



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**

Monday, April 7, 2014 – 9:30 a.m.
Governmental Center Annex – Room A-335
Ryan White Part A Program Office
115 S. Andrews Ave, Ft. Lauderdale 33311

Chair: Brad Gammell

Vice Chair: Samantha Kuryla

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - ❖ Meeting Agenda: 4/7/14
 - ❖ Meeting Minutes: 3/17/14
- 5. HIVPC & PART A EXECUTIVE WRAP-UP (Handouts A & B)**
Discuss any lingering issues or concerns.
- 6. MEMBERSHIP/COUNCIL DEVELOPMENT**
Discuss the Recruitment & Retention Subcommittee.
- 7. REVIEW DIRECTIVES LIST (Handout C)**
Review the working document of HIVPC directives.
- 8. BY-LAWS**
Review the poll for By-Laws Committee members and discuss any other By-Laws issues.
- 9. NEXT MEETING DATE /AGENDA ITEMS:** Monday, April 28, 2014 at 9:30 a.m. Room: A-335
- 10. ADJOURNMENT**



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HIV PLANNING COUNCIL COORDINATION

Monday, March 17, 2014 – 9:30 a.m.
Governmental Center Annex – Room A-335
Meeting Minutes

ATTENDEES			
1	Gammell, B., HIVPC Chair	6	Mercer, A. Guest
2	Kuryla, S., HIVPC Vice Chair	7	Rosiere, M., BRHPC Staff
3	Taylor-Bennett, C. Guest	8	Eshel, A., HIVPC Staff
4	Jones, L., Part A Grantee	9	Johnson, B., HIVPC Staff
5	Vargas, J., Part A Grantee Staff	10	Sandler, C., HIVPC Staff

1. **CALL TO ORDER.** The HIVPC Chair called the meeting to order at 9:38 a.m.
2. **WELCOME AND INTRODUCTIONS.** Self-introductions were made.
3. **REVIEW** Meeting Agenda: 3/17/14 and Meeting Minutes: 3/3/14
4. **BY-LAWS PARKING LOT ITEMS (Handout A)**

a. Reestablish By-laws Committee

Items on the By-laws Parking Lot handout were viewed and discussed. The Chair requested that a vote to reestablish the ad-Hoc By-laws Committee be added to the Part A Executive Committee agenda. He recommended that a time frame be developed to complete the By-laws to ensure timely updates and implementation of the By-laws moving forward. The Chair suggested holding a retreat to thoroughly review and update the By-laws. The Chair recommended appointing a new By-laws Chair to offer fresh eyes and ideas for implementation and possible revision to the By-laws. The Chair and Vice Chair discussed the benefits of having a new chair versus designating someone with experience. Challenges for a new individual included a continued waiting period for the completion of the By-laws.

Action Items

- Add By-laws Committee Discussion to the Part A Executive Agenda

b. By-Law Reference To Serving On “At Least One Standing Committee.”

There was discussion on which committees are “standing” due to the discrepancy of ongoing committees such as Local Pharmacy Advisory Committee (LPAC). Staff provided clarification on the By-laws (Article IV, Section 9) to assist in determining requirements for membership on standing committees. The Grantee stated that in the past, there have been members who only served on ad-Hoc Committees (i.e. LPAC) because of the time commitment multiple committees entailed. They could not fully serve on regular committees. However, their time and input was very important. The Grantee suggested the committee discuss the requirement that members must serve on at least one standing committees. If possible, the committee would like to discuss the provisions of “at least one standing committee” under the By-laws. The Chair suggested that all committee chairs review any By-laws they wanted to address and submit them to the By-laws committee moving forward.

Action Items

- Research other Emerging Metropolitan Areas (EMA) requirements related to serving on committees and sub-committees.
- Add as agenda item for next Coordination Meeting.
- Provide recommendations from findings at the next meeting.

c. Parking Lot item #3 (Does the Chair have the right to appoint someone without committee consensus?)

The Grantee also inquired if Parking Lot item #3 (*Does the Chair have the right to appoint someone without committee consensus?*) was necessary. Staff provided clarification to the committee. The Chair proposed that this item be removed from the By-laws Parking Lot because the actual By-law is clear and needs no further discussion. The Chair informed the committee that a Chair has the authority to appoint without input from the committee. However, most Chairs bring decisions before the committee to vote on as a courtesy. The Grantee felt that the process of going through the committee was time consuming, and if there is a clear By-law that a Chair is uncertain of, Staff should provide clarity and training if necessary.

d. Parking Lot item #4 (Review the requirement for Joint Client/Community Relations Committee Chair to be an unaffiliated individual with HIV)

In reference to Parking Lot item #4 (Review the requirement for Joint Client/Community Relations Committee Chair to be an unaffiliated individual with HIV), the Vice Chair suggested to add “Part B” to help better define who “unaffiliated PLWHA” pertains to.

5. PRIORITY SETTING AND RESOURCE ALLOCATION (PSRA) CO-CHAIR

This information was discussed in the Joint Part A and Part B section below.

6. JOINT PART A & PART B

At the next Part A Executive meeting, the Chair would like to discuss expanding the concept of “Joint Committees” to include all HIV/AIDS program funders, including all Ryan White Parts and Prevention to open doors for a larger collaborative and for other possibilities. Moving forward with the Affordable Care Act, the Planning Council needs all parts, community partners, and Grantees involved to provide the best possible care for the community. Collaborating with all these parties will create a bigger, more positive impact in the community. The Chair would like to determine the impact of barriers to service, the planning for implementation of the Affordable Care Act, and how to best meet those needs.

There is also still a challenge with filling the Part B Co-Chair position of the PSRA Committee. A guest informed the committee that South Florida AIDS Network (SFAN) role in Part B is more informational and advisory on a local level, rather than making recommendations on a state level. Again, Staff will review other EMA definitions of “joint” and the process it entails according to definition, procedures, etc.

The Chair recommended we research other EMA structures for their client committees in reference to having less formal meetings with reduced requirements. He would like to utilize community forums, workshops, etc. in order to remove the formality of our current Joint Client Community Relations Committee. The Vice Chair proposed that the definition of ‘joint’ be expanded to allow for full collaboration amongst all parts.

The PSRA Chair suggested that although the By-laws included that a joint committee was necessary, a change to the “structural” model of a joint committee would allow for a possible operation on a more productive level. She informed the committee that there has been a long period of time in which Part B has not been able to provide the type of participation required by the By-laws. From a PSRA standpoint, she included that it is damaging for someone to file a grievance on the allocations of the rankings. The structural requirements have prevented the joint committee from moving forward and doing the necessary work. Without the Part B participation, the committee is indefensible because it is only operating from a Part A perspective when the By-laws state there must be both components.

Staff gave an informed overview regarding the most recent version of the Part A Manual. The recommendation from HRSA is to include a wide range of participating parties, such as Prevention, in addition to Part A and Part B. By redefining the structure of what constitutes a ‘joint’ committee, there can be more inclusive level of decision-making across the board.

The Part A Grantee inquired how working with Care and Prevention partners would be accomplished. Realignment and structural changes to indicate a larger collaboration amongst community partners is best, and must be consistent throughout. The Grantee also stated that SFAN, the HIV Prevention Planning Council, and the HIV Health Services Planning Council could be considered the “joint” (collective) planning bodies that meet on an Executive level. Overall, they must bring something to the table and actively work with the process collectively.

The PSRA Chair advised that there must be a foundation of movement to include prevention. She mentioned the benefit of SFAN is that they engage consumers in ways that Part A has not. Consumers attend meetings and providers contribute excellent data.

Both the Chair and the Vice Chair agreed that they must leave the upcoming Executive Committee meeting with a clear structural plan on the “joint” move before the retreat. Working towards bringing all parts

together (including SFAN) will enhance the continuation from the former retreat goal of “moving forward.” They will approach the idea by starting with desired accomplishments.

The Part B representative inquired why there has been a cancellation in Joint Planning. The Grantee informed her that from a body-to-body perspective, priorities and vision are not aligned.

Action Items

- Research other EMA procedures and their definition for “joint” committees
- Research other EMA structures for their client committees
- Provide recommendations from findings at the next meeting.

6. NEXT MEETING DATE /AGENDA ITEMS: Monday, April 7, 2014 a.m. Room: A-335. The Chair requested that the agenda be left open for the upcoming meeting.

