



COMMITTEE: Membership/Council Development Committee

MEETING AGENDA

Date/Time: Thursday, October 3, 2013, 9:00 a.m.

Location: BRHPC

K. Creary, Chair T. Wilson, Vice-Chair

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 10-3-13 Agenda and 8-1-13 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a. Review Planning Council Demographics – (Handout A)
 - b. Review Planning Council Vacancies – (Handout B-1, B-2)
 - Discuss Part F Grantee Vacancy
 - c. Current Applicants and Interested Parties and Appointments – (Handout C)
 - d. Review Attendance – (Handout D)
 - e. Review Work Plan (Handout E)

4. **UNFINISHED BUSINESS**

- a) Mentoring Plan (WP Item 4.1) (Handout F)
ACTION ITEM: *Revise the Mentoring Plan according to feedback received from the Executive Committee.*
- b) Review Planning Council Members and Their Seats
ACTION ITEM: *Review HIVPC Member Update Forms to ensure they are holding the correct seat.*
- c) HIVPC Training Survey (WP Item 4.2) (Handout G)
ACTION ITEM: *Plan and implement a training survey for the HIV Planning Council members.*
- d) Policies and Procedures (WP Item 5.1) (Handout H)
ACTION ITEM: *Review and revise the policies and procedures. Check for inconsistencies.*

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Goal/Work Plan Objective #:</i>	<i>Accomplishments</i>
Meeting Evaluations	ACTION ITEM: <i>Review the meeting evaluations to address possible retention issues.</i> (Handout I)

6. **PUBLIC COMMENT**

7. **AGENDA ITEMS/TASKS FOR NEXT MEETING: NEXT MEETING:** November 7, 2013 **VENUE:** BRHPC

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Responsible Party</i>	<i>Information requested (i.e. data, research, etc.) Action to be taken, presentation, discussion, brainstorm etc.</i>
Recruitment and Retention Plan (WP Item 2.1)	MCDC, Staff	Review and update Recruitment and Retention Plan. Review new images for Recruiting brochure.
HIVPC Training Survey (WP Item 4.2)	MCDC, Staff	Review new list of possible training topics for the HIV Planning Council. Council members to be surveyed in order to identify trainings needed.
Training on Demographics	Staff	Be trained on the demographics of the Council and the meaning of mandated seats

8. **ANNOUNCEMENTS**

9. **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