

MEETING AGENDA

Committee: Membership/Council Development Committee

Date/Time: September 10, 2020, 9:30 a.m. **Location:** Virtual Meeting 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: 09/10/20 Agenda and 07/09/2020 Meeting Minutes

3. STANDARD COMMITTEE ITEMS

- I. **Review HIVPC Demographics (Handout A)**
Work Plan Objective 1: Ensure HIVPC is representative and reflective
ACTION ITEM: Review demographics and identify populations that are over or under-represented.
- II. **Planning Council and Committee Attendance, Warning Letters, and Removals (Handout B)**
Work Plan Objective 1: Ensure HIVPC is representative and reflective
ACTION ITEM: Update on individual member attendance, warnings and removals.
- III. **Current Applicants, Interested Parties, and Appointments (Handout Provided in Meeting)**
Work Plan Objective 1: Ensure HIVPC is representative and reflective
ACTION ITEM: Review applications. **No applicants at this time.**
- IV. **Review HIVPC Training & Presentation Plan (Handouts C)**
Work Plan Activity 4.3: Conduct ongoing member training
ACTION ITEM: Review, update, and plan trainings and presentations for HIVPC.
- V. **Recruitment & Retention Tool**
Work Plan Activity 3.5: Review Recruitment & Retention tools from other jurisdictions.
ACTION ITEM: Receive presentation from MCDC member and discuss implementing a new strategy.

4. NEW BUSINESS

- I. **Stop, Start, and Continue Exercise (Handouts D1-D2)**
Work Plan Activity 1.4: Share information regarding vacant positions with Case Managers, gatekeepers, and other HIV stakeholders
Work Plan Activity 2.2: Complete tasks outlined in Recruitment & Retention Plan
Work Plan Activity 3.1: Hold Membership Drive
Work Plan Activity 4.1: Collaborate with other Committees of the HIVPC to participate in activities
ACTION ITEM: Review the MCDC Recruitment & Retention plan. Discuss which activities to Stop, Start, and Continue to bolster recruitment.

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

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care

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



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

5. MEMBER TASKS (HANDOUT E)
6. RECIPIENT REPORT
7. PUBLIC COMMENT
8. ANNOUNCEMENTS
9. 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 •

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

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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.



MEETING MINUTES

Committee: Membership/Council Development Committee (MCDC)

Date/Time: Thursday, July 9, 2020 11:30 a.m.

Location: Virtual Meeting Room

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

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Arencibia, Y.	X		
2	Cutright, A.	X		HIVPC Staff
3	Foster, V., <i>Chair</i>	X		Guice, M.
4	Katz, H. B.		A	Martinez, G.
5	Moragne, T., <i>Vice-Chair</i>	X		Oratien, V.
6	Wilson, I.		A	Ukpai, F.
				Guests
	Quorum = 4	4		

1. CALL TO ORDER:

The Chair called the meeting to order at 11:33 a.m. and welcomed all present. The Chair notified attendees that the MCDC 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 06/11/2020.

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

Action: Passed Unanimously

Motion #2: To approve the 07/09/2020 meeting agenda.

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

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Current Applicants, Interested Parties, and Appointments: The Planning Council Support (PCS) Team reviewed the application of an interested party with the Committee. MCDC reviewed Carolyn



Chandler's application as well as the impact of Ms. Chandler's membership on the Council's demographics. The new applicant will increase unaffiliated consumer membership to 35%. This would put the HIVPC above the HRSA mandated 33% minimum. The Committee voted to approve Ms. Chandler's application pending completion of pre-appointment requirements.

Motion #3: To approve Carolyn Chandler's application to join the HIV Planning Council.

Proposed by: Moragne, T. **Seconded by:** Arencibia, Y.

Action: Passed Unanimously

4. MEETING ACTIVITIES/NEW BUSINESS

Needs Assessment Presentation: A CQM Health Planner reviewed the qualitative data in the most recently completed Needs Assessment (Handout A on file). The full [Needs Assessment](#) can be accessed on the HIV Planning Council Website.

5. RECIPIENT REPORT

No Recipient Staff member was present.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: TBD Time: TBD Venue: TBD

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

The meeting was adjourned at 12:05 p.m.



CEC Attendance CY2020

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	13	12	C	C	11	9						
0	0	1	1	Arencibia, Y.		X	A			X	X						
0	0	0	2	Cutright, A.		X	X			X	X						
0	0	0	3	Foster, V. <i>Chair</i>		X	X			X	X						
1	1	0	4	Katz, H.B.		X	E			X	E						
0	0	0	5	Moragne, T.		X	X			X	X						
0	0	1	6	Wilson, I.			N - 06/19				A						
Quorum = 4					0	5	3	0	0	5	4	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

HIV Planning Council & Committee Demographics Report

It is the work of the Membership/Council Development Committee to ensure the HIV Planning Council is representative of the HIV epidemic in Broward County. One way that MCDC accomplishes this task is by reviewing the Council and Committees' demographics, identifying over and underrepresented populations.

HIV in Broward County

The following table shows HIV in Broward by Race/Ethnicity and by Gender. These data are provided by the Florida Department of Health.

Race	Population	Percentage
White	6,878	33%
Black	9,815	47%
Hispanic	3,855	18%
Other	500	2%
Total	21,048	100%
Gender	Population	Percentage
Male	15,689	74%
Female	5,359	26%
Transgender	0	0%
Total	21,048	100%

How This Information is Compared

The Council and each of its Committees are compared to the epidemic to determine where representation can be improved.

Key Terms

Epidemic – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

Consumers – Council and Committee members who access Ryan White Part A services.

Unaffiliated Consumers – Council and Committee members who access Ryan White Part A services and have no relationship to an agency which provides these services. This means the consumer does not work for a provider agency or otherwise benefit financially from the agency's success.

Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

Key Points for Reflectiveness through August 2020

HIV Planning Council (HIVPC): The Council remains below the HRSA mandated 33% unaffiliated consumer involvement. HIVPC's consumer membership decreased during the 2nd quarter due to a member's resignation. Overall membership is 21 and 1 new consumer member was provisionally approved by the HIVPC at its July meeting.

Community Empowerment Committee (CEC): CEC membership has increased in the 2nd quarter, but unaffiliated consumer membership has decreased from 44% to 40%. CEC's Policies & Procedures state that membership must be at least 51% consumers.

Membership/Council Development Committee (MCDC): MCDC has gained a member since the last meeting but remains under-representative of the epidemic.

Priority Setting & Resource Allocation (PSRA): The Committee's unaffiliated consumer membership has increased from 10% to 23%. Despite this increase, PSRA still has no Black, Hispanic, or female consumer representation.

