



**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, September 21, 2023 - 11:30 AM**

**Meeting location: Broward Regional Health Planning Council**

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

***This meeting is audio recorded.***

The Executive Committee meets to conduct the business of the Council and shall:

1. Set the agenda for Council meetings.
2. Address Conflict of Interest issues.
3. Review Membership/Council Development Committee Attendance report to identify Council members, not in compliance with attendance requirements.
4. Oversee the planning activities established in the integrated HIV prevention and care plan.
5. Develop and oversee committee work plans that address comprehensive planning goals and objectives.
6. Ratify recommendations for removal for cause from the Membership/Council Development Committee

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 September 21, 2023
5. **ACTION:** Approval of Minutes from August 17, 2023 (**Handout A**)
6. Standard Committee Items
  - a. Review and Approve September 28, 2023, HIVPC Agenda and Meeting Materials (**Handout B**)
  - b. Review October 2023 HIVPC Calendar (**Handout C**)
7. Unfinished Business
  - a. Action Item: Finalize discussion and vote on HIVPC Membership Term-Limits Policies and Procedures (**Handout D**)
8. New Business

- a. Action Item: Provide Ad-Hoc Nomination Committee Update
- b. Action Item: Plan and schedule HIVPC retreat.  
*Workplan Activity 3.1: Plan annual Planning Council Retreat or Development training annually*

9. Public Comment

10. Agenda Items for Next Meeting

- a. Next Meeting Date: October 19, 2023, 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 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.



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**Executive Committee**  
**Thursday, August 17, 2023 - 11:30 AM**  
**Meeting at Broward Regional Health Planning Council and via [WebEx](#)**  
**DRAFT MINUTES**

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

Members Excused: J. Castillo (SOC Vice-Chair)

Members Absent: V. Biggs (HIVPC Vice-Chair)

Ryan White Part A Recipient Staff Present: G. James

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

Guests Present: None.

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

The Executive Committee Chair called the meeting to order at 11:49 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 meeting reporting requirements, including the recording of minutes. In addition, he stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the Executive Committee Vice-Chair, Committee members, Recipient staff, PCS/CQM staff, and guests by roll call, and a moment of silence was observed.

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 of the August 17, 2023, Executive Committee agenda with amendments to include committee updates was proposed by T. Moragne, seconded by V. Foster, and passed unanimously. The approval for the minutes of the July 20, 2023, meeting was proposed by V. Foster, seconded by S. Jackson, and approved with no further corrections.

**Motion #1: T. Moragne, on behalf of the Executive Committee, made a motion to approve the August 17, 2023, Executive Committee agenda. The motion was seconded by V. Foster and adopted unanimously.**

**Motion #2: V. Foster, on behalf of the Executive Committee, made a motion to approve the July 20, 2023, Executive Committee meeting minutes as presented. The motion was seconded by S. Jackson and adopted unanimously.**

4. Standard Committee Items

Review and Approve August 24, 2023, HIVPC Agenda, Meeting Materials and Motions

**Motion #3: V. Foster, on behalf of the Executive Committee, made a motion to approve the agenda and meeting materials for the August 24, 2023, HIVPC meeting. The motion was seconded by B. Fortune-Evans and adopted unanimously.**

5. Unfinished Business

None.

6. New Business

Review of FY2023 HIVPC & Committee Work Plan

As Dr. Martinez presented an update of FY2023 HIVPC & Committee Work Plan, B. Barns recommended that the PSRA Committee should be tasked with examining how each committee could better utilize funds being spent to save money.

Vote - HIVPC Mission and Vision Statements

Executive members discussed the HIVPC Mission and Vision Statements and agreed to leave the statements as is.

**Motion #4: T. Moragne, on behalf of the Executive Committee, made a motion to approve the HIVPC's Mission and Vision statements as presented. The motion was seconded by V. Foster and adopted unanimously.**

Eligibility Process for Medical Nutrition Therapy

**Motion #5: On behalf of the PSRA Committee, B. Fortune-Evans made a motion to the Executive Committee to allow the Quality Management Committee to set the eligibility process for Medical Nutrition Therapy. The motion was seconded by B. Barns and adopted unanimously.**

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 on September 21, 2023, at 11:30am. **LOCATION:** BRHPC and via WebEx Videoconference.

