



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, April 14, 2023, 1:00PM

Location: WebEx

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 April 14, 2023
4. New Business
 - a. Review Broward County Term Limits Resolutions (**Handout A**)
 - b. Review Examples of Term Limits Policy and Procedures from other EMAs (**Handout B**)
 - c. Review Recommended Broward HIVPC Discussion Starting Point Term Limits Schedule (**Handout C**)
5. Discussion Items
 - a. Develop language for Broward County HIVPC Term Limits Policy and Procedures.
 - b. 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](#)



PROPOSED

RESOLUTION NO.

1
2 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD
3 COUNTY, FLORIDA, PERTAINING TO TERM LIMITS FOR THE BROWARD COUNTY
4 HIV HEALTH SERVICES PLANNING COUNCIL MEMBERS; AMENDING
5 SECTION 12.109 OF THE BROWARD COUNTY ADMINISTRATIVE CODE
6 (“ADMINISTRATIVE CODE”); AND PROVIDING FOR SEVERABILITY, INCLUSION IN
7 THE ADMINISTRATIVE CODE, AND AN EFFECTIVE DATE.

8
9 WHEREAS, the U.S. Department of Health and Human Services, Health
10 Resources and Services Administration, HIV/AIDS Bureau now requires planning
11 councils to establish term limits and membership rotations to ensure each planning
12 council reflects the demographics of that jurisdiction’s population of individuals with HIV;

13 WHEREAS, the Board of County Commissioners of Broward County, Florida
14 (“Board”), desires to amend Section 12.109 of the Broward County Administrative Code
15 to specify HIV Health Services Planning Council (“Council”) members’ term limits and
16 membership rotations; and

17 WHEREAS, the Board finds that the proposed revisions to Section 12.109 of the
18 Broward County Administrative Code are in the best interest of Broward County, NOW,
19 THEREFORE,

20 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
21 BROWARD COUNTY, FLORIDA:

22 Section 1. Section 12.109 of the Broward County Administrative Code is hereby
23 amended to read as follows:

24 **12.109. Terms of Office and Compensation.**

25 ~~Terms of the~~ Each Council members shall be ~~in accordance with~~ appointed for a
26 three (3) year term, subject to the provisions of Section 1-233, Broward County Code.
27 Following any three (3) consecutive terms, an individual is ineligible to serve for one (1)
28 year, after which time that individual may be reappointed to the Council. The attendance
29 requirement found in Section 1-233, Broward County Code, shall apply to the members
30 of the Council to the extent an absence of a member is not the result of a member's HIV
31 status. Council members shall not be subject to the provisions of Section 1-233(c),
32 Broward County Code. The members of the Council shall serve without pay.

33 Section 2. Severability.

34 If any portion of this Administrative Code Resolution is determined by any court to
35 be invalid, the invalid portion will be stricken, and such striking will not affect the validity
36 of the remainder of this Administrative Code Resolution. If any court determines that this
37 Administrative Code Resolution, in whole or in part, cannot be legally applied to any
38 individual, group, entity, property, or circumstance, such determination will not affect the
39 applicability of this Administrative Code Resolution to any other individual, group, entity,
40 property, or circumstance.

41 Section 3. Inclusion in the Broward County Administrative Code.

42 It is the intention of the Board of County Commissioners that the provisions of this
43 Administrative Code Resolution become part of the Broward County Administrative Code
44 as of the effective date. The sections of this Administrative Code Resolution may be

EMA Term Limits for Ad-Hoc Committee

Central Florida HIV Planning Council

- A member term shall be 2 years, with approximately 50% of members recommended to the CEO for membership in even-numbered years and 50% in odd-numbered years.
- An individual shall not serve more than 3 full terms without a break in membership of at least 12 consecutive months.
 - If a member resigns or otherwise vacates a seat before the expiration of his or her term, a replacement shall be appointed to serve the remainder of the term.
 - A member who fills an unexpired term may serve a maximum of six consecutive years on the Planning Council prior to a break of at least 12 months, based on County requirements.
- Term limits shall not apply to a member who is the only person who can fill a required slot.
- A waiver of the six-year time limit shall be sought from the County where necessary.

