



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, April 20, 2023 - 11:30 AM**

**Meeting location: Ujima Men's Collective Conference Room, 1033 NW Sistrunk Boulevard**

**Fort Lauderdale, FL 33311**

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 April 20, 2023
5. **ACTION:** Approval of Minutes from March 16, 2023
6. Standard Committee Items
  - a. Review and Approve April 27, 2023, HIVPC Agenda, Meeting Materials, and Motions **(Handout A)**
  - b. Review May 2023 HIVPC Calendar **(Handout B)**
7. Unfinished Business
  - a. None.
8. New Business
  - a. Discussion on the status of developing Term Limits policies and procedures: Ad Hoc Committee Chair
  - b. Discussion on the status of the Integrated HIV Prevention and Care Planning activities: Presented by PCS Staff
  - c. HIVPC Quarterly Evaluations presentation **(Handout C)**: Presented by PCS Staff
9. Public Comment
10. Agenda Items for Next Meeting
  - a. Next Meeting Date: May 18, 2023, at 11:30 a.m. LOCATION: Broward Regional Health Planning Council/WebEx

b. Agenda Items for next meeting: To be Determined.

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

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H. Rich • Tim Ryan • Hazelle P. Rogers • Michael Udine

[Broward County Website](#)

# Executive Committee

Thursday, March 16, 2023 - 11:30 AM

Meeting at Ujima Men's Collaborative and via [WebEx](#)

## DRAFT MINUTES

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

Members Excused:

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

Ryan White Part A Recipient Staff Present: J. Glenroy, T. Currie

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

Guests Present:

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

The Executive Committee Chair called the meeting to order at 11:32 A.M. and welcomed all meeting attendees. The Chair notified attendees that the Executive Committee meeting is based on Florida's "Government-in-the-Sunshine Law and meets 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 March 16, 2023, Executive Committee agenda with amendments to include committee updates was proposed by *V. Biggs*, seconded by *A. Ruffner*, and passed unanimously. The approval for the minutes of the February 16, 2023, meeting was proposed by *J. Castillo*, seconded by *S. Jackson*, and approved with no further corrections.

**Motion #1: *V. Biggs*, on behalf of the Executive Committee, made a motion to approve the March 16, 2023, Executive Committee agenda with amendments to discuss committee updates. The motion was seconded by *A. Ruffner* and adopted unanimously.**

**Motion #2: *J. Castillo*, on behalf of the Executive Committee, made a motion to approve the February 16, 2023, Executive Committee meeting minutes as presented. The motion was seconded by *S. Jackson* and adopted unanimously.**

Standard Committee Items

**Motion #3: *B. Barnes*, on behalf of the Executive Committee, made a motion to approve the agenda for the HIVPC Meeting on March 23, 2023, with the change to move the discussions on the status of MOU and Revised By-Laws from old business to new business. The motion was seconded by *V. Biggs* and adopted unanimously.**

Unfinished Business

None.

#### New Business

*B. Barnes* requested Dr. Mark Schweizer to be reinstated as a member of the PSRA committee.

#### 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 April 20, 2023, at 11:30 AM, at Ujima Men's Collaborative, and via WebEx Videoconference.
- Policy and Procedures for Term-Limits.

#### Announcements

- *G. Berkeley-Martinez* announced that on April 4, 2023, CEC will be joining BAAG at the Florida Department of Health where the committee will be providing a presentation on the planning council.
- *G. Berkeley-Martinez* also announced the CEC Community Conversation on HOWPA on April 19, 2023 at the World AIDS Museum
- *L. Robertson* announced the Ujima Men's Collective will be hosting a Community Conversation on April 5<sup>th</sup>, 2023 at the YMCA Community Center.

There being no further business, the meeting was adjourned at 11:56 AM.

