



Committee Meeting Agenda: Executive Committee
Date/Time: Thursday, October 19, 2017, 11:30 a.m.
Location: Government Center Annex Room A-337
Chair: Barnes, B. Vice Chair: Lopes, R.

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 10/19/17 Executive Committee Agenda and 8/17/17
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 10/26/17 HIVPC Agenda, Meeting Materials and Motions (Handout A)
 - b) November 2017 HIVPC Calendar (Handout B)

4. **UNFINISHED BUSINESS**

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Member Recognition Program (Handout C)	ACTION ITEM: Review timeline for Member Recognition Program for December HIVPC meetings
Nominating Committee and 2018 Elections (Handout D-F)	ACTION ITEM: Review updated Nominating Procedures, Timeline and Questionnaire for opening of 2018 Elections at October HIVPC
2016-2017 Committee and HIVPC Evaluations (Handout G-H)	ACTION ITEM: Review analysis of Committee and HIVPC Evaluations, make recommendations for revised evaluation form
Integrated Workgroup Update	ACTION ITEM: Receive update on status of IW

6. **GRANTEE REPORTS**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** November 16, 2017 **VENUE:** Government Center A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE HIV 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

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



Meeting Minutes: Executive Committee
Date/Time: Thursday, August 17, 2017, 10:30 a.m.
Location: Government Center Annex Room A-337
Chair: Barnes, B. **Vice-Chair:** Lopes, R.

ATTENDANCE			
#	Members	Present	Absent
1	Edwards, C.		A
2	Fleurinord, P.		A
3	Foster, V.	X	
4	Barnes, B. <i>HIVPC Chair</i>	X	
5	Grant, C.	X	
6	Hayes, M.		A
7	Lopes, R. <i>HIVPC Vice Chair</i>	X	
8	Robertson, L.	X	
9	Siclari, R.		A
10	Spencer, W.	X	
	Chair Quorum = 5	6	

Grantee Staff
Jones, L.
Anderson, T.
HIVPC Staff
Ewart, L.
Johnson, B.
Oratien, V.
Holloman, K.
Guest
Katz, H.B.

1. CALL TO ORDER

The Chair called the meeting to order at 10:50 a.m. and welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, guests, Grantee staff and HIV Planning Council (HIVPC) Staff self-introductions were made. A moment of silence was observed.

2. STANDARD COMMITTEE ITEMS

a)

<p>Motion #1: To approve 8/17/17 Meeting Agenda Proposed by: Spencer, W. Seconded by: Lopes, R. Action: Passed Unanimously</p> <p>Motion #2: To approve the 6/14/17 Meeting Minutes Proposed by: Spencer, W. Seconded by: Lopes, R. Action: Passed Unanimously</p> <p>Motion #3: To approve the 7/20/17 Meeting Minutes Proposed by: Spencer, W. Seconded by: Lopes, R. Action: Passed Unanimously</p>
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b) Approve 8/31/17 HIVPC Agenda (Handout A):

The Committee reviewed the draft August HIVPC Agenda.

<p>Motion #4: To approve the 8/31/17 HIVPC Agenda Proposed by: Spencer, W. Seconded by: Robertson, L. Action: Passed Unanimously</p>
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- c) Review September, 2017 Calendar (Handout B): The chairs reviewed the draft September HIVPC Committee Calendar with the assumption that all September meeting would be cancelled due to the release of the FY2018 Part A Grant.

3. UNFINISHED BUSINESS

None.

4. MEETING ACTIVITIES/NEW BUSINESS

- a) Integrated Planning Body Meeting: The second meeting of the HIV Planning Bodies was held on August 9th. The participants agreed to form an Integrated Workgroup with 3 members and 1 alternate representing each planning body. The Workgroup meeting will be Sunshined, but not governed by quorum requirements or bound by HIVPC Standing Committee policies and procedures. Moving forward, the HIVPC will need to revise the By-Laws to reflect the changes in structure and purpose of the Workgroup, as well as select members to represent Part A. The members discussed whether the Workgroup members should be community based, current HIVPC members, current HIVPC leadership, etc. They also discussed the role of the Workgroup members in reporting to the Executive Committee as well as the HIVPC.

