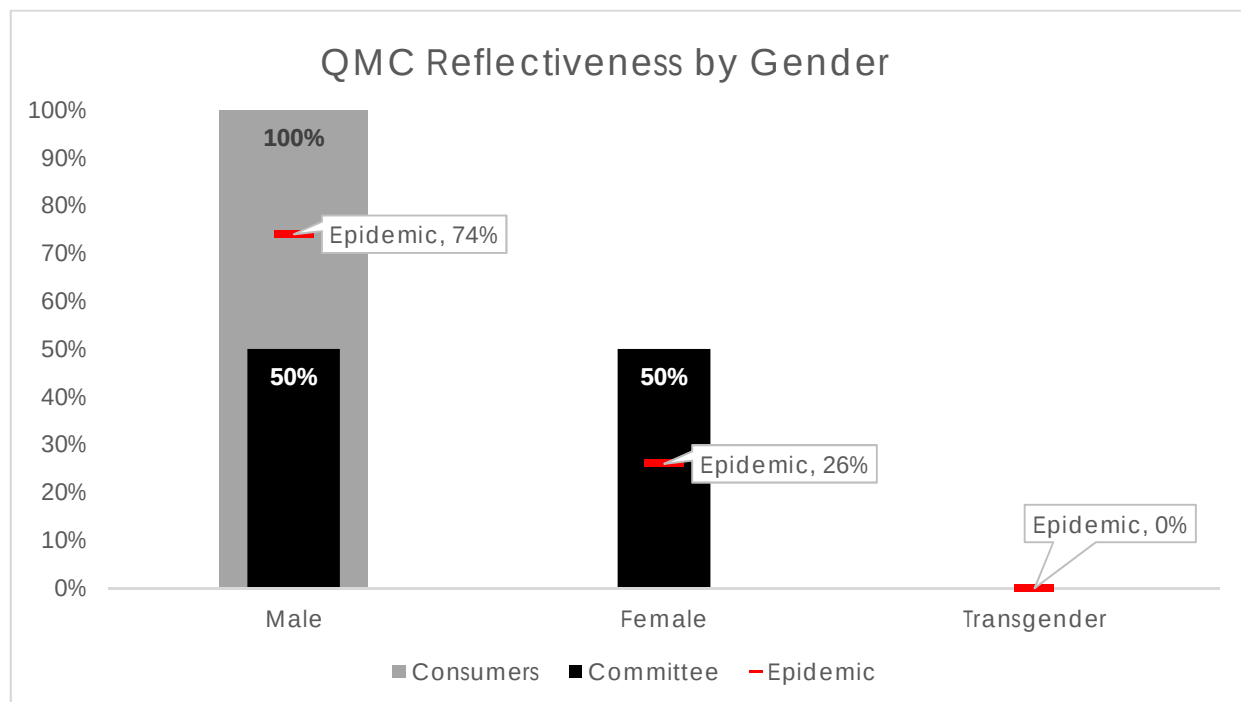
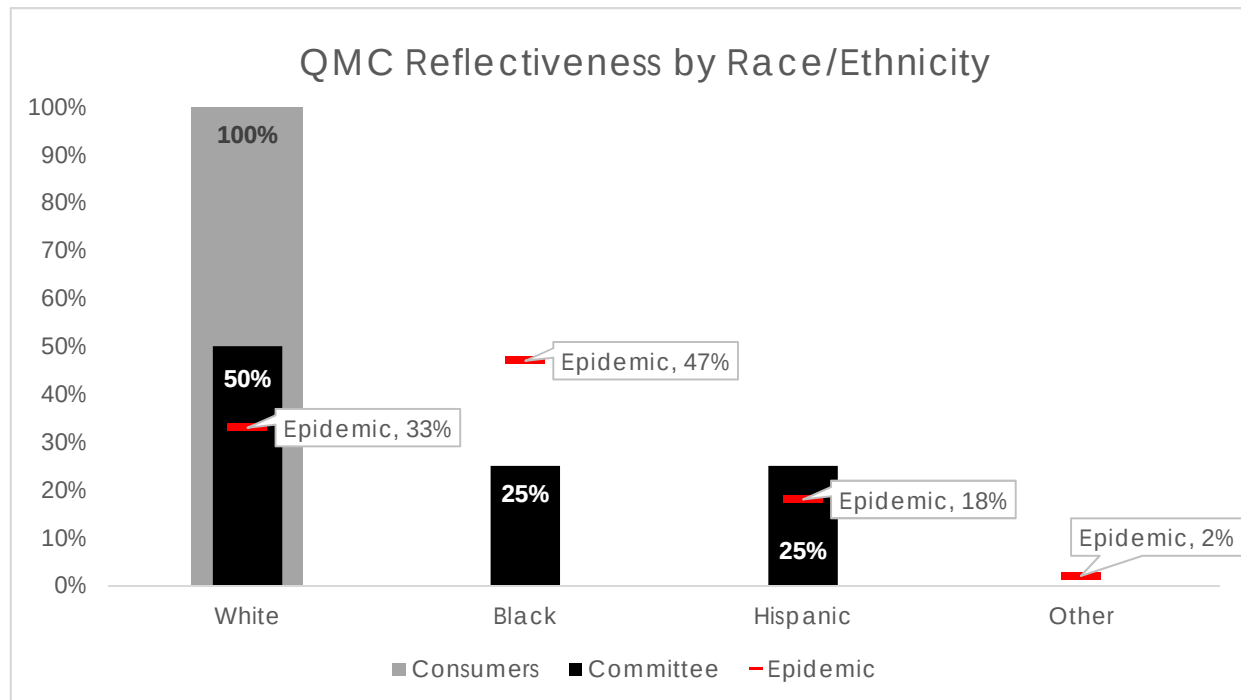
Executive Membership over 1 CY



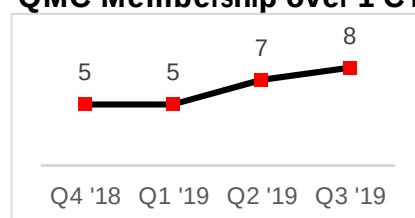
Unaffiliated Membership over 1 CY



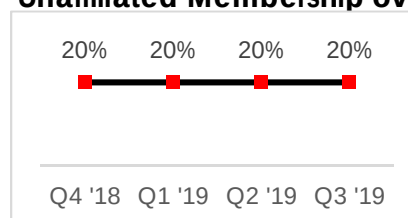
QMC Reflectiveness through January 2020



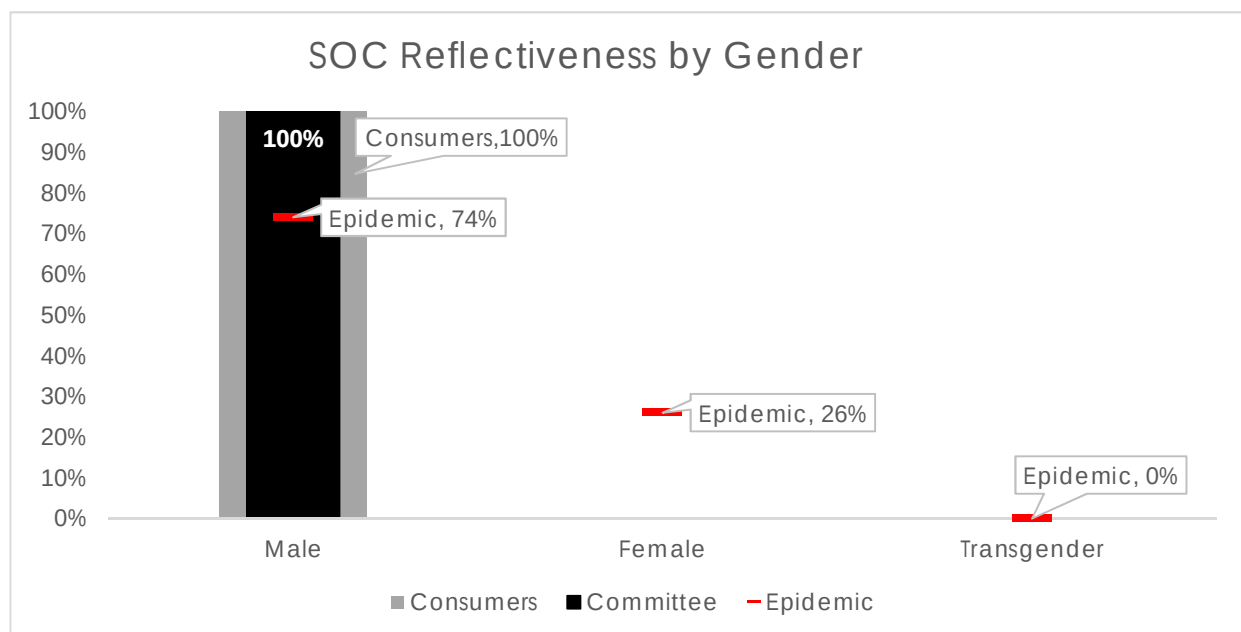
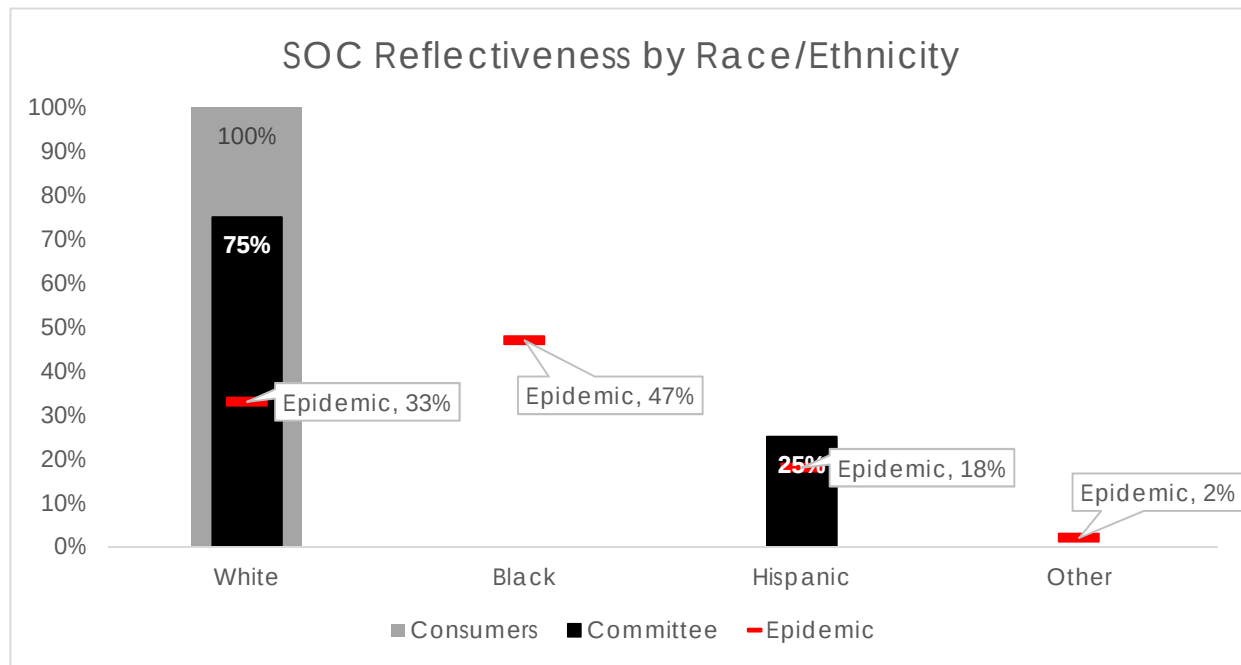
QMC Membership over 1 CY



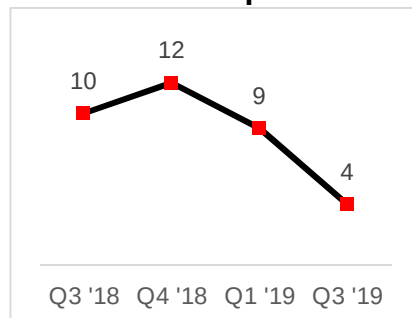
Unaffiliated Membership over 1 CY



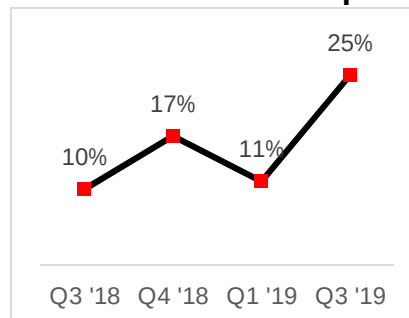
SOC Reflectiveness through January 2020



SOC Membership over 1 CY



Unaffiliated Membership over 1 CY





PCS Monthly Attendance Report

January 2020

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

HANDOUT B

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

January 2020 HIVPC and Standing Committee Attendance

The following records reflect attendance for January 2020 for the HIVPC. There were 6 meetings held in this month.

