



Fort Lauderdale / Broward County EMA Broward County
HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

MEETING AGENDA

Committee: Membership/Council Development Committee

Date/Time: March 12, 2020, 9:30 a.m. **Location:** AHF Community Room

Chair: Vincent Foster **Vice-Chair:** Timothy Moragne

1. CALL TO ORDER:

- a. Welcome
- b. Ground Rules
- c. Statement of Sunshine
- d. Introductions
- e. Moment of Silence
- f. Public Comment

2. APPROVALS: 03/12/20 Agenda and 02/13/19 Meeting Minutes

3. STANDARD COMMITTEE ITEMS

I. Current Applicants, Interested Parties, and Appointments (Handouts Provided in Meeting)

Work Plan Objective 1: Ensure HIVPC is representative and reflective.

ACTION ITEM: Review applications.

II. Review HIVPC Training & Presentation Plan (Handout A)

Work Plan Activity 4.3: Conduct ongoing member training.

ACTION ITEM: Review, update, and plan trainings and presentations for HIVPC.

III. Recruitment & Retention Efforts

Work Plan Activity 3.5: Review Recruitment & Retention tools from other jurisdictions.

ACTION ITEM: Review selected tool from another jurisdiction.

4. MEETING ACTIVITIES/NEW BUSINESS

I. Action Item Review (Handouts B1-B3)

Work Plan Activity 3.3: Develop engagement opportunities for the HIVPC in the community.

ACTION ITEM: Review progress made toward action items identified at the February meeting.

II. HRSA Technical Assistance Call

Work Plan Activity 4.7: Utilize feedback from CEC, collaborative events, and engagement events to update recruitment and engagement strategies.

ACTION ITEM: Discuss call with HRSA and JSI regarding member recruitment.

5. UNFINISHED BUSINESS None.

6. RECIPIENT REPORT

7. PUBLIC COMMENT

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: TBD VENUE: TBD

9. MEMBER TASKS (Handout C)

10. ANNOUNCEMENTS



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11. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

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 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



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MEETING MINUTES

Committee: Membership/Council Development Committee (MCDC)

Date/Time: Thursday, February 13, 2020, 9:30 a.m.

Location: Government Center A-337

Chair: Vincent Foster **Vice-Chair:** Dr. Timothy Moragne

| ATTENDANCE | | | | |
|------------|-------------------------|----------|--------|--------------------|
| # | Member | Present | Absent | Recipient Staff |
| 1 | Arencibia, Y. | X | | Anderson, T. |
| 2 | Cutright, A. | X | | |
| 3 | Foster, V., Chair | X | | HIVPC Staff |
| 4 | Katz, H. B. | X | | Oratien, V. |
| 5 | Moragne, T., Vice-Chair | X | | Ukpai, F. |
| | | | | Martinez, G. |
| | Quorum = 4 | 5 | | |

1. CALL TO ORDER:

The Chair called the meeting to order at 9:34 a.m. and welcomed all present. Attendees were notified that the meeting is based on Florida's "Government-in-the-Sunshine Law" and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed, and introductions were made by all in attendance.

2. APPROVALS:

Motion #1: To approve meeting minutes of 11/14/19
Proposed by: Katz, H. B. **Seconded by:** Cutright, A.
Action: Passed Unanimously

Motion #2: To approve the 02/13/20 meeting agenda
Proposed by: Arencibia, Y. **Seconded by:** Katz, H. B.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Review HIVPC Demographics: Members reviewed Council and Committee demographics (Handout A on file). The Planning Council currently has 20 members since one member's passing and another's resignation. The total percentage of unaffiliated consumers for the Planning Council has decreased to 25%, which is below the HRSA-mandated 33%. Members discussed the immediate need to implement a strategy that will increase consumer membership and maintain engagement. The HIVPC remains under-represented in the category of White male consumers. Members also discussed potential strategies and locations for recruitment to increase the percentage of people with HIV on the HIVPC.



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ACTION ITEMS: Create a flyer about the HIV Planning Council.
Reach out to named organizations and potential groups for recruitment.
Share PDF versions of existing marketing materials with MCDC members.

Planning Council and Committee Attendance: Members reviewed the Committee and HIVPC attendance report and discussed any changes that have occurred across committees (Handout B on file). There have been no warnings or removals since the last MCDC meeting, but one member has passed away and another resigned.

Current Applicants, Interested Parties, and Appointments: No HIVPC applications were submitted.

HIVPC Training & Presentation Plan: Members reviewed the HIVPC Training & Presentation Plan (Handout C on file). Since the Committee's last meeting, a Mental Health training was conducted at the December HIVPC meeting. Members discussed Robert's Rules training options and voted to approve a half day training for the entire HIVPC.

