



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**

Thursday, April 20, 2017 – 11:30 a.m.

Location: Government Center Room GC-430

Chair: Brad Barnes **Vice Chair:** Requel Lopes

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 4/20/17
 - Meeting Minutes: 3/8/17
- 5. NEW BUSINESS**
 - May HIVPC Calendar
 - Joint HIV Planning Body Executive Retreat
- 6. HIVPC MATERIALS**
 - Review the meeting materials for the 4/27/17 HIVPC meeting and make any necessary changes.
- 7. NEXT MEETING DATE: TBD**
- 8. 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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MEETING AGENDA**

Wednesday, March 8, 2017 – 2:30 p.m.
Conference Call

Chair: Brad Barnes **Vice Chair:** Requel Lopes

ATTENDEES	
1	Gammell, B. <i>HIVPC Chair</i>
2	Lopes, R. <i>HIVPC Vice Chair</i>
3	Ewart, L. <i>HIVPC Staff</i>
4	Johnson, B. <i>HIVPC Manager</i>
6	Jones, L. <i>Part A Grantee</i>

1. CALL TO ORDER

The HIV Planning Council (HIVPC) Coordination was called to order by the HIVPC Chair at 2:37 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 on the call.

4. REVIEW:

- Meeting Agenda: 3/8/17
- Meeting Minutes: 2/8/17

5. STANDARD COMMITTEE ITEMS

- The HIVPC Chair asked if there was a need to add “ACA Updates and Changes in Washington” to the Executive Committee as standing agenda items. Teresa, from the Grantee’s Office, is in charge of intergovernmental affairs and will keep the HIVPC updated on any changes coming down the line. She participates in a conference call every other week, is involved in a Ryan White Working Group, and will provide any updates during the Grantee Reports of meetings.
- The group then discussed the By-Laws Committee, and personality clashes that occurred during the meeting earlier that day.
- Assessment of the Administrative Mechanism- PC Staff will bring iPads to the HIVPC meeting for members to complete the AAM if not have not done so already.
- Part A Service Delivery Models- PC Staff will send the SDMs out with the HIVPC 2 week notice. They will ask that all questions pertaining to the SDMs be sent to Staff prior to the HIVPC meeting.
- SFAN- PC Staff noted that there was a request for March Executive Committee Agenda by Joey Wynn. Staff told him that the agenda was not finalized for distribution as the agenda is a culmination of the work of each HIVPC Committee, most of whom had not met so early in the month. Staff will send him the agenda 2 days before the scheduled Executive Committee date, as is standard protocol. The DOH also received an email from Joey about SFAN attempting to

create work plan for their activities, not without knowledge and equity in Integrated Planning process. He has gone to the County, HRSA, etc. to express his displeasure at being left out, has stated that Part A is blocking meaningful participation with SFAN, and that not being on the IC is hindering SFAN from meeting their grant responsibilities.

The Grantee has spoken to Dr. Thaqui and they believe that there should be a facilitated sessions with all Planning Bodies' Executive Committees to air all grievances and address this issue. The Grantee is looking at a facilitator who has worked on County Commissioner retreats, and will give them a full history of the Broward HIV Planning Bodies.

The group discussed having a conversation about the joint meeting with the Executive Committee at their next meeting. The HIVPC Executive Committee as well as Carla Taylor-Bennett (IC Vice Chair) will be invited to attend the Joint Retreat. The Grantee will provide possible dates to the members, and the DOH and Part B will reach out to their bodies as well.

6. EXECUTIVE COMMITTEE MATERIALS

- Review the meeting materials for the 3/16/17 Executive Committee meeting and make any necessary changes.
 - The By-Laws Committee has made a recommendation for each Committee to include standard application process in their Policies and Procedures. A standard process stating that each potential applicant must first fill out a Committee Application will give the Committee Chair more control in who they appoint, and allow it to be based on qualifications and demographics rather than pressure from the members. PC Staff will add this item to March's Executive Agenda.

7. NEXT MEETING DATE: TBD

8. ADJOURNMENT

The meeting was adjourned at 3:45 p.m.

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