



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

MEETING AGENDA

Thursday, October 24, 2013 at 9:00 a.m.

Samantha Kuryla, Chair

Brad Gammell, Vice Chair

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

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. WELCOME AND PUBLIC RECORD REQUIREMENTS**
 - a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
 - b. Council Member and Guest Introductions
 - c. Excused Absences and Appointment of Alternates
 - d. Approval of 10/24/13 Meeting Agenda
 - e. Approval of 9/26/13 Meeting Minutes
- 4. PUBLIC COMMENT** (Up to 10 minutes)
- 5. FEDERAL LEGISLATIVE REPORT** (Kareem Murphy) (Handout A)
- 6. CONSENT ITEMS**

Consent #1	To appoint Devon Burgess to the Joint Client/Community Relations Committee
Justification:	Mr. Burgess has consistently shown commitment and dedication to JCCR's committee meetings and community events
Proposed by:	Joint Client/Community Relations Committee

Consent #2	To move Dr. Mark Schweizer (currently in the Healthcare Provider seat) to the Part F mandated seat
Justification:	Nova Dental has received funding from HRSA, making Dr. Schweizer the Part F Grantee. This also ensures that mandated seats are filled on the HIV Planning Council.
Proposed by:	Membership/Council Development Committee

Consent #3	To approve the training survey topics as part of mandated trainings specified in the Ryan White Part A Manual (Handout B)
Justification:	Trainings aid in the increase of knowledge for HIV Planning Council members
Proposed by:	Membership/Council Development Committee

Consent #4	To appoint Anya Thornberry to the Joint Planning Committee.
Justification:	As a representative from Broward House, Ms. Thornberry can provide thoughtful insight and expertise.
Proposed by:	Joint Planning Committee

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment

Consent #5	To appoint Joshua Rodriguez to the Joint Planning Committee.
Justification:	As a representative of FLDOH-BC, Mr. Rodriguez can provide thoughtful insight and expertise.
Proposed by:	Joint Planning Committee

Consent #6	To approve the scope of the 2013 MSM study as amended (Handout C)
Justification:	To obtain information regarding the issue of access, retention, and adherence to primary medical care as adherence to medical treatment regimens
Amendment:	Include stigma as a barrier to accessing primary care and cross tabulate results with factors that impede primary medical care such as race, gender, ethnicity, age, and geographic location.
Proposed by:	Joint Planning Committee

Consent #7	To approve the Policies and Procedures with the removal of references to Super Core (Handout D)
Justification:	To ensure that the Committee's Policies and Procedures reflect the PSRA process
Proposed by:	Priority Setting & Resource Allocation Committee

Consent #8	To approve the Nominating Procedure as amended (Handout E)
Justification:	To ensure that the procedure reflects the nominating process
Amendment:	Change the dates to reflect the timeline; clarified the time allotted for presentation and questions; clarified how to get a majority vote on a double election system.
Proposed by:	Ad Hoc Nominating Committee

Consent #9	To approve the Mentoring Plan (Handout F)
Justification:	To increase new members' knowledge of the HIV Planning Council and retain membership participation in Council meetings
Proposed by:	Membership/Council Development Committee

7. DISCUSSION ITEMS

8. OCTOBER COMMITTEE REPORTS

a. **MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)**

October 3, 2013

Chair: K. Creary, Vice Chair: T. Wilson

A. Work plan item update / Status Summary:

Work plan item 1.1, 1.4 -- The Committee reviewed the Council makeup to ensure it reflects the epidemic; discussed filling mandated seats; ensured 33% of members are unaffiliated PLWHA.

Work plan item 1.1 --The members recommended that Dr. Schweizer be moved from the Healthcare Provider seat to the Part F Grantee seat on the Council since Nova Dental received HRSA funding, making him the Part F Grantee.

Work plan item 5.1-- Members reviewed the current work plan to view the progress of the work being completed by the Committee. Members also briefly reviewed the policies and procedures and discussed the current process of appointing members to the Council that was established by the Committee. Revision of the policies and procedures will occur during the November meeting.

