



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, June 1, 2017 – 3:30 p.m.

**Location:** GoToMeeting

**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: 6/1/17
  - Meeting Minutes: 4/20/17
- 5. NEW BUSINESS**
  - HIV Planning Body Facilitation Wrap-Up
  - Undoing Racism Training
- 6. EXECUTIVE MATERIALS**
  - Review the meeting materials for the 6/14/17 Executive 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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**HIV PLANNING COUNCIL COORDINATION  
MEETING MINUTES**

Thursday, April 20, 2017 – 11:30 a.m.

**Location:** Government Center Room GC-430

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

<b>ATTENDEES</b>	
1	Barnes, 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>
5	Jones, L. <i>Part A Grantee</i>
6	Oratien, V. <i>HIVPC Staff</i>
7	Runkle, D. <i>HIVPC Member</i>
8	Robertson, L. <i>HIVPC Member</i>
9	Katz, H.B. <i>HIVPC Member</i>

**1. CALL TO ORDER**

The HIV Planning Council (HIVPC) Coordination was called to order by the HIVPC Chair at 11:40 a.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 all in attendance.

**4. REVIEW:**

- Meeting Agenda: 4/20/17
- Meeting Minutes: 3/8/17

**5. NEW BUSINESS**

- May HIVPC Calendar
  - The proposed May calendar reflects the changes made to the coming month’s scheduled meetings. Planning Council was cancelled because there will be a full day facilitation and many members will be in attendance, so that is a lot to ask of membership. Quality Management has also been cancelled because its date conflicts with the facilitation. PSRA will use PC’s time slot for their extended May meeting.
- Joint HIV Planning Body Executive Facilitation
  - The grantee stated that the May facilitation between the Executive Committees of HIVPC, BCHPPC, and SFAN would be focused on planning for integration. The ultimate goal of the facilitation is to reach decisions. Any decisions made at the facilitation that would require Planning Council approval to take effect should be addressed at the next Planning Council meeting. The collaborative process is no different from when integration began. Depending on the outcome of the meeting, additional meetings may or may not be necessary. Facilitator recommendations will also be taken into account when making this decision. The facilitation attendees can

decide how best to communicate information from the event to their respective bodies, and this topic can be discussed at that time. The meeting will be recorded and summarized by the facilitators and made available to the public. Outcomes from the meeting will likely be shared with the HRSA Project Officer. The event space has been finalized and invitations will begin to be disseminated in the coming days.

- In order for the planning bodies to move forward working together, they have to find common ground. The HIVPC Chair stated that he will not engage in heated arguments, but is willing to invest that day and take it from there. The grantee responded that the facilitators will keep conversation from becoming too heated, but it is important to come in with the mindset of achieving a goal rather than in an emotional state of mind.

## **6. HIVPC MATERIALS**

- Review the meeting materials for the 4/27/17 HIVPC meeting and make any necessary changes.
  - Because there was no Executive Committee meeting held this month, support staff will approve the agenda.
  - Both CEC and QMC will provide an overview of their new membership requirements. By-Laws will present their recommendations on the items from the parking lot which have been addressed. The PSRA Process will be discussed, as well as Test and Treat.
  - Test and Treat is not a completely new process for Broward, simply a more refined version of the process. So far there has been minimal risk of adverse reaction. Test and Treat begins on May 1<sup>st</sup>.
  - The HIVPC Chair asked that staff include an overview of basic motion protocols like how to pull motions and friendly amendments when sending meeting documents to everyone. The grantee also suggested that Planning Council have receive a 5-minute agenda training review in person on a yearly or quarterly basis.
  - Test and Treat will receive 15-20 minutes on the agenda. If members want more time given to the topic, they can shorten committee reports and add on 10 minutes to the presentation.

**7. NEXT MEETING DATE:** Thursday, June 8<sup>th</sup>, 2017 at 3:00 p.m.

## **8. ADJOURNMENT**

The meeting was adjourned at 12:06 p.m.

