



Fort Lauderdale / Broward County EMA

Broward County HIV Health Services Planning Council

An Advisory Board of the Broward County Board of County Commissioners

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

MEETING AGENDA

Committee: Community Empowerment Committee & Membership/Council Development Committee

Date/Time: October 6, 2020, 3:00 p.m.

Location: Virtual Meeting Room

CEC Chair: Vacant **CEC Vice Chair:** Andrew Ruffner

MCDC Chair: Vincent Foster **MCDC Vice Chair:** Timothy Moragne

CEC Purpose: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing.

MCDC Purpose: Ensure HIVPC membership reflects the HIV demographics of the Broward EMA including 33% representation of unaffiliated PLWHA; Passionately engage 100 Community Members and recruit 7 members to the HIVPC.

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*

2. **APPROVALS:** 10/06/20 Agenda, 07/14/20 Minutes

3. JOINT MEETING BUSINESS

I. CEC & MCDC Joint Meeting

CEC Work Plan Activity 1.1: Engage consumers in townhalls/listening sessions

MCDC Work Plan Activity 4.1 Collaborate with other Committees of the HIVPC to participate in activities

ACTION ITEM: Plan an event to engage and recruit community members

****END OF JOINT MEETING****

4. MEETING ACTIVITIES/NEW BUSINESS

I. CEC Event Review (Handout A)

Work Plan Activity 2.3: Analyze survey results for each community event

ACTION ITEM: Review survey results from the *Ryan White & You: The Simple Facts* Video Launch

II. CEC Leadership

Work Plan Goal: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing

ACTION ITEM: Discuss open Chair position

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

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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



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5. STANDARD COMMITTEE ITEMS (10 minutes)

6. UNFINISHED BUSINESS

None

7. RECIPIENT REPORT

8. PUBLIC COMMENT

9. MEMBER TASKS

10. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: November 3, 2020 at 3:00 p.m. **Venue:** TBD

I. Stop, Start, Continue Exercise

Work Plan Goal: Enhance participation in communities throughout the EMA through education/awareness and resource & information sharing

ACTION ITEM: Review FY2020 CEC Work Plan objectives and activities to determine how best to move forward with the remainder of the year

II. CEC Development

Work Plan Activity 1.3: Educate CEC members on HIVPC & Ryan White Part A

ACTION ITEM: Discuss the impact of the Ryan White Program on HIV care and treatment over its 30-year history

11. ANNOUNCEMENTS

12. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care
- Retention in Care
- Viral Load Suppression

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HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES



1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.

CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN



1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.

KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO



1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa esklizif pou fè moun tande-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posesyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.

MEETING MINUTES

Committee: Community Empowerment Committee (CEC)

Date/Time: Tuesday, July 14, 2020 3:00 p.m.

Location: Virtual Meeting Room

Chair: Vacant **Vice Chair:** Andrew Ruffner

1. CALL TO ORDER:

The Vice Chair called the meeting to order at 3:05 p.m. and welcomed all present. The Vice Chair notified attendees that the CEC meeting is based on Florida's "Government-in-the-Sunshine Law" and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed, and introductions were made by all in attendance.

2. APPROVALS:

Motion #1: To approve the 07/14/2020 meeting agenda.

Proposed by: Biggs, V. **Seconded by:** Franks, H.

Action: Passed Unanimously

Motion #2: To approve meeting minutes of 07/07/2020.

Proposed by: Franks, H. **Seconded by:** Biggs, V.

Action: Passed Unanimously

3. UNFINISHED BUSINESS

- I. Virtual Event Planning: Committee members resumed planning the video launch event. This event will be hosted virtually to celebrate the launch of the Broward Ryan White Part A Office's *Ryan White & You: The Simple Facts* video series. At the previous CEC meeting, the Committee voted in favor of hosting the event on Tuesday, July 21, 2020 at 7:00 p.m. The event will be hosted in collaboration with the World AIDS Museum (WAM) and shared by Children's Diagnostic & Treatment Center (CDTC) as well as AIDS Healthcare Foundation (AHF).

The Committee reviewed the event flyer and had no recommendations for improvements or updates. CEC next determined that it would show all five videos and members volunteered to speak at different points in the program. Rather than utilizing a pre & post-test change to assess the increase in audience knowledge, the Committee opted to ask question of the audience between meetings that could be answered using the chat feature. CEC will use the increase in Get Care Broward's YouTube traffic to assess the event's impact. Finally, the Committee will hold a rehearsal on Monday, June 20th so that members who will speak during the event are able to test their technological devices.



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4. RECIPIENT REPORT

A representative of the Recipient's Office shared that Part A has received CARES Act funding and is in the process of distributing it to service providers who have made requests.

5. PUBLIC COMMENT

None.

6. AGENDA ITEMS/TASKS FOR NEXT MEETING: TBD Venue: TBD

- I. Event Planning
 - a. Finalize the event proposed by a CEC member.

7. ANNOUNCEMENTS

World AIDS Museum (WAM): On July 23, 2020 at 6:30 p.m., WAM will be hosting a viewing and discussion of the documentary *Deep South*. The film is about fighting HIV in rural Southern communities. WAM will also be moving in the month of August from its current location to a space in ArtServe.

8. ADJOURNMENT

The meeting was adjourned at 4:26 p.m.

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Get Care Broward's Ryan White Part A Program & You: Simple Facts Video Launch

Tuesday, July 21, 2020

The Community Empowerment Committee (CEC) hosted the Ryan White Part A Program & You: Simple Facts video series in partnership with the World AIDS Museum (WAM). The virtual event was held via Zoom and live streamed via WAM's Facebook. The Zoom call had over 15 participants, and the live stream on Facebook reached approximately 534 individuals.

CEC had two measures for the success of the event:

1. By the end of this event, the audience will be made aware of the Simple Facts videos and increase its knowledge of the Ryan White Part A Program.

Reasoning: This event was geared toward individuals with little to no knowledge regarding Ryan White Part A services available to persons living with HIV/AIDS in Broward County. The intention was to reach community members and educate them on the services offered through the Ryan White Part A Program.

Result: Over 80% of individuals who participated in the post-survey reported that the information presented was useful and that all of their questions were answered or addressed.

2. Success will be measured by the number of video views received on Facebook.

Reasoning: This event was designed to virtually engage community members and bring awareness to the services provided through the Ryan White Part A Program. The CEC and WAM utilized the Zoom and Facebook platform as a medium to engage those members of the community.

Result: The Ryan White Part A Program & You: Simple Facts Video Launch, which was live streamed via WAM's Facebook Live, has garnered 335 views to date.