Community Empowerment Committee (CEC)

Last Meeting: January 4, 2020

CEC member attendance through January 2020 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	7												
1	1	0	1	Bhrangger, R.	X												
1	1	0	2	Dennis, B. <i>Chair</i>	X												
0	0	0	3	Franks, H.	X												
0	0	0	4	Gunion, D.	X												
1	1	0	5	Lewis, V.	X												
1	1	0	6	Marcoviche, W.	X												
1	1	0	7	Martinez, G.	X												
0	1	0	8	Robertson, L.	X												
0	0	0	9	Ruffner, A., V. <i>Chair</i>	X												
0	0	0	10	Shore, R.	X												
Quorum = 6					10		0	0	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

Membership Council/Development Committee (MCDC)

Last Meeting: November 14, 2019

MCDC member attendance through January 2020 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	C	13											
0	0	0	1	Arencibia, Y.													
0	0	0	2	Cutright, A.													
0	0	0	3	Foster, V. <i>Chair</i>													
1	1	0	4	Katz, H.B.													
0	0	0	5	Moragne, T.													
				Quorum = 4	0	0	0	0	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: January 16, 2020

PSRA member attendance through January 2020 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
					16	20											
0	1	0	1	Barnes, B.	X												
0	0	0	2	Fortune-Evans, B.	X												
0	0	0	3	Grant, C.	X												
0	0	0	4	Hayes, M., V. <i>Chair</i>	X												
1	1	0	5	Katz, H.B.	X												
0	0	0	6	Lopes, R.	X												
0	0	0	7	Mester, B.	X												
0	0	0	8	Moreno, V.	X												
0	1	0	9	Robertson, L. <i>Chair</i>	X												
0	0	0	10	Schickowski, K.	X												
0	0	0	11	Schweizer, M.	X												
0	0	0	12	Siclari, R.	X												
Quorum = 7					12	0	0	0	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

Quality Management Committee (QMC)

Last Meeting: January 27, 2020

QMC member attendance through January 2020 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	27	24											
0	1	0	1	Caraballo, J.	X												
0	0	0	2	Fortune-Evans, B. V. <i>Chair</i>	X												
1	1	0	3	Katz, H.B.	E												
0	0	0	4	Simpson, R.	X												
0	1	0	5	Barnes, B.	X												
0	0	0	6	Markman, N.	X												
0	0	0	7	Hensley, G.	X												
0	0	1	8	Muneton, Z.	A												
Quorum = 5					6	0	0	0	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

System of Care Committee (SOC)

Last Meeting: July 25, 2017

SOC member attendance through January 2020 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	C												
1	1	0	1	Katz, H.B.													
0	1	0	2	Pietrogallo, T.													
0	0	0	3	Rodriguez, J. <i>Vice Chair</i>													
0	0	0	4	Ruffner, A. <i>Chair</i>													
Quorum = 6					0	0	0	0	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

Executive Committee

Last Meeting: January 16, 2020

Executive member attendance through January 2020 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	16	20												
0	1	0	1	Barnes, B. <i>Ex Officio</i>	X													
1	1	0	2	Dennis, B.	X													
0	0	0	3	Fortune-Evans, B.	X													
0	0	0	4	Foster, V.	X													
0	0	0	5	Grant, C. <i>Vice Chair</i>	X													
0	0	0	6	Hayes, M.	X													
0	0	0	7	Lopes, R. <i>Chair</i>	X													
0	0	1	8	Moragne, T.	A													
0	1	0	9	Robertson, L.	X													
0	0	0	10	Ruffner, A.	X													
Quorum = 5					9	0	0	0	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

HIV Planning Council (HIVPC)