The group reviewed the Integrated Workgroup By-Laws language and suggested revisions to reflect the decisions made during the Integrated Meeting. They discussed whether to convene the By-Laws Committee to approve the revisions, or if Executive had the authority to send the changes straight to the HIVPC for approval. The By-Laws Chair and 2 members were present at the meeting, and agreed that the Executive Committee could vote on the subject without going through the ad-hoc. The proposed changes would simply be a ratification of the agreement made by the 3 planning body members. The group reviewed the proposed by-laws language, and made edits. The HIVPC Chair then disbanded the ad-hoc By-Laws Committee and thanked the By-Laws Chair for his work.

Motion #5: To submit the proposed HIVPC By-Laws revisions to the HIVPC for August approval
Proposed by: Spencer, W. **Seconded by:** Foster, V.
Action: Passed Unanimously

ACTION ITEM: Publically notice By-Laws changes by end of day.

The group then discussed how to select the slate of candidates for Workgroup membership. They agreed that the members must be strong leaders that can represent Part A while working with community partners in a nonpartisan manner.

Slate 1: Vince Foster, Lorenzo Robertson, Kara Schickowski, Marie Hayes (Alternate)

Slate 2: Vince Foster, Lorenzo Robertson, Yahaira Barrientos, Tom Pietrogallo (Alternate)

Motion #6: To recommend the 2 proposed slates of Integrated Workgroup members to the HIVPC
Proposed by: Spencer, W. **Seconded by:** Lopes, R.
Action: Passed Unanimously

ACTION ITEM: Provide timeline of Integrated Planning and Synopsis of Workgroup structure under HIVPC New Business.

- b) Nominating Committee: The members reviewed the proposed timeline for the 2018 HIVPC Leadership Elections.

Motion #7: To accept the proposed 2017-2018 Nominating and Elections Timeline
Proposed by: Spencer, W. **Seconded by:** Lopes, R.
Action: Passed Unanimously

The Nominating Committee will start meeting in October to prepare for the January 2018 Leadership Elections. The Vice Chair suggested Lorenzo Robertson as Chair of the ad-hoc Nominating Committee.



HIVPC Chair explained that anyone chairing the Committee may not HIVPC leadership. Mr. Robertson will inform Staff of his decision by next week.

ACTION ITEM: Add Nominating and Elections Timeline to Consent Items on August HIVPC Agenda

5. GRANTEE REPORT

- a. The Recipient would like the topic of recent issues with HIVPC members’ behaviors covered on the August HIVPC agenda. The Chair said he would call specific members before the next HIVPC meeting and let them know that there are concerns with their actions during meetings. Staff will add “Member Responsibilities” to the Executive Committee report, and the MCDC can discuss addition of membership expectations to MCDC Policies and Procedures at the next meeting.

The FY2018 Part A Grant should be released in the next week. There will be an in-person meeting of Florida Grantees in September. The Recipient has requested \$500,000 for housing and \$100,000 for peer certification training from the State’s rebate dollars. His office is also submitting a grant for peer training as well, along with training for providers to learn how to supervise and support peers. Providers are having a hard time finding peers. The certification will help increase the use of peers in the community, provide additional job opportunities for HIV+ individuals, and give providers an expanded hiring pool from which to choose relevant populations based on peer needs.

Finally, the Recipient’s Office is implementing a Customer Experience initiative. The initiative has provided very valuable feedback, including some concerning client experiences that highlight the everyday realities of clients who try to access Ryan White services. The results will be used to make system of care improvements, and the Recipient would like to make the initiative long-term.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS / TASKS FOR NEXT MEETING: October 19, 2017 VENUE: A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
HIVPC Committee Evaluations	ACTION ITEMS: Receive update on HIVPC and Standing Committee 2016-2017 evaluations and make suggestions for Committee improvement based on feedback.

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

The meeting adjourned at 12:18 p.m.



Executive Committee Attendance 2017

Consumer	PLWHA	Absences	Count	Meeting Month:	Ja	Fe	Ma	Ap	Ma	Ju	Ju	Au	Se	Oc	No	De	Attendanc e Letters	
				n	b	r	r	y	n	l	g	p	t	v	c			
				Meeting Date:	19	16	16	C	C	14	20	17						
			0	1	Earp, A.	Z- 1/12												
			2	2	Edwards, C.	X	X	X			X	A	A					
			6	3	Fleurinord, P.	A	A	A			A	A	A					
			0	4	Foster, V.	X	X	X			X	X	X					
1			0	5	Barnes, B <i>Chair</i>	X	X	X			X	X	X					
			1	6	Grant, C.	X	X	X			X	A	X					
			2	7	Hayes, M.	X	A	X			X	X	A					
			0	8	Lopes, R., <i>V.Chair</i>	X	X	X			X	X	X					
1			2	9	Robertson, L.	A	X	X			A	X	X					
			2	10	Siclari, R.	X	X	A			X	X	A					
1			0	11	Spencer, W.	X	X	X			X	X	X					
					Quorum(Chairs) =5	8	8	8			8	7	6					

