



**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

## **Executive Committee Meeting**

**Thursday, March 17, 2022 - 11:30 AM**

**Meeting via [WebEx Videoconference](#)**

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

**Join the meeting via phone:** 1-408-418-9388 US Toll (access code: 2631 661 8601)

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

Quorum for this meeting is 6

### **DRAFT AGENDA**

#### **ORDER OF BUSINESS**

Call to Order/Establishment of Quorum

Welcome from the Chair

- a. Meeting Ground Rules
- b. Statement of Sunshine
- c. Introductions & Abstentions
- d. Moment of Silence

Public Comment

**ACTION:** Approval of Agenda for March 17, 2022

**ACTION:** Approval of Minutes from February 17, 2022

Standard Committee Items

- a. Review and Approve March 24, 2022, HIVPC Agenda, Meeting Materials and Motions (Handout A)
- b. Review April 2022 HIVPC Calendar (Handout B)
- c. **Action Item:** HIVPC & Committee Meetings – Discuss the possibility of transitioning back to in-person meetings with the option for WebEx Videoconference.

Unfinished Business

- a. **Action Item:** Memorandum of Understanding (MOU)- Discuss convening an Ad-Hoc MOU committee to oversee the revision of the most recent Memorandum of Understanding (MOU).
- b. **Action Item:** Review HIVPC By-Laws.  
Work Plan Activity 1.2 Review the need for reinstating the ad-Hoc By-Laws Committee annually.

New Business

- a. **Action Item:** Review and Monitor HIVPC membership (Handout C)

Work Plan Activity 1.5: Monitor HIVPC membership and discuss strategies to improve reflectiveness quarterly.

Public Comment  
Agenda Items for Next Meeting

a. Next Meeting Date: April 21, 2022, at 11:30 a.m. via WebEx Videoconference

Announcements  
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 • Jared Moskowitz • Nan H. Rich • Tim Ryan • Torey Alston • 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 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.

## 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.

# Broward County HIV Health Services Planning Council

## COMMUNITY CONVERSATIONS

### Uplifting Community Voices

The aim of these open listening sessions is for people living with and affected by HIV/AIDS, community advocates, providers, and staff at HIV care organizations to:

- Share their experiences about the health needs of people living with HIV/AIDS.
- Describe what types of HIV Core and Support services are provided by the Broward County Ryan White HIV/AIDS Part A Program.
- Discuss the training and capacity building support needed to serve the HIV community.

**Need more information?**

**Contact us at [hivpc@brhpc.org](mailto:hivpc@brhpc.org)**

**or**

**954-561-9681 ext. 1292/1343**



**BrowardHIVPC**



**BrowardHIVPC**



**Broward HIV Planning Council**



**BRHPC**



# Register Now!



## **April**

Reaching Youth about HIV

Optimizing HIV Prevention and Care for Transgender Adults

## **May**

Be the Generation to end the HIV/AIDS Epidemic

## **June**

We've Come So Far

Know Your Status

## **July**

Ryan White Program Eligibility

## **August**

Ryan White and You

## **September**

Meeting the Needs of People Aging with HIV

HIV/AIDS in the Gay Community

## **October**

The HIV Crisis in the Latinx Community

## **December**

Ending the HIV Epidemic (EHE)

# Stay Connected With Us





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**Executive Committee**  
**Thursday February 17, 2022 - 11:30 AM**  
**Meeting via [WebEx](#)**

**DRAFT MINUTES**

Executive Members Present: R. Lopes (HIVPC Chair), V. Biggs (CEC Chair), L. Robertson (PSRA Chair), V. Foster (MCDC Vice-Chair), B. Fortune-Evans (QMC Chair) D. Shamer (QMC Vice-Chair)

Members Absent: A. Ruffner (SOC Chair & CEC Vice-Chair), V. Moreno (PSRA Vice-Chair), T. Moragne (MCDC Vice-Chair)

Ryan White Part A Recipient Staff Present: D. Cunningham, V. Hornsey

Planning Council Support Staff Present: G. Berkeley-Martinez, T. Williams, J. Rohoman, W. Rolle

Guests Present: B. Mester

1. Call to Order, Welcome from the Chair & Public Record Requirements

The Executive Committee Chair called the meeting to order at 11:31 a.m. The Executive Committee Chair welcomed all meeting attendees that were present. Attendees were notified that the Executive Committee 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 it is disclosed. Introductions were made by the Executive Committee Chair, Committee members, Recipient staff, PCS/CQM staff, and guests by roll call, and a moment of silence was observed.

2. 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.

3. Meeting Approvals

The approval for the agenda of the February 17, 2022, Executive Committee meeting was proposed by V. Biggs, seconded by L. Robertson, and passed unanimously. The approval for the minutes of the January 20, 2022, meeting was proposed by L. Robertson, seconded by V. Biggs, and approved with no further corrections.

**Motion #1: Mr. Biggs, on behalf of Executive Committee, made a motion to approve the February 17, 2022, Executive Committee agenda as presented. The motion was adopted unanimously.**

**Motion #2: Mr. Robertson, on behalf of Executive Committee, made a motion to approve the January 20, 2022, Executive Committee meeting minutes as presented. The motion**

**was adopted unanimously.**

4. Standard Committee Items

The Executive Committee reviewed the HIV Planning Council agenda for the 2/24/2022 meeting. The Committee voted to approve the agenda as presented. The approval for the agenda of the February 24, 2022, HIV Planning Council meeting as presented was proposed by V. Foster, seconded by L. Robertson, and passed unanimously.

**Motion #3: Mr. Foster on behalf of the Executive Committee, made a motion to approve the February 24, 2022, HIV Planning Council meeting agenda as presented. The motion was adopted unanimously.**

The Committee also reviewed the March 2022 HIV Planning Council calendar of activities. There was one amendment to the calendar. V. Biggs proposed to add the Florida AIDS Walk to the calendar scheduled on March 19, 2022.

Lastly, members discussed the possibility of transitioning back to face-to-face meetings. There are no updates for transitioning back to in-person meetings. V. Biggs would like to administer a survey for Planning Council members for their preference of in-person meetings or to continue virtually. PCS Staff advised members that this was a survey question on the HIVPC Self-Assessment survey, less than half of the Planning Council completed the survey. Members would also like to review the COVID-19 infection and vaccination rates in Broward County in the next Executive meeting.

5. Unfinished Business

There was no unfinished business for this meeting.

6. New Business

The Committee reviewed the progress made towards the FY2021-2022 work plan activities. The Committee was able to identify workplans activities that have already been completed this fiscal year. PCS staff will update the work plan to reflect these accomplishments.

Additionally, the Committee reviewed the FY2022-2023 work plan. After some discussion, the Committee voted to approve the FY22-23 Executive work plan. The approval of the FY22-23 Executive Work Plan was proposed by L. Robertson, seconded by V. Foster, and passed unanimously.

**Motion #4: Mr. Robertson, on behalf of Executive Committee, made a motion to approve the FY22-23 Executive Work Plan. The motion was adopted unanimously.**

The committee reviewed the Committee Work Plans for the other standing committees. There were no amendments to the work plans.

Lastly, the committee discussed having joint collaborative meetings with the South Florida AIDS Network (SFAN). Members did not see a need to have collaborative meetings with SFAN and suggested that they join the scheduled PSRA Committee meetings. The motion to extend a formal open invitation to SFAN to attend PSRA Committee meetings in lieu of a joint meeting was proposed by L. Robertson, seconded by B. Fortune-Evans, and passed unanimously.

**Motion #5: Mr. Roberston, on behalf of Executive Committee, made a motion to extend a formal invitation to SFAN to attend PSRA Committee meeting in lieu of a joint meeting. The motion was adopted unanimously.**

7. Recipient's Report

There was no Recipient's report for this meeting.

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.

9. Agenda Items for Next Meeting

The next Executive Committee meeting will be held on March 17, 2022, at 11:30 a.m. via WebEx Videoconference.

10. Announcements

- The HIVPC has an opportunity to table at the Florida AIDS Walk on March 19, 2022. Persons interested in volunteering are asked to contact PCS Staff.
- The Pride Center and the Ujima Men’s Collective will be hosting a black history program at the Pride Center next Wednesday, 02/23, at 7 p.m. It will be an evening to celebrate the excellence of black LGBTQ community members and the progress and contributions that they have made to the general community.
- The Worlds AIDS Museum will be hosting a Keith Herring remembrance exhibit at the Island City Cultural Center on the Wilson Manor City Hall Complex. The exhibit will open on February 19, 2022, until March 5, 2022, on Thursdays, Fridays, and Saturdays from 5:00 p.m. to 8:00 p.m.

11. Adjournment

There being no further business, the meeting was adjourned at 12:01 p.m.

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	20	17											
			1	Barnes, B. <i>Ex Officio</i>	A	A											
			2	Biggs, V.	X	X											
			3	Fortune-Evans, B.	X	X											
			4	Foster, V.	X	X											
			5	Lopes, R. <i>Chair</i>	X	X											
			6	Moragne, T.	A	A											
			7	Robertson, L.	X	X											
			9	Ruffner, A.	E	E											
			0	Shamer, D.	A	X											
			10	Moreno, V.	A	A											
				<b>Quorum = 5</b>	5	6	0	0	0	0	0	0	0	0	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

Executive

Committee Attendance for CY 2021

Executive Committee Meeting Minutes – February 17, 2022

Minutes prepared by PCS Staff



FORT LAUDERDALE/BROWARD EMA  
**BROWARD HIV HEALTH SERVICES PLANNING COUNCIL**  
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(954) 561-9681 • FAX (954) 561-9685

## **Broward County HIV Health Services Planning Council Meeting**

**Thursday, March 24, 2022 - 9:30 AM**

Meeting via [WebEx Videoconference](#)

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

**Join the meeting via phone: 1-408-418-9388 US Toll (access code: 132 007 3138)**

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

Quorum for this meeting is 11

### **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 March 24, 2022
5. **ACTION:** Approval of Minutes from February 24, 2022
6. Federal Legislative Report – Kareem Murphy (Handout A)
7. Consent Items
  - a. Assessment of the Administrative Mechanism Survey (Handout B)  
*Justification: The survey has been approved by the Priority Setting & Resource Allocation Committee.*  
**Proposed by: PSRA Committee**
  - b. Motion to approve Stephanie Magula to join the Community Empowerment Committee.  
*Justification: Ms. Magula has years of experience as an HIV peer educator. She is advocate for the HIV community dedicated to helping those in need.*  
**Proposed By: CEC Chair**
  - c. Motion to approve Andrea Lanear to join the Community Empowerment Committee.  
*Justification: Ms. Lanear is a PWH who is committed to advocating for and serving the HIV/AIDS community to improve the quality of life of those affected by HIV.*  
**Proposed By: CEC Chair**



8. Discussion Items

None.

9. New Business

- a. **Action Item:** HIVPC Demographics – Review demographics and identify populations that are over or under-represented. (Handout C)  
Work Plan Activity 2.1 Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA quarterly.
- b. **Action Item:** PSRA Process Presentation (Handout D)- Receive an overview of the PSRA Process.

10. Committee Reports

a. Community Empowerment Committee (CEC)

Chair: Shawn Jackson • Vice Chair: Andrew Ruffner

March 1, 2022

i. **Work Plan Item Update/Status Summary:**

Members continued the CEC Listening Session discussion and reviewed the Community Listening Session's promotional materials edited by PCS Staff. Members also wanted to rename the event to Community Conversations rather than Listening Session to make this an engaging event for the community. HIVPC members will distribute the promotional materials during the Florida AIDS Walks on March 19, 2022, to gain a larger audience and maximize participation in the Listening Sessions. Members decided they wanted to host a hybrid, virtual and in-person event. After discussing possible hosting venues, the Vice-Chair suggested that the Ft. Lauderdale Downtown AIDS Healthcare Foundation (AHF) location would make an ideal location as the facility is at the mid-way point in Broward. Members also suggested hosting sessions in different locations to eliminate possible barriers for participants.

Members also reviewed an outline of topics and discussions for the listening sessions. Members plan to host the listening sessions for an hour and collaborate with other organizations and the Prevention Planning Council. J. Castillo suggested partnering with ViiV Healthcare Limited organization asking a representative to join the May listening session to inform the community of the new biomedical advances with PrEP and the development of the HIV vaccine. The Committee voted to approve the first two listening sessions, and the promotional flyer with the necessary edits.

Lastly, members reviewed the HIVPC recruitment materials and discussed necessary edits. The QR codes on the flyers will direct persons to a list of the different RWPA agencies and services that they each provide. After edits are made, the recruitment materials will be presented to MCDC.

The committee decided to table the PSRA Service Category Presentation for next meeting, April 5, 2022

ii. **Data Requests:**

iii. **Rationale for Recommendations:**

iv. **Data Reports/ Data Review Updates:**

v. **Other Business Items:**

vi. **Agenda Items for Next Meeting:**

- a. CEC Listening Session
- b. PSRA Service Category Presentation

vii. **Next Meeting date:** April 5, 2022, at 3:00 PM via WebEx Videoconference

b. System of Care Committee (SOC)

Chair: Andrew Ruffner • Vice Chair: Vacant  
No Meeting Held

Work Plan Item Update/Status Summary:

- i. **Work Plan Item Update/Status Summary:**
- ii. **Data Requests:**
- iii. **Rationale for Recommendations:**
- iv. **Data Reports/ Data Review Updates:**
- v. **Other Business Items:**
- vi. **Agenda Items for Next Meeting:**
  - a. HIV Care Continuum
  - b. FY21-22/22-23 Quality Improvement Project Presentation
- vii. **Next Meeting date:** April 7, 2022, at 9:30 AM via WebEx Videoconference

