



**FORT LAUDERDALE/BROWARD EMA**  
**BROWARD HIV HEALTH SERVICES PLANNING COUNCIL**  
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020  
(954) 561-9681 • FAX (954) 561-9685

## **Ad-Hoc Nominating Committee Meeting**

**Friday, September 10, 2021 - 1:00 PM**  
**Meeting via [WebEx Videoconference](#)**  
Chair: Brad Barnes

**Join the meeting via phone: 1-408-418-9388 US Toll (access code: 2631 235 9213)**

***This meeting is audio and video recorded.***

Quorum for this meeting is 4

### **DRAFT AGENDA**

#### **ORDER OF BUSINESS**

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
  - a. Meeting Ground Rules
  - b. Statement of Sunshine
  - c. Introductions & Abstentions
  - d. Moment of Silence
3. Public Comment
4. **ACTION:** Approval of Agenda for September 10, 2021
5. **ACTION:** Approval of Minutes from July 7, 2021
6. New Business
  - a. **Action Item:** Election Timeline- Review and discuss the proposed updates to the elections timeline.
  - b. **Action Item:** Election Voting Process – Discuss the voting process for the FY2022 HIVPC Chair and Vice Chair elections and a course of action for carrying out all planned activities for the upcoming elections.
7. Recipient's Report
8. Public Comment
9. Agenda Items for Next Meeting
  - a. Next Meeting Date: November 10, 2021, at 4:00 p.m. via WebEx Videoconference
10. Announcements
11. Adjournment

*For a detailed discussion on any of the above items, please refer to the minutes available at:*  
[HIV Planning Council Website](#)

Please complete you [meeting evaluation](#).  
*Three Guiding Principles 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: (1) Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness •  
Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine

[Broward County Website](#)

# 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.

## Acronym List

ACA: The Patient Protection and Affordable Care Act 2010  
ADAP: AIDS Drugs Assistance Program  
AETC: AIDS Education and Training Center  
AHF: AIDS Health Care Foundation  
AIDS: Acquired Immuno-Deficiency Syndrome  
ART: Antiretroviral Therapy  
ARV: Antiretrovirals  
BARC: Broward Addiction Recovery Center  
BCFHC: Broward Community and Family Health Centers  
BH: Behavioral Health  
BISS: Benefit Insurance Support Service  
BMSM: Black Men Who Have Sex with Men  
BRHPC: Broward Regional Health Planning Council, Inc.  
CBO: Community-Based Organization  
CDC: Centers for Disease Control and Prevention  
CDTC: Children's Diagnostic and Treatment Center  
CEC: Community Empowerment Committee  
CIED: Client Intake and Eligibility Determination  
CLD: Client Level Data  
CM: Case Management  
CQI: Continuous Quality Improvement  
CQM: Clinical Quality Management  
CTS: Counseling and Testing Site  
DCM: Disease Case Management  
DOH-Broward: Florida Department of Health in Broward County  
eHARS: Electronic HIV/AIDS Reporting System  
EIIHA: Early Intervention of Individuals Living with HIV/AIDS  
EFA: Emergency Financial Assistance  
EMA: Eligible Metropolitan Area  
FDOH: Florida Department of Health

FPL: Federal Poverty Level  
FQHC: Federally Qualified Health Center  
HAB: HIV/AIDS Bureau  
HHS: U.S. Department of Health and Human Services  
HICP: Health Insurance Continuation Program  
HIV: Human Immunodeficiency Virus  
HIVPC: Broward County HIV Planning Council  
HMSM: Hispanic Men who have Sex with Men  
HOPWA: Housing Opportunities for People with AIDS  
HRSA: Health Resources and Service Administration  
HUD: U.S. Department of Housing and Urban Development  
IW: Integrated Workgroup  
IDU: Intravenous Drug User  
JLP: Jail Linkage Program  
LPAP: Local AIDS Pharmaceutical Assistance Program  
MAI: Minority AIDS Initiative  
MCDC: Membership/Council Development Committee  
MCM: Medical Case Management  
MH: Mental Health  
MNT: Medical Nutrition Therapy  
MOU: Memorandum of Understanding  
MSM: Men Who Have Sex with Men  
NBHD: North Broward Hospital District (Broward Health)  
NGA: Notice of Grant Award  
NHAS: National HIV/AIDS Strategy  
NOFO: Notice of Funding Opportunity  
nPEP: Non-Occupational Post Exposure Prophylaxis  
NSU: Nova Southeastern University  
OAHS: Outpatient Ambulatory Health Services  
OHC: Oral Health Care  
PE: Provide Enterprise

