



**Fort 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

MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE

MEETING AGENDA

Thursday, September 6, 2012 - 9:00 a.m.

H. Bradley Katz, Chair

Tara Wilson, Vice Chair

Reminder: Meeting Attendance Confirmation Is Required *at least 48 Hours Prior to Meeting*

1. CALL TO ORDER

- a. Welcome and Introductions
- b. Review Meeting Ground Rules, Statement of Sunshine and Review Public Comment Procedure
- c. Committee Member and Guest Introductions

2. MOMENT OF SILENCE

3. APPROVE TODAY'S AGENDA

4. APPROVE 7/5/12 MEETING MINUTES

5. REVIEW PLANNING COUNCIL DEMOGRAPHICS – Handout A

- a. Racial and Ethnic Reflectiveness (Unaffiliated and Full Council)
- b. Gender Reflectiveness (Unaffiliated and Full Council)

6. REVIEW VACANCIES – Handout B

7. CURRENT APPLICANTS AND INTERESTED PARTIES – Handout C

8. REVIEW ATTENDANCE – Handout D

- a. Planning Council
- b. Committees

9. OTHER BUSINESS

- a. Results of Training Survey from HIVPC and JCCR – **Handout E**

ACTION ITEM: Review staff report on the results from the survey of JCCR and HIVPC, and decide if there is consensus on the subject of a first training for the Planning Council. Decide when the training should take place and who should conduct it.

10. NEW BUSINESS

- a. Discuss training on Sunshine Law

ACTION ITEM: The Chair is asking the Committee to decide whether it would be helpful and necessary to conduct a training session for Planning Council members concerning Florida's Sunshine Law.

- b. Banner for Recruiting Events

ACTION ITEM: The Chair is asking the Committee to decide whether a second HIVPC banner is needed for recruiting events, in case there are two such events in the same day.

11. PUBLIC COMMENT

12. REQUEST FOR INFORMATION/DIRECTIVES



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13. WORK PLAN REVIEW – Handout F

ACTION ITEM: Chair and Vice Chair meet with HIVPC Chair and/or Vice Chair to discuss possible changes to the Committee's 2012-13 Work Plan. Members welcome to participate. This can be made the last item on the agenda before adjournment.

14. AGENDA ITEMS FOR NEXT MEETING – November 1, 2012 at 9:00 a.m.

15. ADJOURNMENT



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE
 July 5, 2012 at 9:00 a.m.
 Broward Regional Health Planning Council
 200 Oakwood Lane, Hollywood, 33020
Meeting Minutes

Membership/Council Development Attendance				
#	Members	Present	Absent	Guests
1	Katz, H.B. <i>Chair</i>	X		Hood, C.
2	Wilson, T. <i>Vice Chair</i>	X		
3	Creary, K.	X		Grantee Staff
4	Dyer, L.	X		Odusanya, S.
5	Greenwood, J.		E	
6	Hanson-Evans, B.	X		HIVPC Staff
7	Pearl, J.	X		Hosein, F.
8	Roberson, C.	X		LaMendola, B.
	Quorum = 5	7	1	

1. Call to Order

The Chair called the meeting to order at 9:06 a.m.

Welcome and Introductions

The Chair welcomed everyone and self-introductions were made. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgement of HIV status is not required but is subjected to public record if it is disclosed.

2. Moment of Silence

A moment of silence was observed.

3. Approval of the 07/05/12 Meeting Agenda

Motion # 1	To approve today's meeting agenda
Proposed by:	Barbara Hanson Evans
Seconded by:	Leroy Dyer
Action:	Passed Unanimously

4. Approval of the 06/07/12 Meeting Minutes

Motion # 2	To approve the meeting minutes of 6/7/12
Proposed by:	Jodi Pearl
Seconded by:	Barbara Hanson Evans
Action:	Passed Unanimously

5. Review Planning Council Demographics

The Committee reviewed the HIV Planning Council (HIVPC) Demographics

a. **Racial & Ethnic Reflectiveness** (Unaffiliated and Full Council)

The committee reviewed the Council demographics with regard to race and ethnic Reflectiveness.

b. **Gender Reflectiveness** (Unaffiliated and Full Council)

The committee reviewed the Council demographics with regard to gender reflectiveness.

