



MEETING AGENDA

COMMITTEE: Community Empowerment

Committee Date/Time: October 2, 2018, 3:00 p.m.

Location: Governmental Center Room A-337

Chair: Yahaira Barrientos **Vice Chair:** Pat Fleurinord

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 10/2/18 Agenda, 7/3/18 Minutes
3. **STANDARD COMMITTEE ITEMS** (10 minutes)
 - a. Testimonials
4. **UNFINISHED BUSINESS**
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>
Conduct and Ethics (Handout A)	ACTION ITEM: Discuss conduct in meetings pertaining to the personal information of other members.
Chill, Chat, and Chew BBQ (Handouts B-D)	ACTION ITEM: Review feedback and outcomes from community event. Discuss ideas and tentative dates for upcoming community events.
Outreach Events (Handout E)	ACTION ITEM: Review potential outreach & community engagement activities.
Branding Exercise	ACTION ITEM: Participate in an exercise led by Recipient Publications Specialist.

6. **RECIPIENT REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date:** November 6, 2018 **Venue:** A-337

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>
Outreach Event Planning	ACTION ITEM: Planning and discussion for upcoming community engagement activities.

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



MEETING AGENDA

COMMITTEE: Community Empowerment Committee

Date/Time: July 3, 2018, 3:00 p.m.

Location: Governmental Center Room A-337

Chair: Yahaira Barrientos **Vice Chair:** Pat Fleurinord

	Members	Present	Absent	HIVPC Staff
1	Apponte, E.		A	L. Ewart
2	Barrientos, Y. , <i>Chair</i>	X		Oratien, V.
3	Bhrangger, R.	X		Recipient Staff
4	Burgess, D.	X		Anderson, T.
5	Fleurinord, P. <i>Vice Chair</i>	X		Guests
6	Franks, H.		A	Ruffner, A.
7	Lint, A.	X		Marrero, T.
8	Marcoviche, W.	X		Sharovsky, L.
9	Robertson, L.	X		
10	Robertson, P.		A	
11	Wilson, E.	X		
	Quorum = 6	8		

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:08 p.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 asked members to respect everyone’s privacy and right to self-disclose. A moment of silence was observed.

2. **APPROVALS:**

Motion #1: To approve 7/3/18 meeting agenda
Proposed by: Bhrangger, R. **Seconded by:** Fleurinord, P.
Action: Passed Unanimously

Motion #2: To approve 6/5/18 meeting minutes
Proposed by: Robertson, L. **Seconded by:** Marcoviche, W.
Action: Passed Unanimously

3. **STANDARD COMMITTEE ITEMS**

a. Testimonials: None.

4. **UNFINISHED BUSINESS**

None.

5. **MEETING ACTIVITIES/NEW BUSINESS**

a. Chill, Chat & Chew BBQ: Members discussed the revised options for the event date, the available location, and potential speakers. The HIVPC Health Planner explained that the C.W. Thomas Park Coordinator suggested

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July 18th and 19th because they are high traffic days for park visitation. The Committee agreed to hold the event on Thursday, July 19th because it is closer to the weekend.

The Health Planner also stated that doors would open at 5:30 p.m. and the event would begin at 6:00 p.m. The event is expected to run for 2 hours, but spaces are always booked so that there is extra time available if needed. The Committee discussed potential flyer designs and opted for a simpler one to make the event title stand out. Members suggested keeping it simple and adding a watermark in the background to add imagery without the flyer being too busy.

Members also watched brief videos on PrEP and PEP to choose which ones to play during the event. After some discussion about the purpose and impact of the videos, the Committee decided to play one video in which PrEP is discussed in a lighthearted classroom setting and two videos from Planned Parenthood discussing PrEP and PEP. The videos will be used as conversation starters to engage attendees in discussion about their options and resources.

CEC also discussed the importance of having a long-term survivor at the event. As the HIVPC is primarily focused on care and treatment, members were encouraged to let that guide their focus in planning the event. Members were encouraged to submit suggestions for speakers to HIVPC Staff who would reach out to them. A member volunteered to DJ for the event, and Joe Tolliver will be the facilitator. Members decided to use the same ice breaker as the previous Chill, Chat, and Chew event for which attendees had name tags and had to find their match.

Members emphasized the need to canvass the community and spread the word about the event. One suggestion was to enlist the help of those officials who were able to get the event space, as well as inviting them to the Chill & Grill and asking them to share the event information. Once the flyers are finalized, members will be able to share them with the community.

A member suggested a caterer and HIVPC Staff will follow up on this. Other organizations will be present at the event to answer in-depth questions as the event will provide an overview of different HIV-related topics.

A member was concerned that U=U was not going to be the main topic of the event. The HIVPC Health Planner responded that another event was being planned for September at which the U=U coordinator will be present. The goal of this community forum is to bring community members in and focusing on some simple engagement tools and draw people into the work of the HIVPC and future events.

6. RECIPIENT REPORTS

The HRSA Site Visit was completed at the end of June and it went well. There were some recommendations, and 2 minor findings. The Recipient's Office should receive a final report within 30 days. The Part A Program looks to be in good shape and HRSA Staff noted many best practices, particularly related to quality. There are initiatives they want to discuss further in order to implement them in other EMAs. The Recipient Staff member thanked the Integrated Workgroup and Executive Committee for their time as well as HIVPC members for their work during the meeting. At this time, Grant activities will begin to ramp up. Recipient Staff as well as HIVPC Staff are beginning to outline their timeline.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: TBD Venue: TBD

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>

9. ANNOUNCEMENTS

- a. There will be a thrift store opening on July 18th at the Oakland Park Flea Market Mall and Shopping Center.

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- b. The Pride Center is introducing a new program for the Trans Community. Their first event is called, “All About the T,” and will be hosted on August 30th at 7:00 p.m. at the Pride Center.
- c. The HIVPC Health Planner announced that she will be leaving the program to pursue her doctoral degree at the University of Miami.