Work plan item 4.1-- Members reviewed and revised the Mentoring Plan. Members reviewed the recommendations from the Executive Committee which included: 1) the mentoring program remains voluntary; if mandated, it should be standardized 2) establish a mentor job description. The Committee revised the plan making the program voluntary and removed the timeline that was originally set for the program. The Plan now includes mentoring components of HIV Planning Council members, which focuses on the sharing of information with regards to the Florida Sunshine Law.

Work plan item 4.2-- Members reviewed the training survey for the HIVPC members. Staff reviewed the origination of the topics, which included ideas from members at the last MCDC meeting, responses from last year's survey, and responses from Council members this year. As opposed to having the Council members rank the topics in order of importance, the Committee is recommending that staff include the mandated trainings indicated by HRSA and utilize the training topics identified as additional trainings that will supplement ones that are mandated since they will affect how the Council functions. The additional topics identified are as follows: 1) Affordable Care Act Implementation 2) Recruitment Strategies 3) Cultural Competency 4) How to Identify Needs of PLWHAs 5) Role/Duties of Membership Committee 6) Oral Health & its Implication on Retention in Care.

B. Rationale for Recommendations:

Moving the aforementioned individual ensured that the HIVPC remained in compliance by having mandated seats filled. Members agreed to wait until the next meeting to continue considering the appointment of HIVPC applicants to see how the possible appointment of individuals for mandated seats by employment (i.e. Prevention and Part B Grantee) will affect the demographic reflectiveness of the Council. The Committee recommended that a letter be sent to Part B and Prevention requesting that they assign someone to those vacant seats on the HIV Planning Council as soon as possible.

The Committee agreed to table further review of the MCDC Policies and Procedures until the November meeting due the remaining meeting time allotted.

C. Data Reports / Data Review Updates:

The Committee reviewed the demographics of the Council as it reflects the epidemic of Broward County.

D. Data Requests:

The Committee requested to view the evaluation data completed by members or guests for the Council and Committee meetings for the past year in effort to conduct recruitment and retention.

E. Other Business Items:

None. *Agenda Items for Next Meeting:* Review Planning Council Members and Seats; Review Policies & Procedures; Review Evaluation Summary for Council and Committee meetings; Review Recruitment and Retention Plan. *Next Meeting Date:* November 7, 2013

b. **JOINT CLIENT COMMUNITY RELATIONS COMMITTEE (JCCR)**

October 1, 2013

Part A Co-Chair: H.B. Katz, Part B Co-Chair: L. Washington

A. Work plan item update / Status Summary:

Work plan item 1.3 -- Members recapped the last Hot Topic presentation regarding peer education, filled out a brief evaluation survey on the topic, and discussed the role of peer educators regarding how it relates to the Joint/Client Community Relations (JCCR) Committee. Members questioned whether they should be formally trained. The Committee also debated whether the title of "peer educator" was important. Members feel that it is their responsibility to give clients important information; however, they do not feel that they need to be assigned the role of peer educator. The Committee decided that they will continue to be in the community and advocate for clients as they have done in the past. Members agreed that the hot topics will continue to function as an educational tool for members to become more informed in order to relay insightful information to community members.

Work plan item 2.3. -- The Committee reviewed feedback provided from participants at the resource fair, which was held on September 24th at the African American Research Library from 5:00 p.m.-8:00 p.m. Members analyzed the successes of the fair and detailed events of the night. The HOT 105 PSA that the Part B Co-Chair conducted was played for the members to hear. The JCCR Co-Chairs were presented with plaques for their hard work concerning the event. The Co-Chairs also thanked the Committee members, the grantee office, and staff for

their help.

Work plan item 2.2, 3.2. -- The Committee continued their discussion on their 3rd community event, which is currently scheduled for December 3rd. Members discussed whether there was enough time to conduct one on their own or partner with another agency who is conducting a World AIDS Day event. Members decided it may be best to partner with Ryan White Part A Grantee office again, but decided that they will need to allot an adequate amount of time to plan a community event in the future. Members discussed going to different agencies that they have not previously visited such as AIDS Healthcare Foundation (AHF), Broward House, and Holy Cross. Additional details surrounding the event will be discussed at the next meeting.