Motion #3: To approve a Continuing Education offsite, tentatively scheduled for 10 a.m. – 2 p.m., entailing Robert's Rules of Order entailing Robert's Rules, TEAM Board Development, and Coaching for Chairs.

Proposed by: Arencibia, Y. **Seconded by:** Katz, H. B.

Action: Passed Unanimously

ACTION ITEM: Determine training date with consultant and HIVPC members.

4. MEETING ACTIVITIES/NEW BUSINESS

Review Progress MCDC Work Plan: The Committee reviewed its progress through its FY2019 Work Plan (Handout D1 on file). MCDC completed nearly every task on its Work Plan but had not achieved its goal of 33% PLWHA representation.

For the coming fiscal year, members chose to include "to passionately engage 100 community members and recruit 7 members to the HIVPC" in the FY2020 goal. Members discussed activities including the creation of an HIVPC recruitment video and recognition of a Member of the Year. MCDC chose to add monthly routine tabling to the Work Plan. A member suggested creating a generic health care access card with contact information for various health care organizations as a way to reduce stigma around taking HIVPC marketing materials.

In addition to this, the MCDC Vice Chair discussed building an evaluation of each Work Plan activity. The Vice Chair provided a sample evaluation report. After reviewing proposed changes to the FY2020 Work Plan (Handout D2), MCDC voted to approve its Work Plan for the new fiscal year.

Motion #4: To approve the FY2020 Work Plan with amendments.

Proposed by: Arencibia, Y. **Seconded by:** Cutright, A.

Discussion: The HIVPC Vice Chair noted the evaluation tool may impact the Work Plan and activities may shift.

Action: Passed Unanimously

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ACTION ITEM: Create a Work Plan evaluation.
Table during MCDC's non-meeting months.
Designate a producer for the HIVPC Recruitment Video.

5. UNFINISHED BUSINESS

None.

6. RECIPIENT REPORT

After 18 years, the Manager of the Ryan White Part A Recipient Office has submitted his resignation and will be leaving his position in mid-March.

HRSA notice of award has been received and the Recipient's Office will be moving forward with contract extensions. The Recipient also noted that they are awaiting the Notice of Award for the HIV Epidemic funding.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: TBD Time: 9:30 a.m. Venue: TBD

Develop HIVPC Recruitment Video Script

9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

The meeting was adjourned at 11:38 a.m.



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MCDC Attendance CY2019

| Consumer | Absences PLWHA | Count | Meeting Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Attendance Letters |
|-------------------|-------------------|-------|---------------|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------|
| | | | | Meeting Date | C | 13 | | | | | | | | | | |
| 0 | 0 | 0 | 1 | Arencibia, Y. | | X | | | | | | | | | | |
| 0 | 0 | 0 | 2 | Cutright, A. | | X | | | | | | | | | | |
| 0 | 0 | 0 | 3 | Foster, V. <i>Chair</i> | | X | | | | | | | | | | |
| 1 | 1 | 0 | 4 | Katz, H.B. | | X | | | | | | | | | | |
| 0 | 0 | 0 | 5 | Moragne, T. | | X | | | | | | | | | | |
| Quorum = 4 | | | | 0 | 5 | 0 | 0 | 0 | 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 | Z - resigned |
| CX - canceled due to quorum | R - removal letter |

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HIVPC Training & Presentation Plan

FY19-20 & FY20-21 Training Topics and Projected Timeline

Objective Statement: To train the HIV Planning Council on topics directly related to and surrounding HIV Care and Treatment in Broward County



Determine Topics

Outline Training Goal

Contact Appropriate Parties

Schedule & Plan

Provide Training to HIVPC

FY 2019-2020 Training Topics

| | | |
|-------------------------------------|------------------------------|---|
| <input checked="" type="checkbox"/> | Completed: June 2019 | Hepatitis A: The presentation will include how Hepatitis A is transmitted, prevention information, and symptoms. This is timely information regarding a health issue affecting Broward County. |
| <input checked="" type="checkbox"/> | Completed: April 2019 | PSRA Process: The Priority Setting and Resource Allocation (PSRA) Committee Chair will conduct a brief presentation about the priority setting process. The process begins with the collection of data and a data presentation to the PSRA committee. The PSRA Chair will review the data presentation given to the Committee. |
| <input type="checkbox"/> | Projected Month: TBD | Systems Outside of HIV: Broward County's Homeless System: A representative from the Homeless Initiatives Partnership will provide a presentation regarding homelessness in Broward County as well as the resources available for people experiencing housing instability. This presentation will complement information provided by Housing Opportunities for People Living with HIV/AIDS (HOPWA). |
| <input checked="" type="checkbox"/> | Completed: December 2019 | Mental Health: A mental health representative will conduct a presentation about the mental health system of Broward County, the stigma surrounding mental health, the intersection of mental health and HIV, and the utilization of services. |
| <input type="checkbox"/> | Projected Month: May 2020 | Robert's Rules: A consultant will provide a presentation on Robert's Rules to detail the parliamentary procedure utilized by the HIV Planning Council to conduct meetings. |

