



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, February 16, 2023 - 11:30 AM
Meeting location: Broward Regional Health Planning Council

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio recorded.

Quorum for this meeting is 6

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 February 16, 2023
5. **ACTION:** Approval of Minutes from January 19, 2023
6. Standard Committee Items
 - a. Review and Approve February 23, 2023, HIVPC Agenda, Meeting Materials, and Motions (**Handout A**)
 - b. Review March 2023 HIVPC Calendar (**Handout B**)
7. Unfinished Business
 - a. None.
8. New Business
 - a. None
9. Public Comment
10. Agenda Items for Next Meeting
 - a. Next Meeting Date: March 16, 2023, at 11:30 a.m. LOCATION: Broward Regional Health Planning Council/WebEx
 - b. Agenda Items for next meeting
11. Announcements

12. 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 • Robert McKinzie • Nan
H. Rich • Tim Ryan • Hazelle P. Rogers • Michael Udine

[Broward County Website](#)

Executive Committee

Thursday, January 19, 2023 - 11:30 AM

Meeting at Broward Regional Health Planning Council and via [WebEx](#)

DRAFT MINUTES

Executive Members Present: L. Robertson (HIVPC Chair), V. Biggs (HIVPC Vice-Chair), V. Foster (MCDC Vice-Chair), S. Jackson (CEC Chair) A. Ruffner (SOC Chair & CEC Vice-Chair), B. Barnes (PSRA & Ad-Hoc Chair) B. Fortune-Evans (QMC Chair), Jose Castillo (SOC Vice-Chair),

Members Excused:

Members Absent: T. Moragne (MCDC Vice-Chair)

Ryan White Part A Recipient Staff Present:

Planning Council Support Staff Present: G. Berkeley-Martinez, M. Patel

Guests Present:

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

The Executive Committee Vice-Chair called the meeting to order at 11:39 A.M. and welcomed all meeting attendees. The Vice-Chair notified attendees 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, he 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 Vice-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 of the January 19, 2023, Executive Committee agenda with amendments to include committee updates was proposed by L. Robertson, seconded by J. Castillo, and passed unanimously. The approval for the minutes of the September 15, 2022, meeting was proposed by L. Robertson, seconded by J. Castillo, and approved with no further corrections.

Motion #1: B. Barnes, on behalf of the Executive Committee, made a motion to approve the January 19, 2023, Executive Committee agenda with amendments to discuss committee updates. The motion was seconded by J Castillo and adopted unanimously.

Motion #2: V. Biggs, on behalf of the Executive Committee, made a motion to approve the September 15, 2022, Executive Committee meeting minutes as presented. The motion was adopted unanimously. The motion was seconded by J Castillo and adopted unanimously.

Standard Committee Items

Motion #3: V. Biggs, on behalf of the Executive Committee, made a motion for secondary approval to the January 26, 2023, HIVPC Agenda, Meeting Materials, and Motions with the changes of sharing duties due to the absence of the Chair from the PSRA and Ad-Hoc By laws and MOU Committees. The motion was seconded by B. Fortune-Evans and adopted unanimously.

Unfinished Business

No unfinished business.

New Business

As the committee reviewed the status of the MCDC FY2022-2023 Workplan Activities, PCS stated that all goals and objectives have been met with the exception of leadership training. L. Robertson expressed the intention of completing leadership training by the end of February 2023.

Motion #4: B. Barnes, on behalf of the Executive Committee, made a motion to approve the Executive FY2023-2024 Workplan Activities with the changes to include quarterly reporting of the integrated workplan activities and to change the AdHoc Bylaws & MOU committee to the AdHoc Nominations committee. The motion was seconded by V. Biggs and adopted unanimously.

Motion #5: B. Barnes on behalf of the Executive Committee, made a motion to move the draft version of the bylaws changes to be sent to the HIVPC meeting in January and voted upon in February. The motion was seconded by V. Biggs and adopted unanimously.