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

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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

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

Thursday, October 26, 2017, 9:30 a.m.
Government Center Room GC-430

Chair: Brad Barnes **Vice Chair:** Requel Lopes

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

1. CALL TO ORDER

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 10/26/17 Meeting Agenda
- f. Approval of 8/31/17 Meeting Minutes

3. PHONE INTRODUCTIONS

4. FEDERAL LEGISLATIVE REPORT (Kareem Murphy via phone)

5. PUBLIC COMMENT

6. CONSENT ITEMS

#	Motion	Justification	Proposed By
1	To approve Nominating Policies and Procedures (Handout B)		Nominating Committee
2	To approve the 2017-2018 Nominating Committee and Elections Timeline (Handout C)	The Timeline provides meeting dates and tasks for the Nominating Committee, as well as deadlines for the HIVPC Leadership nominations and elections process.	Nominating Committee
3	To approve the 2017-2018 Nominee Questionnaire (Handout D)		Nominating Committee

7. DISCUSSION ITEMS

#	Motion	Justification	Proposed By
1			

8. NEW BUSINESS

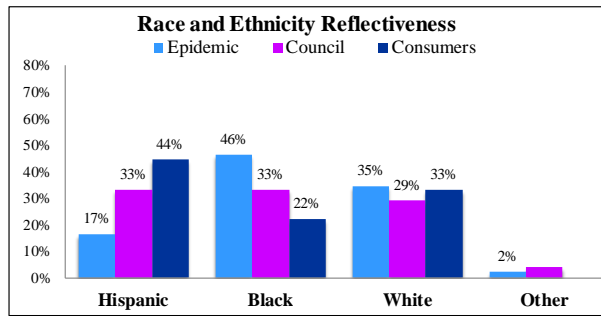
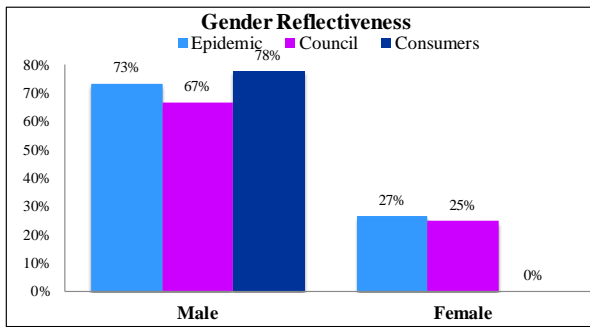
- a. Regular HIVPC Elections- Open up regular HIVPC elections for HIVPC Chair and Vice Chair. Distribute Nominee Questionnaire and discuss process for 2018 HIVPC Leadership Election.
- b. Member Recognition (Handout E)- Start nominations process to recognize HIVPC member at December HIVPC

9. OCTOBER COMMITTEE REPORTS (15 minutes)

A. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

HANDOUT A

**HIV Planning Council Membership Report
Current Through October 2017**



Gender	Epidemic	Council	% Difference	Consumers	% Difference
Male	14,372 73%	16 67%	-7%	7 78%	4%
Female	5,213 27%	6 25%	-2%	0 0%	-27%
Transgender	- -	2 8%	-	2 22%	-

Race	Epidemic	Council	% Difference	Consumers	% Difference
Hispanic	3,253 17%	8 33%	17%	4 44%	28%
Black	9,100 46%	8 33%	-13%	2 22%	-24%
White	6,777 35%	7 29%	-5%	3 33%	-1%
Other	455 2%	1 4%	2%	0 0%	2%
Total	19,585 100%	24		9	

Current Members	24
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	38%

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

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

% Part A-Funded Providers 29%

No October Meeting

Chair: Vacant, V. Chair: V. Foster

B. AD-HOC NOMINATING COMMITTEE

October 5, 2017

Chair: L. Robertson

A. Work plan item update / Status Summary:

Nominating Procedure – The committee reviewed the nominating procedure and changes made. Staff stated once the procedure has been edited it will go to HIVPC for approval. Staff reviewed any changes that have been made and the basic procedure process outlined in the attached handout. Staff asked the committee if they would like to make any changes. The Committee decided to simplify the process, and open up elections in October, allow for all nominations to be finalized at the December 7th HIVPC, with 3 weeks from that point for completion of the Nominating Questionnaire. At the January HIVPC meeting, candidates will give presentations and then the membership will vote.

