



**Meeting Agenda: Membership/Council Development Committee**  
**Date/Time: July 9, 2015, 9:30-11:30 a.m.**  
**Location: Governmental Center Room GC-301**  
**Chair: H.B. Katz Vice Chair: Vacant**

1. **CALL TO ORDER:** *Welcome, Ground Rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 7/2/15 Agenda and 6/11/15 Meeting Minutes

**3. STANDARD COMMITTEE ITEMS**

- a. **Review HIVPC & Committee Demographics (WP Item 1.1) (Handouts A & B)**  
 ACTION ITEM: Review demographics and identify populations that are over or under represented. Determine at least one strategy to correct over or under representation.
- b. **Review HIVPC Vacancies (WP Item 1.4) (Handout C)**  
 ACTION ITEM: Review vacancies and identify open seats.
- c. **Current Applicants, Interested Parties, and Appointments (WP Item 1.2) (Handout D)**  
 ACTION ITEM: Review list of applicants and identify applicants who can become HIVPC members or alternates. Approve members and alternates.
- d. **Review Attendance (WP Item 3.1) (Handout E)**  
 ACTION ITEM: Review attendance for HIVPC and committee members. Identify members who should receive warning or removal letters.
- e. **Review Work Plan (Handout F)**  
 ACTION ITEM: Review progress on 18-month work plan.

**4. EMERGING ISSUES**

**5. UNFINISHED BUSINESS**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Review Summary of Recruitment Event (WP Item 2.1) (Handout G)</b>	ACTION ITEM: Discuss accomplishments and challenges to plan for future events

**6. MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Recruitment &amp; Retention (WP Item 2.1) (Handouts H &amp; I)</b>	ACTION ITEM: Review and update the Recruitment & Retention Plan, recruitment materials, and website materials.
<b>Nominate HIVPC Member of the Quarter (WP Item 1.7) (Handout J)</b>	ACTION ITEM: Review and discuss the process for determining HIVPC member of the quarter.

**7. PUBLIC COMMENT**

**8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: August 6, 2015 VENUE: A-335**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Review Mentoring Programs (WP Item 4.1)</b>	ACTION ITEM: Review & revise mentoring programs; advertise programs with HIVPC and committee members quarterly.
<b>Recruitment &amp; Retention (WP Item 2.1)</b>	ACTION ITEM: Review and update the Recruitment & Retention Plan, recruitment materials, and website materials.

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**

**THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES 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 Agenda: Membership/Council Development Committee**  
**Date/Time: Thursday June 11, 2015 9:30 a.m.**  
**Location: A-335**  
**Chair: H.B. Katz Vice-Chair: Vacant**

ATTENDANCE					
#	Members	Present	Absent	Grantee Staff	Guests
1	Katz, H.B., <i>Chair</i>	X		Odusanya, S.	Lewis, L.
2	Burgess, D.	X		DeGraffenreidt, S.	Deatherage, S.
3	Foster, V.	X		Jones, L.	Fernandes, N.
4	Runkle, D.	X			
5	Schweizer, M.	X		<b>HIVPC Staff</b>	
				Johnson, B.	
				Bente, A.	
	<b>Quorum = 4</b>	<b>5</b>		Newton, A.	

**1. CALL TO ORDER**

The Chair called the meeting to order at 9:30 a.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 HIVPC staff self-introductions were made. A moment of silence was also recognized.

**2. APPROVALS**

**Motion #1:** To approve today’s meeting agenda and the minutes of 5/15/15  
**Proposed by:** Runkle, D. **Seconded by:** Schweizer, M.  
**Action:** Passed Unanimously

**3. STANDARD COMMITTEE ITEMS**

a. Review HIVPC Demographics (WP Item 1.1, Handout A & B)

The committee reviewed the demographics of the HIV Planning Council (HIVPC). Staff informed the committee that the HIVPC is approaching the County Ordinance minimum of members. HIVPC Staff informed the committee that there is a current applicant who is a member of a non-affiliated Indian tribe, which will qualify for the Federally Mandated seat. The Committee also reviewed individual committee reflectiveness, and noted that there had not been much change to the HIVPC reflectiveness since the last month. Currently, the largest committees are CEC and SOC.

b. Review HIVPC Vacancies (WP Item 1.4) (Handout C)

The committee reviewed Handout C, which shows the parties that have been contacted and are in progress to fill vacant seats. HIVPC Staff gave an overview of individuals who are in progress of being approved to the HIVPC. There is an individual on track to fill the Prevention seat from Latinos Salud, who has already received orientation. There is also an individual from the Veteran’s Affairs (VA) who was recently nominated to the System of Care (SOC) committee who is also on track for HIVPC membership under the Grantees of other Federal HIV programs seat, once she has received an orientation. An application from the Part B Administrator (Grantees of other Federal HIV programs seat) has been received and the applicant will be attending this month’s PSRA meeting. Finally, an applicant for the Local Public Health Agency seat was received from Broward House, and the applicant has attended a CEC meeting. There has been some difficulty contacting the individual from the State Medicaid seat. Areas 9 and 10 (West Palm Beach and Broward) are being combined

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and there is some restructuring which has prevented the applicant from filling this seat. The MCDC Chair suggested removing the individual's name from the list of active applicants since correspondence has been difficult for over 6 months. A member inquired whether or not there were other potential contacts. He suggested reaching out to Jose Rodriguez (FLDOH), Rafael Copa (Ryan White Grantee's Office), and Lori Yadoff (Legal Aid) for suggestions for individuals to fill the Medicaid Mandated seat. A member from the Grantee staff noted that although the committee is getting references, it is up to the Agency for Health Care Administration (AHCA) to appoint someone to fill this position.

**ACTION ITEMS**

- Contact individuals for State Medicaid Agency Federally Mandated Seat references
- Remove current Medicaid contact from active applicant list

c. **Current Applicants, Interested Parties, and Appointments (WP Item 1.2) (Handout D)**

The committee reviewed the current applicants. There was one current applicant, Lamont Lewis who was ready to be approved to the Council and the committee reviewed his application and committee attendance. The Grantee representative suggested that the committee review the demographics and other membership criteria. After reviewing the HIVPC demographics, By-Laws, and Policies and Procedures for membership, the committee determined that Lamont Lewis will join the HIVPC under the Federally Mandated PLWHA recently released from jail seat. Members also discussed the status of current applicant, Yvette Tarver a candidate to fill the VA seat. The Grantee representative recommended to contact current applicant Yvette Tarver's to set up a possible orientation (via phone) prior to the next meeting so that her approval for membership will not be interrupted due to the summer hiatus of the County Commissioners/Part A Grant writing process.

**Motion #2:** To approve Lamont Lewis for HIVPC Membership under the Federally Mandated PLWHA recently released from jail or their representatives seat  
**Proposed by:** Schweizer, M. **Seconded by:** Runkle, D.  
**Action:** Passed Unanimously

**Motion #3:** To approve Yvette Tarver for HIVPC Membership under the Federally Mandated Grantees of other Federal HIV programs (VA) seat, contingent upon her completion of orientation.  
**Proposed by:** Runkle, D. **Seconded by:** Burgess, D.  
**Action:** Passed Unanimously

d. **Review Attendance (WP Item 3.1) (Handout E)**

The committee reviewed attendance of the committees and the Council. All letters have been sent to parties who need attendance warnings or removals; the Alternate HIVPC member and the SOC Vice Chair were sent warning letters. The alternate HIVPC member informed HIVPC staff that his absence was due to mixing up meeting dates for multiple meeting. The SOC Vice Chair informed HIVPC Staff that she would not be available in August, but will be available to attend this month's SOC meeting.

**4. EMERGING ISSUES**

a. **CEC Collaboration**

The Chair gave an overview regarding a discussion at the last CEC meeting to change the MCDC meeting date to the same day as the CEC to better collaboration amongst committees (recruitment). HIVPC Staff provided feedback on the poll that was taken for committee members. After thorough discussion and consideration of member availability, the Committee determined they would bring this discussion back to membership next month. A member suggested that both committees keep their meeting dates and utilize other opportunities to have scheduled joint meetings as needed.

