



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: Executive Committee
Date/Time: Thursday, February 18, 2021 at 11:30 a.m.
Location: Virtual Meeting Room
Chair: Réquel Lopes **Vice Chair:** Claudette Grant

Executive Committee Purpose: To increase community engagement and participation by adding new Committee and HIVPC members by the end of each fiscal year.

1. CALL TO ORDER:

- a. Welcome
- b. Ground Rules
- c. Statement of Sunshine
- d. Introductions
- e. Moment of Silence
- f. Public Comment

2. APPROVALS: 02/18/21 Executive Committee Agenda, 10/15/20 Meeting Minutes

3. STANDARD COMMITTEE ITEMS

- I. Review and Approve 02/25/21 HIVPC Agenda, Meeting Materials and Motions (Handout A)
- II. Review March 2021 HIVPC Calendar (Handout B)

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

I. HIV Planning Council Retreat (Handout C)

Work Plan Activity 3.1: Plan annual Planning Council retreat

ACTION ITEM: Review HIVPC Retreat agenda.

II. Executive Committee Work Plan Review (Handout D)

Work Plan Activity 1.3: Review and approve work plans for upcoming FY.

ACTION ITEM: Review Executive Committee FY2020 Work Plan and discuss plans for FY2021.

III. Ad-Hoc Nominating Committee

Work Plan Activity 3.2: Appoint Nominating Committee Chair. Hold Council leadership Elections.

ACTION ITEM: Begin planning for FY2022-2024 HIVPC Chair & Vice Chair elections.

6. RECIPIENT'S REPORT

7. PUBLIC COMMENT

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: March 18, 2021 at 11:30 a.m. **Venue:** TBD

9. ANNOUNCEMENTS

10. ADJOURNMENT

**FOR A DETAILED DISCUSSION ON ANY OF THE ABOVE ITEMS,
 PLEASE REFER TO THE MEETING MINUTES.**

Meeting Packets are available at: [The HIV Planning Council Website](#)

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



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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 •

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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 nesèsè 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: Executive Committee Meeting
Date/Time: Thursday, October 15, 2020, 11:30 a.m.
Location: Virtual Meeting Room
Chair: Lopes, R. **Vice-Chair:** Grant, C.

1. CALL TO ORDER:

The Chair called the meeting to order at 11:31 a.m. and welcomed all present. Attendees were notified of information regarding 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 acknowledgment of HIV status is not required but is subject to public record if it is disclosed. The Chair, Vice Chair, Committee members, Recipient staff, and support staff were made by roll call. Guest self-introductions were made. A moment of silence was observed. There was no public comment.

2. APPROVALS:

Motion #1: To approve the 10/15/2020 meeting agenda
Proposed by: Robertson, L. **Seconded by:** Foster, V.
Action: Passed Unanimously

Motion #2: To approve the 09/17/2020 meeting minutes
Proposed by: Foster, V. **Seconded by:** Robertson, L.
Action: Passed Unanimously

3. STANDARDS COMMITTEE ITEMS:

HIVPC Agenda (Handout A): The Executive Committee reviewed the HIV Planning Council agenda for the 10/22/2020 meeting. The Committee voted to approve the agenda with the removal of the Sweeps process from Discussion Items and the notation that the Homelessness & HIV Presentation has not yet been confirmed.

Motion #3: To approve the HIVPC agenda for the 10/22/2020 meeting.
Proposed by: Robertson, L. **Seconded by:** Foster, V.
Action: Passed Unanimously

November HIVPC Calendar (Handout B): The Committee reviewed the October HIV Planning Council calendar. The Committee discussed changes to the calendar based on the need for a November HIVPC meeting. PSRA and Executive will meet on November 12th, the HIVPC will meet on November 19th, and the joint CEC & MCDC meeting will be hosted on a date chosen by polling members.

ACTION ITEM: Send a poll to CEC and MCDC members to determine the November meeting date.

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4. UNFINISHED BUSINESS:

None.

