



**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
 MEETING AGENDA**

Thursday, December 10, 2015, 9:30 a.m.
 A-337

Chair: Will Spencer **Vice Chair:** Yolonda Reed

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. Review Meeting Ground Rules, Public Comment and Public Record Requirements
 - b. Council Member and Guest Introductions
 - c. Moment of Silence
 - d. Excused Absences and Appointment of Alternates
 - e. Approval of 12/10/15 Meeting Agenda
 - f. Approval of 11/19/15 Meeting Minutes

3. **PHONE INTRODUCTIONS**

4. **FEDERAL LEGISLATIVE REPORT** (Kareem Murphy) (Handout A) (5-10 minutes)

5. **CONSENT ITEMS**

None.

6. **DISCUSSION ITEMS**

#	MOTION	JUSTIFICATION	PROPOSED BY
1	To Approve the proposed By-Laws changes to Article VIII, Section 4 (Handout B1-B3)	This modification for quorum purposes is to ensure representation of the council standing committees.	Ad-Hoc By-Laws

7. **NEW BUSINESS**

- a. Presentation of Candidates (WP Item 3.4): Begin Council leadership elections process (Handouts C1-C2)

Chair Candidates	Vice Chair Candidates
1. Brad Gammell	1. Yolonda Reed
2. Yolonda Reed	2. Requel Lopes

8. **DECEMBER COMMITTEE REPORTS (15 minutes)**

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

No December Meeting *Chair: A. Lint, V. Chair: P. Fleurinord*

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

No December Meeting *Chair: H.B. Katz*

C. AD-HOC NOMINATING COMMITTEE

No December Meeting *Chair: K. Creary*

D. NEEDS ASSESSMENT/EVALUATION COMMITTEE (NAE)

No December Meeting *Chair: K. Tomlinson*

E. LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

No December Meeting *Chair: D. Proulx*

F. QUALITY MANAGEMENT COMMITTEE (QMC)

No December Meeting *Chair: C. Grant*

G. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

December 16, 2015 *Chair: C. Taylor-Bennett, Vice Chair: R. Siclari*

H. SYSTEM OF CARE COMMITTEE (SOC)

No December Meeting *Chair: M. Hayes*

I. EXECUTIVE COMMITTEE

No December Meeting

Chair: W. Spencer Vice Chair: Y. Reed

9. GRANTEE REPORTS (20 minutes)

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention

10. UNFINISHED BUSINESS

11. PUBLIC COMMENT (Up to 10 minutes)

12. ANNOUNCEMENTS

13. REQUEST FOR DATA

14. AGENDA ITEMS FOR NEXT MEETING: January 28, 9:30 a.m. LOCATION: TBD

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Review Meeting Surveys (WP Item 1.3)	CEC	ACTION ITEM: Analyze survey results after each community meeting to recommend future actions.
Administrative Mechanism (WP Item 7.1)	HIVPC	ACTION ITEM: Review and approve Administrative Mechanism methodology.

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 •

3. FEDERAL LEGISLATIVE REPORT (Kareem Murphy) (Handout A)

Mr. Murphy gave the Council an update on Federal Funding prospects for HIV Health Services in Washington. The current temporary funding bill will expire on Friday, and Congress is still trying to finalize the appropriation process. The Legislature will most likely extend for funding for another 5 days while they negotiate terms. The most probable resolution of funding debates will lead to a budget extension for another year, which may make some small increases. The debate in Congress is being held up because of proposed Health and Human Services budget and social policy debates over Planned Parenthood, the Affordable Care Act, etc. The Ryan White Working Group has continued to educate congress and government officials on the Ryan White Programs and the work being done in each EMA.

4. CONSENT ITEMS

None.

5. DISCUSSION ITEMS:

By-Laws Parking Lot Item #4 (Handout B1-B3): Members reviewed the final proposed change to the by-laws. The Vice Chair asked about the title of ex-officio for the past chair’s seat on the Executive committee, it was explained that the former HIVPC Chair is included in the Executive Committee, and while they are present at each meeting they do not count for quorum and do not vote.

Motion #3: Approve the proposed changes to the by-Laws, Article VIII, Section 4
Seconded by: Katz, H.B.
Action: Passed Unanimously

The Chair then disbanded the by-Laws Committee and encouraged all HIVPC members who were only on by-Laws to contact Staff and join another committee as soon as possible in order to fulfill membership requirements of membership on at least one standing committee.

6. NEW BUSINESS

a. Presentation of Candidates (WP Item 3.4) (Handout C1-C2): The Planning Council reviewed the questionnaires submitted by PC members who are seeking Chair and Vice Chair positions in the upcoming January elections. Brad Gammell and Yolonda Reed are running for the position of Chair, while Yolonda Reed and Requel Lopes are running for the position of Vice Chair.

Yolonda Reed spoke first about her intentions to run. She stated that she has been positively living with the virus since she was 15 years old, and has served as Vice Chair for approximately one year now. She stated that she is running for the Chair position because she believes in the need for consumers in the leadership positions on the Planning Council, that she would like to see more consumers participate in the planning process, and will seek to reach the 3 guiding principles of Linkage, Retention and Viral Load Suppression. Ms. Reed has been in the position of both a provider and a consumer, and believes she can see both perspectives. She stated that she is passionate about PLWHA’s and will continue to fight for them in any roll: as Chair, Vice Chair or member.

Brad Gammell spoke next about his intention to be Chair. Mr. Gammell was the former Chair of the HIVPC, and he explained that the reason he resigned from HIVPC was because he transitioned from a consumer to a provider seat. While he originally declined the position at the provider agency so as not to affect PC business, he then took the position and resigned from PC to follow proper procedures. Mr. Gammell credits Will Spencer and Samantha Kuryla with creating a sense of teamwork and community within the PC, and sees Chair’s roll as assisting in the development comprehensive plans and work plans to keep the PC on mission. He stated that he helped establish the 3 guiding principles, then spoke about the need to plan for the future of the Planning Council in a post Affordable Care Act (ACA) environment. He has also had experience as both a consumer and a provider, and sees the Planning Council as a team effort that needs collaboration from all parties.

Requel Lopes spoke about her intentions to run for Vice Chair. She has been working within the HIV community for many years and has a degree in acupuncture and Chinese medicine. She stated that she witnessed the HIV/AIDS epidemic in New York City in the mid-80s while working with positive people, sex workers and treatment facilities in Harlem. She stated that she has experience working with a variety of people with different belief systems and passions, and believes that she has the ability to relate to everyone and bring about a consensus of opinion. She expressed that she comes to the PC with no ego, will be diplomatic, and has a cooperative and transformative leadership style; she will always listen to

people even if she doesn't agree. She hopes to be considered for Vice Chair so she can bring a new voice to the PC.

A member asked about the lack of consumers at community events, and asked Mr. Gammell how he might change this pattern. Mr. Gammell stated that when he was Chair he move the meetings from Hollywood to downtown Ft. Lauderdale in an effort to make meetings more accessible to consumers. He sees the need to identify new service categories to aid more consumers, and need for consumer participation and input. The member then asked about the PLWHA homelessness rate in Broward, asked how the HIVPC can address the issue: Ms. Reed stated that she believed that homeless people had been previously identified as a target population, and while she cannot answer what specific strategies have been implemented to improve their condition she is open to new ideas about helping and educating consumers. Mr. Gammell stated that housing should be addressed in the How Best to Meet the Need (HNTMTN) language and in Unmet Need. A member asked the candidates what they thought the Council should do about the lack of cultural connection within the community: Ms. Lopes spoke about cultural sensitivity and her goal of community engagement. A member asked the Chair candidates about cultural competency, and the barriers facing different groups and cultures: Mr. Gammell said that the HBTMTN language and CLAS Standards for providers should be used to ensure that clients are spoken to in their preferred language, and that the PC must reevaluate their mandates to the providers. He spoke about New Jersey and their state wide CLAS standards for HIV healthcare, then expressed the desire to attempt similar Broward HIV CLAS standards. Ms. Reed expressed the need for more cultural diversity with the PC; she wants to see more representation and education within the communities.

