



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, November 18, 2013 – 9:30 a.m. to 11:30 a.m.  
Governmental Center Annex – Room A-335  
Ryan White Part A Program Office  
115 S. Andrews Ave, Ft. Lauderdale 33311

**Chair: Samantha Kuryla**

**Vice Chair: Brad Gammell**

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
  - ❖ Meeting Agenda: 11/18/13
  - ❖ Meeting Minutes: 10/21/13
- 5. MEMBERSHIP & LEADERSHIP**

Discuss committee membership and develop ideas on how to build leadership of committee members. Recommend ways to recruit new members to committees.
- 6. JOINT PLANNING COMMITTEE**

Develop agenda items for the Joint Planning Coordination meeting.
- 7. ACA & PCPG UPDATES**

Discuss any ACA updates. The Chair of SFAN will also provide an update from the Patient Care Planning Group (PCPG) meeting.
- 8. ATTENDANCE & QUORUM**

Discuss methodologies on how to standardize meeting notices and reminders in order to enforce the following County attendance requirement: *If a board member does not confirm to the board coordinator that he or she will be present, at least 2 days prior to the meeting, he or she will be marked absent.*
- 9. DISCUSS UPCOMING JOINT EXECUTIVE MEETING**

Briefly review agenda items and discuss the upcoming meeting.
- 10. DECEMBER 16th COORDINATION MEETING**

Discuss the upcoming HIVPC Coordination meeting on December 16th.
- 11. NEXT MEETING DATE /AGENDA ITEMS:** Monday, December 16, 2013 at 9:30 a.m. Room: A-335
- 12. ADJOURNMENT**



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**HIV PLANNING COUNCIL COORDINATION**

Monday, October 21, 2013 – 9:30 a.m.

Governmental Center Annex – Room A-335

Ryan White Part A Program Office, 115 S. Andrews Ave, Ft. Lauderdale 33311

**Meeting Minutes**

	<b>ATTENDEES</b>
1	Gammell, B., HIVPC Vice Chair
2	Wynn, J., Part B Chair
3	Jones, L., Part A Grantee
4	Mercer, A. Part B Grantee
5	Crawford, T., Support Staff
6	Rosiere, M., Support Staff
7	McEachrane, T., Support Staff

**1. CALL TO ORDER**

The HIVPC Vice Chair called the meeting to order at 10:11 a.m.

**2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**

The HIVPC Vice 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. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

**3. WELCOME AND INTRODUCTIONS**

Self-introductions were made.

**4. REVIEW**

- ❖ Meeting Agenda: 10/21/13
- ❖ Meeting Minutes: 10/7/13

**5. REAUTHORIZATION**

The Part A Grantee announced that the office will be hosting community engagement sessions in 3 locations within the County. Proposed locations include: South, Central, Wilton Manors and the Sistrunk corridor. AIDS Institute’s Michael Ruppel has agreed to facilitate two community engagement sessions. CARE Coalition’s Ernest Hopkins will facilitate one and a female representative is being sought to facilitate another. The Membership/Council Development Committee (MCDC) and Joint Client/Community Relations Committee (JCCR) will be asked to help distribute information to the community and greet attendees. The sessions should be complete by January. Community feedback will be collected to help inform Fort Lauderdale’s FY2014 Legislative Program.

**6. MEMBERSHIP & LEADERSHIP**

The group discussed the difficulties of mentoring a chair. Chairs need to be knowledgeable and concerned about issues facing the community. The Part B Chair has had difficulty recruiting a Part B-Co-Chair for the Priority Setting and Resource Allocation (PSRA) Committee. One member suggested placing the task on MCDC for chair recruitment. The Grantee stated that it would be too much responsibility and suggested that the Part B Chair invite a representative from Walgreens. The Part B Chair will bring up the PSRA vacancy when meeting with SFAN.

Members discussed having the Part B chair recount discussions regarding the SFAN meetings at the Joint Executive Committee meetings to encourage partnership.

An additional discussion was held regarding the Prevention seat vacancy. It was stated that the overall, representation of Part B members on the Council is low. To ensure compliance with Planning Council

policies regarding gender and racial reflectiveness of the epidemic in Broward, staff will provide a copy detailing committee members' demographics and affiliations.

**7. JOINT PLANNING COMMITTEE**

The Grantee was directed by HRSA at a site visit earlier this year to begin integrating Prevention. Joint Planning typically analyzes data, but deliverables on these analyses remain to be seen. The Grantee suggested that in the future, Joint Planning should ask what the PSRA Committee needs from them and vice versa. There has also been difficulty securing a Prevention representative to the committee. Ultimately, methods from both Prevention and Care and Treatment need to be integrated in a way that prevents duplication of services. Part A should take the lead on integration and start with Joint Planning then work up to the full Council. A facilitator with expertise in both Prevention and Care and Treatment will be requested in the process of updating the Comprehensive Plan.