10. ADJOURNMENT

Without objection, the meeting was adjourned at 4:33 p.m.

CEC ATTENDANCE CY 2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters		
				Meeting Date:	C	6	CX	3	1	5	3								
		1	1	Apponte, E.	N-6/28							A							
1	1		2	Barrientos, Y., Chair	N- 4/1			X	X	X	X								
1		0	3	Bhrangger, R.		X	NQX	X	X	X	X								
1	1	0	4	Burgess, D.		X	NQX	X	X	X	X								
		1	5	Fleurinord, P., V. Chair		X	NQX	X	X	A	X								
		0	6	Franks, H.		X	NQX	X	X	X	A								
1		3	7	Lint, A.		X	NQA	A	X	A	X						W-4/19		
1		0	8	Marcoviche, W.		X	E	X	X	X	X								
		1	9	Robertson, L.		X	NQX	A	X	X	X								
1	1	3	10	Robertson, P.		X	NQA	X	A	A	A								
		1	11	Wilson, E.		X	NQA	X	X	X	X								
Quorum = 6					0	9	5	8	9	7	8	0	0	0	0	0			

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

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What is "Sunshine?"

Florida's Sunshine Law provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels. The law is equally applicable to elected and appointed boards, and applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. This includes ex-officio members. Members-elect to such boards or commissions are also subject to the Sunshine Law, even though they have not yet taken office.

There are three basic requirements for Sunshine Law:

- (1) meetings of public boards or commissions must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken and promptly recorded.

How does Sunshine apply to the HIVPC?

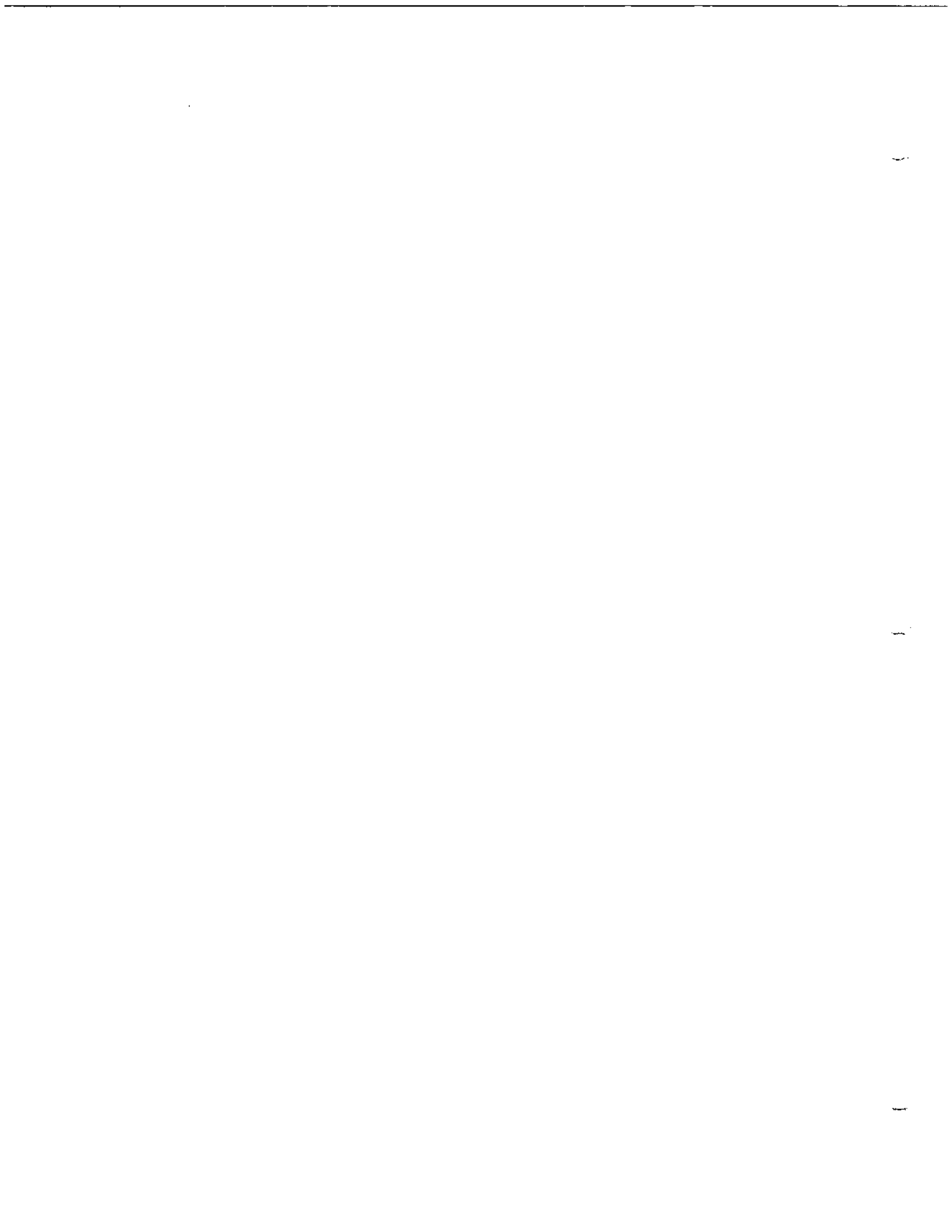
Advisory boards and committees created by public agencies may be subject to the Sunshine Law, even though their recommendations are not binding upon the entities that create them. The Sunshine Law does not establish a lesser standard for members of advisory committees that are subject to the Sunshine Law. **Accordingly, any gathering of two or more members to discuss any matter on which foreseeable action may be taken must be open to the public, noticed to the public, and minutes kept.**

How does Sunshine Affect the Discussion of Confidential Records?