Elections Timeline – Staff updated the timeline in accordance with the changes made above.

Nominee Questionnaire – The Committee reviewed the proposed Nominating Questionnaire. A committee member expressed her concern that the questionnaires don’t necessarily elicit the right responses from candidates. The Committee was unsure how to fix the questions to elicit more thorough responses. The group discussed whether the questions were poorly worded, if they asked questions that were relevant to the position of the Chair, and whether the candidates weren’t answering them in a thoughtful or complete manner. PC Staff suggested that the change in timeline might allow PC members to question candidates on questions that they felt needed clarification, as the questionnaires will be distributed before the presentations and elections in January. The Chair suggested continuing to use the questionnaire as an election tool, and asking for follow-ups to answers during candidate presentations.

During the presentation portion of the January agenda, each candidate will have 3 minutes to speak, with 2 minutes for questions, as outlined in the P&Ps. The Chair will facilitate this process, and ensure that members ask questions in an organized manner, one candidate at a time with no going back.

Finally, the group discussed whether candidates can run for both Chair and Vice Chair positions. Currently, there are no policies prohibiting candidates from running for both positions. The group discussed limiting candidates to either Chair or Vice Chair, however, decided the leave the process intact for the current election.

B. Rationale for Recommendations:

The Committee approved the Nominating Procedures, 2017-2018 Elections Timeline and Nominee Questionnaire based on the discussions regarding the proposed elections process and procedures.

C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
<i>Agenda Items for Next Meeting: Review Elections Process and Logistics, Prepare Slate of Candidates Next Meeting Date: January 4, 2018, Room: TBD</i>

HANDOUT A

C. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

No October Meeting

Chair: L. Robertson V. Chair: P. Fleurinord

D. QUALITY MANAGEMENT COMMITTEE (QMC)

October 16, 2017

Chair: C. Grant, V. Chair: Vacant

E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

October 19, 2017

Chair: W. Spencer, Vice Chair: R. Siclari

F. SYSTEM OF CARE COMMITTEE

No October Meeting

Chair: M. Hayes, Chair: C. Edwards

G. EXECUTIVE COMMITTEE

October 19, 2017

Chair: B. Gammell Vice Chair: R. Lopes

****For detailed discussion on any of the above items, please refer to the meeting minutes. ****

10. GRANTEE REPORTS (20 minutes)

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

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: December 7, 2017 LOCATION: TBD

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
2017-2018 Elections	<i>Nominating</i>	ACTION ITEM:
Member Recognition Program	<i>MCDC</i>	ACTION ITEM:

PLEASE COMPLETE YOUR MEETING EVALUATIONS

November 2017

HANDOUT B

Broward County HIV Health Services Planning Council Calendar

Last Updated: 10/17/2017

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 SFAN 10:00 a.m., ~
6	7 Community Empowerment Committee Meeting 3:00 p.m., A-337^	8 Medical QI Network Meeting 3:00 p.m., A-337^	9 Membership/Council Development Committee Meeting 9:30 a.m., A-337^	10 BRHPC Closed
13	14	15	16 Priority Setting & Resource Allocation Committee Meeting 9:00 a.m., A-337^ Executive Committee Meeting 11:30 a.m., A-337^	17
20 Quality Management Committee Meeting 12:30 p.m., A-335^	21	22	23 BRHPC Closed	24 BRHPC Closed
27	28	29	30	

^Governmental Center —115 S Andrews Ave, Ft. Lauderdale, FL 33301
 ~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334
 \$Dept. of Health Administration Auditorium—780 SW 24th St.
 Ft. Lauderdale, FL 33315

Meetings in **Red** are cancelled.
 Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.
 Meetings in **Black** are not associated with the HIV Planning Council.

November 2017

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 10/17/2017

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TODOS ESTAN BIENVENIDOS!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

Para confirmar información acerca de la reunión de Consejo de Planeación VIH, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.

ALL ARE WELCOME!

Unless otherwise noted on the calendar, all meetings are held at:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

To confirm HIV Planning Council meeting information, or reserve special needs services such as: Translation from English to Spanish or Creole; or, are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.

BON VINI!

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

Executive Committee - Sets agenda for Council meetings. addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.