B. Rationale for Recommendations:

Members unanimously voted to add Devon Burgess as a member of the JCCR Committee due to his commitment to attending meetings as well as his dedication to attending and helping with JCCR's community events.

C. Data Reports / Data Review Updates:

The Committee received a handout on the Positive Life Workshop from the New York HIV Planning Council. The workshop is for persons living with HIV/AIDS, and they provide participants with the knowledge, motivation, and skills necessary to improve their health, support their immune system, increase treatment adherence, reduce risk behaviors, and develop health supporting routines.

D. Data Requests:

Members requested that the HOPWA Administrator, Mario DeSantis, be invited to speak at the next JCCR meeting for the "Hot Topic" presentation. An invitation will also be extended to the director of the AIDS Drug Assistance Program (ADAP).

E. Other Business Items:

None. *Agenda Items for Next Meeting:* Hot Topic Presentation; Continue planning for the 3rd Community Event. *Next Meeting Date:* November 12, 2013

c. **JOINT PLANNING COMMITTEE**

October 14, 2013

Part A Co-Chair: Vacant, Part B Co-Chair: Kim Saiswick

A. Work plan item update / Status Summary:

The Committee discussed the scope and parameters for the 2013 MSM Study. The research questions were identified including: The profile of the study participants, including the age, race/ethnicity, home zip code, and city of diagnosis; Factors that facilitate or prevent/impede access, retention, and adherence to primary medical care; Prevalence and impact of comorbidities; Prevalence and impact of mental health, substance abuse, homelessness, and incarceration issues; Length of time since HIV/AIDS diagnosis influencing participation in medical care; Factors contributing to secondary prevention practices; Factors contributing to clients' decision making process about HIV/AIDS such as religious, cultural, and philosophical attitudes and beliefs; and Assessing whether stigma is a barrier to accessing primary care. Members agreed that the results should be cross tabulated with factors that impede primary medical care such as race, gender, ethnicity, age, and geographic location. The Committee reviewed the following data sources will be utilized for the study: Literature reviews; and Interviews, Surveys, and Focus Groups of MSM and Healthcare Professionals.

Work plan item 2.7- The Committee reviewed the data on the Ryan White Part A Health and Human Services (HHS) Indicators for FY11-12 and FY12-13. The percent change was documented to show a comparison between the two fiscal years. The indicators measured the following: HIV positivity; Late HIV Diagnosis; Linkage to HIV Medical Care; Retention in HIV Medical Care; Antiretroviral Therapy Among Persons in HIV Medical Care; Viral Load Suppression Among Persons in HIV Medical Care; and Housing Status. Members discussed whether a consistent population was utilized for the measure, *Retention in HIV Medical Care*.

Members mentioned that there was an overall improvement in the indicators between the two years.
B. Rationale for Recommendations:
In regards to Part B's reallocations, the Committee members made a motion to sweep \$300,000 from Med Copay to Residential Substance Abuse due to the need in that service category. The Part B Grantee representative mentioned that the money can be moved back to med co-pay if the utilization is not needed for residential substance abuse treatment.
Members recommended that Anya Thornberry (Broward House) and Joshua Rodriguez (Broward County Health Department) be added to the Joint Planning Committee due to their interest and expertise.
Without objection, members agreed to move the meeting time back to 1:00 p.m. because it will be more convenient for the Committee.
C. Data Reports / Data Review Updates:
The Committee reviewed the January-September 2013 Broward HIV/AIDS Surveillance Report. Members also reviewed the following reports from Part B: Expenditure Report for April-August 2013; ADAP Report through September 30, 2013; Data for Clients Served in Medication Co Pay Service Category for 2012 and 2013; and Ryan White Part B 1 st FY 13/14 Reallocations for October 2013. Members also reviewed the Ryan White Part A HHS Indicators for FY11-12 and FY12-13.
D. Data Requests:
None.
E. Other Business Items:
None. <i>Agenda Items for Next Meeting:</i> Community Viral Load Discussion. <i>Next Meeting Date:</i> December 9, 2013 at 1:00 p.m.

