



**Ft. Lauderdale/Broward County EMA
Broward County HIV Health Services Planning Council**

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HIV PLANNING COUNCIL COORDINATION

Governmental Center Annex, Room A-337
Ryan White Part A Program Office, 115 S. Andrews Avenue, Ft. Lauderdale, FL 33311
March 18, 2013 – 10 a.m.

Meeting Minutes

	ATTENDEES
1	Gammell, B., HIVPC Vice Chair
2	Jones, L., Part A Grantee
3	Strong, K. Part A Grantee
4	Rosiere, M., BRHPC HIVPC Division Director
5	LaMendola, B., Support staff
6	Crawford, T., Support Staff

1. CALL TO ORDER

The HIVPC Vice Chair called the meeting to order without quorum at 10:25 a.m.

2. REVIEW GROUND RULES, 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

4. REVIEW: Meeting Agenda: 3/18/13. Meeting Minutes: 2/25/13

5. HIVPC QUESTIONNAIRE – QUALIFICATIONS AND CONFLICT OF INTEREST

The group reviewed a draft of a questionnaire to be completed by all Planning Council members, which confirms and updates their contact information, indicates that they still qualify for the seats they hold, and declares any conflict(s) of interest. The group suggested changes to the form, which will be revised and discussed at the next Coordination meeting on April 1, 2013.

6. RETREAT EVALUATION SURVEY

The draft of an evaluation survey that will be sent to HIVPC members who attended the retreat on February 28, 2013 was reviewed. The Vice Chair requested that the evaluation survey be sent out electronically this week, with a deadline of April 5, 2013. This survey will get members thinking about the upcoming changes and whether or not they are ready for them to occur.

7. REVISED AGENDA, COMMITTEE SUMMARY FORMAT

A draft of a revised agenda and summary format was reviewed and edited. These will be used by all Committees. The new summary format will be used by Committees to report their meeting activities to the Planning Council. Both items were redesigned to focus on documenting actions and accomplishing items on the work plans. The Grantee asked that the agenda be finalized by Thursday in order to for it to be revealed at the Executive Committee Meeting on March 21, 2013.

8. NEXT MEETING/AGENDA ITEMS: Next Meeting: Monday, April 1, 2013 at 10:00 a.m.

Review HIVPC member update form, revised committee meeting agenda and summary, discuss quarterly Joint Executive meeting and meeting with prevention. Discuss consultants, if desired.

9. ADJOURNMENT: The meeting was adjourned at 11:45 a.m.