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	3	7	7										
1	1	0	1	Bhranger, R.	X	X	X										
0	1	0	2	Biggs, V.	X	X	X										
0	0	0	3	Franks, H.	X	X	X										
0	0	0	4	Gunion, D.	X	X	X										
1	1	0	5	Marcoviche, W.	X	X	X										
0	1	0	6	Robertson, L.	X	X	X										
0	0	1	7	Ruffner, A., V. Chair	A	A											Z - resigned
0	0	0	8	Shore, R.	X	X	X										
0	0	0	9	Wilson, I.	X	X	X										
1	1	0	10	Jackson, S., Chair	X	X	X										
1	0	1	11	Hayes, Kendra	X	X	A										
<b>Quorum = 6</b>					10	10	9										

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 – March 19, 2023

Minutes prepared by PCS Staff

# 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 priorite 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.

# Broward County HIV Health Services Planning Council Meeting

Thursday, April 27, 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

#### I. CALL TO ORDER/ESTABLISHMENT OF QUORUM

#### II. WELCOME FROM THE CHAIR

- a. Meeting Ground Rules
- b. Statement of Sunshine
- c. Introductions & Abstentions
- d. Moment of Silence

#### III. PUBLIC COMMENT

IV. **ACTION:** Approval of Agenda for April 27, 2023

V. **ACTION:** Approval of Minutes from March 23, 2023

VI. **FEDERAL LEGISLATIVE REPORT** – Attorney Marty Cassini, Broward County Intergovernmental Affairs Office

#### VII. STANDARD COMMITTEE ITEMS

- a. HIVPC Evaluation Report; Presented by PCS Staff; (Quarterly: April, July, October, January) (**Handout A**)
- b. Discussion on the status of the Integrated HIV Prevention and Care Planning activities; Presented by PCS Staff

#### VIII. CONSENT ITEMS

- a. None

#### IX. DISCUSSION ITEMS

- a. None

#### X. OLD BUSINESS

- a. Discuss the status of the Revised By-Laws (**Handout B**)

#### XI. NEW BUSINESS

- a. Overview: 2023 Biomedical HIV Prevention Summit, Las Vegas, April 11 – 12, Presented by Von Biggs, HIVCP Vice Chair (**Handout C**)

#### XII. COMMITTEE REPORTS

- a. Community Empowerment Committee (CEC)  
Chair: Shawn Jackson • Vice Chair: Irvin Wilson  
April 4, 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:** May 2, 2023, at 3:00 PM at BRHPC and via WebEx Videoconference
- b. System of Care Committee (SOC)

Chair: Andrew Ruffner • Vice Chair: Jose Castillo

April 6, 2023: Canceled

- 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:** May 4, 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

April 13, 2023: Canceled

- 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:** May 11, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference

d. Quality Management Committee (QMC)

Chair: Bisiola Fortune-Evans • Vice Chair: Vacant

April 17, 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:** May 22, 2023, at 12:30 PM at BRHPC and via WebEx Videoconference

e. Priority Setting & Resource Allocation Committee (PSRA)

Chair: Brad Barnes • Vice Chair: Vacant

April 20, 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:** May 18, 2023, at 9:00 AM at BRHPC and via WebEx Videoconference

f. Ad-Hoc Term Limits

Chair: Brad Barnes • Vice Chair: Vacant

April 14, 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:** May 12, 2023; at 1:00 p.m. Location TBD

g. Executive Committee

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

April 20, 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:** May 18, 2023, at 11:30 AM at Ujima Men's Collective Conference Room and via WebEx Videoconference

### **XIII. RECIPIENT REPORTS**

- a. Part A
- b. Part B (**Handout D**)
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA (**Handout E**)
- g. Prevention – Quarterly Update (**April**, July, October, January) (Handout G)

### **XIV. PUBLIC COMMENT**

#### **XV. AGENDA ITEMS FOR NEXT MEETING**

- a. Next Meeting Date: May 25, 2023, at 9:30 a.m. at BRHPC and via WebEx

### **XVI. ANNOUNCEMENTS**

### **XVII. ADJOURNMENT**

*For a detailed discussion on any of the above items, please refer to the minutes available at:  
[HIV Planning Council Website](#)*

*Please complete your [meeting evaluation](#).*

*Three Guiding Principles of the Broward County HIV Health Services Planning Council  
• Linkage to Care • Retention in Care • Viral Load Suppression •*

Vision: To ensure the delivery of high-quality, comprehensive HIV/AIDS services to low-income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care.

Mission: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high-quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: (1) Foster the substantive involvement of the HIV-affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care, (2) Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments, (3) Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment.



Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Jared Moskowitz • Nan H. Rich • Tim Ryan • Torey Alston • Michael Udine

[Broward County Website](#)



# May 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 <a href="mailto:hivpc@brhpc.org">hivpc@brhpc.org</a> or (954) 561-9681 ext. 1244/1343. Visit <a href="http://www.brhpc.org">http://www.brhpc.org</a> for updates.						
	1	2 <u>Community Empowerment Committee Meeting (CEC)</u> 3:00 PM – 5:00 PM Location: BRHPC	3	4 <u>System of Care Committee Meeting (SOC)</u> 9:30 AM – 11:30 AM Location: BRHPC/WebEx	5 South Florida AIDS Network Meeting (SFAN) 10:00 AM  Disease Case Management Network Meeting 2:30 PM – 3:45 PM	6
7	8	9	10	11 <u>PSRA Committee Meeting</u> 9:30 AM – 11:30 PM Location: WebEx	12 <u>AdHoc Committee Meeting</u> 1:00 PM – 3:00 PM Location: BRHPC/WebEx	13
14	15	16	17 Quality Network Meeting 9:00 AM – 10:15 AM	18 <u>PSRA Committee Meeting</u> 9:00 AM – 1:00 PM Location: WebEx  <u>Executive Committee Meeting</u> 11:30 AM-1:30 PM Location: Ujima Men’s Collective Conference Room/WebEx	19	20
21	22 <u>Quality Management Committee Meeting (QMC)</u> 12:30 PM – 2:30 PM Location: BRHPC/WebEx	23	24	25 <u>HIV Planning Council (HIVPC) Meeting</u> 9:30 AM – 11:30 AM Location: BRHPC/WebEx	26	27
28	29	30	31			

Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020  
 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.  
 Holidays and meetings outside of the HIV Planning Council are in **BLACK**.





# May 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](mailto: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 tande, rele 48 tè alavans pou yo ka fè aranjanman 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.

# **Broward County HIV Health Services Planning Council Meeting Evaluation Report**

Quarter 4: December 1, 2022- February 28, 2023



Broward County HIV Health Services Planning Council  
Broward County Health Care Services Ryan White Part A Program  
Broward County Board of County Commissioners  
Presented as of April 18, 2023.

# Purpose

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- The Planning Council Meeting Evaluation Form is utilized for all meetings of the Broward County HIV Health Services Planning Council (Planning Council) and its committees to provide ongoing feedback to the Planning Council and its committees as to the quality and effectiveness of its meetings.
- This tool will be utilized by the HIVPC and its committees to identify strengths and challenges and/or deficiencies and potential Council Development/Training needs.



# Process

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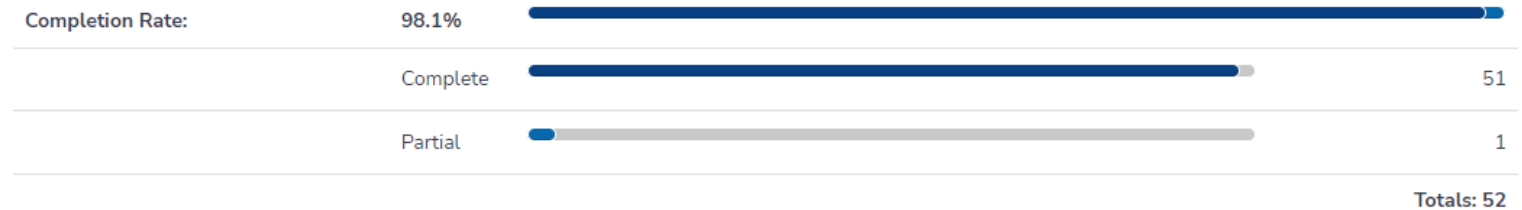
1. The Planning Council Meeting Evaluation Form will be shared with members and interested parties after the adjournment of all meetings of the Planning Council and its committees.
2. At this time completed Evaluation forms will be collected electronically on a rolling basis.
3. Council Support staff will aggregate the results of each meeting's evaluation forms and provide this data to the respective committee chairs and vice-chairs at the end of each quarter.
4. Council Support staff will provide aggregate totals of each meeting to all members at the Committee meetings at the end of each quarter.
5. "Meeting Evaluation" will be a standing item on the Committee agenda.
6. The Committees will discuss meeting evaluation findings to identify areas for improvement and suggest possible solutions to Planning Council/Committee Chairs.
7. The Committees will recommend training activities to the Membership/Council Development Committee, as necessary.



