



Fort Lauderdale / Broward County EMA
 Broward County HIV Health Services Planning Council
 An Advisory Board of the Broward County Board of County Commissioners
 200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

MEETING AGENDA

Committee: Broward County HIV Health Services Planning Council

Date/Time: December 5, 2019, 9:30 a.m. **Location:** AHF Community Room

Chair: Réquel Lopes **Vice Chair:** Claudette Grant

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

1. CALL TO ORDER (10 minutes)

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

- a. Welcome and Introductions
- b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
- c. Council Member and Guest Introductions
- d. Moment of Silence
- e. Excused Absences and Appointment of Alternates
- f. Approval of 12/05/19 Meeting Agenda
- g. Approval of 10/24/19 Meeting Minutes

3. PHONE INTRODUCTIONS

4. PUBLIC COMMENT (Up to 10 minutes)

5. FEDERAL LEGISLATIVE REPORT – Handout A (Kareem Murphy)

6. CONSENT ITEMS

I. Motion to approve the Elections Timeline (Handout B)

Justification: The Timeline provides meeting dates and tasks for the Nominating Committee, as well as deadlines for the HIVPC Leadership nominations and elections process.

PROPOSED BY: ad-Hoc Nominating Committee

II. Motion to approve the Nominating Procedure (Handout C)

Justification: This document has been updated to reflect current Nominating Policies and Procedures.

PROPOSED BY: ad-Hoc Nominating Committee

III. Motion to approve Nominee Questionnaire (Handout D)

Justification: The Nominating Committee has reviewed and approved the nominee questionnaire.

PROPOSED BY: ad-Hoc Nominating Committee

IV. Motion to approve Gabriel Martinez to join Community Empowerment Committee

Justification: Mr. Martinez currently serves as the MSM Coordinator for FDOH-BC and will be an asset to CEC.

PROPOSED BY: Community Empowerment Committee Chair

V. Motion to approve Vanessa Lewis to join Community Empowerment Committee

Justification: Ms. Lewis is a consumer member of HIVPC and a graduate of the Peer Counselor Training & Certification Program.

PROPOSED BY: Community Empowerment Committee Chair

VI. Motion to approve Rick Siclari to join Priority Setting & Resource Allocation Committee

Justification: Mr. Siclari is the CEO of Care Resource and has been a member of HIVPC since 2010.

PROPOSED BY: Priority Setting & Resource Allocation Committee Chair

7. DISCUSSION ITEMS

I. 2020 HIVPC Chair and Vice Chair Elections

Open regular HIVPC elections for HIVPC Chair and Vice Chair. Distribute Nominee Questionnaire and discuss process for 2020 HIVPC Leadership Election.

8. NEW BUSINESS

I. Mental Health & HIV Presentation

Receive presentation from Sonya Boyne, MACP, LMHC of South Florida AIDS Education and Training Center.

9. COMMITTEE REPORTS (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

November 5, 2019

Chair: Dennis, B. Chair: A. Ruffner

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

CEC Event Planning: CEC chose to hold a church-based event in honor of National Black HIV/AIDS Awareness Day in February. The Committee also voted to plan an education event with older adults as the population of focus. These 2 events would satisfy CEC's workplan goal of hosting 2 education events and 2 outreach events in FY2019.

CEC Outreach Survey: Members reviewed the most recent CEC Outreach Survey. Members made some suggestions for updating the survey, but ultimately chose to table the discussion and continue working on it at the January meeting. CEC will also develop pre & post-tests for education events to better demonstrate outcomes from the event.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted in favor of community events focused on populations and locations which were not previously prioritized.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

CEC Event Planning and CEC Outreach Survey.

H. Next Meeting Date:

January 7, 2020 at 3:00 p.m. Room: TBD

II. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

November 14, 2019

Chair: V. Foster, V. Chair: T. Moragne

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Review HIVPC Demographics: The Planning Council currently has 22 members. The total percentage of unaffiliated consumers for the Planning Council has decreased to 27%, which is below the HRSA-mandated 33%, as the Planning Council lost one member in October. However, the Planning Council is working toward fulfilling the mandate requirement for unaffiliated consumer membership. The HIVPC membership underrepresents the Broward epidemic for males by 10%, Black members by 6%, or White members by 1%. MCDC discussed the need to increase the number of consumers on the HIVPC.

Planning Council and Committee Attendance: Members reviewed the Committee and HIVPC attendance report. There have been three warning letters issued, one resignation, and two removals since the last MCDC meeting.

Current Applicants, Interested Parties, and Appointments: The Committee chose to table the 2 applications pending an increase in consumer membership.

HIVPC Training & Presentation Plan: Members reviewed the HIVPC Training & Presentation Plan and discussed potential presenters for the topics of HIV & Mental Health as well as

Robert's Rules of Order. After much discussion regarding how best to hold trainings and presentations, the Committee voted to move discussion of training structure to the Executive Committee.