5. MEETING ACTIVITIES/NEW BUSINESS:

Executive Bodies Review: A PCS Health Planner provided an overview on progress since the last meeting of the Executive leadership of BCHPPC, HIVPC, and SFAN. Integrated Planning duties will be carried out by Broward Regional Health Planning Council (BRHPC). At this time, BRHPC is preparing for forward movement with the Integrated Plan. Members discussed potential avenues for increased participation of SFAN and BCHPPC in the Priority Setting & Resource Allocation Committee with and without reunification.

Committee Work Plan Review: The Executive Committee reviewed each Committee's FY2020 work plan (Handout C on file) and discussed achievements and areas to be improved throughout the fiscal year. COVID-19 has impacted the work done by each Committee. Some Committees, such as PSRA, have been able to work around the difficulties they have experienced. Other Committees whose work includes direct community engagement, such as CEC and MCDC, have had to alter their plans. CEC and MCDC have begun working jointly to create the HIVPC promotional video outlined on MCDC's work plan. The Committees were commended for their success during this difficult timeframe.

Planning Council Retreat: The Committee discussed whether or not it would hold a Council retreat at this time. Members discussed whether an in-person event would be possible. At this time, there are no available spaces that could accommodate all HIVPC members with the proper amount of room for social distancing. The Committee agreed to host an online retreat utilizing a virtual meeting platform. The Committee chose to move forward with a retreat focused on visioning how best to move forward with the Council and its goals in 2021. Members discussed including the leadership of Palm Beach and Miami-Dade's Councils in the event.

HIV Planning Council & Committee Meetings: The Executive Order which has enabled the HIVPC to hold its meetings virtually is anticipated to expire at the end of October. Members discussed options for continuing to meet virtually to best protect members. Members requested a letter be sent to Mayor Holness to request an exemption from in-person meeting rules. Members also requested information regarding the outcome of Palm Beach Care Council's letter to state leadership asking to allow virtual meetings to continue.

ACTION ITEM: Draft a letter to Mayor Holness requesting an exemption from the in-person meeting requirement.

Follow up with Palm Beach Care Council regarding the outcome of its previously drafted letter requesting that virtual meetings continue.



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6. RECIPIENT REPORT:

The Recipient's Office will meet with its HRSA Project Officer regarding special provisions for carryover related to the COVID-19 pandemic. A new HRSA Project Officer has been assigned and the Recipient expects another transition in that role before the end of the year. The Recipient's Office will ask about the ability to meet virtually upon expiration of the Executive Order. The Office hopes to disseminate its contracts through the end of the month and will advise contracted agencies and organizations that they are able to be paid because the agreements have been sent to the Broward County Board of Commissioners and are therefore guaranteed. Federal Poverty Level requirements for Mental Health and Substance Abuse provision will be reviewed in keeping with a conversation held among Part A and Part B Recipients.

7. PUBLIC COMMENT

None.

8. ANNOUNCEMENTS

None.

9. AGENDA ITEMS / TASKS FOR NEXT MEETING: November 12, 2020 at 11:30 a.m. **VENUE:** TBD

10. ADJOURNMENT The meeting adjourned at 1:00 p.m.

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Executive Committee Attendance CY 2020

Consumer	Absences PLWHA	Count	Meeting Month	Jan	Feb	Feb	Mar	Apr	May	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
			Meeting Date	16	20	27	C	C	8	21	18	16	C	17	15			
0	1	1	1 Barnes, B. <i>Ex Officio</i>	X	X	A			X	X	X	X		X	X			
1	1	1	Dennis, B.	X	X	X			A	X	E		Z - 7/13					
0	0	0	2 Fortune-Evans, B.	X	X	X			X	X	X	X		X	X			
0	0	1	3 Foster, V.	X	A	X			X	X	X	X		X	X			
0	0	1	4 Grant, C. <i>Vice Chair</i>	X	X	X			A	X	X	X		X	X			
0	0	0	Hayes, M.	X	X	X			X				Z - 5/21					
0	0	1	5 Lopes, R. <i>Chair</i>	X	A	X			X	X	X	X		X	X			
0	0	6	6 Moragne, T.	A	A	A			A	A	X	E		X	A			
0	1	0	7 Robertson, L.	X	X	X			X	X	X	E		X	X			
0	0	2	8 Rodriguez, J.			N - 1/16				A	X	E		A	X			
0	0	1	9 Ruffner, A.	X	A	X			X	X	X	X		X	X			
			Quorum = 5	9	6	8	0	0	7	8	9	6	0	8	8	0	0	

Legend:	
X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

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MEETING AGENDA

Committee: Broward County HIV Health Services Planning Council

Date/Time: Thursday, February 25, 2021, 9:30 a.m.