**8. WORK PLANS**

Members discussed following-up on the integration of prevention services to the South Florida AIDS Network (SFAN) work plans. The Part B Grantee described topics discussed at meetings. Unmet need for Part B clients mirrors that of Part A. The SFAN advisory group identifies appropriate allocation of funding for Part B services.

**9. NEXT MEETING DATE /AGENDA ITEMS:** Monday, November 4, 2013 at 9:30 a.m. Room: A-335

**10. ADJOURNMENT** The meeting was adjourned at 12:40 p.m.

**BROWARD COUNTY CODE OF ORDINANCES**  
**CHAPTER 1, ARTICLE XII. BOARDS, AUTHORITIES AND AGENCIES GENERALLY**

**GENERAL REQUIREMENT AND POLICIES**

**Sec. 1-233. Terms of appointees to Broward County agencies, authorities, boards, committees, commissions, councils, and task forces; quorum**

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**Removal based on Attendance**

1. Board meetings on a quarterly or less frequent basis: Members will be removed after two (2) consecutive unexcused absences or missing two (2) properly noticed meetings in one (1) calendar year.
2. Board meetings more frequently than quarterly: Members will be removed after three (3) consecutive unexcused absences or missing for (4) properly noticed meetings in one (1) calendar year.

**Excused Absences**

Require written notice to the chair of the board prior to the meeting (when practicable). The chair of the board shall determine whether the absence meets the criteria for an excused absence. Members may be excused **ONLY** for the following reasons:

1. Member performing an authorized alternative activity relating to outside advisory board business that directly conflicts with the properly noticed meeting;
2. Death of an immediate family member (spouse, father, mother, stepparent, in loco parentis, child, or stepchild domiciled in member's household);
3. Death of member's domestic partner;
4. Member's hospitalization;
5. Member summoned for jury duty; or
6. Member is issued a subpoena by a court of competent jurisdiction.

**Non-excused absences**

1. Out of town business.
2. Doing business or attending a meeting for member's company.
3. Attending another meeting as an elected official.
4. Car problems.

**Requirements of Appointment**

Any advisory board appointee who fails to meet the requirements of his or her appointment, including residency, if required to live in the district, is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

**Quorum Rules**

Once a quorum has been established by members physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone.

**Appointees shall notify the board coordinator *at least two (2) business days prior to the scheduled meeting date as to whether they will or will not attend the meeting.*** This will allow the cancellation of a meeting due to a lack of quorum prior to the actual meeting date.

***If a board member does not confirm to the board coordinator that he or she will be present, at least 2 days prior to the meeting, he or she will be marked absent.***

If a meeting is **scheduled and a sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting:

- Members present will be marked as attending.
- Members who telephone in, will be marked as attending.
- Members not present will be marked absent.
- Members who did not confirm they were attending will be marked absent.

If a meeting is **scheduled and a sufficient number of members to have quorum DID NOT CONFIRM** that they will be physically present at the meeting, **THE MEETING WILL BE CANCELLED PRIOR TO THE MEETING DATE:**

- Members not present will be marked absent.
- Members who intended to telephone in, will be marked absent.
- Members who did not confirm that they were attending will be marked absent.
- Members who confirmed they would be attending will be marked *present* and it will be noted on the attendance sheet that the meeting was cancelled.

If a meeting is **scheduled and sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting, **BUT QUORUM WAS NOT PRESENT AT THE MEETING, THE MEETING WILL BE CANCELLED:**

- Members present will be marked as attending but it will be noted that the meeting was cancelled.
- Members not present will be marked absent.
- Members who telephone in, will be absent.
- Members who did not confirm that they were attending will be marked absent.

(Ord. No. 79-36, § 1, 6-20-79; Ord. No. 89-19, § 1, 5-9-89; Ord. No. 92-4, § 1, 3-10-92; Ord. No. 92-13, § 1, 5-12-92; Ord. No. 92-46, § 1, 11-10-92; Ord. No. 95-18, § 1, 4-11-95; Ord. No. 1999-06, § 1, 2-23-99; Ord. No. 2001-01, § 1, 1-9-01; Ord. No. 2001-10, § 1, 3-27-01; Ord. No. 2002-10, § 1, 3-18-02; Ord. No. 2003-21, § 1, 6-10-03; Ord. No. 2005-01, § 1, 1-11-05; Ord. No. 2005-16, § 1, 6-28-05; Ord. No. 2006-17, § 1, 6-13-06; Ord. No. 2008-36, § 1, 9-9-08; Ord. No. 2009-39, § 1, 6-23-09; Ord. No. 2012-30, § 1, 10-23-12)