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

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



**Committee Meeting Agenda: Executive Committee**

**Date/Time: Wednesday, June 14, 2017, 1:00 p.m.**

**Location: Government Center Room GC-430**

**Chair: Barnes, B. Vice Chair: Lopes, R.**

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 6/14/17 Executive Committee Agenda and 3/16/17 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
  - a) Review and Approve 6/22/17 HIVPC Agenda, Meeting Materials and Motions (Handout A)
  - b) July 2017 HIVPC Calendar (Handout B)

**4. UNFINISHED BUSINESS**

**5. MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items (Work Plan Item #)</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Facilitated Planning Body Meeting</b>	<b>ACTION ITEM:</b> Discussion and next steps regarding May facilitated HIV planning body meeting

**6. GRANTEE REPORTS**

**7. PUBLIC COMMENT**

**8. AGENDA ITEMS / TASKS FOR NEXT MEETING: July 20, 2017 VENUE: A-337**

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**  
**THREE GUIDING PRINCIPLES OF THE HIV 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



**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL**  
**MEETING AGENDA**

Thursday, June 22, 2017, 9:30 a.m.  
 Government Center Room GC-430

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

*Reminder: Meeting Attendance Confirmation Required at Least 48 Hours Prior to Meeting Date*

- 1. CALL TO ORDER**
- 2. WELCOME AND PUBLIC RECORD REQUIREMENTS**
  - a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
  - b. Council Member and Guest Introductions
  - c. Moment of Silence
  - d. Excused Absences and Appointment of Alternates
  - e. Approval of 6/22/17 Meeting Agenda
  - f. Approval of 4/27/17 Meeting Minutes

- 3. PHONE INTRODUCTIONS**
- 4. FEDERAL LEGISLATIVE REPORT (Handout A)**
- 5. PUBLIC COMMENT**
- 6. CONSENT ITEMS**

#	Motion	Justification	Proposed By
1	To approve the changes to the Priority Setting and Resource Allocation Committee's Policies & Procedures ( <b>Handout B</b> )	The proposed changes to the PSRA P&Ps include a written Committee membership application process and qualifications of ideal PSRA members, as well as language regarding Chair/Vice Chair affiliation with Part A providers as recommended by By-Laws.	Priority Setting and Resource Allocation
2	To approve the changes to the System of Care Committee's Policies & Procedures ( <b>Handout C</b> )	The proposed changes to the SOC P&Ps including the Committee's revised scope, policies, procedures, work plan components and membership requirements	System of Care

- 7. DISCUSSION ITEMS**  
Sweep 250k into HICP
- 8. NEW BUSINESS**
  - a. FY2018 PSRA Process Update - Receive an update on the progress of the FY2018 PSRA process and upcoming agenda items

**9. MAY AND JUNE COMMITTEE REPORTS (15 minutes)**

**A. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)**

No May Meeting *Chair: Vacant, V. Chair: V. Foster*  
June 8, 2017 *Chair: Vacant, V. Chair: V. Foster*

**B. COMMUNITY EMPOWERMENT COMMITTEE (CEC)**

May 2, 2017 *Chair: L. Robertson V. Chair: P. Fleurinord*  
June 6, 2017 *Chair: L. Robertson V. Chair: P. Fleurinord*

**C. QUALITY MANAGEMENT COMMITTEE (QMC)**

No May Meeting *Chair: C. Grant, V. Chair: Vacant*  
June 19, 2017 *Chair: C. Grant, V. Chair: Vacant*

**D. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)**

May 25, 2017 *Chair: W. Spencer, Vice Chair: R. Siclari*

**E. SYSTEM OF CARE COMMITTEE**

**May 31, 2017**

*Chair: M. Hayes, Chair: C. Edwards*

**F. EXECUTIVE COMMITTEE**

**No May Meeting**

*Chair: B. Gammell Vice Chair: R. Lopes*

**June 14, 2017**

*Chair: B. Gammell Vice Chair: R. Lopes*

**\*\*For detailed discussion on any of the above items, please refer to the meeting minutes. \*\***

**10. GRANTEE REPORTS (20 minutes)**

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention

**11. UNFINISHED BUSINESS**

**12. PUBLIC COMMENT**

**13. ANNOUNCEMENTS**

**14. REQUEST FOR DATA**

**15. AGENDA ITEMS FOR NEXT MEETING: July 27, 2017 LOCATION: GC-430**

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>HOPWA Presentation</b>	<i>HOPWA</i>	<b>ACTION ITEM: Receive a presentation regarding HOPWA funding and services in the EMA</b>

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**