



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

# Community Empowerment Committee Meeting

Tuesday, January 3, 2023 - 3:00 to 5:00 PM

LOCATION: Broward Regional Health Planning Council

Chair: Shawn Tinsley • Vice Chair: Andrew Ruffner

[Click Here to Join the meeting via WebEx](#)

*This meeting is audio and video recorded.*

Quorum for this meeting is 7

## 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 January 3, 2023
5. **ACTION:** Approval of Minutes from November 1, 2022
6. Standard Committee Items
  - a. Action Item: CEC Listening Session (**Handout A**)  
Continue the discussion on how to host a series of CEC listening sessions within the community, specifically for Consumers to discuss their experiences navigating the Fort Lauderdale/Broward EMA's system of care.  
  
Work Plan Activity 1.1: Engage consumers in town halls/listening sessions.
7. New Business
  - a. Action Item: Review CEC Committee Work Plan for FY 2022-2023 (**Handout B**)
  - b. Action Item: Review and Approve CEC Committee Work Plan for March 1, 2023- February 29, 2024 (**Handout C**)
8. Public Comment

9. Agenda Items for Next Meeting

- a. Next Meeting Date: February 7, 2023, at 3:00 p.m. LOCATION: Broward Regional Health Planning Council
- b. Agenda Items for Next meeting
  - i. CEC Listening Session

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 your [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 RÈGLEMEN 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 prezizyon, 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 the implementation of activities designed to improve patient 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.



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## **Community Empowerment Committee**

**Tuesday, November 1, 2022 - 3:00 PM**

**Location: Broward Regional Health Planning Council and Virtual Meeting via [WebEx](#)**

### **DRAFT MINUTES**

CEC Members Present: S. Tinsley (Chair), A. Ruffner (Vice-Chair), L. Robertson, R. Bhrangger, W. Marcoviche, V. Biggs, R. Shore, H. Franks, D. Gunion, K. Hayes

Members Absent: None

Members Excused: None

Ryan White Part A Recipient Staff Present: G. James, W. Cius, V. Hornsey, T. Thompson

Planning Council Support Staff Present: G. Berkley-Martinez, W. Rolle, J. Rohoman, B. Miller

Guests Present: E. Davis

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

The CEC Chair called the meeting to order at 3:15 p.m. The CEC Chair welcomed all meeting attendees that were present. Attendees were notified that the CEC 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 CEC Chair, Committee members, Recipient staff, PCS & CQM staff, and guests by roll call, and a moment of silence was observed.

#### 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.

#### Meeting Approvals

The approval for the November 1, 2022, agenda of the Community Empowerment Committee meeting with amendments was proposed by L. Robinson, seconded by I. Wilson, and passed unanimously. The approval for the minutes of the September 6, 2022, meeting was proposed by V. Biggs, seconded by L. Robertson, and approved with no further corrections.

**Motion #1: Mr. Robertson, on behalf of the CEC, made a motion to approve the November 1, 2022, Community Empowerment Committee agenda with amendments. The motion was adopted unanimously.**

**Motion #2: Mr. Biggs, on behalf of the CEC, made a motion to approve the September 6, 2022, Community Empowerment Committee meeting minutes as presented. The motion was adopted unanimously.**

Standard Committee Items Members continued the CEC listening session discussion by briefly

reviewing what happened at the Leather Kink in Healthcare event on October 18, 2022. It was successful with a good turnout, but community members noticed the lack of presence from providers. PCS staff summarized the discussion topics and reviewed the panelists' recommendations on addressing concerns and HIV/AIDS-related stigma between the leather community and provider organizations.

Next, the committee discussed the upcoming listening sessions for December 2022 through March 2023. Members of CEC will participate in the World AIDS Day events hosted by WAM, which include an event at the Galleria from 8:30 am-10:00 am and a candlelight vigil later that evening.

In January, there will be a community conversation event with a working title called "Language Matters," in collaboration with Positive People Network, Inc. This event is centered around cultural competency and how to educate community members on new educational information related to HIV/AIDS. There was a vivid discussion, and this event was met with pushback from some members, due to a misunderstanding of the purpose of this event. In the end, it was decided that the committee would move forward with this event to support cis-gender heterosexual women living with HIV/AIDS.

