



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, July 21, 2022 - 1:30 PM
Meeting location: Broward Regional Health Planning Council

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

This meeting is audio recorded.

Quorum for this meeting is 5

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 July 21, 2022
5. **ACTION:** Approval of Minutes from June 16, 2022
6. Standard Committee Items
 - a. Review and Approve July 28, 2022, HIVPC Agenda, Meeting Materials and Motions (Handout A)
 - b. Review August & September 2022 HIVPC Calendar (Handout B)
7. Unfinished Business
 - a. **Action Item:** Update - Board of County Commissioners Quorum request (Handout C – April 27, 2022, Letter to Mayor Michael Udine)
 - b. **Action Item:** Update – 33% requirement discussion with HRSA Project Officer June 22, 2022 (Handout D – July 11, 2022, Letter to HRSA)
8. New Business
 - a. **Action Item:** Review Policy and Procedures (Handout E)
9. Public Comment
10. Agenda Items for Next Meeting
 - a. Next Meeting Date: September 15, 2022, at 11:30 a.m. LOCATION: Broward Regional Health Planning Council
 - 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 • 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 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 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.



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(954) 561-9681 • FAX (954) 561-9685

Executive Committee
Thursday June 16, 2022 - 1:30 PM
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), V. Moreno (PSRA Vice-Chair), S. Jackson (CEC Chair) A. Ruffner (SOC Chair & CEC Vice-Chair), Jose Castillo (SOC Vice-Chair), B. Barnes (PSRA Chair)

Members Excused: None

Members Absent: B. Fortune-Evans (QMC Chair), T. Moragne (MCDC Vice-Chair)

Ryan White Part A Recipient Staff Present: T. Thompson

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

Guests Present: None.

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

The Executive Committee Chair called the meeting to order at 1:31 P.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 with amendments, discuss the status of the two letters that were sent to the Board of Commissioners Office and an update on the Integrated Plan, of the June 16, 2022, Executive Committee meeting was proposed by J. Castillo, seconded by S. Tinsley, and passed unanimously. The approval for the minutes of the May 19, 2022, meeting was proposed by V. Biggs, seconded by V. Foster, and approved with no further corrections.

Motion #1: Mr. Castillo, on behalf of Executive Committee, made a motion to approve the June 16, 2022, Executive Committee agenda with amendments to discuss the status of the two letters that were sent to the Board of Commissioners Office and an update on the Integrated Plan. The motion was adopted unanimously.

Motion #2: Mr. Biggs, on behalf of Executive Committee, made a motion to approve the May 19, 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 6/23/2022 meeting. The Committee voted to approve the agenda as presented. The approval for the agenda of the June 23, 2022, HIV Planning Council meeting as presented was proposed by V. Foster, seconded by B. Barnes, and passed unanimously.

Motion #3: Mr. Foster, on behalf of the Executive Committee, made a motion to approve the June 23, 2022, HIV Planning Council meeting agenda as presented. The motion was adopted unanimously.

B. Barnes recommended canceling the next HIVPC meeting on June 23, 2022. According to the By-Laws, Executive Committee can cancel three meetings per year. The Integrated Planning retreat is on June 24, 2022. Cancelling the HIVPC meeting this will allow members to attend the retreat. The approval to cancel June 23, 2022 HIVPC meeting was proposed by B. Barnes, seconded by V. Biggs, and passed unanimously.

Motion #4: Mr. Barnes, on behalf of the Executive Committee, made a motion to cancel the June 23, 2022, HIVPC meeting. The motion was adopted unanimously.

The Committee also reviewed the July 2022 HIV Planning Council calendar of activities. The CEC did not plan a Community Conversation session for July due to CEC Committee not meeting quorum in June. The July 2022 HIVPC calendar was approved with no further amendments.