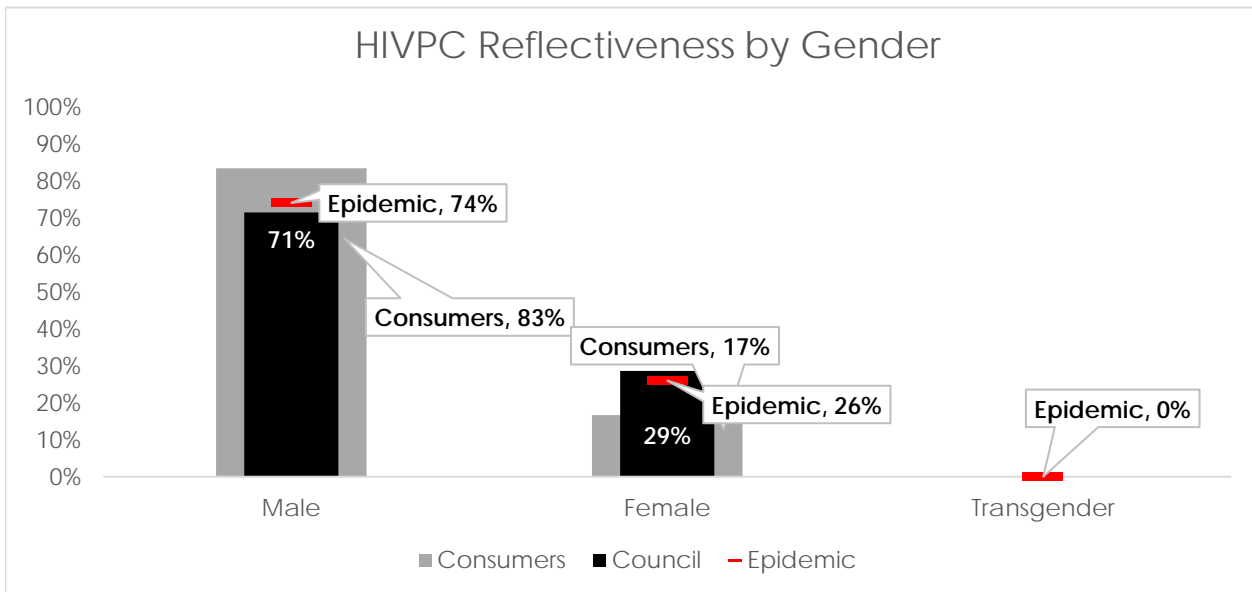
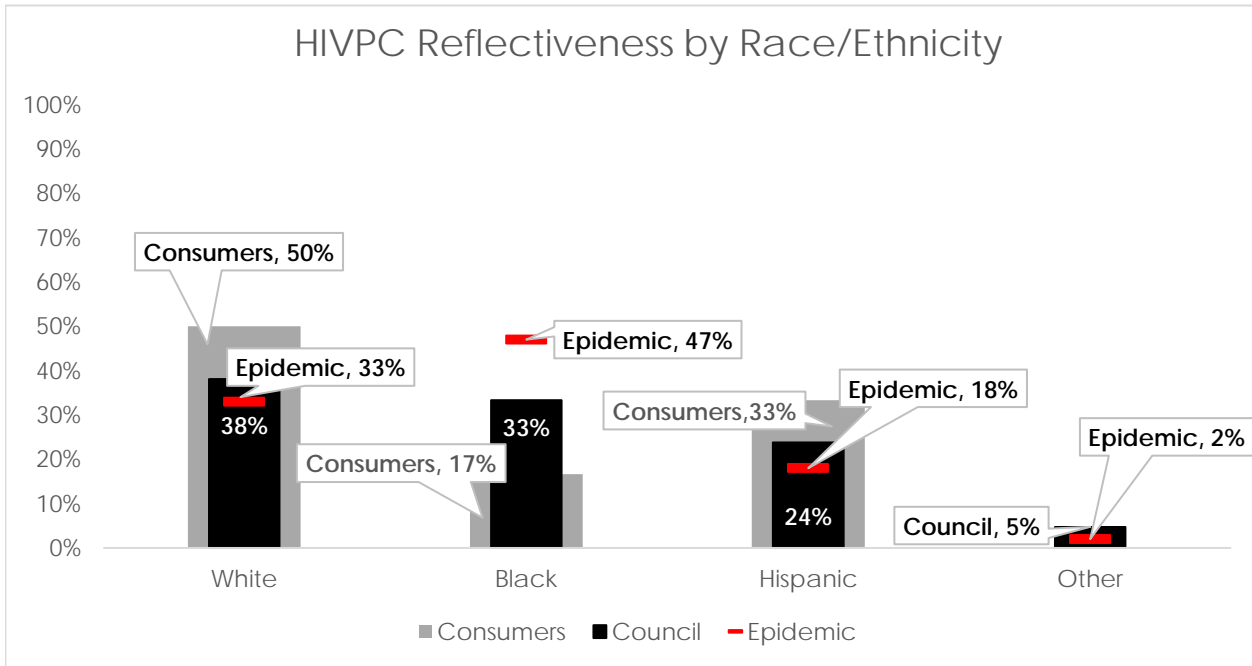
Executive Committee: Due to a Chair's resignation from the HIVPC, there are no longer any unaffiliated consumer members serving in leadership positions. Improving this percentage is of particular focus in the 3rd Quarter.

Quality Management Committee (QMC): QMC has gained 2 consumer members but remains unrepresentative of Black, Hispanic, and female consumers.

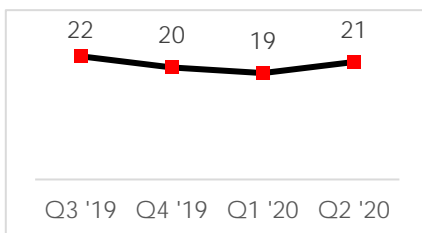
System of Care (SOC): SOC currently has 6 members, 2 of whom are consumers. The Committee will begin meeting in September of 2020 and will continue efforts to increase its membership.

HIV Planning Council Reflectiveness Report

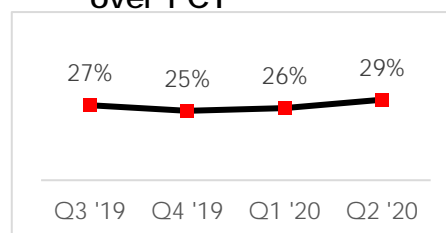
Current Through August 2020



HIVPC Membership over 1 CY



Unaffiliated Consumer Membership over 1 CY



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	15,689	75%	15	71%	-3%	5	83%	9%
Female	5,359	25%	6	29%	3%	1	17%	-9%
Transgender	0	0%	0	0%	0%	0	0%	0%
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	3,855	18%	5	24%	5%	2	33%	15%
Black	9,815	47%	7	33%	-13%	1	17%	-30%
White	6,878	33%	8	38%	5%	3	50%	17%
Other	500	2%	1	5%	2%	0	0%	2%
Age	Epidemic		Council		% Difference	Consumers		% Difference
0-12	17	0%	0	0%	0%	0	0%	0%
13-19	77	0%	0	0%	0%	0	0%	0%
20-29	1,398	7%	0	0%	-7%	0	0%	-7%
30-39	3,077	15%	2	10%	-5%	0	0%	-15%
40-49	4,463	21%	3	14%	-7%	0	0%	-21%
50-59	7,203	34%	7	33%	-1%	3	50%	16%
60+	4,813	23%	9	43%	20%	4	67%	44%
Total	21,048	100%	21	100%		6	100%	

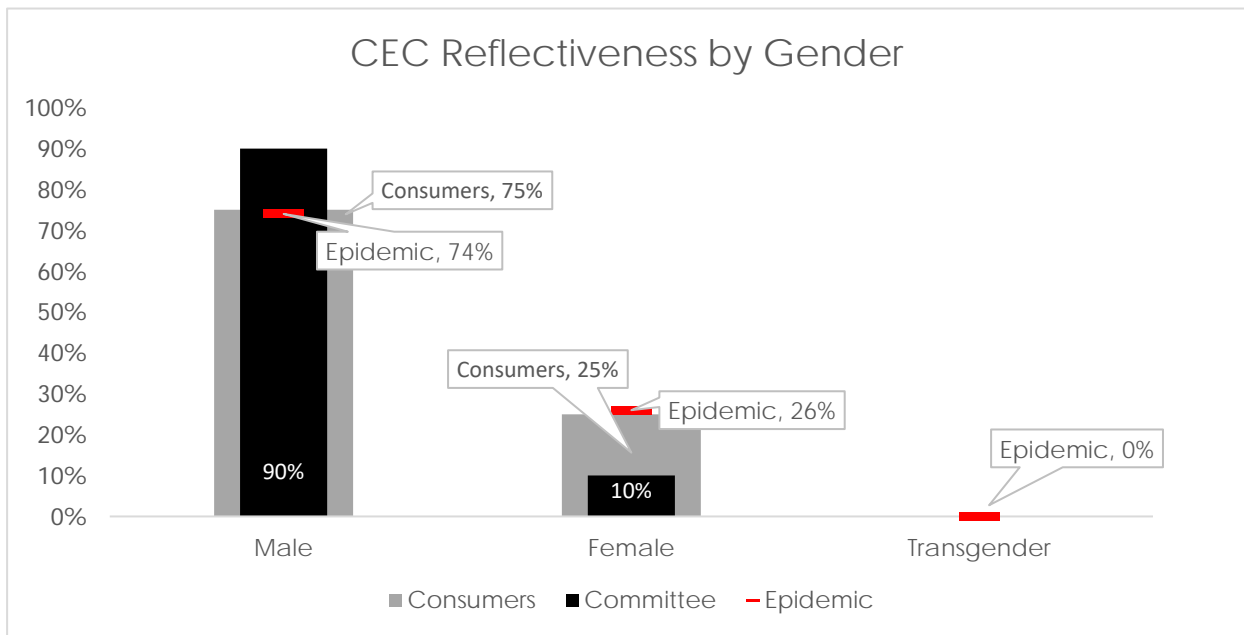
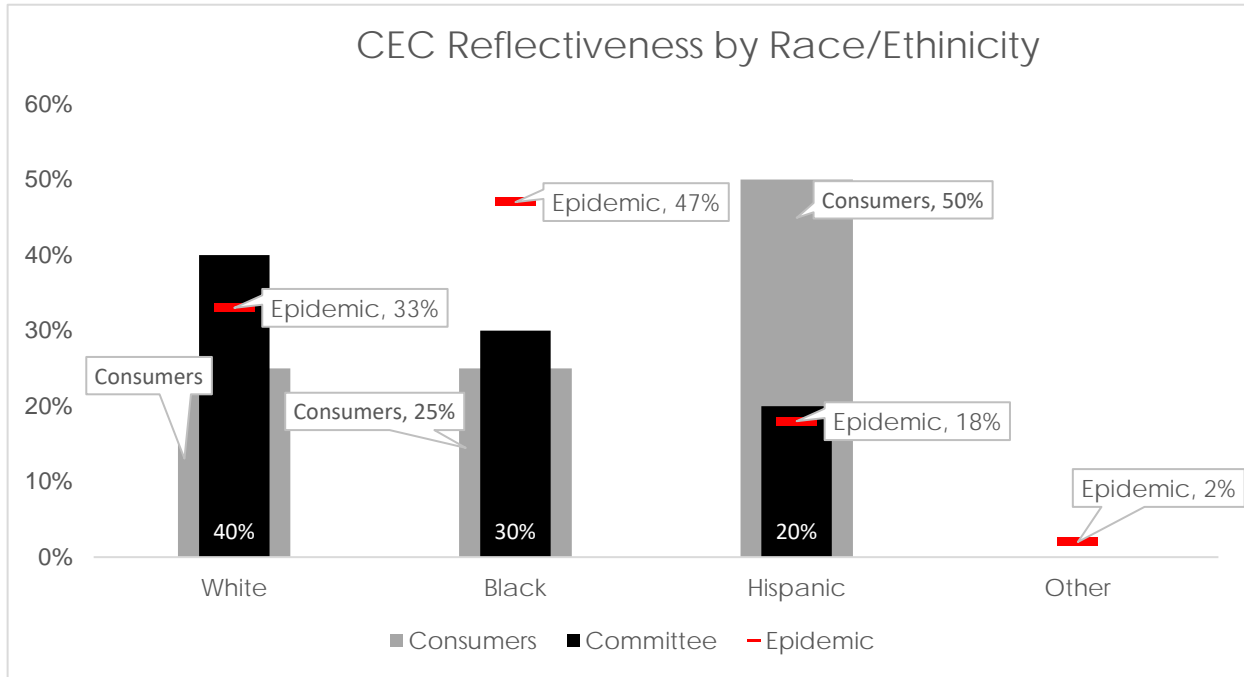
No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers	33%
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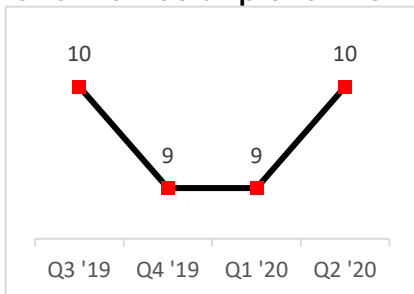
Current Members	21
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	29%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. State Medicaid
4. Local Public Health Agency
5. Health Planning
6. Alternates (3)
7. Co-infected with Hepatitis B or C
8. Substance Abuse Provider