- c. Membership/Council Development Committee (MCDC)  
Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne  
No Meeting Held

- i. **Work Plan Item Update/Status Summary:**
- ii. **Data Requests:**
- iii. **Rationale for Recommendations:**
- iv. **Data Reports/ Data Review Updates:**
- v. **Other Business Items:**
- vi. **Agenda Items for Next Meeting:**
  - a. MCDC Membership Strategy
  - b. HIVPC Demographics
  - c. Current Applicants, Interested Parties, and Appointments
  - d. HIVPC Social Media Update
  - e. Review HIVPC recruitment materials
  - f. HIVPC Member of the Year
  - g. MCDC Work Plan Review
- vii. **Next Meeting date:** April 14, 2022, at 9:30 AM via WebEx Videoconference

- d. Quality Management Committee (QMC)  
Chair: Bisiola Fortune-Evans • Vice Chair: David Shamer  
March 21, 2022

- i. **Work Plan Item Update/Status Summary:**
- ii. **Data Requests:**
- iii. **Rationale for Recommendations:**
- iv. **Data Reports/ Data Review Updates:**
- v. **Other Business Items:**
- vi. **Agenda Items for Next Meeting:**
- vii. **Next Meeting date:** April 18, 2022, at 12:30 PM via WebEx Videoconference

- e. Executive Committee  
Chair: Lorenzo Robertson • Vice Chair: Von Biggs  
March 17, 2022

Work Plan Item Update/Status Summary:

- i. **Work Plan Item Update/Status Summary:**
- ii. **Data Requests:**
- iii. **Rationale for Recommendations:**
- iv. **Data Reports/ Data Review Updates:**
- v. **Other Business Items:**
- vi. **Agenda Items for Next Meeting:**
- vii. **Next Meeting date:** April 21, 2022, at 11:30 AM via WebEx Videoconference

- f. Priority Setting & Resource Allocation Committee (PSRA)

Chair: Brad Barnes • Vice Chair: Valery Moreno  
March 17, 2022

- i. **Work Plan Item Update/Status Summary:**
- ii. **Data Requests:**
- iii. **Rationale for Recommendations:**
- iv. **Data Reports/ Data Review Updates:**
- v. **Other Business Items:**
- vi. **Agenda Items for Next Meeting:**
  - a. Ryan White Funder and Stakeholder Presentations (Part B, C, D, F, and HOPWA)
  - b. Broward EHE Activities Presentation
- vii. **Next Meeting date:** April 21, 2022, at 9:00 AM via WebEx Videoconference

11. Recipient Reports

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention – Quarterly Update (April, July, October, January)

12. Public Comment

13. Agenda Items for Next Meeting

- a. Next Meeting Date: April 28, 2022, at 9:30 a.m. via WebEx
- b. Agenda Items for next meeting
  - Ryan White Funder and Stakeholder Presentations (Part B, C, D, F, and HOPWA)
  - Broward EHE Activities Presentation

14. Announcements

15. 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 • Torey Alston • Nan H. Rich • Tim Ryan • Jared Moskowitz • Michael Udine

[Broward County Website](#)



## April 2022



### Broward HIV Health Services Planning Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Unless otherwise noted, meetings will be held via WebEx. Please contact support staff at <a href="mailto:hivpc@brhpc.org">hivpc@brhpc.org</a> or (954) 561-9681 ext. 1292 or 1343. Visit <a href="http://www.brhpc.org">http://www.brhpc.org</a> for updates.						
					1 South Florida AIDS Network Meeting (SFAN) 9:30 AM – 11:30 AM	2
3	4	5 Community Empowerment Committee Meeting (CEC) 3:00 PM – 5:00 PM <a href="#">WebEx Video-Conference</a>	6 Oral Health Meeting 3:00 PM – 4:15 PM	7 System of Care Committee Meeting (SOC) 9:30 AM – 11:30 AM <a href="#">WebEx Video-Conference</a>  Medical Provider Meeting 2:30 PM – 3:45 PM	8	9
10 National Youth HIV & AIDS Awareness Day	11	12 Behavioral Health Meeting 2:00 PM – 3:15 PM	13	14 Membership/Council Development Committee Meeting 9:30 AM- 11:30 AM <a href="#">WebEx Video-Conference</a>	15	16
17	18 Quality Management Committee Meeting (QMC) 12:30 PM – 2:30 PM <a href="#">WebEx Video-Conference</a>  National Transgender HIV Testing Day	19	20	21 PSRA Committee Meeting 9:00 AM – 11:00 AM <a href="#">WebEx Video-Conference</a> Executive Committee Meeting 11:30 AM – 1:30 AM <a href="#">WebEx Video-Conference</a>	22	23 <hr/> 30
24	25	26	27	28 HIV Planning Council (HIVPC) Meeting 9:30 AM – 11:30 AM <a href="#">WebEx Video Conference</a>	29	

Version 04/28/21 Information on this calendar is subject to change.