The Human Services Administrator asked the candidates about the divisiveness throughout the Council, and asked how the candidates would try to unify the group. Ms. Reed stated that the PC members must focus on the guiding principles, and while people may not like each other they should come to the table prepared to work. Mr. Gammell stated that he would like to facilitate more retreats to improve communication and bring the council back to a safe place. Ms. Lopes stated that she has witnessed the divisiveness from the perspective of a guest, and seeing how situations can escalate when members have their own agendas to push. She believes people need to be heard and not dismissed, and stated that retreats are a necessary to help eradicate the lack of respect within the council.

The Chair asked the candidates to identify items that the HIVPC should continue to implement, and items that the HIVPC should discontinue. Mr. Gammell stated that the HIVPC should continue Broward's role as a leader by thinking out of the box and to strive to try new things. He thinks they should stop isolating the committees from one another, and would like to have multiple committees work together when they have common issues. Ms. Reed would also like to keep PC retreats to work on interpersonal aspects and committee growth; she would also like to see these retreats held in the community. She would like to stop how much meeting time is spent off task, and focus on the consumer. Ms. Lopes stated that she sees that the work done within committees does not always reach the PC and would like there to be more communication within the committees. She would like to stop the lack of cohesiveness in the PC by focusing on priorities, not personal beliefs.

7. NOVEMBER COMMITTEE REPORTS

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

No December Meeting

Chair: A. Lint, Vice Chair: P. Fleurinord

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

No December Meeting

Chair: H.B. Katz, Vice Chair: vacant

C. AD-HOC NOMINATING COMMITTEE

No December Meeting

Chair: K. Creary

D. NEEDS ASSESSMENT/EVALUATION COMMITTEE (NAE)

No December Meeting

Chair: K. Tomlinson

E. LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)

No December Meeting

Chair: D. Proulx

F. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

December 16, 2015

Chair: C. Taylor-Bennett, Vice Chair: R. Siclari

G. QUALITY MANAGEMENT COMMITTEE (QMC)

No December Meeting

Chair: C. Grant

H. SYSTEM OF CARE COMMITTEE (SOC)

I. EXECUTIVE COMMITTEE**No December Meeting**

Chair: W. Spencer, Vice Chair: Y. Reed

8. GRANTEE REPORTS

- a. **Part A:** The Grantee informed the Council that the County has released a new Get Care Broward Ad, which Staff will send it out to everyone on the listserv. He congratulated Shaundelyn Degraffenreidt and Janelle Tavares who returned from the National HIV Prevention Conference in Atlanta where they presented on Broward's Integrated Plan efforts. Shaundelyn spoke to the PC about how Broward is ahead of other EMA's in developing their integrated plan, and about the need to stay true to Broward's HIV+ community through inclusiveness, transparency and true integration. Broward was the only jurisdiction to present at this joint funded CDC and HRSA event. The Grantee spoke about the formation of the Integrated Workgroup, which will be start meeting in February; in January the PC will need to start the process of choosing 4 individuals to represent HIVPC in the group. The Grantee stated that ACA enrollment is going well; so far 75 of the 350 people have enrolled from Part A. He estimates 60-70% of ACA eligible individuals will have enrolled by January. Official last ACA enrollment day is end of January. A representative from Enroll America stated that the December 15th deadline is an important date because clients who reenroll by then will not experience any gaps in coverage. CIED is responsible for enrolling clients in the ACA, and are out-posted at all agencies to help clients choose 1 of the 4 specified plans.
- b. **Part B:** The Part B representative, Justin Bell, informed the Council that home based service utilization is up by 2 times since last year, and that there are enough bus passes for remainder of this contract year. Josh Rodriguez stated that ADAP had contacted over 750 clients that are being transitioned to ACA plans and ADAP Premium Plus. They are contacting everyone again to determine their enrollment status, and have made some home visits to ensure enrollment. Otherwise, the ADAP report stands. A member asked about the ACA, and how clients are being educated about the process and each plan. Mr. Rodriguez stated that clients are being enrolled during appointments with trained personnel, and can also visit BRHPC as a walk-in to receive help from a navigator. Another member stated that she believed ADAP is very good at servicing the Transgender community, and she thanked them and their staff for their help.
- c. **Part C:** No representative present.
- d. **Part D:** No representative present.
- e. **Part F:** No representative present.
- f. **HOPWA:** The HOPWA representative stated that they had applied for domestic violence grant (\$1.2 million over 3 years), but that the grant was being reissued because there were not enough eligible applicants. He believes that people many not have applied because many agencies did not find the grant cost effective for the time and effort needed. However, Ft. Lauderdale could effectively use the grant resources because most on the grant would designated for services not increasing staff. The Vice Chair asked if the HOPWA representative would recommend Ryan White funding for housing services in Broward, and it was stated that there is available funding without the help of Ryan White. He stated that the goal of receiving the domestic violence grant was to expand existing services and help clients become self-sufficient within 2 years. This would include legal, mental health, transitional housing, and housing vouchers.
- g. **Prevention:** No representative present.

9. UNFINISHED BUSINESS**10. PUBLIC COMMENT**

- a. A member of the community stated that he found it difficult to hear the speakers today. He told the Council that he used to come to meetings when there were held in East Fort Lauderdale, and that he thought those meetings were provider driven so he had stayed away. He hopes that the Council will continue to focus on consumers, and sees progress from the HIVPC since he last attended. The Chair stated that since that time, there have been limits placed on the Council and committees regarding the number of providers, and that he was happy the community member had decided to join us again.
- b. Allan Zullinger from Enroll America spoke to the PC about their tools for navigators and consumers regarding ACA enrollment. He spoke about misinformation and potential mistrust of clients when navigating health insurance. Mr. Zullinger informed that PC that they were hosting an event, "Coverage to Care Event," on Saturday December 12th at Holy Cross Hospital that will help people understand the ins-and-outs of insurance and their rights as consumers. He suggested the potential of holding a similar event for Ryan White consumers.

11. ANNOUNCEMENTS

- a. Rick Siclari stated that there is a Haitian Creole speaking board certified family medicine provider working at Care Resource in case any clients needed a Creole speaking physician.
- b. The Grantee representative reminded the guests that Broward is on Facebook and Twitter, @getcarebroward, and encouraged everyone to follow them or call (954)357-9797 for service information.

12. REQUEST FOR DATA

None.

13. AGENDA ITEMS FOR NEXT MEETING: January 28, 2016 LOCATION:GC- 430

Tasks for next Meeting	Responsible Party	Action to be taken, presentation, discussion, brainstorm etc.
Review Meeting Surveys (WP Item 1.3)	CEC	ACTION ITEM: Analyze survey results after each community meeting to recommend future actions.
Administrative Mechanism (WP Item 7.1)	HIVPC	ACTION ITEM: Review and approve Administrative Mechanism methodology

14. ADJOURNMENT The meeting was adjourned at 11:32 a.m.

HIVPC Attendance CY 2015

Consumer PLWHA Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
		Meeting Date:	22	26	26	23	21	25		27	24		19		10
								C			C				
1	1	1	Bhrangger, R.	X	A	X	X	X	X	X		X	X		
1	0	2	Burgess, D.	X	X	X	X	X	X	X		X	X		
		3				Z - 4/1 7								R - 4/17	
1	1	3	Coscarelli, M, (Alt 1)	A	A	A									
1	1	3	Creary, K.	X	X	X	X	X	X	X		A	X		
1	1	4	DeSantis, M.	X	X	X	X	X	X	X		A	X		
1	0	5		X	X	X	Z - 4/2 0								
1	1	6	Gammell, B.						X	X		X	X		
1	1	6	Grant C.	X	X	A	X	X	X	X		X	E		
2	7	7	Gutierrez, H.	N-10/13									A	A	
1	8	8	Hayes, M.	X	X	A	X	X	X		E	X	X		
7	A	8	Holness, D. V.C. (Comm)	X	X	A	A	A	A		A	X	A	A	
0	9	9	Huggins, L.M.	N-10/13									X	X	
1	0	10	Katz, H.B.	X	X	X	X	X	X	X		X	X		
0	Z	10		Z - 1/2 1											
1	0	11	Kuryla, S.												
1	0	11	Lewis, L.	N-8/27						X	X		X	X	
1	0	12	Lint, A.	X	X	X	X	X	X	X		X	X		
0	13	13	Lopes, R.	N-10/13									X	X	
1	1	14	Marcoviche, W.	X	A	X	X	X	X	X		X	X		
2	15	15	Moragne, T.	A	X	X	X	X	X	X		A	X		
1	16	16	Myers-Culpepper, K.	N-10/13									A	X	

