



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: November 14, 2019, 9:30 a.m. **Location:** Governmental Center A-337

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

1. CALL TO ORDER:

- a Welcome
- Ground Rules
- Statement of Sunshine
- d Introductions
- Moment of Silence
- Public Comment

2. APPROVALS: 11/14/19 Agenda and 9/12/19 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 – Melissa Subramani and Veronica Guzman.

IV. Review HIVPC Training & Presentation Plan (Handout C)

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 Initiative

ACTION ITEM: Develop recruitment initiative and recruitment message.

II. Member of the Year (Handout D)

ACTION ITEM: Plan selection process for Member of the Year.

III. Review MCDC Work Plan (Handout E)

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

ACTION ITEM: Review MCDC work plan for next steps.

5. UNFINISHED BUSINESS None.

6. RECIPIENT REPORT

7. PUBLIC COMMENT



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8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: February 13, 2020 9:30 a.m. **VENUE:** TBD

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, September 12, 2019 9:30 a.m.

Location: Government Center A-337

Chair: Vincent Foster **Vice-Chair:** Vacant

ATTENDANCE				
#	Member	Present	Absent	Grantee Staff
1	Arencibia, Y.	X		Anderson, T.
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.	X		
Quorum = 4		6		

1. CALL TO ORDER:

The Chair called the meeting to order at 9:33 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 9/12/19 meeting agenda

Proposed by: Moragne, T. **Seconded by:** Arencibia, Y.

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 5/9/19

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

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Review HIVPC Demographics: PCS Staff notified members of updates made to HIVPC Demographics documents in accordance with ADA compliance guidelines. Members reviewed Council and Committee demographics (Handout A on file). The Planning Council currently has 23 members. Although the total percentage of unaffiliated consumers for the Planning Council remains as 30%, which is below the HRSA-mandated 33%, the Planning Council did add one new member in August and is working toward fulfilling the mandate requirement for unaffiliated consumer membership. The Council's male membership is 13%

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below the epidemic's 74%, and 3% below the epidemic among Black (47%) and White (33%) PLWHA in Broward County.

Planning Council and Committee Attendance: Members reviewed Committee and HIVPC attendance report and discussed new members and any changes that have occurred across committees (Handout B on file). There have been four warning letters issued, two resignations, and no removals since the last MCDC meeting.

MCDC Work Plan: Members reviewed the FY2019-2020 MCDC work plan (Handout C on file). Thus far, members have consistently looked at reflectiveness and are working towards the completion of other work plan activities.

HIVPC Training & Presentation Plan: Members reviewed the HIVPC Training & Presentation Plan (Handout D on file). The Committee chose tentative dates for presentations to take place through FY19-20.

4. MEETING ACTIVITIES/NEW BUSINESS

Recruitment & Retention Plan: MCDC reviewed its Recruitment & Retention Plan and updated it for FY19-20. Technical Assistance (TA) from HRSA for recruitment and retention was recommended and supported by members. As a part of the Committee's recruitment strategy, members will develop a recruitment message at their next meeting that will be featured on the HIVPC website and the Broward County Government Message Board. Members discussed making recruitment specific to MCDC, creating meeting packets to include Spanish and Creole versions, supplying case managers and outreach networks with recruitment kits. Members discussed updating 'Get Involved!' cards. The Committee also chose to reinstate the Member of the Year to coincide with the end of the fiscal year.

ACTION ITEM (s):

1. Request TA from HRSA for Recruitment and Retention
2. Develop a recruitment message
3. Develop Committee specific recruitment initiative
4. Provide HIVPC meeting packets in Haitian Creole
5. Create a recruitment kit containing fact sheets and committee meeting schedules.
6. Update Get Involved Cards
7. Plan Member of the Year selection process

5. UNFINISHED BUSINESS

None.

6. RECIPIENT REPORT

A representative of the Recipient's Office discussed both the FY2020-2021 grant and the Ending the Epidemic grant. The Part A grant is due for submission September 30th, while the Ending the Epidemic grant is due October 15th.

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The representative also announced the release of the Positively Speaking newsletter, which features an article spotlighting the Planning Council and its committees.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: November 14, 2019 Time: 9:30 a.m. Venue: A-337

I. Recruitment and Retention Plan

- a. Develop recruitment initiative.

II. Recruitment and Retention Plan

- a. Develop recruitment message.

III. MCDC Work Plan

- a. Review MCDC Work Plan for next steps.

IV. Member of the Year

- a. Plan selection process for Member of the Year.

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

The meeting was adjourned at 11:12 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								
0	0	1	1	Arencibia, Y.	A	NQX	X	X	X			X	X					
1	1	1	2	Burgess, D.	X	NQA	X	X	X			E	X					
0	0	0	3	Cutright, A.	N - 8/22								X					
0	0	0	4	Foster, V. <i>Chair</i>	X	NQX	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					
0	0	0	7	Moragne, T.	N - 8/22								X					
1	1	2		Pound, T.	A	W - 2/12, Z - 2/13												
Quorum = 4					2	3	5	4	5	0	0	3	6	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 & 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.

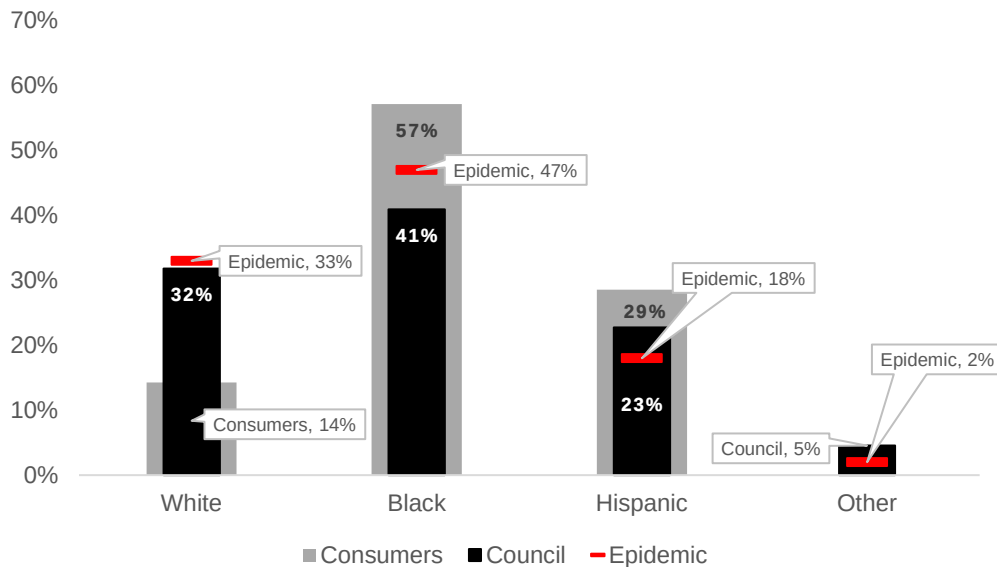
Consumers – Council and Committee members who access Ryan White Part A services.

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.

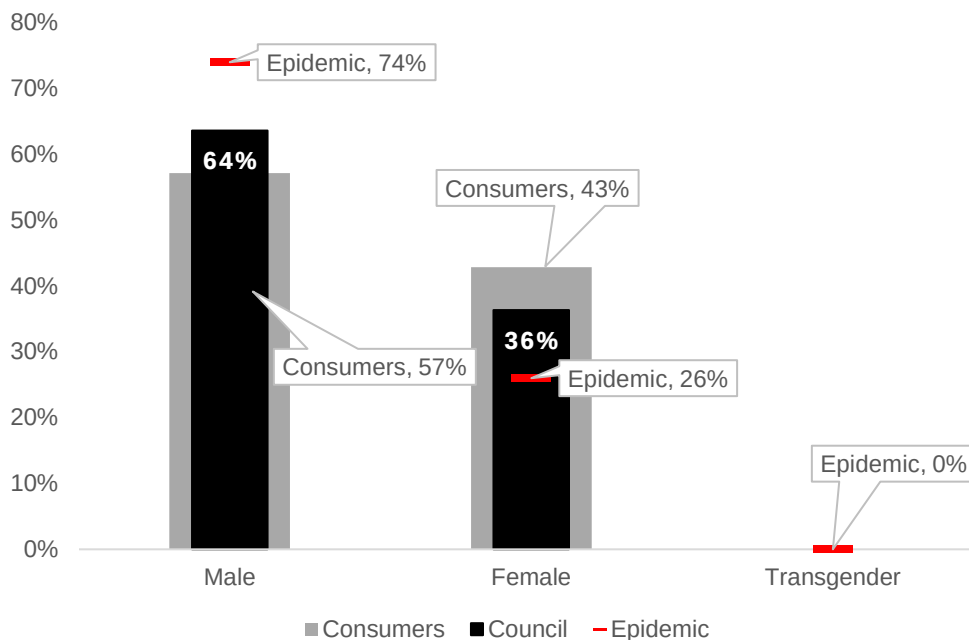
Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

HIV Planning Council Reflectiveness through October 2019

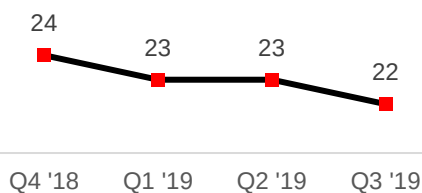
HIVPC Reflectiveness by Race/Ethnicity



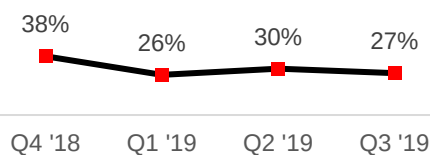
HIVPC Membership by Gender



HIVPC Membership over 1 CY



% Unaffiliated Consumer Membership over 1 CY



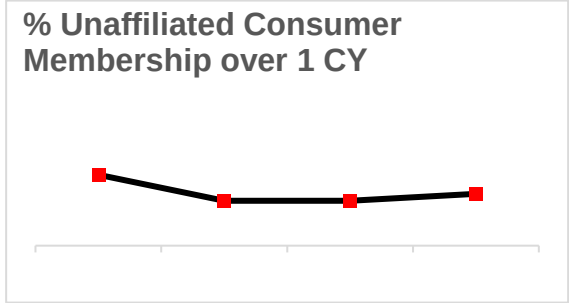
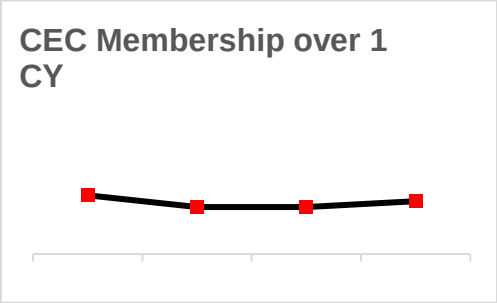
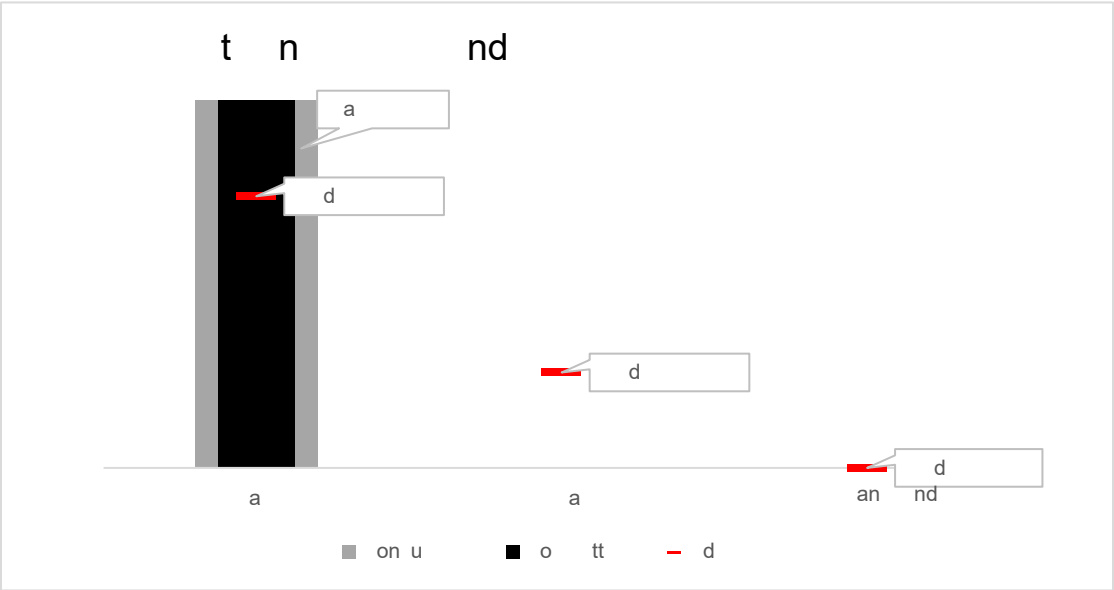
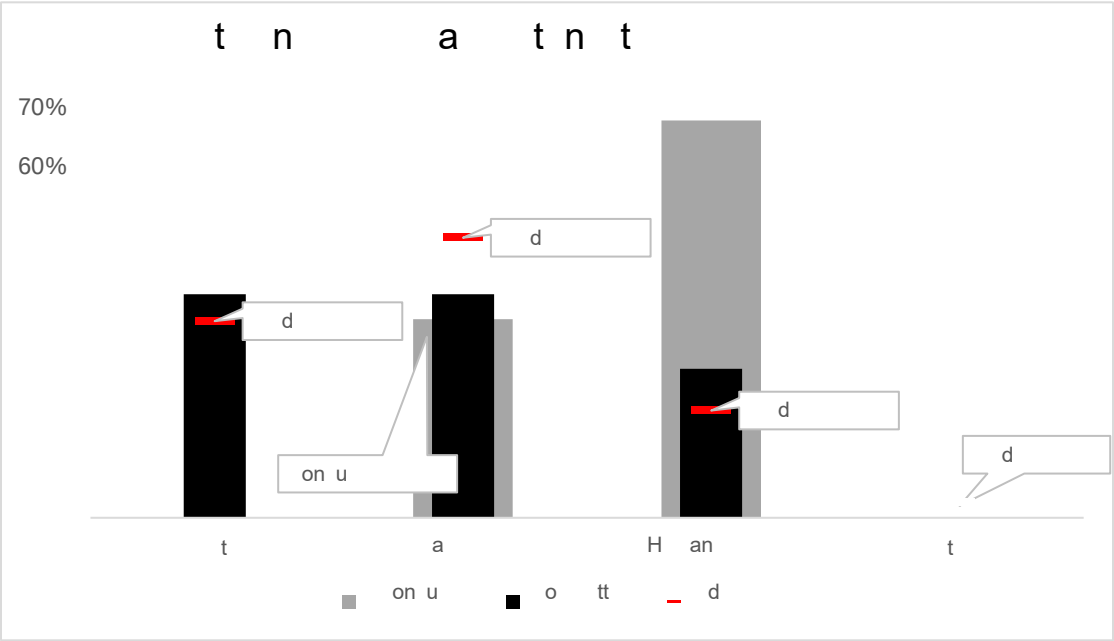
One member resigned from the HIVPC in October lowering unaffiliated consumer membership. Unaffiliated consumer membership remains below the HRSA mandated 33% and there is still a need for more White male consumers.

