



Committee Meeting Agenda: Part A Executive Committee

Date/Time: THURSDAY, November 21, 2013, 2:00 P.M. **Location:** BRHPC

Chair: KURYLA, S. **Vice-Chair:** GAMMELL, B.

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 11-21-13 Executive Committee Agenda and 10-17-13 Meeting Minutes.
3. **STANDARD COMMITTEE ITEMS**
 - a) Committee Chair Reports – Activities and Progress on Work Plans
 - b) Discuss Healthcare Reform Update on HIVPC Agenda
 - c) *Approve 12-12-13 HIVPC Agenda*
 - d) Review December 2013 HIVPC Calendar

4. **UNFINISHED BUSINESS**

5. **MEETING ACTIVITIES / NEW BUSINESS**

<i>Goal / Work Plan Objective #:</i>	<i>Accomplishments</i>
Planning Council Retreat (WP Item 2.3)	Plan the annual Planning Council Retreat to ensure training and leadership
December Meeting	Discuss the need for a Part A Executive Committee meeting in December

6. **GRANTEE REPORTS**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING, 12:30 p.m. December 5, 2013**

<i>Agenda Items / Tasks for next Meeting (Work Plan Item #)</i>	<i>Party to Complete Task</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

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

COMMITTEE: Part A Executive Committee

Date/Time: Thursday, October 17, 2013, 12:30 p.m. **Location:** BRHPC
KURYLA, S. Part A Chair **GAMMELL, B. Part A Vice Chair**

Attendance					Guests
#	Members	Present	Absent		
1	Kuryla, S. Chair (<i>Chair</i>)		X		Bryant, S.
2	Gammel, B. (<i>Vice Chair</i>)	X			Carter, K.
3	Taylor-Bennett, C.	X			Wynn, J.
4	Reed, Y.	X			Duarte, M.
5	Katz, H. B.	X			Rajner, M.
6	Grant, C.	X			Agbodzakey, Dr. J.
	Quorum = 4	5	1		
	<i>Spencer, W. (ex officio)</i>	X			Part A Grantee
					Degraffenreidt, S.
					Jones, L.
					Green, W.
					HIVPC Support Staff
					Crawford, T.
					Solomon, R.
					McEachrane, T.
					Eshel, A.

1. CALL TO ORDER:

The Chair called the meeting to order at 2:29 p.m.

The Chair 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 support staff self-introductions were made. A moment of silence was observed.

2. APPROVALS:

Motion #1	To approve today's meeting agenda with amendment		
Amendment	Include By-Laws Motions		
Proposed by:	Spencer, W.	Seconded by:	Katz, H.B.
Action:	Passed Unanimously		
Motion #2	To approve meeting minutes of 9/19/13		
Proposed by:	Taylor-Bennet, C.	Seconded by:	Spencer, W.
Action:	Passed Unanimously		

Mr. Rajner, a guest, asked the Chair to clarify Ground Rules 7 and 8. He mentioned that the guidelines state that the public can mention an agency name. The public is not subject to the same requirements of conduct but it is expected by the Council that the public will conduct themselves appropriately. Mr. Rajner stated that he would not like PLWHAs to feel excluded.

3. STANDARD COMMITTEE ITEMS

a) Committee Chair Reports – Activities and Progress on Work Plans



Quality Management Committee: The Chair announced that the Committee did not hold a meeting this month in lieu of a retreat planned at the end of October. Due to lack of quorum, the retreat has been postponed to November 18th.

Ad-Hoc Nominating Committee: The Committee met on October 16th. The Committee clarified the Nominating Procedure’s call for a double election of chairpersons and amended the timeline for the nominating process to take place. The Nominating Questionnaire has also been amended to help clarify questions. A call for candidates will take place at the HIV Planning Council’s October 24th meeting and elections will be held in January.

Ad-Hoc By-Laws: The Chair clarified the motion brought forth from By-Laws regarding grievances. The documents will be sent to the Planning Council in December for approval. The By-Laws Chair mentioned that this is the first time that the Council has had an internal grievance policy. Anyone (members, providers, and community members) can grieve the Council. The changes to the grievance procedure were discussed. The By-Laws Chair clarified that client and provider grievances are sent to the Grantee and grievances of Planning Council actions will be sent to the Part A Executive Committee. The categories for internal grievances include: Clinical Outcomes/Cost Effectives & Allocation of Funding Services, Comprehensive Planning, Priority Setting Process, and Policies and Procedures. The following motions were made:

Motion #3	To approve the By-Laws Changes regarding Grievance Procedure		
Proposed by:	By-Laws	Seconded by:	Gammel, B.
Justification:	To remove references of grievances going to the Joint Client/Community Relations Committee		
Action:	Passed Unanimously		

Motion #4	To send provisions of the Grievance Policy and Procedure, Notice of Grievance for Planning Council Actions Form, and the Policy on Reporting Violations of By-Laws and Policies & Procedures to Executive for approval.		
Proposed by:	By-Laws	Seconded by:	Gammell, B.
Action:	Passed Unanimously		

Priority Setting and Resource Allocation: The Part A Co-Chair recounted the meeting held on October 16th. The Committee discussed the potential allocation changes with the ACA implementation and thanked the Grantee for the MAI Case Management presentation. All references to “Super Core” were removed from the PSRA Committee’s Policies and Procedures. The term Super Core referred to four service categories that all clients should have access to at a minimum: Outpatient Ambulatory Medical Care, AIDS Pharmaceutical Assistance, and Oral Health Care.

b) Discuss Healthcare Reform Update on HIVPC Agenda

The Part B Chair provided informational handouts on ACA resources. He will briefly present a Healthcare Update with this information at the upcoming HIVPC meeting.

