



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, July 17, 2017 – 11:30 a.m.

Location: GoToMeeting

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

**1. CALL TO ORDER
1130**

2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS

3. WELCOME AND INTRODUCTIONS

4. REVIEW:

- Meeting Agenda: 7/17/17
- Meeting Minutes: 6/1/17

5. NEW BUSINESS

- Sunshine- members have been talking and passing notes in the HIVPC meetings, is it a sunshine issue or violating ground rules? Important to call out issues when they occur and take action on repeated violations. Will go over the ground rules at the next hivpc and consequences, that while the ground rules may not specific
- Nominating Committee- elections in January. Need to appoint a Nominating Chair, form a committee to start in September. Chair stressed the need review policies, questionnaires and nominating from the floor. Leadership will select chair for committee and discuss potential membership with them before opening it up to the hivpc for volunteers.
- Planning Council Tardiness- discussed HIVPC member coming in 10 before the meeting is over, is not an offense in the ground rules, but still inappropriate. Will discuss member responsibility, the need to show up on time and participate fully in each meeting. LJ wants to talk to Staff about changes to communication and quorum call procedures to put responsibility back on the members.
- July PRSA Presentation for HIVPC- PSRA chair will present full process to hivpc in july, culminating with approvals of rankings and allocations. Consent, then training, then discussion items. Staff has recommended no changes in HBTMTN language, as most directives from last year are just starting to be implemented this FY. Will be an extension of last year's language. Will also need to include FY17 reduction in funding on July Discussion items.
- Trainings
 - HOPWA- Mario wanted to report on HOPWA, provide information on subsidy services and common misconceptions. Mario confirmed that he cannot present. Maybe August/September, full hour presentation.
 - Sunshine/Ethics
- December Retreat- what would be the purpose? Brad thinks it may be better after election if there are new chairs/ new goals. If not, maybe an all committee HIVPC meeting, need to build morale and recognize member. Possibly 7th or 14th. Could have educational components/training. **FIX CALENDAR. DISCUSS AT EXEC**

6. EXECUTIVE MATERIALS

- Review the meeting materials for the 7/20/17 Executive meeting and make any necessary changes. Discussed training list from mcdc. State of HIV in Broward, prevention and care, on for HIVPC and Committees, another for community.
- HIVPC Meeting Agenda
 - Consent Items – Josh Rodriguez Part B Seat
 - HIVPC Education and Training
 - HOPWA* (15 minutes)
 - PSRA Process (15-20 minutes)
 - Discussion Items – PSRA Rankings/Allocations (15 minutes)
 - Committee/Grantee Reports (10 minutes each)

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 •



**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

ATTENDEES	
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>
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 4:14 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: 6/1/17
- Meeting Minutes: 4/20/17

5. NEW BUSINESS

- HIV Planning Body Facilitation Wrap-Up- The Grantee asked the Chair and Vice Chair for their impressions of the facilitated meeting. The HIVPC leadership felt as though the meeting started with the assumption that all parties would be working together, when that had not actually been decided upon by Part A. They also felt as though there were many unresolved issues before next steps can be presented to the HIVPC. The group agreed that another follow-up meeting was needed to further discuss participation, committee structure, resource sharing, and division of Integrated Plan activities. The HIVPC Chair and Vice Chair will bring the issue up at the next Executive Committee meeting, and discuss next steps with the members. Executive should propose dates for a follow-up meeting, how many people from each side should participate, and then bring an update to the HIVPC.

ACTION ITEM: [Include follow-up meeting with SFAN and BCHPPC on Executive Agenda](#)

- Undoing Racism Training- The Integrated Plan includes holding racism trainings for HIV workforce, HIV planning councils, etc. The Children Services Council has been hosting an Undoing Racism Training for members of the Broward County community, and there are spots available for HIVPC members. The training last 2.5 days, and talks about poverty, systemic and embedded racism, the impact that racism has on programs and outcomes. The training can help the members influence health outcomes for minority clients and reevaluate the use of MAI

funds. The Grantee would like all HIVPC members, Part A agencies' management and staff to all participate in the training this summer and fall. Each session has 40 participants, and approximately 10 slots can be given to the Part A program.

ACTION ITEMS: Add HICP Allocation to HIVPC Agenda.
Add Undoing Racism presentation to HIVPC Agenda

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

The meeting was adjourned at 4:45 p.m.

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

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



August-December 2017 Committee Meeting Calendar

Slashes reflect holidays

AUGUST

m	t	w	t	f
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
22	23	24	25	26
29	30	31		

SEPTEMBER

m	t	w	t	f
1	5	6	7	8
11	12	13	12	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

m	t	w	t	f
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

m	t	w	t	f
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER








m	t	w	t	f
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

IMPORTANT DATES

September:
 4th Labor Day
 20th-22nd Rosh Hashanah
 29th-30th Yom Kippur

November:
 23rd Thanksgiving

December:
 *HIVPC All Committee Mandatory Retreat

-  Community Empowerment Committee (Every 1st Tuesday at 3:00 p.m.)
-  Membership/Council Development Committee (Quarterly- 2nd Thursday at 9:30 a.m.)
-  Quality Management Committee (Every 3rd Monday at 12:30 p.m.)
-  Priority Setting and Resource Allocation Committee (Every 3rd Thursday at 9:00 a.m.)
-  Executive Committee (Every 3rd Thursday at 11:00 a.m.)
-  System of Care Committee (Every 4th Tuesday at 1:00 p.m.)
-  HIV Health Services Planning Council (Every 4th Thursday at 9:30 a.m.)