Recruitment Initiative: The Committee discussed its recruitment initiative and developed a recruitment message as outlined in its Recruitment & Retention Plan. Utilizing existing imagery from the "Get Involved!" card and language from the HIVPC Fact Sheet, the Committee drafted a message to be displayed on the HIVPC website and on agency carousels.

Member of the Year: MCDC reviewed the HIVPC Member Recognition Program criteria utilized in previous years as a reference during the selection process. The Recipient noted that the Member of the Year should be included in the MCDC work plan and implemented yearly moving forward, and the Committee voted to do so.

C. **Data Requests:**

None.

D. **Rationale for Recommendations:**

Members voted to further discussion of training structure at the Executive Committee meeting and to include member recognition in the MCDC Work Plan.

E. **Data Reports/ Data Review Updates:**

None.

F. **Other Business Items:**

None.

G. **Agenda Items for Next Meeting:**

HIVPC Recipient Reports and Member Training Process

H. **Next Meeting Date:**

February 13, 2020 at 11:30 a.m. Room: TBD

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

November 18, 2019

Chair: Vacant, V. Chair: B. Fortune-Evans

A. **Discussion Item:**

B. **Work Plan Item Update/Status Summary:**

Data Request Presentation: The CQM Support Staff presented data in response to the data request generated at the 10/21/19 QMC meeting. This data presentation discussed the demographic characteristics of clients who enter the Ryan White system via the Test and Treat Program (TTP) compared to those who did not enter the Ryan White system via TTP.

CQM Annual Workplan Progress: CQM Support Staff discussed activities that have been completed in order to meet the goals and objectives of the 2019-2020 CQM annual workplan.

C. **Data Request**

Demographics and other characteristics of clients considered non-permanently housed individuals; including reasons for non-permanent status trend over time.

D. **Rationale for Recommendations:**

QMC Members made recommendations to the Networks based on the presented data. Recommendations were for there to be a focus on the needs of young adults and African Americans may be needed as they make up a large portion of clients entering via TTP and focus on population of unstably housed individuals.

E. **Data Reports/Data Review Updates:**

None.

F. **Other Business Items:**

None.

G. **Agenda Items for Next Meeting:**

Data Request Follow-up

H. **Next Meeting Date:** TBD

IV. **EXECUTIVE COMMITTEE**

November 21, 2019

Chair: R. Lopes, V. Chair: C. Grant

A. **Discussion Item:**

B. **Work Plan Item Update/Status Summary:**

HIVPC Recipient Report: Members reviewed the proposed HIVPC Recipient Report. The purpose of the form is to provide a template for Recipients to share information with the HIVPC. After much discussion, members selected number of clients served, updates/accomplishments, and challenges as the best information to share with HIVPC. Recipient members of the Executive Committee will each work individually with staff to propose a discrete form to best inform the HIVPC of relevant information.

Member Training Process: The Executive Committee discussed how to time trainings to have the most engagement and best possible attendance. Suggestions included holding trainings during slower periods in the year when HIVPC meetings are canceled, having fewer training topics and breaking them into smaller training sessions, including presentations in the meetings, and using online methods to train and test members. PCS Staff will follow up with the member of the Executive Committee who will investigate the creation of online training development for the HIVPC.

HIVPC Elections Process: Committee members reviewed the documents approved by the ad-Hoc Nominating Committee. In its review of the nomination materials, the Committee chose to update the Outlook section of the Nominee Questionnaire to include the pillars of Ending the HIV Epidemic. Additionally, members decided to add a row to the Election Timeline to clarify that members who are not nominated from the floor are able to self-nominate until the close of nominations on January 6, 2020.

C. **Data Requests:**

None.

D. **Rationale for Recommendations:**

None.

E. **Data Reports/ Data Review Updates:**

None.

F. **Other Business Items:**

None.

G. **Agenda Items for Next Meeting:**

HIVPC Recipient Reports and Member Training Process

H. **Next Meeting Date:**

January 16, 2020 at 11:30 a.m. Room: TBD

V. **AD-HOC NOMINATING COMMITTEE**

November 8, 2019

Chair: H.B. Katz, V. Chair: None

A. **Discussion Item:**

B. **Work Plan Item Update/Status Summary:**

Elections Timeline: Members reviewed the proposed elections timeline and voted to approve the timeline with edits.

Nominating Procedure: Members approved the nominating procedures with the inclusion of call-in voting procedure.

Nominee Questionnaire: The Committee reviewed the most recently utilized Nominee Questionnaire and voted to include mention of the Ending the HIV Epidemic pillars.

C. **Data Requests:**

None.

D. **Rationale for Recommendations:**

Members voted to update the election timeline, nominating procedures, and nominee questionnaire for the HIVPC Chair and Vice Chair election.

E. **Data Reports/ Data Review Updates:**

None.

F. **Other Business Items:**

None.