10. Announcements

No Announcements.

There being no further business, the meeting was adjourned at 12:13 pm.

Executive Committee for CY 2023

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	19	16	16	20	18	15	20	17					
1	1	0	1	Jackson, S	X	X	X	X	X	C	X	X					
0	1	1	2	Biggs, V., V. Chair	X	X	X	X	X	C	X	A					
0	0	0	3	Fortune-Evans, B.	X	X	X	E	X	C	X	X					
0	0	1	4	Foster, V.	X	A	X	X	X	C	X	X					
0	0	3	5	Moragne, T.	A	X	A	X	X	C	A	X					
0	1	0	6	Robertson, L., Chair	X	X	X	X	X	C	X	X					
0	0	2	7	Ruffner, A.	X	A	X	X	A	C	X	X					
0	1	1	8	Barnes, B.	X	X	X	E	X	C	A	X					
0	1	0	9	Castillo, J	X	X	X	X	X	C	X	E					
				<b>Quorum = 5</b>	8	7	8	7	8		7	7					

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 – August 22, 2023  
 Minutes prepared by PCS Staff



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**Broward County HIV Health  
Services Planning Council  
Meeting**

**Thursday, September 28, 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 11

**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 September 28, 2023
- V. ACTION:** Approval of Minutes from July 27, 2023, and August 24, 2023
- VI. FEDERAL LEGISLATIVE REPORT**– Attorney Marty Cassini, Broward County Intergovernmental Affairs Office
- VII. STANDARD COMMITTEE ITEMS**
  - a) Status of Food Vouchers in the Ryan White Part A Program
- VIII. CONSENT ITEMS**
  - a) Quality Management Committee Work Plan 2023-2024
  - b) Ad-Hoc
    - i) Election Timeline
    - ii) Questionnaire for Candidates
- IX. DISCUSSION ITEMS**
  - a. None.

## XI. OLD BUSINESS

- a) None

## XII. NEW BUSINESS

- a) None

## XIII. COMMITTEE REPORTS

- a. Community Empowerment Committee (CEC)  
Chair: Shawn Jackson • Vice Chair: Irvin Wilson  
September 5, 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:** October 3, 2023, at 3:00 PM at BRHPC and via WebEx Videoconference
- b. System of Care Committee (SOC)  
Chair: Andrew Ruffner • Vice Chair: Jose Castillo  
September 7, 2023
  - i. **Work Plan Item Update/Status Summary:**
  - ii. **Data Requests:**
  - iii. **Rationale for Recommendations:**
  - iv. **Data Reports/ Data Review Updates:**
  - v. **Other Business Items:**
  - vi. **Agenda Items for Next Meeting:**
  - vii. **Next Meeting date:** October 5, 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  
September 2023- 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 12, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference
- d. Quality Management Committee (QMC)  
Chair: Bisiola Fortune-Evans • Vice Chair: Vacant  
September 18, 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:** October 16, 2023, at 12:30 PM at BRHPC and via WebEx Videoconference
- e. Executive Committee

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

September 21, 2023

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:** October 19, 2023, at 11:30 AM at BRHPC and via WebEx Videoconference
- f. Priority Setting & Resource Allocation Committee (PSRA)  
Chair: Brad Barnes • Vice Chair: Vacant  
September 2023- 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 19, 2023, at 9:00 AM at BRHPC and via WebEx Videoconference
- g. Ad-Hoc Term Limits  
Chair: Brad Barnes • Vice Chair: Vacant  
No Meeting Held
- i. **Work Plan Item Update/Status Summary:**
  - ii. **Data Requests:**
  - iii. **Rationale for Recommendations:**
  - iv. **Data Reports/ Data Review Updates:**
  - v. **Other Business Items:**
  - vi. **Agenda Items for Next Meeting:**
  - vii. **Next Meeting date:** TBD
- h. Ad-Hoc Nominations  
Chair: Brad Barnes • Vice Chair: Vacant  
September 21, 2023
- viii. **Work Plan Item Update/Status Summary:**
  - ix. **Data Requests:**
  - x. **Rationale for Recommendations:**
  - xi. **Data Reports/ Data Review Updates:**
  - xii. **Other Business Items:**
  - xiii. **Agenda Items for Next Meeting:**
  - xiv. **Next Meeting date:** TBD