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

October Meeting Cancelled

Chair: C. Grant

Agenda Items: Retreat; Review Data Measures & Definitions; Group Activities. *Next Meeting*

Date: November 18, 2013.

e. **PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE**

October 16, 2013

Part A Co-Chair: C. Taylor-Bennett, Part B Co-Chair: Vacant

A. Work plan item update / Status Summary:
<i>Work plan item 4.1-</i> Review Policies and Procedures. The Committee reviewed the PSRA Policies and Procedures and discussed the historical use for Core and Super Core service categories. Members decided to remove all references to Super Core in the PSRA Policies and Procedures.
<i>Work plan item 1.9 –</i> Review ACA Impact on Allocations. The Committee reviewed the FY14/15 planned allocations to ensure that allocations meet clients' needs transitioning in to the ACA. Members also discussed philosophical ideas of how allocations would potentially change to accommodate clients' needs. Members agreed to keep the planned FY 14/15 allocations.
<i>Work plan item 3.1 –</i> Assessment of the Administrative Mechanism. The Committee tabled review of the Administrative Mechanism until the November meeting.
<i>MAI Case Management Analysis –</i> The Committee heard a presentation by the Grantee on MAI Case Management utilization and outcomes. The presentation included: Scope of Services; utilization; demographics; MAI Medical Case Management Client Flow Chart; challenges; and recommendations.
B. Rationale for Recommendations:

In regards to Part B's reallocations, the Committee members made a motion to sweep a total of \$300,000 (\$200,000 additional from the previous \$100,000 placeholder) from Med Copay to Residential Substance Abuse due to the need in that service category. The Part B Grantee representative mentioned that the money can be moved back to Med Copay if the utilization is not needed for residential substance abuse treatment.

The Committee removed all references to Super core to ensure that the Committee's Policies and Procedures reflect the PSRA process.

C. Data Reports / Data Review Updates:

Members reviewed the following reports from Part B: Expenditure Report for April-August 2013; ADAP Report through September 30, 2013; Data for Clients Served in Medication Co Pay Service Category for 2012 and 2013; and Ryan White Part B 1st FY 13/14 Reallocations for October 2013.

D. Data Requests:

None.

E. Other Business Items:

None. *Agenda Items for Next Meeting:* Assessment of the Administrative Mechanism; MAI Case Management Analysis; Review ACA Impact on Allocations. *Next Meeting Date:* November 20, 2013.

LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

No October meeting

Chair: D. Proulx

Agenda Items: Review Ryan White Part A Formulary. *Next Meeting Date:* TBD.

f. **JOINT EXECUTIVE COMMITTEE**

October 17, 2013

Part A Chair: S. Kuryla, Part B Chair: J. Wynn

A. Work plan item update / Status Summary:

Ryan White CARE Act Reauthorization—The Committee discussed the issue surrounding reauthorization of the Ryan White CARE Act. Members discussed HIVPC's previous request that the County Commission defer action on the topic of reauthorization of the CARE Act until such time that the Council can both review and recommend a plan of action for reauthorization. Members were reminded that documents regarding reauthorization were previously emailed. The Grantee announced that the Ryan White Part A Program office plans to educate the community on Ryan White CARE Act Reauthorization. The Part A Grantee mentioned that there will be four community engagement groups in Broward County to educate the community on reauthorization (South, Central, Wilton Manors, and Pompano Beach). A survey will also be developed to get true community input on the issue. An email address will be established to gather feedback and additional information. A proposed timeline of events was discussed; the first session will likely be in December while the remaining will follow in January.

Education and Training—Members discussed the need for education and training to the community on the Affordable Care Act. The Joint Client/Community Relations Committee's plan to educate the community was discussed. Members agreed that the Committee needs to have targeted sessions and possibly partner with an agency to conduct a session in November. The Council's plan in general was also questioned; members were informed that it is the EMA's responsibility to actively enroll clients into the exchanges, an added task for CIED.

