



**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  
April 1, 2013 – 10:00 a.m.

**Meeting Minutes**

	<b>ATTENDEES</b>
1	Gammell, B., HIVPC Vice Chair
2	Jones, L., Part A Grantee
3	Rosiere, M., BRHPC HIVPC Division Director
4	Crawford, T., Support Staff

**1. CALL TO ORDER**

The HIVPC Vice Chair called the meeting to order without quorum at 10:00 a.m.

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

The HIVPC Vice 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**

**4. REVIEW:** Meeting Agenda: 4/1/13. Meeting Minutes: 3/18/13

**5. BY-LAWS PACKAGE**

The group discussed the details of when to send the Council members the package of By-Laws changes that were approved by the Ad Hoc committee. It was discussed whether or not the information should be reviewed by the Executive Committee before it is presented to the Council. The group decided to wait until the next Coordination meeting before making a firm decision.

**6. UPDATE ON AD HOC LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)**

The group discussed the LPAC Committee and the ramifications of it becoming a standing committee if by-laws votes in that favor. The Committee is also in need of a new chair and has not met in a while. The purpose and the goals of LPAC were discussed. It was decided that further discussion would be postponed until the next Coordination meeting on April 15, 2013.

**7. HIVPC QUESTIONNAIRE- QUALIFICATIONS AND CONFLICT OF INTEREST**

The draft of the questionnaire will be reviewed at the next Coordination meeting.

**8. RETREAT EVALUATION SURVEY**

At the next Coordination meeting, the group will review results of the retreat evaluation survey that was sent to HIVPC members who attended the retreat on February 28, 2013.

**9. EDUCATING THE COMMITTEE CHAIRS ON APPOINTING MEMBERS**

This will be discussed at the next Coordination meeting.

**10. NEXT MEETING/AGENDA ITEMS:** Next Meeting: Monday, April 15, 2013 at 10:00 a.m. Room: A-337  
*Review Executive Committee Agenda, PC Agenda, By-Laws Package, Update on LPAC, HIVPC Questionnaire, Retreat Evaluation Survey, Appointment of Committee Members.*

**11. ADJOURNMENT:** The meeting was adjourned at 11:45 a.m.



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April 15, 2013 – 10:00 a.m.

**Meeting Minutes**

	<b>ATTENDEES</b>
1	Kuryla, S., HIVPC Chair
2	Gammell, B., HIVPC Vice Chair
3	Jones, L., Part A Grantee
4	Rosiere, M., BRHPC HIVPC Division Director
5	Crawford, T., Support Staff
6	Eshel, A., Support Staff

**1. CALL TO ORDER**

The HIVPC Chair called the meeting to order without quorum at 11:27 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**

**4. REVIEW: Meeting Agenda: 4/15/13. Meeting Minutes: 4/1/13**

**5. EXECUTIVE COMMITTEE AGENDA ITEMS (4.18.13)**

- a. Grievance Procedure:** This was originally on the Executive Committee’s agenda for May, but it was decided that it would be taken off. The Ad Hoc By-Laws Committee would review and revise the current grievance procedure first, then Executive. It was mentioned that this should be an Internal HIVPC grievance procedure so all references to Part B and SFAN should be removed. Additionally, all outdated terms should be updated (i.e. Title I should be changed to Part A). The procedure currently states that the JCCR Committee would receive the grievances; however, the procedure will be changed to allow Executive to receive them.
- b. Recommend By-Laws Changes:** The group reviewed the changes recommended by ad Hoc By-Laws Committee. It was decided that the Executive Committee would review them first before it goes to the Planning Council. The By-Laws handout and the track changes version of the current by-laws will be provided at the meeting.
- c. Position Descriptions for Council Seats:** The group reviewed the proposed position descriptions for every seat on the Council, as drafted by Membership/Council Development. This will then go HIVPC and added to MCDC Policies & Procedures. It was requested that the edited version of the job descriptions be provided at the Executive meeting.
- d. Educating Committee Chairs on Appointing Members:** The procedure for Chairs appointing persons to Committees was reviewed and discussed. The purpose is to decide if HIVPC needs a Committee application form to match applicants to Committees. It was noted that the current procedure of appointing members to Committees goes to the Planning Council for a vote.
- e. HIVPC Application:** The group reviewed edits made to the HIVPC application by the Membership Committee during their 4.4.13 meeting. These changes were made in order to ensure that HIVPC requirements are clear. It was noted that this should be added to the Executive Agenda for the upcoming meeting.

- f. Policies and Procedures:** Review edits made to Membership's policies and procedures. Changes made to provide clarification between mandated seats by virtue of job title and other seats. This will be added to the Executive agenda for the upcoming meeting.
- g. Public Comment Sign In-Sheet:** Review the written information added to the public comment sign in sheet. This originated from the last Executive meeting in order to clarify what public comment is actually used for. This will be added to the Executive agenda for the upcoming meeting.

The Chair recommended that an email be sent to the Executive Committee chairs requesting that they familiarize themselves with the new committee summary format in order to gear their reports based on their work plan accomplishments. The summary template will be attached.

**6. UPDATE ON AD HOC LOCAL PHARMACY ADVISORY COMMITTEE (LPAC)**

The group discussed the LPAC Committee and the ramifications of it becoming a standing committee if by-laws votes in that favor. The Committee is also in need of a new chair and has not met in a while. It was stated that LPAC should remain an advisory committee to Priorities due to the financial implications that it obtains. One solution would be to continue extending the timeline for LPAC if the issue the time limitation associated with an ad hoc committee. It was discussed whether a new member of Priorities, Dionne Proulx, would possibly be interested in being the chair of LPAC.

**7. HIVPC QUESTIONNAIRE- QUALIFICATIONS AND CONFLICT OF INTEREST**

The HIVPC Questionnaire was reviewed and approved. The following changes were made: 1) Change personal email address to preferred email address and highlight 2) Ask if the member would like to receive the HIV Planning Council packet by mail. This was added in the spirit of "going green." It was also asked that the conflict of interest forms be attached to the update form. The questionnaire/member update form will be available for Council members to fill out during the Part A Executive meeting on April 18, 2013.

**8. RETREAT EVALUATION SURVEY**

The group reviewed the results of the retreat evaluation survey that was sent to HIVPC members who attended the retreat on February 28, 2013. It was noted that only a few people completed it (8 total, 7 complete and 1 partial). It was also discussed that a survey should be developed to assess care and prevention. The importance of community collaboration between Part A and Prevention was noted. Sample questions on the survey would include: what do you think prevention means in terms of a plan? What is your knowledge on care and prevention? A survey will be drafted for the next HIVPC Coordination meeting on May 6, 2013.

**9. NEXT MEETING/AGENDA ITEMS:** Next Meeting: Monday, May 6, 2013 at 10:00 a.m. Room: A-337  
*Review Executive Committee Agenda, Discussion on members misrepresenting the Council; Review Care and Prevention Survey.*

**10. ADJOURNMENT:** The meeting was adjourned at 12:20 p.m.