**ACTION ITEM**

- Contact CEC Chair/Vice Chair to determine a coordination meeting to discuss collaboration efforts

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b. Stonewall Pride

A member gave an overview of the purpose of the Stonewall Pride festival taking place on June 20<sup>th</sup>. He expressed the importance and opportunity for HIVPC participation and collaboration with CIED and a testing unit (if possible). A member from the Grantee staff informed the committee that although many Ryan White parties would be involved, members of MCDC should remember their focus of recruitment and allow for other parties to provide testing, education, eligibility, etc. Members expressed their availability. Staff will follow up with CEC members to determine their availability to participate.

The committee requested media materials such as brochures, applications, etc. A member suggested utilizing cards or “I’m Interested” sheets to keep an account of individuals who are interested in HIVPC/Committee membership. The Grantee representative suggested volunteers sign up for time slots to ensure efficient coverage throughout the day. The Grantee also reiterated that moving forward, committees should develop a calendar of events to ensure proper planning for recruitment. This calendar will allow the committees to determine specific events in which to participate as well as the target population to recruit for membership vacancies. The Grantee representative encouraged Staff to include reviewing and revising the workplan as a standing committee item for future meetings.

ACTION ITEM-Preparation for Event

- Banner or backdrop for the booth
- “I’m Interested” forms
- Water
- Verify booth availability, festival timeframe for booth setup, electricity
- Media packet
- Develop a template of supplies for recruitment and a list of events throughout the year
- Create a document that tracks the outcomes of event participation

c. Pride Fort Lauderdale

A Committee member suggested that before the committee determines whether or not they participate, they assess participation in the Pride Fest since the audience is similar. He included that there may be a sizeable fee and other barriers to participation. The committee decided not to participate in this event.

d. National Urban League

The Committee will not participate due to the fee to participate.

**5. UNFINISHED BUSINESS**

Action Items

- Include discussion of the status of the DOH seat for membership
- HIVPC Barriers Survey
- Accomplishments and summary of each recruitment event

**6. MEETING ACTIVITIES/NEW BUSINESS**

- a. Recruitment & Retention (WP Item 2.1) - The Grantee encouraged the committee to revamp their recruitment plan to include strategies for targeting populations while participating in community events. The Chair requested recommendations from members and guests regarding relevant community events in which to participate. A guest gave a suggestion to identify events such as World AIDS Day, Black HIV/AIDS Day, etc. in advance to devise strategies for participation in events centered on these populations. The Grantee representative told the Committee to include these strategies and revisions to the Work Plan and sync it to the goals of the Recruitment and Retention Plan. She also requested that

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accomplishments and challenges regarding event participation be included to better plan for future recruitment activities.

- b. Position Descriptions (WP Item 1.3) - HIVPC Staff informed the committee of the EMAs that were contacted and the information that was received. He included that once contacted, many of the EMAs inquired about how Broward was identify their individual positions. The Chair requested that Staff provide a list of EMAs that were contacted and the response that was received. After determining that the current position descriptions were either more detailed or similar to other EMAs, the Committee concluded that they would not make any changes at this time.
- c. Nominate HIVPC Member of the Month (WP Item 1.7) - HIVPC Staff reviewed the criteria that the committee recently developed in order to determine the member of the month. The Grantee representative reminded the committee that the document should go to the Executive Committee before the committee made any additional edits. She further included that the purpose of nominating members of the month is to recognize and show appreciation to members for the work that they do and encourage retention (include in the purpose statement). The committee also discussed providing information regarding including a bio/picture on BRHPC website and giving the nominees framed certificates to show recognition. The Committee further discussed also nominating a member of the year and possibly presenting them with a plaque. HIVPC Staff will send final revisions to the Committee before sending to Executive.

**7. PUBLIC COMMENT**

None.

**8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: July 9, 2015 VENUE: Gov't Center A-335**

<i>Agenda Items for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Review Summary of Recruitment Event (WP Item 2.1)</b>	<b>ACTION ITEM: Discuss accomplishments and challenges to plan for future events</b>
<b>HIVPC Barriers Survey (WP Item 1.6)</b>	<b>ACTION ITEM: Review feedback about the barriers from past members serving on HIVPC &amp; committees. Identify at least 2 barriers and 1 solution.</b>

**9. ANNOUNCEMENTS**

None.

**10. ADJOURNMENT**

Without objection the meeting adjourned at 11:30 a.m.

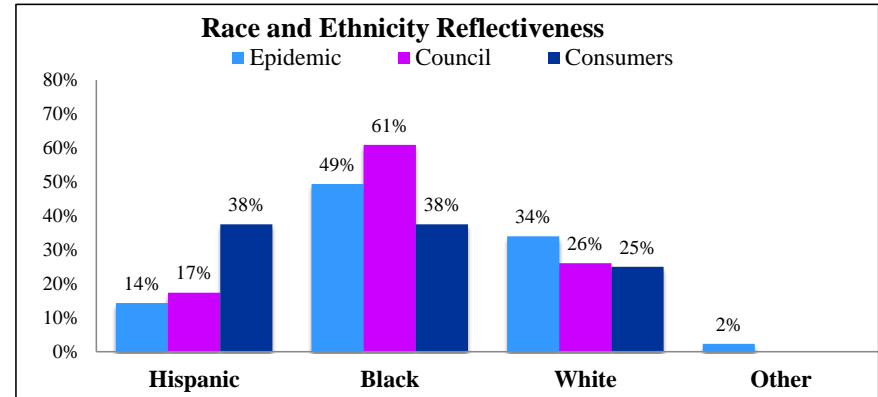
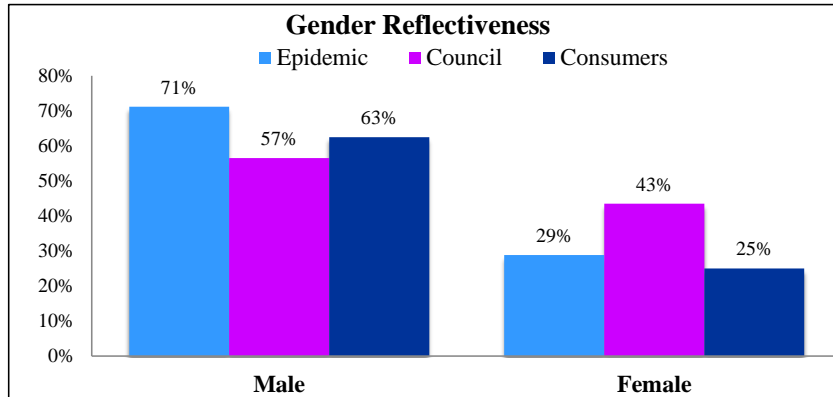
**MEMBERSHIP/COUNCIL DEVELOPMENT - ATTENDANCE CY 2015**

Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	8	5	5	2	15	11							
1	Burgess, D	X	A	X	X	X	X							
2	Foster, V.	X	X	X	X	X	X							
3	Katz, H.B., <i>Chair</i>	X	X	X	X	X	X							
	Kuryla, S.	E	Z - 1/21											
4	Runkle, D.	X	X	X	X	X	X							
	Wilson, T., <i>V. Chair</i>	X	X	X	Z - 3/24									
5	Schweizer, M.	N-5/21				X								
	<b>Quorum = 4</b>	5	4	5	4	4	5							

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### HIV Planning Council Membership Report As of 6/26/2015



Gender	Epidemic	Council	% Difference	Consumers	% Difference
<b>Male</b>	12,275 71%	13 57%	<b>-15%</b>	5 63%	<b>-9%</b>
<b>Female</b>	4,973 29%	10 43%	<b>15%</b>	2 25%	<b>-4%</b>
<b>Transgender</b>	- -	1 4%	-	1 13%	-
Race	Epidemic	Council	% Difference	Consumers	% Difference
<b>Hispanic</b>	2,476 14%	4 17%	<b>3%</b>	3 38%	<b>23%</b>
<b>Black</b>	8,521 49%	14 61%	<b>11%</b>	3 38%	<b>-12%</b>
<b>White</b>	5,856 34%	6 26%	<b>-8%</b>	2 25%	<b>-9%</b>
<b>Other</b>	395 2%	0 0%	-2%	0 0%	-2%
<b>Total</b>	<b>17,248 100%</b>	<b>23</b>		<b>8</b>	