Establish Mission & Timeline—The Joint Executive Committee reviewed the previously established a mission and goals to accommodate the implementation of the ACA. The Committee previously decided on the following goals: 1) Determining how to cover the gaps in services clients will experience next year in Medicaid, private insurance and Ryan White Part A (e.g. mental health, substance abuse and underserved populations); 2) Reviewing

service utilization by FPL for each service category, which was previously completed; 3) Conducting multiple town hall forums to educate and inform the community about healthcare reform, eligibility and application process (July 2013); 4) Identifying potential gaps in coverage/service faced by clients entering insurance exchanges through ACA as well as in Medicaid; 5) Comparing insurance plan coverage with Part A coverage; 6) Identifying services that may need Part A funding; 7) Keeping the possibility of Medicaid expansion in Florida and the closure of the federally run PCIP plan on the Committee's radar.
B. Rationale for Recommendations:
N/A.
C. Data Reports /Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
None. <i>Items for Next Meeting: TBD. Next Meeting Date: November 21, 2013 at 12:30 p.m.</i>

g. **PART A EXECUTIVE COMMITTEE**

October 17, 2013

Chair: S. Kuryla, Vice Chair: B. Gammell

A. Work plan item update / Status Summary:
<p>The Part A Executive Committee reviewed the HIV Planning Council agenda for the upcoming meeting. Committee chairs also reported on their work plan progress to ensure that goals are being met. The new Part A Chairs of the following Committees was reiterated: Joint Planning (Karlene Tomlinson); Joint Client/Community Relations Committee (Yolonda Reed); and Membership/Council Development Committee (H.B. Katz).</p> <p><i>Healthcare Reform Update</i>—The Committee discussed whether the item was needed on the HIVPC Agenda and what information would be pertinent. Members decided that Joey Wynn will give a brief explanation of handouts regarding the marketplace.</p> <p><i>Ryan White CARE Act Reauthorization</i>—Members discussed the issue surrounding Ryan White CARE Act reauthorization and whether it should be actively pursued. Members were reminded that documents regarding reauthorization were previously emailed. The Committee agreed by consensus to partner with the Ryan White Part A Program office on its plan to educate the community on Ryan White CARE Act Reauthorization. The Part A Grantee mentioned that there will be four community engagement groups in Broward County to educate the community on reauthorization (South, Central, Wilton Manors, and Pompano Beach). A survey will also be developed to get true community input on the issue. An email address will be established to gather feedback and additional information.</p> <p><i>Educational Sessions</i>—The Committee assessed JCCR's community educational sessions. Members also reviewed evaluations and discussed the next educational session. The Part A Co-Chair of JCCR recapped the details of the last two community events.</p> <p><i>MCDC Packet</i>—The Committee reviewed the following information from MCDC: Revised Mentoring Plan, Draft Letter to FLDOH-BC to fill vacant seats on the HIVPC; and Training topics for HIVPC members. Members decided to approve the documents with the exclusion of the draft letter. The Committee agreed that it was not necessary to send the letter because the FLDOH-BC is actively recruiting to fill vacant seats.</p> <p><i>PSRA Policies and Procedures</i>—The Committee reviewed the revised policies and procedures from the PSRA Committee. Members were reminded of the history of Core and Super Core and were informed that all references to Super Core were removed to reflect the current PSRA process.</p> <p><i>Nominating Procedure</i>—Members reviewed the revised Nominating procedure and nominee questionnaire. Members were informed of the following changes to the Nominating procedure:</p>

Updated dates to reflect current timeline; clarified presentation and question time limits; and clarified procedure in place to achieve a majority vote for a double election system. The questionnaire will be provided at the HIVPC meeting for members to express their interest in running for HIVPC Chair or Vice Chair.
B. Rationale for Recommendations:
The Executive Committee agreed that the Council should partner with the Part A Grantee to educate the community on Ryan White CARE Act reauthorization through a collaborative effort. Members recommended that the MCDC's mentoring plan be sent to the HIVPC for approval without track changes to avoid lengthy discussion and confusion regarding the plan.
C. Data Reports /Data Review Updates:
None.
D. Data Requests:
The MCDC Part A Co-Chair requested a list of vacancies at the HIVPC meeting.
E. Other Business Items:
None. <i>Items for Next Meeting:</i> Plan Planning Council Retreat. <i>Next Meeting Date:</i> November 21, 2013 at 2:00 p.m.