HIVPC Member Recognition Program

Purpose: The purpose of the HIVPC Member Recognition Program is to recognize members and increase retention among those who have served the HIVPC in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Criteria: The nominee and nominator must be HIVPC members. Nominators should keep in mind the judging criteria and write the nomination accordingly.

Commitment

- Conscientious, honest, hard-working
- Growth (knowledge of HIVPC workings, mentorship, Buddy System)
- Serves as a role model to others
- Length of service
- Leadership history

Communication

- Displays a helpful, cooperative and positive attitude towards co-members
- Consistently available to others
- Has a team player attitude

Dedication

- Dedicated to fulfilling member responsibilities
- Committee activities
- Consistently dependable and is punctual in reporting to meetings
- Active involvement in committees, events, fairs, trainings, and other activities
- Goes above and beyond the requirements of being a member

Nominations Process: The Membership/Council Development Committee (MCDC) will open the nominations process at the HIVPC meeting. Members of the HIVPC may nominate an HIVPC member, and must submit their nomination within 2 weeks. Each nomination will be graded according to the previously-stated criteria. The highest scoring nominee will be considered for the award. The HIVPC Chair must approve each nomination prior to being named as the recipient of the award. Once the selection has been finalized, the MCDC will ask the winner if they accept the nomination, along with authorization to post their photo on the HIVPC website.

Recognition will include:

- Certificate of recognition (framed)
- Photo and biography on HIVPC website and Quarterly Newsletter (if desired)
- Announcement at HIVPC meeting

HIVPC Member Recognition Program NOMINATION FORM

Dear HIVPC Members,

The HIVPC needs your help! We need to recognize and reward our outstanding members for the tremendous amount of hard work they give to the HIVPC. The following form allows you to nominate a member to be recognized. Please nominate any member who has made a positive impact on the HIVPC. Together, we can honor excellence on the HIVPC.

Nominee's Name: _____

Date: _____

Submitted by: _____

Signature: _____

PLEASE WRITE EXAMPLES AND/OR EVENTS THAT WILL SUPPORT YOUR
NOMINATION OF THIS PERSON.

Please describe how this member has demonstrated; Outstanding Commitment, Dedication, and Communication. Consider the following and use the space below to explain other reason(s) for the nomination. The MCDC will utilize your comments to select the best candidate for the member of quarter.

- **Commitment:** The member demonstrates continued outstanding performance in fulfilling member responsibilities, and active involvement in committees, events, trainings, and other activities.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: ___/10

- **Communication:** The member communicates with everyone in a timely, direct, truthful, respectful, and kind manner.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: ___/10

- **Dedication:** The member goes above and beyond expectations. Makes a difference to the HIVPC.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

Total Score: ____/30



NOMINATING PROCEDURE



FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee (~~at least 4 months prior to the election date~~) composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the ~~October~~ November HIVPC meeting (prior to the January election), Council Members will be given a form to express their interest in running for Chair or Vice Chair along with a form questionnaire containing a set of questions about why they want to be an officer and their past leadership experience. ~~The deadline for submitting responses will be 2-5 weeks.~~

At the beginning of the next Planning Council meeting, the slate of all members that have indicated interest in running for office will be presented and a verbal call for nominations from the floor will take place. ~~All These~~ candidates ~~nominated from the floor~~ will be provided an opportunity to answer the questions on the questionnaire form. ~~The presentation should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses.~~ The deadline for submitting responses will be ~~2-3~~ 2-3 weeks from the ~~verbal~~ December call for nominations.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following Planning Council to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the January Planning Council mailing.

At the beginning of the following Planning Council meeting, candidates will be give presentations that should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses. Then ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. Planning Council members will ~~be required to write their name on the ballot~~ receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the January meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective at the first meeting in March.

FOR SPECIAL ELECTIONS

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 above. Dates may vary based on the timing of the resignation.

DRAFT**2017-2018 AD-HOC NOMINATING COMMITTEE TIMELINE**

Activity	Proposed Date
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	October 5, 2017
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running.	October 26, 2017
HIVPC meeting. Present slate of candidates and ask for verbal call of nominations. All candidates three weeks to submit questionnaire to HIVPC staff.	December 7, 2017
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	December 28, 2017
Nominations closed.	December 28, 2017
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 4, 2018
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January 25, 2018
Start of new HIVPC Chair and Vice Chair terms 2018-2020	March 22, 2018

NOMINEE QUESTIONNAIRE

*Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 28, 2017.*

Candidate Name	
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR
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.