7. ADJOURNMENT The meeting was adjourned at 11:30 a.m.

EMA/TGA – Sacramento TGA-Consumer Committee+Caucus

EMA/TGA – Hartford-Committee+Latino+Black Caucus

EMA/TGA-Orlando- Caucus+Community Forum

EMA/TGA- Jersey Middlesex-Somerset-Hunterdon- Client Caucus

EMA/TGA- San Antonio-The People's Caucus

United States People Living with HIV Caucus

EMA/TGA – Sacramento TGA

The **Affected Communities Committee (ACC)** meets monthly and was formed at the behest of those infected and affected by HIV, in order to provide a forum in which issues pertinent to those directly impacted could be addressed.

- The ACC is the formal structure within the Council;
- The ACC serves as the convening body for a consumer caucus.
- The caucus is a larger, more informal body designed to provide opportunities for anyone affected to be involved and present ideas and suggestions.
- ACC members may be from the general public, as well as from the Council, but must be infected or impacted by the disease.

EMA/TGA – Hartford

Positive Empowerment Committee

- Serve as the link between the HIV/AIDS community and the Council,
- Seeks input from consumers as to needed and desired services through public forums and by recruiting consumers to participate in needs assessment activities including surveys, focus groups, key informant interviews and satisfaction surveys,
- Mentor new consumer Planning Council members,
- Ensure that the community understands and utilizes the grievance procedure process
- Make certain that the community is aware of the council, its work and the availability of Ryan White services.

Latino Caucus

- Serve as an organized voice of the Latino community with regard to HIV service needs
- Report to and work with the Needs Assessment Committee to gather, assess and interpret data concerning the cultural, linguistic and HIV service needs of the Latino Community
- Work with the Membership Committee to recruit potential consumer members,
- Assist in the training and orientation of new Planning Council members,
- Publicize information about HIV/AIDS, Ryan White programs and enhancing community participation in the Ryan White Planning Council.

African American and Caribbean Care Team (Black Caucus)

- Serve as an organized voice of the African American and Caribbean communities with regard to HIV service needs
- Report to and work with the Needs Assessment Committee to gather, assess and interpret data concerning the cultural, linguistic and HIV service needs of the African American and Caribbean communities,
- Work with the Membership Committee to recruit potential consumer members,
- Assist in the training and orientation of new Planning Council members
- Publicize information about HIV/AIDS, Ryan White programs and enhancing community participation in the Ryan White Planning Council.

EMA/TGA -Orlando

Caucus & Community Forum

- Ensure any needs of consumers are conveyed to the Planning Council
- Overview plans and actions of all other committees
- Serves as an Educational Forum for consumers
- Monthly Community Forum

EMA/TGA- Jersey Middlesex-Somerset-Hunterdon

'Our Voices' Client Caucus

- made up of infected and affected persons; addresses concerns and needs of HIV community and presents findings to Planning Council

EMA/TGA- San Antonio

The People's Caucus

- The People's Caucus of San Antonio is a peer group whose mission is to unify the HIV+ community by gathering information and input from persons living with HIV/AIDS and using this information to bring change and excellence to San Antonio and South Texas
- Empowers all HIV/AIDS challenged individuals in the community to live the highest quality of life possible without discrimination in receiving care or services
- Operates under the strictest of confidence, requiring all members to sign a confidentiality statement -- Information gained or discussed in meetings is not released other than other than issues or grievances that the leadership may be asked to address
- Serves as the voice of all people living with HIV/AIDS

United States People Living with HIV Caucus

The United States People Living with HIV Caucus is group of organizations ,networks, client groups, and individuals with HIV advocating for HIV positive people in the U.S. Caucus. The Caucus is dedicated to being a platform for a united voice for people living with HIV in the U.S.

- Structure effectively reflecting the diverse populations of PLWHA in the United States
- There are opportunities for community networks, organizations, client groups, and HIV positive activists to take part in policy, advocacy and communications
- Supported by the Ford Foundation and formalizes the operating rules of the US PLWHIV Caucus Steering Committee and Coordinating Council, as well as guide activities.