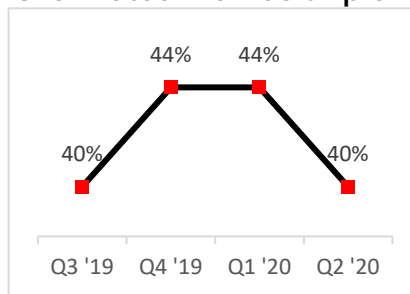
CEC Reflectiveness through August 2020



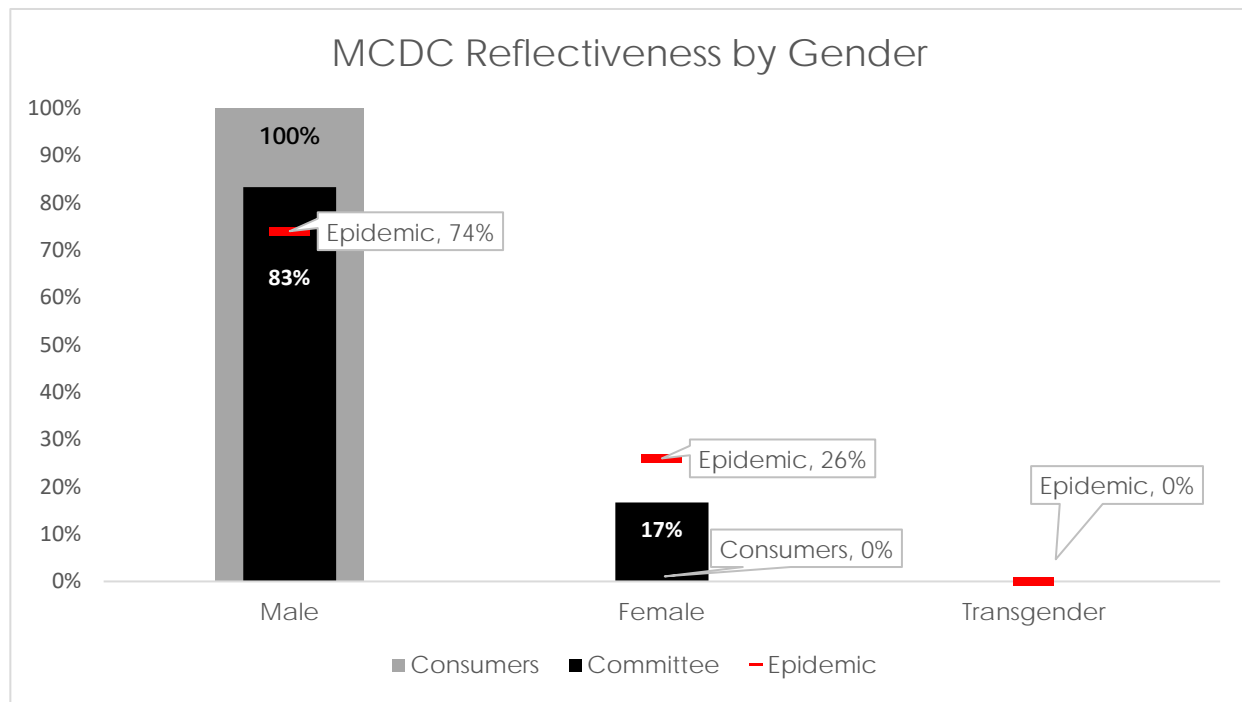
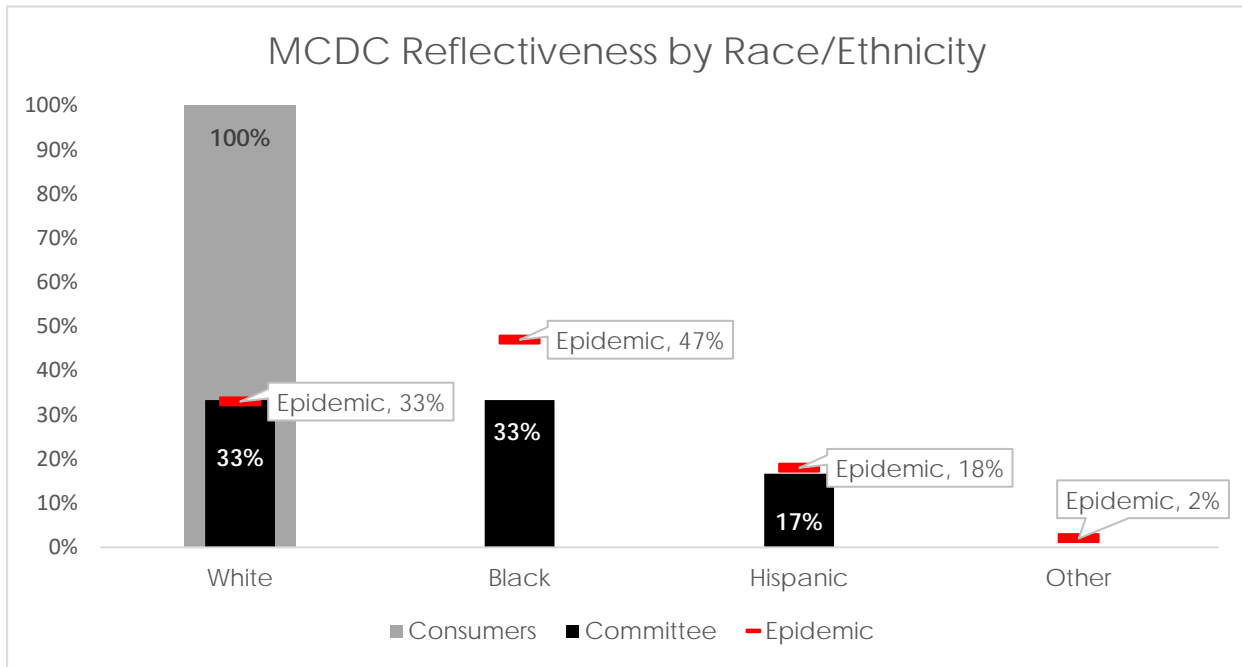
CEC Membership over 1 CY