Support staff was asked to add a new column on the graphic which will show how many more of each category is needed to be in compliance with HRSA (Health Resource Services Administration).



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6. Review of Vacancies

This was reviewed.

7. Current Applicants and Interested Parties

This was reviewed. The committee did not identify any applicant(s) whose addition would complement the balance of the Council.

8. Review Attendance

This was reviewed by the committee.

9. Other Business

a. Recruitment Plan Review and Development

The current brochure was reviewed. The Chair noted that this needs to be updated and needs clear explanation on what the Care Act offers and that the Care Act is the payer of last resort. Recruitment at community events was discussed. Support staff to print brochures with updated BRHPC address and have this present at all MCDC and HIVPC meetings starting with the HIVPC meeting of 6/19. Staff will act as a clearing house to receive information about events in the community and distribute the information to members so they can consider attending. A resource table will be set up with recruitment brochures at all HIVPC meetings that members can take with them to hand out. A motion was made to approve the recruitment plan developed by staff. Before voting there was discussion and the grantee noted that the plan and the work plan grid contains similar information, and that both documents can be integrated into one. The committee then withdrew the following motion:

Motion #3	To approve the Recruitment Plan as developed by staff
Proposed by:	Tara Wilson
Seconded by:	Leroy Dyer
Friendly Amendment	To add start dates and completion dates to the work plan grid
Action:	Motion Withdrawn

The two documents were integrated and staff will present a final single, integrated document at the next meeting.

The HIVPC Vice Chair's building of work plans for committees was discussed. MCDC members prefer the development of the work plan for their committee be done at the committee level and then ratified by the HIVPC Chair/Vice Chair.

b. Review MCDC Survey Training Questionnaire

This was reviewed and it was recommended that the survey go to the HIVPC on the July 19 meeting and subsequently to committees. The following motion was made to approve the document:

Motion # 4	To approve the Training Survey for HIVPC Members
Proposed by:	Carl Roberson
Seconded by:	Leroy Dyer
Action:	Passed Unanimously

The following motion was also made to send the Training Survey to JCCR:

Motion #5	To send Training Survey (Handout F) at the JCCR committee's next meeting
Proposed by:	Carl Roberson
Friendly Amendment:	To include the overall HIVPC processes and procedures
Seconded by:	Leroy Dyer
Action:	Passed Unanimously



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c. Update on PSRA Training

There was no PSRA (Priority Setting and Resource Allocation) training in June. The PSRA process began and will be completed at the Joint Priorities Committee's July 18 meeting.

10. New Business

a. Review of Policies & Procedures of MCDC and JCCR

This was briefly discussed. It was stated that the JCCR Committee is the one to promote the HIVPC and its services and anyone interested in HIVPC membership is steered to the MCDC.

11. Public Comment

There was no public comment.

12. Request for Information/Directives

The form was not completed.

13. Agenda Items for Next Meeting

- ❖ Updated Work Plan Review
- ❖ Update on Calendar of Events for Recruiting
- ❖ Update on Training Survey at HIVPC 7/19/12 and JCCR 7/10/12 or 8/7/12

14. Next Meeting Date: September 6, 2012 at 9:00 a.m. VENUE: BRHPC

15. Adjournment

Without objection, the meeting was adjourned at 11:50 a.m.