In a previous opinion (AGO 05-03), the Attorney General advised that a federal law prohibiting disclosure of certain identifying information did not authorize a state committee to close its meetings, although **the committee should take steps to ensure that identifying information is not disclosed at such meetings.**

Similar AGO:

- (1) 96-75: since transcript of a closed attorney-client session is open to public inspection once the litigation is concluded, city and its attorney should be sensitive to any discussions of confidential medical reports during such a meeting and take precautions to protect the confidentiality of such medical reports so that when the transcript is opened for inspection, the privacy of the employee will not be breached.

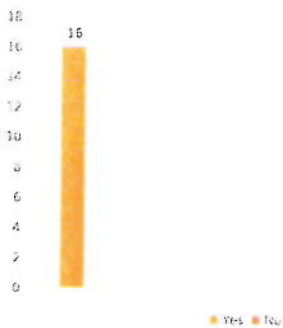


Chill & Grill Facilitated Conversation

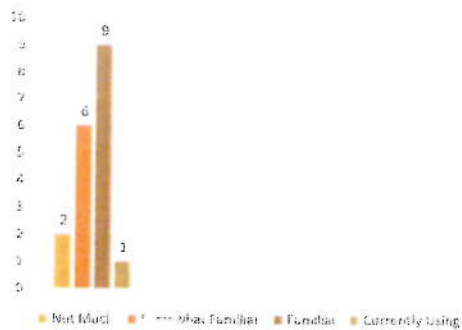
MULTIPLE CHOICE RESPONSES

PrEP Knowledge

HAVE YOU EVER HEARD OF PrEP?

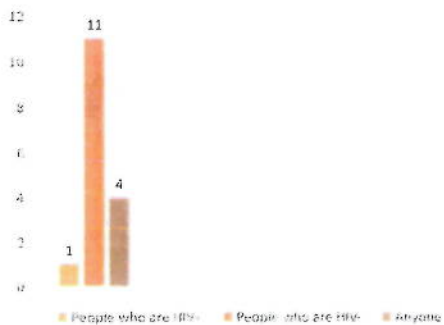


WHAT DO YOU KNOW ABOUT PrEP?

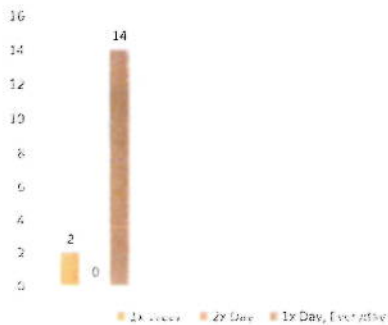


PrEP Knowledge

WHO CAN USE PrEP?

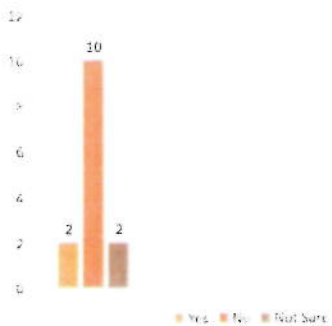


HOW OFTEN SHOULD YOU TAKE PrEP?

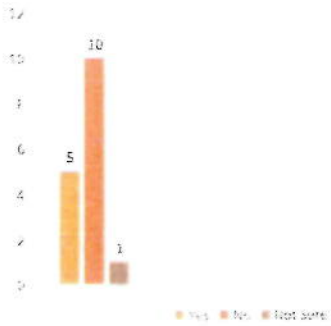


PrEP Perceptions

IS PrEP FOR EVERYONE?

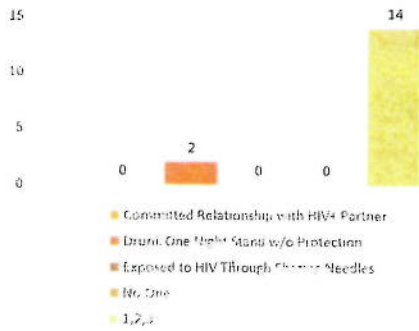


HAVE YOU CONSIDERED PrEP FOR YOURSELF?

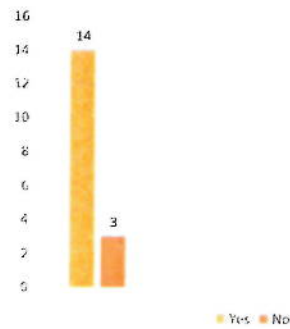


PrEP & PEP Perceptions

WHO TAKES PEP?

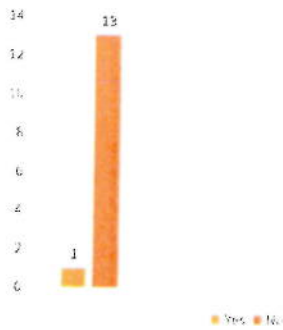


IS THERE A DIFFERENCE BETWEEN WHO USES PrEP VS. PEP?