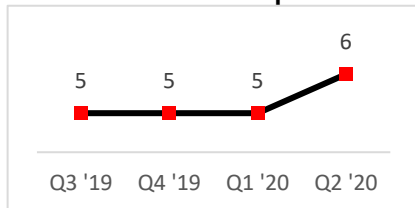
Unaffiliated Membership over 1 CY



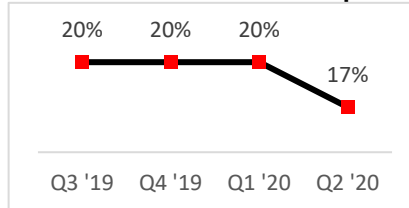
MCDC Reflectiveness through August 2020



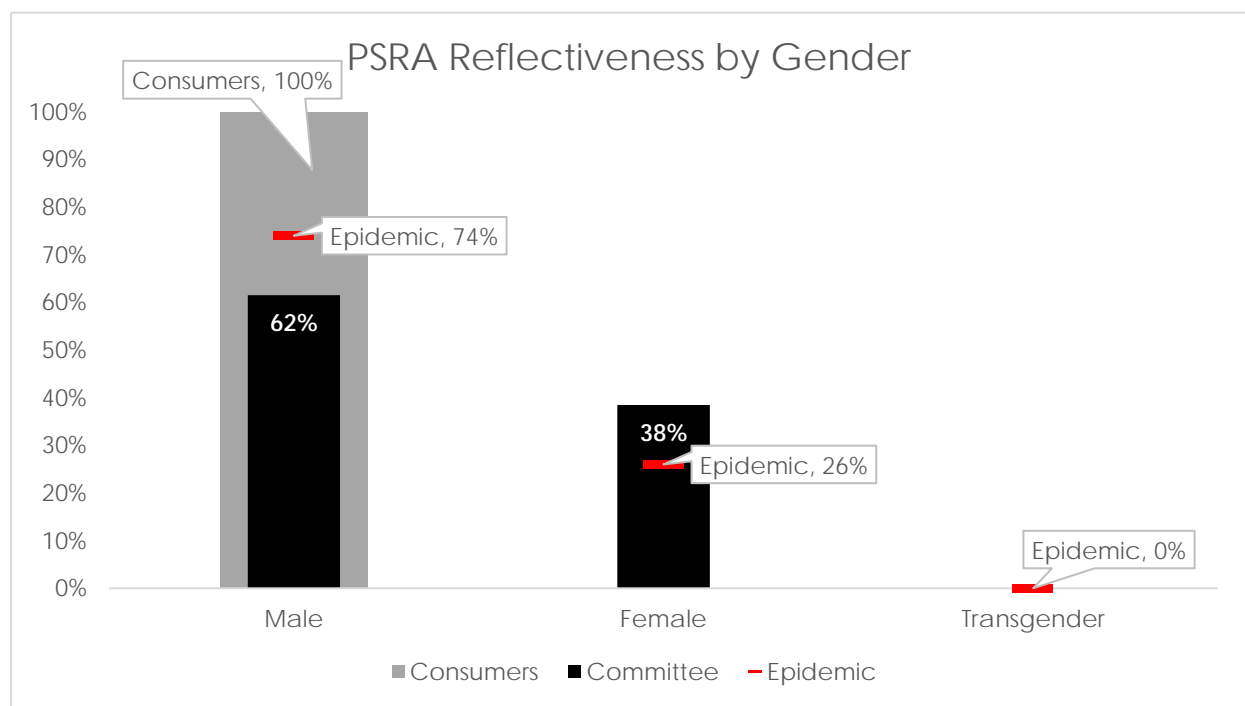
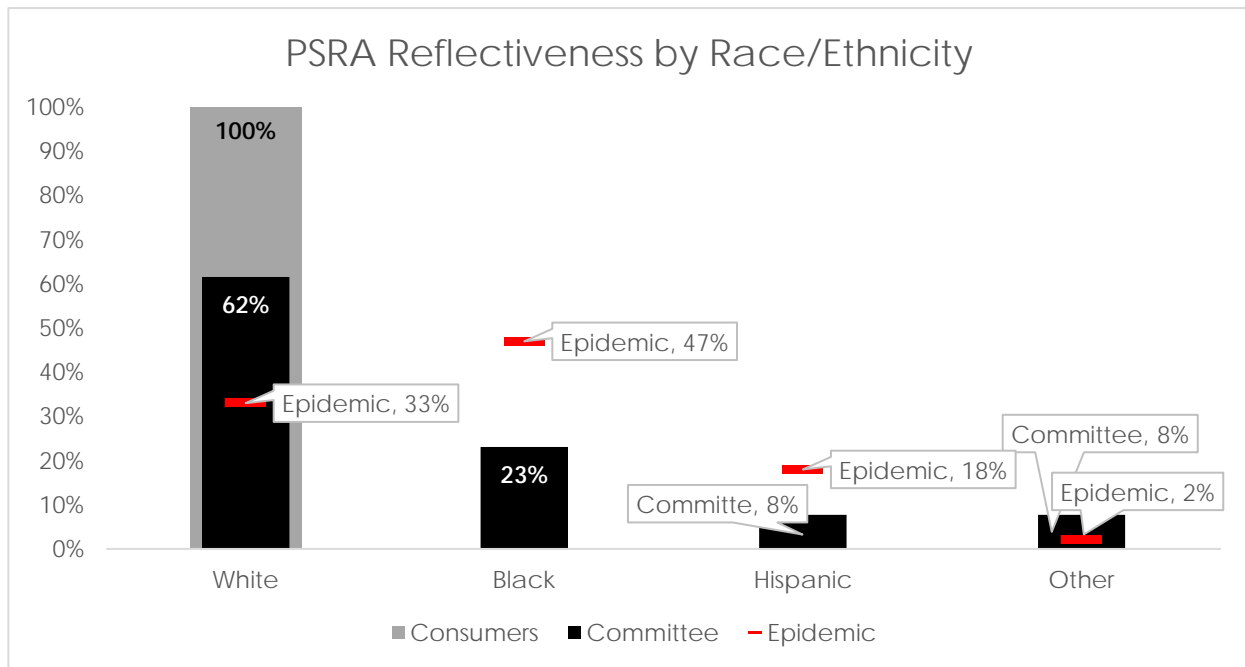
MCDC Membership over 1 CY



