



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

www.brhpc.org

**Membership/Council Development Committee Retreat Agenda**

Thursday, June 7, 2012

10:00 a.m. – 3:30 p.m.

Carpenter House, 4414 Surf Rd., Hollywood

**H. Bradley Katz, Chair**

**Tara Wilson, Vice-Chair**

**Reminder 1:** Meeting Attendance Confirmation Is Required *at least 48 Hours Prior to Meeting*

**Reminder 2:** The Chair says bring your favorite ‘thinking cap’

- |                      |   |
|----------------------|---|
| <b>9:30 – 10:00</b>  | <b>Breakfast</b>  |
| <b>10:00 – 10:10</b> | <b>Call to Order</b> <ul style="list-style-type: none"><li>❖ Review Meeting Ground Rules and Statement of Sunshine and Public Comment</li><li>❖ Committee Member and Guest Introductions</li><li>❖ Moment of Silence</li><li>❖ Approve Today’s Agenda and Meeting Minutes 5/3/12</li><li>❖ Public Comment</li></ul> |
| <b>10:10 – 10:30</b> | <b>Review Demographics, Vacancies and Qualified Applicants</b>  |
| <b>10:30 – 11:00</b> | <b>Attendance and Warning Letters</b> <ul style="list-style-type: none"><li>❖ Review May Attendance Warning Letters</li><li>❖ Review Revised Warning/Removal Form Letters</li></ul>   |
| <b>11:00 – 12:00</b> | <b>Begin Review of Updated FY 2012/13 Work Plan</b>   |
| <b>12:00 – 1:00</b>  | <b>LUNCH</b>  |
| <b>1:00 – 2:00</b>   | <b>Continue Review of Updated FY 2012/12 Work Plan</b>  |
| <b>2:00 – 3:20</b>   | <b>Review and Update Recruitment, Orientation/Training, Mentoring Plans</b>   |
| <b>3:20 – 3:30</b>   | <b>July/August Agenda Items/Request for Information/Directives (for Staff)</b>  |
| <b>3: 30</b>         | <b>Adjournment</b>  |

**Reminders:**

- Next Meeting Date: July 5, 2012 (tentative)
- Ryan White HIV/AIDS Program 2013 Reauthorization: Comments Requested (below)
- Complete Meeting Evaluation Form

## **Ryan White HIV/AIDS Program 2013 Reauthorization: Comments Requested**

The federal Health Resources and Services Administration / HIV/AIDS Bureau is requesting comments regarding reauthorization of the Ryan White legislation, which will take place in 2013.

The Ryan White HIV/AIDS Program is the largest Federal program specifically dedicated to providing HIV care and treatment. It funds heavily impacted metropolitan areas, States, and local community-based organizations to provide medical care, medications, and support services to more than half a million people each year. Currently authorized by the Ryan White HIV/AIDS Treatment Extension Act of 2009, the program will be up for reauthorization by the U.S. Congress in 2013.

To inform that reauthorization, HRSA encourages stakeholders, including grantees, advocacy organizations, State and local administrators, and other members of the Ryan White and HIV/AIDS communities to provide comments on all aspects of the program. Comments should be organized under headings that clearly indicate which Part (Part A, B, C, D or F) the comment addresses. HRSA has established a web page with details on how to submit comments.

### **Comments are due July 31, 2012**

HRSA will hold at least four webinar or teleconference listening sessions over the next few months, each focused on a different geographic region. Dates, times and other details will be available in near future.

To make comments: <http://hab.hrsa.gov/reauthorization/>

*In addition to the resources listed above, don't forget to check out these other HAB resources, which are updated regularly.*

*HRSA, <http://hab.hrsa.gov>*

*Target Center, [www.careacttarget.org](http://www.careacttarget.org). A Central Source for Ryan White TA (Not a US Government Web site)*

*Twitter: Sign up using "ryanwhitecare" (Not a US Government Website)*

*The HAB Information E-mail is distributed biweekly by the HRSA/HAB Division of Training and Technical Assistance (DTTA). To subscribe or unsubscribe contact Paula Jones at [pjones1@hrsa.gov](mailto:pjones1@hrsa.gov).*

**Membership/Council Development Committee**  
 May 3, 2012 at 9:00 a.m.  
 Broward Regional Health Planning Council  
 200 Oakwood Lane, Hollywood, 33020  
**Meeting Minutes**