1	2	17	Parker, P.	X	X	X	A	A	E		E	E		X	E	
	3	18	Proulx, D.	A	X	X	A	X	X		X	X		X	A	W - 1/27
1	0	19	Reed, Y., <i>V. Chair</i>	X	X	X	X	X	X		X	X		X	X	
	1	4	Alt Robertson, P. (Alt 1)	A	A	X	A	E	X		X	X		A	X	W - 6/4
1	0	20	Runkle, D.	X	X	X	X	X	X		X	X		X	X	
	2	21	Schweizer, M.	X	X	X	X	X	A		X	A		X	E	
	2	22	Siclari, R.	X	X	X	A	A	E		X	X		X	X	W - 6/2
1	2	23	Spencer, W., <i>Chair</i>	X	A	X	A	X	X		X	X		X	X	
	1	24	Taylor-Bennett, C.	X	X	X	X	X	X		X	X		A	X	
	2	25	Tomlinson, K.	X	X	X	X	X	X		X	X		A	A	
1	4	26	Wilkins, D.	A	X	X	X	A	A		E	X		E	A	W-7/1
	0	Z	Wilson, T.	X	X	Z - 3/2 4										
Quorum = 14				19	20	20	16	17	16		18	20		18		

Legend:
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

Update for Broward County HIV Health Services Planning Council

From: Kareem Murphy
Date: December 9, 2015

Federal Funding Update

A temporary funding bill keeping the government open will expire on Friday, December 11 and the House and Senate have not yet reached agreement how to proceed. There are several options but a consensus on the most likely alludes congressional leaders. They include another short-term bill to buy time (likely a week or less), a fully year Continuing Resolution (CR) that would fund next year's operations at the current levels, a large scale Omnibus Appropriations bill based on earlier funding bills in the respective chambers, or a "CROmnibus" bill that would freeze some federal agencies and fund others (a combination of a CR and the Omnibus).

The impasse over finalizing the funding reflects disagreement over several policy riders proposed by conservatives in both chambers. They include efforts to defund Planned Parenthood, rescinding and defunding parts of the Affordable Care Act, and education funding among others. Because many of these touch on health and human services programs, there remains strong concerns for Ryan White Programs and other HIV/AIDS-related programs (e.g., HOPWA). Some were targeted for decreases in earlier House and Senate bills. The President has threatened to veto any funding bill that carries these policy riders. It is possible, maybe even likely, that any "CROmnibus would level fund all of the health and human services portions. Though less than desirable, it would be better than any funding decreases.

Reauthorization Prospects

Still no progress or interest in reauthorizing the Ryan White Program. House and Senate committee chairs have also failed to express an interest in oversight hearings to learn about program performance or the update to the National AIDS Strategy. No progress since previous report.



To: Broward County HIV Health Services Planning Council

From: ad-Hoc By-Laws Committee

Date: November 19, 2015

Subject: **Proposal for Recommended By-Laws Changes**

Summary of Changes

The recommended changes from the committee include:

- #4- Consider only having the Chair or Vice Chair count for quorum for the Executive Committee.

These changes will be voted on at the next Broward County HIV Health Services Planning Council. A meeting of the Broward County HIV Health Services Planning Council is scheduled for:

Date: Thursday, December 10, 2015

Time: 9:30 A.M.

Place: Governmental Center, Annex Room A-337
115 S. Andrews Avenue
Fort Lauderdale, FL 33301

To confirm meeting information, reserve special needs services, or if you have questions, please call HIVPC Staff at 954-561-9681, ext. 1345 or 1295. If you have special needs such as translation from English to Creole or Spanish, or require other auxiliary aids or services because of a disability, please call at least 48 hours in advance.

Thank you.

BY-LAWS PARKING LOT ITEMS				
#	Proposal	By-Laws Location	Stated Reason	Recommendation
4	Consider only having the Chair <i>or</i> Vice Chair count for quorum for the Executive Committee	Article VIII, Section 4	Having both Chairs and Vice Chairs count for quorum has created some issues for achieving quorum.	In absence of the Standing Committee Chair, the Standing Committee Vice Chair may serve and count towards quorum. <i>Committees are not required to follow the same attendance requirement as the HIV Planning Council. Require your members to attend per your by-laws so long as it doesn't affect their membership on the Council.</i>

BY-LAWS ARTICLE VIII, SECTION 4: There shall be an Executive Committee.

- A. Membership. The Executive Committee shall consist of the Council Chair, the Council Vice Chair and the Chair of each of the standing committees. The immediate past Council Chair (if the past Chair is currently a member of the Council) will serve as an ex officio member of the Committee. In absence of the Standing Committee Chair, the Standing Committee Vice Chair may serve and count towards quorum.

Justification: This modification for quorum purposes is to ensure representation of the council standing committees. Attendance by the vice chair is expected to meet the same standards of any committee member.



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL BY-LAWS

Last amended ~~August 2015~~ December 2015

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A), 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7), 5/22/14 (Article III; Article VI, Section 8; Article VIII, Section 1,2,4,5,6,7,8,9), 7/24/14 (Article IV, Section 9; Article V, Section 2; Article VI, Section 5, 8; Article VIII, Section 1,2,5,6,8,10), 3/26/15 (Article IV, Section 9, 11; Article VIII, Section 4; Article X, Section 4)

**By-Laws of the
Broward County HIV Health Services Planning Council**

Adopted, January 1992

as Amended April 1995, April 1996, November 1996, June 1998, March 1999, May 1999, February 2000, January 2002, September 2004, April 2006, January 2010, January 2012, May 2013, December 2013, May 2014, July 2014, March 2015, July 2015, August 2015, December 2015

ARTICLE I

NAME AND AREA OF SERVICE

- SECTION 1:** The name of the Planning Council shall be “The Broward County HIV Health Services Planning Council” (Council) or such successor name as may be designated by the Broward County Board of County Commissioners.
- SECTION 2:** The area served by the Council shall be Broward County, Florida. The governing body of Broward County is the Broward County Board of County Commissioners.
- SECTION 3:** The Council is established by resolution of the Board of County Commissioners codified at Part X of Chapter 12 of the Broward County Administrative Code as amended by the Board of County Commissioners.

ARTICLE II

PURPOSE AND DUTIES

- SECTION 1:** The purpose of the Council is to provide planning, to promote development of HIV/AIDS health services, personnel, and facilities which meet identified health needs in a cost-effective manner, to reduce inefficiencies, and to develop HIV-related health plans.
- SECTION 2:** The duties of the Council shall be those specified by the Ryan White Act.

ARTICLE III

DEFINITIONS

1. *Ad-Hoc Committee* means a committee established for a limited time or limited and definite purpose.