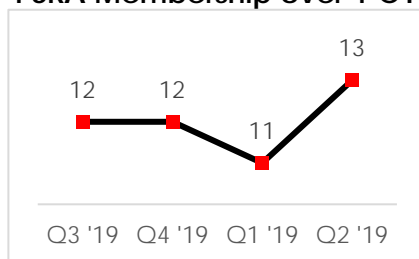
Unaffiliated Membership over 1 CY



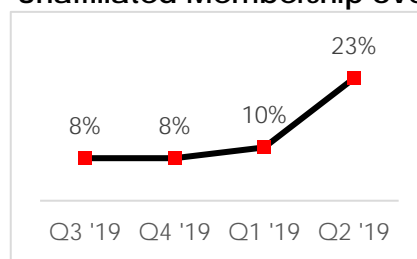
PSRA Reflectiveness through August 2020



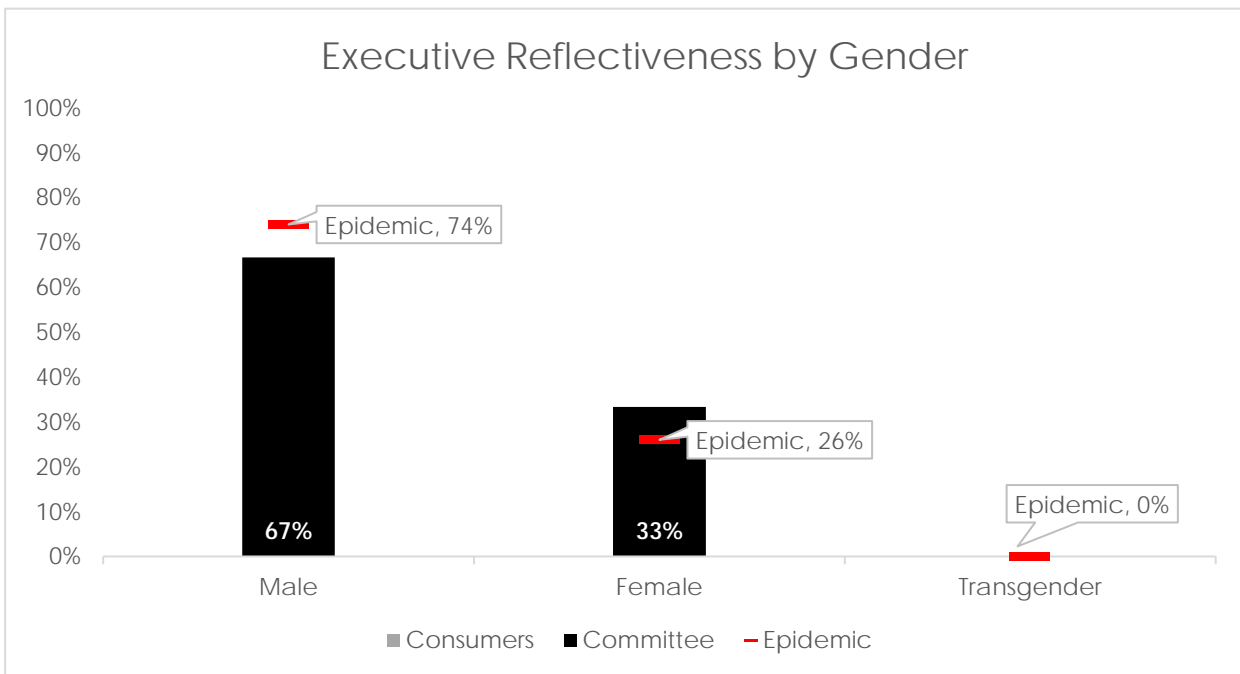
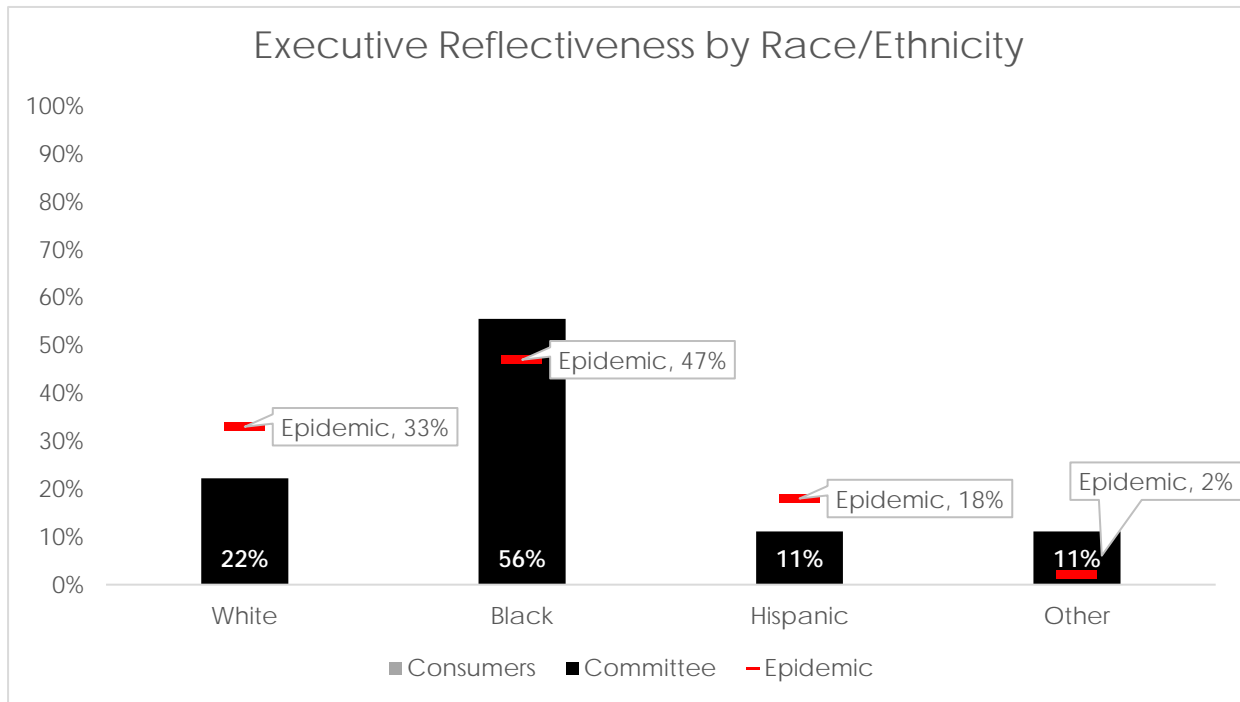
PSRA Membership over 1 CY



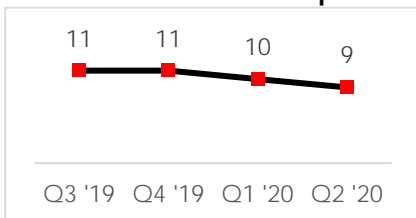
Unaffiliated Membership over 1 CY



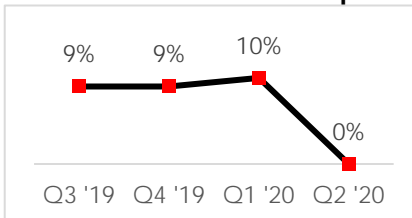
Executive Reflectiveness through August 2020



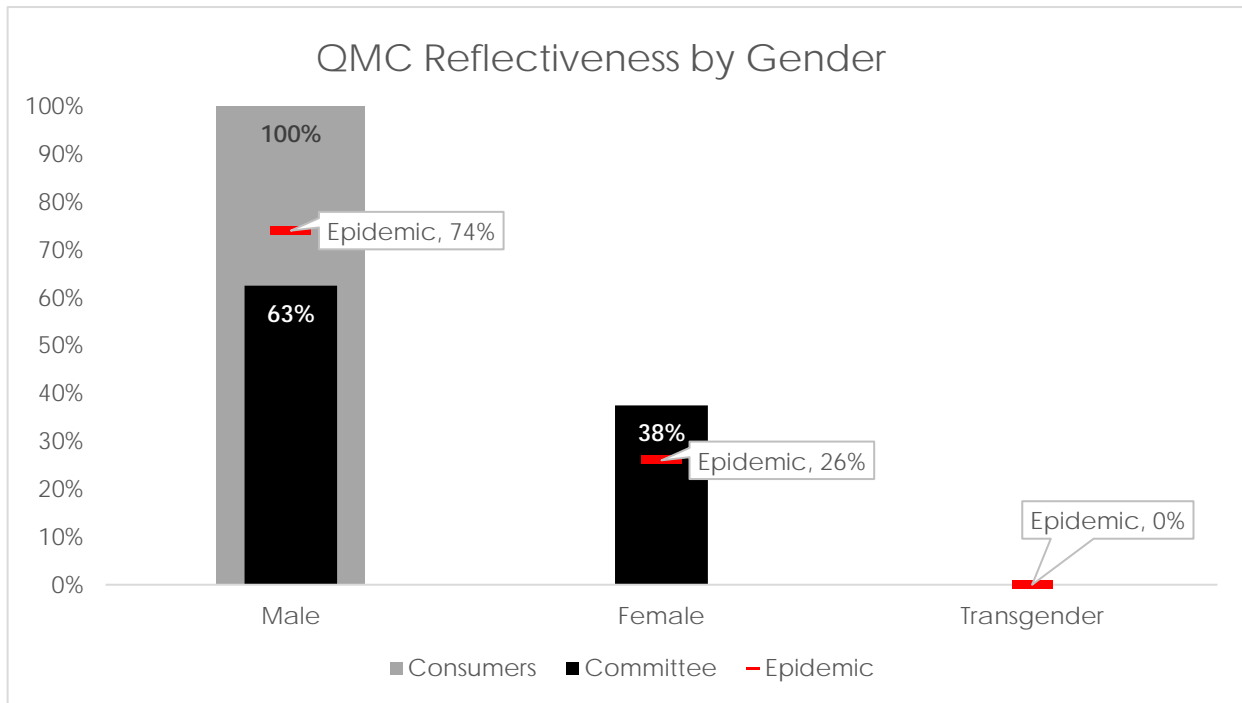
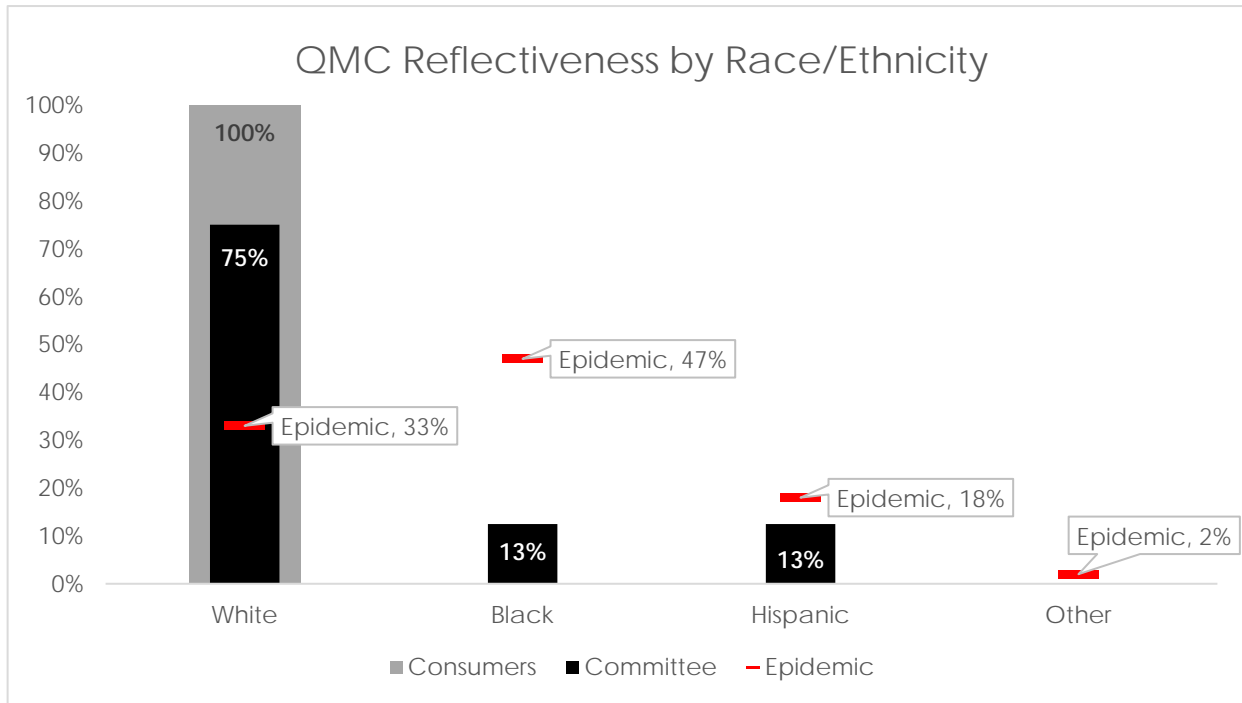
Executive Membership over 1 CY