Location: Virtual Meeting Room

Chair: Réquel Lopes **Vice Chair:** Claudette Grant

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

HIVPC Purpose: To provide planning, to promote development of HIV/AIDS health services, personnel, and facilities which meet identified health needs in a cost-effective manner, to reduce inefficiencies, and to develop HIV-related health plans.

1. CALL TO ORDER (10 minutes)

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

- a. Welcome and Introductions
- b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
- c. Council Member and Guest Introductions
- d. Moment of Silence
- e. Excused Absences and Appointment of Alternates
- f. Approval of 02/25/21 Meeting Agenda
- g. Approval of 10/22/20 Meeting Minutes

3. PUBLIC COMMENT (Up to 10 minutes)

4. FEDERAL LEGISLATIVE REPORT – Handout A (Kareem Murphy)

5. CONSENT ITEMS

I. Motion to approve Von Biggs to join the HIV Planning Council in the Local Public Health Agency seat.

Justification: Mr. Biggs has an interest in bringing strong awareness to benefits and what can be done to get everyone to undetectable status.

PROPOSED BY: MCDC Committee

II. Motion to approve Valery Moreno being moved from the Health Care Provider seat to the Hospital/Healthcare Planning Agency seat (Handout B).

Justification: Mrs. Moreno's seat change fills an empty seat on the Council without affecting the unaffiliated consumer membership percentage.

PROPOSED BY: MCDC Committee

6. DISCUSSION ITEMS

None.

7. NEW BUSINESS

None.

8. COMMITTEE REPORTS (15 minutes)



I. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC) & COMMUNITY EMPOWERMENT COMMITTEE (CEC)

February 11, 2021

MCDC Chair: V. Foster, MCDC V. Chair: T. Moragne

CEC Chair: Vacant, CEC V. Chair: A. Ruffner

- A. Discussion Item:**
- B. Work Plan Item Update/Status Summary:**
- C. Data Requests:**
None.
- D. Rationale for Recommendations:**
None.
- E. Data Reports/ Data Review Updates:**
None.
- F. Other Business Items:**
None.
- G. Agenda Items for Next Meeting:**
- H. Next Meeting Date:**

II. QUALITY MANAGEMENT COMMITTEE (QMC)

No Meeting Held in February

Chair: Vacant, V. Chair: B. Fortune-Evans

III. EXECUTIVE COMMITTEE

February 18, 2021

Chair: R. Lopes, V. Chair: C. Grant

IV. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

February 18, 2021

Chair: L. Robertson, V. Chair: Vacant

V. SYSTEM OF CARE (SOC)

February 4, 2021

Chair: A. Ruffner, V. Chair: J. Rodriguez

- I. Discussion Item:**
- J. Work Plan Item Update/Status Summary:**
Von Biggs: Mr. Biggs shared his experience of receiving care from the Ryan White HIV AIDS Program (RWHAP) in Broward County with the Committee.

Customer Health Experience Initiatives Presentation: Ms. Cestaro-Seifer provided an overview of the secret shopper initiative previously completed by the Part A Program (Handout A on file). Members and guests discussed the importance of the client's perception of care. The Chair requested that SOC discuss this presentation further at its March meeting.
- K. Data Requests:**
None.
- L. Rationale for Recommendations:**

None.

M. Data Reports/ Data Review Updates:

None.

N. Other Business Items:

None.