There are 22 members on the Council, 6 of whom (27%) 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

Community Empowerment Committee Reflectiveness through October 2019

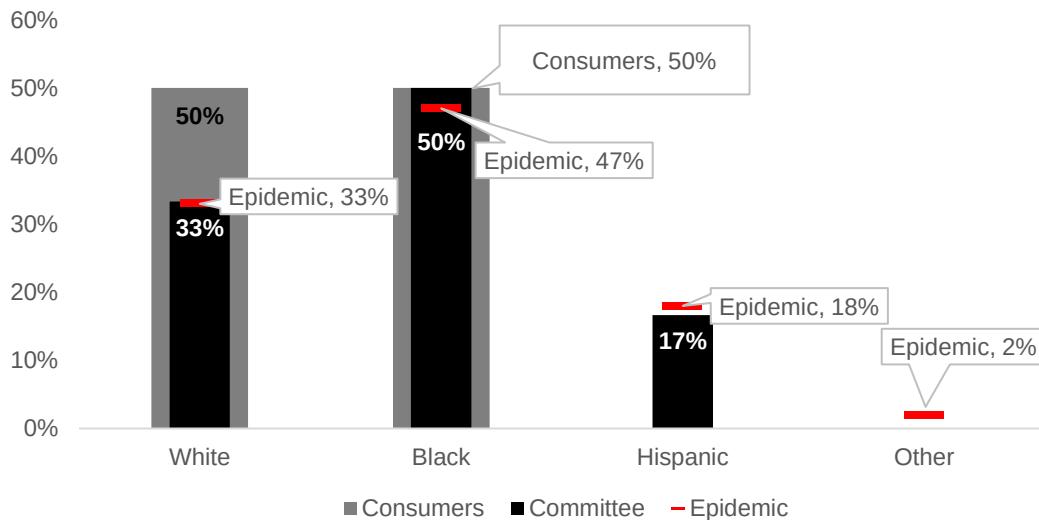


Two members have joined CEC since the September MCDC meeting. A Vice Chair was named and a Chair began her term in November. The addition of a CEC Chair will increase the membership and change Committee demographics in Quarter 4.

As of October 2019 There are 8 members on CEC, 3 of whom are consumers.

Membership/Council Development Committee Reflectiveness through October 2019

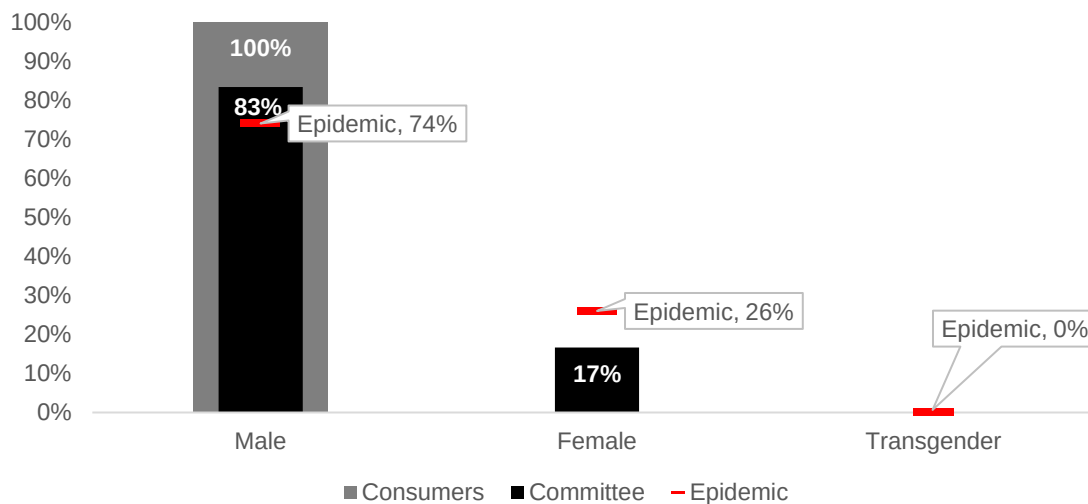
MCDC Reflectiveness by Race/Ethnicity



MCDC membership has not changed since the September Committee meeting. Committee leadership has changed and MCDC now has a Vice-Chair.