G. **Agenda Items for Next Meeting:**

Review Election Process and Logistics and Prepare Slate of Officers.

H. **Next Meeting Date:**

January 7, 2020 at 1:00 p.m. Room: A-337

- VI. **PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)**
No November Meeting *Chair: L. Robertson, V. Chair: M. Hayes*

- VII. **SYSTEM OF CARE (SOC)**
No November Meeting *Chair: A. Ruffner, V. Chair: J. Rodriguez*

- VIII. **INTEGRATED WORKGROUP (IW)**
November 12, 2019 *Chair: T. Pietrogallo, V. Chair: T. Williams*

A. **Discussion Item:**

B. **Work Plan Item Update/Status Summary:**

Discussion of Ending the HIV Epidemic & its Relationship to the Integrated Plan: A consultant for FDOH-BC spoke about drafting an Ending the HIV Epidemic (ETE or EHE) plan. FDOH-BC has been working to engage focus groups and hold interviews to inform its plan. The Integrated Plan and ETE have a lot of overlap and the consultant spoke with the work group about how best to synergize the two documents. The ETE plan is being written by FDOH which is looking for common themes, but each area will be able to address its individual needs. The Workgroup provided suggestions to include in the ETE plan.

Members of the IW also expressed frustration with the current state of the Workgroup and made suggestions to improve attendance and determine member commitment.

Goal Group Updates: IW members received an update on the work of the goal groups. Each of the groups have experienced member turnover. Despite challenges related to attendance, progress is being made toward Integrated Plan goals.

Next Steps: The Chair and Co-Chair of the IW will review a draft Letter of Commitment, members will set a next meeting date for January 2020, and members will be contacted to determine interest in remaining part of the IW.

C. **Data Requests:**

None.

D. **Rationale for Recommendations:**

None.

E. **Data Reports/ Data Review Updates:**

None.

F. **Other Business Items:**

None.

G. **Agenda Items for Next Meeting:**

TBD

H. **Next Meeting Date:**

TBD

**** For detailed discussion on any of the above items, please refer to the meeting minutes. ****
Meeting Packets are available at: [The HIV Planning Council Website](#)

10. RECIPIENT REPORTS (20 minutes)

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention – Quarterly Update (April, July, October, January)

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: January 23, 2020 9:30 a.m. **LOCATION:** TBD

16. 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 •



MEETING MINUTES

Committee: Broward County HIV Health Services Planning Council
Date/Time: October 24, 2019, 9:30 a.m. **Location:** Governmental Center GC-430
Chair: Dr. Réquel Lopes **Vice Chair:** Claudette Grant

ATTENDANCE				
#	Member	Present	Absent	Grantee Staff
1	Arencibia, Y.	X		Anderson, T.
2	Barnes, B.	X		Robinson, J.
3	Bhrangger, R.	X		Walker, N.
4	Burgess, D.	X		Fender, T.
5	Cutright, A.	X		Garcia, E.
6	Dennis, B.		A	Jones, L.
7	Fortune-Evans, B.	X		
8	Foster, V.	X		HIVPC Staff
9	Grant, C.	X		Guice, M.
10	Hayes, M.	X		Martinez, G.
	Holness, Comm. D.V.C	X		Oratien, V.
11	Katz, H. B.		A	Ukpai, F.
12	Leonard, C.		A	Seitchick, J.
13	Lewis, V.	X		
14	Lopes, R. <i>Chair</i>	X		Guests
15	Marcoviche, W.		A	Brad Mester
16	Moragne, T.	X		Cecil Smith
17	Moreno, V.	X		Nelson Rodriguez
18	Robertson, L.		A	Rob Shore
19	Rodriguez, J.	X		Diana Brown
20	Ruffner, A.	X		Janet Carter
21	Schweizer, M.	X		Serena Cook
22	Siclari, R.	X		Ramon Casanova
	Quorum = 12	17		

1. CALL TO ORDER

The chair called the meeting to order at 9:41 a.m.

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

The HIVPC Chair welcomed everyone. Introductions were made by HIVPC members, PC and Recipient Staff, and Guests. Attendees were notified of Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed. The following motions were made:

Motion #1: To approve today's meeting agenda
Proposed by: Schweizer, M. **Seconded by:** Arencibia, Y.
Action: Passed Unanimously

Motion #2: To approve the 8/22/19 minutes
Proposed by: Arencibia, Y. **Seconded by:** Schweizer, M.

Action: Passed Unanimously

3. PHONE INTRODUCTIONS

The legislative representative introduced himself over the phone.

4. PUBLIC COMMENT (Up to 10 minutes). None

5. FEDERAL LEGISLATIVE REPORT – Handout A (Kareem Murphy)

A written legislative report (Handout A on file) was provided to the Council by Kareem Murphy who shared also share current events on the federal level that impacts HIV/AIDS funding.

