



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, January 26, 2017, 9:30 a.m.
 Governmental Center Room GC-430

Chair: Brad Gammell **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 1/26/17 Meeting Agenda
- f. Approval of 12/8/16 Meeting Minutes

3. PHONE INTRODUCTIONS

4. FEDERAL LEGISLATIVE REPORT (Handout A)

5. CONSENT ITEMS

#	Motion	Justification	Proposed By
1	To approve the changes to the Membership/Council Development Committee's Policies & Procedures (Handout B)	The proposed changes to the MCDC P&Ps reflect the change in meeting schedule, and clarify the HIVPC member application process as well as member roles and responsibilities	MCDC

6. DISCUSSION ITEMS

#	SERVICE CATEGORY	Recommended TO	Recommended FROM	PROPOSED BY
1	Ambulatory (5)	\$7,500	(\$244,000)	Priority Setting & Resource Allocation Committee
2	MAI Ambulatory (1)	\$0	\$0	
3	Pharmaceuticals (3)	\$308,500	(\$21,866)	
4	Dental (2)	\$0	\$0	
5	Case Management (7)	\$18,100	(\$39,030)	
6	MAI Case Management (1)	\$0	\$0	
7	Medical Case (Disease) Management (4)	\$30,000	\$0	
8	Mental Health (3)	\$0	(\$136,000)	
9	MAI Mental Health (2)	\$0	\$0	
10	Substance Abuse (2)	\$26,000	(\$3,000)	
11	MAI Substance Abuse (1)	\$0	\$0	
12	Food Bank (1)	\$0	(\$55,000)	
13	Food Voucher (1)	\$105,796	\$0	
14	Centralized Intake and Eligibility Determination (1)	\$0	\$0	
15	MAI Centralized Intake and Eligibility Determination (1)	\$0	\$0	
16	HICP (1)	\$0	\$0	
17	Legal Assistance (1)	\$3,000	\$0	
	Total Part A Funds	\$498,896	(\$498,896)	
	Total MAI Funds	\$0	0	
	Total Funds	\$498,896	(\$498,896)	

7. NEW BUSINESS

- a. Standing Committee Membership and Attendance (**Handout C**)
- b. Ad-Hoc By-Laws committee reinstatement for March 2017.

8. JANUARY COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

January 3, 2017

Chair: L. Robertson V. Chair: P. Fleurinord

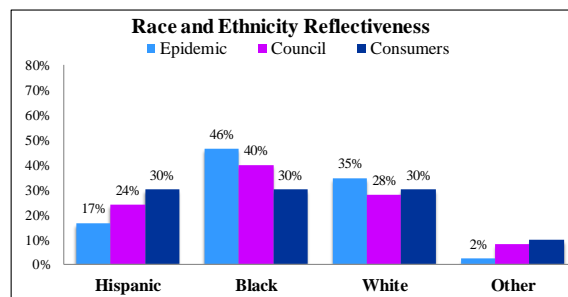
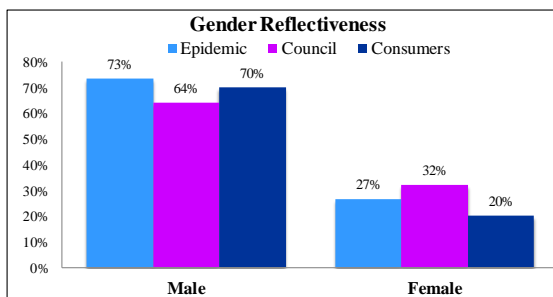
A. Work Plan Item Update / Status Summary:
<p><u>CEC Survey:</u> The HIVPC Manager reviewed the CEC Participation Survey, and the purpose behind the community participation survey that was approved at the last CEC meeting. The survey was distributed to 17 participants at a BTAN event in Southeast Broward on November 12, 2016. Most of the survey respondents were Black Non-Hispanic, male, and between the ages of 35-54. Most of the participants stated that they lived in the surrounding zip codes. Housing and support were also ranked as the greatest barriers to staying healthy. The group discussed how to modify the survey to incorporate information about overall health status, prescribed medications, common ailments, STIs, etc.</p> <p><u>HIVPC Retreat Follow-Up/ Next Steps:</u> The PC Manager asked the CEC members for their feedback on the December HIVPC Retreat. Many members stated that they enjoyed the overall experience of the event, that many people seemed to enjoy the teambuilding activities and thought it was very productive. The CEC Vice Chair agreed that it was a great experience, and said that she learned a lot from the activities, especially how to be clear about expectations for collaboration. The PC Manager asked the members if they met anyone at the Integrated Retreat, or knew of any organizations that they would like to collaborate with or invite to CEC meetings/events. The members discussed getting involved with more BTAN events, and also doing education and outreach through local universities.</p> <p><u>CEC Education, Training and Events:</u> The PC Manager then asked the members about trainings and educational series that they would like to participate in during the CEC meeting in March. The members suggested: Ryan White services (explanation of the Ryan White Parts and provided services); PrEP; Black women and PrEP; HIV criminalization; HIV policies and politics; and HIV drug interactions. The members stated that they would like to learn about the Ryan White Program first.</p> <p>The CEC members discussed upcoming events in which to participate and distribute surveys, including the Martin Luther King Jr. Day on January 16th and National Black HIV Awareness Day on February 7th.</p>
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
The members reviewed the CEC participation survey results from the BTAN event.
D. Data Requests:
None.
E. Other Business Items:
<i>Agenda Items for Next Meeting:</i> CEC Work Plans, Policies and Events; Ryan White Program training <i>Next Meeting Date:</i> March 7, 2017 <i>Location:</i> Governmental Center Annex Room A-337