PCS Staff discussed the possibility of establishing quorum both virtually and in-person. It was discussed for the Planning Council to submit a request to the Board of County Commissioners to include a legislative request for virtual quorum relating to the HIV Health Planning Council in the 2023 State Program. PCS Staff will coordinate with the Chair and Vice-Chair, Recipient Office to devise a plan of action. Committee members also discussed the possibility of finding a new location to host HIV Planning Council and Committee meetings. PCS Staff will continue to research locations that will accommodate the entire planning council and have availability for all meetings each month. Committee members agreed to use the Planning Council's budget to fund locations if needed. Locations to look into:

- African American Research Library
- Urban League
- YMCA (Ft. Lauderdale Location)
- Art Serve
- Governmental Center
- Galleria Mall

5. Unfinished Business

None

6. New Business

Committee members discussed the letters that were sent to the Commissioner's Office, one regarding establishing quorum via hybrid platform and the other inviting Commissioner Moskowitz to the next Planning Council meeting. An updated invitation notice will be sent to Commissioner Moskowitz to inform them of the canceled HIV Planning Council meeting on June 23, 2022.

The next Integrated Plan (IP) Retreat is scheduled for June 24, 2022. The last retreat was

May 27, 2022. During this retreat, the planning bodies discussed the Ryan White Program's data and eligibility criteria. Many of the representatives discussed their activities and achievements completed in FY2021. The next IP retreat will discuss the Goals and Objectives-NHAS Goals, State goals and the previous 2017-2021 IP Goals. Members will revise and approve the goals for the 2022-2026 Integrated Plan. If any members would like to attend the June 24th IP retreat, please contact PCS Staff for more information.

Committee members discussed inviting SFAN to join PSRA meetings. The purpose of joint committee meetings is to allow the community to work together and plan activities that would be beneficial to both planning bodies. Ad-Hoc By-Laws and MOU committee will continue this discussion for further review.

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 July 21, 2022, 1:30 PM, at Broward Regional Health Planning Council and via WebEx Videoconference.

10. Announcements

- The HIVPC will have a table at the Stonewall Pride Parade and Festival on June 18, 2022. Persons interested in volunteering are asked to contact PCS Staff. Everyone was invited to stop by the booth.
- World AIDS Museum is hosting a film series on Wednesday, June 22, 2022. The documentary "A Social Cure" highlights the HIV testing efforts in South Africa.
- Poverello is hosting a community event on June 29th from 6-9 PM. This is in collaboration with the pharmaceutical company ViiV Healthcare. There will be a PrEP and Cabenuva Injectable Treatment presentation. Members were encouraged to contact PCS Staff if interested in tabling at the event.

11. Adjournment

There being no further business, the meeting was adjourned at 2:19 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	17	21	19	16							
1	1	0	1	Jackson, S	N-03/03		E	Z-4/7	X	X							
0	1	0	2	Biggs, V., V. Chair	X	X	X	X	X	X							
0	0	1	3	Fortune-Evans, B.	X	X	X	X	X	A							
0	0	0	4	Foster, V.	X	X	X	X	X	X							
0	0	1		Lopes, R., Ex-Officio	X	X	X	X	A		Z-5/31						
0	0	3	5	Moragne, T.	A	A	X	X	X	A							
0	1	0	6	Robertson, L., Chair	X	X	X	X	X	X							
0	0	0	7	Ruffner, A.	E	E	X	E	E	X							
1	1	1	8	Shamer, D.	A	X					Z-03/14						
0	1	2	9	Barnes, B.	A	A	X	X	E	X							
			10	Castillo, J		N-04/11			E	X							
0	0	5	11	Moreno, V.	A	A	A	A	A	X							
Quorum = 5					5	6	8	7	6	8	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 2022

Executive Committee Meeting Minutes – June 16, 2022

Minutes prepared by PCS Staff

HANDOUT A



FORT LAUDERDALE/BROWARD EMA
BROWARD HIV HEALTH SERVICES PLANNING COUNCIL
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Broward County HIV Health Services Planning Council Meeting

Thursday, July 28, 2022 - 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 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 July 28, 2022
5. **ACTION:** Approval of Minutes from May 26, 2022
6. Federal Legislative Report – Kareem Murphy (Handout A)
7. Consent Items
 - a. Motion to approve How Best to Meet the Need Language (Handout B)
Justification: The How Best to Meet the Need Language for FY2023-2024 was reviewed and approved by the priority Setting & Resource Allocation Committee.
PROPOSED BY: Priority Setting & Resource Allocation Committee
 - b. Motion to approve the PSRA Ranking of Part A and MAI Service Categories (Handout C).
Justification: Rankings were conducted as a part of the priority setting and resource allocation process.
PROPOSED BY: Priority Setting & Resource Allocation Committee

8. Discussion Items

Part A Core Services

- a. **Motion to approve the allocation of \$ to Outpatient Ambulatory Health Services for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2022 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- b. **Motion to approve the allocation of \$ to AIDS Pharmacy Assistance (LPAP) for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- c. **Motion to approve the allocation of \$ to Oral Health Services for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- d. **Motion to approve the allocation of \$ to Health Insurance Premium & Cost Sharing FY2023-2024**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- e. **Motion to approve the allocation of \$ to Medical Case Management/ Treatment adherence for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- f. **Motion to approve the allocation of \$ to Medical Case Management (Case Management) for FY2023-2024.**

FY2023 Ranking

Factors to Consider

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- g. **Motion to approve the allocation of \$159,939 to Mental Health for FY2022-2023.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: 1%

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- h. **Motion to approve the allocation of \$ to Substance Abuse (outpatient) for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

Total Part A Core Services: \$

Part A Support Services:

- i. **Motion to approve the allocation of \$ to Non-Medical Case Management Services- Centralized Intake & Eligibility Determination (CIED) (Case Management) for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- j. Motion to approve the allocation of \$ to Emergency Financial Assistance for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- k. Motion to approve the allocation of \$ to Food Bank/ Food Voucher for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- l. Motion to approve the allocation of \$ to Legal Services for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

Total Part A Support Services: \$

Total Part A Allocations: \$

MAI Core Services:

- m. Motion to approve the allocation of \$ to Outpatient Ambulatory Health Services (OAHS) for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2022 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- n. Motion to approve the allocation of \$ to Non-Medical Case Management Services for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- o. Motion to approve the allocation of \$ to Mental Health FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

- p. Motion to approve the allocation of \$ to Substance Abuse (Outpatient) for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2022 Allocation: %

[PROPOSED BY: Priority Setting & Resource Allocation Committee](#)

Total MAI Core Services: \$

MAI Support Services:

- q. Motion to approve the allocation of \$ to Non-Medical Case Management - Centralized Intake & Eligibility Determination (CIED) for FY2023-2024.**

FY2023 Ranking

Factors to Consider:

Recommended percentage of FY2023 Allocation: %

PROPOSED BY: Priority Setting & Resource Allocation Committee

Total MAI Support Services: \$

Total Mai Allocations: \$

Total Part A and MAI Allocations: \$

9. New Business

- a. **Action Item:** HOPWA Discussion-Receive an overview on HUD Fair Market Rent and Rent Standards required and the upcoming HOPWA modernization.

10. Committee Reports

- a. Community Empowerment Committee (CEC)

Chair: Shawn Jackson • Vice Chair: Andrew Ruffner

July 5, 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. CEC Listening Sessions
- vii. **Next Meeting date:** September 6, 2022, at 3:00 PM at BRHPC and via WebEx Videoconference

- b. System of Care Committee (SOC)

Chair: Andrew Ruffner • Vice Chair: Jose Castillo

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:** September 1, 2022, 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 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:** October 13, 2022, at 9:30 AM at BRHPC and via WebEx Videoconference

- d. Quality Management Committee (QMC)

Chair: Bisiola Fortune-Evans • Vice Chair: Vacant

July 18, 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:** September 19, 2022, at 12:30 PM at BRHPC and via WebEx Videoconference
- e. Executive Committee
Chair: Lorenzo Robertson • Vice Chair: Von Biggs
July 21, 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:** September 15, 2022, at 11:30 AM at BRHPC and via WebEx Videoconference
- f. Priority Setting & Resource Allocation Committee (PSRA)
Chair: Brad Barnes • Vice Chair: Valery Moreno
July 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:** August 18, 2022, at 9:00 AM at BRHPC and via WebEx Videoconference
- a. 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:** August 18, 2022 at 3:00 PM Location: Poverello and via WebEx

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: September 22, 2022, at 9:30 a.m. at BRHPC and via WebEx
 - b. Agenda Items for next meeting
- 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 • Jared
Moskowitz • Nan H. Rich • Tim Ryan • Torey Alston • Michael Udine

[Broward County Website](#)