PLWH: People Living with HIV  
PLWHA: People Living with HIV/AIDS  
PrEP: Pre-Exposure Prophylaxis  
PRISM: Patient Reporting Investigating Surveillance System  
PROACT: *Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH-Broward's treatment adherence program.*  
PSRA: Priority Setting & Resource Allocations  
QI: Quality Improvement  
QIP: Quality Improvement Project  
QM: Quality Management  
QMC: Quality Management Committee  
RSR: Ryan White Services Report  
RWHAP: Ryan White HIV/AIDS Program  
RWPA: Ryan White Part A  
SA: Substance Abuse  
SBHD: South Broward Hospital District (Memorial Healthcare System)  
SCHIP: State Children's Health Insurance Program  
SDM: Service Delivery Model  
SOC: System of Care  
SPNS: Special Projects of National Significance  
STD/STI: Sexually Transmitted Diseases or Infection  
TA: Technical Assistance  
TB: Tuberculosis  
TGA: Transitional Grant Area  
VA: United States Department of Veteran Affairs  
VL: Viral Load  
VLS: Viral Load Suppression  
WMSM: White Men who have Sex with Men  
WICY: Women, Infants, Children, and Youth



## **FREQUENTLY USED TERMS**

**Recipient:** Government department designated to administer Ryan white Part A funds and monitor contracts.

**Planning Council Support (PCS) Staff/ 'Staff':** Provides professional staff support, meeting coordination and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

**Clinical Quality Management (CQM) Support Staff:** Provides professional support, meeting coordination and technical assistance to assist the Recipient through analysis of performance measures and other data with implementation of activities designed to improve patient's care, health outcomes and patient satisfaction throughout the system of care.

**Provider/Sub-Recipient:** Agencies contracted to provide HIV Core and Support services to consumers.

**Consumer/Client/Patient:** A person who is an eligible recipient of services under the Ryan White Act.



Meeting of the  
**Ad-Hoc Nominating Committee**

Wednesday, July 7, 2021  
4:00-5:00 PM  
By WebEx Videoconference

**MINUTES**

**Ad-Hoc Nominating Committee Members Present:** B. Barnes (Chair), Y. Arencibia, T. Moragne, R. Bhrangger.

**Members Absent:** I. Wilson.

**Members Excused:** None.

**Ryan White Part A Recipient Staff Present:** None.

**Planning Council Support Staff Present:** G. Berkeley-Martinez, F. Ukpai, T. Williams.

**Guests Present:** B. Mester, M. Naim.

---

**Agenda Item #1: Call to Order**

The Ad-Hoc Nominating Committee *Chair* called the meeting to order at 4:02 p.m.

**Agenda Item #2: Welcome & Public Record Requirements**

The Ad-Hoc Nominating Committee *Chair* welcomed all meeting attendees that were present. Attendees were notified that the HIVPC meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including 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 disclosed. Introductions were made by the Ad-Hoc Nominating Committee *Chair*, committee members, Recipient staff, PCS staff, and guests by roll call, and a moment of silence was observed.

**Agenda Item #3: Meeting Approvals**

The approval for the agenda of the July 7, 2021, Ad-Hoc Nominating Committee meeting was proposed by Y. *Arencibia*, seconded by T. *Moragne*, and passed unanimously. The approval for the minutes of the June 14, 2021, meeting was proposed by Y. *Arencibia*, seconded by R. *Bhrangger*, and passed unanimously.

**Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to approve the July 7, 2021, Ad-Hoc Nominating Committee agenda as presented. The motion was adopted unanimously.**

**Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to approve the June 14, 2021, Ad-Hoc Nominating Committee meeting minutes. The motion was adopted unanimously.**

#### **Agenda Item #4: Public Comment**

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

#### **Agenda Item #5: Unfinished Business**

Review Election Procedures and Logistics (Handout A): The committee was slated to discuss members roles for this election. However, the chair suggested they table this agenda item until the next meeting. The motion to table handout A for the next meeting on November 10, 2021, was proposed by *Y. Arencibia*, seconded by *T. Moragne*, and passed unanimously.

**Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to table handout A until the next committee meeting on November 10, 2021. The motion was adopted unanimously.**

Slate of Officers: The committee discussed their instructions to Nominees regarding the Nominee talking points. The committee decided that they will require Nominees to cover a minimum of four of the eight questions/topics listed on the talking points document, including the question about membership and any three other topics. The committee also agreed that Nominees would be asked to prepare to speak on the other topics for the question-and-answer portion of the meeting. The motion to approve the instructions to Nominees regarding the Nominee talking points document was proposed by *Y. Arencibia*, seconded by *T. Moragne*, and passed unanimously.

**Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to approve the instructions to Nominees regarding the Nominee Talking Points document. The motion was adopted unanimously.**

#### **Agenda Item #6: New Business**

Recruitment Efforts: The committee discussed possible recruitment strategies to encourage individuals to run for the HIVPC chair or vice-chair position. The committee agreed that one of the first steps in encouraging individuals to run for the open positions is to highlight their abilities as members of the HIVPC. Dr. Moragne recommended that members be encouraged/allowed to self-nominate if they wish to run for the chair and vice-chair positions. In addition, the chair recommended that past Chairs or Vice-Chairs could address council members to boost morale for nominations. The chair also recommended that the committee create a flyer showcasing past HIVPC chairs and vice-chairs and their accomplishment towards the council's mission to recruit Nominees. The committee agreed to move forward with all the ideas brought forward. The committee agreed to move forward with all the ideas brought forward.

Letter to Nominees (Handout B): The committee reviewed the Letter to Nominees document. The committee agreed that the letter should be updated to include the instructions to Nominees regarding the Nominee talking points. The committee also agreed that this letter should come from the committee as a whole and not just the chair. The motion to accept the letter with the addition of the changes and present it as a completed packet to the Planning Council was proposed by *Y. Arencibia*, seconded by *T. Moragne*, and passed unanimously.

#### **Agenda Item #7: Recipient Reports**

There was no report for this meeting.

### Agenda Item #8: Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

### Agenda Item #9: Agenda Items/Tasks for Next Meeting

The next Ad-Hoc Nominating Committee meeting will be held on November 10, 2021, at 4:00 p.m. via WebEx Videoconference.

Agenda Items for next meeting:

- Review and approve slate of candidates, election process and ballots.
- Assign member duties for the election.

### Agenda Item #10: Announcements

There were no announcements for this meeting.

### Agenda Item #16: Adjournment

There being no further business, the meeting was adjourned at 4:57 p.m.

### Ad-Hoc Nominating Committee Attendance for CY 2021

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date					14	7							
0	1	0	1	Barnes, B. Chair			N-6/14			X	X						
0	0	0	2	Moragne, T.			N-6/14			X	X						
0	0	2	3	Wilson, I.			N-6/14			A	A						
1	1	0	4	Bhrangger, R.			N-6/14			X	X						
0	0	0	5	Arencibia, Y.			N-6/14			X	X						
0	0	0	6														
<b>Quorum = 4</b>					0	0	0	0	0	4	4	0	0	0	0	0	

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

# 2021 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	April 22, 2021
First ad-Hoc Nominating Committee meeting. Review & approve procedures and talking points document.	June 14, 2021
HIVPC Meeting: Procedure & Talking points document approved by HIVPC. Nominations accepted from the floor. Talking point document given to all eligible parties interested in running. Request for Letter of Intent.	June 24, 2021
Second Ad-Hoc Committee Meeting: Review instruction for talking points, member roles, nominee recruitment.	July 7, 2021
Third Ad-Hoc Nominating Committee meeting. Discuss online voting procedures.	September 10, 2021
HIVPC Meeting. Speaker: Requel Lopes Opening the 2023 -2025 Election of officers	September 23, 2021
Nominations closed.	October 21, 2021
HIVPC Meeting. Nominations from the Floor Closed Election 23/25 Nominations.	October 28, 2021
Deadline for submitting Letters of Intent.	November 4, 2021
Fourth Ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	November 10, 2021
Deadline for Nominee's video recordings. (Up to 5 minutes each to answer the talking Point)	November 12, 2021
HIVPC Meeting. Q&A nominees up to 5 minutes each. Remind members about sunshine.	December 2021
Letters of Intent sent to members along with voting instructions.	January 3, 2022
E mail out Voting cards like survey monkey/ google docs.	January 18, 2021
Elections Closed	January 25, 2021
Elections results read to the Council.	January 27, 2021
Start of new HIVPC Chair & Vice Chair terms	March 1, 2022