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

January 12, 2017

Chair: Vacant V. Chair: V. Foster

**HIV Planning Council Membership Report
Current Through January 2017**



Gender	Epidemic	Council	% Difference	Consumers	% Difference
Male	14,372 73%	16 64%	-9%	7 70%	-3%
Female	5,213 27%	8 32%	5%	2 20%	-7%
Transgender	- -	1 4%	-	1 10%	-

Race	Epidemic	Council	% Difference	Consumers	% Difference
Hispanic	3,253 17%	6 24%	7%	3 30%	13%
Black	9,100 46%	10 40%	-6%	3 30%	-16%
White	6,777 35%	7 28%	-7%	3 30%	-5%
Other	455 2%	2 8%	6%	1 10%	6%
Total	19,585 100%	25		10	

Current Members	25
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	40%

- | Vacant Seats |
|--|
| 1. Grantees of Other Federal HIV Programs - VA |
| 2. Federally Recognized Indian Tribe Members |
| 3. State Medicaid |
| 4. Individual co-infected with Hep B or Hep C |
| 5. Local Public Health Agency |
| 6. Substance Abuse Provider |

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded

% Part A-Funded Providers	28%
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A. Work Plan Item Update / Status Summary:
<p><u>Review HIVPC Demographics:</u> The MCDC members reviewed the HIVPC and Committee membership and demographics. They reviewed the vacant seats on the HIVPC, and enquired about potential contacts to fill federally mandated seats. Staff is reaching out to potential SA providers, as well as looking into potential members representing a Federally recognized Indian Tribe. Staff asked the members for suggestions for other people to contact.</p> <p><u>Review HIVPC Vacancies and Current Applicants, Interested Parties, and Appointments:</u> The committee reviewed the HIVPC membership application for Yahaira Barrientos. The members asked Yahaira what she might contribute to the HIVPC through her membership. She stated that HIV+ transgender individuals need to be aware of all available services in the EMA, and that while there is already one transgender individual on the HIVPC, it is highly beneficial to have multiple perspectives representing this community.</p> <p><u>Review Attendance:</u> In CY2016 there were various committees that had multiple meetings cancelled due to quorum. Meetings were cancelled due to quorum because members either did not verify their attendance within 48 hours of the meeting or because members could not establish quorum in the room within 15 minutes of meeting's start time. PC Staff stressed the need for members to confirm their attendance prior to the meeting, and for the committee members to attend on time due to strict county ordinances. The Vice Chair spoke about the need to contact members who are consistently late, and let them know about patterns of behavior that are affecting meeting business. The PC Manager stressed the need for all committee chairs to work with their committees on attendance and promptness, and that this conversation should also be had at the next Executive Committee meeting.</p> <p><u>HIVPC Member Recognition for March 2017:</u> The members reviewed and approved the HIVPC Member Recognition Program timeline. The HIVPC Chair will announce the opening of the nominations process at the January HIVPC meeting. HIVPC members will have until the February HIVPC meeting to fill out a nominations form, and the MCDC will review the nominations during their March MCDC meeting. The Recognized Member will be announced at the March HIVPC meeting.</p> <p><u>MCDC Meeting Status:</u> In an effort streamline the work of the MCDC, there has been a recommendation from HIVPC Leadership to change the committee schedule from meeting monthly to meeting quarterly. The change in meeting frequency may help to group streamline the HIVPC member application process, post-appointment trainings and mentor selection process into quarterly schedule with a new member cohort. The members then reviewed the proposed changes to the MCDC Policies and Procedures. Staff included language regarding the quarterly meeting schedule and the attendance policies for members meeting on a quarterly basis. The group reviewed some of the unapproved changes from the last MCDC meeting in May, including addition on language regarding the way applications are reviewed, inclusion of language about selecting and advancing Alternates, and changing "Job Descriptions" to "Roles and Responsibilities." The group also discussed the inclusion "unaligned/unaffiliated" when referring to consumers, and the need for Local Public Health seat to be filled by an employee of a local governmental agency (as clarified by our HRSA Project Officer).</p>
B. Rationale for Recommendations:
<ul style="list-style-type: none"> • To conditionally appoint Yahaira Barrientos to the HIVPC in the Non-Elected Community Leader seat once she completes her standing committee attendance requirements. • To approve the change in the MCDC meeting schedule from monthly to quarterly meetings, beginning in March, 2017. • To approve changes to the MCDC Policies and Procedures to include quarterly meeting schedule, clarification on appointment procedures and membership definitions.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
<p><i>Agenda Items for Next Meeting:</i> By-Laws Parking Lot, MCDC Accomplishments and Challenges, Federally Mandated Seat Clarification <i>Next Meeting Date:</i> February 9, 2017 9:30 a.m. <i>Venue:</i> A-337</p>