HANDOUT B1

August 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 hivpc@brhpc.org or (954) 561-9681 ext. 1292 or 1343. Visit http://www.brhpc.org for updates.						
	1	2	3	4	5 South Florida AIDS Network Meeting (SFAN) 9:30 AM – 11:30 AM Disease Case Management 2:30 PM – 3:45 PM	6
7	8	9 Community Conversation Zoom Video-Conference 7:00 PM – 9:00 PM	10	11	12	13
14	15	16	17	18 Ad-Hoc Bylaws/MOU 3:00 PM – 5:00 PM Location: Poverello	19	20
21	22	23	24	25	26	27
28	29 National Faith HIV/AIDS Awareness Day	30	31			 GET CARE BROWARD TREAT HIV BEAT HIV RYAN WHITE PART A

Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

Poverello: Poverello 2056 N Dixie Highways, Wilton Manors, FL 33305

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**.



HANDOUT B2

September 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. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1292 or 1343. Visit http://www.brhpc.org for updates.						
				1 System of Care Committee Meeting (SOC) 9:30 AM – 11:30 AM Location: BRHPC	2 South Florida AIDS Network Meeting (SFAN) 9:30 AM – 11:30 AM	3
4	5	6 Community Empowerment Committee Meeting (CEC) 3:00 PM – 5:00 PM Location: BRHPC Support Services Network 9:00 – 10:15 AM	7 Medical Provider Network 2:30 PM – 3:45 PM	8	9	10
11	12	13 Behavioral Health Network 2:00 PM – 3:15 PM	14	15 Executive Committee Meeting 11:30 AM – 1:30 PM Location: BRHPC	16	17
18	19 Quality Management Committee Meeting (QMC) 12:30 PM – 2:30 PM Location: BRHPC	20	21	22 HIV Planning Council (HIVPC) Meeting 9:30 AM – 11:30 AM Location: BRHPC	23	24
25	26	27	28	29	30	 GET CARE BROWARD TREAT HIV BEAT HIV RYAN WHITE PART A

Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020

Poverello: Poverello 2056 N Dixie Highways, Wilton Manors, FL 33305

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.



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

HANDOUT C



April 27, 2022

The Honorable Michael Udine
Mayor, Broward County
Broward County Governmental Center
115 South Andrews Ave., Room 411
Fort Lauderdale, FL 33301

Dear Honorable Mayor Udine,

I am writing on behalf of the Broward County HIV Health Services Planning Council (HIVPC) to share our concern regarding the Ordinance (Article XII, Sec. 1-233) establishing quorum in the room for advisory meetings.

The HIVPC is a body comprised of people living with HIV, service providers for the HIV community, and other stakeholders and interested parties. The purpose of the Council is to provide planning, promote the development of HIV/AIDS health services, personnel, facilities that meet identified health needs cost-effectively, reduce inefficiencies, and develop HIV-related health plans.

For the past two years, the HIVPC continued to serve the Broward County community and held meetings through a virtual platform to ensure the safety of all members, interested parties, and Planning Council Support Staff. With the implementation of Executive Order 20-246 and in keeping with Broward County guidelines, the HIVPC and its six standing Committees have continued its vital work to the benefit of over 8,000 Ryan White Part A clients of Broward County.

With the current Executive Order expiring on May 10, 2022, the HIVPC is gearing up to resume in-person meetings. While most members are eager to resume in-person meetings, members have called for a hybrid meeting that would allow for quorum to be established both in-person and virtually. Members have expressed that the flexibility and safety of continuing HIVPC and Committee meetings through a hybrid platform will ensure the attendance of each member without disrupting the work of the Council.

We respectfully implore you to revise the current language so that the Planning Council and similar boards like it establish a hybrid setting with the ability to recognize in-person and virtual attendance for quorum. The HIVPC is eager to continue its work and asks that this request be seriously considered.

We appreciate your consideration of this request. Should you have further questions, I can be contacted at (813) 391-6710, and our council office at hivpc@brhpc.org.