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

MCDC Reflectiveness by Gender



MCDC Membership over 1 CY

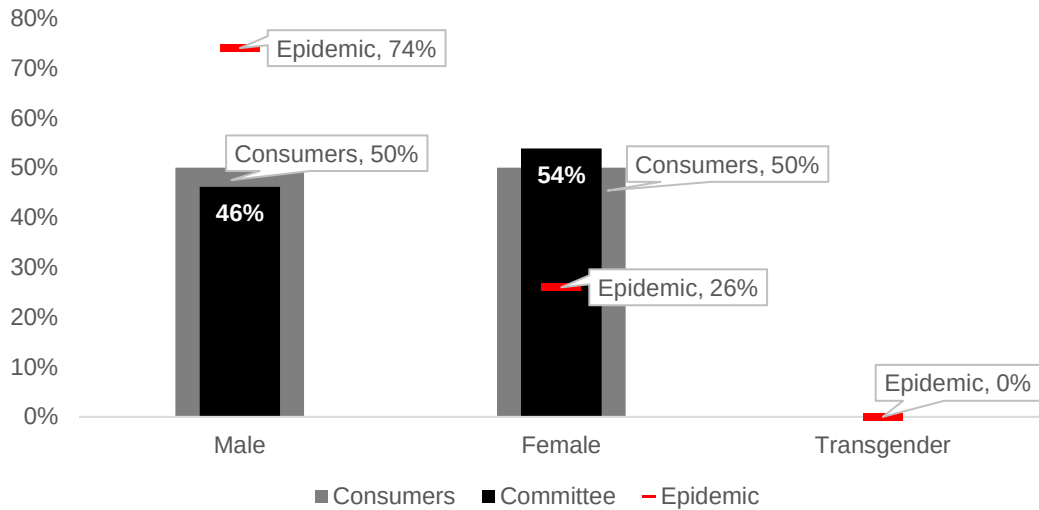


% Consumer Membership over 1 CY

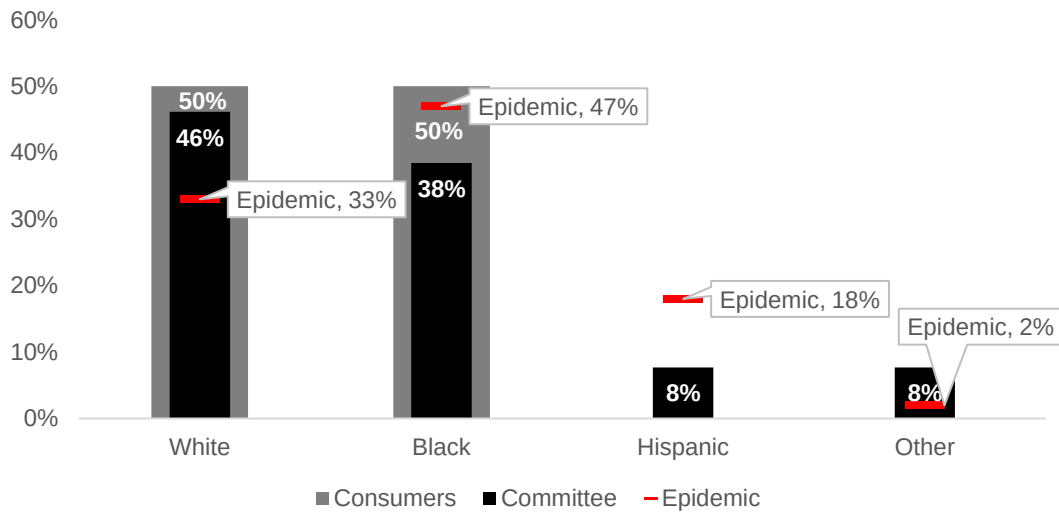


Priority Setting & Resource Allocation Committee Reflectiveness through October 2019

PSRA Reflectiveness by Gender



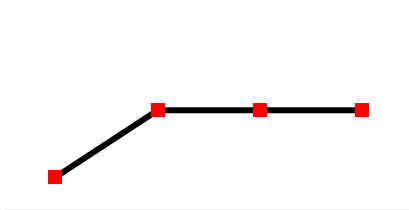
PSRA Reflectiveness by Race/Ethnicity



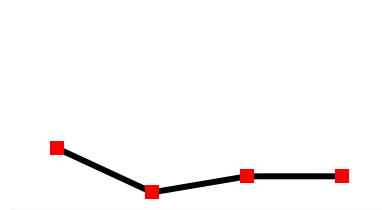
PSRA membership has not changed since the May MCDC meeting.

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

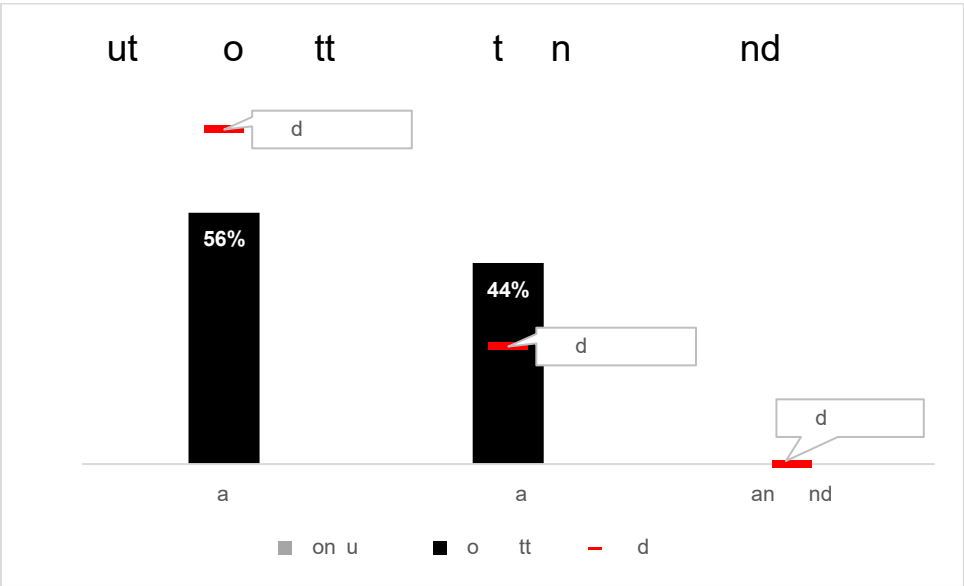
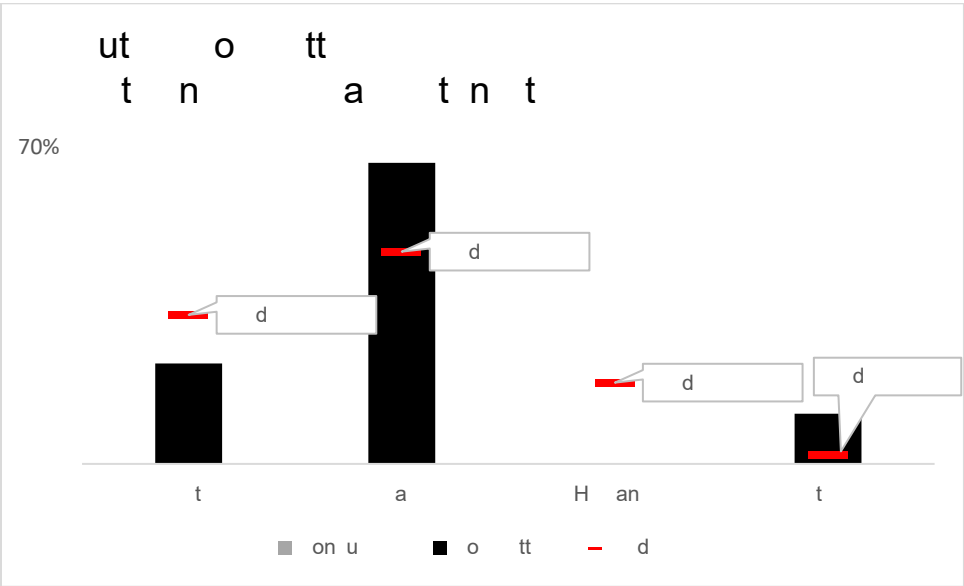
PSRA Membership over 1 CY