LEADERSHIP

Please describe your leadership style and how you might engage Council members and facilitate the meeting process.

MEMBERSHIP

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

RELATIONSHIPS, COMMUNITY & OUTREACH

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

HEALTH DISPARITY

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

Candidate Name	
Office Sought (Check ONE)	<input 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.

CONFLICT OF INTEREST

If elected, how will you avoid conflict of interest, real or perceived, while exercising your duties of office and that of your personal and professional life?

ADVOCACY

What current unaddressed issues impacting the HIV/AIDS-community would you like the Council to address?

OUTLOOK

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021?

Committee Meeting Evaluation Report – July 2016 through August 2017***Most committees cancelled meetings in September & December of 2016*

HIV Planning Council and committee meeting attendees (members and guests) are asked to complete a meeting evaluation following each meeting.

Participants can check **Yes** or **Needs Improvement** to the following Evaluation Statements:

1. The meeting place was a good working environment.
2. The agenda was clear and was supported by the necessary documents.
3. The chair guided the meeting effectively.
4. All Council/Committee members were prepared to participate in the agenda.
5. Reports were clear and contained needed information.
6. Next steps for future tasks were identified and responsibility was assigned.
7. The agenda was followed without spending too much time on non-agenda items.
8. It was possible to express my opinion if I wanted to.
9. Meeting participants conducted themselves appropriately.

Additional space is provided for comments.

Responses to statements are 100% “Yes” unless otherwise indicated. Needs Improvement = NI. No Response = NR.

COMMUNITY EMPOWERMENT COMMITTEE (CEC)

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
July 6, 2016	9/13 (69%)	None.	No comments.
August 2, 2016	6/8 (75%)	#6 NI (1)	No comments.
October 2016	No October meeting.		
November 1, 2016	0/8 (0%)	None.	No comments.
January 3, 2017	5/9 (56%)	None.	No comments.
February 2017	No February meeting.		
March 7, 2017	6/8 (75%)	None.	No comments.
April 4, 2017	6/17 (35%)	None.	No comments.
May 2, 2017	7/11 (64%)	None.	No comments.
June 6, 2017	3/8 (38%)	None.	No comments.
July 2017	No July meeting.		
August 1, 2017	0/8 (0%)	None.	No comments.

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
July 2016	No July meeting.		
August 2016	No August meeting.		
October 2016	No October meeting.		
November 2016	No November meeting.		
January 12, 2017	4/5 (80%)	None.	No comments.
February 9, 2017	4/6 (67%)	None.	No comments.
March 9, 2017	4/5 (80%)	None.	No comments.
April 2017	No April meeting.		
May 2017	No May meeting.		
June 2017	No June meeting.		
July 2017	5/6 (83%)	None.	No comments.
August 2017	No August meeting.		

Evaluation Statements

- | | |
|--|---|
| 1. The Meeting place was a good working environment. | 5. Reports were clear and contained needed information. |
| 2. Clear agenda supported by necessary documents. | 6. Future tasks were identified; responsibility assigned. |
| 3. Chair guided meeting effectively. | 7. Agenda was well followed. |
| 4. Members were prepared to participate in agenda. | 8. It was possible to express my opinion. |
| | 9. Meeting participants conducted themselves appropriately. |

Committee Meeting Evaluation Report – July 2016 through August 2017*

*Most committees cancelled meetings in September & December of 2016

PRIORITY SETTING AND RESOURCE ALLOCATION COMMITTEE (PSRA)

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
July 20, 2016	1/10 (10%)	None.	No comments.
August 17, 2016	1/10 (10%)	None.	No comments.
October 19, 2016	1/12 (8%)	None.	No comments.
November 29, 2016	0/12 (0%)	None.	No comments.
January 2017	No January meeting.		
February 15, 2017	1/12 (8%)	None.	No comments.
March 2017	No March meeting.		
April 20, 2017	0/15 (0%)	None.	No comments.
May 25, 2017	0/15 (0%)	None.	No comments.
June 14, 2017	0/12 (0%)	None.	No comments.
July 20, 2017	0/11 (0%)	None.	No comments.
August 17, 2017	0/11 (0%)	None.	No comments.