Membership/Council Development Attendance				
#	Members	Present	Absent	Guests
1	Katz, H.B. <i>Chair</i>	X		Gammell, B.
2	Wilson, T. <i>Vice Chair</i>	X		
3	Creary, K.		E	<b>Grantee Staff</b>
4	Dyer, L.	X		Odusanya, S.
5	Greenwood, J.		X	
6	Hanson-Evans, B.		X	
7	Pearl, J.	X		<b>HIVPC Staff</b>
8	Roberson, C.	X		Eshel, A.
	<b>Quorum = 5</b>	<b>5</b>	<b>3</b>	Hosein, F.

**1. Call to Order**

The Chair called the meeting to order at 9:15 a.m. without quorum. Quorum was met at 9:20 a.m.

**2. Moment of Silence**

*A moment of silence was observed.*

**Welcome and Introductions**

The Chair welcomed everyone and self-introductions were made. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

**3. Approval of the 05/03/12 Meeting Agenda**

<b>Motion #1</b>	To “approve the 05/03/12 Meeting Agenda”				
<b>Proposed by:</b>	Leroy Dyer	<b>Seconded by:</b>	Tara Wilson	<b>Action:</b>	Passed

**4. Approval of the 03/01/12 Meeting Minutes**

<b>Motion #2</b>	To “approve the 03/01/12 Meeting Minutes.”				
<b>Proposed by:</b>	Jodi Pearl	<b>Seconded by:</b>	Leroy Dyer	<b>Action:</b>	Passed

**5. Review Planning Council Demographics**

The Committee reviewed the HIV Planning Council (HIVPC) Demographics

a. **Racial Planning** (Unaffiliated and Full Council)

Member Carl Roberson, who was doing research on the VA representative for the Council, noted he did not wish to represent the HIVPC on his own and requested that someone on the Council and/or Support Staff work with him. The Chair asked the Grantee whether committee members can go out to recruit. Grantee asked whether there is a packet for recruitment and that support staff is responsible to initiate this recruitment packet. There does not need to be too much information or material, just a description of the Council and what the Council does. Members said too much information can be intimidating.

b. **Gender Reflectiveness** (Unaffiliated and Full Council)

This was reviewed by the Committee. Representatives for the Prevention and VA seats need to be chosen carefully so as to enhance the gender reflectiveness. The Grantee noted that we are currently out of compliance with HRSA and we need to know how long these seats have been vacant and take steps to become compliant as soon as possible.

**6. Vacancies**

The Chair noted that HIVPC vacancies should reflect the VA seat being vacant. There are four vacancies on

the council in all.

The Chair informed all present that a member of this committee recently communicated he would not be available for HIVPC activities for a “few months.” After a brief discussion, the committee agreed it will follow the Broward County Code of Ordinances Section 1-233 when and if the attendance of this member, or any member, is non-compliant.

Committee members asked to see copies of warning letters after they are sent to members who are in danger of exceeding the maximum number of absences. The committee decided to review the form of the letter at its next meeting.

A member stated that reaching the 35-member maximum number of members on the Council is not necessary if only done to fill seats, saying a higher priority would be to make the Council in compliance with other measures: male/female/transgender ratio, racial reflectiveness and recruiting for HRSA mandated seats. The goal should be to strive to reach the HRSA mandate of 33% consumers (now at 32%) and to be in compliance with other measures, and to try to achieve those while filling empty seats. It was also noted that the ratios could be improved by filling two vacant alternate seats (HRSA allows three alternates, we have one).

**7. Current Applicants and Interested Parties**

This was reviewed. One applicant is not currently available. The second applicant is a Hispanic Male who is a provider. He has already had orientation. No additions were recommended. Several members suggested adding to the recruitment plan a goal of recruiting a transgender person for the council. The Chair suggested asking the Joint Client/Community Relations Committee if this committee could attend community outreach meetings JCCR is planning, as a way to possibly recruit new council members.

**8. Review Attendance**

Attendance was reviewed for the past two months. Letters (warning or removal) that were sent out were noted. The Part B member (Joint Priorities) was removed for non-attendance. Member noted that we should not have to inform the Part B/SFAN Chair of the removal as there should not be special treatment when following the HIV Local Procedures Manual (which comprises Section 1-233 of the Broward County Code of Ordinances). Others noted sending the information to Part B was done as a courtesy.