MCDC Attendance CY 2012									
#	Members	Jan	Mar	May	June	Jul	Sep		
1	Katz, H.B. <i>Chair</i>	P	P	P	P	P			
2	Wilson, T. <i>Vice Chair</i>	P	P	P	P	P			
3	Creary, K.	P	P	E	P	P			
4	Dyer, L.	P	P	P	P	P			
5	Greenwood, J.	E	P	A	A	E			
6	Hanson-Evans, B.	P	P	A	P	P			
7	Pearl, J.	P	P	P	P	P			
8	Roberson, C.	A	P	P	P	P			
	Quorum = 5	6	8	5	7	7			

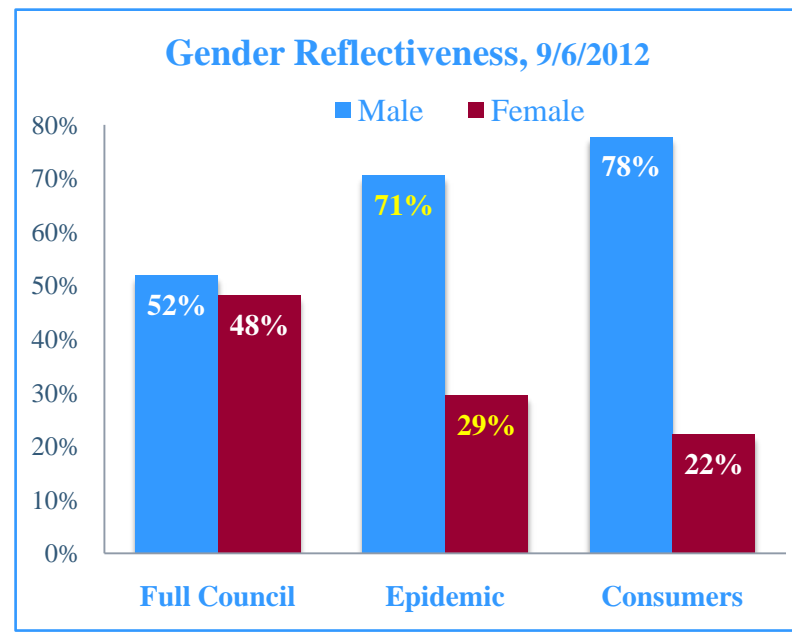
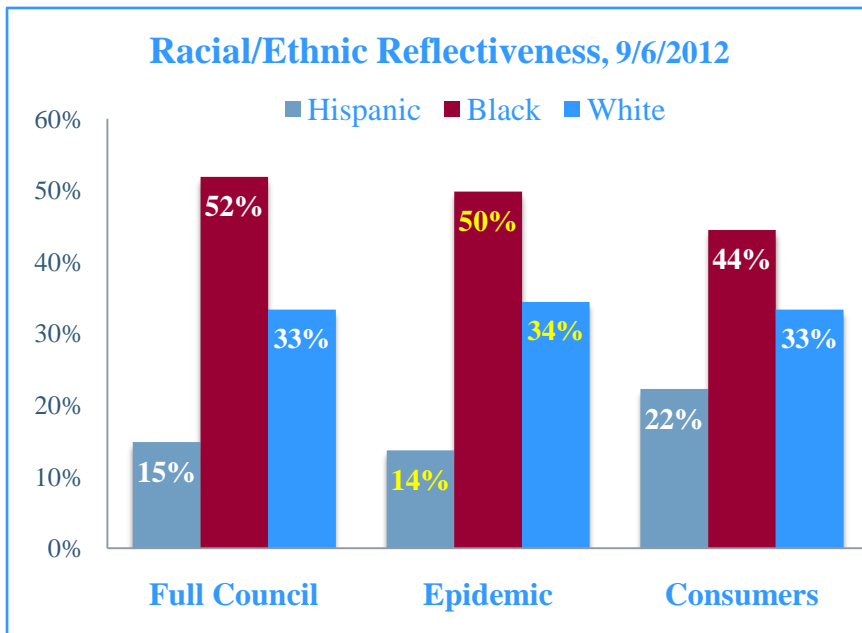
Membership Council Development Report September 6, 2012

Gender	Epidemic	Full Council	Consumers	Council	Epidemic	Consumers	
Male	11,836	14	7	Male	52%	71%	78%
Female	4,944	13	2	Female	48%	29%	22%
	16,780	27	9		100%	100%	100%