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A), 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7), 5/22/14 (Article III; Article VI, Section 8; Article VIII, Section 1,2,4,5,6,7,8,9), 7/24/14 (Article IV, Section 9; Article V, Section 2; Article VI, Section 5, 8; Article VIII, Section 1,2,5,6,8,10), 3/26/15 (Article IV, Section 9, 11; Article VIII, Section 4; Article X, Section 4)

2. *Alternate* means a person appointed by the Board that may called upon to participate as a voting member of the Council upon the occurrence of certain conditions.
3. *Board* means the Broward County Board of County Commissioners.
4. *Cause* means an action determined by the Council as a basis for discipline or removal from the Council or a Committee.
5. *Committee* means a committee established by the Council in furtherance of Council business.
6. *Community Stakeholder* means representatives from Ryan White Part B, C, D, or F, Prevention, or representatives of HIV/AIDS care in the community, including but not limited to consumers, providers, and regulators.
7. *Consumer* means a person who is an eligible recipient of services under the Ryan White Act.
8. *Council* means the Broward HIV Health Service Planning Council created in Chapter 21, Part X, Broward County Administrative Code, and mandated by the Ryan White Act, Part A.
9. *EMA* means Eligible Metropolitan Area.
10. *Ex officio* means a committee member who does not have a vote on that committee and does not count as quorum.
11. *Manual* means the Council's Local Policies and Procedures Manual.
12. *Member* means a person appointed to the Council by the Board.
13. *Non-Elected Community Leader* means someone active in the community not elected in formal governmental elections.
14. *PLWHA* means person living with HIV Disease or AIDS. (Also PWA)
15. *Part A* means the Ryan White Act, Part A, administered by the County with advice from the Council.
16. *Ryan White Act* means the Ryan White HIV/AIDS Treatment Extension Act of 2009.
17. *Unaffiliated Consumer* means individuals who are receiving HIV-related services from Ryan White-funded service providers and not compensated by, representative of, or

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A), 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7), 5/22/14 (Article III; Article VI, Section 8; Article VIII, Section 1,2,4,5,6,7,8,9), 7/24/14 (Article IV, Section 9; Article V, Section 2; Article VI, Section 5, 8; Article VIII, Section 1,2,5,6,8,10), 3/26/15 (Article IV, Section 9, 11; Article VIII, Section 4; Article X, Section 4)

employed by a provider funded under the Ryan White Act.

18. *Work Group* means a group that has a specific task and makes recommendations but does not follow attendance, membership, or quorum requirements.

ARTICLE IV

MEMBERSHIP

SECTION 1: All Members and Alternates of the Council shall be appointed by the Broward County Board of County Commissioners. The process for forwarding recommendations to the Board is outlined in the Membership/Council Development Committee Section of the Manual.

SECTION 2: An individual may serve on the Council only if the individual agrees that if the individual has a financial interest in an entity, if the individual is an employee of a public or private entity, or if the individual is a member of a public or private organization, and such entity or organization is seeking amounts from a grant under the Ryan White Act, the individual will not, with respect to the purpose for which the entity seeks such amounts, participate (directly or in an advisory capacity) in the process of selecting entities to receive such amounts for such purposes.

SECTION 3: The membership of the Council shall be as delineated in the Ryan White Act, as amended.

SECTION 4: Affirmative recruitment efforts shall be made to attract eligible candidates for membership on the Council and the committees with particular attention to gender balance and adequate representation from racial and ethnic minorities that is reflective of the EMA.

SECTION 5: As part of the Council's efforts to increase the percentage of persons living with HIV on the Council, it is recommended that the Council strive, whenever possible, to nominate persons living with HIV disease to vacancies in all other categories as appropriate.

SECTION 6: The term of office for members and alternates shall be at the pleasure of the Broward County Board of County Commissioners.

SECTION 7: Attendance. Attendance of Council meetings shall be in accordance with the Broward County Code of Ordinances section 1-233. The Council may recommend the reappointment of members who were removed pursuant to Broward County Code of Ordinances section 1-233. The committee attendance policy mirrors the Council attendance policy. The Chair of the

Council shall, at his or her discretion, determine whether the member's absence meets any of the criteria for an excused absence as set forth in the ordinance. Excused absences for HIVPC-related business mean for business outside the regular time and place of HIVPC business. Failure to adhere to attendance requirements shall be grounds for removal from the Council or committees.

SECTION 8: Designation of Alternates. There shall be a minimum of at least three persons living with HIV that reflect the demographics of the epidemic in the County who shall serve as Alternates, appointed and approved by the Broward County Board of County Commissioners. An Alternate may only serve as a voting member of the Council when a member with HIV is unable to serve due to HIV-related illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, Alternates, as directed by the Chair, shall alternate their substitution for PLWHA members unable to serve due to HIV-related illness. Alternates may be appointed by the chair as a voting member only after Quorum has been established. Alternates may be removed from their seats as described in Section 11 below.

SECTION 9: Council members and Alternates shall be a member of at least one standing Committee. Failure to participate on a standing committee shall be grounds for removal from the Council.

SECTION 10: All persons in attendance of a meeting of the Council and/or Committees shall comply with the meeting ground rules adopted by the Council.

SECTION 11: Removal of Members and Alternates

A. Procedure for removal. If a member or alternate fails to comply with Paragraphs B or C, or for reasons documented in Paragraph D, the Council shall recommend to the Broward County Board of County Commissioners the removal of that Member or Alternate. A recommendation of removal is based upon a majority vote of the Council members in attendance at a meeting at which Staff has provided written notification to the member or alternate recommended for removal that such item will be on the meeting's agenda. Unaffiliated members and alternates may also be automatically removed for reasons outlined in Paragraph E.

B. The Council shall recommend that a member or alternate be removed from service on the Council for refusing to cooperate in a conflict of interest review, or when it is determined that the member or alternate knowingly took action(s) intended to influence the conduct of the Council in a manner as defined in **ARTICLE IV, SECTION 2** of these By-laws. The Council shall

terminate from service any committee member who is not also a Council member for refusing to cooperate in a conflict of interest review, or when it is determined that member knowingly took action(s) intended to influence the conduct of the Council in a manner as defined in **ARTICLE IV, SECTION 2** of these By-laws.

- C. The Council shall recommend that a member or alternate be removed from the Council for, but not limited to, failure to comply with County regulations or the Council Local Procedures Manual, failure to comply with meeting ground rules, or failure to maintain committee membership.
- D. A Council Member, Council Chair, or Committee Chair may recommend removal for cause of a member or alternate by forwarding to the Membership Committee said recommendation, documenting the reasons for requesting removal. The Membership Committee will review the evidence and make recommendations to the Executive Committee. The Executive Committee will review the recommendation and forward the recommendation to the Council.
- E. A member or alternate shall be automatically removed from the Council for failure to comply with attendance policies as outlined in ARTICLE IV, SECTION 7 of these By-laws. A member or alternate shall be automatically removed from the Council in accordance with the Broward County Administrative Code section 12.108 which states that members must report any change in affiliation status and shall be automatically removed from the Council upon becoming affiliated with a provider.

ARTICLE V

OFFICERS

SECTION 1: The officers of the Council shall be members of the Council and shall be a Chair and a Vice Chair.

SECTION 2: ELECTIONS

- A. Election of Officers shall utilize a majority vote double election system (primary election and a secondary run-off election). Officers shall be elected by the majority vote of those members or alternates serving as members of the Council present and voting at the meeting during which election is held.
- B. Regular Biannual Elections. Regular biannual elections will take place every two years. The ad-Hoc Nominating Committee shall present a slate of candidates for consideration as described in the ad-Hoc Nominating Procedure. The Officers shall take office on March 1 or at the first

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

meeting of the calendar year later than March 1. All Officers shall serve a two-year term and shall remain in office until a successor selected. No officers shall serve more than two consecutive terms in one office.

- C. Special Elections. Special Elections will take place as needed. In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined in Nominating Procedure (Article VIII, Section 3, Part A). Until the election is held, the Council will adhere to the line of succession outlined in Article VI, Section 8. Individuals elected by virtue of special election will not be considered to have served a full term, and this service will not impact the individual's ability to run for two additional terms.

SECTION 3: The duties of the Officers are those which usually apply to such officers and in addition thereto, such other duties as may be designated from time to time by the Council.

SECTION 4: The Chair of the Council will serve as the official liaison of the Council with the Broward County Board of County Commissioners and its designated administrative entity. No other Member of the Council or its committees may speak for the Council.

SECTION 5: With the exception of the Executive Committee, the current Council officers may not serve as Chair or Vice Chair of any Council committee while holding office. Upon proper notice to the committee, the Council Chair or Vice Chair may sit as acting chair of the committee when the committee chair or Vice Chair are unable to attend a properly scheduled meeting of the committee. In the event the Council Chair or Council Vice Chair are serving as acting committee chairs, they count towards quorum and have a vote.