Committee Meeting Agenda: Executive Committee
Date/Time: Thursday, July 20, 2017, 11:30 a.m.
Location: Government Center Annex Room A-337
Chair: Barnes, B. Vice Chair: Lopes, R.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 7/20/17 Executive Committee Agenda and 6/14/17 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 7/27/17 HIVPC Agenda, Meeting Materials and Motions (Handout A)
 - b) August, 2017 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Facilitated Planning Body Meeting	ACTION ITEM: Follow-up to request for second facilitated HIV planning body meeting
Training Plan (Handout C)	ACTION ITEM: Review and approve training topics for FY 2017-2018 based on HRSA requirements, emerging issues, and HIVPC needs/MCDC recommendations.

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** August 17, 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

HIVPC Trainings

Past (FY2016-2017)

Pre-Exposure Prophylaxis (May, 2016):

Dr. Robert Shore, the Florida Department of Health in Broward County PrEP Coordinator, provided training on current HIV biomedical medical interventions such as Pre-Exposure Prophylaxis (PrEP) and Post-Exposure Prophylaxis (PEP); both utilized to prevent HIV infection.

Priority Setting and Resource Allocation (PSRA) Process (July 2016):

The Priority Setting and Resource Allocation (PSRA) Committee Chair conducted a brief presentation about the PSRA process. The process begins with the collection of data and a data presentation to the PSRA committee. The PSRA presentation included current HIV/AIDS epidemiology, Part A and MAI allocations, expenditures and client utilization, and client health outcomes. Client utilization, financial data, and health outcomes from Part A were used to create scorecards.

Broward County Integrated HIV Prevention and Care Plan (August 2016): (Ryan White legislation and implementation process)

The Chair of the Integrated Committee (IC) trained HIVPC members on the 2017 Integrated Plan. He reviewed the process for writing the Plan, including joint Prevention and Part A writing meetings and meetings of Broward's HIV Funders and Stakeholders to discuss work plans. The IC Chair reviewed the goals, objectives and strategies of the Plan, and detailed items that would affect the work of the HIVPC and Standing Committees.

Broward County Test and Treat Initiative (April 2017):

The Quality Improvement Manager for the Part A Clinical Quality Management Program, provided a training on the protocols for Broward County's Test and Treat Initiative. Test and Treat is a clinical program providing immediate linkage to HIV primary care and initiation of Antiretroviral Therapy (ART) at the time of HIV diagnosis or for clients returning to care after a gap in receiving services. The members received information on how the program benefits clients' health and the community by providing initial ART while working through the issues of eligibility and linkage to ongoing HIV primary care.

Town Hall Meeting (May 2017):

The "Chill, Chat and Chew" forum was used to gather community input on RW Part A services provided in Broward County, particularly to inform the FY2018 PSRA Process with consumer feedback. Participants were able to voice their experiences, questions and concerns regarding services in an open forum.

Future (FY2017-2018)

Priority Setting and Resource Allocation (PSRA) Process (July 2017)

The PSRA Chair will conduct a training on the PSRA process for HIVPC members. This training will update members on the outcome of presentations by HIV Funders and Stakeholders, current HIV epidemiology, client utilization, fiscal expenditures and client health outcomes by service category. The training will help HIVPC members understand and approve PSRA recommendations for prioritizing and allocating funds to Part A services.

Housing: TBRV and STRMU (July/August 2017):

The Housing Opportunities for Persons with AIDS (HOWPA) in Fort Lauderdale representative will provide a training on available Housing Subsidy Programs, including Tenant Based Rental Vouchers (TBRV) and Short-Term Rent, Mortgage and Utilities (STRMU) programs. The training will clarify common misconceptions regarding the availability of housing assistance and help HIVPC members and community members identify resources for housing support.

Undoing Racism (August/September 2017):

This mandatory training, an initiative included in the Integrated Plan, is to talk about racism, and identify it in policies, systems of care, data analysis, etc. The 3 day workshop is designed to challenge participants to analyze and acknowledge the structures of power, then to create intuitional change.

Emerging Issues: HIV and Aging (September 2017):

This training will focus on HIV biomedical treatments and co-morbidities for an aging HIV+ population. This training will discuss managing HIV alongside health conditions that come with aging.

Florida Sunshine and Ethics (TBD 2017):

This training will provide HIVPC members an overview of the Florida's Government in the Sunshine Law, Code of Ethics and Conflict of Interest Policies. The HIVPC members will learn the rules and regulations of voting, public records, and conflict of interest as it pertains to members of official county advisory boards.

Town Hall Meeting (TBD 2017):

This meeting will continue the process of gathering community input on RW Part A services provided in Broward County. Participants will be able to voice their questions and concerns regarding services in an open forum and feedback will be utilized in upcoming planning processes such as the PSRA process and integrated planning.

Clinical Quality Management Update (TBD 2017): (Service delivery system and provider profiles)

The Quality Improvement Manager for the Part A Clinical Quality Management (CQM) Program will provide quarterly updates and overviews of Clinical Quality Management activities, quarterly data updates including HAB measures, Ryan White Provider Quality Improvement (QI) Network activities, and/or current Ryan White Part A Provider training initiatives.