Motion #6: V. Biggs on behalf of the Executive Committee, made a motion to approve leadership training in lieu of the retreat which will be added directly after the February 2023 meeting. The motion was seconded by V. Foster and adopted unanimously.

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 Executive Committee meeting will be held on February 16, 2023, at 11:30 AM, at Broward Regional Health Planning Council, and via WebEx Videoconference.

- Discussion of the Ad-Hoc and Bylaws

Announcements

- L. Robertson shared the Ujima Men's Collectives Brothas Project: My Pronouns are He, She and They. This event highlights how gender and gender identity impact social justice and equity in the LGBTQ+ community at the LA. Lee YMCA/Mizell Community Center on January 19, 2023.
- V Biggs shared that the Black AIDS Advisory Group is hosting an awards gala in recognition of the National Black HIV/AIDS Awareness Day on February 3, 2023 at the Urban League of Broward County.
- V. Biggs shared that the World's AIDS Museum will host a Red Dress Gala on February 4, 2023 at the Dakota Center.
- L. Robertson announced the CEC's Community Conversation Event – Language Matters – will be a virtual presentation and discussion on January 26, 2023.

Adjournment

There being no further business, the meeting was adjourned at 1:03 P.M.

Executive Committee For CY 2023

Consumer	PLM-HA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	19												
1	1	0	1	Jackson, S	X												
0	1	0	2	Biggs, V., V. Chair	X												
0	0	0	3	Fortune-Evans, B.	X												
0	0	0	4	Foster, V.	X												
0	0	1	5	Moragne, T.	A												
0	1	0	6	Robertson, L., Chair	X												
0	0	0	7	Ruffner, A.	X												
0	1	0	8	Barnes, B.	X												
0	1	0	9	Castillo, J	X												
Quorum = 5																	

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 Meeting Minutes – January 19, 2023

Minutes prepared by PCS Staff

HANDOUT A

Broward County HIV Health Services Planning Council Meeting

Thursday, February 23, 2023 - 9:30 AM

Meeting at Broward Regional Health Planning Council and 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 10

DRAFT AGENDA

ORDER OF BUSINESS

- A. Call to Order/Establishment of Quorum
- B. Welcome from the Chair
 - a. Meeting Ground Rules
 - b. Statement of Sunshine
 - c. Introductions & Abstentions
 - d. Moment of Silence
- C. Public Comment
- D. **ACTION:** Approval of Agenda for February 16, 2023
- E. **ACTION:** Approval of Minutes from January 26, 2023
- F. Federal Legislative Report – Broward County Intergovernmental Affairs Office (**Handout A**)
- G. Consent Items
 - a. Motion to approve FY2023-2024 System of Care Work Plan (Handout B)
Justification: The work plan has been approved by the System of Care Committee.
Proposed by: SOC Committee Chair
 - b. Motion to approve FY2023-2024 Quality Management Committee Work Plan (Handout C)
Justification: The work plan has been approved by the Quality Management Committee.
Proposed by: QMC Chair
- H. Discussion Items
- I. Old Business
 - a. Review and Approve Draft HIVPC By-Laws: Members had the opportunity to review recommended changes for a vote during the February 23, 2023, HIVPC meeting. (Handout D)
Proposed by: Executive Committee
- J. New Business
 - a. Priority Setting and Resource Allocation Overview Presentation (Handout E)
- K. Committee Reports
 - a. Community Empowerment Committee (CEC)
Chair: Shawn Jackson • Vice Chair: Andrew Ruffner
February 7, 2023
 - 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:** March 7, 2023, at 3:00 PM at BRHPC and via WebEx Videoconference
- b. System of Care Committee (SOC)
Chair: Andrew Ruffner • Vice Chair: Jose Castillo
February 2, 2023
- 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:** March 2, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference
- c. Membership/Council Development Committee (MCDC)
Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne
No Meeting – Meeting April 2023
- 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 13, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference
- d. Quality Management Committee (QMC)
Chair: Bisiola Fortune-Evans • Vice Chair: Vacant
February 13, 2023
- 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:** March 20, 2023, at 12:30 PM at BRHPC and via WebEx Videoconference
- e. Executive Committee
Chair: Lorenzo Robertson • Vice Chair: Von Biggs
February 16, 2023
- i. **Work Plan Item Update/Status Summary:**
None.
 - 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:** March 16, 2023, at 11:30 AM at BRHPC and via WebEx Videoconference