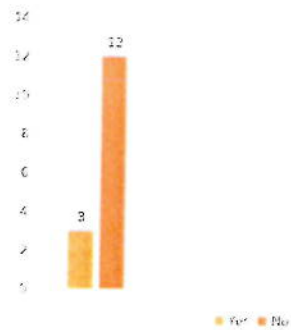


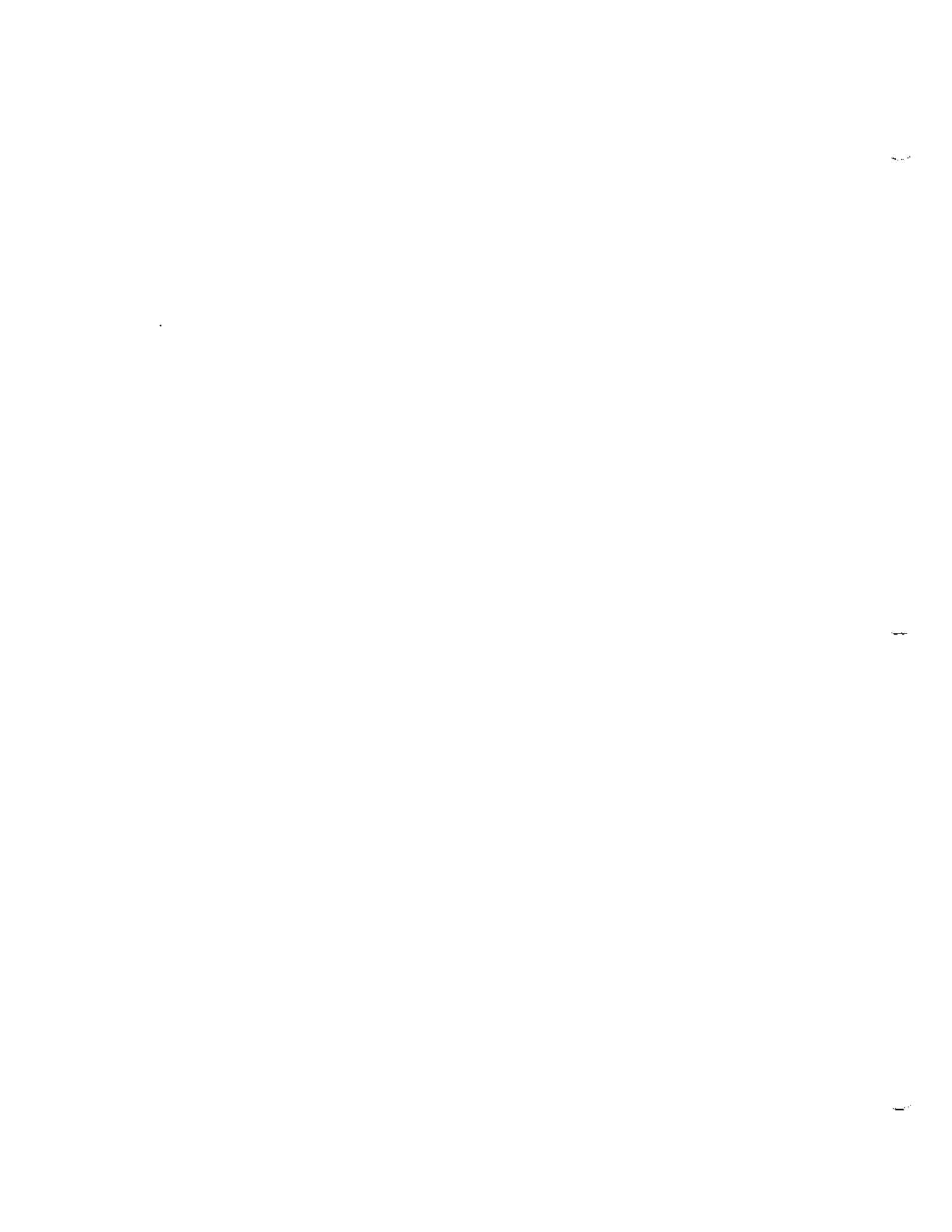
PrEP & PEP History


HAVE YOU EVER TAKEN PrEP/PEP?



HAS YOUR DOCTOR EVER OFFERED YOU PrEP/PEP?








Chill & Grill

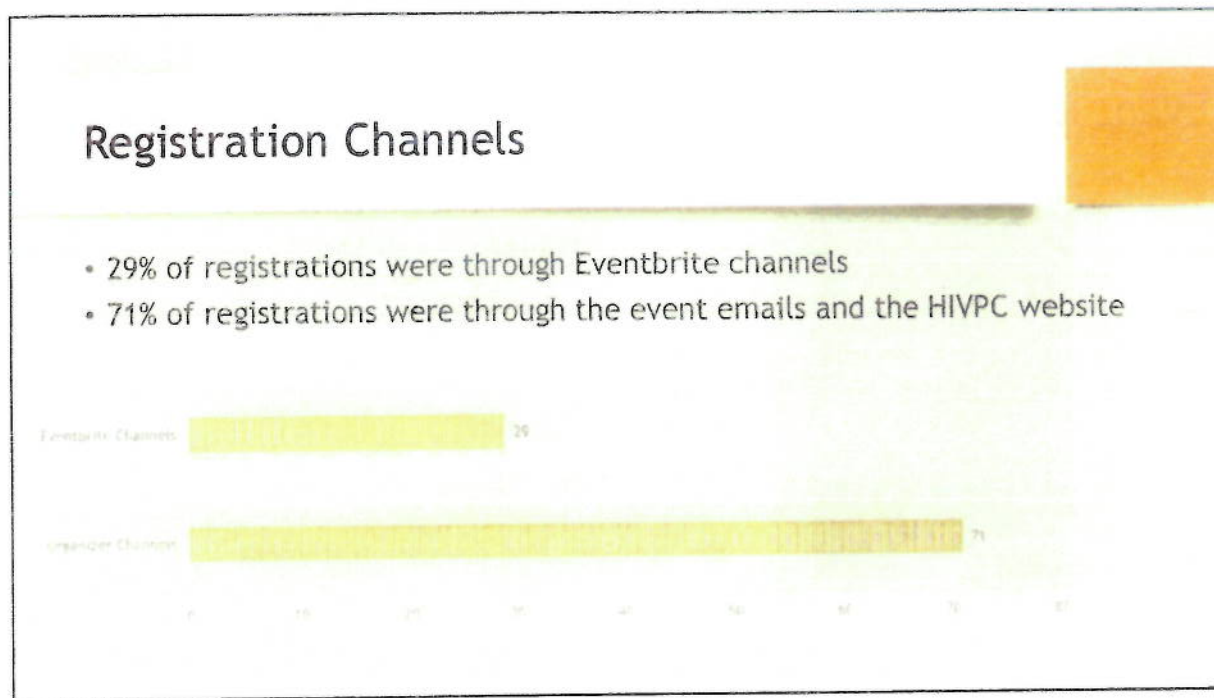
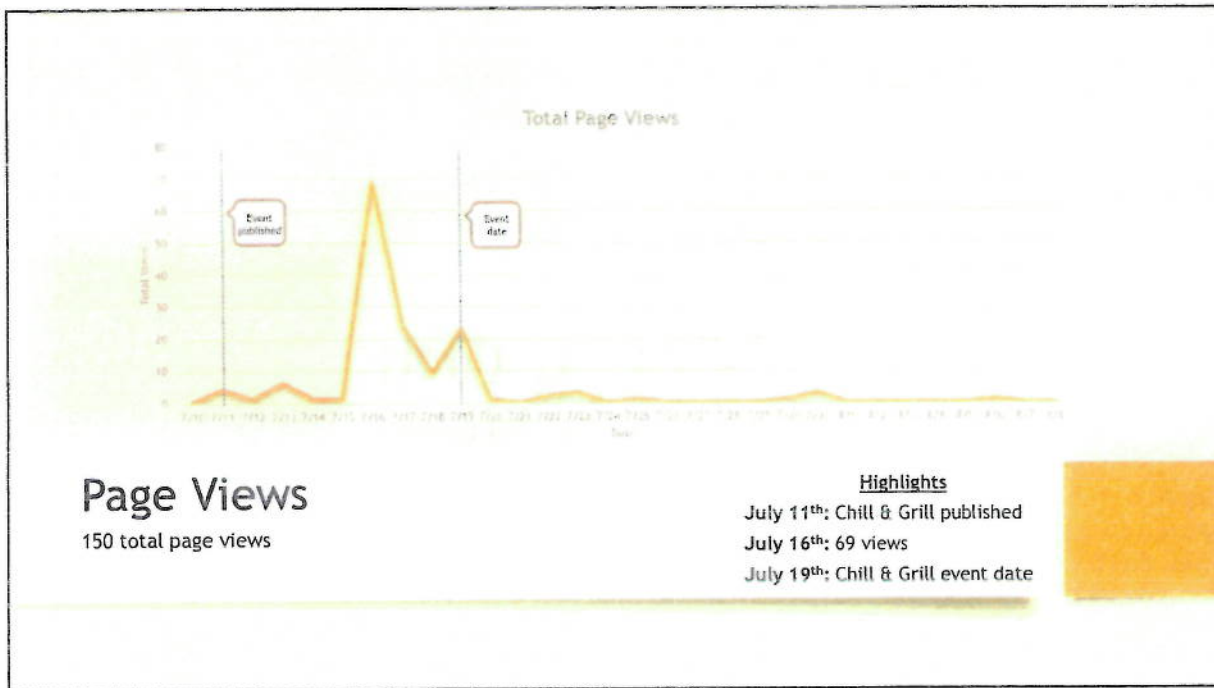
Eventbrite Analytics