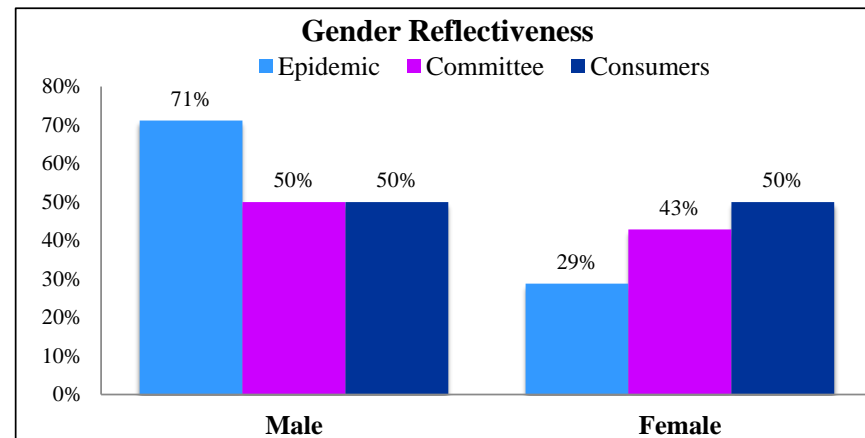
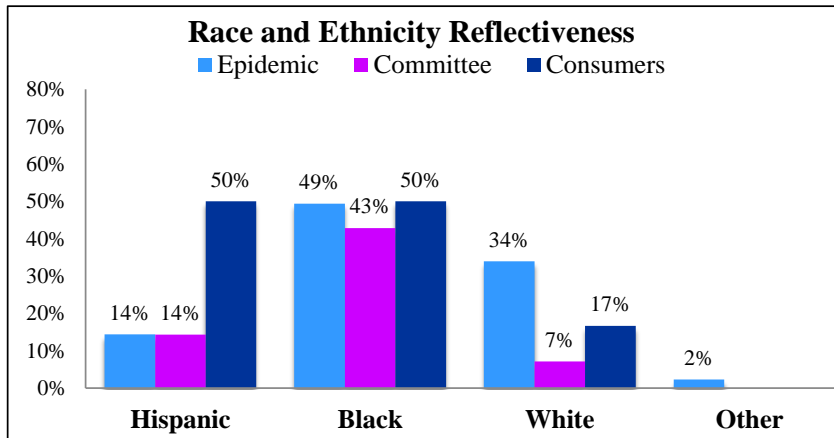
Current Members	23
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
<b>% Unaffiliated Consumers</b>	<b>43%</b>

Vacant Seats
1. Grantees of Other Federal HIV Programs - Prevention
2. Part B State Agency
3. State Medicaid Agency
4. Hospital/Health Care Planning Agencies
5. Local Public Health Agencies
6. Federally Recognized Indian Tribe Members
7. Grantees Other Fed HIV Programs - VA
8. PLWHA Recently Released From Jail or Their Representative

*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 providers.*

<b>% Part A-Funded Providers</b>	<b>30%</b>
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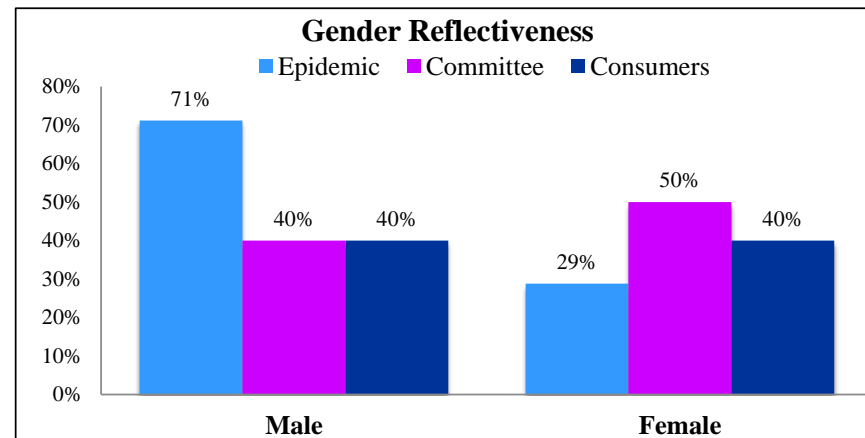
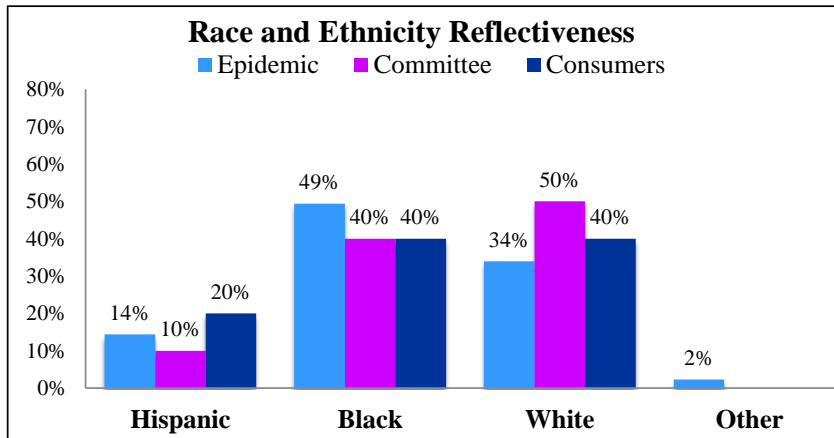
## Community Empowerment Committee (CEC) Reflectiveness Report Through June 2015



Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	7 50%	3 50%	-21%
Female	4,973 29%	6 43%	3 50%	14%
Transgender	- -	0 0%	1 17%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	2 14%	3 50%	0%
Black	8,521 49%	6 43%	3 50%	-7%
White	5,856 34%	1 7%	1 17%	-27%
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>14</b>	<b>6</b>	

<b>Current Members</b>	<b>14</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>43%</b>

## Executive Committee Reflectiveness Report Through June 2015

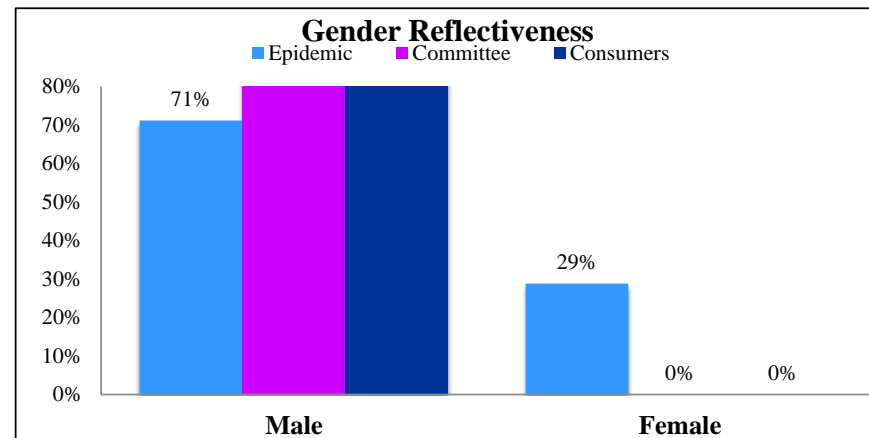
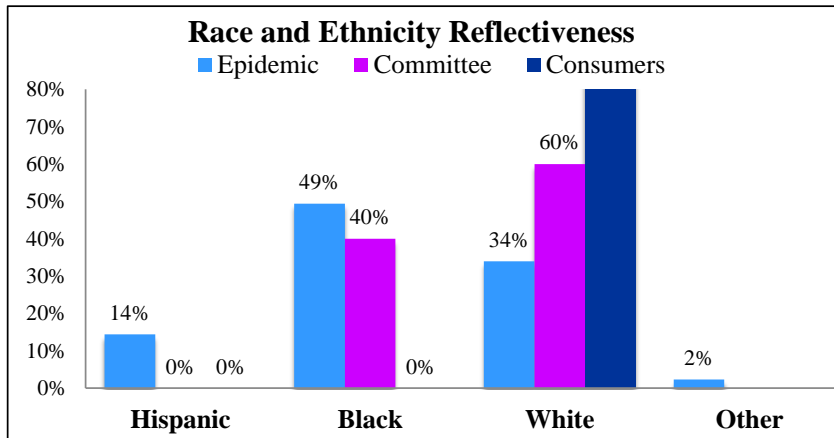


Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	4 40%	2 40%	-31%
Female	4,973 29%	5 50%	2 40%	21%
Transgender	- -	1 10%	1 20%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	1 10%	1 20%	-4%
Black	8,521 49%	4 40%	2 40%	-9%
White	5,856 34%	5 50%	2 40%	16%
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>10</b>	<b>5</b>	