QUALITY MANAGEMENT COMMITTEE (QMC)

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS	
July 18, 2016	3/6 (50%)	None.	No comments.	
August 2016	No August meeting.			
October 17, 2016	9/11 (82%)	#2	NI (1)	No comments.
		#4	NI (1)	No comments.
		#5	NR (1)	“Add data on new clients.”
		#6	NR (2)	No comments.
		#9	None.	“Good meeting.”
November 2016	No November meeting.			
January 2017	No January meeting.			
February 6, 2017	3/10 (30%)	None.	No comments.	
February 27, 2017	2/9 (22%)	None.	No comments.	
March 20, 2017	3/5 (60%)	None.	No comments.	
April 17, 2017	2/6 (33%)	None.	“We miss Amy.”	
May 2017	No May meeting.			
June 19, 2017	6/9 (67%)	None.	No comments.	
July 17, 2017	0/9 (0%)	None.	No comments.	
August 2017	No August meeting.			

SYSTEM OF CARE COMMITTEE (SOC)

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
March 28, 2017	0/14 (0%)	None.	No comments.
April 25, 2017	0/14 (0%)	None.	No comments.
May 31, 2017	0/13 (0%)	None.	No comments.
June 2017	No June meeting.		
July 25, 2017	2/12 (17%)	None.	No comments.
August 2017	No August meeting.		

Evaluation Statements

- The Meeting place was a good working environment.
- Clear agenda supported by necessary documents.
- Chair guided meeting effectively.
- Members were prepared to participate in agenda.
- Reports were clear and contained needed information.
- Future tasks were identified; responsibility assigned.
- Agenda was well followed.
- It was possible to express my opinion.
- Meeting participants conducted themselves appropriately.

Committee Meeting Evaluation Report – July 2016 through August 2017*

*Most committees cancelled meetings in September & December of 2016

EXECUTIVE COMMITTEE

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
July 21, 2016	1/9 (11%)	None.	No comments.
October 20, 2016	Evaluations were not provided because this was strictly a training.		
November 17, 2016	2/4 (50%)	None.	No comments.
January 19, 2017	1/7 (14%)	None.	No comments.
February 16, 2017	0/8 (0%)	None.	No comments.
March 16, 2017	1/9 (11%)	None.	No comments.
April 20, 2017	Meeting Cancelled		
May 18, 2017	Meeting Cancelled		
June 14, 2017	0/8 (0%)	None.	No comments.
July 20, 2017	0/7 (0%)	None.	No comments.
August 17, 2017	0/7 (0%)	None.	No comments.

Ad-Hoc By-Laws Committee

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
March 8, 2017	3/8 (38%)	None.	No comments.
April 12, 2017	1/7 (14%)	None.	No comments.
May 2017	No May meeting.		
June 2017	No June meeting.		
July 2017	No July meeting.		
August 2017	No August meeting.		

Evaluation Statements

- The Meeting place was a good working environment.
- Clear agenda supported by necessary documents.
- Chair guided meeting effectively.
- Members were prepared to participate in agenda.
- Reports were clear and contained needed information.
- Future tasks were identified; responsibility assigned.
- Agenda was well followed.
- It was possible to express my opinion.
- Meeting participants conducted themselves appropriately.

Committee Meeting Evaluation Report – July 2016 through August 2017*

*Most committees cancelled meetings in September & December of 2016

HIV PLANNING COUNCIL

DATE	RESPONSES/ ATTENDEES	STATEMENT	COMMENTS
July 28, 2016	9/25 (36%)	#1 NI (1)	"No hot water or tea."
		#3 NR (1)	No comments.
		#4 NI (1)	No comments.
		#7 NI (1)	No comments.
August 16, 2016	8/25 (32%)	#3 NR (1)	No comments.
		#4 NR (1)	No comments.
		#7 NR (1)	No comments.
October 27, 2016	10/24 (42%)	#4 NI (1)	"A Council member expressed their lack of knowledge about the process."
		#5 NR (1)	"Not clear on Sweeps."
		#6 NI (1), NR (1)	"Live video."
		#7 NI (1)	No comments.
		#9 NI (1), NR (1)	"Not by some providers."
November 2016	No November meeting.		
January 26, 2017	4/25 (16%)	None.	No comments.
February 23, 2017	8/30 (27%)	#5 NI (1)	"Health Department lady—nice. Very informative speaker."
March 23, 2017	9/27 (33%)	#1 NI (1)	"Room too small." [A-337]
April 27, 2017	6/23 (26%)	None.	No comments.
June 22, 2017	6/22 (27%)	None.	"Members (myself included should read materials and be prepared for meeting."
July 27, 2017 (Allocations)	7/25 (28%)	None.	(3) "Both Chair & Co-Chair had to leave. PSRA chaired meeting." (7) "But, there was a point a member added a question that was out of order. The question was intentional."
August 31, 2017	4/24 (17%)	#1 NI (1)	"Room too small."
		#2 NI (1)	No comments.
		#3 NI (2)	"There were too many noises and distractions."
		#4 NI (2)	"Most members were prepared, but there were members unprepared."
		#5 NI (1)	No comments.
		#6 NI (1)	No comments.
		#7 NI (2)	"There was a great discussion and people were all over the place... too much on process and procedures. A mess."
		#9 NI (1)	No comments.