Event Recap



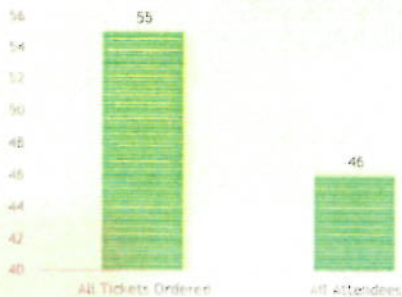
Thursday, July 19th
5:30 - 8:00 p.m.
Dania Beach, FL

- DJ
- BBQ
- Long-Term Survivor
- PrEP & PEP videos
- Facilitated conversation
- Ice breakers and discussion starters

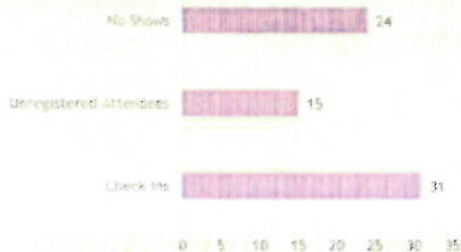


Orders & Attendance

EVENT TURNOUT



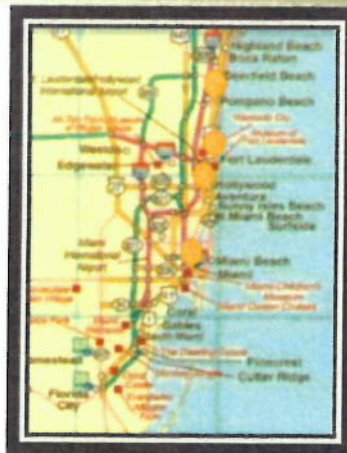
EVENT ATTENDANCE



- 55 tickets ordered
- 31 Check-ins
- 15 (33%) attendees had not registered
- 44% of registrants did not attend

On the Map

Location	Tickets Ordered
Fort Lauderdale	26
Miami	12
Unknown	5
Tampa	5
Pompano Beach	3
Orlando	2
Hallandale	1
Opa-locke	1
Total	55