O. Agenda Items for Next Meeting:

- *FY2021 SOC Work Plan*
- *EHE Needs Assessment Presentation*
- *Customer Health Experiences Initiative Discussion*

P. Next Meeting Date:

March 4, 2021 at 9:30 a.m. Location: Virtual Meeting Room

A. Agenda Items for Next Meeting:

B. Next Meeting Date:

9. RECIPIENT REPORTS (20 minutes)

- Part A
- Part B
- Part C
- Part D
- Part F
- HOPWA
- Prevention – Quarterly Update (January, April, July, October)

10. UNFINISHED BUSINESS

11. PUBLIC COMMENT (Up to 10 minutes)

12. ANNOUNCEMENTS

13. REQUEST FOR DATA

14. AGENDA ITEMS FOR NEXT MEETING: Date: March 25, 2021 at 9:30 a.m. **Venue:** WebEx

15. ADJOURNMENT

**FOR A DETAILED DISCUSSION ON ANY OF THE ABOVE ITEMS,
PLEASE REFER TO THE MEETING MINUTES.**

Meeting Packets are available at: [The HIV Planning Council Website](http://www.brhpc.org/programs/hiv-planning-council/)
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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



MARCH

Broward County HIV Health Services Planning Council Calendar

Last Updated: 01/29/2021

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held virtually via WebEx. Please contact support staff at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Support Services Network Meeting 9:00 a.m., WebEx Community Empowerment Committee Meeting 3:00 p.m., WebEx	3	4 System of Care Committee Meeting 9:30 a.m., WebEx	5	6
7	8	9	10 NATIONAL WOMEN AND GIRLS HIV/AIDS AWARENESS DAY	11 Membership/Council Development Committee Meeting 9:30 a.m., WebEx	12	13
14	15 Quality Management Committee Meeting 12:30 p.m., WebEx	16	17	18 Priority Setting & Resource Allocation 9:00 a.m., WebEx Executive Committee Meeting 11:30 a.m., WebEx	19	20 NATIONAL NATIVE HIV/AIDS AWARENESS DAY
21	22	23	24 Quality Network Meeting 9:00 a.m., WebEx	25 HIV Planning Council 9:30 a.m., WebEx	26	27
28						

Meetings in **RED** are canceled. Meetings in **BLUE** are for the HIV Planning Council Committees. Meetings in **GREEN** are for QI Network. Holidays and meetings outside of the HIV Planning Council are in **BLACK**.

HIV PLANNING COUNCIL RETREAT PROPOSAL

CY2021

PURPOSE



The purpose of this retreat will be to create **team cohesion** among members of the HIVPC and its Committees. This will be done by assessing members' strengths and determining how best to build on them.

By the end of this retreat, members will move forward as team members and take initiative to complete work plan activities.

HIV Planning Council will use this opportunity to improve member engagement, encourage members to utilize their strengths, build storytelling capacity, and create the team cohesion needed for the Council to progress. The following is the proposed retreat agenda.

SETTING THE STAGE: BOARD BOOK ICEBREAKER



Members will be tasked with writing a 1-page biography. Once submitted, all of them will be compiled into a book and sent out to members in advance of the event. This book will be the foundation for the engagement, storytelling, and team building sections of the retreat.

I. INTRODUCTION

- **Facilitator:** Joe Toliver

II. TEAM BUILDING



Members will actively work to improve team cohesion. This will include defining what teamwork looks like on the HIVPC and deciding how members can engage as a team. Working theme: "If you want to go fast, go alone. If you want to go far, go together."

- **Facilitator:** Susan Leahy – Ms. Leahy provided Roberts' Rules & Group to TEAM training and will be able to build on the foundation she created with the Council to improve its teamwork and cohesion.

III. BUILDING ON STRENGTHS



Following the engagement discussion, members will participate in the **Superpower Exercise** to define their individual **Superpowers** (natural skills), **Energy Zappers** (skills that take effort & deliberate attentions), and **Danger Zones** (things others do much better). Defining these strengths will empower members to bring their skills to their Council & Committee service.

- **Facilitator:** Susan Leahy

15-minute break (11:00 a.m.)

IV. ENGAGEMENT



Building on the board book & strengths exercise, members will participate in a facilitated discussion regarding engagement in Council & Committee activities. Members will define what "engagement" looks like in the context of membership.

- **Facilitator:** Joe Tolliver
- Topics to Consider:
 - What is the current structure of the HIVPC & Committees? Can it be improved?
 - What does "engagement" look like in the context of Council & Committee membership?
 - Members have a responsibility to the 8,000+ clients of the Ryan White Part A Program of Broward County. How can they best serve the community?
 - How do I bring my superpowers to the Council?