### **XIII.** 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)

**XIV.** Public Comment

**XV.** Agenda Items for Next Meeting

a. Next Meeting Date: October 26, 2023, at 9:30 a.m. at BRHPC and via WebEx

b. Agenda Items for next meeting: To Be Determined

**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](#).*

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# October 2023

## HANDOUT C



### Broward HIV Health Services Planning Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change.</p> <p>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.</p>						
1	2	3 <b>Community Empowerment Committee Meeting (CEC)</b> 3:00PM – 5:00PM Location: BRHPC/WebEx	4 <b>Oral Health Network Meeting</b> 3:00 PM – 4:15 PM	5 <b>System of Care Committee Meeting</b> 9:30 – 11:30 AM Location: BRHPC/Web-Ex <b>Medical Provider Network Meeting</b> 2:30 PM – 3:45 PM	6 <b>South Florida AIDS Network Meeting (SFAN)</b> 9:30AM	7
8	9	10 <b>Behavioral Health Meeting</b> 2:00 PM – 3:15 PM	11	12 <b>Membership/Council Development Committee Meeting</b> 9:30 AM – 11:30 AM Location: BRHPC/WebEx	13	14
October 15  <b>Latinx Awareness Day</b>	16 <b>Quality Management Committee Meeting</b> 12:30PM-2:30PM Location: BRHPC/WebEx	17	18	19 <b>Priority Setting &amp; Resource Allocation Committee Meeting</b> 9:00AM – 11:30AM Location: BRHPC/WebEx <b>Executive Committee Meeting</b> 11:30AM – 1:30PM Location: BRHPC/WebEx	20	21
22	23	24 <b>Integrated Planning Workgroup</b> 12:00 PM – 4:00 PM	25	26 <b>HIV Planning Council (HIVPC) Meeting</b> 9:30 AM – 11:30 AM Location: BRHPC/WebEx	27	28
29	30	31				 <b>GET CARE BROWARD TREAT HIV   BEAT HIV RYAN WHITE   PART A</b>



# October 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!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

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

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.

Unless otherwise noted on the calendar, all meetings are held at:

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

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.

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

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

Pou konfime enfòmasyon ou resevwa 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 aranjman pou ou.

### 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.

**HIVPC Ad-Hoc Member Term-Limits**

**Policies & Procedures**

Term Limits for members and alternates as amended February 23, 2023, to the HIV Health Services Planning Council By-Laws

**Title: Article IV, SECTION 7: Term-Limits for Members and Alternates.**

1. As stated in Section 12.109 of the Broward County Administrative Code, the Council member's term of office shall be a three-year term. 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. The Council will follow any Broward County direction regarding term limits.
2. Following any three (3) consecutive terms, an individual is ineligible to serve for one (1) year, after which that individual may be reappointed to the Council by the County Commission.
3. The MCDC will recommend prospective members six months prior to the end of each three-year term to the Council.
4. The Council will recommend prospective members for appointment four months prior to the end of each three-year term to the County Commission.
5. Each term begins on January 1st and ends on December 31st.



# 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.

# HIVPC ATTENDANCE POLICIES

## BROWARD COUNTY CODE OF ORDINANCES CHAPTER 1, ARTICLE XII. BOARDS, AUTHORITIES AND AGENCIES GENERALLY

### GENERAL REQUIREMENT AND POLICIES

#### Sec. 1-233. Terms of appointees to Broward County agencies, authorities, boards, committees, commissions, councils, and task forces; quorum

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##### Removal based on Attendance

1. Board meetings on a quarterly or less frequent basis: Members will be removed after two (2) consecutive unexcused absences or missing two (2) properly noticed meetings in one (1) calendar year.
2. Board meetings more frequently than quarterly: Members will be removed after three (3) consecutive unexcused absences or missing for (4) properly noticed meetings in one (1) calendar year.

