



**Ft. Lauderdale/Broward County EMA
Broward County HIV Health Services Planning Council**

200 Oakwood Lane, Suite 100, Hollywood, FL, 33020
Tel: 954-561-9681 / Fax: 954-561-9685

HIV PLANNING COUNCIL COORDINATION

Governmental Center Annex, Room A-337
Ryan White Part A Program Office
115 S. Andrews Avenue, Ft. Lauderdale, FL 33311
December 14, 2012 – 9 a.m.

Meeting Notes

	ATTENDEES
1	Kuryla, S. HIVPC Chair
2	Gammell, B. HIVPC Vice Chair
3	Jones, L. Part A Grantee
4	Rosiere, M Support Staff
5	LaMendola, B. Support staff

1. CALL TO ORDER

The HIVPC Chair called the meeting to order at 10:06 a.m.

2. REVIEW GROUND RULES, STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS

The HIVPC 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 about the meeting ground rules. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

3. WELCOME AND INTRODUCTIONS

Committee members, guests, grantee staff and support staff self-introductions were made.

4. MOMENT OF SILENCE

A moment of silence was observed.

5. REVIEW:

- ❖ Meeting Agenda: 12/14/12
- ❖ Meeting Minutes: 10/26/12

6. ALL-GRANTEES CONFERENCE / MEETINGS WITH PALM BEACH COUNCIL LEADERS

The HIVPC Vice Chair and the Part A Grantee reported on the Grantee conference in Washington in November. A highlight was a meeting of all Florida grantees, which covered key subjects such as prevention and early intervention. Also productive was a conversation between Planning Council officials from Broward and Palm Beach counties. The Council Chair and Vice Chair said they plan to meet by phone monthly or quarterly with their counterparts in Palm Beach to talk about common issues.

7. UPDATE ON 2013 WORK PLANS / HIVPC Retreat

The HIVPC Vice Chair, Grantee and HIVPC staff will be meeting to draft proposed 2013 work plans for the Council and all the Committees, to bring to each Committee in January and February. The aim is to lay out all the Council's required actions in Committee work plans over the course of a year, and then have the Committee work plans guide the actions at each month's meetings. The overall vision and plan will be discussed at the HIVPC retreat on Feb. 28. The group asked staff to poll Part A Executive Committee members about having an extra meeting next month, on Jan. 10, to discuss preparations for the retreat, work plans and the HRSA site visit.

8. HRSA SITE VISIT

The Grantee reported that Broward County's HRSA officer will make a site visit, tentatively set in mid-February, and would like to meet with the Executive Committee. One idea is to have HIVPC members fill out a "Planning Council Self-Assessment" in January and have the results ready for the visit and the retreat.

9. NEXT MEETING

The next coordination meeting will be at 9 a.m. on Jan. 4, 2013.

10. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.