ARTICLE VI

MEETINGS

SECTION 1: The Council shall meet at least 9 times per fiscal year (Mar. 1 – Feb. 28). Special meetings may be called by the Chair or upon petition of one third of the membership of the Council. Written notice shall be given at least one week prior to each meeting. All HIV Planning Council meetings are open to the public. Attendance at mandatory Training Activities is also part of Council attendance requirements.

SECTION 2: Fifty percent (50%) of the members plus one shall constitute a quorum for the HIV Planning Council, and all standing and ad-Hoc Committees, but with no less than 3 members voting. A majority of those Members present

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

and voting at any meeting at which a quorum is present shall be sufficient to take action on behalf of the Council. The number of Members needed to determine quorum shall be the total number of Members of the Council, but not including the Member representing the Broward County Board of County Commissioners.

SECTION 3: Only duly appointed Members of the Council and/or committee (or the appointed Alternate in their absence) may vote, and each Member (or Alternate) shall have one vote. Voting privileges are otherwise non-transferable. In the event of a tie vote, there shall be a roll call vote and the Chair shall vote last.

SECTION 4: Public notice of Council meetings shall be given in accordance with Florida Statutes and Broward County Ordinances. Meetings shall be open to the public. Records and data shall be made available to the public under the applicable laws. Minutes of each meeting of the Council or Committee shall be kept. The accuracy of all minutes shall be certified by the Chair of the Council and/or committees.

SECTION 5: COUNCIL AGENDAS

A. The Executive Committee shall meet at least five (5) working days prior to the regularly-scheduled full Council meeting. The Executive Committee (or in the absence of Executive Meeting action, the Council's Designated Staff Member) shall prepare an agenda for full Council meetings based upon the following: Each committee chair, the Grantee, and/or the Council Support Staff will inform the Executive Committee (or Council Designated Staff Member) of committee recommendations and other actions to be presented for the full Council's approval. Motions passed by Committees may be sponsored by the Chair of the Committee on behalf of the committee and annotated on the Council Agenda as sponsored by the Committee. Individual Members of the Council may also request that action items be placed upon the agenda, by providing them in writing to the Council Designated Staff Member prior to the Executive Committee meeting. Members of the public who wish to bring matters before the full Council for consideration must obtain sponsorship of the item by a Member of the Council. Requesters of all full Council actions will also provide appropriate back-up documentation to explain the action being requested. The Executive Committee may refer proposed actions to the appropriate committee to examine and make a recommendation prior to presenting the matter to the full Council for action. Proposed motions requiring the full Council's vote shall be listed on the agenda which is sent out to members prior to the full Council meeting. At the Executive Committee's discretion, back-up documentation will be labeled and

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

distributed with the Council's agenda. At the discretion of the Council Chair, action items requested at the Council meeting not on the published agenda may be added to the old/new business portion of the agenda, deferred until the next Council meeting, or referred to the appropriate committee.

- B. The ordinary Council agenda shall include: Call to Order, Welcome and Self-introductions (includes explanation of Ground Rules, Sunshine Law and HIV self- disclosure), Moment of Silence, Excused Absences and Appointment of Alternates, Adoption of Agenda, Approval of Minutes, Consent Items, (no discussion required), Discussion Items (discussion required), Committee Reports, Grantee and Other Reports (including, but not limited to Part A , Part B, Part C, Part D, Part F, HOPWA, Prevention, etc.), Old/New Business, Public Comment, Announcements, Next Meeting Date, Agenda Items for the Next Meeting, Adjournment. The Executive Committee may order agenda items for the efficient and effective administration of the Council's business.
- C. The Executive Committee (or Council Chair in the absence of Executive Committee action) will determine the order of decision action items.

SECTION 6: All persons in attendance of a meeting of the Council and/or Committee shall comply with the meeting ground rules adopted by the Council.

SECTION 7: TIME LIMITS

The Executive Committee will establish time limits for each agenda item for each meeting. The Chair may use discretion to impose time limits on each speaker, to be consistently applied. Upon expiration of the time for discussion of a particular action item, the Chair shall close the debate and call for a vote. A person who has spoken once on a pending matter may not speak again on that matter until all others requesting the floor have been recognized.

SECTION 8: LINE OF SUCCESSION

- A. In the event the Chair and the Vice Chair do not attend the Council Meeting and neither the Chair nor the Vice Chair has notified the Council that they are not attending the Council Meeting, the immediate past chair, if present and a member of the Council, shall chair the meeting.
- B. In the absence of the immediate past chair the Council meeting may be chaired by Committee Chairs, in the following order:
1. Chair of Priority Setting and Resource Allocation
 2. Chair of Membership/Council Development

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

3. Chair of Needs Assessment/Evaluation
4. Chair of Community Empowerment
5. Chair of Quality Management
6. Chair of System of Care

C. In the event of a vacancy of the Planning Council Chair or Vice Chair position, the duties of the Chair or Vice Chair will be assumed by the immediate past chair. If the immediate past chair is no longer a member of the Planning Council, duties will be assumed in the following order:

1. A past Planning Council Chair
2. Chair of Needs Assessment/Evaluation
3. Chair of Community Empowerment
4. Chair of Priority Setting and Resource Allocation
5. Chair of Quality Management
6. Chair of System of Care
7. Chair of Membership/Council Development

Pursuant to the revised paragraph C, the order of assumption of duties is prescribed for the following reason: a third party oversees the special election process, during which the current Chair or Vice Chair may participate. Duties will be assumed upon the Chair or Vice Chair vacancy, until the vacancy is filled by a special election as outlined in Article V, Section 2C.

ARTICLE VII

CONFLICT OF INTEREST

SECTION 1: Members and Alternates of the Council and all committees established by the Council shall abide by the Florida Statutes, Broward County Ordinances and Administrative Code, as may be amended from time to time, regarding conflicts of interest for public officials and the Government in the Sunshine Law. Copies of these documents shall be furnished to all Council Members and Alternates.

SECTION 2: The Executive Committee of the Council shall be authorized to formulate Council policy, review all concerns, and make recommendations to the full Council regarding conflict of interest issues.

SECTION 3: All Council members and alternates must identify conflicts of interest, and are encouraged to request a review of a potential conflict of interest for themselves or of another Member or Alternate.

SECTION 4: All concerns regarding conflict of interest shall be recorded in the Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

Council's meeting minutes and referred to the Executive Committee for review. The full Council shall take, based on the recommendations of the Executive Committee, whatever actions it deems appropriate and are in compliance with standing Council policies.

SECTION 5: In the event of a conflict of interest and/or during the period of review of said conflict of interest, Member(s) or Alternate(s) under review may participate in the discussion of the matter in conflict/question but shall abstain from voting on the matter.

SECTION 6: A Member or Alternate shall be recommended for termination from service on the Council and any of its committees for refusing to cooperate in a conflict of interest review, or when it is determined that she/he knowingly took action(s) intended to influence the conduct of the Council in a manner prohibited by the By-Laws or federal, state or local laws.

ARTICLE VIII

COMMITTEES

SECTION 1:

- A. The Council shall establish standing and ad-Hoc committees necessary to fulfill the requirements of the Ryan White Act.
- B. Committee Chairs and Vice Chairs. All Council committees shall be chaired by a Part A member of the Council. The Council Chair shall appoint the Committee Chairs and Vice Chairs of each Committee beginning with the date of the Council Chair's term of office. The current Committee Chairs and Vice Chairs shall continue to serve until the new Committee Chairs and Vice Chairs are appointed; the Council Chair may ask current Committee Chairs and Vice Chairs to remain in their positions. Committee Chairs and Vice Chairs may be appointed, removed, or replaced at the sole discretion of the Planning Council Chair.
- C. Appointment of Committee membership. Council Committee Chairs shall appoint, with the approval of the Council, the members of each committee. Except as otherwise provided by the By-Laws, a standing or ad-Hoc Committee may include members of the Council, and community stakeholders. Committee membership should all be based on the demographics of the epidemic and consideration shall be given to race, ethnicity, self-acknowledged HIV-positivity, and gender.

D. Removal of Committee membership. The removal of Committee members Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

shall be that of Council members as provided for in Article 4, Section 11, where applicable.