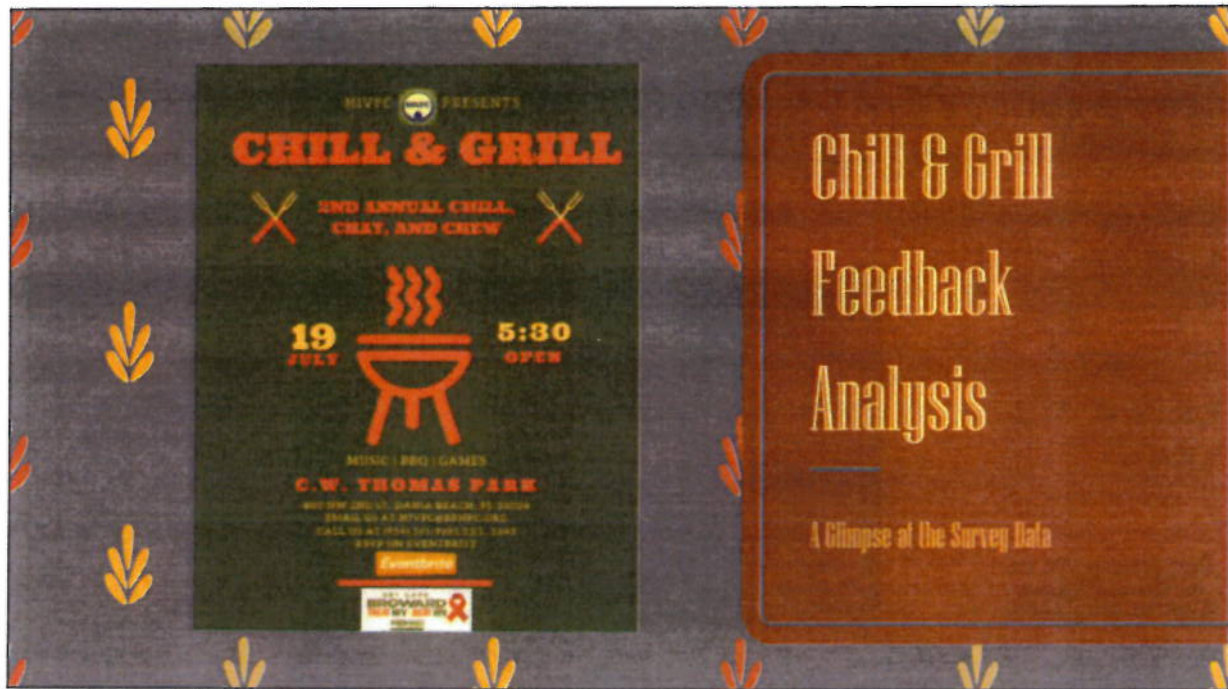


“ **A good metric changes the way you behave.**

What will you do differently based on changes in the number? If you don't know, it's a bad metric. When looking at the key numbers you're focused on, ask yourself if you really know what you'd do if those numbers go up, down or stay the same. If you don't, put those metrics aside and look for better ones to track right now.”

Ben Yoskovitz

Feedback & Impressions



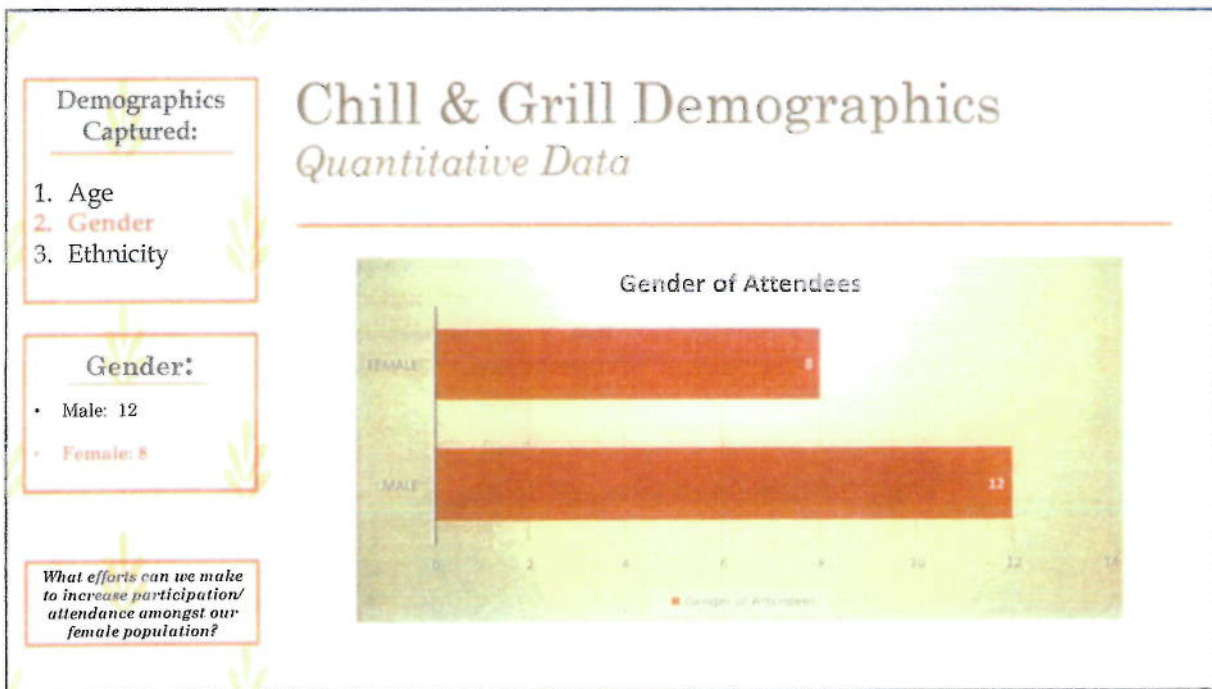
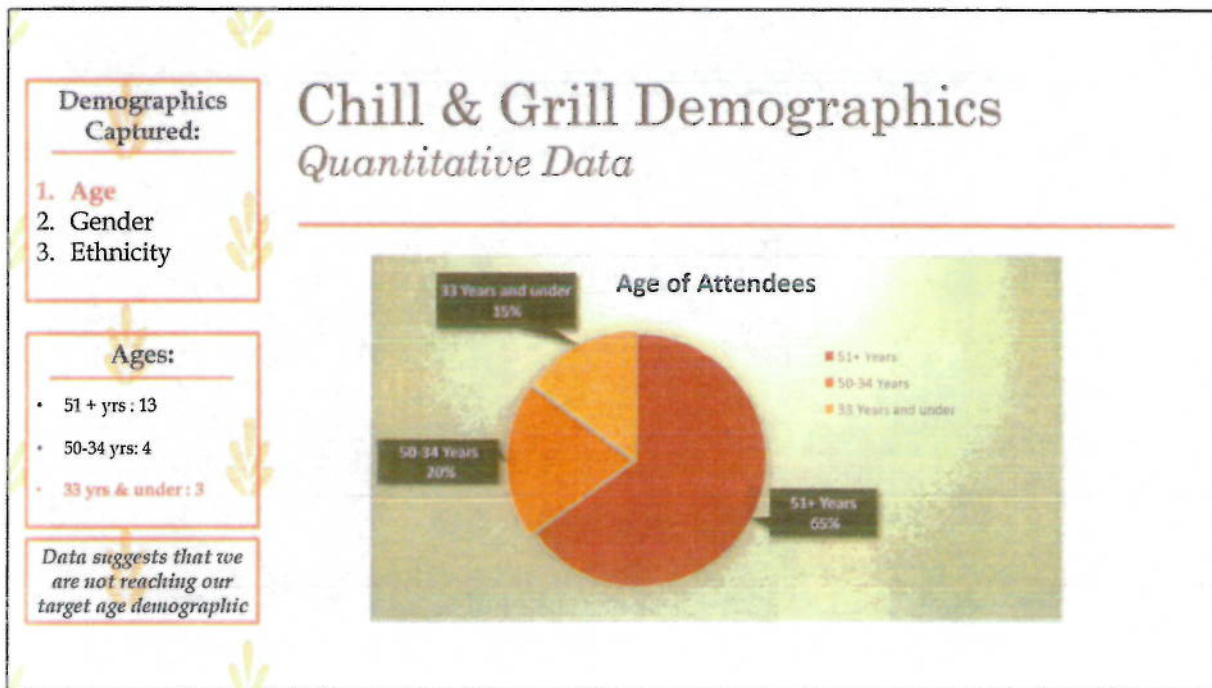
Data Collection & Analysis