Evaluation Statements

- The Meeting place was a good working environment.
- Clear agenda supported by necessary documents.
- Chair guided meeting effectively.
- Members were prepared to participate in agenda.
- Reports were clear and contained needed information.
- Future tasks were identified; responsibility assigned.
- Agenda was well followed.
- It was possible to express my opinion.
- Meeting participants conducted themselves appropriately.

HIVPC/BCHPPC Planning Body Retreat Evaluation

In December, during the annual HIVPC retreat, a special meeting evaluation form was used to critique the event. This retreat differed from past events because, in keeping with the spirit of integration, it included members of the Broward County HIV Prevention Planning Council (BCHPPC). Attendees were asked to rate the environment, speakers, activities, and opinions of the event on a scale from 1 (worst possible score)-5 (best possible score). They were also given prompts to express their opinions about the meeting, and its effectiveness as part of the integration preparation of the HIVPC and BCHPPC. Out of 50 attendees, 30 evaluations were received, giving the event survey a 60% return rate. 8 respondents identified as HIVPC members, while another 8 identified as members of BCHPPC, and 3 marked themselves as members of both planning bodies. 5 participants labeled themselves as guests, while 6 provided no indication of their affiliations.

The majority of respondents provided 5s for each section, but there were some areas within each section which had smaller margins of success than others. Responses are observed by percentage in the following table (1):

		1	2	3	4	5	NR/NA
Section 1	1. Retreat Facilitator	0%	0%	3%	30%	67%	0%
	2. Presenter	0%	0%	3%	20%	73%	3%
	3. Support Staff	0%	0%	0%	10%	90%	0%
	4. Location	0%	0%	3%	20%	77%	0%
	5. Correspondence	0%	0%	0%	23%	70%	7%
	6. Food	7%	7%	10%	17%	57%	3%
Section 2	1. Jeopardy Game	3%	3%	7%	17%	37%	33%
	2. Empowerment Discussion	0%	3%	0%	17%	53%	27%
	3. Team Dynamics Activities	0%	0%	0%	17%	77%	7%
	4. "Win as Much as You Can" Game	3%	3%	0%	27%	63%	3%
Section 3	1. Helped determine my purpose	0%	3%	7%	40%	43%	7%
	2. Relevant to objectives	0%	0%	0%	37%	53%	10%
	3. Excited about future events	0%	0%	7%	23%	60%	10%
	4. We should do this twice a year	3%	0%	7%	13%	70%	7%

Table 1. Survey Responses from annual HIVPC Retreat, December 2016

Table 1 illustrates that event-goers were pleased overall with the event, especially with the staff, location, team dynamics activities, and presenters. The four line items which received the lowest percentages of 5 scores were the Jeopardy game (37%), whether the event helped determine members' purpose in terms of integration (43%), the empowerment discussion (53%), and whether the event was relevant to Integration objectives (53%). This implies that, while the intent of the joint event was well received by most, some participants would have preferred an alternative approach to the one used at the retreat.

1.) Meeting Effectiveness

	Min				Max
How clear were the agenda, reports, and next steps?	1	2	3	4	5

What are 2 things we can do to improve the clarity of our meeting materials?

2.) Leadership

	Min				Max
How well did the Chair guide the meeting	1	2	3	4	5

What can the Chair do differently in the future to improve meetings?

3.) Council Membership

	Min				Max
How well prepared were the Council members?	1	2	3	4	5

What can be done in the future to improve meeting preparedness?

4.) This Quarter's Topic

	Min				Max
How well do you understand this topic?	1	2	3	4	5

How has your understanding of this topic improved this quarter? What do you wish you had learned?

5.) Understanding of This Quarter's Topic

	Min				Max
How well was this topic explained?	1	2	3	4	5

How can topics be addressed in the future to better facilitate your understanding?