Race	Epidemic	Full Council	Consumers	Council	Epidemic	Consumers	
Hispanic	2,290	4	2	Hispanic	15%	14%	22%
Black	8,361	14	4	Black	52%	50%	44%
White	5,772	9	3	White	33%	34%	33%
Other	357	0	0	Other	0	2%	0
	16,780	27	9		100%	100%	100%

Percent of PC Members That Are Unaffiliated Consumers

33%



#	Membership Category	Category	1st Name	Last Name	Unaffil	Race/Ethnic	W	B	H	Gender	F	M	Part A Agency	Part A	Appoint Date	Committee	Affiliation
1	Affected Communities	Consumer	Leroy	Dyer	1	B		1		M		1			Feb-10	JCCR; MDCD	
1	Affected Communities	Consumer	Brad	Gammell	1	W	1			M		1			Nov-08	PSRA; JPC	
1	Affected Communities	Consumer	Ronald	Hernandez	1	H			1	M		1			May-05	JCCR	
1	Affected Communities	Consumer	Bradley	Katz	1	W	1			M		1			Nov-08	R; PSRA; JP; QM, Exec	
1	Affected Communities	Consumer	William	Marcoviche	1	H			1	M		1			Feb-05	JCCR	
1	Affected Communities	Consumer	Michael	Rajner	1	W	1			M		1			Oct-07	M; Exec; LPAC	
1	Affected Communities	Consumer	Tara	Wilson	1	B		1		F	1				Aug-10	MDC	
1	Affected Communities	Consumer	Yolanda	Reed	1	B		1		F	1				Jan-12	RA; Nominating	
1	Affected Communities	Consumer	Carl	Roberson	1	B		1		M		1			Dec-95	; PSRA, Exec; Nom	
1	Other	Commissioner	Comm.	Holness		B		1		M		1			Feb-11	TBD	BCBCC
1	ASO/CBO serving affected pops	ASO	W James	Perigny		W	1			M		1			Jan-12	JCCR	Red Hisp
1	ASO/CBO serving affected pops	ASO	Mychell	Stoakley		B		1		F	1		BH	1	Jan-12	JCCR	BH
	Grantees Other Fed HIV Programs	HOPWA															
1	Grantees Other Fed HIV Programs	Part F	Stephen	Abel		W	1			M		1	NSU	1	Dec-07	LPAC	NSU
1	Health Care Providers/FQHC	FQHC	Rick	Siclari		W	1			M		1	CR	1	Feb-10	PSRA; JPC	CR
1	Part C Grantees	Part C	Claudette	Grant		B		1		F	1		NBHD	1	Jan-12	PSRA	NBHD
1	Hospital/Healthcare Planning Agency	Hospital	Jodi	Pearl		W	1			F	1		MHS	1	Nov-08	MCDC; Nom	MHS
1	Mental Health Providers	MH Provider	Timothy	Morgane		B		1		M		1	NSU	1	Nov-90	PC; Nominatir	NSU
1	Non-Elected Community Leader	NECL	Karen	Creary		B		1		F	1				Aug-06	DC; JCCR; E	CDTC
1	Non-Elected Community Leader	NECL	Tamara	Kuryla		W	1			F	1				Mar-00	CDC; Executi	CDTC
1	Non-Elected Community Leader	NECL	Will	Spencer		W	1			M		1			Feb-04	By Laws	
1	Non-Elected Community Leader	NECL	Carla	taylor-Bennett		B		1		F	1				Jun-08	SRA; Executi	BSO
1	Part D Grantees	Part D	Marie	Hayes		B		1		F	1				Mar-00	PSRA	CDTC
1	Rep Former Fed/State/Local Prisoner	Incarc Rep	Barbara	hanson-Evans		B		1		F	1				Feb-03	MCDC	BSO
1	Other: Social Security/Medicare	Other	Ginny	Jordan		H			1	F	1				May-99		SSA
1	Social Service Providers	SS Provider	Joey	Wynn		H			1	M		1	BH	1	Nov-08	LPAC; PSRA	BH
1	State Medicaid	Medicaid	Khia	Johnson		B		1		F	1				Apr-12	QMC	Medicaid
	State Govt administering RW Part B	Part B															
1	Substance Abuse Providers	SA Provider	Karlene	Tomlinson		B		1		F	1				Oct-05	JPC, Exec	DCF
27					9		9	14	4		13	14		7			
					33%		33%	52%	15%		48%	52%		26%			
Alternates																	
1	Alternate Member		Monica	Coscarelli		H				F							
1	Alternate Member		Patricia	rker-Maysonet		B				F							