Last Meeting: January 23, 2020

HIVPC member attendance through January 2020 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	23	27											
0	0	0	1	Arencibia, Y.	X												
0	1	0	2	Barnes, B.	X												
1	1	0	3	Bhrangger, R.	E												
0	0	0	4	Cutright, A.	X												
1	1	0	5	Dennis, B.	X												
0	0	0	6	Fortune-Evans, B.	X												
0	0	0	7	Foster, V.	X												
0	0	0	8	Grant, C.	X												
0	0	0	9	Hayes, M.	X												
0	0	1		Sherif, B. (Comm)	A												
1	1	0	10	Katz, H.B.	X												
1	1	0	11	Lewis, V.	X												
0	0	0	12	Lopes, R. <i>Chair</i>	X												
1	1	0	13	Marcoviche, W.	E												
0	0	1	14	Moragne, T.	A												
0	0	0	15	Moreno, V.	X												
0	1	0	16	Robertson, L.	X												
0	0	0	17	Rodriguez, J.	E												
0	0	0	18	Ruffner, A.	X												
0	0	0	19	Schweizer, M.	X												
0	0	1	20	Siclari, R.	A												
Quorum = 11					15	0	0	0	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	R - removal letter
CX - canceled due to quorum	

Ad-Hoc Nominating Committee

Last Meeting: January 7, 2020

HIVPC member attendance through January 2020 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	7												
0	0	1	1	Arencibia, Y.	A												
0	0	0	2	Hayes, M.	X												
1	1	0	3	Katz, H.B.	X												
1	1	0	4	Lewis, V.	X												
0	1	0	5	Robertson, L.	X												
0	0	0	6	Ruffner, A.	X												
Quorum = 4					5	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	R - removal letter
CX - meeting canceled for quorum	



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).
✓	Completed: December 2019	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.

**ROBERT'S RULES
MADE SIMPLE**
THE EASY WAY TO LEARN
ROBERT'S RULES OF ORDER

Training Proposal:

Broward Regional Health Planning Council

Phase #1: Executive Board Online Training

This first phase will focus on providing training to the Executive Committee only.

Option A: One 60-90 min Robert's Rules Made Simple Webinar

or

Option B: Three, 60-90 min webinars. The training topics for each webinar will be customized to meet the Executive Committee's needs. The topics for the three webinars are:

- Robert's Rules of Order and Meeting Effectiveness
- Group to TEAM Board Development
- Coaching for Chairs

This option also includes an online license for each board member to access the Robert's Rules Made Simple Training Online Training Solution.

Phase #2: Full Board Group to TEAM Development & Robert's Rules Training

Phase 2 is to provide training and development to your entire Council. Two options:

Option A will be done completely online while Option B will be online and also offer a live training component with either one or two facilitators.

Both Option A & B will include a board survey. After the survey, the consultant will collect the data and provide the HIVPC with a complete board report. This report will help customize the training moving forward.

Option A: Webinar Based Training Only

Two 60-90 min interactive webinars to the full Council, that focus on how to use Robert's Rules of Order as a TEAM building tool to make your board more effective.

Option B: Blended Training Option

This is a blended training option for the full Council. In addition to the survey, board report and 12 weekly emails, the blended training option includes:

- One 30 min prep webinar
- 4-6 hours of customized board development and Robert's Rules of Order training
- One integration webinar

Post-Training Content Weekly Emails and Free Content:

After the Phase 2 training the consultant will provide 12 weeks of additional training content to encourage the HIVPC to continue to interact with and learn from the training experience.

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			X	X		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			X	X		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	X	X	X		X		X	X	

Objective 2: Develop application procedures and member selection process				
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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							X		X			
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.							X					

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

[illegible]

FY 2020-21 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.

Engage # Community Members and recruit # members to the HIVPC.

Objective 1: Ensure HIVPC is representative and reflective

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July
1.1 Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA	Quarterly	Staff/MCDC	Ensure 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.					
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.					
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.					
1.4 Share information regarding vacant positions with Case Managers, gatekeepers, and other HIV stakeholders	Monthly	MCDC	Increased community awareness	Provide information on vacant positions and mandated seats to Case Managers, gatekeepers, and other HIV stakeholders via correspondence and distribution of marketing materials.					