6. CONSENT ITEMS

Motion #3: To approve the consent items

Proposed by: Moragne, T. **Seconded by:** Foster, V.

Action: Passed Unanimously

7. DISCUSSION ITEMS

I. FY2019-2020 Reallocations

Reallocations “Sweeps”: Members reviewed reallocation recommendations made by the PSRA committee. Providers have returned \$307,561. The Recipient has provided from the administrative budget \$202,220 to offset costs. HIVPC members voted to approve reallocations.

Motion #4: To reallocate \$107,561 from AIDS Pharmaceutical Assistance

Proposed by: Arencibia, Y. **Seconded by:** Lopes, R.

Action: Passed Unanimously

Motion #5: To reallocate \$200,000 from CIED

Proposed by: Schweizer, M. **Seconded by:** Moreno, V.

Action: Passed Unanimously

Motion #6: To reallocate \$176,516 to Outpatient Ambulatory Health Services

Proposed by: Schweizer, M. **Seconded by:** Moreno, V.

Discussion: Passed Unanimously

Motion #7: To reallocate \$182,000 to Oral Health Care – Routine

Proposed by: Rodriguez, J. **Seconded by:** Arencibia, Y.

Action: Passed Unanimously

Motion #8: To reallocate \$45,000 to Case Management

Proposed by: Schweizer, M. **Seconded by:** Foster, V.

Action: Passed Unanimously

Motion #9: To reallocate \$10,000 to Disease Case Management

Proposed by: Schweizer, M. **Seconded by:** Rodriguez, J.

Action: Passed Unanimously

Motion #10: To reallocate \$96,265 to Health Insurance Premium & Cost Sharing Assistance

Proposed by: Schweizer, M. **Seconded by:** Arencibia, Y.

Action: Passed Unanimously

II. Assessment of the Administrative Mechanism Statement

The Vice Chair of PSRA discussed the results of the Assessment of the Administrative Mechanism (AAM), which revealed that one respondent stated strong disagreement with the belief that the Recipient follows the recommendations of PSRA and HIVPC. After the Committee’s review of the Recipient’s procedure, PSRA stated its confidence that its recommendations have been followed. The Vice Chair then asked the Council to indicate its belief that the Recipient follows HIVPC recommendations regarding allocations and reallocations.

Council leadership emphasized that if members have questions regarding a process, they should feel comfortable asking.

Motion #11: To indicate as a Council HIVPC's belief that the Recipient follows HIVPC recommendations regarding allocations and reallocations.

Proposed by: Siclari, R. **Seconded by:** Schweizer, M.

Discussion: This motion is in response to a member's strong disagreement with the statement: "*The Recipient's Office followed the HIVPC's recommendations for service priorities, resource allocations and reallocations (Sweeps).*"

Action: Passed Unanimously

8. NEW BUSINESS

None.

9. COMMITTEE REPORTS (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

The CEC Vice Chair added to the Committee report that the CEC sponsored an event which took place on Tuesday, October 15th to commemorate National Latinx AIDS Awareness Day at the World AIDS Museum CEC will continue to plan for two additional events in this fiscal year. If members have ideas for groups CEC can partner with to hold these events, the Vice Chair asks that they share the information.

October 1, 2019

Chair: Vacant, V. Chair: A. Ruffner

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Chill, Chat, & Chew Planning: The CEC Vice Chair shared the proposal for incorporating the Chill, Chat & Chew Treasure Hunt into an upcoming World AIDS Museum event. Members noted that the turnaround would be difficult given the short notice and planning time, but ultimately voted in favor of the joint event. Members accepted tasks for the treasure hunt and planning meeting was scheduled for event members to communicate regarding the event on October 8th.

FY2019-2020 Community Empowerment Committee Work Plan: Members reviewed the CEC Work Plan which was revised based on the previous meeting's consensus. Members noted that the upcoming event will be the second of the fiscal year. CEC's goal for the fiscal year is to hold 2 outreach events & 2 education events.

C. Data Requests:

None.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

CEC Event Planning.

H. Next Meeting Date:

November 5, 2019 at 3:00 p.m. Room: A-337

II. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

The Chair of MCDC noted that the Vice Chair position was accepted by Dr. Timothy Moragne in September. The Chair also noted the completed member handbook is available at this meeting as well as new recruitment materials.

September 12, 2019

Chair: V. Foster, V. Chair: Vacant

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Review HIVPC Demographics: Members reviewed Council and Committee demographics (Handout A on file). The Planning Council currently has 23 members.

Although the total percentage of unaffiliated consumers for the Planning Council remains as 30% which is below the HRSA-mandated 33%, the Planning Council added one new member in the month of August.

Planning Council and Committee Attendance: Members reviewed the Committee and HIVPC attendance report and discussed new members and any changes that have occurred across committees (Handout B on file). There have been 4 warning letters issued, 2 resignations, and no removals since the last MCDC meeting.

