



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council

200 Oakwood Lane, Suite 100, Hollywood, FL, 33020
Tel: 954-561-9681 / Fax: 954-561-9685

**HIV PLANNING COUNCIL COORDINATION
MEETING AGENDA**

Wednesday, May 9, 2018 – 9:30 a.m.

Location: GoToMeeting Conference Call

Chair: Requel Lopes **Vice Chair:** Carla Taylor-Bennett

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 5/9/18
 - 4/11/18 HIVPC Coordination Minutes
- 5. NEW BUSINESS**
 - HIVPC Evening Meeting- 5/24/18
 - Logistics
 - Presenter
 - Marketing
- 6. NEXT MEETING DATE: TBD**
- 7. ADJOURNMENT**

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

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



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**HIV PLANNING COUNCIL COORDINATION
MEETING AGENDA**

Thursday, April 11, 2018 – 3:00 p.m.

Location: Government Center A-337

Chair: Requel Lopes **Vice Chair:** Carla Taylor-Bennett

ATTENDEES	
1	Lopes, R. HIVPC <i>Chair</i>
2	Taylor-Bennett, C., <i>Vice Chair</i>
3	Ewart, L. <i>HIVPC Staff</i>
4	Johnson, B. <i>HIVPC Manager</i>
5	Anderson, T. <i>Part A Staff</i>
6	Oratien, V. <i>HIVPC Staff</i>
7	Foster, V.
8	Barrientos, Y.
9	Hayes, M.
10	Shamer, D.
11	Fortune-Evans, B.

1. CALL TO ORDER

The HIV Planning Council (HIVPC) Coordination was called to order by the HIVPC Chair at 3:00 p.m.

2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS

The HIVPC 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 about the meeting ground rules.

3. WELCOME AND INTRODUCTIONS

Introductions were made by those present in the room.

4. REVIEW:

- Meeting Agenda: 4/11/18
- May HIVPC meeting calendar

5. NEW BUSINESS

- HIVPC Chair/Vice Chair Leadership: The HIVPC Chair welcomed the committee new chairs and vice chairs to the meeting. She asked what the chairs are looking to accomplish in their specific committees, what they need to help committees run smoothly, and what the Chair and Staff can do to help the new leadership?

The MCDC Chair spoke about the new HIVPC palm cards, and his disappointment that the final version of the palm card was not presented to the MCDC for approval before printing. PC Staff apologized for the deviation from the process, but explained the limited time with the designed and the need for recruitment materials at upcoming events pushed the process along before the MCDC met. There was a limited amount of cards printed, and the design will go to the MCDC members for final approval before any reprints are scheduled. As for MCDC support, the Chair would like to recruit new members to the committee, including females, and participate in more outreach events with HIVPC swag and member t-shirts.

The CEC Chair is looking to add more members to her Committee, and make it more representative of the community at large. She is also looking to hold more collaborative events with MCDC, and do targeted outreach together, including at community events, provider agencies and support groups. The group discussed the need for an “elevator speech,” or a quick spiel to use at recruitment activities telling the person why the HIVPC is important and how to get involved. They also discussed the process for reaching out to people who provide their information at events. Staff includes them on the interested parties list-serve, but can also reach out to people personally.

Other Chairs discussed the need for new committee members with fresh ideas, either people working in the HIV field or even something else health related or adjacent. The HIVPC Chairs will check in with the committee leadership in the coming months to determine training topics or other areas of support.

- HIVPC and Committee Recruitment: The group spoke more about the need to bring new members to the committee and the HIVPC. They stressed the need for current members to bring guests, and to alert the committee Chair and PC Staff so they can properly greet the guests. They also discussed having a follow-up with the guest, including asking them if they understood anything, had questions, needed background information, etc. The QMC Chair suggested looking into the Baltimore EMA’s LEAP Program, a leadership and advocacy program for consumers. They also discussed the new Peer Certification Program, and the possibility of including a time to talk about the HIVPC during the training.

6. NEXT MEETING DATE: May 9th, 2018 at 9:30 a.m.

7. ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

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