AD HOC NOMINATING COMMITTEE

October 16, 2013

Chair: W. Spencer

A. Work plan item update / Status Summary:
<i>Nominating Procedure</i> – Review and Revise the ad Hoc Nominating Procedure. The Committee reviewed the current Nominating Procedure and agreed to the following changes: Update dates to reflect current timeline; clarify presentation and question time limits; and clarify procedure in place to achieve a majority vote for a double election system. <i>Nominee Questionnaire</i> - Review the 2011 Nominee Questionnaire to develop focus areas and questions for the new questionnaire. The Committee reviewed the current Nominee Questionnaire and agreed to the following changes: Reorder questions to make the Leadership question first and Reword the current Advocacy question to read “ <i>What currently unaddressed issues in the HIV/AIDS community would you like the Council to address?</i> ” <i>December Meeting</i> – Discuss agenda items/tasks for the December meeting. The Committee discussed agenda items and agreed to have the next meeting in November.
B. Rationale for Recommendations:
The Committee updated the current Nominating Procedure to reflect the nominating process.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
No other business. <i>Items for Next Meeting:</i> Review Election Process and Logistics (Review Electronic Ballet); Prepare Slate of Officers. <i>Next Meeting Date:</i> November 20, 2013.

h. AD HOC BY-LAWS COMMITTEE

October 17, 2013

Chair: W. Spencer

A. Work plan item update / Status Summary:
<i>Review Planning Council Grievance Procedure</i> – The Grantee reviewed the history behind Executive Committee sending the Grievance Procedure back to By-Laws for further review. The Committee reviewed the Grievance Policy and Procedure for Planning Council Actions and agreed to the following revisions: Remove all references to Joint Client/Community

<p>Relations (JCCR) handling grievances and to clarify policy 3 to indicate that a single third party mediator will be chosen to handle Council grievances if the need should arise. The Committee also reviewed the Notice of Grievance for Planning Council Actions Form and added Clinical Outcomes to the line item Allocations of Funds to Services to clarify possible process(es) directly affecting grievant.</p> <p><i>Final Review: Parking Lot List and Track-Changes Version of By-Laws</i> – The Committee reviewed the Parking Lot List and did not offer any further recommendations. Members also reviewed the HIV Planning Council By- Laws to ensure that all references to JCCR Committee handling Council grievances have been removed.</p>
<p>B. Rationale for Recommendations:</p>
<p>The Committee updated the Grievance Policy and Procedure for Planning Council Actions, Notice of Grievance for Planning Council Actions Form and HIV Planning Council By- Laws to reflect the current Grievance process.</p>
<p>C. Data Reports / Data Review Updates:</p>
<p>None.</p>
<p>D. Data Requests:</p>
<p>None.</p>
<p>E. Other Business Items:</p>
<p>No other business. <i>Items for Next Meeting:</i> None. <i>Next Meeting Date:</i> TBD</p>

9. GRANTEE REPORTS (up to 10 minutes)

- a) Part A
- b) Part B

10. OTHER REPORTS (up to 10 minutes)

- a) Part C
- b) Part D
- c) HOPWA
- d) Prevention
- e) Healthcare Reform Update/Handouts (Joey Wynn)

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. ANNOUNCEMENTS

14. PUBLIC COMMENT (Up to 10 minutes)

15. REQUEST FOR DATA

16. AGENDA ITEMS FOR NEXT MEETING: December 12, 2013 at 9:00 a.m. VENUE: BRHPC

17. ADJOURNMENT