**9. Unfinished Business**

FY 12/13 Work Plan Update

The FY 11/12 Work Plan was reviewed. The format was compared to a work plan used in Orlando. Guest noted the grantee’s office will be releasing the draft FY 12/15 Comprehensive Plan and we should wait to get input from this before making changes in the work plan. The Grantee noted that a work plan can be drafted, and added that while the goals in this work plan reflect the committee’s purpose, there is no follow up on the items. Member also discussed holding a retreat focused on work plan development. The following motion was made:

<b>Motion #3</b>	To “hold a work plan retreat”				
<b>Proposed by:</b>	Jodi Pearl	<b>Seconded by:</b>	Leroy Dyer	<b>Action:</b>	Passed

Grantee noted that the format of the current work plan can be retained and staff will build a draft/tentative work plan to bring to the next (retreat) meeting which the committee can use as a base.

Members added they would like the retreat to cover other topics, including whether to change the recruitment plan, whether to update the mentoring plan and to review the language in the warning letter we now use. The retreat will take place on June 7, 2012, the date of the next scheduled meeting, and will be held at the Carpenter House if it is available. If not, it will be at the BRHPC office.

**10. New Business**

There was none discussed.

**11. Public Comment**

There was none.

**12. Request for Information/Directives**

The Committee itemized the directives to support staff for next meeting and going forward. Staff will bring

parts of the Orlando work plan applicable to this committee, to see if the format can be used. Staff will update the status of activities. Staff will draft recruitment plan to use as a guide during the retreat. Staff will bring a calendar of events to see if there are opportunities for recruitment. Staff will find out if Carpenter House is available.

**13. Agenda Items for Next Meeting**

- Standing Agenda Items
- Review of Warning/Removal Form Letters
- Work Plan Development
- Review of mentoring plan

**14. Next Meeting Date:** June 7, 2012 (due to July 4 holiday)

**15. Adjournment**

Meeting adjourned at 10:47 a.m.

<b>MCDC Attendance CY 2012</b>					
<b>#</b>	<b>Members</b>	<b>Jan</b>	<b>Mar</b>	<b>May</b>	<b>June</b>
1	Katz, H.B. <i>Chair</i>	P	P	P	
2	Wilson, T. <i>Vice Chair</i>	P	P	P	
3	Creary, K.	P	P	<b>E</b>	
4	Dyer, L.	P	P	P	
5	Greenwood, J.	<b>E</b>	P	<b>A</b>	
6	Hanson-Evans, B.	P	P	<b>A</b>	
7	Pearl, J.	P	P	P	
8	Roberson, C.	<b>A</b>	P	P	
	<b>Quorum = 5</b>	<b>6</b>	<b>8</b>	<b>5</b>	



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## **Introduction to Membership/Council Development Committee Work Plan**

**PURPOSE:** This Committee is designed to ensure the Broward County HIV Health Services Planning Council (HIVPC) has strong representation by people living with HIV/AIDS, vulnerable populations within our area, residents from various regions within our EMA, experts in the field of HIV Disease and HRSA-required categories of representation.

### **Expectations for Role of Committee Members**

Members of the MCDC Committee support the vision, mission and guiding principles of the HIVPC and will demonstrate energy, vitality and a positive attitude towards its work goals. Committee members are essential to the functioning of the Planning Council.

The Committee is now looking to the future with a 12-month work plan designed to help successfully meet HIV needs in Broward County.

Committee members must be committed to and interested in the committee's charge. Experience, skills and expertise in the committee's work product will be achieved collectively through committee members.

Committee members must understand and support the HIVPC's Conflict of Interest Policy and Procedure and will take personal responsibility to minimize the effect, whether real or perceived, of Conflict of Interest at both the Council and Committee levels.

Committee members must be willing to follow through on their delegated tasks and support other members in completing their tasks. Members must take personal responsibility to fulfill their duties to the Council and their assigned committee.

Committee members will understand and support the HIVPC's Policies and Procedures through active participation, timeliness, attendance and completion of work tasks.

Committee members must show active interest and participation in Committee Development, mentoring new members and assisting them in preparing for possible Planning Council membership.

Committee members will conduct themselves professionally and be courteous and show respect to other members and the community regardless of differing outlooks, opinions or views. Committee Members will appreciate and respect differing styles of communication and expression.