MCDC Work Plan: Members reviewed the FY2019-2020 MCDC work plan (Handout C on file). Thus far, members have consistently looked at reflectiveness and are working towards the completion of other work plan activities.

HIVPC Training & Presentation Plan: Members reviewed the HIVPC Training & Presentation Plan (Handout D on file). The Committee chose tentative dates for presentations to take place through FY19-20.

Recruitment & Retention Plan: MCDC reviewed its Recruitment & Retention Plan and updated it for FY19-20. As a part of the Committee's recruitment strategy, members will develop a recruitment message, request technical assistance from HRSA to increase recruitment and retention, create a Committee specific recruitment initiative, create meeting packets to include a Creole version, supply case managers and outreach networks with recruitment kits, and update 'Get Involved!' cards.

C. Data Requests:

None.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

MCDC reviewed HIVPC & Committee demographics as part of its ongoing effort to ensure membership reflects the HIV epidemic in Broward County.

F. Other Business Items:

Agenda Items for Next Meeting: Recruitment messaging, MCDC-specific recruitment.

G. Agenda Items for Next Meeting:

H. Next Meeting Date:

November 14, 2019

III. QUALITY MANAGEMENT COMMITTEE (QMC)

The reports stand. The Vice Chair noted the addition of one new Committee member as of this meeting.

September 16, 2019

Chair: Vacant, V. Chair: B. Fortune-Evans

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

QMC Member Reference Notebooks: CQM program staff explained changes to the QMC member reference notebooks. Items changed were as followed: QMC Workplan was updated; attendance policy was included; frequently asked questions (FAQs) were updated; emergency financial assistance (EFA) service delivery model (SDM) was updated to reflect the current approved version. CQM staff explained that this notebook will be updated as needed and is provided as a reference for Committee members. Committee members are able to check-out notebook from CQM staff or request copies of included documents by emailing quality@brhpc.org.

Quality Improvement in HIV Care: Responsive, Team Based and Data Powered Presentation: CQM team presented slideshow regarding quality improvement. Key take-aways from this presentation are as follows: quality Improvement is about learning, measuring progress, and sustaining improvements through continuous cycles of changes; focus on the Triple Aim "end goal" to avoid complacency and create a culture of continuous improvement to ultimately support person-centered HIV treatment and care; each QI goal and project is connected to the aim of improving the health of people with HIV; partner with consumers to develop, inform and evaluate Quality Improvement Projects (QIPs). To hear a previously recorded version of the presentation, go to [Quality Improvement in HIV Care: Responsive, Team-Based, and Data Powered \(Course\)](#).

Committee members discussed the importance of creating a culture of improvement in addition to utilizing paperwork and procedures to conduct quality improvement. One member suggested a resource for learning more about creating a culture of quality improvement. This book is titled *Primed to Perform: How to Build the Highest Performing Cultures Through the Science of Total Motivation*.

Presentation of Broward EMA Quality Improvement for the Broward RW EMA 2018-2019: CQM Support Staff presented information regarding the 2019-2020 Broward EMA Quality Improvement project. This Project is the Dental-No Show Tracking Tool. Work on the Project began in the Spring of 2019. The Dental Network members have served as advisors and contributors to the Project. Currently all of the Broward Ryan White Part A EMA Oral Health Providers are using the No Show Tracking Tool to Collect Data for the Project. CQM support staff presented an overview of the Project, aims, and timeline for Project execution. Committee members provided feedback on the Project and asked questions of CQM support staff.

C. Data Requests:

None.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

F. Other Business Items:

G. Agenda Items for Next Meeting:

H. Next Meeting Date: October 21, 2019 Room: A-337

October 21, 2019

Chair: Vacant, V. Chair: B. Fortune-Evans

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Findings of the Evaluation of the Test and Treat Program: A CQM Health Planner reviewed the results of a consultant's findings with the Committee (Handout A on file). Members discussed the presented results and potential steps they could take to improve linkage to care. After much discussion, QMC made a data request for information on the demographics of Test & Treat Program clients receiving at least 1 RWHAP service.

Quality Improvement Activities Progress: The Committee reviewed information related to the Quality Improvement Project (QIP) activities taking place in RWHAP agencies (Handout B on file).

C. Data Requests:

QMC requested demographic information of Test & Treat clients receiving at least 1 RWHAP service.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

F. Other Business Items:

G. Agenda Items for Next Meeting:

H. Next Meeting Date:

November 18, 2019 Room: A-337

IV. EXECUTIVE COMMITTEE

The report stands.

No September Meeting

Chair: R. Lopes, V. Chair: C. Grant

October 17, 2019

Chair: R. Lopes, V. Chair: C. Grant

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

System of Care Committee Status: The Committee discussed the previous standing of the System of Care Committee (SOC) and whether it should move forward. After much discussion, the Executive Committee chose to reestablish SOC.