V. STORYTELLING



After discussing members' strengths, they will move into a storytelling exercise. Members need to be able to express their reasons for joining the council and commitment to its success. Word of mouth brings most people onto the Council & its Committees, so members' abilities to share their stories are paramount to recruitment efforts.

- **Facilitator:** Ken Williams
- **Speaker:** Angela Pitts – Ms. Pitts has a clear passion for sharing her mother & brothers' story
- **Components:** Using Ms. Pitts' story, Mr. Williams can emphasize what elements of her story resonate with the listener. Members can review their board book submissions and consider how to tell their stories in an engaging manner.

VI. HIVPC RECRUITMENT VIDEO



Finally, members will watch a draft of the HIV Planning Council Recruitment Video.

- **Facilitator:** Ken Williams
- **First Impressions**

VII. CLOSING

- **Facilitator:** Joe Toliver
- **Final Thoughts:** How am I a good teammate? What is my superpower? What makes my HIVPC story powerful?

FY 2020-2021 Executive Work Plan

The work plan is intended to help guide the work of the committee and to assist the Executive Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Increase community engagement and participation by adding 10 new Committee and HIVPC members by the end of FY2020

Objective 1: Oversee Planning Council Operations

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Conduct annual evaluation of HIVPC Self-Assessment Survey.	Annually	Executive	Improved Process	Review Committee activities, challenges, and completion of work plan achievements.				X								
1.2 Review the need for reinstating the ad-Hoc By-Laws Committee.	Annually	Executive/By-Laws	Improved By-Laws	Reinstate the ad-Hoc By-Laws Committee based on pending parking lot items. Identify and appoint ad-Hoc By-Laws Chair.												
1.3 Review and approve work plans for upcoming FY.	Annually	Executive	Identify goals and objectives for upcoming year	Review Committee activities, challenges, and achievement of goals to plan and prepare for upcoming work plan activities for FY starting March 1.												
1.4 Monitor committee activities to ensure goals and objectives of work plans are met.	Quarterly	Executive	HIVPC and Committee goals are met	Conduct quarterly review of Committee work plan status to be presented by committee chair. Determine Committee progress and make recommendations to Chairs to address unmet goals.			X									
1.5 Monitor HIVPC membership and discuss strategies to improve reflectiveness.	Quarterly	MCDC Chair/Vice Chair	HIVPC and Committee goals are met	Conduct quarterly review of HIVPC and Committee reflectiveness. Determine any needed interventions to address Council and Committee membership needs.			X									

Objective 2: Establish and oversee planning activities and committee work plans to address integrated planning goals and objectives

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Maintain collaborative relationships with community partners through the Integrated Workgroup/Collaborative to monitor the 2017 Prevention and Care and Treatment Integrated Comprehensive Plan.	Quarterly	Executive/IC	EMA Goals are addressed	Receive updates from the IW membership regarding the progress of implementing the Integrated Plan. Hold meetings with the Executive Committee of the SFAN and BCHPPC as needed.												
2.2 Monitor Ending the HIV Epidemic Plan progress.	Quarterly	Executive/Recipient/Part B Representative/FQHC Representative	EMA Goals are addressed	Receive updates from the responsible parties regarding the progress of implementing the Ending the HIV Epidemic Plan.												

Objective 3: Implement capacity/leadership development for Planning Council members and applicants

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Plan annual Planning Council Retreat.	Annually	Executive	HIVPC training/leadership	Schedule a retreat for all HIVPC members. Educate members on new/emerging Planning Council/RW Part A issues, HIVPC policies and procedures, leadership development, Integrated Comprehensive Plan.												
3.2 Appoint Nominating Committee Chair. Hold Council leadership Elections.	Biennial	Executive	HIVPC Leadership	Identify and appoint the Nominating Committee Chair.												
3.3 Leadership Training	Per Executive Training Plan	Executive	HIVPC Leadership	Conduct training for HIVPC Committee Chairs with topics addressing leadership, teambuilding, etc.												