<b>Current Members</b>	<b>10</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>30%</b>



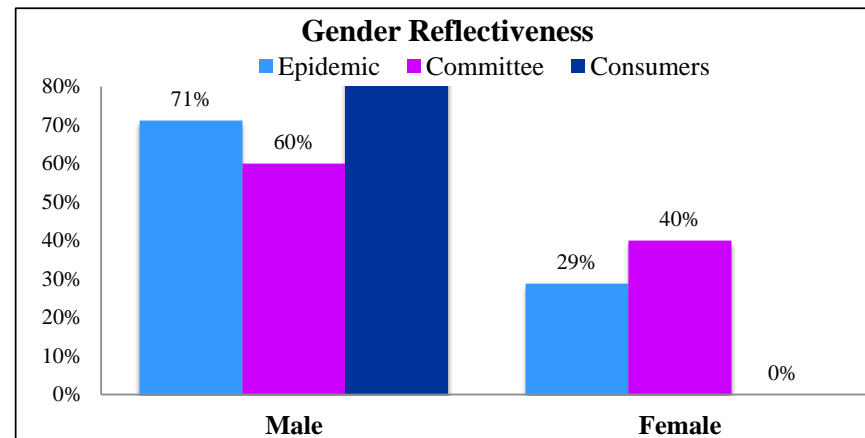
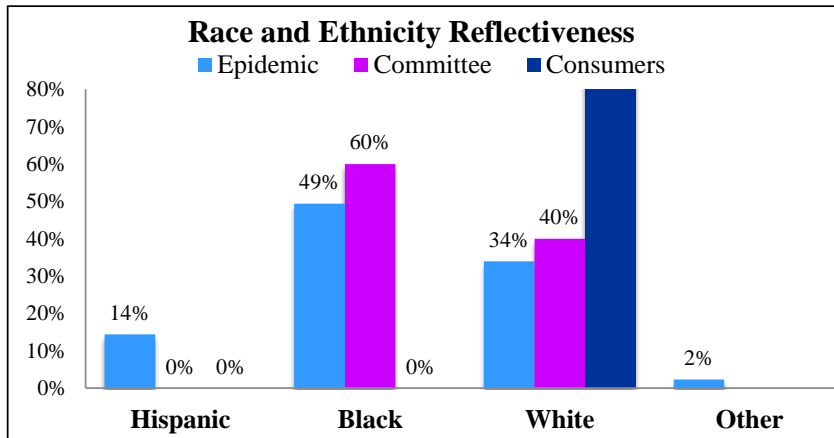
## Membership/Council Development Committee (MCDC) Reflectiveness Report Through June 2015



Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	5 100%	1 100%	29%
Female	4,973 29%	0 0%	0 0%	-29%
Transgender	- -	0 0%	0 0%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	0 0%	0 0%	-14%
Black	8,521 49%	2 40%	0 0%	-9%
White	5,856 34%	3 60%	1 100%	26%
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>5</b>	<b>1</b>	

<b>Current Members</b>	<b>5</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>20%</b>

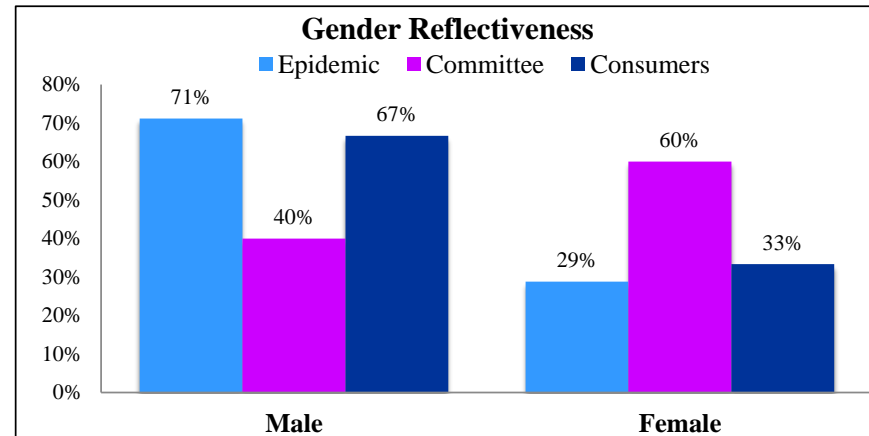
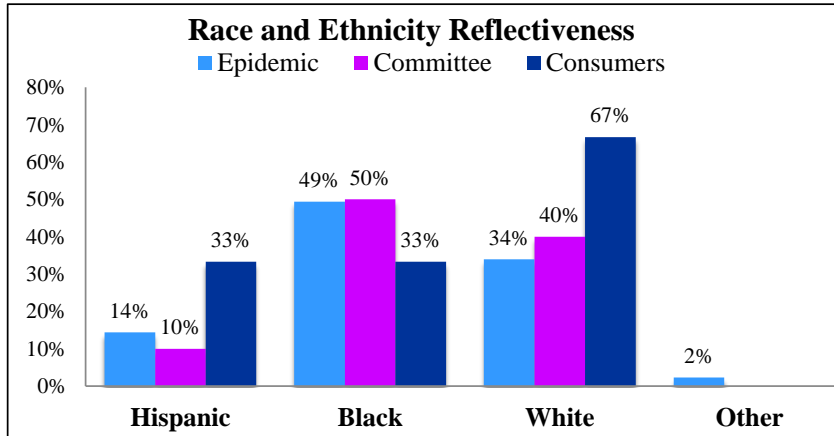
## Needs Assessment/Evaluation (NAE) Committee Reflectiveness Report Through June 2015



Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	3 60%	1 100%	-11%
Female	4,973 29%	2 40%	0 0%	11%
Transgender	- -	0 0%	0 0%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	0 0%	0 0%	-14%
Black	8,521 49%	3 60%	0 0%	11%
White	5,856 34%	2 40%	1 100%	6%
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>5</b>	<b>1</b>	

<b>Current Members</b>	<b>5</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>20%</b>

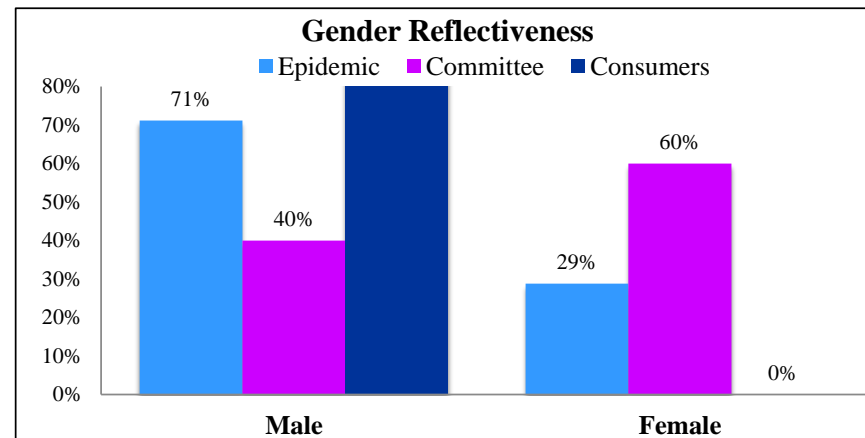
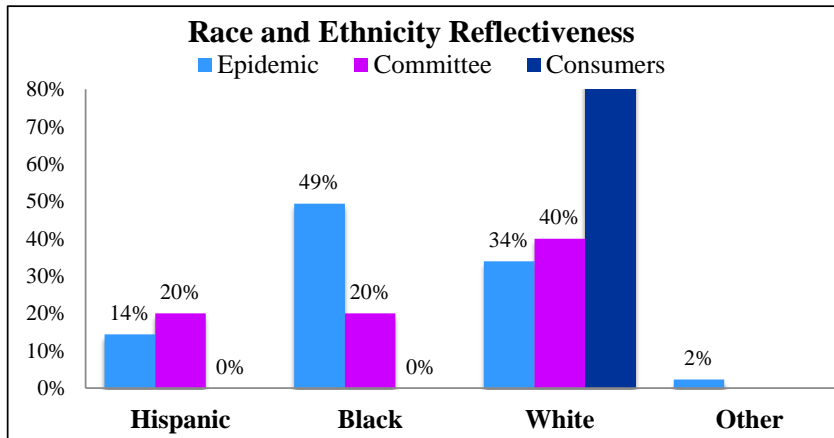
## Priority Setting & Resource Allocation Committee (PSRA) Reflectiveness Report Through June 2015



Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	4 40%	2 67%	-31%
Female	4,973 29%	6 60%	1 33%	31%
Transgender	- -	0 0%	0 0%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	1 10%	1 33%	-4%
Black	8,521 49%	5 50%	1 33%	1%
White	5,856 34%	4 40%	2 67%	6%
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>10</b>	<b>3</b>	

<b>Current Members</b>	<b>10</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>30%</b>

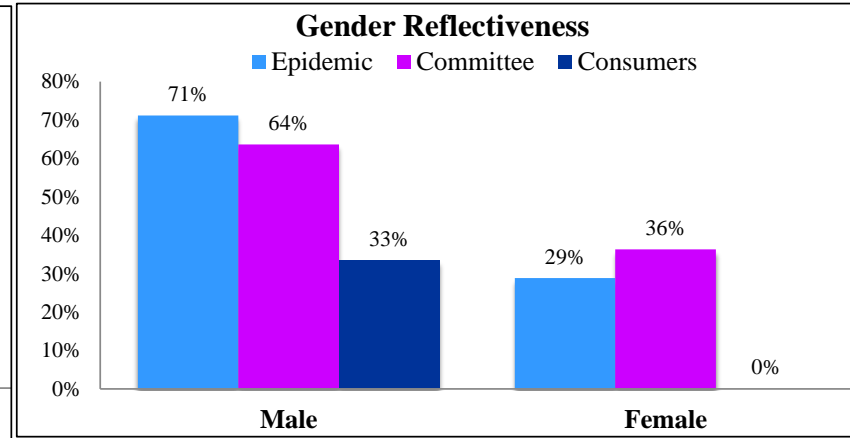
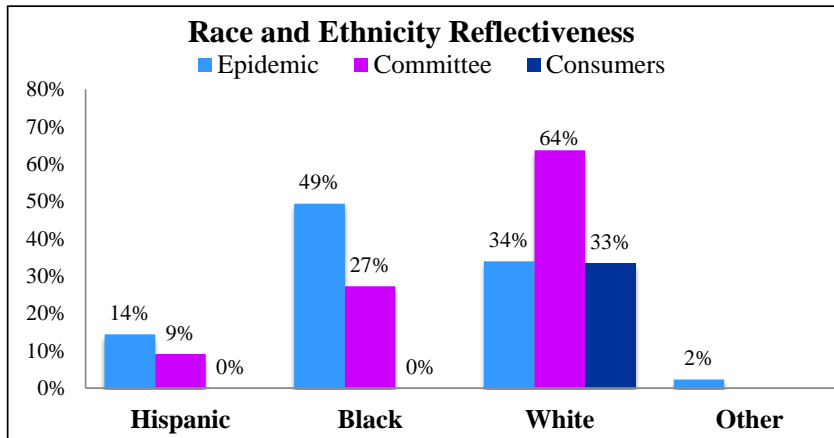
## Quality Management Committee (QMC) Reflectiveness Report Through June 2015



Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	2 40%	2 100%	-31%
Female	4,973 29%	3 60%	0 0%	31%
Transgender	- -	0 0%	0 0%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	1 20%	0 0%	6%
Black	8,521 49%	1 20%	0 0%	-29%
White	5,856 34%	2 40%	2 100%	6%
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>5</b>	<b>2</b>	

<b>Current Members</b>	<b>5</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>40%</b>

### System of Care (SOC) Committee Reflectiveness Report Through June 2015



Gender	Epidemic	Committee	Consumers	% Difference
Male	12,275 71%	7 64%	1 33%	-8%
Female	4,973 29%	4 36%	0 0%	8%
Transgender	- -	0 0%	0 0%	-
Race	Epidemic	Committee	Consumers	% Difference
Hispanic	2,476 14%	1 9%	0 0%	-5%
Black	8,521 49%	3 27%	0 0%	<b>-22%</b>
White	5,856 34%	7 64%	1 33%	<b>30%</b>
Other	395 2%	0 0%	0 0%	-2%
<b>Total</b>	<b>17,248</b>	<b>11</b>	<b>3</b>	

<b>Current Members</b>	<b>11</b>
<b>% of Members That Are Unaffiliated Consumers</b>	<b>27%</b>

## HANDOUT C

Vacant Seats	Interested Party Identified	Application Submitted	Committee	Application Progress	Recommendations	Vacant Since
1. Grantees of other Federal HIV Programs - Prevention	L. Robertson - Pride Center	6/15/2015	PSRA	In Progress		7/1/2013
2. Grantees of other Federal HIV programs - VA	Y. Tarver - VA	2/19/2015	SOC	In Progress		Continuously Vacant
3. Part B State agency	J. Bell - FLDOH-BC	5/11/2015	PSRA	In Progress		8/1/2014
4. State Medicaid agency	L. Rodriguez - AHCA					11/24/2014
5. Hospital/Health Care Planning Agencies	<i>No interested party identified</i>					12/1/2012
6. Local Public Health Agencies	F. de Hoyos - Latinos Salud	2/6/2015	QMC	In Progress		11/1/2012
7. Federally Recognized Indian Tribe members	R. Lopes - Trinity Acupuncture	6/10/2015	SOC	In Progress		Continuously Vacant

# HIVPC Applicants

Name	Consumer	W	B	H	O	F	M	T	Agency	Date Applied	Orientation	Committee	Date 1	Date 2	Date 3	Application Category	Outcome
de Hoyos, F.				1			1		Latinos Salud	2/6/2015	Yes	QMC	4/20/2015			Local PH Agency/Aff. Comm./CBO-ASO	In Progress
Huggins, L.	1				1	1				6/11/2015	No	MCDC				Affected Communities	In Progress
Lopes, R.					1	1			Trinity Acupuncture	6/10/2015	No	SOC				Health Care Provider/NECL/SS	In Progress
Myers-Culpepper, K.			1			1				4/24/2015	No	CEC	2/3/2015	3/3/2015	4/7/2015	NECL	Needs Orientation
Robertson, L.			1				1		Pride Center	6/15/2015	No	PSRA				Grantees of other Federal HIV programs - Prevention	In Progress
Tarver, Y.			1			1			VA	2/19/2015	Yes	SOC	5/22/2015			Grantees of other Federal HIV programs - VA	In Progress
Bell, J.			1				1		FLDOH	5/11/2015	No	PSRA	6/17/2015			Part B Agency	In Progress

Community Empowerment Committee

HANDOUT E

Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
		Meeting Date:	6	3	3	7	5	4								
0	1	Bhranger, R.	X	X	X	X	X	X								
0	2	Burgess, D.	X	X	X	X	X	X								
3	3	Clayton, L.	E	X	A	A	A	W - 4/17, R - 5/12								
0	4	Creary, K.	X	X	X	X	X	X								
0	5	Culpepper, K.	X	X	X	X	X	E								
0	6	Fleurinord, P., V. <i>Chair</i>	N - 5/12					X								
0	7	Franks, H.	X	X	X	X	X	X								
1	8	Katz, H.B.	X	E	A	X	X	X								
2		King, J.	A	A	Z - 2/13								W - 1/15, R - 2/13			
1	9	Lint, A., <i>Chair</i>	X	X	X	X	X	A								
0	10	Marcoviche, W.	E	X	X	X	X	X								
0	11	Myers, L.	X	X	X	X	X	X								
2		Parker, P.	A	X	A	X	X	Z - 5/20								
2	12	Reed, Y.	X	X	A	A	X	X							W - 4/17	
1	13	Robertson, P.	X	X	A	X	X	X								
0	14	Runkle, D.	X	X	X	X	X	X								
1	15	Wilkins, D.	X	X	A	X	X	X								
		<b>Quorum = 8</b>	12	14	9	13	14	12								

<b>Legend:</b>
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter



Absences Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	8	5	5	2	15								
1	1	Burgess, D	X	A	X	X	X							
0	2	Foster, V.	X	X	X	X	X							
0	3	Katz, H.B., <i>Chair</i>	X	X	X	X	X							
1		Kuryla, S.	E	Z - 1/21										
0	4	Runkle, D.	X	X	X	X	X							
5		Schweizer, M.	N - 5/21											
0		Wilson, T.	X	X	X	Z - 3/24								
		<b>Quorum = 4</b>	5	4	5	4	4							