Executive Leadership Training Planning FY19-20: The Committee reviewed its training plan and chose to begin with Planning CHATT webinars and end with Robert's Rules of Order.

The decision to have Robert's Rules be last was made so that newly elected leaders would have the opportunity to learn the meeting procedure before they begin running meetings.

Membership Recruitment: Executive reviewed the updated Recruitment section of MCDCC's Recruitment & Retention Plan. Members discussed getting HIVPC information to Case Managers who may know of interested parties. Palm cards and recruitment kits will be available at the HIVPC meeting. Finally, members will be reminded to wear their HIVPC polos to the meeting if they have them.

HIVPC Recipient Reports: The Committee tabled discussion of standardized Recipient Reports for the next meeting.

HIVPC Member Handbook: The Committee reviewed the most recent draft of the HIVPC Member Handbook and have agreed to move forward with printing.

C. Data Requests:

None.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

HIVPC Recipient Reports.

H. Next Meeting Date:

November 21, 2019 at 11:30 a.m. Room: A-337

V. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

The report stands.

No September Meeting

Chair: L. Robertson, V. Chair: M. Hayes

October 17, 2019

Chair: L. Robertson, V. Chair: M. Hayes

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Reallocations "Sweeps": The PSRA Committee reviewed Recipient recommendations for reallocations. \$307,561 has been returned by service providers. The Recipient's office has provided an additional \$202,220 from Administrative costs. This gave PSRA a total of \$509,781 to reallocate to Ryan White Part A services. The Committee provided funds to Outpatient Ambulatory Health Services, Oral Healthcare – Routine, Case Management, Medical (Disease) Case Management, and Health Insurance Continuation Program.

FY2018 Assessment of the Administrative Mechanism: The Committee reviewed the results of the Assessment of the Administrative Mechanism (AAM) (Handout A on file). There was some discussion related to 1 member's strong disagreement that the reallocations process followed HIVPC's recommendations. Committee members voted to educate HIVPC members regarding the AAM process and allow members to discuss it.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted to educate HIVPC members regarding the AAM process to ensure the Council's understanding of the process and its purpose.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

H. Next Meeting Date:

November 21, 2019 Room: A-337

VI. SYSTEM OF CARE (SOC)

The HIVPC Chair noted that SOC did not meet but Executive had an extensive conversation and chose to reinstate the Committee.

No September Meeting

Chair: Vacant, V. Chair: Vacant

No October Meeting

Chair: Vacant, V. Chair: Vacant

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

Meeting Packets are available at: [The HIV Planning Council Website](#)

10. RECIPIENT REPORTS (20 minutes)

- a. Part A – The Part B Recipient provided a presentation describing the Florida Department of Health in Broward County's (FDOH-BC) work towards Ending the HIV Epidemic (ETE) Initiative. FDOH-BC has implemented a month-long survey in addition to various mechanisms to bring people to the table who normally do not have a seat. The Part B Recipient asked that those present please share this information with others to help FDOH-BC obtain a large sample of people living in Broward. The survey is available in English, Spanish, Haitian Creole, and Portuguese. To participate in the survey, Broward County residents can go to the [GetPrEPBroward](#) website.

FDOH-BC's survey employs logic depending on the respondent. If the participant is a consumer, follow-up questions will be related to the consumer experience. Conversely, if the participant is a service provider, questions will be geared toward the provider experience.

A draft ETE Plan is due December 2019. The final version of FDOH-BC's plan will be due September 2020.

The Part A Recipient followed the ETE presentation stating that the initiative has come fast and furious. The Recipient applied for the maximum award of \$9 million per year for the grant's five-year span. The grant called for disruptively innovative ideas. The Recipient's submission was disruptive but not innovative because Broward County is already very innovative. The real disruption is reaching those who are difficult to reach. Elements of Broward's initiative include: housing, skill building to maintain housing, and an intensive intervention model with services going to the client rather than having the client come to the service provider. The Recipient does not expect to receive the full award, rather an estimate of \$3-\$5 million. If Broward receives funding, the program is anticipated to start March 1, 2020. The Recipient expects potential delays in funding as noted in the Federal Legislative Report.

The Ryan White Part A Core Medical, Support, Planning and Evaluation, and the Centralized Intake Eligibility Determination (CIED) FY2020 RFP has been released. An informational meeting will be held on Friday, October 25th and the RFP must be submitted by November 15th.

The online recertification portal has been piloted for 3 months and is ready to go live. The Recipient's goal is to go live by December 1st. This should relieve the backlog of CIED clients. The Recipient hopes to do dual eligibility at the same time.