In February, there will be two community conversation events surrounding HOPWA and National Black HIV/AIDS Awareness Day. In March, the committee will partner with Positive People Network again to host an event for National Women and Girls HIV/AIDS Awareness Day.

As these dates approach, there will be more planning and details given.

#### Unfinished Business

None.

#### New Business

PCS Staff will send out a doodle to verify if Tuesday's at 3:00pm are still the best time and date for all members to meet for this committee.

There was training for all providers on Florida ADAP Health Insurance Enrollment, Premium Payment, and Medication Co-Pay Assistance.

#### Recipient's Report

There was no Recipient's report for this meeting.

#### 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 Items for Next Meeting

The next CEC meeting will be held on January 3, 2023, at 3:00 p.m. at Broward Regional Health Planning Council and via WebEx Videoconference.

- CEC Listening Sessions

#### Announcements

- V. Biggs shared that there will be Influenza, MonkeyPox, COVID-19, and Hepatitis B vaccines at the Eagle in Wilton Manors on November 2, 2022.
- K. Hayes stated that on November 18, 2022, Arianna's Center and TransInclusive are having an event for Trans Awareness Day at the United Church of Christ in Fort Lauderdale. The event will honor the lives of transgender women whose lives were lost to senseless violence and recognize trailblazers in the community.
- E. Davis shared that on the third Tuesday of each month at 7 pm beginning November 15, 2022, there will be "TACO Tuesday." TACO stands for Trans Activist Community Organizing and will facilitate fellowship and teach others how to advocate for their community and start

campaigns.

Adjournment

There being no further business, the meeting was adjourned at 4:27 p.m.

CEC Attendance for CY 2022

Consumer	PLMHA	Absentees	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	4	1	1	5	3	CX	5	C	6	C	1		
1	1	0	1	Bhrangger, R.	X	X	X	X	X	NQX	X		X		X		
0	1	1	2	Biggs, V.	X	X	A	X	X	NQX	X		X		X		
0	0	1	3	Franks, H.	X	X	X	X	X	NQA	X		X		X		
0	0	1	4	Gunion, D.	X	X	X	X	X	NQA	E		X		X		
1	1	0	5	Marcoviche, W.	X	X	X	X	X	E	X		X		X		
0	1	1	6	Robertson, L.	X	X	X	X	X	NQA	X		X		X		
0	0	0	7	Ruffner, A., V. Chair	X	X	X	X	X	E	E		X		X		
0	0	0	8	Shore, R.	X	X	X	X	E	NQX	X		X		X		
0	0	4	8	Wilson, I.	A	E	A	A	X	NQA							W- 03/02
0	1	0	8	Castillo, J.	X	X	X	X	X								Z- 06/07
1	1	1	9	Jackson, S., Chair	A	E	X	X	N-4/28	NQX	X		X		X		
0	0	0	0	Magula, S		N-03/24		E	X				Z- 05/05				
1	1	0	0	Lanear, A		N-03/24		E	E				Z-05/23				
1	1	2	10	Spencer, S		N-03/24		E	A	NQA			Z-05/23				
5				Quorum = 6	9	9	9	10	10	4	7	0	9	0	9	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

Community Empowerment Committee Meeting Minutes – November 1, 2022  
Minutes prepared by PCS Staff

## Community Empowerment Committee Listening Session

Month of Event	Topic	Partnering Organization	Sample Questions
<b>January 26, 2023</b>	Language Matters	Positive People Network	<ol style="list-style-type: none"> <li>1. Event is centered around cultural competency and how to educate community members on new educational information related to HIV/AIDS.</li> <li>2. How to incorporate the use of respectful person-first language.</li> </ol>
<b>February 2023</b>	HOPWA Conversation	HOPWA Representative	<ol style="list-style-type: none"> <li>1. What is the role of Housing in Ending the HIV Epidemic?</li> <li>2. How can HOWPA better serve our Ryan White Clients as it relates to housing?</li> <li>3. What are some activities or protocols HOWPA has in place to alleviate the housing crisis in Broward County?</li> </ol>
<b>February 2023</b>	National Black HIV/AIDS Awareness Day	TBD	TBD
<b>March 11, 2023</b>	National Women and Girls HIV/AIDS Awareness Day	Positive People Network	<ol style="list-style-type: none"> <li>1. Why do Cis-Gender Black women have an increased risk of HIV in comparison to other races and ethnicities?</li> <li>2. What can be done to address the inequities that women living with HIV experience?</li> <li>3. Why is there resistance to PrEP usage in the Cis-Gender Black Women community?</li> <li>4. How can we promote positive sexual health education and relationship wellness amongst black women?</li> </ol>