2014 BY-LAWS PARKING LOT ITEMS				
No.	Proposal	By-Laws Location	Stated Reason	By-Laws Recommendation
1	Redefine or remove the word 'joint'	Throughout By-Laws	Outdated	
2	Remove Co-Chairs process and make new process for Chairs and Vice Chairs	Throughout By-Laws	Outdated	
3	Develop language about the new System of Care Committee & update Joint Planning		New Committee-Needs definition	
4	Succession process if HIVPC Chair or Vice Chair is removed or resigns	Art V, Sec 6; Art VI, Sec 8	Clarity	
5	Change the language regarding agenda set up	Art VI. Sec 5B	Outdated	
6	Change term limits for Chairs	Art V, Sec 2	Outdated	

PLANNING COUNCIL DIRECTIVES

HANDOUT C

DUE DATE	TOPIC	TASK	DONE	STAFF	NOTES
April 1	JCCR	Get in touch with David Scharf about Law Enforcement Expo on April 26, 2014 & how JCCR can participate	<input type="checkbox"/>	BJ	In Progress: BJ left a message for Mr. Scharf to get more information about getting involved
April 2	Attendance Policy	Send email to HIVPC members about new county attendance policy & attendance requirements	<input checked="" type="checkbox"/>	CS	Email sent 4.2.14
April 3	JP/SoC Work Plans	Update Joint Planning WP & create new System of Care WP	<input type="checkbox"/>	CS	In Progress
April 3	MCDC	Follow up on HIVPC membership applications: Amalio Nieves, Arianna Lint, Philip Greenberg, & Josh Rodriguez	<input type="checkbox"/>	BJ	In progress: application received from Arianna Lint
April 3	MCDC	Check about the reimbursement policies for alternate HIVPC members	<input checked="" type="checkbox"/>	BJ	Art. X, Sec. 4 of By-Laws
April 4	HICP Scopes	Research non-Florida EMAs HICPs. Include research on scope of service, limitations, max payment amount, cost per client, and services covered	<input type="checkbox"/>	AN	In Progress
April 4	Consumer Caucuses	Research other EMAs that have community caucuses (instead of JCCR)	<input checked="" type="checkbox"/>	BJ	Materials to be presented at HIVPC Coord. on 4.7
April 7	By-Laws	Check By-Laws: Can the HIVPC Chair appoint additional Chairs or Vice-Chairs to a committee?	<input checked="" type="checkbox"/>	CS	Completed - no indication

DUE DATE	TOPIC	TASK	DONE	HANDOUT C STAFF	NOTES
					in the by-laws or RR that this is admissible, may want to add to by-laws parking lot
April 7	By-Laws	Check By-Laws: Can a chair convene any ad-hoc committee or does there have to be a vote from an overseeing committee?	<input checked="" type="checkbox"/>	CS	Completed - no indication in the by-laws or RR that this is admissible, may want to add to by-laws parking lot
April 9	Recruitment & Retention subcommittee	Pull recruitment materials from Part A manual for Recruitment & Retention subcommittee	<input type="checkbox"/>	BJ	
April 10	MAI MCM	Update SDM, have flow chart of Ryan White services, identification, & entry points, and NQC flow chart available	<input type="checkbox"/>	CS	In Progress: met with Tasha (CIED) to discuss points of entry
April 21	QM	Find the SFAN definition of Viral Load suppression and bring to the next Quality Management committee meeting	<input type="checkbox"/>	BJ	

DUE DATE	TOPIC	TASK	DONE	HANDOUT C STAFF	NOTES
April 24	HIVPC	Ask HIVPC Medicaid seat for presentation on Medicaid at April HIVPC meeting	<input checked="" type="checkbox"/>	CS	Completed – unable to present
April 30	Focus Groups	Focus Groups: Get in touch with Karen Creary (CDTC, black women), BTAN (black m&w), Claudette Grant (Hispanic support group), & nearby colleges (young adult support groups)	<input type="checkbox"/>	TM	In Progress: emails sent to Karen & nearby colleges on 3.25
April 30	MSM	Event Planning: MSM Presentation	<input type="checkbox"/>	Grantee	
May 6	JCCR	Confirm JCCR attendance at Latino Salud testing week; confirm with Shaundelyn about Steven Young convo	<input type="checkbox"/>	BJ	In Progress: vm & email sent to Latino Salud
May 6	JCCR	Look into BRHPC social media policy & create a social media plan	<input type="checkbox"/>	BJ	