TRAINING TOPICS SURVEY

HIVPC (N=13)	
Rank	Topic
1	Bylaws / Policies and Procedures
2	Roberts Rules/ How to Run a Meeting
3	Priority Setting, Allocation Process
4	Data on the Epidemic
5	Quality Assurance Process

JCCR (N=7)	
Rank	Topic
1	Data on the Epidemic
2	Priority Setting, Allocation Process
3	Bylaws / Policies and Procedures
4	Roberts Rules/ How to Run a Meeting
5	Quality Assurance Process

Suggestions from members for other topics of training:

1 suggestion for "cultural competency"

1 suggestion for "how to identify the needs of PLWHAs"

Broward County HIV Health Services Planning Council
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Work Plan FY 2012/2013

1. ENSURE PLANNING COUNCIL REPRESENTATION AND REFLECTIVENESS						
OBJECTIVES		ACCOUNTABILITY	OUTCOME	WHEN PERFORMED	DUE DATE	STATUS
A.	Review Planning Council and Committees membership to ensure they reflect the demographics of the Broward epidemic; Ensure mandated seats are filled	Membership Committee; HIVPC Staff	Council and Committee demographics reflect epidemic	Every meeting	Every meeting	Ongoing
B.	Ensure that 33% of Council Members are unaffiliated PLWHA	Membership Committee; Planning Council	Compliance with legislation	Every meeting	Every meeting	Ongoing
C.	Review Recruitment Plan for success in recruiting new members, to ensure representation and reflectiveness	Membership Committee; Planning Council	Updated Recruitment Plan	Annually, as needed	July 5, 2012	Completed
D.	Conduct pre- and post-appointment orientation sessions for new members	Membership Committee; HIVPC Staff	Orientations conducted	As needed	As needed	Ongoing
E.	Announce vacant positions at each meeting of the HIVPC, MCDC (Recruitment Plan Strategy 1)	Membership Chair; HIVPC Staff	More awareness of vacancies	Every meeting	Every meeting	Ongoing
F.	Display recruitment and application materials at each HIVPC meeting (Strategy 1)	HIVPC Staff	More public awareness	Every meeting	Every meeting	Ongoing
G.	Members, Staff greet visitors at Council and Committee meetings, to ask if they wish to speak and get involved in the HIVPC (Strategy 1)	HIVPC Members, MCDC Members, HIVPC Staff	More public involvement	Every meeting	Every meeting	Ongoing
H.	Contact potential applicants to explain requirements, reimbursements of participation (Strategy 5)	HIVPC Staff	Interested people encouraged to apply	As needed	Ongoing	Ongoing

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Work Plan FY 2012/2013

I.	Take steps to retain PLWHA members (Retention Strategy): 1. Cultural diversity presentation at HIVPC meeting/retreat	Membership Committee; HIVPC Staff	Eliminate barriers for participation	As needed	As needed	As needed
	2. Seek feedback from PLWHA members on barriers to remaining on the Council	Membership Committee; HIVPC Staff	Eliminate barriers for participation	Ongoing	Ongoing	Ongoing
	3. Reward Planning Council members for their work: Holiday recognition; Celebrate accomplishments	Membership Committee; HIVPC Staff	Eliminate barriers for participation	As needed	As needed	As needed