C. QUALITY MANAGEMENT COMMITTEE (QMC)

Cancelled- No Quorum

Chair: C. Grant, V. Chair: Vacant

D. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

Cancelled- No Quorum

Chair: W. Spencer, Vice Chair: R. Siclari

E. SYSTEM OF CARE COMMITTEE

No January Meeting

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

The SOC and HIVPC Leadership met to discuss the direction of the SOC Committee. The Committee will work to analyze the effectiveness of Part A service delivery from the perspective of identified subpopulations of Part A clients. **SOC membership is now open.** Ideal members of the SOC Committee are reflective of Broward's community stakeholders, Ryan White consumers, and HIV frontline workforce across different stages of the HIV Care Continuum. Members should be individuals who bring skills related to the needs of HIV-positive Broward County residents, and who can provide insight into the needs, gaps and barriers facing Part A clients in the county.

Please contact PC Staff or Marie Hayes, SOC Chair if you are interested in joining the Committee.

F. EXECUTIVE COMMITTEE

January 19, 2017

Chair: B. Gammell Vice Chair: R. Lopes

A. Work Plan Item Update / Status Summary:
<p><u>Standard Committee Items</u>–The committee members reviewed, edited and approved the February calendar, and January HIVPC agenda and meeting materials.</p> <p><u>Reallocations (“Sweeps”)</u> – The Grantee’s representative explained requests for additional funds and returned funds. The Executive members voted to grant provider requests for additional funds and returns.</p> <p><u>HIVPC Retreat Follow-Up</u> – The PC Manager asked for the Executive Members’ feedback on the December HIVPC Retreat. The members agreed that they liked the retreat, they thought the presenters and subject matter was appropriate for the event, and they enjoyed the “Who Moved My Cheese?” and other Executive trainings that were held as a precursor to the Retreat. It was agreed that the members would participate in a training on a biannual basis on topics including Robert’s Rules and organizational culture. Next steps for Integration include a joint HIVPC/BCHPPC Executive meeting, as well as a possible facilitated retreat to talk about the future of the Integrated Plan and Integrated Committee. The group discussed how to move forward with the Integrated Committee (IC), whether it should continue as a work group or moving to a standing HIVPC committee, and what each of those options would entail for By-Laws, County Ordinances and regulation.</p> <p><u>MCDC Quorum Review</u> – The PC Manager gave a year-in-review presentation on the number of meetings held in 2016, and the number of meetings cancelled due to quorum issues. The majority of standing committees had issues with quorum last year, including MCDC, QMC and the Executive Committee itself. The members agreed on a 9:00 a.m. meeting with breakfast at 8:30 would help meetings start on time and move faster. The members also discussed ways to notify Staff when they are running late. The HIVPC Chair asked that the chairs bring up issues with communication and quorum at their next committee meeting.</p> <p><u>HIVPC Member Recognition Program</u> – The PC Manager presented the Member Recognition Program, which was approved by the HIVPC in 2015. The MCDC has proposed starting the Program at the January HIVPC meeting, with the selected member recognized at the March HIVPC meeting. The members debated the criteria for the Member Recognition Program, and whether the criteria was relevant to the attributes to determine member recognition. They asked that the Program be sent back to MCDC for review with comparison to the QM All Networks awards criteria, and suggested that the Recognition Program could be presented at an HIVPC Retreat in December.</p>
B. Rationale for Recommendations:
The committee made recommendations for the reallocation of funds (“sweeps”) based on the expenditure, utilization information and recommendations presented by the Grantee to ensure that priority needs are met.
C. Data Reports / Data Review Updates:
The committee reviewed all the necessary data needed to reallocate funds during the “Sweeps” process.
D. Data Requests:
None.
E. Other Business Items:
<i>Agenda Items for Next Meeting: Member Recognition Program, Joint BCHPPC/HIVPC meeting, FY2017 Committee Work Plans</i> <i>Next Meeting Date: February 16, 2017</i>

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

9. PUBLIC COMMENT

10. ANNOUNCEMENTS

11. REQUEST FOR DATA

12. AGENDA ITEMS FOR NEXT MEETING: February 23, 2017 LOCATION: GC-430

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Ryan White Part A Pharmaceutical Formulary Changes	<i>PSRA</i>	Action Item: Discuss and approve changes to the Part A Pharmaceutical Formulary

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 •