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

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		<b>Meeting Date:</b>	12	9	9	14	11							
			C	C										
1	1	Katz, H. B.	X	NQA	NQX	E	X							
1	2	Moragne, T.	X	NQX	NQA	X	X							
1		Rodriguez, J.	A	Z - 1/15									R - 1/15	
0	3	Shirley, J.	X	NQX	NQA	X	X							
2	4	Spencer, W., V. <i>Chair</i>	A	NQA	NQX	X	X	Z - 6/1					W - 1/15, R- 2/13, N- 3/2,	
0	5	Tomlinson, K., <i>Chair</i>	X	NQX	NQX	X	X							
		<b>Quorum = 4</b>	4	3	3	4	5							

**Legend:**

X - present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - removed

C - cancelled

W - warning letter

R - removal letter

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	26	23	16	20	18								
						C								
0 1	Earp, A.	N - 2/26	X	X	NQA									
0 2	Grant, C., <i>Chair</i>	X	X	X	X	NQX								
0 3	Katz, H.B.	X	X	X	X	NQX								
3	Mitchell, T.	A	A	A	Z - 3/26							W - 3/2		
0 4	Runkle, D.	N - 2/26	X	X	NQX									
1 5	Tavares, J.	X	X	A	X	NQA								
	<b>Quorum = 4</b>	4	4	4	5	3								

<b>Legend:</b>
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	21	18	18	15	20	17							
1 1	DeSantis, M.	X	X	X	X	A	A							
1 2	Gammell, B.	X	X	X	E	X	X							
0 3	Grant, C.	X	X	X	X	X	X							
0 4	Hayes, M.	X	X	X	X	X	X							
0 5	Katz, H.B.	X	X	X	X	X	X							
0 6	Proulx, D.	X	X	X	X	X	X							
2 7	Reed, Y.	X	E	X	A	X	X							
0 8	Schickowski, K.	X	X	X	X	X	X							
2 9	Siclari, R., <i>V. Chair</i>	X	X	X	A	A	X							W - 6/2
0 10	Taylor-Bennett, C., <i>Chair</i>	X	X	X	X	X	X							
	<b>Quorum = 6</b>	10	9	10	7	8	9							

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

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	23	27	27	24	22								
		C	C											
2	Cook, R.	NQA	NQA	Z - 3/9									W-3/3	
0 1	Creary, K.	N - 3/26		X	X	X								
1 2	Eserman, C.	NQX	NQX	X	X	A								
0 3	Katz, H.B.	NQX	NQX	X	X	X								
1 4	Kress, G.	NQX	NQX	X	X	A								
0 5	Lewis, L.	N - 5/22												
0 6	Markman, N.	NQX	NQX	X	X	X								
0 7	Runkle, D.	N - 3/26		X	X	X								
3 8	Rodriguez, J.	NQA	NQA	X	A	X								W-3/3
3 9	Sabatino, D., V. <i>Chair</i>	NQA	NQA	X	X	A								W-3/3, W-6/4
0 10	Schweizer, M., <i>Chair</i>	NQX	NQX	X	X	X								
0 11	Tarver, Y.	N - 5/22												
2	Ullah, E.	NQA	NQA	Z - 3/3									W-1/27, R - 3/3	
	<b>Quorum = 7</b>	5	5	9	8	6								

<b>Legend:</b>
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter



Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters	
	Meeting Date:	6	17	17	21	19	16								
			QNA												
1	Fleurinord, P.	N - 5/12					X								
0	Gammell, B. (Ex-Off)	X	X	X	Z - 4/20										
0	2 Grant, C.	X	X	X	X	X	X								
0	3 Katz, H.B.	X	X	X	X	X	X								
2	4 Lint, A.	A	X	X	X	A	X							R - 1/15, N - 1/17	
1	5 Reed, Y., <i>V. Chair</i>	A	X	X	X	X	X								
2	6 Sabatino, D.	X	X	X	A	X	A								
0	7 Schweizer, M.	X	X	X	X	X	X								
2	8 Siclari, R.	X	X	X	A	A	X							W - 6/2	
0	9 Spencer, W., <i>Chair</i>	X	X	X	X	X	X								
0	10 Taylor-Bennett, C.	X	X	X	X	X	X								
1	11 Tomlinson, K.	X	A	X	X	X	X								
2	Wilson, T.	X	A	A	Z - 3/24										
	<b>Quorum = 7</b>	10	10	11	8	8	10								

<b>Legend:</b>
X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter
QNA - quorum not achieved for entire mtg

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	22	26	26	23	21								
1	1	Bhranger, R.	X	A	X	X	X							
0	2	Burgess, D.	X	X	X	X	X							
3		Coscarelli, M, (Alt 1)	A	A	A	Z - 4/17							R - 4/17	
0	3	Creary, K.	X	X	X	X	X							
0	4	DeSantis, M.	X	X	X	X	X							
0	5	Gammell, B.	X	X	X	Z - 4/20							N - 6/25	
1	6	Grant C.	X	X	A	X	X							
1	7	Hayes, M.	X	X	A	X	X							
3	A	Holness, D. V.C. (Comm)	X	X	A	A	A							
0	8	Katz, H.B.	X	X	X	X	X							
0		Kuryla, S.	Z - 1/21											
0	9	Lint, A.	X	X	X	X	X							
1	10	Marcoviche, W.	X	A	X	X	X							
1	11	Moragne, T.	A	X	X	X	X							
2		Parker, P.	X	X	X	A	A	Z - 6/1						
2	12	Proulx, D.	A	X	X	A	X							W - 1/27
0	13	Reed, Y., V. Chair	X	X	X	X	X							
3	A	Robertson, P. (Alt 2)	A	A	X	A	E							W - 6/4
0	14	Runkle, D.	X	X	X	X	X							
0	15	Schweizer, M.	X	X	X	X	X							
2	16	Siclari, R.	X	X	X	A	A							W - 6/2
2	17	Spencer, W., Chair	X	A	X	A	X							
0	18	Taylor-Bennett, C.	X	X	X	X	X							
0	19	Tomlinson, K.	X	X	X	X	X							
2	20	Wilkins, D.	A	X	X	X	A							
0		Wilson, T.	X	X	Z - 3/24									
		<b>Quorum = 11</b>	19	20	20	16	17							

<p><b>Legend:</b></p> <p>X - present</p> <p>A - absent</p> <p>E - excused</p> <p>NQA - no quorum absent</p> <p>NQX - no quorum present</p> <p>N - newly appointed</p> <p>Z - removed</p> <p>C - cancelled</p> <p>W - warning letter</p> <p>R - removal letter</p>
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Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
		<b>Meeting Date:</b>	13	10	10	14	12	9						
		C	C				C							
0	1 Creary, K.	N-3/10			X	X	NQA							
0	2 DeSantis, M., <i>Chair</i>	NQX	NQX	X	X	X	NQX							
0	3 Katz, H.B.	E	NQX	X	X	X	NQA							
0	4 Runkle, D.	NQX	NQX	X	X	X	NQX							
3	Shamer, D.	NQA	NQA	A	Z - 3/12								W - 2/13, R - 3/12	
1	5 Starkey, J.	NQX	NQA	X	X	A	NQX							
	<b>Quorum = 4</b>	3	3	4	5	4	3							

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

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:	14	11											
0	1	Burgess, D.	X	X										
2	2	Creary, K.	A	A	Z - 2/17									W - 2/13
0	2	Katz, H.B.	X	X										
0	3	Moragne, T.	X	X										
0	4	Schweizer, M., <i>Chair</i>	X	X										
1		Siclari, R.	A	Z - 1/28										
		<b>Quorum = 3</b>	4	4										

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

Absences Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date:			12	9									
0 1	Ehren, M.			X	X									
0 2	Leverence, S.			X	X									
0 3	Maharaj, A.	N-4/9												
0 4	Proulx, D., <i>Chair</i>			X	X									
1 5	Sherman, E.			A	X									
	<b>Quorum = 4</b>			3	4									

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

## DRAFT - Broward County HIV Health Services Planning Council FY2014-16 Membership/Council Development Committee Work Plan