Objective 2: Member selection process and application procedure development

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July
2.1 Review and update Recruitment & Retention Plan	Annually	Sub-committee/MCDC/Staff	Inform HIVPC of community-identified barriers for further action- Recruitment & Retention of new HIVPC and Committee members	Designate Recruitment and Retention subcommittee to finalize recruitment work plan. Data: Recruitment WP Review previous year's Recruitment & Retention Plan and revise based on outcomes and new initiatives/strategies.					
2.2 Complete tasks outlined in Recruitment & Retention Plan	Ongoing	MCDC	Recruitment & Retention of new HIVPC and Committee members	Complete tasks outlined in Recruitment & Retention Plan.					
2.3 Develop recruitment and website materials	As Needed	Staff	Strategic recruitment of new members	Prioritize the development of HIVPC brochure and other Develop marketing materials as needed.					
2.4 Develop HIVPC promotional video	To be completed in FY2020	MCDC/Staff	Strategic recruitment of new members	Produce a video that describes the purpose of HIVPC, the work of the Council and Committees, and how to join a Committee or the HIVPC.					
2.5 Revise HIVPC and Committee applications	As Needed	MCDC/Staff	Ensure up-to-date language and current information is provided to Interested Parties	Review HIVPC and Committee applications to ensure the most current information is available, that language is inclusive, and that HIVPC receives necessary information for its review of applications.					

Objective 3: Recruitment & Engagement Efforts

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July
3.1 Hold Membership Drive	Annually	MCDC/ Staff	Increased community awareness	Conduct outreach at multiple provider agencies or other HIV stakeholders via tabling, games, and other engagement activities.					

3.2 Collaborate with HIV stakeholders to create engagement opportunities	Ongoing	MCDC/ HIVPC	Increased community awareness	Provide brief overviews of the HIVPC at HIV stakeholder events.					
3.3 Develop engagement opportunities for the HIVPC in the community	Ongoing	MCDC	Increased community awareness	Create opportunities for HIVPC to engage and recruit community members.					
3.4 Host 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 relevant to HIVPC membership. Topics include education about the 3 guiding principles, the Ryan White Program, and the functions of the HIVPC Standing Committees.					
3.5 Review Recruitment & Retention tools from other jurisdictions	Monthly	MCDC	Increased member awareness of recruitment and retention strategies	At each meeting, an MCDC member will present a recruitment or retention tool utilized by other jurisdictions. This will facilitate discussion of potential new strategies.					
Objective 4: Planning Council Development and Committee Collaboration									
Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July
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.					
4.1 Collaborate with other Committees of the HIVPC to participate in activities	Ongoing	MCDC	Cross-Committee Collaboration	Discuss upcoming HIVPC events with host committees and determine opportunities for collaboration.					
4.2 Recognize Member of the Quarter/Year	Quarterly/ Annually	MCDC/ HIVPC	Acknowledgement of Member Achievement	Develop a system by which to recognize a member for his/her/their contributions to the work of the HIVPC.					
3.4 4.3 Conduct ongoing member training	Quarterly/As Needed	MCDC/ Executive Committee/ Staff	Capacity building	Conduct member trainings based on MCDC Training Plan to further educate HIVPC members.					
4.4 Create a Succession Development Plan	Ongoing	MCDC/Staff	Capacity building	Create a framework to empower members to fill leadership positions and be strong advocates for HIVPC and its Committees.					
3.2 4.5 Conduct post-appointment training to educate newly appointed members on the HIVPC member roles and responsibilities	As Needed	MCDC & HIVPC Chair/Vice Chair	Educated HIVPC	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.					
3.3 4.6 Offer mentorship and buddy programs as necessary	As-Needed- Ongoing	MCDC	Capacity building	Link new HIVPC and Committee members to experienced members to help facilitate understanding of the HIVPC processes. Develop a mentorship program to assist new members in the onboarding process of joining HIVPC and/or Committees. This program should be in accordance with Sunshine Law.					
4.7 Utilize feedback from CEC, collaborative events, and engagement events to update recruitment and engagement strategies	Ongoing	MCDC/ Staff	Cross-Committee Collaboration/ Recruitment & Retention of new HIVPC and Committee members	Revise recruitment and engagement strategies to ensure MCDC uses its most effective strategies and activities.					