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Work Plan FY 2012/2013

2. ENSURE ADEQUATE APPLICANT POOL FOR PLANNING COUNCIL AND COMMITTEES, AND RAISE COMMUNITY AWARENESS OF COUNCIL						
OBJECTIVES		ACCOUNTABILITY	OUTCOME	WHEN PERFORMED	DUE DATE	STATUS
A.	Develop new Recruitment and Retention Plan, Update Recruiting Brochure	Membership Committee; HIVPC Staff	New plan in place	New plan reviewed, brochure updated on 7-5-12	July 2012	Completed
B.	Ask HIVPC Members, community groups, Ryan White providers, etc. to submit dates of community events. Staff compiles into events calendar (Strategy 3)	Membership Committee; HIVPC Staff	Ongoing calendar of community events	Ongoing	Started July 2012	Pending
C.	Attend events by community groups and other organizations that attract populations affected by HIV/AIDS, to recruit new members (Strategy 3)	Membership Committee; HIVPC Members; HIVPC staff if desired	Community events attended; individuals recruited	As often as practical	As often as practical	Ongoing
D.	Supply Service Providers, case managers and outreach networks with HIVPC recruiting materials and schedules. Ask them to post, distribute to interested clients (Strategy 4)	Membership Committee; HIVPC Staff	More awareness among Ryan White clients	Pending	Before Sept. 2012	Pending
E.	Develop and post recruitment, awareness information about HIVPC on Website (Strategy 2)	Membership Committee; HIVPC Staff	Updated Website	Pending	Before Sept. 2012	Pending
F.	Seek to post a recruitment message and application on Broward County government Website (Strategy 2)	Membership Committee; HIVPC Staff	County Website will help recruit	Pending	Before Sept. 2012	Pending

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Work Plan FY 2012/2013

3. ENSURE COMPLIANCE WITH ATTENDANCE POLICY AND REMOVAL FOR CAUSE POLICY						
OBJECTIVES		ACCOUNTABILITY	OUTCOME	WHEN PERFORMED	DUE DATE	STATUS
A.	Review Planning Council and Committee attendance	Membership Committee, HIVPC Staff	Attendance reviewed	Every meeting	Every meeting	
B.	Review Removal for Cause Policy, in Bylaws	Membership Comm., Grantee, HIVPC Staff	Removal for Cause Policy implemented	FY 2012-13	As needed	

Broward County HIV Health Services Planning Council
MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE
Work Plan FY 2012/2013

4. ENSURE AND IMPLEMENT CAPACITY/LEADERSHIP DEVELOPMENT FOR PLANNING COUNCIL MEMBERS AND APPLICANTS						
	OBJECTIVES	ACCOUNTABILITY	OUTCOME	WHEN PERFORMED	DUE DATE	STATUS
A.	Develop and Implement Training Plan and Schedule for Planning Council Members and Applicants	Membership Committee, HIVPC Staff	Approved Training Plan and Schedule	FY 2012-13	TBD	Pending
B.	Plan and Implement Trainings. Step 1: Survey HIVPC members what training they want	Membership Committee; HIVPC Staff	Targeted trainings identified	HIVPC survey done 7/19/12; JCCR survey planned	Review results 9/6/12	Pending
	Step 2: Identify and Conduct Training session(s)	Membership Committee; HIVPC Staff	Trainings conducted, evaluated, revised	As needed	As needed	Pending
C.	Conduct Orientations for New Members: a. Initial Orientation to include Priority Setting process, budget process, QA & Evaluation process, 'how to run a meeting' b. Post-Appointment Orientations	Membership Committee; HIVPC Staff	Orientations conducted	As needed	As needed	Ongoing
D.	Conduct Briefing on the Impact of Supreme Court Ruling on Affordable Care Act Implementation	Membership Committee, HIVPC staff, outside expert if needed	Briefing conducted, as needed	Initial briefing expected at 7/19/12 HIVPC meeting	More as needed	Pending
E.	Develop Mentoring Plan and Implement Mentoring Program	Membership Committee; HIVPC Staff	Members Receive Mentoring	On 9/6/12 MCDC agenda	2012	