

MEETING AGENDA

Committee: Broward County HIV Health Services Planning Council
Date/Time: June 25, 2020, 9:30 a.m. **Location:** WebEx Meeting Room
Chair: Dr. Réquel Lopes, AP **Vice-Chair:** Claudette Grant

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

1. CALL TO ORDER (10 minutes)
2. WELCOME AND PUBLIC RECORD REQUIREMENTS
 - a. Welcome and Introductions
 - b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
 - c. Council Member and Guest Introductions
 - d. Moment of Silence
 - e. Excused Absences and Appointment of Alternates
 - f. Approval of 06/25/20 Meeting Agenda
 - g. Approval of 05/28/20 Meeting Minutes
3. PUBLIC COMMENT (Up to 10 minutes)
4. FEDERAL LEGISLATIVE REPORT – Handout A (Kareem Murphy)
5. CONSENT ITEMS
 - I. **Motion to approve Von Biggs to join the Quality Management Committee**
Justification: Mr. Biggs is an unaffiliated consumer with experience serving on boards and a strong desire to help the community.
PROPOSED BY: QMC Vice Chair
 - II. **Motion to approve Von Biggs to join the Community Empowerment Committee**
Justification: Mr. Biggs is an unaffiliated consumer with experience serving on boards and a strong desire to help the community.
PROPOSED BY: CEC Chair
 - III. **Motion to approve Von Biggs to join the Priority Setting & Resource Allocation Committee**
Justification: Mr. Biggs is an unaffiliated consumer with experience serving on boards and a strong desire to help the community.
PROPOSED BY: PSRA Chair
 - IV. **Motion to approve David Shamer to join the Priority Setting & Resource Allocation Committee**
Justification: Mr. Shamer is a previous member of the HIVPC who is returning to serve his community in honor of those who have succumbed to HIV/AIDS, those who live with HIV, and those who have not been exposed to HIV.
PROPOSED BY: PSRA Chair
 - V. **Motion to approve David Shamer to join the Quality Management Committee**
Justification: Mr. Shamer is a previous member of the HIVPC who is returning to serve his community in honor of those who have succumbed to HIV/AIDS, those who live with HIV, and those who have not been exposed to HIV.
PROPOSED BY: QMC Vice Chair
 - VI. **Motion to approve David Shamer to join the System of Care Committee**
Justification: Mr. Shamer is a previous member of the HIVPC who is returning to serve his community in honor of those who have succumbed to HIV/AIDS, those who live with HIV, and those who have not been exposed to HIV.
PROPOSED BY: SOC Chair

VII. Motion to approve Irving Wilson to join the Community Empowerment Committee

Justification: Mr. Wilson is a community member with a spirit of awareness and advocacy who would like to be part of the fight to help others.

PROPOSED BY: CEC Committee

VIII. Motion to approve Irving Wilson to join the Membership/Council Development Committee

Justification: Mr. Wilson is a community member with a spirit of awareness and advocacy who would like to be part of the fight to help others.

PROPOSED BY: MCDC Chair

6. DISCUSSION ITEMS

I. Motion to Approve the FY 2021-2022 Core Service Category Rankings (Handout B)

Justification: Rankings were conducted as part of the priority setting and resource allocation process.

PROPOSED BY: Priority Setting & Resource Allocation Committee

II. Motion to Approve the FY 2021-2022 Support Service Category Rankings (Handout B)

Justification: Rankings were conducted as part of the priority setting and resource allocation process.

PROPOSED BY: Priority Setting & Resource Allocation Committee

7. NEW BUSINESS

I. Council Ethics Guide (Handouts C1-C2)

Justification: To provide basic information on Broward County Council ethics to the HIVPC.

8. COMMITTEE REPORTS (15 minutes)

I. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

June 2, 2020

Chair: Dennis, B. V. Chair: A. Ruffner

A. Discussion Item:

CEC Development: Planning Council Support (PCS) Staff began the meeting with a presentation that highlighted the role of each Committee within the HIV Planning Council (HIVPC). This presentation is Handout A on file.

Rankings Presentation: CEC received an overview of the rankings process (Handout B1 on file).

FY2021-2022 CEC Rankings: The Committee conducted its rankings for the FY2021-2022 priority setting and resource allocation process.