##### Excused Absences

Require written notice to the chair of the board prior to the meeting (when practicable). The chair of the board shall determine whether the absence meets the criteria for an excused absence. Members may be excused **ONLY** for the following reasons:

1. Member performing an authorized alternative activity relating to outside advisory board business that directly conflicts with the properly noticed meeting;
2. Death of an immediate family member (spouse, father, mother, stepparent, in loco parentis, child, or stepchild domiciled in member's household);
3. Death of member's domestic partner;
4. Member's hospitalization;
5. Member summoned for jury duty; or
6. Member is issued a subpoena by a court of competent jurisdiction.

##### Non-excused absences

1. Out of town business.
2. Doing business or attending a meeting for member's company.
3. Attending another meeting as an elected official.
4. Car problems.

##### Requirements of Appointment

Any advisory board appointee who fails to meet the requirements of his or her appointment, including residency, if required to live in the district, is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

##### Quorum Rules

Once a quorum has been established by members physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone.

**Appointees shall notify the board coordinator *at least two (2) business days prior to the scheduled meeting date as to whether they will or will not attend the meeting.*** This will allow the cancellation of a meeting due to a lack of quorum prior to the actual meeting date.

***If a board member does not confirm to the board coordinator that he or she will be present, at least 2 days prior to the meeting, he or she will be marked absent where such failure results in the meeting being cancelled for lack of quorum.***

## HIVPC ATTENDANCE POLICIES

If a meeting is **scheduled and a sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting:

- Members present will be marked as attending.
- Members who telephone in, will be marked as attending.
- Members not present will be marked absent.
- Members, who did not confirm they were attending and attend, will be marked present.

If a meeting is **scheduled and a sufficient number of members to have quorum DID NOT CONFIRM** that they will be physically present at the meeting, **THE MEETING WILL BE CANCELLED PRIOR TO THE MEETING DATE:**

- Members who intended to telephone in, will be marked absent.
- Members, who did not confirm that they were attending, will be marked absent.
- Members who confirmed they would be attending will be marked *present* and it will be noted on the attendance sheet that the meeting was cancelled.

If a meeting is **scheduled and sufficient number of members to constitute a quorum CONFIRMED** that they will be physically present at the meeting, **BUT QUORUM WAS NOT PRESENT AT THE MEETING, THE MEETING WILL BE CANCELLED:**

- Members present will be marked as attending but it will be noted that the meeting was cancelled.
- Members not present will be marked absent.
- Members, who telephone in, will be absent.
- Members, who did not confirm that they were attending, and attend, will be marked present.
- Members who did not confirm that they were attending, and do not attend, will be marked absent.

(Ord. No. 79-36, § 1, 6-20-79; Ord. No. 89-19, § 1, 5-9-89; Ord. No. 92-4, § 1, 3-10-92; Ord. No. 92-13, § 1, 5-12-92; Ord. No. 92-46, § 1, 11-10-92; Ord. No. 95-18, § 1, 4-11-95; Ord. No. 1999-06, § 1, 2-23-99; Ord. No. 2001-01, § 1, 1-9-01; Ord. No. 2001-10, § 1, 3-27-01; Ord. No. 2002-10, § 1, 3-18-02; Ord. No. 2003-21, § 1, 6-10-03; Ord. No. 2005-01, § 1, 1-11-05; Ord. No. 2005-16, § 1, 6-28-05; Ord. No. 2006-17, § 1, 6-13-06; Ord. No. 2008-36, § 1, 9-9-08; Ord. No. 2009-39, § 1, 6-23-09; Ord. No. 2012-30, § 1, 10-23-12; Ord. No. 2014-08, § 1, 02-25-14)

**End of Packet**