As a way to capture feedback from our community members who attended our 2nd Annual Chill, Chat & Chew: Chill & Grill event, we conducted 2 surveys, both qualitative and quantitative, in order to not only celebrate our gains, but to focus on way that we can work to improve our community engagement in the future. Data was collected in the following manners:

- ❖ Demographic Paper Surveys (20 received)
- ❖ Quantitative Electronic Surveys (17 received)

Demographics Captured:

1. Age
2. Gender
3. Ethnicity



Demographics Captured:

1. Age
2. Gender
3. **Ethnicity**

Chill & Grill Demographics

Quantitative Data

Ethnicity of Attendees

Ethnicity	Percentage
Black	65%
Hispanic	20%
White	15%

Ethnicity:

- White: 3
- **Black: 13**
- Hispanic: 4

In what ways did we reach out to different communities to promote this event?

HIVPC PRESENTS

CHILL & GRILL

2ND ANNUAL CHILL, CHAT, AND CHEW

19 JULY 5:30 OPEN

MUSIC | BBQ | GAMES

C.W. THOMAS PARK

480 NW 2ND ST. DARIEN BEACH, FL 33418
 EMAIL US AT info@hivpc.org
 CALL US AT 850-344-4422 EXT. 2444
 RSVP ON EVENTBRITE

Eventbrite

Chill & Grill : Community Feedback

Courtesy of Survey Gizmo

3

Chill & Grill Survey Gizmo

Qualitative Data

To collect more thoughtful data, the HIVPC team sent out an electronic post-event survey to all recorded attendees for the event. While the Chill & Grill saw 46 attendees (based on sign in sheets and Eventbrite registry), we were only able to collect feedback from 17 individuals. The following questions were asked:

1. How did you hear about the Community Empowerment Committee's (CEC) Chill & Grill event?
2. Was this your first time attending a CEC event?
3. What did you enjoy the most?
4. What topics would you like to be discussed at our next Chill, Chat & Chew event?
5. Would you attend future events hosted by the CEC?

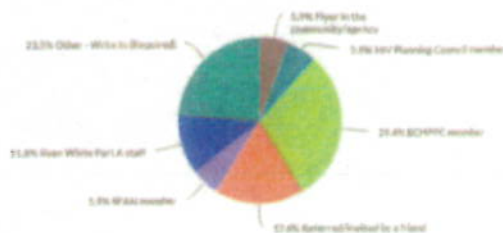
1. How did you hear about the Community Empowerment Committee's (CEC) Chill & Grill event?

Feedback:

In what ways do YOU share information about CEC and HIVPC events?

How can we expand our reach?

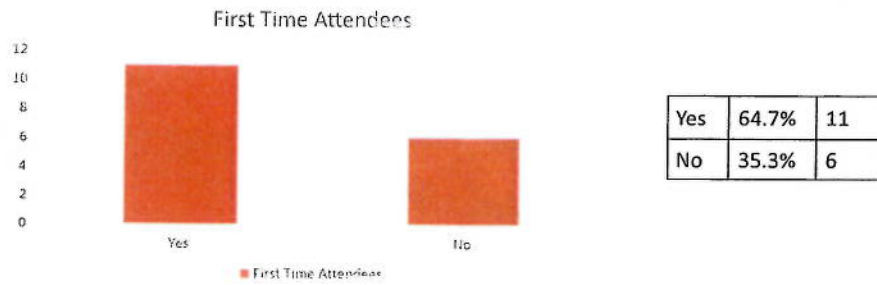
	Percent	Responses
Flyer in the community/agency	5.9%	1
HIV Planning Council member	5.9%	1
BCHPPC member	29.4%	5
Referred/invited by a friend	17.6%	3
SFAN member	5.9%	1
Ryan White Part A staff	11.8%	2
Other - Write In (Required) (click to view)	23.5%	4
Totals:		17



2. Was this your first time attending a CEC event?

Reflection:

How do we keep first time attendees engaged in the work of the HIVPC?



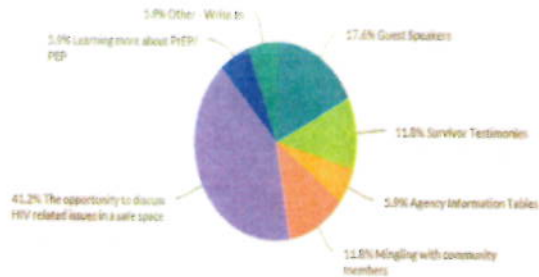
Impact Zone

A goal of the CEC is to bring together a community of people who are able to discuss their experiences accessing Ryan White Part A services, and feel as though they can share their stories in a safe space.