Virtual Event Planning: The Committee discussed virtual event planning and ways to engage the community during the COVID-19 pandemic. A member suggested hosting a virtual event between July and September focused on the *Ryan White Part A Program & You: Simple Facts* video launch and community dialogue. The event was previously scheduled for March 26th; however, due to the COVID-19 pandemic, the event was postponed to a later date. There was conversation around different organizations the CEC could partner with to expand the reach of the event. After much discussion, the Committee agreed to host a virtual event to premiere the video series.

B. Data Requests:

None.

C. Rationale for Recommendations:

None.

D. Data Reports/ Data Review Updates:

None.

E. Other Business Items:

None.

F. Agenda Items for Next Meeting:

Finalize video launch event.

G. Next Meeting Date: *July 7, 2020*

II. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

June 11, 2020

Chair: V. Foster; V. Chair: T. Moragne

A. Discussion Item:

Robert's Rules & TEAM Training: The Committee reviewed amendments to its previously agreed upon training proposal (Handout A on file). The new plan includes two 90-minute webinars rather than one half-day in-person training. The training will also include strategies for working virtually. The Committee voted to approve the updated training methods as well as amend the number of Robert's Rules Training licenses. MCDC opted to poll HIVPC members for best available training dates.

Review HIVPC Demographics: The Council's membership is slated to increase to 22 with the approval of three members by the Broward County Board of Commissioners. This will bring the percentage of unaffiliated consumers to 32% (Handout B on file).

Planning Council and Committee Attendance, Warning Letters, and Removals: While there have been resignations, there have been no warnings issued in this time nor have any removals taken place (Handout C on file).

Review Recruitment or Retention Tool: The Committee was unable to review the intended approach at this meeting. The Committee intends to review the idea at the next MCDC meeting.

Discuss Current Recruitment & Retention Options: MCDC received a presentation from the JSI consultant providing technical assistance to the HIVPC for Recruitment & Retention. Members were encouraged to discuss different aspects of recruitment & retention that are going well and those which could be improved. The consultant will continue to work with the PCS Team to incorporate this feedback into a technical assistance plan for the HIVPC.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted to approve the updated Robert's Rules & TEAM building training. This proposal has been amended to meet current meeting standards during the COVID-19 pandemic.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

TBD

H. Next Meeting Date:

TBD at 9:30 a.m. Room: TBD

III. QUALITY MANAGEMENT COMMITTEE (QMC)

June 15, 2020

Chair: Vacant, V. Chair: B. Fortune-Evans

A. Discussion Item:

3 Year CQM Plan FY 2020-2022: The Committee voted to approve the 3 Year CQM Plan.

CQM Workplan for FY2020: The Committee reviewed and approved the FY2020 CQM Workplan.

Service Delivery Model Review- Universal Service Delivery Model: The Committee reviewed

and approved the proposed changes to the Universal SDM.

Service Delivery Model Review- Health Insurance Continuation Program (HICP) Service Delivery Model: The Committee reviewed and approved the proposed HICP SDM.

Service Delivery Model Review- Legal Services Service Delivery Model: The Committee reviewed and approved the proposed Legal Services SDM.

Service Delivery Model Review- Oral Health Service Delivery Model: The Committee reviewed and approved the proposed Oral Health SDM.

B. Work Plan Item Update/Status Summary:

None.

C. Data Requests:

None.

D. Rationale for Recommendations:

None.

E. Data Reports/ Data Review Updates:

FY 2019-2020 Broward EMA Data Overview Presentation: The CQM support staff provided a brief overview of the FY 2019-2020 Broward EMA Data.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

- Housing Status Definitions
- Clients with Highly Detectable Viral Loads Follow-Up (Discussion of key takeaways from Dr. Hidalgo's presentation of clients with highly detectable viral loads on 2/24/20)
- Setting the Aim for FY2020 QI Activities (Determine the overall QI goal for viral suppression within the EMA for FY2020)

H. Next Meeting Date:

July 20, 2020 at 12:30 p.m. Location: WebEx Meeting Room

IV. EXECUTIVE COMMITTEE

June 18, 2020

Chair: R. Lopes, V. Chair: C. Grant

H. Discussion Item:

I. Work Plan Item Update/Status Summary:

HIVPC Agenda: The Executive Committee voted to approve the HIVPC agenda.

June HIVPC Calendar: The Committee reviewed and approved the July HIV Planning Council calendar.

Get Care Broward Video Launch Update: The Committee received an update about the Get Care Broward video launch which will be hosted by the Community Empowerment Committee (CEC) within the coming months.