- E. Committee Policies and Procedures. The Council will approve written policies and procedures for all Committees which will be published in the “Local Procedures Manual.” The policies and procedures of each committee must be periodically reviewed by that committee and subsequently approved by the Council.

SECTION 2: A standing committee of the Council is a committee which has a purpose that requires a standing membership and a regular meeting schedule. The standing committees of the Council are:

- A. Executive
- B. Community Empowerment
- C. Membership/Council Development
- D. Needs Assessment/Evaluation
- E. Priority Setting and Resource Allocation
- F. Quality Management
- G. System of Care

SECTION 3: An ad-Hoc committee of the Council is a committee that has a purpose which does not require a standing membership and which may meet on a periodic but not regular schedule. The continuing ad-Hoc committees are the ad-Hoc Nominating Committee, the ad-Hoc By-Laws Committee and the ad-Hoc Local Pharmacy Advisory Committee. The Council may establish other ad-Hoc committees as necessary.

A. Ad-Hoc Nominating Committee.

1. Membership. The Nominating Committee shall be composed of not less than five (5) Council members who shall be appointed by the Chair. At least one member shall be a person living with HIV/AIDS.
2. Purpose. The Nominating Committee shall provide a slate of nominations for Members for Chair and Vice Chair of the Council from among current Council Members. The process utilized by the Nominating Committee to prepare and present the slate of officers for consideration for office is identified in that committee’s written policies and procedures.

B. Ad-Hoc By-Laws Committee.

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

1. Membership. The members of the committee shall only include Council members and alternates.
 2. Purpose. The ad-Hoc By-Laws Committee shall have the responsibility of periodically reviewing, updating and maintaining the Council By-Laws.
- C. Ad-Hoc Local Pharmacy Advisory Committee (LPAC).
1. Membership. The members of the committee shall include but is not limited to members with pharmacological and medical expertise as well as consumer members.
 - a. Purpose. The Broward County HIV Health Services Planning Council's Local Pharmacy Advisory Committee (LPAC) shall be representative of all stakeholders in HIV/AIDS care in the community. These stakeholders include consumers, providers, and regulators in the affected community. LPAC shall be dedicated to the ongoing review of the RW Part A Pharmacy Service Category.
 - b. LPAC's Mission shall be:
 1. To make recommendations to the appropriate committees of the HIVPC to improve the quality, cost-effectiveness and allocation of resources to pharmacy services;
 2. To develop and implement a standardized mechanism for pharmacy services (i.e., policies and procedures, drug access, formulary changes and cost/impact analysis);
 3. To efficiently collect and evaluate current pharmacy data (i.e., utilization, cost, eligibility) for the impact on the Part A system of care;
 4. To coordinate pharmacy services in collaboration with other funding streams (i.e., ADAP, Part B, Medicaid, private payers, including private insurance providers); and
 5. To review current pharmacologic therapeutic regimes and federal guidelines.

SECTION 4: There shall be an Executive Committee.

- A. Membership. The Executive Committee shall consist of the Council Chair, the Council Vice Chair and the Chair ~~and Vice Chair~~ of each of the standing committees. The immediate past Council Chair (if the past Chair

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

is currently a member of the Council) will serve as an ex officio member of the Committee. In absence of the Standing Committee Chair, the Standing Committee Vice Chair may serve and count towards quorum.

- B. The Executive Committee meets to conduct business of the Council (excluding priority setting and allocation decisions). The Executive Committee shall:
1. Set the agenda for Council meetings
 2. Address Conflict of Interest issues
 3. Review Membership/Council Development Committee Attendance report to identify Council members not in compliance with attendance requirements
 4. Oversee the planning activities established in the comprehensive plan
 5. Develop and oversee committee work plans which address comprehensive planning goals and objectives
 6. Ratify recommendations for removal for cause from the Membership/Council Development Committee
- C. The Committee shall have responsibility for oversight of the planning activities established in the comprehensive plan and development and oversight of committee work plans to address comprehensive planning goals and objectives.

SECTION 5: There shall be a Community Empowerment Committee.

- A. Membership. The members of the committee shall include, but is not limited to, representatives of the Council and community stakeholders. No less than 51% of the Council committee members shall be unaffiliated individuals living with HIV.
- B. Chair. The Council Committee Chair shall be an unaffiliated individual with HIV.
- C. Purpose. The Committee shall inform and solicit the participation of individuals infected and affected with HIV/AIDS in the planning, priority setting and resource allocation processes.

SECTION 6: There shall be a Needs Assessment/Evaluation Committee.

- A. Membership. The members of the committee shall include, representatives of Part A, as well as consumers and other community stakeholders.

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) 12/10/15 (Article VIII, Section 4)

- B. Purpose. The Committee shall conduct activities to develop and update a Needs Assessment in accordance with the Ryan White HIV/AIDS Extension Act of 2009 and the Health Resources and Services Administration (HRSA) mandates. The Committee shall also be responsible for conducting an annual evaluation and update to the Broward County HIV Health Services Comprehensive Plan to reflect changing directions of the epidemic, as well as the results of the assessment. The Committee is responsible for ensuring the Plan is relevant to the times and the needs of People Living with HIV/AIDS (PLWHA).

SECTION 7: There shall be a Priority Setting and Resource Allocation Committee.

- A. Membership. The Members of the Committee shall include, but is not limited to, representatives of the Council and community stakeholders.
- B. Purpose. The Committee shall recommend to the Council priorities and allocation of Ryan White Part A. The Committee shall review, at least quarterly, any deviations in planned expenditures exceeding 10% in any given funding category for reallocation and/or possible reprioritization. The Committee will facilitate the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). The Committee will develop, review, and monitor eligibility, and service definitions.

SECTION 8: There shall be a Membership/Council Development Committee.

- A. Membership. The Members of the Committee shall include, but are not limited to, representatives of the Council and community stakeholders. At least two-thirds of committee members must be Planning Council members.
- B. Purpose. The Committee shall solicit and screen applications based on objective criteria for appointment to the Council in order to ensure that the demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act and present its recommendations to the full Council. The Committee shall institute orientation and training programs for new and incumbent members. The Committee shall continue to educate the Council and committee members about their respective duties, and the Council's functions and roles in the organization and delivery of HIV/AIDS health and support services.

SECTION 9: There shall be a Quality Management Committee.

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

- A. Membership. The members of the Committee shall include, but is not limited to, representatives of the Council and community stakeholders.
- B. Purpose. The purpose of the Quality Management Program for Ryan White Part A in the Broward County EMA is to systematically monitor, evaluate, and continuously improve the quality and appropriateness of HIV care and services provided to all clients receiving Ryan White Part A and MAI funded services in Broward County.

SECTION 10: There shall be a System of Care Committee

- A. Membership. The members of the Committee shall include, representatives of Part A, consumers, community stakeholders, and health policy or health care system experts.
- B. Purpose. The purpose of the System of Care Committee is to evaluate the system of care in Broward County and analyze the impact of local, state, and federal policy and legislative issues impacting people living with HIV in the Broward County EMA. The Committee will be responsible for advising the Planning Council on how these issues may impact the Broward County EMA and may recommend response strategies.

SECTION 11: There shall be an Integrated Comprehensive Plan Work Group

- A. Membership. The work group will be composed of both the Prevention and Part A programs, with 50% of members representing their respective planning body. Members from the Part A program may include HIVPC members, committee members, or other appropriate community stakeholders, such as HOPWA/housing; FQHC/Hospital districts; Broward County Public Schools; Funded community-based service providers; Behavioral health provider; Client engagement systems, including linkage and re-linkage to care and retention in care; Community leaders. Part A members will be selected for recommendation by the Executive Committee but must be approved by the HIVPC. The desired membership of the work group should be reflective of the demographics of the epidemic in Broward County, and consideration shall be given to race, ethnicity, self-acknowledged HIV-positivity, and gender.
- B. Leadership. The work group will have one Part A Co-Chair and one Prevention Co-Chair. Each Co-Chair will have a Vice Chair who may step in if a Co-Chair is absent from a work group meeting. The Part A Co-Chair will be selected from the list of recommended members developed

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

by Executive Committee and will be subject to approval by the HIVPC.