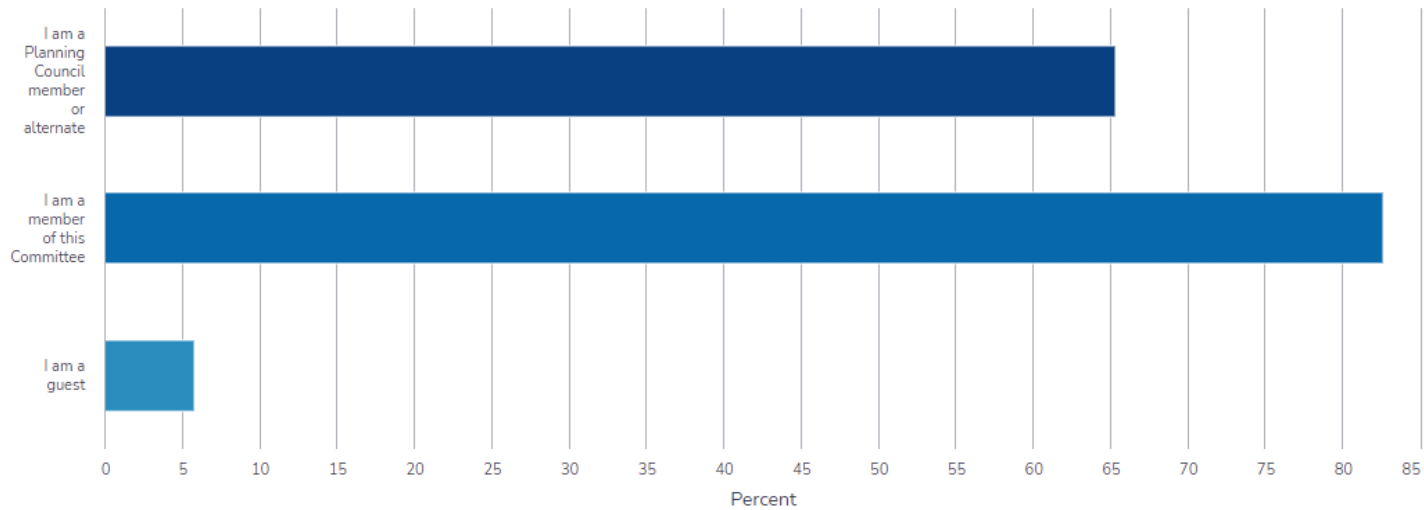
# Completion Rate

- 52 meeting evaluations were received out of a potential total of 144.
- There was a 98.1% completion rate observed for the evaluations that were received.

## Response Counts



# Affiliation



Value	Percent	Responses
I am a Planning Council member or alternate	65.4%	34
I am a member of this Committee	82.7%	43
I am a guest	5.8%	3



# Logistics

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- 96.2% of respondents agreed that the meeting location was convenient
- 96.2% of respondents agreed that the meeting times were convenient, and meetings were frequent enough to achieve progress towards workplan goals.
- 98% of respondents agreed that the meeting space was comfortable, accessible and appropriate.



# Meeting Content

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- Most respondents agreed that the purpose and objectives of meetings are clearly outlined.
- Similarly, most respondents agreed that not only are meeting material informative and useful, but materials align well with workplan goals and activities to advance the work of the planning council in a meaningful way.





# Preparation

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- Most respondents agreed that pre-meeting materials were well put together and useful and delivered sufficiently in advance of the meeting date.
- Most of the respondent agreed that the committee was well prepared to facilitate meetings. This includes themselves as well as other meeting participants.



# Process/Team-Work

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- Most respondents agreed that all attendees were encouraged to participate in meetings discourse.
- Most respondents felt like the meeting space allowed for healthy debate or purposeful discussions for all attendees.



# Meeting Efficiency

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- 100% of respondents agree that meetings are being ran efficiently.
- Most respondents believe that the meetings were a good use of their time and would recommend them to prospective members, funders and other guests.



# Strengths

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- Respectful
- Unity
- Co-operation
- Commitment
- Dedication



# Suggestions for Improvement

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- Continue member recruitment effort to improve diversity (such as more consumers).
- Proper preparation and following Robert's rule of order.
- Fixing invites via Outlook
- Intergovernmental affairs representative should be more engaging regarding RW funding.
- Sending out presentation in a timelier manner.



QUESTIONS?

DISCUSSION

