



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**

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

Chair: Brad Gammell **Vice Chair:** Requel Lopes

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
 - Meeting Agenda: 2/8/17
 - Meeting Minutes: 1/11/17
- 5. STANDARD COMMITTEE ITEMS**
 - February HIVPC at ArtServe
 - Assessment of the Administrative Mechanism
 - By-Laws Committee
- 6. EXECUTIVE COMMITTEE MATERIALS**
 - Review the meeting materials for the 2/16/17 Executive Committee meeting and make any necessary changes.
 - FY2017 Committee Work Plans
- 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 AGENDA**

Wednesday, January 11, 2017 – 2:00 p.m.
Conference Call

Chair: Brad Gammell **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>
5	Oratien, V. <i>HIVPC Staff</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 2:08 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: 1/11/17
- Meeting Minutes: 11/9/16

5. STANDARD COMMITTEE ITEMS

- **NAE Committee-** The PC Manager asked the HIVPC leadership what they thought should be done with the NAE moving forward. The HIVPC Chair has discussed the desire to officially disband the committee, as much of their work has been taken on by other committees. Ending the NAE Committee requires a By-Laws change. The HIVPC Chair discussed voting on the matter during the HIVPC meeting, but the Grantee thought it would only require a By-Laws change. The HIVPC Chair will make a request for By-Laws members at the January HIVPC meeting to start the committee in March. He thought that By-Laws may also consider whether LPAC should remain an ad-Hoc committee or if their tasks should be given to PSRA.

ACTION ITEM: add By-Laws Committee to Executive Agenda; add NAE and LPAC to By-Laws Parking Lot.

- **MCDC-** The MCDC still does not have a Chair. The PC Manager spoke with the Vice Chair about having a quarterly MCDC meeting schedule, and he agreed. The Committee would meet in January, February and March to work on their P&Ps and the upcoming Member Recognition Program. The March meeting will start off the new FY and the new schedule, with next MCDC meeting in June. The January MCDC agenda focuses on updating their P&Ps, discussing HIVPC applicant process, and how to streamline to committee’s work to quarterly. While looking for a Chair, there is also a need to get more members, especially females.

The group discussed adding a selection process for committee applications to the By-Laws Parking Lot. The Grantee stated that the Committee Chair has discretion over membership, and sometimes just say “yes” after 3 meetings, or they put the matter to a committee vote, but ultimately the Chair must have final say to control the personality and skill sets of the group. Some committees asks for signed applications, others appoint without. By-laws language could outline the process for committee membership, where applicants would have to fill out a questionnaire, commit to time, a retreat, reading minutes, etc.

[ACTION ITEM: add committee application process to By-Laws Parking Lot.](#)

6. EXECUTIVE COMMITTEE MATERIALS

- Review the meeting materials for the 1/11/17 Executive Committee meeting and make any necessary changes.
 - Status of BCHPPC joint meeting (February, 2017) and status of Integrated Work Group (IC) - The Grantee, PC Staff and HIVPC leadership discuss the status of the IC with BCHPPC, then consider adding language to the By-laws Parking Lot. The Grantee wants to host an All Funders Retreat to discuss the future of the Integrated Plan, with potential to have the Executive Committees join the retreat in the 2nd half to discuss how the 2 bodies may collaborate moving forward. The goal of the retreat is to assign implementation tasks and determine how to monitor the Integrated Plan.
[ACTION ITEM: Send Leonard potential dates for All Funders meeting.](#)
 - MCDC Quorum Review- The MCDC will receive a presentation on the number of 2016 HIVPC and Committee meetings held. Many committees had cancelled numerous meetings due to lack of quorum. The Grantee noted issues with member commitment and burnout of members on multiple committees. The group noted that each committee’s work cannot get done if the members never meet. Perhaps there is a need for new members at the table? The HIVPC Vice Chair stated that first and foremost the HIVPC needs find a way to get their own work and meeting schedules on track before we start to do outreach for new members. We also need buy-in from the current members to answer their emails, show up and do the work.
 - Member Recognition Program Timeline- Brad will announce under new business
[ACTION ITEM: Put Member Recognition documents in Docs for Chair folder.](#)
 - Work Plan Revisions/Review- PC Staff is finalizing FY2017 Committee Work Plans. They will send a draft Committee Plan to each chair for review at the February Executive Committee. The Work Plans will begin in March.
 - SDM/QM 3 Year Plan- Part A Service Delivery models will go for approval during the February HIVPC. The QMC will make a face sheet that contains key information and references for each SDM. The Part A Formulary will also be on the February agenda.

7. NEXT MEETING DATE:

TBD

8. ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

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Committee Meeting Agenda: Executive Committee
Date/Time: Thursday, February 16, 2017, 9:00 a.m.
Location: Government Center Room GC-430
Chair: Gammell, B. Vice Chair: Lopes, R.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 2/16/17 Executive Committee Agenda and 1/19/17 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review 2/23/17 HIVPC Agenda, Meeting Materials and Motions
 - b) March 2017 HIVPC Calendar
4. **UNFINISHED BUSINESS**
 - a) HIVPC Member Recognition Program- Review and approve revised HIVPC Member Recognition Program
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items (Work Plan Item #)</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
FY2017 Committee Work Plans	ACTION ITEM: Review, discuss, and approve new work plans
By-Laws Parking Lot	ACTION ITEM: Make recommendations for By-Laws Parking Lot
Standing Committee Highlights	ACTION ITEM: Discuss committee highlights from the last FY to be shared at HIVPC, including the work of the Integrated Work Group

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** April 20, 2017 **VENUE:** GC-430

<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

BY-LAWS PARKING LOT ITEMS

#	Proposal	By-Laws Location	Stated Reason
1	Include language regarding advancing Alternates to full HIVPC Committee members, including language on selection based on seniority and reflectiveness	Article IV, Section 8	There should be a set process for making long-standing HIVPC Alternates into full Council members over a period of time
2	Include language regarding a maximum number of seats held in each membership category	Article IV	To ensure balanced representation by community members and stakeholders
3	Determine succession process for HIVPC Chair	Article VI, Section 8	Consider developing procedures for Vice Chair (Chair Elect) to succeed the HIVPC Chair
4	Include language for a standardized application process for Standing Committees	Article VIII, Section 1, C	There are different processes to join each Standing Committee. By-Laws language should include completion of application and committee questionnaire
5	Remove the Needs Assessment/Evaluation (NAE) Committee from HIVPC By-Laws	Article VIII, Section 2 and Section 6	The work of the NAE will be carried out by various committees, including the System of Care Committee, Integrated Work Group, etc.
6	Remove the ad-Hoc Local Pharmacy Advisory Committee (LPAC) from HIVPC By-Laws	Article VIII, Section 3, C	LPAC is an ad-Hoc under the Priority Setting and Resource Allocation Committee (PSRA). LPAC meets infrequently and PSRA can carry out the formulary reviews and other LPAC tasks when needed.
7	Consider maximum number of committees in which HIVPC/Standing Committee members can participate	Article IV, Section 9	To ensure balanced representation by community members and stakeholders and prevent burnout from longstanding committee members
8	PSRA Chair qualifications: policy for leadership affiliation with provider agencies	Article VIII, Section 7	Consider developing guidelines for Chair affiliation with Part A Funded provider