- C. Purpose. The work group will be responsible for developing, monitoring, and updating the Integrated Prevention and Care Comprehensive Plan for Broward County. The work group will conduct a comprehensive analysis and review of data from both Part A and Prevention, which will be used to develop the plan and to provide robust recommendations to the Prevention and Care planning bodies and to the Grantees. The work group will be responsible for receiving information from Prevention and Part A, synthesizing the information, and serving as the feedback loop for collaborative implementation of the Plan, and making appropriate recommendations to the respective planning body.
- D. Flow of Information. The work group is expected to interact with numerous Prevention and Part A teams, work groups, and committees. The work group's main point of contact and coordination will be the Executive Committees of the HIVPC and Prevention Planning Council. All of the work of the work group is provided to the HIVPC and the Prevention Planning Council in the form of recommendations, and is subject to approval of the respective planning body.

ARTICLE IX

ADOPTION AND AMENDMENTS OF BY-LAWS

SECTION 1: These By-Laws may be adopted, amended, or repealed by a majority vote of the Council.

SECTION 2: Notice of all proposed amendments, with amendments enclosed, shall be mailed or transmitted electronically to each Council member and Alternates at least ten (10) days prior to the meeting at which time such amendments are to be considered for adoption.

SECTION 3: DATE OF EFFECTIVENESS

Unless otherwise provided, these By-Laws and any amendments shall be effective immediately upon approval by the Council.

ARTICLE X

GENERAL PROVISIONS

SECTION 1: The fiscal year for the Council shall begin on March first and end on the last day of February.

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

SECTION 2: When procedures are not covered by law or these By-Laws, the latest edition of “Robert’s Rules of Order” shall prevail.

SECTION 3: Unless otherwise provided for in the Ryan White Act or other law or regulation, the relationship between the Council and the Grantee is described in the document entitled Guiding Principles. Relations between providers and clients are the responsibility of the Grantee.

SECTION 4: Funds from the Planning Council Support (PCS) budget shall be available to enable unaffiliated: Council members, alternates, and Committee members with HIV, to be reimbursed for their reasonable expenses for attending Council or Committee meetings which shall include, but not be limited to, the following: transportation, parking, mileage, child care not otherwise being regularly provided to the child, lost wages not including overtime or fringe benefits, and appropriate refreshments. The Council member or alternate shall execute an affidavit attesting to the validity of the reimbursement request.

Approved 8/24/09, 11/18/09 (Article VII, Section 1B), 1/28/10 (Article VII, Section 1D), 1/26/12 (Article V, Section 2), 5/23/13 (Article III, Section 15, 18; Article IV, Section 7, 8, 11A,B; Article VI, Section 1, 2, 5A, 8B; Article VIII, Section 1B, 1C, 4A) 12/12/13 (Article IV, Section 11; Article VI, Section 5; Article VIII, Section 4, 5, 7) 08/27/15 (Article VIII, Section 11; Article X, Section 4; Article IV, Section 2; Article V, Section 2; Article 5, Section 5) [12/10/15 \(Article VIII, Section 4\)](#)

NOMINEE QUESTIONNAIRE

HANDOUT C1

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 3, 2015.

Candidate Name	Brad Gammell
Office Sought (Check ONE)	<input checked="" type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR <i>A separate application is required for each office.</i>
Affiliation	Poverello

Please answer each question as concisely as possible, using the space provided.

1. Why do you want to be the HIV Planning Council Chair/Vice Chair?

I have had the privilege to have worked with a number of planning councils since the onset of the HIV epidemic. As a consumer, this experience has developed my leadership skills and also provided a solid foundation for the work that I do today. I was elected as Chair of the Broward County HIV Health Planning Council two year ago.

I have been a strong advocate for ensuring that low-income persons living with HIV have access to nutritional assistance and volunteered at a funded Part A Food Bank for years. As faith would have it, after many years working as a volunteer, I was offered employment during a transition in leadership with the organization. I was unaware that my accepting a full time position would result in my having to resign due to an ambiguous rule. It was very difficult but in May of 2015 I stepped down as Chair. In my heart, I knew my work was not done and continued to serve on my HIVPC.

While serving as Chair I began the process of mapping out a roadmap for integration of planning efforts between Ryan White Part A and Prevention. This framework has been recognized by the Federal Funder and other communities across the County. Additionally, the HIVPC has moved forward with integrated planning efforts in Broward County. This will not only reduce duplicate planning activities, merge groups and saving needed dollars which can be used for direct services for persons living with HIV in our community.

I would like to continue the good work that was started two year ago. We as a planning group have made a major change in direction has a HIV PC. I believe, To be Chair of the Planning Council takes someone that has the time and dedication, someone that can work with diverse HIVPC members, Grantee Office, HIVPC staff and most importantly consumers of Part A services. I believe that I am the right person for the positon of Chair given my proven ability.

2. What experience and expertise will you bring to the HIVPC?

I have served in an executive leadership role on the Broward County HIV Health Services Planning Council. My involvement with the HIVPC has also allowed me to work with a number of committees and workgroups. Through each of these experiences, I have been able to enhance my professional development including increasing my knowledge of large health delivery systems, Funders and legislative bodies at the national and state level. I was able to draw from these experiences to assist the HIVPC in meeting key Federal mandates for local planning bodies such as assessing the scope and size of the HIV epidemic in Broward as well as facilitation of the Priority Setting and Resource Allocation Process.

I was also identified to participate the Nation Quality Center Consumers training which guides my understanding of clinical quality in the role of enhancing consumers health outcomes. Other trainings and workshops include United States Conference on AIDS sense 1998 to 2015, 2012 Ryan White Grantee Meeting and was part of the planning for Prevention and Care working group, Clinton Foundation and the NAMES Project Foundation.

Leadership experience include Past Vice Chair and Chair of the Broward/Fort Lauderdale HIV PC, Vice Chair of SFAN, Chair to several HIVPC committees.

3. What goals do you plan to accomplish as the Chair/Vice Chair of the HIVPC?

There are three key goals that I would like to establish if elected Chair. These goals include:

1. Position the Broward County HIV Health Services Planning Council in post ACA implementation;
2. Establish a functioning Prevention/Care Working group; and
3. Integrate revised NHAS Goals in HIVPC and Committee Workplans.

4. How would your leadership style/initiatives support the overall mission of the HIVPC and the National HIV/AIDS Strategy?

Having the opportunity to step back and look in, My overall leadership and style would not change much. I utilize a democratic leadership model where the voice of all members are considered. In doing so we must have respect for each other. The use of a democratic leadership style is critical to unifying the HIVPC.

5. What factors would you consider when choosing your committee Chairs/Vice Chairs, and how do you ensure they implement the goals and objectives of the HIVPC and the NHAS?

Each Committee chair and Vice chair is different when you considered when choosing. I'll be looking for Committee chair and Vice Chair that can work as a team to get Broward County to a Post ACA and to have a strong Prevention/ Care working group.

I would note you don't have to be a chair to be Leader on a Committee. I'll be working on all committee bring new members. A post ACA is going to take lots of work and we need lots of leader to do so.

6. What changes would you like to implement as the Chair/Vice Chair of the HIVPC?

AS a PC we need to improve our overall stakeholder's involvement with PC. We strong but equal involvement from the Broward Community.

NOMINEE

HANDOUT C1

**Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 3, 2015.**

Candidate Name	YOLONDA REED
Office Sought (Check ONE)	<input checked="" type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR <i>A separate application is required for each office.</i>
Affiliation	<i>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</i>

Please answer each question as concisely as possible, using the space provided.

1. Why do you want to be the HIV Planning Council Chair/Vice Chair?

I have served as the HIV Planning Council Vice Chair in anticipation of one day taking on the role as Chair. While I do not confess to knowing everything there is to this process, as a person positively living with HIV, the decisions made at this Council directly impact me and the 8,000 others living here in Broward County. While our three guiding principles are what we are focused on – Retention, Linkage, and Viral Load Suppression – we have yet to achieve those outcomes in Broward County. I want to be at the table when we do. I would love to see more people positively living with the virus sitting at this table and allowing their voices to be heard as well.

