



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**

Friday, August 10, 2012

PRESENT:

Kuryla, S.
Jones, L.
LaMendola, B.
Hosein, F.

The meeting began at 10:30 a.m.

DISCUSSIONS:

1. Most recent versions of work plans from all committees will be brought to the Part A Executive Committee Meeting of 8/16/12.
2. Executive Committee members on 8-16-12 will review all the work plans. If they need to be changed or updated, the Committee can discuss a method for doing so.
3. Executive Committee on 8-16-12 can decide whether to propose a retreat at the September meeting of Joint Executive, and decide what items to be covered at the retreat.
4. Possible topics for a proposed Joint Executive Retreat, if approved on 8/16/12 include:
 - (i) Training based on implementing the Comprehensive Plan goals into the meetings and work plans.
 - (ii) Training or discussion on Part A and B chairs working together.
5. Agendas:
 - (i) Going forward, action items to be added to all agenda items along with due date when possible.
 - (ii) Chairs will receive new and expanded agendas with background information on agenda items, and
 - (iii) Agenda items should ideally feed into the committee's work plan.
6. To implement 'Pre Meeting Coordination Conference Calls' to include Committee Chairs, Grantee, Support Staff in order to finalize the agenda for next meeting.

The meeting concluded at 12:30 p.m.



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**HIV PLANNING COUNCIL
COORDINATION MEETING**
Friday, August 24, 2012

PRESENT:

Kuryla, S.
Gammell, B.
Jones, L.
DeGraffenreidt, S.
Rosiere, M.
LaMendola, B.

The meeting began at 10:55 a.m.

DISCUSSIONS:

1. The HIVPC Chair presented a copy of a letter that will be sent today to the Chair of the Quality Management Committee, informing him she is choosing another Chair. The letter will go out by email and by certified mail.
2. The Chair and Vice Chair of the HIVPC requested staff to contact all Part A Committee Chairs to schedule an emergency meeting of the Part A Executive Committee next week, preferably at noon on Aug. 29 or Aug. 30. The meeting would be held at the Grantee's office in Room A335 if available. The topic is the Chair's expectations of Committee Chairs and the vision of the Planning Council.
3. All HIVPC members will be sent information on reimbursements that are available to unaffiliated consumers who are members of the Planning Council. It should carry a cover letter explaining that the purpose is to remind everyone about the policies on reimbursements.
4. Staff should continue research on the level of consumer participation in meetings of the Planning Council and Committees before and since the Council moved its meetings from Fort Lauderdale to Hollywood. The data will be reported to Council leadership when it is completed.

The meeting concluded at 12:30 p.m.