% Consumer Membership over 1 CY

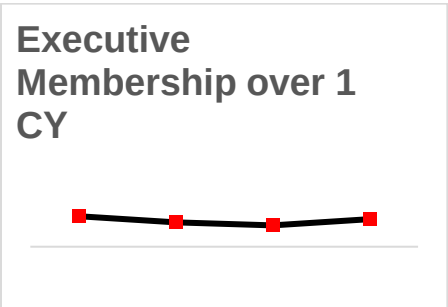


Executive Committee Reflectiveness through October 2019

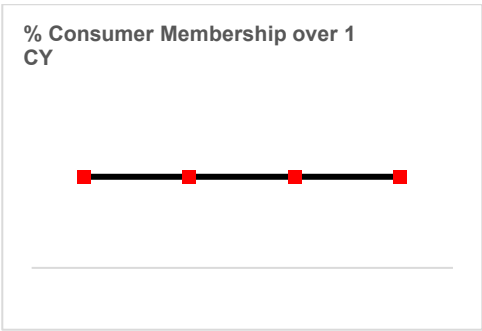
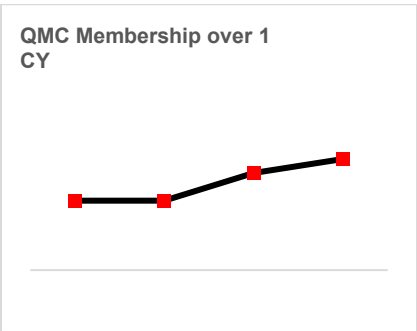
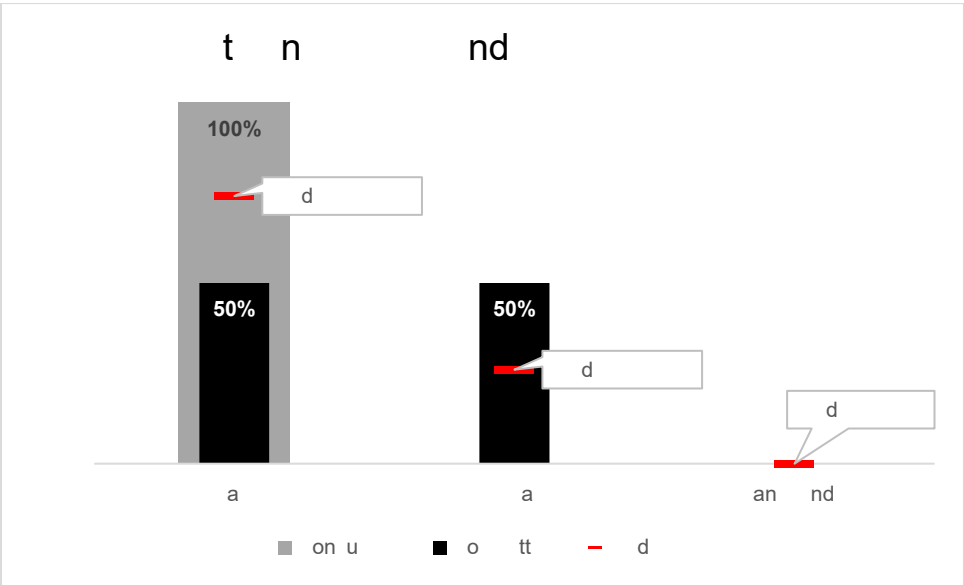
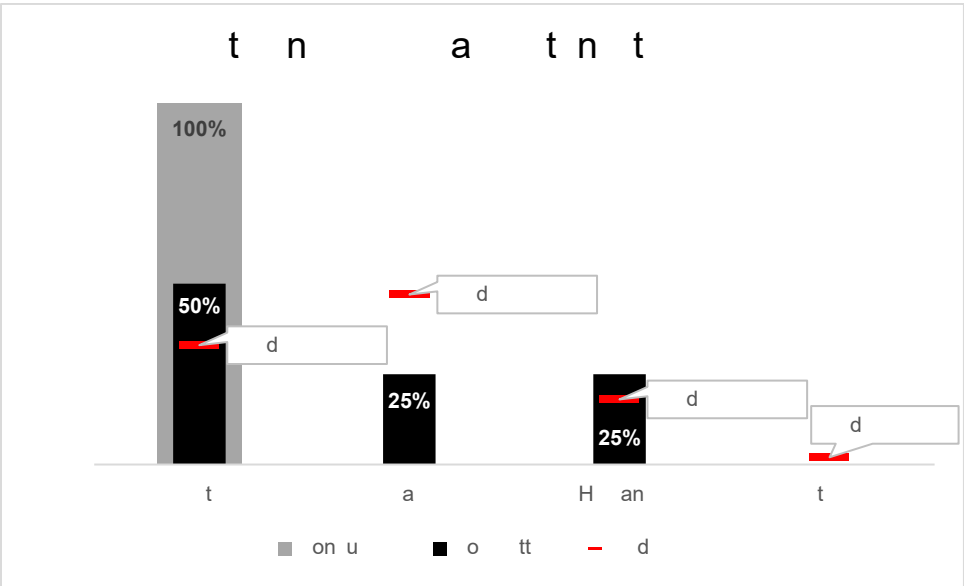


There have been 2 additions to and 1 resignation from the Executive Committee since the last MCDC meeting. In November an additional Committee member joined the Committee. This addition will be reflected in the next report.

There are now 9 members on the Executive Committee, none of whom are consumers.



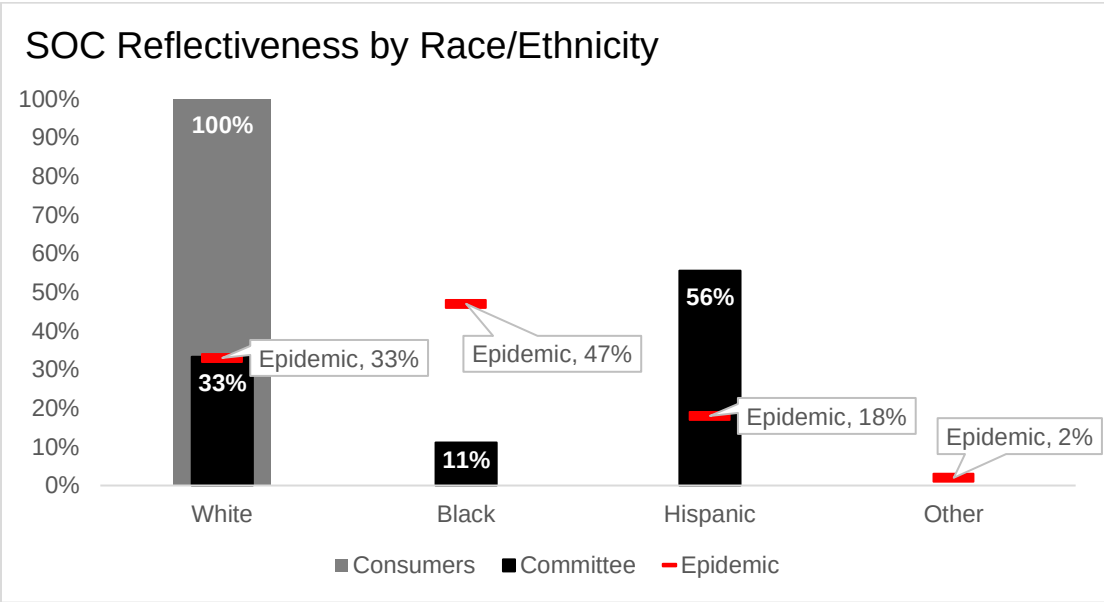
Quality Management Committee Reflectiveness through October 2019



Two members have joined QMC since the last MCDC meeting.

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

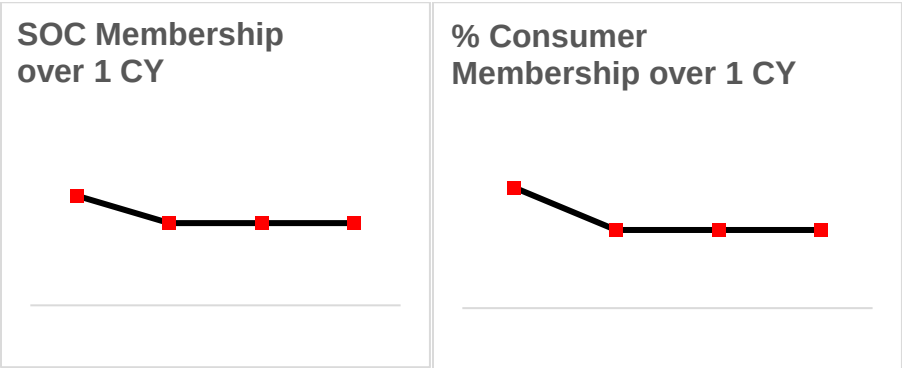
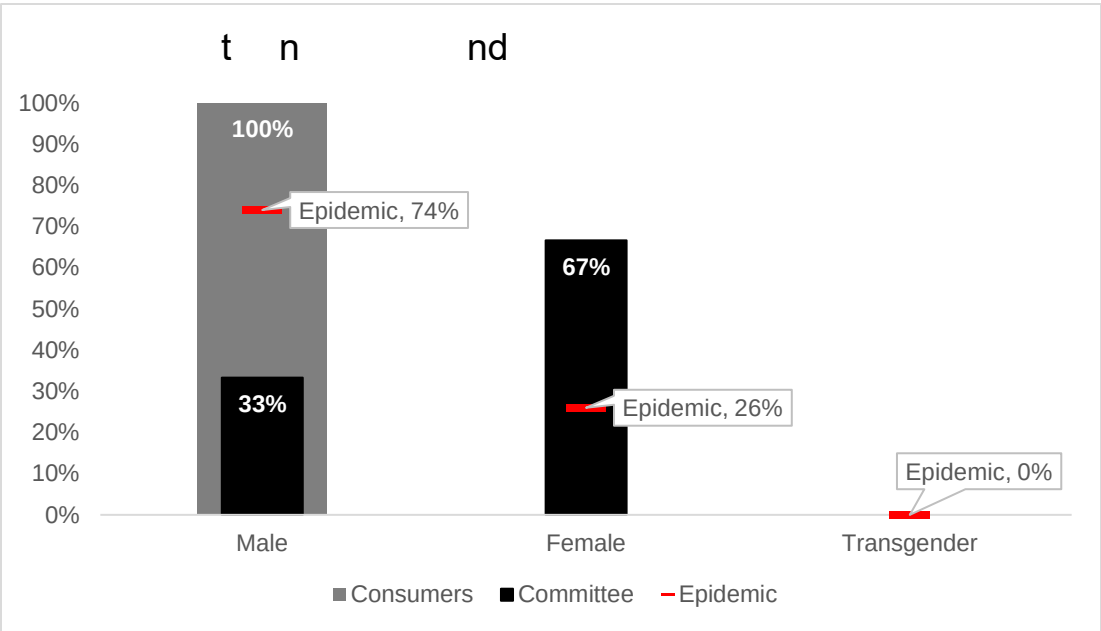
System of Care Committee Reflectiveness through October 2019



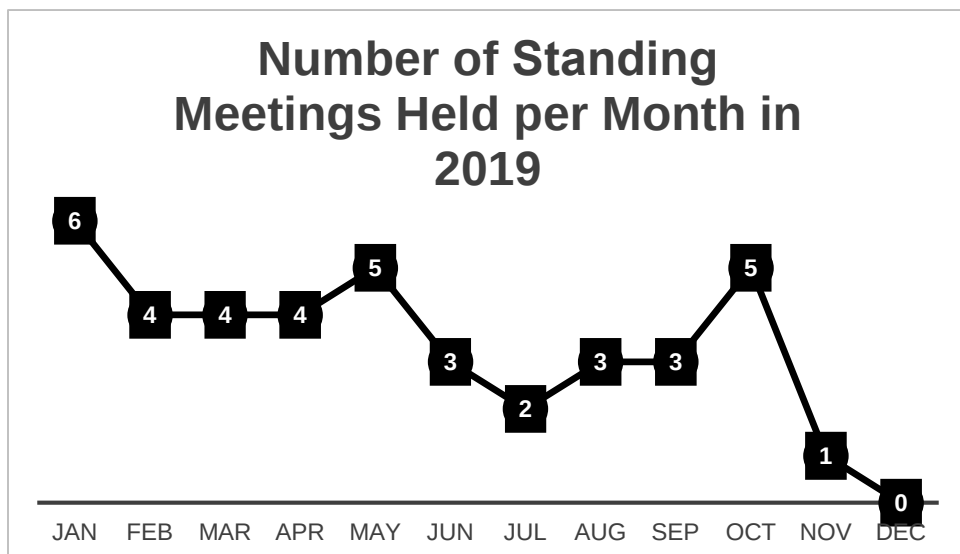
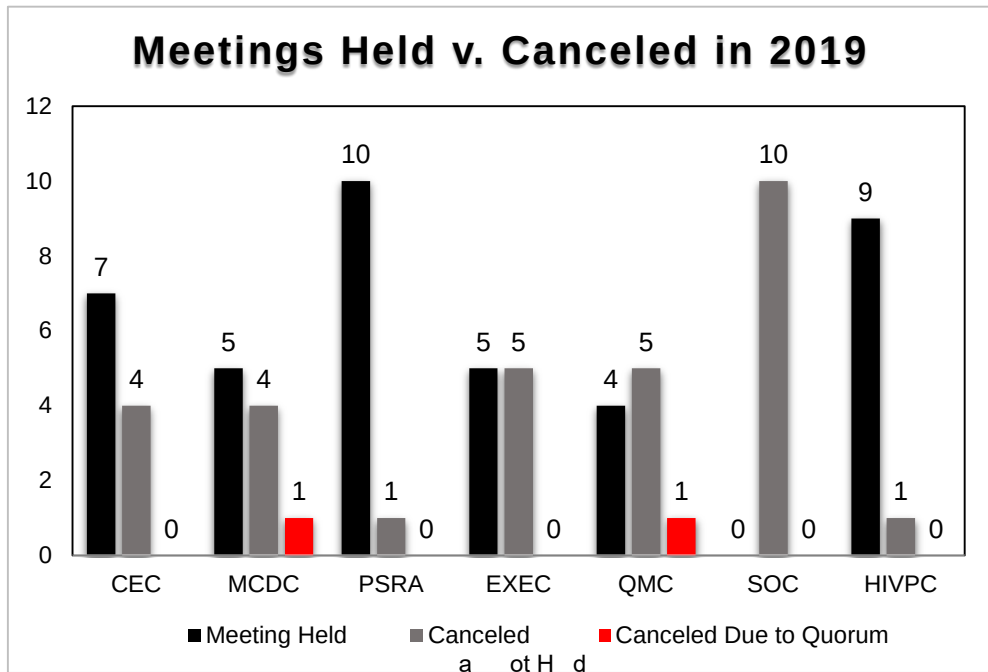
There have been no changes in SOC membership since the last MCDC meeting.