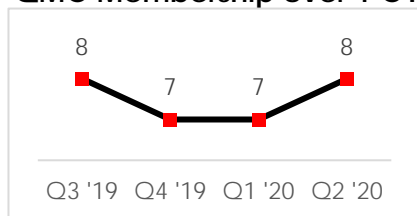
Unaffiliated Membership over 1 CY



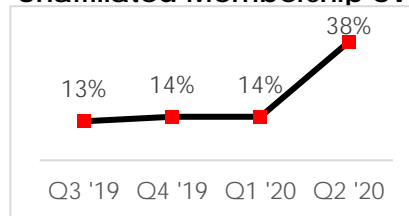
QMC Reflectiveness through August 2020



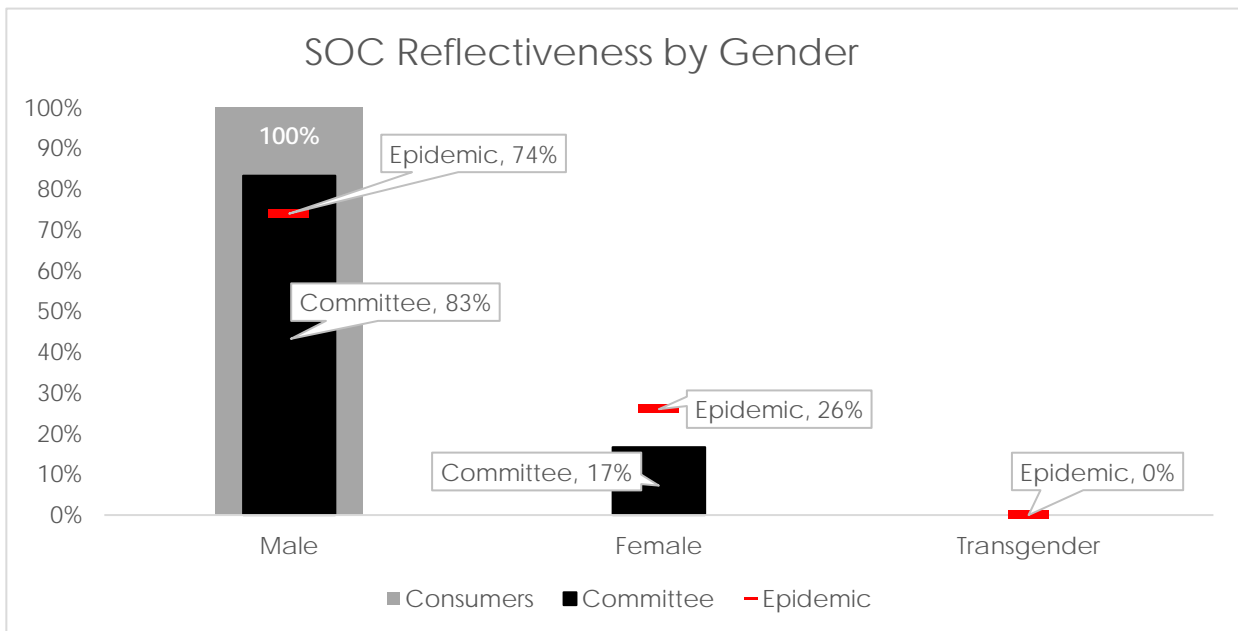
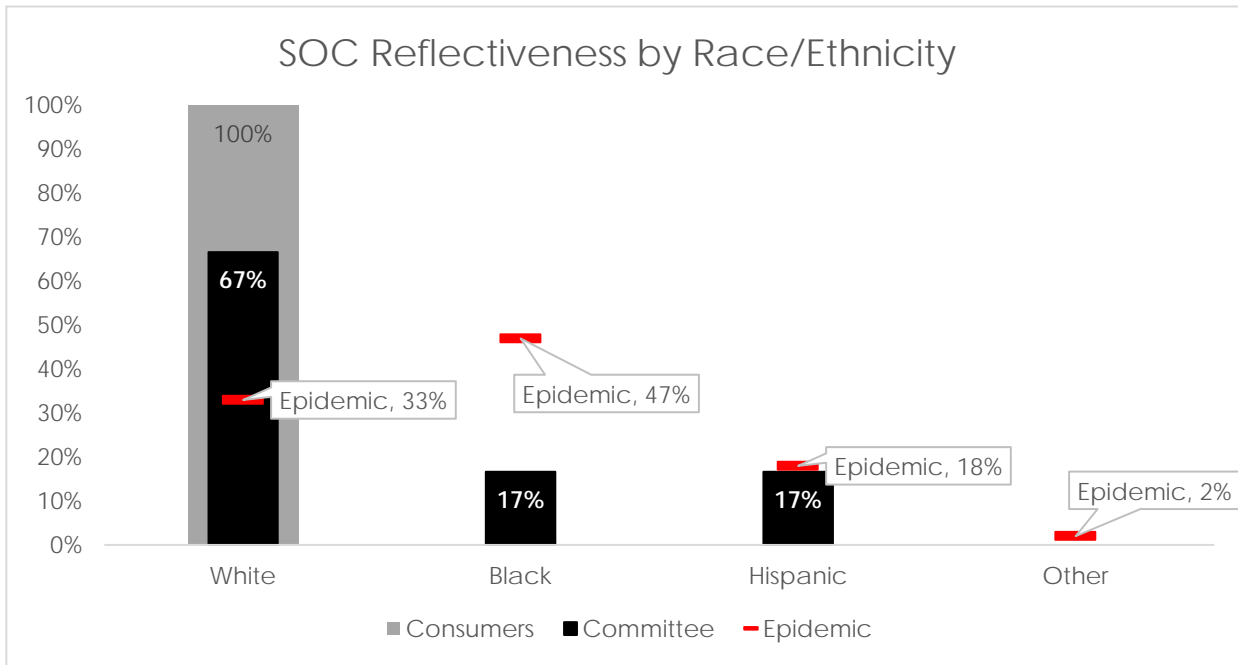
QMC Membership over 1 CY



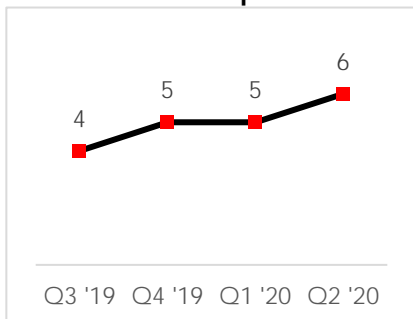
Unaffiliated Membership over 1 CY



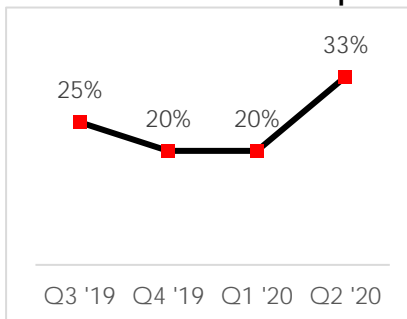
SOC Reflectiveness through August 2020



SOC Membership over 1 CY



Unaffiliated Membership over 1 CY



Planning Council & Committee Attendance, Warning Letters, and Removals



There was 1 resignation from the HIV Planning Council in July. Member absences over the past few months are being excused in light of the novel coronavirus pandemic.

