



**MEETING AGENDA**

**COMMITTEE:** Community Empowerment Committee

**Date/Time:** November 6, 2018, 3:00 p.m. **Location:** Government Center Room A-337

**Chair:** Vacant **Vice Chair:** Pat Fleurinord

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 11/6/18 Agenda, 10/2/18 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>
<b>Outreach Event Planning</b>	<b>ACTION ITEM:</b> Plan for upcoming community engagement activity, determine sponsorship, and set a date.

6. **RECIPIENT REPORTS**
7. **PUBLIC COMMENT**
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**
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 MINUTES**

**Committee:** Community Empowerment Committee (CEC)

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

**Location:** Government Center A-337

**Chair:** Yahaira Barrientos **Vice Chair:** Patricia Fleurinord

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Apponte, E.		A	Cook, S.
2	Barrientos, Y.	X		Roberts, G.
3	Bhrangger, R.	X		Ruffner, A.
4	Burgess, D.	X		Brautigam, A.
5	Fleurinord, P.	X		<b>HIVPC Staff</b>
6	Franks, H.	X		Jolly, J.
7	Marcoviche, W.	X		Oratien, V.
8	Robertson, L.	X		Johnson, B.
9	Wilson, E.	X		<b>Recipient Staff</b>
	<b>Quorum = 6</b>	<b>8</b>		Anderson, T.
				Gold, L.

**1. CALL TO ORDER:**

The CEC Chair called the meeting to order at 3:05 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. Chairs, committee members, guests, Grantee staff and HIVPC staff self-introductions were made.

**2. APPROVALS:**

**Motion #1:** To approve 7/3/18 meeting agenda.  
**Proposed by:** Robertson, L. **Seconded by:** Franks, H.  
**Action:** Passed Unanimously

**Motion #2:** To approve meeting minutes of 10/2/18.  
**Proposed by:** Robertson, L. **Seconded by:** Franks, H.  
**Action:** Passed Unanimously

**3. STANDARD COMMITTEE ITEMS**

Testimonials: None.

**4. UNFINISHED BUSINESS**

None.

**5. MEETING ACTIVITIES/NEW BUSINESS**

Conduct and Ethics: The Committee reviewed Handout A (on file) and the Chair restated that CEC members and guests should feel comfortable personal disclosing information, if they so choose, in the HIVPC setting. The Senior Planning and Clinical Quality Manager noted that members were likely to see updates to Policies & Procedures and ground rules related to sharing personal information.

Chill, Chat, and Chew BBQ: CEC reviewed information from the community forum held in July (Handouts B-D on file). Members noted that the event was positive overall but more needs to be done to attract new attendees. After much

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discussion, the Committee agreed to make relationship-building and follow-up a priority in the communities where events are held. These communities are being chosen in order to reach areas that do not routinely communicate with HIVPC. In order to facilitate lasting community relationships, CEC can share information with nearby businesses, partner with local agencies, and have volunteers spread the word about events.

After reviewing feedback from survey respondents, the Committee recognized the need for a diversified marketing strategy as the same tactics continue to produce the same results. Suggestions included attending the Mayor’s meeting and tailoring events to attract populations of focus. Another suggestion was to have separate surveys to capture data from community attendees and members/providers apart from one another. This would enable the Committee to analyze feedback with a better understanding of its origin.

Outreach Events: CEC reviewed event ideas (Handout E on file) and discussed how best to accomplish necessary tasks. The Committee will continue to plan its next outreach event at the next meeting.

Branding Exercise: The Recipient Publications Specialist performed a branding exercise with the Committee to garner feedback regarding perceptions of the Broward County Ryan White Part A Program. Members watched a commercial previously released by the County and recommended that future marketing include more information on receiving services, a clear name identity, and a hashtag. The Recipient Publications Specialist will use this information in developing informative materials for the Ryan White Part A program.

**6. RECIPIENT REPORT**

The Ryan White Part A Office has resumed publication of its quarterly journal. Called Positively Speaking, the journal shares HIV-related stories from Broward County residents. Copies are available to be distributed widely. The application process for the peer certification training program will begin in the coming weeks.

**7. PUBLIC COMMENT**

None.

**8. AGENDA ITEMS/TASKS FOR NEXT MEETING:** October 18, 2018 **Time:** 9:00 a.m. **Venue:** A-337

<i>Goal/Work Plan Objective #:</i>	<i>Accomplishments</i>
<b>Outreach Event Planning</b>	<b>ACTION ITEM: Planning and discussion for upcoming community engagement activities.</b>

**9. ANNOUNCEMENTS**

- The CEC Chair announced her resignation from HIVPC as well as the Committee following a change in employment. Committee members expressed their gratitude and well wishes as she seizes this new opportunity.

**10. ADJOURNMENT**

The meeting was adjourned at 4:52 p.m.



**CEC Attendance CY2018**

Consumer	PLMHA	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	C	CX	2				
0	0	3	1	Apponte, E.	N-6/28							A		NQA	A	W-9/7, R-10/4		
1	0	0	2	Barrientos, Y., <i>Chair</i>	N-4/1			X	X	X	X			NQX	X	Z-10/3		
1	1	0	3	Bhrangger, R.		X	NQX	X	X	X	X		NQX	X				
1	1	0	4	Burgess, D.		X	NQX	X	X	X	X		NQX	X				
0	0	1	5	Fleurinord, P., <i>V. Chair</i>		X	NQX	X	X	A	X		E	X				
0	0	2	6	Franks, H.		X	NQX	X	X	X	A		NQA	X			W-11/2	
1	0	4	-	Lint, A.		X	NQA	A	X	A	X		NQA	W-9/7, R-9/6				
1	1	0	7	Marcoviche, W.		X	E	X	X	X	X		NQX	X				
0	1	2	8	Robertson, L.		X	NQX	A	X	X	X		NQA	X				
1	1	4	-	Robertson, P.		X	NQA	X	A	A	A	W-6/6, R-7/5						
0	0	1	9	Wilson, E.		X	NQA	X	X	X	X		NQX	X				
<b>Quorum = 6</b>					0	9	5	8	9	7	8	0	5	8				

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