- f. Priority Setting & Resource Allocation Committee (PSRA)
Chair: Brad Barnes • Vice Chair: Vacant
February 16, 2023
 - 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:** March 16, 2023, at 9:00 AM at BRHPC and via WebEx Videoconference

- g. Ad-Hoc By-Laws and Memorandum of Understanding Committee
Chair: Brad Barnes • Vice Chair: Vacant
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:**
 - vii. **Next Meeting date:** TBD at 2:00 PM Location: TBD

- L. Recipient Reports
 - h. Part A
 - i. Part B (Handout F)
 - j. Part C
 - k. Part D
 - l. Part F
 - m. HOPWA (Handout G)
 - n. Prevention – Quarterly Update (**April**, July, October, January) (Handout G)

- M. Public Comment
- N. Agenda Items for Next Meeting
 - o. Next Meeting Date: March 23, 2023, at 9:30 a.m. at BRHPC and via WebEx

- O. Announcements
- P. 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](#).

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[Broward County Website](#)



March 2023



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. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1343. Visit http://www.brhpc.org for updates.						
			1	2 System of Care Committee Meeting (SOC) 9:30 AM – 11:30 AM Location: BRHPC	3 South Florida AIDS Network Meeting (SFAN) 9:30 AM – 11:30 AM	4
5	6	7 Support Services Network 9:00 AM-10:15 Community Empowerment Committee Meeting (CEC) 3:00 PM – 5:00 PM Location: BRHPC	8	9	10 National Women & Girls HIV Awareness Day	11 W.A.G. Celebrity Style Clothing Swap & Celebration 11AM-4PM Location: African American Research Library & Cultural Center
12	13	14	15	16 PSRA Committee Meeting 9:00 AM – 11:00 AM Location; BRHPC Executive Committee Meeting 11:30 AM-1:30 PM Location; BRHPC	17	18
19	20 Quality Management Committee Meeting (QMC) 12:30 PM – 2:30 PM Location: BRHPC	21	22	23 HIV Planning Council (HIVPC) Meeting 9:30 AM – 11:30 AM Location: BRHPC	24	25
26	27	28				 <p>GET CARE BROWARD TREAT HIV BEAT HIV RYAN WHITE PART A</p>

Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020
 BCHPPC* - Broward County HIV Prevention Planning Council

Links are active and lead to meetings or Awareness Day Information.

Meetings in **RED** are canceled. Meetings in **BLUE** are for the HIV Planning Council Committees. Meetings in **GREEN** are for the Provider Network.
 Version 4/19/21. Information on this calendar is for informational purposes only.
 Holidays and meetings outside of the HIV Planning Council are in **BLACK**.



March 2023



Broward HIV Health Services Planning Council Calendar

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 hivpc@brhpc.org or (954) 561-9681 ext. 1292 or 1343. Visit <http://www.brhpc.org> for updates.

TODOS ESTAN BIENVENIDOS!	ALL ARE WELCOME!	BON VINI!
<p>A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>Para confirmar información acerca de la reunión de Consejo de Planeación HIV, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.</p>	<p>Unless otherwise noted on the calendar, all meetings are held at:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>To confirm HIV Planning Council meeting information, or reserve special needs services such as Translation from English to Spanish or Creole, or are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.</p>	<p>Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:</p> <p>Location: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>Pou konfime enfòmasyon ou resewa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tandè, rele 48 tè alavans pou yo ka fè aranjman pou ou.</p>

HIVPC Committee Descriptions

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.

Executive Committee - Sets agenda for Council meetings, addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system-based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