<b>Objective 1. Ensure HIVPC is representative &amp; reflective</b>	<b>Outcome</b>	<b>Annual Target</b>	<b>Start</b>	<b>Due</b>	<b>Progress</b>
1.1 Review Council makeup to ensure it reflects epidemic, including at least 33% of members are unaffiliated PLWHA.	HIVPC reflects epidemic	33% unaffiliated PLWHA	Monthly	Monthly	<i>As of 6/26: 42%</i>
1.2 Review seat status and ensure mandated seats are filled; ask members to update their contact information annually.	Ensure compliance	80% of mandated seats filled	Monthly	Monthly	<i>As of 6/26: 7 vacant</i>
1.3 Review and approve position descriptions.	Ensure compliance	80%	5/15	7/15	<i>Completed</i>
1.4 Announce vacant positions at each MCDC meeting.	Public awareness	100%	Monthly	Monthly	<i>Rev'd 1/8</i>
1.5 Conduct 'Welcome Brunches' for HIVPC and committee interested parties 3 times a year	Public involvement	100%	3/15	3/15	<i>Brunch on 5/15</i>
1.6 Develop & distribute a survey to all members to seek feedback about the barriers to serving on HIVPC & committees. Identify at least 2 barriers and 1 solution.	Eliminate barriers to retention	66%	2/15	3/15	<i>Survey distributed</i>
1.7 Devise and implement at least 3 ways to reward HIVPC members for work.	Eliminate barriers	66%	2/15	2/15	<i>Certificate, HIVPC Website, &amp; RW Newsletter</i>
1.8 Receive training on HIVPC demographics and mandated seats.	Ensure compliance	100%	3/15	3/15	<i>Completed</i>
<b>Objective 2: Ensure Adequate Applicant Pool for HIVPC &amp; Committees; Raise Community Awareness of HIVPC</b>					
2.1 Review and update Recruitment & Retention Plan, recruitment materials, and website materials; materials distributed to at least 10 community sites.	Active recruiting	80%	3/15	6/15	<i>In Progress</i>
2.2 Identify at least 3 community events for possible recruiting.	Active recruiting	66%	2/15	2/15	<i>Stonewall Pride</i>
2.3 Hold a "mini retreat" with all committees to discuss how committees work together to complete activities.	Educated MCDC members	100%	12/14	12/14	<i>Completed</i>
<b>Objective 3. Ensure Compliance with Attendance Policy and Removal for Cause Policy</b>					
3.1 Review HIVPC and committee attendance.	Ensure compliance	100%	Monthly	Monthly	<i>Letters Continuously Sent</i>
3.2 Review Removal for Cause Policy.	Ensure compliance	100%	4/15	4/15	<i>Completed</i>
<b>Objective 4. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants</b>					
4.1 Review & revise mentoring programs; advertise programs with HIVPC and committee members quarterly.	Educated HIVPC	75%	8/15	8/15	<i>Completed</i>
4.2 Plan and implement quarterly trainings for HIVPC	Educated HIVPC	75%	3/15	3/15	<i>Completed</i>
4.3 Conduct pre- and post-appointment orientations for new members; include education about the 3 guiding ideas.	Educated HIVPC	100%	3/15	3/15	<i>Completed</i>
<b>Objective 5: Update Work Plan and Policies &amp; Procedures</b>					
5.1 Review at least 3 MCDC accomplishments and challenges.	Improved process	66%	1/15	1/15	<i>Rev'd 1/8</i>

5.2 Conduct annual evaluation to assess past year and recommend improvements; identify at least 3 areas of improvement for upcoming year.	Improved process	66%	1/15	1/15	<i>Focus on application, orientation, mentorship</i>
5.3 Review and update Work Plan and Policies & Procedures, including the HIVPC application.	Updated planning documents	100%	2/15	2/15	<i>Reviewed</i>

March	April	May	June	July	Aug
<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Update HIVPC contact information</li> <li>- Plan quarterly trainings for HIVPC</li> <li>- Receive training on HIVPC demographics &amp; mandated seats</li> <li>- Review &amp; update R&amp;R plan</li> <li>- Welcome Brunch &amp; orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review removal for cause policy</li> <li>- Identify community events</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review HIVPC seat status</li> <li>- Review &amp; approve position descriptions</li> <li>- Welcome Brunch &amp; orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review &amp; approve position descriptions</li> <li>- Identify community events</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review &amp; approve position descriptions</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review HIVPC seat status</li> <li>- Review &amp; update R&amp;R plan</li> <li>- Welcome Brunch &amp; orientation</li> </ul>
Sep	Oct	Nov	Dec	Jan	Feb
<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review HIVPC seat status</li> <li>- Review &amp; update R&amp;R plan</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Distribute HIVPC membership survey</li> <li>- Review &amp; update R&amp;R plan</li> <li>- Identify community events</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review HIVPC seat status</li> <li>- Welcome Brunch &amp; orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Mini retreat</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Conduct annual evaluation</li> <li>- Review and update WP and P&amp;Ps</li> </ul>	<ul style="list-style-type: none"> <li>- Review HIVPC makeup &amp; attendance</li> <li>- Announce vacant positions</li> <li>- Review HIVPC seat status</li> <li>- Distribute HIVPC membership survey</li> <li>- Devise rewards for HIVPC members</li> </ul>

MCDC Summary of Recruitment Events

July 2014 Welcome Brunch

- Location: Gov. Center
  - 7 new attendees
  - 3 new applications received
  - Results: 0 new HIVPC members, 2 new committee members
  - Accomplishments:
    - First implemented recruitment event for MCDC
    - 2 new committee members
    - Great HIVPC & committee participation
- 
- 
- 

- Challenges:
    - Better advertising
    - Community location
- 
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November 2014 Welcome Brunch

- Location: Gov. Center
  - 12 new attendees
  - 4 new applications received
  - Results: 0 new HIVPC members
  - Accomplishments:
    - Better attendance than first event
    - 4 new applications received
    - Well attended
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- Challenges:
    - Better advertising
    - Community location
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May 2015 Welcome Brunch

- Location: Hispanic Unity
- 2 new attendees

- 0 new applications received
- Results: 0 new HIVPC members
- Accomplishments:
  - 1 interested party attended
  - 1 orientation completed

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- Challenges:
  - Increase HIVPC member participation
  - Better media
  - Having event at an HIV organization

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Stonewall Pride

- Over 75 interested parties
- 0 new applications received
- Accomplishments:
  - Many new interested parties
  - Great community presence

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- Challenges:
  - Increase HIVPC & committee member participation
  - Better media

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# Broward County HIV Health Services Planning Council Recruitment and Retention Plan

## PURPOSE

This Recruitment and Retention Plan is designed to ensure that the Broward County HIV Health Services Planning Council (HIVPC) has strong representation by people living with HIV/AIDS, vulnerable populations throughout our Eligible Metropolitan Area (EMA), experts in the field of HIV/AIDS and HRSA-required categories of representation.

## POLICY

This Recruitment and Retention Plan shall be reviewed by the Membership/Council Development Committee (MCDC) on an annual basis. All amendments and/or revisions shall be discussed by the MCDC and approved by the HIVPC.

## HRSA-REQUIRED PLANNING COUNCIL MEMBERSHIP CATEGORIES

- At least 33% are People Living with HIV/AIDS (PLWHA) who receive Part A-funded services
- Health care providers, including federally qualified health centers
- Community-Based Organizations (CBOs) serving affected populations and AIDS Service Organizations (ASOs)
- Social service providers (including housing and homeless-services providers)
- Mental health providers
- Substance abuse providers
- Local public health agencies
- Hospital planning agencies or health care planning agencies
- Affected communities (people living with HIV/AIDS and underserved communities)
- PLWHA Recently Released from Jail or Prison or their representatives
- Non-elected community leaders
- Members of a Federally recognized Indian tribe
- Individuals co-infected with Hepatitis B or C
- State Medicaid agency
- Ryan White HIV/AIDS Program (RWHAP) Part B State agency
- RWHAP Part C grantees
- RWHAP Part D grantees
- RWHAP Part F grantees (including Special Projects of National Significance (SPNS), AIDS Education and Training Centers (AETCs), and dental program grantees)
- Housing Opportunities for Persons with AIDS (HOPWA) grantees
- Federally funded HIV prevention program grantees
- Veterans Health Administration representative

## RECRUITMENT

**Goal:** To ensure the HIVPC is reflective and representative of the Broward HIV/AIDS epidemic and aligned with HRSA membership policies.

### Strategy 1 - Involve the HIVPC

- Announce vacant positions at each meeting of the HIVPC
- Ask HIVPC and committee members (especially MCDC and Community Empowerment Committee (CEC) members) to reach out to potential interested parties and encourage them to participate
- Display recruitment and application materials at each meeting of the HIVPC and, if possible, SFAN meetings.
- Each HIVPC committee will be responsible to fill a mandated seat.