HIVPC & Committee Member Survey Results: The Committee reviewed the results of the HIVPC & Committee Member Survey. The survey included questions to assess members' experiences anonymously. Overall, the results yielded positive feedback from members. Committee members briefly discussed low response rates, responses that showed neutrality, and implementing training that will assist new members with understanding the processes of the HIVPC.

J. Data Requests:

None.

K. Rationale for Recommendations:

None.

L. Data Reports/ Data Review Updates:

None.

M. Other Business Items:

None.

N. Agenda Items for Next Meeting:

None.

O. Next Meeting Date:

July 16, 2020 at 9:00 a.m. Location: WebEx Meeting Room

V. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

June 18, 2020

Chair: L. Robertson, V. Chair: Vacant

A. Discussion Item:

B. Work Plan Item Update/Status Summary:

Monthly Expenditures/Utilization Report: A representative of the Recipient's Office reviewed current expenditures and utilization by service category. At this point in the fiscal year, service funding is expected to be 25% expended. Many services have been underutilized in the current fiscal year, likely a result of the impact of COVID-19.

Ryan White Funder & Stakeholder Presentations: The Committee received presentations from the Part D Representative and the HOPWA Program (Handouts A1-A2).

HIV Surveillance Epidemiological Data: A representative of the Florida Department of Health in Broward County (FDOH-BC) reviewed epidemiological data (Handout B on file). The representative highlighted the 11.2% decrease in HIV-related deaths from 2017 to 2018.

Needs Assessment/Community Input Presentation: A CQM Health Planner provided an overview of the most recently completed needs assessment (Handout C on file). The effort to elicit community feedback for this assessment included a shortened survey that was dissemination electronically.

Part A Client Health Outcomes Presentation: A CQM Health Planner reviewed health outcomes along the Ryan White Part A continuum of care (Handout D on file).

Priority Setting: PSRA received a presentation reviewing the importance of priority setting as well as the previous year's rankings (Handout E1 on file). Following the review, members were instructed to complete the rankings process using Handout E2 (on file) before completing rankings via electronic survey. Members completed their FY2021-2022 rankings and voted to approve the Committee's Core and Support Services.

C. Data Requests:

None.

D. Rationale for Recommendations:

Members voted to approve the rankings completed by Committee members to be utilized in the allocations process.

E. Data Reports/ Data Review Updates:

None.

F. Other Business Items:

None.

G. Agenda Items for Next Meeting:

FY2021-2022 Resource Allocation

H. Next Meeting Date:

July 16, 2020 at 9:00 a.m. Location: WebEx Meeting Room

VI. SYSTEM OF CARE (SOC)

No June Meeting

Chair: A. Ruffner, V. Chair: J. Rodriguez

**** For a detailed discussion on any of the above items, please refer to the meeting minutes. ****
Meeting Packets are available at: [The HIV Planning Council Website](#)

9. RECIPIENT REPORTS (20 minutes)

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention – Quarterly Update (January, April, July, October)

10. UNFINISHED BUSINESS

11. PUBLIC COMMENT (Up to 10 minutes)

12. ANNOUNCEMENTS

13. REQUEST FOR DATA

14. AGENDA ITEMS FOR NEXT MEETING: July 23, 2020 LOCATION: WebEx Meeting Room

15. ADJOURNMENT

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 •

CY2020 HIVPC Attendance

Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
Meeting Date	23	27	C	C	28								
Arencibia, Y.	X	X			X								
Barnes, B.	X	X			X								
Bhrangger, R.	E	X			X								
Cutright, A.	X	A			X								
Dennis, B.	X	X			X								
Fortune-Evans, B.	X	X			X								
Foster, V.	X	X			X								
Grant, C.	X	X			X								
Hayes, M.	X	X											Z - 05/28
Holness, Dale V.C. (Mayor)	N - 02/11	A			A								
Katz, H.B.	X	X			X								
Lewis, V.	X	X			X								
Lopes, R. <i>Chair</i>	X	X			X								
Marcoviche, W.	E	X			X								
Moragne, T.	A	X			A								
Moreno, V.	X	A			A								
Robertson, L.	X	X			X								
Rodriguez, J.	E	X			X								
Ruffner, A.	X	X			X								
Schweizer, M.	X	X			X								
Sharief, B. (Comm)	A												Z - 02/11
Siclari, R.	A	X			X								
Quorum = 11	15	18	0	0	17	0	0	0	0	0	0	0	

Legend:	
X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	R - removal letter
CX - canceled due to quorum	