The previously disbanded Presidential Advisory Council on HIV/AIDS (PACHA) reformed and resumed meeting with new membership. One prominent member of PACHA is Carl Schmidt who is Deputy Director of the AIDS Institute. Mr. Schmidt is a very active, long time, and well-informed advocate in the HIV community. PACHA has begun meeting in different jurisdictions as part of its "PACHA to the People" approach. On October 21st and 22nd, PACHA held meetings in Miami. The Council toured sites including Latino Salud and Care Resource. Federal partners who attended PACHA's meetings include, National Institutes of Health (NIH), Substance Abuse and Mental Health Services Administration (SAMHSA), Indian Health Services (IHS), Centers for Disease Control (CDC), Housing and Urban Development (HUD), and Health Resources and Services Administration (HRSA). The federal focus is on community involvement and engagement. PACHA to the People allowed a facilitated discussion so that community members' voices could be heard. All presentations from this event are available on the [PACHA](#) website.

- b. Part B – Expenditures currently are on track. Further guidance regarding open enrollment will be coming soon from Tallahassee. BRHPC was awarded the ADAP contract. It is also tasked with enrolling individuals into the ACA marketplace between 100 – 400% FPL. Plans are out for cost assessment. Florida Blue is not changing any plans there will be a website at BRHPC to assist in the enrollment process as well as a phone number.
- c. Part C – The Part C Recipient is completing a non-compete application. Approximately 927 clients have been engaged in Part C care through September, including Case Management and some Medical Services. Part C is also doing medical adherence counselling and referral to specialists. Part C’s viral load suppression rate from January to September is 88.3%.
- d. Part D – Part D recently hired a Pediatric Physician. Part D Recipient has worked with over 900 clients in this fiscal year.
- e. Part F – The Part F Recipient reviewed the most recent quarters data. From July 1st to September 30th, 87 clients were seen, 17 of them were new to care. Clients were almost equally male to female. All clients were at or below 100% FPL. No client had a third-party payer. Between two oral health programs, the Recipient reported 96% viral load suppression.
- f. HOPWA – No representative present.
- g. Prevention – Quarterly Update (April, July, October, January) – The Part B/HIV Prevention Recipient noted that the prevention report is missing data from the last quarter. However, since the PrEP clinic opened, 2,284 individuals have received PrEP. Prevention has also visited 607 physicians to discuss the importance of routinizing HIV prevention and what to do when someone tests positive.

11. UNFINISHED BUSINESS

None.

12. PUBLIC COMMENT (Up to 10 minutes)

None.

13. ANNOUNCEMENTS

Vice Mayor Dale Holness stated how grateful he is for the work of HIVPC. It is his pledge to bring more people to the table including communities not currently represented on the Council. On November 19th at 10 a.m. a meeting will take place which may result in a Vice Mayor Holness becoming Mayor. If selected, his theme is “Broward 2050: One community. Forward together with prosperity for all.”

Smart Ride is taking place November 15th and 16th. This is an annual fundraiser with proceeds from the 2-day bike ride going to local HIV/AIDS organizations.

November 21st from 11 a.m. to 1 p.m., the World AIDS Museum is holding a youth art expo. Students from North Andrews Gardens Elementary will be sharing art pieces that reflect HIV/AIDS’ impact on Broward County. There will also be entertainment from the school’s drama department.

Planning Council will be holding a meeting in December. Members were asked to respond to a poll selecting December 5th or 12th as a meeting date.

14. REQUEST FOR DATA None

15. AGENDA ITEMS FOR NEXT MEETING: TBD 9:30 a.m. LOCATION: TBD

16. ADJOURNMENT 11:25 a.m.

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 •

HIV Planning Council Attendance CY2019

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
				Meeting Date	24	28	28	25	23	27	25	22	C	24				
0	0	1	1	Arencibia, Y.	X	X	X	A	X	X	X	X		X				
0	1	1	2	Barnes, B.	A	X	E	X	X	X	X	X		X				
1	1	0	3	Bhrangger, R.	X	X	X	X	X	X	X	X		X				
1	1	2	4	Burgess, D.	X	X	X	X	A	A	E	X		X			W - 7/2	
0	0	0	5	Cutright, A.	N - 5/23					X	X	X	X		X			
1	1	2	6	Dennis, B.	N-4/25				X	X	X	X	A		A			
0	0	3		Fleurinord, P.	A	E	E	A	A	Z - 6/26								
0	0	2	7	Fortune-Evans, B.	A	E	X	X	X	X	A	X		X				
0	0	2	8	Foster, V.	X	X	X	A	A	E	X	X		X			W- 7/2	
0	0	1	9	Grant, C.	X	X	E	X	X	X	A	E		X				
0	0	0	10	Hayes, M.	X	X	E	X	X	X	X	X		X				
0	0	7	-	Holness, D.V.C. (Comm)	A	A	X	A	A	A	A	A		X				
1	1	0	11	Katz, H.B.	X	E	X	X	E	X	X	X		E				
0	0	0	12	Leonard, Christopher	N- 4/25				X	X	X	X	X		E			
1	1	1	13	Lewis, V.	N-8/20								A		X			
0	0	1	14	Lopes, R. <i>Chair</i>	X	X	E	X	X	A	X	X		X				
1	1	0	15	Marcoviche, W.	X	X	X	X	X	X	X	E		E				
0	0	1	16	Moragne, T.	A	X	X	X	X	X	X	X		X				
0	0	2	17	Moreno, V.	A	X	E	X	X	X	A	X		X				
1	1	0	18	Riley- Gardiner, Y.	N- 4/25				X	E	X	X	E		Z - 10/2			
0	1	0	19	Robertson, L.	X	X	X	X	X	X	X	X		E				
0	0	0	20	Rodriguez, J.	X	X	X	X	X	X	X	E		X				
0	0	1	21	Ruffner, A.	X	X	X	X	A	X	X	X		X				
0	0	2	22	Schweizer, M.	A	X	X	A	X	X	E	X		X				
0	0	3	23	Siclari, R.	X	A	X	X	A	A	X	X		X			W - 7/2	
Quorum = 12					13	15	14	18	16	18	17	17	0	18	0	0		