# HANDOUT B

## Community Empowerment Committee Work Plan FY2022

The work plan is intended to help guide the work of the committee and to assist the Community Empowerment 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".

<b>GOAL: Enhance participation in communities throughout the EMA through education/awareness and resource &amp; information sharing by participating in at least 4 community events.</b>	<b>Baseline</b>	<b>Target</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
	4	4	4	4		

### Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Engage consumers in townhalls/listening sessions at minimum, biannually.	CEC/Staff/Facilitator	Consumer Involvement	Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole.		X	X	X			x	x				
1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA annually.	CEC/Staff	Data driven PSRA process	Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data.			X		X							
1.3 Educate CEC members on HIVPC & Ryan White Part A monthly.	Recipient/Staff	Increased knowledge of HIVPC & Ryan White Program among CEC members	Provide presentations regarding topics of interest about the HIV Planning Council, its Committees, and the Ryan White Part A Program.		X	X	X			x	x				
1.4 Host focus groups to receive feedback from populations of focus and/or selected audiences at minimum, biannually.	Staff/Facilitator	Utilize feedback in PSRA process and future CEC and MCDC event planning efforts	Determine populations to include in focus group and what kind of information would be of use. Populations are not limited to consumers; they may include other community members as applicable. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies. Utilize any relevant recommendations that may inform the work of CEC.		X	X	X		x		x				

### Objective 2: Promote education and awareness to affirm support for PLWHA (Integrated Plan Strategy 3.2.a).

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Recommend creation or revision of promotional literature to MCDC as needed.	CEC	Collaboration with MCDC to inform the community about HIVPC	Determine information useful to the community in understanding the role of the HIVPC. Provide this information to MCDC to update or create promotional literature.	X											
2.2 Distribute promotional literature - physically and electronically - to the community on an ongoing basis.	CEC/Staff	Increased consumer awareness of HIVPC	CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff Team will distribute HIVPC and HIV-related information to its community listserv.	X	X	X	X	X	x	x	x	x			
2.3 Analyze survey results for each community event, including outreach, trainings and community forums on an ongoing basis.	Staff/CEC	Measure event outcomes	Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives.	X	X	X		X		X		X			
2.4 Partner with HIV stakeholders to engage in community events on an ongoing basis.	CEC	Develop consistent presence at community events	Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BTAN, Latinos En Accion, SFAN).	X	X	X	X		x	x	x				

### Objective 3: Provide networking and communication opportunities to address the epidemic (Integrated Plan Strategy 4.1.d).

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Use Needs Assessments, SOC, QM and PSRA recommendations to coordinate feedback mechanisms that address HIV prevention, stigma and treatment (YEAR 1-5)	CEC	Utilize feedback in PSRA process and other identifiers	Host events for target groups based on defined data collection focus.		X	X	X		X						
3.2 Develop and implement education and awareness strategies that incorporate results from feedback mechanisms to increase HIV literacy (YEAR 3)	CEC	Reduce HIV-related health disparities and health inequities	Utilize community feedback to develop and implement education and awareness activities in the EMA.		X	X	X		X						

# HANDOUT C

## Community Empowerment Committee (CEC) Work Plan FY2023-2024

The work plan is intended to help guide the work of the committee and to assist the Community Empowerment 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".