San Francisco HIV Community Planning Council

- The term of office on the Council shall be two years.
- The term of appointment for Council Members shall be two years beginning on the date of the mayoral appointment.

Cuyahoga Regional HIV Health Services Ryan White Planning Council (Cleveland, Ohio)

- The term of office shall be for an initial period of two (2) years for newly appointed members, followed by a three (3) year second term and subsequent terms thereafter.
 - Upon completion of the three-year term, an individual is eligible to immediately reapply for Planning Council membership for one (1) additional three-year term.
- Planning Council membership shall not exceed three (3) consecutive terms without a minimum of one-year off before the individual can re-apply, with

allowance for extension of the last term as a voting member until a suitable candidate is found and appointed.

Boston EMA Ryan White Part A HIV Health Services Planning Council

- The Planning Council membership term is a period of twenty-four (24) months.
 - Members are eligible to renew their membership at the end of a term.
 - Term limits are such that a member may serve for three terms consecutively before stepping away from the Planning Council for at least twelve (12) months.
 - Term limits may be waived by MNC (Membership and Nominations Committee) if doing so would keep the Planning Council in compliance with mandated reflectiveness.
- Any individual who is appointed to fulfill a membership term within six (6) months or less of the end of a term, the remainder of the term then in progress and the following full term shall be considered that individual's first membership term.

Metropolitan Washington Regional Ryan White Planning Council

- Each public member of the Council shall be appointed for a term of two (2) years; provided, the initial appointments to the Council shall be staggered such that fifteen (15) of the public members shall be appointed for terms of three (3) years and fifteen (15) of the public members shall be appointed for terms of two (2) years.
- Any member in good standing is eligible for reappointment. The Membership & Bylaws Committee, using its established process, will make recommendations to the Mayor's Office of Talent and Appointments.
- Members may be appointed to fill unexpired terms as vacancies occur.

Las Vegas Transitional Grant Area Ryan White Part A Planning Council

- All terms of voting membership shall be for two years and shall commence upon the date of BCC (Clark County Board of Commissioners) approval.

- Members may serve consecutive terms if they meet all membership requirements, successfully complete the application and nomination process, and are reappointed by the BCC.
- Term limits for planning council members shall be as follows:
 - No planning council member shall hold a voting seat for more than four, 2-year terms.
 - A planning council member who holds a voting seat for a total of 8 consecutive years will be required to leave the council for 1 year and will be eligible to reapply for the planning council for no more than 2 additional terms (4 years).

HANDOUT C

Member Number	Name of Member	Term Number
1		1
2		2
3		3
4		1
5		2
6		3
7		1
8		2
9		3
10		1
11		2
12		3
13		1
14		2
15		3
16		1
17		2
18		3
19		1
20		2
21		3
22		1
23		2
24		3
25		1
26		2
27		3
28		1
29		2
30		3
31		1
32		2
33		3
34		1
35		2
36		3

Recommended Selection Process

Term number:

- | | | |
|-------------------------------|-----------------------------|---------------------------|
| 1) Term 1 2024-2025 / | Term 2 2025- 2028 / | Term 3 2028 -2031 |
| 2) Term 1 2024- 2026 / | Term 2 2026 – 2029 / | Term 3 2029 -2032 |
| 3) Term 1 2024 -2027 / | Term 3 2027- 2030 / | Term 3 2030 - 2033 |

At the Dec 2023 HIV PC meeting: Each member of the HIV PC will have a member number. This will be done by a lottery drawing.

All New HIVPC members will take the place of an outgoing member.

Year is from Jan 1 – Dec 31

At the end of a Term the members will be voted on for 2nd or 3rd term (by the HIV PC)

To run for HIV PC Chair or v Chair you can be in Year 1 1st Term – Term 3 year one.

Proposed By: B. Barnes, Chair Ad-Hoc Term Limits Committee