The Committee agreed to add an update (including handouts) for Healthcare Reform on the Planning Council agenda.

c) Approve 10-24-13 HIVPC Agenda

Motion #7	To approve 10-24-13 HIVPC agenda		
Proposed by:	Katz, H.B.	Seconded by:	Reed, Y.
Action:	Passed Unanimously		



d) Review November 2013 HIVPC Calendar

The Committee reviewed the calendar with the addition of the ad-Hoc Nominating Committee meeting on November 20th.

4. UNFINISHED BUSINESS:

The Grantee announced that town hall meetings will take place in the following areas: Wilton Manors, South, Pompano, and Sistrunk, to inform the community of Ryan White CARE Act reauthorization. Recommendations will be collected at the meetings. Members discussed informing the Broward County Board of County Commissioners about the plan of action in regards to Reauthorization by sending a follow-up letter.

5. MEETING ACTIVITIES / NEW BUSINESS

<i>Goal / Work Plan Objective #:</i>	<i>Accomplishments</i>
Ryan White CARE Act Reauthorization	<p>Members discussed the motion originally brought forth from the Part A Executive Committee to the HIV Planning Council: <i>In furtherance of the County's support for the 2013 Federal Legislative Program, HIVPC similarly endorses the necessary and appropriate reauthorization of the CARE Act and the effective full funding of the HIV Continuum of Care.</i></p> <p>The Committee supported the following plan of action put forth by the Grantee: to host 4 town hall forums held in Sistrunk, Wilton Manors, Pompano Beach, and South Broward to capture community feedback on Reauthorization. The information will be prepared for the City of Fort Lauderdale's Federal Legislative Packet.</p>
Educational Sessions (WP Item 3.5)	<p>Members reviewed the evaluations for the 1st and 2nd community feedback forums, which were held at Osswald Park and the African American Research Library, respectively. The former JCCR Part A Co-Chair stated that getting the clients to these events and the event locations are two major concerns of the committee.</p> <p>The newly appointed JCCR Part A Co-Chair inquired about adding multiple ACA presentations to the Committee's work plan. Holy Cross, religious institutions, and other locations were previously mentioned. The Chair stated that the discussion can begin in JCCR and then be brought forth to the Council. Staff will work with JCCR to develop conversation on future event locations.</p> <p>One member expressed concern over the amount of people who submitted feedback forms. It was suggested that feedback forms be placed at all provider tables in the future. It was also recommended that the timing of the food be changed to follow presentations.</p>
MCDC Packet (WP Item 2.1)	<p>The Chair announced that the Committee seats were reviewed and the Committee will be requesting letters be sent to FLDOH-BC to fill Part B Grantee and Prevention mandated seats on the Council. Currently, 36% of Council members are Unaffiliated Consumers. Trainings for Planning Council members will continue to be a topic of discussion. Staff will provide the MCDC Chair with a list of HIVPC vacancies to be announced at the HIVPC meeting. Additionally, the Chair announced that a form will be handed to Council members informing them of upcoming training topics. The Mentoring Plan is now voluntary as indicated in the draft. Per request, Council members will receive a clean copy of the Mentoring Plan at the HIVPC meeting.</p> <p>Members discussed the Consent Items on the Planning Council agenda. Members discussed the recent nomination of Mr. Rodriguez to Joint</p>



	Planning Committee as the prevention representative. After further discussion, the Committee agreed that it was not necessary to send the letter because the FLDOH-BC is actively recruiting to fill vacant seats.
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6. GRANTEE REPORTS:

a) Part A

The Grantee announced that there will be a Prevention program boot camp in the near future. Specific Council members have been invited to help inform the group on the scope of integration of prevention planning into care planning. The date has been confirmed for October 29th and 30th. A formal announcement will come from the FLDOH-BC.

7. PUBLIC COMMENT:

The representative for the Broward County Board of County Commissioners stated that if there is any information the Council would like to disseminate regarding any Council events or pending issues, the Board would be happy to accommodate.

8. AGENDA ITEMS / TASKS FOR NEXT MEETING, 12:30 p.m. November 21, 2013 Venue: BRHPC

<i>Agenda Items / Tasks for next Meeting (Work Plan Item #)</i>	<i>Party to Complete Task</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>
Planning Council Retreat (WP Item 2.3)	Exec, Staff, Grantee	Plan the annual Planning Council Retreat to ensure training and leadership

9. ANNOUNCEMENTS:

The Vice Chair announced that an Executive Committee Retreat is tentatively planned for January 2014.

10. ADJOURNMENT

Without objection the meeting was adjourned at 3:10 p.m.

Part A Executive Attendance CY: 2013

Member	1/10/13	2/21/13	3/21/13	4/18/13	5/16/13	6/18/13	7/18/13	9/19/13	10/17/13
Kuryla, S., (Chair)	1	1	1	1	A	1	1	1	A
Gammell, B, (V. Chair)	1	1	1	1	1	1	1	1	1
Reed, Y.	<i>Appointed 10/16/13</i>								1
Taylor-Bennett, C.	1	1	1	1	1	1	1	A	1
Grant, C.	1	A	1	1	1	1	1	1	1
Katz, H. Bradley	1	1	1	1	1	1	1	1	1
Will Spencer (<i>ex officio</i>)	A	1	1	1	1	1	A	1	1
Quorum =4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes