



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

Ad-Hoc By-laws and Memorandum of Understanding Meeting

Friday, May 12, 2023, 1:00PM

Location: WebEx/Poverello Center

Chair: Brad Barnes • **Vice Chair:**

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 2632 290 7544)

This meeting is audio and video recorded.

Quorum for this meeting is 3

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
 - d. Moment of Silence
3. Approvals
 - a. **ACTION:** Approval of Agenda for May 12, 2023
 - b. **ACTION:** Approval of Minutes for April 14, 2023
4. New Business
 - a. Review the developed language for Broward County HIVPC Term Limits Policy and Procedures. (**Handout A**)
 - b. Review the HIVPC Members Tier List. (**Handout B**)
5. Discussion Items
 - a. Vote on New Language for HIVPC Term Limits Policy and Procedures.
6. Discuss the Next Steps
7. Agenda Items for Next Meeting
 - a. Next Meeting Date: TBA
8. 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 • Torey Alston • Nan H. Rich • Tim Ryan •
Robert McKinley • 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 tandeli nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesèsè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posesyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.

Acronym List

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

FPL: Federal Poverty Level
FQHC: Federally Qualified Health Center
HAB: HIV/AIDS Bureau
HHS: U.S. Department of Health and Human Services
HICP: Health Insurance Continuation Program
HIV: Human Immunodeficiency Virus
HIVPC: Broward County HIV Planning Council
HMMS: 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.



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

Ad-Hoc Committee
Friday, April 14, 2023 - 1:00 PM
Meeting via WebEx

DRAFT MINUTES

Ad-Hoc Nominating Members Present: B. Barnes (Committee Chair), T. Moragne, L. Robertson, J. Castillo

Members Absent: V. Foster

Ryan White Part A Recipient Staff Present: W. Cius

Planning Council Support Staff Present: G. Berkley-Martinez, M. Patel, N. Del Valle

Guests Present: None

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

The Ad-Hoc Nominating Committee Chair called the meeting to order at 1:11 p.m. The Ad-Hoc Nominating Committee Chair welcomed all meeting attendees that were present. Attendees were notified that the Ad-Hoc Nominating 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 Ad-Hoc Nominating Committee Chair, committee members, Recipient staff, PCS staff, and guests by roll call, and a moment of silence was observed.

2. Public Comment

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

3. Meeting Approvals

The approval for the agenda of the April 14, 2023, Ad-Hoc Nominating Committee meeting was proposed by *J. Castillo*, seconded by *L. Robertson*, and passed unanimously.

Motion #1: *J. Castillo*, on behalf of Ad-Hoc Nominating Committee, made a motion to approve the April 14, 2023, Ad-Hoc Nominating Committee agenda as presented. The motion was seconded by *L. Robertson* and adopted unanimously.

4. New Business

Committee members reviewed and discussed the Broward County Term Limits Resolutions which were submitted and approved by the Board of County Commissioners. The Broward County Term Limits speaks specifically on establishing the term limits as well as membership and rotations to ensure that each planning council reflects the demographics of the jurisdiction with HIV. Council members shall be appointed for a three-year term. Following any three

consecutive terms, an individual is ineligible to serve for one year, after which the individual may be reappointed to the Council.

Committee members continued to review the different Examples of Term Limits Policy and Procedures from other EMAs. Committee members agreed to adapting the language format from Boston's EMA.

Lastly, committee members discussed a starting place and agreed to divide different terms depending on the seniority of that member to determine their term. The expected start date is January 1st, 2024.

5. Discussion Items

Committee members agreed to adapt a similar language from the Boston's EMA to assist the committee to develop their own language for the Term Limits Policy and Procedures.

Voting on the new language for HIVPC Term Limits Policy and Procedures did not take place at this time.

6. Discuss the Next Steps

For the next Ad-Hoc By-Laws Committee Meeting, reviewing and adding the By-Law will be discussed. PCS Staff will divide members into 3 different tiers by years of service to present to the planning council as a starting point. Further discussion on what will be the policy and procedures will be discussed.

7. Agenda Items for Next Meeting

The next Ad-Hoc meeting will be held on May 12, 2023, at 1:00PM. Location: TBA

8. Announcements

G. Berkley-Martinez: On April 19th, the CEC will host a Community Conversation: HOPWA Housing Event at the World AIDS Museum.

9. Adjournment

There being no further business, the meeting was adjourned at 2:30 p.m.

Ad-Hoc Nominating Committee Attendance for CY 2022

Consumer	PLMHA	Absences	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
			Meeting Date				14									
0	0	0	Robertson, L.				X									
0	0	0	Moragne, T.				X									
1	1	1	Foster, V.				A									
0	1	0	Castillo, J				X									
0	1	0	Barnes, B Chair				X									
			Quorum = 3				4									

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

Ad-Hoc Nominating Committee Meeting Minutes – April 17, 2023
Minutes prepared by PCS Staff

Broward County Ryan White Part A HIV Health Services Planning Council

Term Limits

The Planning Council member's term of office shall be a three-year term.

1. Planning Council membership shall not exceed three (3) consecutive terms.
2. Following any three (3) consecutive terms, an individual is ineligible to serve for one (1) year, after which time that individual may be reappointed to the Council.
3. The MCDC (Membership Council Development Committee) may recommend waiving a term limit if doing so would keep the Planning Council in compliance with mandated reflectiveness.
4. This provision is effective as of January 1, 2024. Each term begins on January 1st and ends on December 31st.
5. The MCDC will approve members three months prior to the end of each three-year term.
6. Once the MCDC approves a member, then the HIV Planning Council will make a final decision two months prior to the end of each three-year term.

PCS Comments:

- a. **PCS (LINE 3):** Clarification for the following statement- *Term limits may be waived by chair and planning council to the Broward County commissioner if doing so would keep the Planning Council in compliance with mandated reflectiveness.*
 - i. Waived by which Chair? PC or MCDC?

HANDOUT B

Name	Member Since?
Tier 1	
Dr. Timothy Moragne	1990
Ronald Bhrannger	2005
William Marcoviche	2005
Bradford Barnes	2015
Lorenzo Robinson	2016
Joshua Rodriguez	2017
Dr. Mark Schweizer	2013-2022 Reappointed 2023

Tier 2	
Vincent Foster	2018
Bisiola Fortune-Evans	2018
Andy Ruffner	2018
Aaron Cutright	2019
Irving Wilson	2020
Von Biggs	2021

Tier 3	
Johanne Casseus	2022
Jose Castillo	2022
Eveline Dsouza	2022
Shawn Jackson-Tinsley	2022
Rafael Jimenez	2022
Eliza Dudelzak	2023
Kendra Hayes	2023
Brad Mester	2023
Jacque Wright	2023

End of Packet