Note: Most meetings originally scheduled for March, April, and May were canceled in light of concerns stemming from the novel coronavirus pandemic. August meetings were canceled for grant writing.

*: September meetings shown as held are anticipated.



PCS Monthly Attendance Report

August 2020

200 Oakwood Lane
Hollywood, FL 33020

p. 954-561-9681
f. 954-561-9685

hivpc@brhpc.org
www.brhpc.org

Attendance Policy

The HIV Planning Council (HIVPC) follows the attendance rules as set forth by the Broward County Code of Ordinances and the HIVPC By-Laws. The rules are as follows:

Members must notify Planning Council Support (PCS) Staff at least **two (2)** business days prior to the meeting as to whether they will or will not attend the meeting, unless the occurrence of an excused absence makes such notice impracticable.

Members may be marked absent if the failure to provide notice within **two (2)** business days of a scheduled meeting results in a cancellation of the meeting. Members who have notified staff that they cannot attend the meeting will be considered absent even if the meeting is cancelled due to lack of a quorum. An individual is marked present even though they did not provide notice within **two (2)** business days of a scheduled meeting but are present at the meeting.

Attendance records are based on the sign-in sheet. Members must sign in to be considered present at the meeting.

Quorum must be obtained **within 15 minutes** of the scheduled meeting time. Once a quorum has been established by members who are physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone. If quorum is not achieved by members who are physically present, members who are not physically present but participating via telephone will be considered absent. If a member would like to participate via telephone, they must inform staff at least **two (2)** business days prior to the meeting.

A member will automatically be removed from the HIVPC or committee that meets more frequently than quarterly if him/her:

- Has **three (3)** consecutive unexcused absences regardless of year, or
- Misses **four (4)** meetings in one (1) calendar year (January-December) because of unexcused absences.

A member will automatically be removed from the committee that meets on a quarterly or less frequent basis if he/she:

- Has **two (2)** consecutive unexcused absences regardless of year, or
- Misses **two (2)** meetings in one (1) calendar year (January-December) because of unexcused absences.

The HIVPC or committee Chair reviews all requests for an excused absence. The absence of a member shall be deemed excused under the following circumstances:

1. HIV-related illness;
2. When member is performing an authorized alternative activity relating to outside Planning Council business that directly conflicts with the properly noticed meeting;
3. Death of member's domestic partner or immediate family member (spouse, father, mother, one who has stood in the place of a parent [in loco parentis], child, and stepchild, domiciled in the employee's household); or
4. Member's hospitalization.
5. When the member is summoned to jury duty
6. When the member is issued a subpoena by a court of competent jurisdiction

HANDOUT B

Broward County's Office of Intergovernmental Affairs developed a new attendance sheet for 2015 to better track attendance of board members. PCS staff implemented the new attendance tracking sheet for the HIVPC as well as all of the HIVPC's committees and added a column to track attendance letters. Below is the legend for the new attendance sheet:

Legend:

X- present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - resigned

C - cancelled

W – attendance warning letter

R – attendance removal letter

August 2020 HIVPC and Standing Committee Attendance

The following records reflect attendance for August 2020 for the HIVPC. No meetings were held this month.

Community Empowerment Committee (CEC)

Last Meeting: July 14, 2020

CEC member attendance through August 2020 is reflected in the table below:

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	7	4	3	C	C	2	7	14	C					
1	1	0	1	Bhrangger, R.	X	X	X			X	X	X						
1	1	0	2	Biggs, V.			N - 06/19				X	X						
1	1	0		Dennis, B. <i>Chair</i>	X	X	X			X	X		Z - 7/13					
0	0	0	3	Franks, H.	X	X	X			X	X	X						
0	0	2	4	Gunion, D.	X	X	A			X	X	A						
1	1	3	5	Lewis, V.	X	E	A			X	A	A						
1	1	0	6	Marcoviche, W.	X	X	X			X	X	X						
1	1	3		Martinez, G.	X	A	A			A			R - 6/2					
0	1	1	7	Robertson, L.	X	A	X			X	X	X						
0	0	0	8	Ruffner, A., <i>V. Chair</i>	X	X	X			X	X	X						
0	0	1	9	Shore, R.	X	A	X			X	X	X						
0	0	1	10	Wilson, I.			N - 06/19				X	A						
Quorum = 6					10	6	7	0	0	9	10	7	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

Membership Council/Development Committee (MCDC)

Last Meeting: July 9, 2020

MCDC member attendance through August 2020 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	C	13	12	C	C	11	9	C					
0	0	1	1	Arencibia, Y.		X	A			X	X						
0	0	0	2	Cutright, A.		X	X			X	X						
0	0	0	3	Foster, V. <i>Chair</i>		X	X			X	X						
1	1	0	4	Katz, H.B.		X	E			X	E						
0	0	0	5	Moragne, T.		X	X			X	X						
0	0	1	6	Wilson, I.	N - 06/19						A						
Quorum = 4					0	5	3	0	0	5	4	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

Priority Setting and Resource Allocation Committee (PSRA)

Last Meeting: July 23, 2020

PSRA member attendance through August 2020 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
				Meeting Date	16	20	C	C	21	18	23	C						
0	1	0	1	Barnes, B.	X	X			X	X	X							
1	1	0	2	Biggs, V			N - 06/19				X							
0	0	0	3	Fortune-Evans, B.	X	X			X	X	X							
0	0	1	4	Grant, C.	X	X			X	X	A							
0	0	0		Hayes, M., <i>V. Chair</i>	X	X						Z - 5/21						
1	1	0	5	Katz, H.B.	X	X			X	X	X							
0	0	1	6	Lopes, R.	X	A			X	X	X							
0	0	0	7	Mester, B.	X	X			X	X	X							
0	0	0	8	Moreno, V.	X	X			E	E	X							
0	1	0	9	Robertson, L. <i>Chair</i>	X	X			X	X	X							
0	0	0	10	Schickowski, K.	X	X			X	X	X							
0	0	1	11	Schweizer, M.	X	A			X	X	X							
1	1	0	12	Shamer, D.			N - 06/19				X							
0	0	2	13	Siclari, R.	X	A			X	X	A							
				Quorum = 8	12	9	0	0	10	10	11	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

Quality Management Committee (QMC)

Last Meeting: July 20, 2020

QMC member attendance through August 2020 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
				Meeting Date	27	C	C	C	C	15	20	C						
1	1	0	1	Biggs, V.	N - 06/19							X						
0	1	0		Caraballo, J.	X	Z - 2/12												
0	0	0	2	Fortune-Evans, B. V. Chair	X					X	X							
1	1	1	3	Katz, H.B.	E					X	A							
0	0	2	4	Simpson, R.	X					A	A							
0	1	0	5	Barnes, B.	X					X	X							
0	0	0	6	Markman, N.	X					X	X							
0	0	0	7	Hensley, G.	X					X	X							
0	0	1	8	Muneton, Z.	A					X	X							
1	1	0	9	Shamer, D.	N - 06/19							X						
Quorum = 6					6	0	0	0	0	6	6	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

System of Care Committee (SOC)

Last Meeting: July 25, 2017

SOC member attendance through August 2020 is reflected in the table below:

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
				Meeting Date	C	C	C	C	C	C	C							
0	0	0	1	Chrispin, E.														
1	1	0	2	Katz, H.B.														
0	1	0	3	Pietrogallo, T.														
0	0	0	4	Rodriguez, J. <i>Vice Chair</i>														
0	0	0	5	Ruffner, A. <i>Chair</i>														
0	0	0	6	Shamer, D.	N - 06/19													
Quorum = 4					0	0	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

Executive Committee

Last Meeting: July 16, 2020

Executive member attendance through August 2020 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Feb	Mar	Apr	May	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
				Meeting Date	16	20	27	C	C	8	21	18	16	C						
0	1	1	1	Barnes, B. <i>Ex Officio</i>	X	X	A			X	X	X	X							
1	1	2	2	Dennis, B.	X	X	X			A	X	A	Z - 7/13							
0	0	0	3	Fortune-Evans, B.	X	X	X			X	X	X	X							
0	0	1	4	Foster, V.	X	A	X			X	X	X	X							
0	0	1	5	Grant, C. <i>Vice Chair</i>	X	X	X			A	X	X	X							
0	0	0		Hayes, M.	X	X	X			X	Z - 5/21									
0	0	1	6	Lopes, R. <i>Chair</i>	X	A	X			X	X	X	X							
0	0	6	7	Moragne, T.	A	A	A			A	A	X	A							
0	1	1	8	Robertson, L.	X	X	X			X	X	X	A							
0	0	2	9	Rodriguez, J.	N - 1/16							A	X	A						
0	0	1	10	Ruffner, A.	X	A	X			X	X	X	X							
Quorum = 5					9	6	8	0	0	7	8	9	6	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