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

This Committee is being brought back together and reflectiveness should be expected to change as a result.



HIVPC and Committee Attendance Overview November 2019



Membership Updates:

- 3 Warnings
- 2 Removals
- 1 Resignation



PCS Monthly Attendance Report

October 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

October 2019 HIVPC and Standing Committee Attendance

The following records reflect attendance for October 2019 for the HIVPC. There were 4 meetings held in this month.

Community Empowerment Committee (CEC)

Last Meeting: October 1, 2019

CEC member attendance through October 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	17	1			
1	1	1	1	Bhrangger, R.	A	X			X	X			X	X			
0	0	3	2	Brautigam, A.	X	X			A	A			A				R - 10/2
1	1	0	3	Burgess, D.	X	X			X	X			X	X			
0	0	4	4	Fleurinord, P.	A	X			A	A			A				R - 10/2
0	0	1	5	Franks, H.	A	X			X	X			X	X			
1	1	1	6	Marcoviche, W.	A	X			X	X			X	X			
0	1	2	7	Robertson, L.	X	X			X	X			A	A			
0	0	0	8	Ruffner, A., V. Chair	X	X			X	X			X	X			
0	0	2		Wilson, E.	A	A											W - 2/11, Z - 2/19
Quorum = 5					4	8	0	0	6	6	0	0	5	5	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: October 12, 2019

MCDC member attendance through October 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	12	C			
0	0	1	1	1 Arencibia, Y.	A	NQX	X	X	X			X	X				
1	1	1	2	2 Burgess, D.	X	NQA	X	X	X			E	X				
0	0	0	3	3 Cutright, A.				N - 8/22					X				
0	0	0	4	4 Foster, V. Chair	X	NQX	X	X	X			X	X				
0	0	0	5	5 Grant, C.	N - 3/14		X	E	X			E		Z - 9/12			
1	1	0	6	6 Katz, H.B.	E	NQX	X	X	X			X	X				
0	0	0	7	7 Moragne, T.				N - 8/22					X				
1	1	2		Pound, T.	A							W - 2/12, Z - 2/13					
				Quorum = 4	2	3	5	4	5	0	0	3	6	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: October 17, 2019

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

Consumer	PLWHA	Absences	Count															Attendance Letters
				Meeting Month	Jan	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
				Meeting Date	17	31	21	21	18	16	20	18	15	C	17			
0	1	2	1	Barnes, B.	X	A	X	X	X	A	X	X	X		X			
1	1	1	2	Dennis, B.	N- 4/18/19					A	A	X	X		X			
0	0	1	3	Fortune-Evans, B.	X	X	X	X	X	X	X	A	X		X			
0	0	3	4	Grant, C.	E	A	X	X	X	X	X	A	A		X			
0	0	0	5	Hayes, M. <i>V Chair</i>	X	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		X			
0	0	0	7	Leonard, C.	N- 4/18/19					X	X	X	X		X			
0	0	3	8	Lopes, R.	X	A	X	A	X	X	A	X	X		X			W - 7/2
0	0	0	9	Mester, B.	N - 8/22										X			
0	0	2	10	Moreno, V.	X	X	X	X	X	X	A	X	X		A			
1	1	1	11	Robertson, L. <i>Chair</i>	X	X	X	X	X	A	X	X	X		X			
0	0	0	12	Schickowski, K.	X	X	X	X	X	X	X	X	X		X			
0	0	2	13	Schweizer, M.	X	X	X	A	X	X	A	X	X		X			
0	0	4	14	Siclari, R.	X	A	A	X	X	X	X	X	A		A			W - 2/21
				Quorum = 8	10	6	10	8	11	10	8	10	11	0	12	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: October 21, 2019

QMC member attendance through October 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	16	21			
0	1	0	1	Caraballo, J.									X	X			
1	1	0	2	Fortune-Evans, B. V. Chair	X						NQX	X	X	X			
0	0	2	3	Katz, H.B.	A						NQA	X	X	X			
0	0	2		Moragne, T.	A						NQA						
0	0	2	4	Simpson, R.	X						NQA	E	X	A			
0	0	1		Taveras, J.	A												
0	1	1	5	Barnes, B.													
0	0	0	6	Markman, N.							NQX	X	X	X			
0	0	0	7	Muneton, Z.							NQX	X	X	X			
				Quorum = 5	2	0	0	0	0	0	4	5	7	5	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 October 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	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: October 17, 2019

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

Consumer	PLWHA	Absences	Count	Meeting Month												Attendance Letters
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
				Meeting Date												
				C	21	21	18	21	C	C	C	C	17			
0	1	5	1	Barnes, B. <i>Ex Officio</i>		A	A	A	A				A			
1	1	3	2	Fleurinord, P.		X	E	A	A				A			
0	0	0	3	Fortune-Evans, B.		X	X	X	X				X			
0	0	0	4	Foster, V.		X	X	X	X				X			
0	0	0	5	Grant, C. <i>Vice Chair</i>		X	X	X	X				X			
1	0	0	6	Hayes, M.		X	X	X	X				X			
1	1	0	7	Lopes, R. <i>Chair</i>		X	E	X	X				X			
0	1	0	8	Robertson, L.		X	X	X	X				X			
0	1	0	8	Ruffner, A.									X			
Quorum = 5				0	7	5	6	6	0	0	0	0	7	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: October 24, 2019