<b>GOAL: Enhance participation in communities throughout the EMA through education/awareness and resource &amp; information sharing by participating in at least 4 community events.</b>	<b>Baseline</b>	<b>Target</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>

### Objective 1: Increase CEC member knowledge of the Committee's role in the HIVPC and amplify Consumer voice.

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Engage consumers in townhalls/listening sessions at minimum, biannually.	CEC/Staff/Facilitator	Consumer Involvement	Host events to receive feedback from audiences made up of interested parties (general public, consumers, service providers, etc.) regarding HIV-related topics. Utilize that information to inform CEC's priority rankings and the HIVPC as a whole.												
1.2 Priority rank Part A and MAI Service Categories and send recommendations to PSRA annually.	CEC/Staff	Data driven PSRA process	Receive presentation on Part A utilization and historical trends. Data: Part A Scorecards; Historical epi data.												
1.3 Educate CEC members on HIVPC & Ryan White Part A monthly.	Recipient/Staff	Increased knowledge of HIVPC & Ryan White Program among CEC members	Provide presentations regarding topics of interest about the HIV Planning Council, its Committees, and the Ryan White Part A Program.												
1.4 Host focus groups to receive feedback from populations of focus and/or selected audiences at minimum, biannually.	Staff/Facilitator	Utilize feedback in PSRA process and future CEC and MCDC event planning efforts	Determine populations to include in focus group and what kind of information would be of use. Populations are not limited to consumers; they may include other community members as applicable. Provide any relevant recommendations to PSRA that may inform the PSRA process. Provide any relevant recommendations to MCDC that may inform recruitment and retention strategies. Utilize any relevant recommendations that may inform the work of CEC.												

### Objective 2: Promote education and awareness to affirm support for PWHA

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Recommend creation or revision of promotional literature to MCDC as needed.	CEC	Collaboration with MCDC to inform the community about HIVPC	Determine information useful to the community in understanding the role of the HIVPC and <span style="color: red;">revise language and visuals of marketing materials surrounding stigma</span> . Provide this information to MCDC to update or create promotional literature.												
2.2 Distribute promotional literature - physically and electronically - to the community on an ongoing basis.	CEC/Staff	Increased consumer awareness of HIVPC	CEC will distribute promotional literature at community events, talkback sessions and listening sessions. PCS Staff Team will distribute HIVPC and HIV-related information to its community listserv.												
2.3 Analyze survey results for each community event, including outreach, trainings and community forums on an ongoing basis.	Staff/CEC	Measure event outcomes	Determine successes and failures of each event. Provide any relevant recommendations to PSRA that may inform the PSRA process. Data: survey results based on demographics, client self identified needs, and learning objectives.												
2.4 Partner with HIV stakeholders to engage in community events on an ongoing basis.	CEC	Develop consistent presence at community events	Coordinate with HIV stakeholders (those living with or otherwise affected by HIV) to hold Community Forums during significant HIV awareness days (e.g. National HIV Testing Day, Latino HIV Awareness Day, National Black HIV/AIDS Awareness Day) (Examples of Stakeholder Organizations: BCHPPC, Latinos En Accion, SFAN).												

### Objective 3: Support communities in efforts to address misconceptions and reduce HIV-related stigma and other stigmas that negatively affect HIV outcomes.Strategy 3.1.4 (2022-2026 Integrated Plan)

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Develop and implement education and awareness strategies that incorporate results from feedback mechanisms to increase HIV literacy	CEC	Increased awareness and utilization of services for PWH and Reduce HIV-related health disparities and health inequities	Partner with community organizations to institute a countywide summit for stakeholder collaborations to address various HIV-related issues including misconceptions and HIV-related Stigma.												

### Objective 4: Create and promote public leadership opportunities for PWH. Strategy 3.3.1 (Integrated Plan 2022-2026)

Activities	Responsible Party	Outcomes	Action Steps	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
4.1 Build the capacity of PWH to be meaningfully involved in the planning, delivering, and improvement of RWHP services.	CEC	Increased PWH on advisory boards, consumer boards, and employed as Peers	Incorporate programs from the organization, Meaningful Involvement of People with HIV/AIDS (MIPA) in Broward; Partner with the National Minority AIDS Council's (NMAC) ELEVATE Program to address workforce recruitment, development, and advancement needs for PWH in populations 50+, Young Black Men, T/GNC, and Latinx.												

Abbreviations: BCHPPC (Broward County HIV Prevention Planning Council); SFAN (South Florida AIDS Network); PCS (Planning Council Support Staff); T/GNC Transgender and gender nonconforming