FY 2020-2021 Training Topics

| | | |
|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | Projected Month: TBD | Prevention Initiatives: PrEP & PEP: An overview of data & outcomes related to preventative measures will be provided by FLDOH-BC. |
| <input type="checkbox"/> | Projected Month: TBD | Systems Outside of HIV: Drug Use & Substance Abuse- The United Way Commission on Behavioral Health & Drug Prevention will be contacted to provide training on the impact of drug use on Broward County and its Comprehensive Community Prevention Action Plan. |
| <input type="checkbox"/> | Projected Month: TBD | State-wide Update on the Status of HIV: A Health Department representative will provide a comprehensive update on the status of HIV care, treatment and prevention for the state of Florida. |
| <input type="checkbox"/> | Projected Month: TBD | Affordable Care Act Update: TBD <i>(Based on changes to the law by the Federal Government)</i> |
| <input type="checkbox"/> | Projected Month: April 2020 | PSRA Process: The Priority Setting and Resource Allocation (PSRA) Committee Chair will conduct a brief presentation about the priority setting process. The process begins with the collection of data and a data presentation to the PSRA committee. The PSRA Chair will review the data presentation given to the Committee. |

Note: Training Topics are subject to change based on current issues.

Action Item Review

| | Action Item and Notes |
|---------|--|
| ✓ | Create a flyer about the HIV Planning Council (Handout B2) |
| ✓ | Reach out to organizations and potential groups for recruitment <ul style="list-style-type: none"> – Pride Center: Coffee & Conversations – Support Groups: Broward Health – Health Fairs: Broward Health & Memorial Health System – YMCA – Urban League |
| ✓ | Share PDF versions of existing marketing materials with MCDC members |
| ✓ | Determine training date with Robert's Rules consultant May 28, 2020 |
| Ongoing | Create a Work Plan evaluation |
| TBD | Table during non-meeting months |
| ✓ | Designate a producer for the HIVPC recruitment video <ul style="list-style-type: none"> – Nicole Cohen, Public Information Officer, BRHPC – TBD: John Snow, Inc. (JSI) marketing representative <i>Based on technical assistance call with HRSA and JSI</i> (Handout B3) |



JOIN THE HIV PLANNING COUNCIL FOR A MEETING

- The Broward County HIV Health Services Planning Council (HIVPC) believes in the power of people with HIV to guide their own care.

For 30 years, this Council has elevated the voices of Broward's Ryan White Part A consumers. HIVPC does this by empowering its members to plan services provided by the program.

- To do this work, the HIVPC relies on its 5 standing Committees to review community information and make informed decisions.

Any Broward County resident with an interest in the care of the HIV community

- can join a Committee and have his, her, or their voice heard. From there, join the Council to see how each Committee adds to the HIVPC's knowledge and action.

COME SEE US IN ACTION!

For more information:



Email us at hivpc@brhpc.org



Call us at (954) 561-9681 ext. 1295 or 1343

<https://www.brhpc.org/programs/hiv-planning-council/>

Video Brief

Why are we making this video?

We are making this video to _____

Who is the audience of this video?

We want this video to be viewed by _____

What is our video topic?

This video is about _____

What are the key takeaways of the video?

The main things to remember from this video are _____

What is our call-to-action?

We want viewers to _____

MEMBER TASKS

March 2020

| | | | | | | |
|----|--------------------------------|----|----|----|----|--------------------------------|
| 1 | 2 Coffee & Conversation | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 Coffee & Conversation | 10 | 11 | 12 | 13 | 14 Community Health Expo |
| 15 | 16 Coffee & Conversation | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 Coffee & Conversation | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 Coffee & Conversation | 31 | | | | |

For Next Meeting

Recruitment or Retention Tool: _____

Contact/Follow-up with Agencies/Organizations:

| | |
|------------------------------|--|
| Broward Health Support Group | |
| Care Resource | |
| | |
| | |
| | |

Additional Steps:

| | |
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