2. What experience and expertise will you bring to the HIVPC?

10 years of HIVPC experience, almost 3 decades of expertise living with the virus and 2 years working for a provider.

3. What goals do you plan to accomplish as the Chair/Vice Chair of the HIVPC?

One of the primary goals I wish to accomplish as the Chair of the HIVPC is to engage more consumers in our decision-making process. Utilizing all of the resources we have available to us on every level to educate, engage and empower individuals who are directly impacted by HIV/AIDS and reach the goals and outcomes outlined in the National HIV/AIDS Strategy.

Candidate Name	Yolonda Reed	
Office Sought (Check ONE)	<input checked="" type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR	<i>A separate application is required for each office.</i>

Please answer each question as concisely as possible, using the space provided.

4. How would your leadership style/initiatives support the overall mission of the HIVPC and the National HIV/AIDS Strategy?

In leading by example, this encourages and fosters the idea of social and individual responsibility. I am not afraid to be the voice of the voiceless; however, I am a strong supporter of teaching others how to utilize their own voices. I cannot stress the importance of educating our community. I believe that actively seeking new opportunities for consumer-based trainings and encouraging participation, with the full support of this Planning Body, the Grantee's Office, and Support Staff, as well as supporting new initiatives in regard to Linkage, Retention, and Viral Load Suppression (both individual and community) for our targeted populations support the overall mission of the HIVPC and the National HIV/AIDS Strategy.

5. What factors would you consider when choosing your committee Chairs/Vice Chairs, and how do you ensure they implement the goals and objectives of the HIVPC and the NHAS?

1. Experience/working knowledge of the committee and its objectives, as well as the NHAS
2. Ability to Chair effectively (time, commitment, conflicts of interest)
3. Consider whether there are any conflicts of interest

Through trainings, if needed; retreats; monthly meetings of Executive Committee and Coordination meetings; Support via staff and Grantee's Office to assist in keeping the HIVPC and NHAS goals and objectives at the forefront of our committee agendas.

6. What changes would you like to implement as the Chair/Vice Chair of the HIVPC?

Some changes I would like to see implemented as the Chair of the HIVPC is more community presence through focused efforts to make this Planning Council accessible throughout Broward County. I would like to see more meetings held in different forums, as well as larger community collaboration, in our ongoing efforts to achieve the goals outlined in the NHAS; specifically with our targeted populations, where we have continuous struggles in meeting these goals.

NOMINEE

HANDOUT C2

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 3, 2015.

Candidate Name	YOLONDA REED
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> VICE CHAIR <i>A separate application is required for each office.</i>
Affiliation	<i>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</i>

Please answer each question as concisely as possible, using the space provided.

1. Why do you want to be the HIV Planning Council Chair/Vice Chair?

I have served as the HIV Planning Council Vice Chair in anticipation of one day taking on the role as Chair. While I do not confess to knowing everything there is to this process, as a person positively living with HIV, the decisions made at this Council directly impact me and the 8,000 others living here in Broward County. While our three guiding principles are what we are focused on – Retention, Linkage, and Viral Load Suppression – we have yet to achieve those outcomes in Broward County. I want to be at the table when we do. I would love to see more people positively living with the virus sitting at this table and allowing their voices to be heard as well.

2. What experience and expertise will you bring to the HIVPC?

10 years of HIVPC experience, almost 3 decades of expertise living with the virus and 2 years working for a provider.

3. What goals do you plan to accomplish as the Chair/Vice Chair of the HIVPC?

One of the primary goals I wish to accomplish as the Vice Chair of the HIVPC is to engage more consumers in our decision-making process. Utilizing all of the resources we have available to us on every level to educate, engage and empower individuals who are directly impacted by HIV/AIDS and reach the goals and outcomes outlined in the National HIV/AIDS Strategy.

Candidate Name	Yolonda Reed	
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> X VICE CHAIR	<i>A separate application is required for each office.</i>

Please answer each question as concisely as possible, using the space provided.

4. How would your leadership style/initiatives support the overall mission of the HIVPC and the National HIV/AIDS Strategy?

In leading by example, this encourages and fosters the idea of social and individual responsibility. I am not afraid to be the voice of the voiceless; however, I am a strong supporter of teaching others how to utilize their own voices. I cannot stress the importance of educating our community. I believe that actively seeking new opportunities for consumer-based trainings and encouraging participation, with the full support of this Planning Body, the Grantee's Office, and Support Staff, as well as supporting new initiatives in regard to Linkage, Retention, and Viral Load Suppression (both individual and community) for our targeted populations support the overall mission of the HIVPC and the National HIV/AIDS Strategy.

5. What factors would you consider when choosing your committee Chairs/Vice Chairs, and how do you ensure they implement the goals and objectives of the HIVPC and the NHAS?

1. Experience/working knowledge of the committee and its objectives, as well as the NHAS
2. Ability to Chair effectively (time, commitment, conflicts of interest)
3. Consider whether there are any conflicts of interest

Through trainings, if needed; retreats; monthly meetings of Executive Committee and Coordination meetings; Support via staff and Grantee's Office to assist in keeping the HIVPC and NHAS goals and objectives at the forefront of our committee agendas.

6. What changes would you like to implement as the Chair/Vice Chair of the HIVPC?

Some changes I would like to see implemented as the Chair of the HIVPC is more community presence through focused efforts to make this Planning Council accessible throughout Broward County. I would like to see more meetings held in different forums, as well as larger community collaboration, in our ongoing efforts to achieve the goals outlined in the NHAS; specifically with our targeted populations, where we have continuous struggles in meeting these goals.

NOMINEE QUESTIONNAIRE

HANDOUT C2

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 3, 2015.

Candidate Name	REQUEL LOPES
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> VICE CHAIR <i>A separate application is required for each office.</i>
Affiliation	<i>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</i>

Please answer each question as concisely as possible, using the space provided.

1. Why do you want to be the HIV Planning Council Chair/Vice Chair?

I have had a lifelong participation the HIV/AIDS since the mid 80's in care, activism and fundraising. My participation as an individual and healthcare provider brings a new voice to the HIV planning council in the county that I reside. One that has a interest in how HIV/AIDS services meet the needs of those in need in Broward County.

2. What experience and expertise will you bring to the HIVPC?

I have a had a over 20 years in which to hone my mediation skills, team player mentality and calm personality. All of which helps move a conversation closer to the heart of an issue.

3. What goals do you plan to accomplish as the Chair/Vice Chair of the HIVPC?

My goals would to assist chair with leadership and cohesiveness in moving the work of the Council forward. I would work hand and hand with the Chair to develop relationships in a positive direction with the focus of helping those in need of the services in Broward County.

Candidate Name	Reguel Lopes	
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> VICE CHAIR	A separate application is required for each office.

Please answer each question as concisely as possible, using the space provided.

4. How would your leadership style/initiatives support the overall mission of the HIVPC and the National HIV/AIDS Strategy?

I have a cooperative leadership style. I am approachable and accessible, while inspiring others to work towards the shared vision and goals and objectives of the HIV Planning Council. I thrive on a team process to facilitate a shared vision for the HIV/AIDS care in Broward County.

5. What factors would you consider when choosing your committee Chairs/Vice Chairs, and how do you ensure they implement the goals and objectives of the HIVPC and the NHAS?

Factors I would consider when choosing committee Chairs and Vice Chairs would be the following: Personality, Strengths and weaknesses, Team player and Commitment to the work of the HIV Planning Council. Implementation of the goals and objectives would follows those set forth by the BC HIV Planning Council By-Laws.

6. What changes would you like to implement as the Chair/Vice Chair of the HIVPC?

I would assist in the implementation that would help provide a cohesive team approach to the work of the council. I would help facilitate the understanding that we all come from various "walks of life" committed to the a purpose of the Council, which is, "to provide planning, to promote development of HIV/AIDS health services, personnel, and facilities which meet identified health needs in a cost-effective manner, to reduce inefficiencies, and to develop HIV-related health plans."