HIVPC member attendance through October 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	C	24			
0	0	1	1	1 Arencibia, Y.	X	X	X	A	X	X	X	X		X			
0	1	1	2	2 Barnes, B.	A	X	E	X	X	X	X	X		X			
1	1	0	3	3 Bhrangger, R.	X	X	X	X	X	X	X	X		X			
1	1	2	4	4 Burgess, D.	X	X	X	X	A	A	E	X		X			W - 7/2
0	0	0	5	5 Cutright, A.	N - 5/23				X	X	X	X		X			
1	1	2	6	6 Dennis, B.	N-4/25			X	X	X	X	A		A			
0	0	3		Fleurinord, P.	A	E	E	A	A	Z - 6/26							
0	0	2	7	7 Fortune-Evans, B.	A	E	X	X	X	X	A	X		X			
0	0	2	8	8 Foster, V.	X	X	X	A	A	E	X	X		X			W- 7/2
0	0	1	9	9 Grant, C.	X	X	E	X	X	X	A	E		X			
0	0	0	10	10 Hayes, M.	X	X	E	X	X	X	X	X		X			
0	0	7	-	Holness, D.V.C. (Comm)	A	A	X	A	A	A	A	A		X			
1	1	0	11	11 Katz, H.B.	X	E	X	X	E	X	X	X		E			
0	0	0	12	12 Leonard, Christopher	N- 4/25			X	X	X	X	X		E			
1	1	1	13	13 Lewis, V.	N-8/20							A		X			
0	0	1	14	14 Lopes, R. <i>Chair</i>	X	X	E	X	X	A	X	X		X			
1	1	0	15	15 Marcoviche, W.	X	X	X	X	X	X	X	E		E			
0	0	1	16	16 Moragne, T.	A	X	X	X	X	X	X	X		X			
0	0	2	17	17 Moreno, V.	A	X	E	X	X	X	A	X		X			
1	1	0	18	18 Riley- Gardiner, Y.	N- 4/25			X	E	X	X	E		Z - 10/2			
0	1	0	19	19 Robertson, L.	X	X	X	X	X	X	X	X		E			
0	0	0	20	20 Rodriguez, J.	X	X	X	X	X	X	X	E		X			
0	0	1	21	21 Ruffner, A.	X	X	X	X	A	X	X	X		X			
0	0	2	22	22 Schweizer, M.	A	X	X	A	X	X	E	X		X			
0	0	3	23	23 Siclari, R.	X	A	X	X	A	A	X	X		X			W - 7/2
Quorum = 12					13	15	14	18	16	18	17	17	0	18	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



HIVPC Training & Presentation Plan

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



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FY 2019-2020 Training Topics

☒	o t d un	Hepatitis A: ntaton n ud o H att A tan tt d nton no aton and to t no aton adn a at u a tn o ad ount
☒	o t d A	PSRA Process: o t tt n and ou A o aton A o tt a ondu t a ntaton a out t o t tt n o o n t t o ton o data and a data ntaton to t A o tt A a t data ntaton n to t o tt
☐	o t d ont ua	Systems Outside of HIV: Broward County's Homeless System: A ntat o t Ho ntat a tn o d a ntaton adn o n n o ad ount a at ou a a a o o n n ou n n ta t ntaton o nt no aton o d d Hou n o tun t o o n t H A H A
☐	o t d ont o	Mental Health: A nta at ntat ondu t a ntaton a out t nta at t o o ad ount t t a u ound n nta at t nt ton o nta at and H and t ut aton o
☐	o t d ont to	Robert's Rules: A on utant o d a ntaton on o t u to d ta t a a nta o du ut d t H ann n oun to ondu t tn

FY 2020-2021 Training Topics

☐	o t d ont	Prevention Initiatives: PrEP & PEP: An o o data out o at d to ntat a u o d d H
☐	o t d ont	Systems Outside of HIV: Drug Use & Substance Abuse- nt d a o on on a o a H at u nton onta t d to o d t ann ont a to du u on o ad ount and t o n o unt nton A ton an
☐	o t d ont	State-wide Update on the Status of HIV: A H at at nt ntat o d a o n u dat ont tatu o H a t at ntand nton o t tat o o da
☐	o t d ont	Affordable Care Act Update: (Based on changes to the law by the Federal Government)
☐	o t d ont A	PSRA Process: o t tt n and ou A o aton A o tt a ondu t a ntaton a out t o t tt n o o n t t o ton o data and a data ntaton to t A o tt A a t data ntaton n to t o tt

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

HIVPC Member Recognition Program

Purpose: The purpose of the HIVPC Member Recognition Program is to recognize members and increase retention among those who have served the HIVPC in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Criteria: The nominee and nominator must be HIVPC members. Nominators should keep in mind the judging criteria and write the nomination accordingly.

Attitude and Commitment

- Professional demeanor
- Conscientious, honest, hard-working
- Growth (knowledge of HIVPC workings, mentorship Buddy system)
- Serves as a role model to others
- Length of Service
- Leadership History
- Significant Impact (shining star)

Communication

- Displays a helpful, cooperative and positive attitude towards co-members
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude

Dedication

- Dedicated to fulfilling member responsibilities
- Committee activities (number of committees involved)
- Consistently dependable and is punctual in reporting to meetings
- Active involvement in committees, fund-raisers, fairs, trainings, and other activities
- Goes above and beyond the requirements of being a member

Nominations Process: The Membership/Council Development Committee (MCDC) will nominate an HIVPC member for recognition. Each nomination will be graded according to the previously-stated criteria. The highest scoring nominee will be considered for the award. The Executive Committee and HIVPC Chair must approve each nomination prior to being named as the recipient of the award. Once the selection has been finalized, the MCDC will ask the winner if they accept the nomination, along with authorization to post their photo on the HIVPC website.

Recognition will include:

- Certificate of recognition (framed)
- Photo and biography on HIVPC website and Quarterly Newsletter (if desired)
- Announcement at HIVPC meeting

Member Recognition Nominations Timeline		
March	April	May
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Recognized Member at HIVPC Meeting
June	July	August
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Recognized Member at HIVPC Meeting
September	October	November
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Recognized Member at HIVPC Meeting
December	January	February
Applications accepted at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Recognized Member at HIVPC Meeting

HIVPC Member Recognition Program

NOMINATION FORM

Dear HIVPC Members,

The HIVPC needs your help! We need to recognize and reward our outstanding members for the tremendous amount of hard work they give to the HIVPC. The following form allows you to nominate an outstanding member to be recognized. Please nominate any member who has made a positive impact on the HIVPC. Together, we can honor excellence on the HIVPC.

Nominee's Name: _____

Date: _____

Submitted by: _____

Signature: _____

PLEASE WRITE EXAMPLES AND/OR EVENTS THAT WILL SUPPORT YOUR NOMINATION OF THIS PERSON.

Please describe how this member has demonstrated; Outstanding Attitude and Commitment, Dedication, and Communication. Consider the following and use the space below to explain other reason(s) for the nomination. The MCDC will utilize your comments to select the best candidate for the member of quarter.

- **Attitude and Commitment:** The member demonstrates continued outstanding performance in fulfilling member responsibilities, committee activities work and active involvement in committees, fund-raisers, fairs, trainings, and other activities.

Please rate the nominee based on the criteria for this category: ____/10

- **Communication:** The member communicates with everyone in a timely, direct, truthful, respectful, and kind manner.

Please rate the nominee based on the criteria for this category: ____/10

- **Dedication:** The member goes beyond and above expectations. Makes a difference to the HIVPC.

Please rate the nominee based on the criteria for this category: ____/10

Total Score: ____/30

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

[illegible]

Objective 2: Develop application procedures and member selection process

[illegible]

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

[illegible]