HIV Planning Council (HIVPC)

Last Meeting: July 23, 2020

HIVPC member attendance through August 2020 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
				Meeting Date	23	27	C	C	28	25	23	C						
0	0	0	1	Arencibia, Y.	X	X			X	X	X							
0	1	0	2	Barnes, B.	X	X			X	X	X							
1	1	0	3	Bhrangger, R.	E	X			X	X	X							
1	1	0	4	Biggs, V.	N - 06/19						X	X						
0	0	1	5	Cutright, A.	X	A			X	X	X							
1	1	0		Dennis, B.	X	X			X	X		Z - 7/13						
0	0	0	6	Fortune-Evans, B.	X	X			X	X	X							
0	0	0	7	Foster, V.	X	X			X	X	X							
0	0	0	8	Grant, C.	X	X			X	X	X							
0	0	0		Hayes, M.	X	X						Z - 05/28						
0	0	4		Holness, Dale V.C. (Mayor)	N - 02/11		A			A	A	A						
1	1	0	9	Katz, H.B.	X	X			X	X	X							
1	1	0	10	Lewis, V.	X	X			X	X	X							
0	0	0	11	Lopes, R. <i>Chair</i>	X	X			X	X	X							
1	1	0	12	Marcoviche, W.	E	X			X	X	X							
0	0	3	13	Moragne, T.	A	X			A	X	A							
0	0	1	14	Moreno, V.	X	A			E	E	X							
0	1	0	15	Robertson, L.	X	X			X	X	X							
0	0	0	16	Rodriguez, J.	E	X			X	X	X							
0	0	0	17	Ruffner, A.	X	X			X	X	X							
0	0	0	18	Schweizer, M.	X	X			X	X	X							
1	1	0	19	Shamer, D.	N - 06/19						X	X						
0	0	1		Sharief, B. (Comm)	A	Z - 02/11												
0	0	1	20	Siclari, R.	A	X			X	X	X							
0	0	0	21	Wilson, I.	N - 06/19						X	X						
Quorum = 12					15	18	0	0	17	21	20	0	0	0	0	0		

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



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 & Presentation Topics

✓	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.
✓	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.
☐	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).
✓	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.
✓	Completed: July 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 & Presentation Topics

☐	Projected Month: TBD	Prevention Initiatives: PrEP & PEP: An overview of data & outcomes related to preventative measures will be provided by FLDOH-BC.
☐	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.
☐	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.
☐	Projected Month: TBD	Affordable Care Act Update: TBD <i>(Based on changes to the law by the Federal Government)</i>
✓	Completed: May 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.

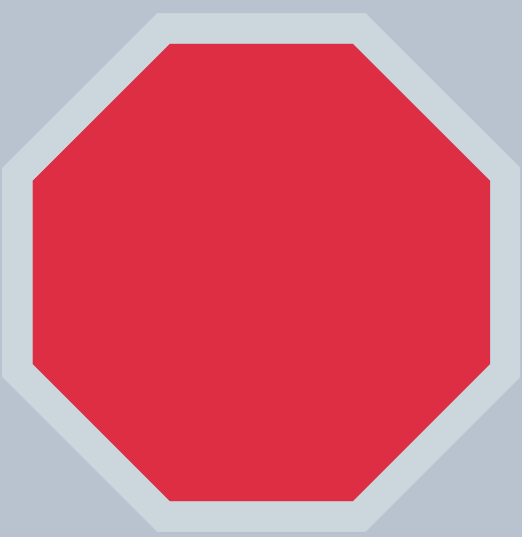
Note: Training Topics are subject to change based on current issues.

STOP, START, CONTINUE

A Mid-Year Check-In Exercise

HOW IT WORKS:

Consider your experience of participating in work plan activities over the past 6 months. Review the work plan and consider the questions below to determine what activities should be stopped, started, and continued.



STOP

1. Which activities are inefficient?
2. Which activities or behaviors have a negative impact on the way people feel or the way things work?

START

1. Which activities could improve processes?
2. What activities or behaviors would have a positive impact on the way things work?



CONTINUE

1. Which activities have been successful?
2. Which behaviors have had a positive impact on the way things work?..

HIV Planning Council Recruitment and Retention Plan

PURPOSE

This Recruitment and Retention Plan is designed to ensure that the Broward County HIV Health Services Planning Council has strong representation by people living with HIV/AIDS, vulnerable populations throughout our Eligible Metropolitan Area, experts in the field of HIV Disease and HRSA-required categories of representation.

POLICY

This Recruitment and Retention Plan shall be reviewed by the Membership/Council Development Committee on an annual basis. All amendments and/or revisions shall be discussed by the MCDC and approved by the full HIV Planning Council.

HRSA-REQUIRED PLANNING COUNCIL MEMBERSHIP CATEGORIES

- ◆ At least 33% are People Living with HIV/AIDS who receive Part A-funded services.
- ◆ Health-care providers, including federally qualified health centers.
- ◆ Community-based organizations serving affected populations and AIDS service organizations.
- ◆ Social service providers (including housing and homeless-service providers).
- ◆ Mental health providers.
- ◆ Substance abuse providers.
- ◆ Local public health agencies.
- ◆ Hospital planning agencies or health-care planning agencies.
- ◆ Affected communities, including individuals with HIV disease or AIDS, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations.
- ◆ Non-elected community leaders.
- ◆ State Medicaid agency.
- ◆ State agency administering the Part B program.
- ◆ Ryan White grantees under Part C, Part D, and Part F.
- ◆ Grantees under other Federal HIV/AIDS programs (including HOPWA and HIV prevention programs).
- ◆ Formerly incarcerated PLWHA or their representatives.

RECRUITMENT

Goal: Ensure that the HIVPC has a pool of applicants to fill and maintain all categories with qualified members.

Strategy 1 – Involve all Planning Council stakeholders in recruitment efforts

- ◆ Announce vacant positions at each meeting of the HIVPC, the MCDC Committee and, if possible, South Florida AIDS Network (SFAN).
- ◆ Display recruitment and application materials at each meeting of the HIVPC and, if possible, SFAN.
- ◆ Set up a table with recruitment materials when the HIVPC, MCDC or Joint Client/Community Relations Committee holds meetings in the community.
- ◆ Council members and HIVPC staff greet visitors at meetings of the Council and its Committees. Ask if they wish to speak at the meeting and get involved in the HIVPC.
- ◆ Offer HIVPC members training on identifying potential applicants, soliciting their participation and eliminating barriers to participation.

Strategy 2 – Use the Internet as a recruitment tool

- ◆ Develop and post a recruitment message on the HIVPC website.
- ◆ Seek to post a recruitment message and application materials on the Broward County government website.

Strategy 3 – Use printed recruitment materials throughout the year

- ◆ Develop and distribute recruitment brochures.
- ◆ Distribute materials at community events that attract populations strongly affected by HIV/AIDS. Members of the HIVPC, MCDC, and/or HIVPC staff will attend at least two events per year.
- ◆ Issue press releases encouraging people to apply for vacant positions. Include data showing the epidemic transcends race, income, ethnicity, gender and age.

Strategy 4 – Use Service Providers and the community to help recruit

- ◆ Encourage networking among providers as a way to seek providers as applicants.
- ◆ Supply case managers and outreach networks with recruitment materials, fact sheets and committee meeting schedules they can share with interested clients.
- ◆ Supply recruitment materials, fact sheets and committee meeting schedules to community organizations involved with HIV/AIDS and affected populations, so they can share with interested clients.

- ◆ MCDC members and HIVPC staff can call organizations receiving materials to encourage the posting of fliers that explain the importance of HIVPC activities and participation.

Strategy 5 – Encourage interested people

- ◆ MCDC members or HIVPC staff will send potential applicants email or letters to explain the process. Note the requirement to attend three (3) committee meetings and orientation in order to qualify for HIVPC nomination.
- ◆ If necessary, follow up by phone to answer questions, explain reimbursement policies or identify barriers to participation.

RETENTION

Goal: Ensure the HIVPC takes all feasible steps to retain PLWHA and other members who want to participate.

Strategy 1 – Ensure that the HIVPC supports cultural diversity and diverse members

- ◆ Include a cultural diversity segment at Council meetings and/or retreats, as needed.
- ◆ Provide written materials in appropriate languages upon request.

Strategy 2 – Support HIVPC members

- ◆ Conduct regular Council orientations.
- ◆ Seek feedback from members regarding Council and Committee meetings and eliminate potential barriers to participation.

Strategy 3 – Ensure easy access to all Council and Committee meetings

- ◆ Location, public transportation, Americans with Disabilities Act.
- ◆ Reimburse HIV-positive members for travel, child care costs or other Council-associated expenses.

Strategy 4 – Reward Planning Council Members for their work

- ◆ Annual holiday recognition.
- ◆ Celebrate accomplishments.