Legend:	
X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

Update for Broward County HIV Health Services Planning Council

From: Kareem Murphy

Date: November 21, 2019

FY 2020 Appropriations Funding

The House and Senate have reached a short-term extension of funding to keep the government open through December 20. House and Senate Appropriations Chairs continue to meet to try and reach a fully year budget agreement. At this point, it is expected that if leaders reach agreement, the entire set of individual bills would be packaged into a large omnibus funding package. The impeachment proceedings have taken up more floor time in both chambers, pushing back time that would have been used to pass funding bills.

Status in the Senate

The Senate bill would provide an additional \$140 million for the President's plan to end the HIV/AIDS epidemic (funded through the CDC). It would add \$70 million to Ryan White programs under the President's plan. It would provide an additional \$5 million to address opioid-related infections (not exclusive to HIV). Finally, the Housing Opportunity for People with AIDS (HOPWA) program would be cut by \$63 million under the Senate's Transportation-Housing and Urban Development Appropriations bill.

Status in the House

The House approved legislation that would provide a total of \$1.335 billion in funding for treatment, care, and prevention, which would amount to a \$203 million overall increase. HOPWA and other HUD-based supportive services would receive \$410 million on top of that. Ryan White Parts A and B and ADAP would receive funding increases. Overall, there would be \$2.43 billion, (representing an \$116.4 million increase). Part A would get \$677.5 million (increase of \$21.6 million), Part B would get \$419.6 million (increase of \$4.9 million), ADAP would get \$912 million (increase of \$11.7 million).

Outlook

They the House, Senate, and President have an overall two-year budget agreement in place,, they lack agreement on FY 2020 appropriations. With the current Continuing Resolution expiring December 20, they must make a deal before Christmas to avoid a government shutdown.

2020 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	October 24, 2019
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	November 8, 2019
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Nominations accepted from the floor. Questionnaire given to all eligible parties interested in running until nominations close on January 6, 2020.	December 5, 2019
Nominations closed.	January 6, 2020
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 7, 2020
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January 23, 2020
Start of new HIVPC Chair & Vice Chair terms	March 1, 2020



NOMINATING PROCEDURE

FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the December HIVPC meeting (prior to the January election), a verbal call for nominations from the floor will take place. Council Members will be given a form to express their interest in running for Chair or Vice Chair. The form contains a set of questions about why they want to be an officer and their past leadership experience. The deadline for submitting responses will be January 6, 2020.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following the submission deadline to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the January Planning Council mailing.

If a member calls in to the Planning Council meeting, the member can vote. The member calling in to the meeting will vote first so as not to be a tie-breaking vote.

At the beginning of the January Planning Council meeting, candidates will give presentations that should be limited to 10 minutes with an additional 2 minutes for clarification relevant to the responses. Then ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. If there is only one candidate running for office, the ballot will include an option for members to either approve or reject the candidate. Planning Council members will receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first-choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the January meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective as of March 1, 2020.

FOR SPECIAL ELECTIONS

In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined above. Dates may vary based on the timing of the resignation.

Nominee Questionnaire

HANDOUT D

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

Candidate Name: _____

Office Sought: _____

Affiliation: _____

Please state your affiliation as an employee, consultant, or board member with Ryan White Part A, if any.

Please answer each question as concisely as possible, using the space provided.

Leadership

Please describe your leadership style and how you might engage Council members and facilitate the meeting process.

Membership

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

Relationships, Community, & Outreach

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

Health Disparity

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

Nominee Questionnaire

HANDOUT D

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

Conflict of Interest

If elected, how will you avoid conflict of interest, real or perceived, while exercising your duties of office and that of your personal and professional life?

Advocacy

What current unaddressed issues impacting the HIV/AIDS community would you like the Council to address?

Outlook

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021 and the Ending the HIV Epidemic pillars (Diagnose, Treat, Prevent, and Respond)?