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

## MCDC Membership Strategy Member Budget

Member Mix	Current	Goal
Job-Based Seat*	13	18
Consumer Seat	3	14
NECL Seat**	5	3
Total Membership	21	35
Unaffiliated Consumers (%)	14%	37%
Alternates	0	3

\*Job-based seats are those seats filled based on the basis of employment

\*\*NECL is the Non-Elected Community Leader seat and here only represents those members who are not unaffiliated consumers

### Seats Currently Filled:

- Affected Communities (Consumers)
- Board of County Commissioners member  
*(per Broward County Ordinance 12.108.b.)*
- Prevention
- Part B
- Part D
- Part F
- Health Care Providers/FQHCs
- ASO/CBO
- Mental Health
- Local Prison
- NECL
- Hospital or Health Care Planning Agency
- Local Public Health Agency
- HOPWA

### Open Job-Based Seats:

- Part C
  - Representative identified
- VA or other federally funded program providing treatment for HIV
  - follow-up is taking place with VA representatives
- Medicaid
  - recruit identified
- Substance Abuse
  - recruit identified
- Social Services including Housing & Homeless
  - recruit identified

### Open Consumer Seats:

- Affected Communities (Consumers)
- Alternates

### Recommended Course of Action:

- **Bring job-based members on slowly** to coincide with new unaffiliated consumer members.
- **MCDC must focus on bringing unaffiliated consumers onto the HIV Planning Council.** The Committee must implement its Recruitment & Retention Plan and increase consumer representation to reach the mandated 33%.

## **HIV Planning Council & Committee Demographics Report**

It is the work of the Membership/Council Development Committee to ensure the HIV Planning Council is representative of the HIV epidemic in Broward County. One way that MCDC accomplishes this task is by reviewing the Council and Committees' demographics, identifying over and underrepresented populations.

### **HIV in Broward County**

The following table shows HIV in Broward by Race/Ethnicity and by Gender. These data are provided by the Florida Department of Health.

<b>Race</b>	<b>Population</b>	<b>Percentage</b>
White	6,878	38%
Black	9,815	33%
Hispanic	3,855	24%
Other	500	5%
<b>Total</b>	<b>21,048</b>	<b>100%</b>
<b>Gender</b>	<b>Population</b>	<b>Percentage</b>
Male	15,689	71%
Female	5,359	29%
Transgender	0	0%
<b>Total</b>	<b>21,048</b>	<b>100%</b>

### **How This Information is Compared**

The Council and each of its Committees are compared to the epidemic to determine where representation can be improved.

### **Key Terms**

Epidemic – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

Consumers – Council and Committee members who access Ryan White Part A services.

Unaffiliated Consumers – Council and Committee members who access Ryan White Part A services and have no relationship to an agency which provides these services. This means the consumer does not work for a provider agency or otherwise benefit financially from the agency's success.

Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

### **Key Points for Reflectiveness through March 2022**

**HIV Planning Council (HIVPC):** The Council is currently at 21 members and 14% consumer membership. This percentage remains below the HRSA-mandated 33% and efforts must be

directed towards increasing unaffiliated consumer member participation. The Council is under-representative of female, black, and white consumers as well as youth consumers.

**Community Empowerment Committee (CEC):** CEC remains under-representative of Black membership and is also still under-representative of male consumers despite significant male representation on the Committee. The Committee is also under-representative of female consumers. CEC remains below its 51% consumer membership requirement stated in the Committee's Policies & Procedures.

**Membership/Council Development Committee (MCDC):** The Committee's size has decreased by one since the last meeting. There is no consumer representation on the committee.

**Priority Setting & Resource Allocation (PSRA):** The Committee's membership decreased by one since the last meeting. This committee is under-representative of Black and female consumers.

**Executive Committee:** The Executive Committee membership has remained consistent. There are two unaffiliated consumers in a leadership position on the Council.

**Quality Management Committee (QMC):** QMC is under-representative of Black members. Black, Hispanic, and female consumers are not represented on the Committee. QMC's membership has decreased by one since the last meeting.

**System of Care (SOC):** SOC's membership has decreased by one. Black, Hispanic, and female consumers are not represented on the Committee