Based on the results of the survey, we are meeting this community need.

3. What did you enjoy the most about the event?

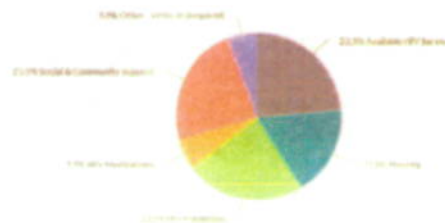
- Guest Speakers 17.6%
- Survivor Testimonies 11.8%
- Agency Information Tables 5.9%
- Mingling with community members 11.8%
- The opportunity to discuss HIV related issues in a safe space 41.2%
- Learning more about PrEP/PEP 5.9%
- Other - Write In (click to view) 5.9%



4. What topics would you like to be discussed at our next Chill, Chat & Chew event?

Brainstorm:
In what ways can we incorporate social and community support and available HIV services into our next Chill, Chat & Chew?

Available HIV Services	23.5%
Housing	17.6%
HIV Prevention	23.5%
HIV Medications	5.9%
Social & Community Support	23.5%
Other - Write In (Required) (click to view)	5.9%



LEARN
What did you learn from this data?

THINK
What do you think is our biggest obstacle in having more community engagement?

PLAN
How can we make improvements during the planning process for our events in the future?

5. Would you attend future events hosted by the CEC?

All attendees, 100%, who were surveyed are interested in attending CEC events in the future. This is a great response, as it indicates that although we have work to do on our outreach, the quality of our events makes participants look forward to the next opportunity for them to engage with us! Great Job!



Name of event: **World Aids Day: Fighting the Stigma through Fashion**

Potential Event Dates: **December 2018 (6th, 13th, 20th)**

Time of event: **5:30pm**

Target audience -

*Who is this promotion targeted at? **Young PLWHA** One way to get the word out would be through promotion and collaborating with community agencies.*

*What does the audience need to know? **The HIV/AIDS community should not be stigmatized; you can live productive, proud and positive lives all while making a deep community impact.***

*What will hold their interest? **Hearing how PLWHA went on to lead normal lives while faced with unusual obstacles.***

Message -

Overall we want young adult PLWHA to know that positivity and happiness can come after diagnosis. A lot of times younger adults who live with the virus are reluctant to become a part of the community out of fears of being stigmatized. We want to erase that stigma by exposing this population to a group of strong, resilient and impactful people who also serve on our HIVPC committees. We also want to have more young voices on the HIVPC.

Objectives -

To draw in new members of the HIV community, increase and diversify long term survivor/supporter involvement with HIVPC. To provide social and educational activities to nurture relationships and community building. *To increase membership by 1%. To recruit 5 potential council members between the ages of 21-35.*

Description of event – At this event, Ryan White Consumers/HIVPC members will be paired with a local designer/designer. Each pair will work together to create a piece that tells the survivor's story. This piece will be worn down the runway as a part of the collective fashion show. Other participants, who are supporters of the cause, will also be invited to wear their own fashionable pieces that represent strength, unity and humanity.

Evaluation criteria established

Aims/objectives: To increase membership by 1%. To recruit 5 potential council members between the ages of 21-35.

Did we achieve what we set out to do?

What were the intended/unintended outcomes?

How do we measure effectiveness?

What tools do we use to measure our success?

Checklist

- Who will be involved in the event
- Date/s of event determined
- Location/venue for event booked
- Target audience determined
- Message determined
- Objectives set
- Risk assessment completed
- Evaluation criteria established

Event Agenda

- 5:30pm Intro to visitors/HIVPC Meeting
- 6:30pm Brief Synopsis of meeting, HIVPC and community involvement
- 6:40pm Fashion Show
- 6:50pm **Performance/Video Break**- Survivor story through dramatic expression
- 7:05pm Fashion Show
- 7:15pm **Performance/Video Break**- Joining a committee/HIVPC Overview
- 7:30pm **Panel Discussion: Fighting Stigma Through Fashion**/their journeys to their final designs.
- 8:00pm Closing/Invitation to Join HIVPC & its Committees

During the fashion show runway portion, the survivor will walk the runway to his/her voice over telling his/her story. Once survivors have walked the runway, they will stop to address the audience and speak more candidly about HIVPC, their involvement and its importance in the community. They will also share how being a part of HIVPC has impacted their lives.

Name of event: Painting with a Purpose

Date of event: March 28, 2019

Time of event: 5:30pm

Target audience

Who is this event targeted at? New community members

What does the audience need to know? Who HIVPC is and what we do in the community along with why they are needed

What will hold their interest? The engaging painting activity along with HIV survivor stories

Message

What do you want to say to the target audience? Inform them on services and resources provided through HIVPC

What do you want them to know/do? We want them to become more involved in the HIV community and join committees.

Objectives

As a planning council, in order for us to have a deeper impact, we need to begin to find more creative ways to draw in new members of the community so that the word about HIVPC and our mission is spread and fulfilled.

Risk assessment

One of our biggest risks with this event is low attendance. This can be addressed by making sure we are heavily promoting the event well in the advance of the event date to finalize and advertise for attendance.

Evaluation criteria established

What were our aims/objectives?

Did we achieve what we set out to do?

Did it come in on budget?

What were the intended/unintended outcomes?

How do we measure effectiveness?

What tools do we use to measure our success?

Checklist

- Who will be involved in the event
- Date/s of event determined
- Location/venue for event booked
- Target audience determined
- Message determined
- Objectives set
- Risk assessment completed
- Evaluation criteria established

Event Agenda

5:30pm Intro to visitors/HIVPC Meeting

6:30pm Brief Synopsis of meeting, HIVPC and community involvement

6:45pm Painting w/ Purpose

8:00pm Closing/Invitation to Join HIVPC & its Committees