### Strategy 2 – Involve providers and community partners

- Post HIVPC calendars and event flyers at provider agencies, especially Part A provider agencies
- Supply case managers and outreach networks with recruitment materials, event flyers, and meeting schedules they can share with interested clients
- Ask community partners to post meeting and event notices to their websites and social media pages

### Strategy 3 - Marketing

- Use the HIVPC website to post recruitment messages, materials, and notices about meetings and events
- Advertise meetings and events through HIVPC email blasts, posted materials on the HIVPC website, and advertisements in local community newspapers and magazines



- Set up a table with recruitment materials at community events or meetings in the community
- Develop hard copy recruitment materials, such as flyers, info sheets, and brochures, to be displayed at community meetings and events
- Provide HIVPC members with marketing materials (such as t-shirts and lanyards) to be worn in the community to help publicize the HIVPC
- Provide HIVPC giveaways and recruitment materials at community events to help publicize the HIVPC

### RETENTION

**Goal:** Ensure the HIVPC takes all feasible steps to retain members, especially PLWHA

#### **Strategy 1 - Support cultural diversity and diverse members**

- Provide written materials in appropriate languages upon request

#### **Strategy 2 – Support HIVPC members**

- Make mentoring programs available for members
- Seek feedback from members regarding Council and Committee meetings and eliminate potential barriers to participation
- Ensure meetings are held in locations that are easy to access
- Reimburse PLWHA for travel, child care, and lost wages

#### **Strategy 3 - Reward Planning Council Members for their work**

- Pick a 'Member of the Quarter' to be featured on the HIVPC website
- Thank members for service with a certificate of appreciation

### ACTIVITIES

**Goal:** Ensure the HIVPC fills all federally mandated seats

#### **Strategy 1 – Fill a mandated seat**

- Each HIVPC committee will be responsible to fill a mandated seat
  - Community Empowerment Committee (CEC):
    - CBO's serving affected populations, and ASOs.
    - Health care providers, including FQHCs
  - Membership/Council Development Committee (MCDC):
    - Social service providers
    - Mental Health Provider
    - Substance Abuse Provider
  - Needs Assessment/Evaluation Committee (NAE):
    - State Medical agency
    - Local Public Health Agency
  - Quality Management Committee (QMC):
    - State Government Administering Ryan White Part B
    - Part C Grantee
  - Priority Setting Resource Allocation Committee (PSRA):
    - Formerly Incarcerated PLWHA or their representative
    - Part F Grantee
  - System of Care Committee (SOC):
    - Hospital Planning or other Healthcare Planning Agency
    - Prevention
    - Veteran's Health Administration (VA)

## Broward County Annual Calendar of Events

January	February	March	April
MLK Festival (Dillard High School)	National Black HIV/AIDS Awareness Day	Florida AIDS Walk (Ft Lauderdale Beach)	National Youth HIV/AIDS Awareness Day
	Sistrunk Street Festival (NW 6 <sup>th</sup> St)	National Women & Girls HIV/AIDS Awareness Day	
		National Native HIV/AIDS Awareness Day	
May	June	July	August
Transgender Symposium (Embassy Suites-Ft Lauderdale)	Stonewall Pride (Wilton Manors)	Back to School Health & Wellness Fair (Atlantic Technical College)	
SOS Shower2Empower (FDOH)	National HIV Testing Day (LA Lee YMCA)	FLBPOA Teen Summit (Stranahan High School)	
National Asian & Pacific Islander HIV/AIDS Awareness Day	Caribbean American HIV/AIDS Awareness Day	Keeping it Real With Our Youth (Mid-Town Conference Center)	
		South Florida Men's Health & Wellness Conference (Sheraton-Dania Beach)	
September	October	November	December
Dania Beach Founders Day Celebration (Dania Beach City Center)	Pride South Florida (Holiday Park)	Transgender Day of Remembrance (Fusion)	World AIDS Day
Southern Comfort Conference (Bonaventure Resort)	Miami Broward Junior Carnival (Central Broward Regional Park)	Ft Lauderdale International Film Festival (Cinema Paradiso)	Light Up Sistrunk (NW 6 <sup>th</sup> St)
National HIV/AIDS and Aging Awareness Day	Ft Lauderdale Gay & Lesbian Film Festival (Gateway Theater)		
National Gay Men's HIV/AIDS Awareness Day	National Latino AIDS Awareness Days		

### HIV/AIDS Support Groups in Broward County

Support Group	Target Population(s)	Location	Frequency
BOLT: Bringing Our Lives Together	LGBTQ	FUSION: Mid-Central	Last Friday of each month at 6:30 p.m.
Angels of Hope	African American	MODCO: Mid-Central	Tuesdays at 6:30 p.m.
Positive Issues: HIV+ Gay Men and the Men that Love Them	MSM	Wellness Center of South Florida: Mid-Central	Thursdays at 7 p.m.
Poz Attitudes Here and Now		The Pride Center: Mid-Central	Wednesdays at 7 p.m.
Poz Attitudes Long Term (5+ years)			Thursdays at 6:30 p.m.
HIV+ Men's Weekly Group		SunServe: Mid-Central	Tuesdays at 7 p.m.
All Hispanic HIV support group	Hispanic	Red Hispana Florida: Mid-Central	First and Third Saturdays of each month at 12 p.m.
Hispanic HIV Support Group		Care Resource: Mid-Central	Third Wednesday of each month at 12 p.m.
Positive Leaders Uplifting Each Other	All	Conference Call	Every Thursday at 7 p.m.

## HIVPC Member of the Quarter Program

**Purpose:** The purpose of the HIVPC Member of the Quarter 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.

### Attitude and Commitment

- Professional demeanor
- Conscientious, honest, hard-working
- Growth (knowledge of HIVPC workings, mentorship Buddy system)
- Serves as a role model to others
- Length of Service
- Leadership History
- Significant Impact (shining star)

### Communication

- Displays a helpful, cooperative and positive attitude towards co-members
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude

### Dedication

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

**Nominations Process:** Quarterly, the Membership/Council Development Committee (MCDC) will nominate an HIVPC member of the quarter. Each nomination will be graded according to the previously-stated criteria. The highest scoring nominee will be considered for the award. The Executive Committee and 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

## Member of the Quarter Nominations Timeline

March	April	May
<ul style="list-style-type: none"> <li>Applications accepted at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>Application DEADLINE for submission at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>MCDC review applicants</li> <li>MCDC send recommendation for Member of the Quarter to Exec</li> <li>Executive review of MCDC recommendation</li> <li>Announcement of Member of the Quarter at HIVPC Meeting</li> </ul>
June	July	August
<ul style="list-style-type: none"> <li>Applications accepted at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>Application DEADLINE for submission at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>MCDC review applicants</li> <li>MCDC send recommendation for Member of the Quarter to Exec</li> <li>Executive review of MCDC recommendation</li> <li>Announcement of Member of the Quarter at HIVPC Meeting</li> </ul>
September	October	November
<ul style="list-style-type: none"> <li>Applications accepted at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>Application DEADLINE for submission at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>MCDC review applicants</li> <li>MCDC send recommendation for Member of the Quarter to Exec</li> <li>Executive review of MCDC recommendation</li> <li>Announcement of Member of the Quarter at HIVPC Meeting</li> </ul>
December	January	February
<ul style="list-style-type: none"> <li>Applications accepted at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>Application DEADLINE for submission at HIVPC meeting</li> </ul>	<ul style="list-style-type: none"> <li>MCDC review applicants</li> <li>MCDC send recommendation for Member of the Quarter to Exec</li> <li>Executive review of MCDC recommendation</li> <li>Announcement of Member of the Quarter at HIVPC Meeting</li> </ul>

## HIVPC Member of the Quarter 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 this quarter's Member of the Quarter. 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 Attitude and 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.**

- **Attitude and Commitment:** The member demonstrates continued outstanding performance in fulfilling member responsibilities, committee activities work and active involvement in committees, fund-raisers, fairs, trainings, and other activities.

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**Please rate the nominee based on the criteria for this category: \_\_\_\_/10**

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

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**Please rate the nominee based on the criteria for this category: \_\_\_\_/10**

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

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Please rate the nominee based on the criteria for this category: \_\_\_\_/10

**Total Score:** \_\_\_\_/30