Sincerely,

Lorenzo Robertson
Chair, HIV Health Services Planning Council



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

HANDOUT D



July 8, 2022

Ms. Kristin Athey
HRSA Headquarters
5600 Fisher Lane
Rockville, MD 20857
KAthey@hrsa.gov

Dear Ms. Athey,

On behalf of the Broward County HIV Health Services Planning Council (HIVPC), we appreciate the invitation for me and the Vice-Chair to be part of the June 22nd meeting with you and the Ryan White Part A (RWPA) Office. Per our discussion, this letter puts in writing our concern regarding Ryan White legislation, Section 2602(b)(5)(C) of Title XXVI of the Public Health Services (PHS) Act, which requires that at least 33% of the voting planning council members be unaffiliated consumers of the Ryan White Part A services.

The Broward HIVPC and its six standing Committees continue the vital work to benefit the over 8,000 RWPA clients of Broward County. Broward HIVPC values PWH as integral to the decision-making process of RWPA. However, the HIVPC has struggled to increase membership and retain unaffiliated consumers in our Planning Council. Over the years, many PWH joined the Council as unaffiliated consumers but later received employment with RWPA providers. Thus, changing their status from unaffiliated to affiliated. As of June 30, 2022, (35%) of the HIVPC was comprised of people with HIV, including 10% of members identifying as unaffiliated consumers. This is a reduction from 18% as one unaffiliated member resigned, and RWPA providers hired two unaffiliated members.

Hiring individuals with lived experiences increases the viability of the planning council, increases consumers' income and quality of life, and provides consumers with access to additional benefits. Therefore, with this positive hiring trend, we respectfully request that HRSA/HAB consider revising the current language so that the Planning Councils can include all PWH in the consumer membership mandate.

We appreciate the consideration of this request. Should you have further questions, I can be contacted at (813) 391-6710 and our council office at hivpc@brhpc.org.

Sincerely,

Lorenzo Robertson
Chair, HIV Health Services Planning Council

Cc: Jessica Roy, MSW, Health Care Services Administrator

HANDOUT E

EXECUTIVE COMMITTEE

Policies and Procedures

Policies

The Committee shall have responsibility for oversight of the planning activities established in the comprehensive plan and development and oversight of committee work plans to address comprehensive planning goals and objectives.

The membership of the Executive Committee shall consist of the Broward County HIV Health Services Planning Council (Council) Chair, the Council Vice-Chair and the Chairs and Vice Chairs of each of the Standing Committees. Immediate past Council Chair (if the past Chair is currently a member of the Council) will serve as an ex-officio member of the Committee.

The Executive Committee may meet between regular Council meetings as needed, on an emergency basis, to conduct business of the Council (excluding priority-setting and allocation decisions). The Executive Committee shall:

- Set the agenda for Council meetings.
- Address Conflict of Interest issues.
- Develop and oversee committee work plans which address comprehensive planning goals and objectives.
- Review Membership/Council Development Committee Attendance report to identify Council members not in compliance with attendance requirements.
- Review Committee recommendations to determine whether the items should be referred to the appropriate Committee.
- Ratify Membership/Council Development Committee recommendations for removal for cause.

The Committee shall be authorized to formulate Council policy, review all concerns, and make recommendations to the full Council regarding unresolved grievance issues as stated in the Council's Grievance Policy.

Procedures

Conflict of Interest

The Committee shall be authorized to formulate Council policy, review all concerns, and make recommendations to the full Council regarding conflict of interest issues.

Comprehensive Plan:

The Committee shall have responsibility to develop and maintain a comprehensive plan for the organization and delivery of HIV health and support services that:

- Incorporates information from the needs assessment, continuous quality improvement activities, evaluation studies, etc.;
- Includes a strategy to coordinate the provision of services with programs for HIV prevention (including outreach and early intervention) and the prevention and treatment of substance abuse (including programs that provide comprehensive treatment services for substance abuse);
- Establishes mechanisms to ensure participation in Statewide Coordinated Statement of Need (SCSN) activities to encourage CARE Act programs to address key HIV/AIDS care issues and enhance coordination;

- Coordinates with Federal grantees that provide HIV-related services; and,
- Includes discrete goals and timetables.

The Committee will invite representatives from other planning bodies and other community stakeholders to participate in the preparation of all planning documents, coordinate and collaborate the funding available for services to HIV infected individuals.

The Committee will encourage a cooperative, non-duplicative relationship amongst all providers of HIV/AIDS services.

The Committee will ensure participation in SCSN activities.

The Committee shall develop work plans for HIVPC committees to respond to the goals and objectives of the Comprehensive Plan and oversee/manage accomplishment of work plan activities.

Council Meeting Agenda:

The Committee (or in the absence of Executive Meeting action, Planning Council Support (PCS) staff) shall prepare an agenda for full Council meetings.

The meeting agenda for the Council shall be based upon the following:

- Each committee chair, the grantee, and Council support staff will inform the Committee (or PCS staff) of committee recommendations and other actions to be presented for the Council's approval.
- Motions passed by Committees may be sponsored by the Chair of the Committee on behalf of the committee and annotated on the Council Agenda as sponsored by the Committee. Individual members of the Council may also request that action items be placed upon the agenda by providing them in writing to PCS staff prior to the Executive Committee meeting.
- Members of the public who wish to bring matters before the Council for consideration must obtain sponsorship of the item by a member of the Council. Requesters of all Council actions will also provide appropriate back-up documentation to explain the action being requested.
- The Executive Committee may refer proposed actions to the appropriate committee to examine and make a recommendation prior to presenting the matter to the Council for action.
- Proposed motions requiring the Council's vote shall be listed on the agenda which is sent out to members prior to the Council meeting.
- At the Executive Committee's discretion, the back-up documentation will be labeled and distributed with the Council's agenda.
- At the discretion of the Council Chair, action items requested at the Council meeting not on the published agenda may be deferred to the old business or new business portion of the agenda, or until the next Council meeting, or may be assigned to an appropriate committee for recommendation.
- The ordinary Council agenda shall include: Call to Order, Welcome and Self-introductions (includes explanation of Ground Rules, Sunshine Law and HIV self-disclosure), Moment of Silence, Excused Absences and Appointment of Alternates, Adoption of Agenda, Approval of Minutes, Consent Items, (no discussion required), Discussion Items (discussion required), Committee Reports, Grantee and Other Reports (including, but not limited to Part A, Part B, Part C, Part D, Part F, HOPWA, Prevention, etc.), Old/New Business, Public Comment, Announcements, Next Meeting Date, Agenda Items for the Next Meeting, Adjournment. The Executive Committee may order agenda items for the efficient and effective administration of the Council's business.

- The Executive Committee (or Council Chair in the absence of Executive Committee action) will determine the order of decision action items.
- The Executive Committee will establish time limits for each agenda item for each meeting. The Chair may use discretion to impose time limits on each speaker, to be consistently applied. Upon expiration of the time for discussion of a particular action item, the Chair shall close the debate and call for a vote. A person who has spoken once on a pending matter may not speak again on that matter until all others requesting the floor have been recognized.

Grievances:

The Executive Committee (Committee) will provide a clearinghouse and facilitate resolution of grievances in an open, inclusive, non-discriminatory and impartial manner. Pre-dispute activities (such as publicly announcing all Broward County HIV Health Services Planning Council (Council), and Committee meetings, encouraging participation and feedback from members of the community at all Council, and Committee meetings, establishment of policies for attendance-related expense reimbursement for the infected community, development and distribution of outreach materials, including Grievance and Membership flyers, offering technical assistance, and informing the public of decision making procedures) have been enacted which assist in preventing potential grievances. The Committee is responsible for ensuring that consumer groups, affected individuals with direct interest, service providers, and Council members are aware of and have access to operating procedures available to address grievances. The Committee operates in accordance with applicable State and County conflict of interest statutes and ordinances.

The Committee will address grievances by individuals, community groups, council members and Part A providers eligible to receive Ryan White Part A funding which have been adversely affected by any actions of the Council involving the following: the needs assessment process, the comprehensive planning process, the priority setting process (including language regarding how best to meet such priorities), the clinical outcome/cost effectiveness determination process and allocation (as well as any possible reallocation) of funds to service categories process. For a grievance to be eligible for consideration, deviation from established, written processes or policies must be stated within the claim. All appeals from an initial action must be filed within two weeks of any decision, deviation or incident, and all resolutions or remedies are meant to apply prospectively. To avoid conflict of interest, grievances relative to the process used to select Part A service providers shall be in accordance with the Broward County Administrative Code.