



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, October 19, 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 7

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 October 19, 2023
5. **ACTION:** Approval of Minutes from September 21, 2023 (**Handout A**)
6. Standard Committee Items
 - a. Review and Approve October 26, 2023, HIVPC Agenda, Meeting Materials and Motions (**Handout B**)
 - b. Review November 2023 HIVPC Calendar (**Handout C**)
7. Unfinished Business
 - a. None.
8. New Business

- a. Action Item: Review FY23-24 Executive Committee Workplan (**Handout D**)
- b. Action Item: Review Marketing Materials (**Handout E**)
Proposed by the Membership Council Development Committee
- c. Discussion: Establish Mentorship Program for new members (**Handout F**)
Proposed by the Membership Council Development Committee

9. Public Comment

10. Agenda Items for Next Meeting

- a. Next Meeting Date: November 16, 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.



Broward County Board of County Commissioners

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[Broward County Website](#)



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Executive Committee
Thursday, September 21, 2023 - 11:30 AM
Meeting at Broward Regional Health Planning Council and via [WebEx](#)

DRAFT MINUTES

Executive Members Present: 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), I. Wilson (CEC Vice-Chair), F. D'Amore (QMC Vice-Chair), J. Castillo (SOC Vice-Chair), V. Biggs (HIVPC Vice-Chair)

Members Excused: L. Robertson (HIVPC Chair),

Members Absent:

Ryan White Part A Recipient Staff Present: G. James, J. Roy

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 11:37 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 September 21, 2023, Executive Committee agenda with amendments to include committee updates was proposed by J Castillo, seconded by V. Foster, and passed unanimously. The approval for the minutes of the August 17, 2023, meeting was proposed by V. Foster, seconded by S. Jackson, and approved with no further corrections.

Motion #1: J. Castillo, on behalf of the Executive Committee, made a motion to approve the September 21, 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 August 17, 2023, Executive Committee meeting minutes as presented. The motion

was seconded by S. Jackson and adopted unanimously.

4. Standard Committee Items

Review and Approve September 28, 2023, HIVPC Agenda, Meeting Materials and Motions

Motion #3: B. Barnes, on behalf of the Executive Committee, made a motion to approve the agenda and meeting materials with amendments further into the Executive Committee Meeting. The motion was seconded by V. Foster and adopted unanimously.

5. Unfinished Business

Finalize discussion and vote on HIVPC Membership Term-Limits Policies and Procedures

B. Barnes led the discussion on the HIVPC Membership Term-Limits which will start on the first day of the next year for three years.

Motion #4: J. Castillo, on behalf of the Executive Committee, made a motion to approve the development of a handout which states every member's term of office and includes their current term and how it will affect them. The motion was seconded by V. Foster and adopted unanimously.

6. New Business

Provide Ad-Hoc Nomination Committee Update

B. Barnes reviewed the Ad-Hoc Committee timeline.

Motion #5: T. Moragne, on behalf of the Executive Committee, made a motion to approve the Ad-Hoc Nomination Committee Timeline. The motion was seconded by V. Foster and adopted unanimously.

The timeline will be moved to the HIVPC Agenda for approval. Under the Q & A Nominee document, B. Barnes introduced a new question under the "Communication's Column". Nominees will be required to address at least 4 of the 7 listed questions.

Motion #6: T. Moragne, on behalf of the Executive Committee, motioned to approve the Q & A Questionnaire. The motion was seconded by V. Foster. The motion was adopted unanimously.

Plan and schedule HIVPC retreat.

Dr. Martinez stated that committee members would finalize the date and topic for the HIVPC Retreat. B. Barnes proposed a four-hour retreat and to have training spread throughout the fiscal year.

Motion #7: V. Foster, on behalf of the Executive Committee, made a motion to replace the February 29, 2024, HIVPC Meeting with the HIVPC Annual Retreat. The motion was seconded by B. Barnes and adopted unanimously.

V. Biggs proposed NMAC to be considered as a presenter/trainer for the HIVPC Annual Retreat. MCDC will discuss a topic for the HIVPC Annual Retreat.

Review and Approve September 28, 2023, HIVPC Agenda and Meeting Materials

Committee Members agreed to add the discussion of By-Laws – Membership Term-limits under consent items. For Standard Committee items, members requested that the Part A Office to include a status for all service categories. For New Business, Members added "nominations from the floor for the Offices." Lastly B. Barnes requested additional items be added to PSRA Committee Report.

Motion #8: S. T. Jackson, on behalf of the Executive Committee, made a motion to approve the HIVPC Agenda with the new additions. The motion was seconded by V. Foster 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

S. T. Jackson: Announced that USCHA was held from September 5 – 9, 2023. S. T. Jackson hosted a workshop under her organization of HIV Possible. Special thanks to the HIVPC and RW Part A Office.

B. Barnes: Announced in conjunction with the RW Part A Office, the return of the AIDS Moral Quilt through the Smart Ride Program into Broward County (Wilton Manors) on December 1 & 2, 2023.

B. Barnes: Announced the Food is Medicine Coalition National Conference from September 19-21, 2023, in Boston, MA

V. Biggs: Announced that he will be a guest speaker at Nova Southeastern University in November by partner with CAN Community Health to present on: Stigma with PREP & HIV

F. D'Amore – Announced that she will serve as a Panelist at the University of Miami – the topic is concerning Allied-ship in our transgendered and LGBTQ+Youth Community.

There being no further business, the meeting was adjourned at 12:41 pm.

Executive Committee for CY 2023

Consumer	PLM-A	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	21				
1	1	0	1	Jackson, S	X	X	X	X	X	C	X	X	X				
0	1	1	2	Biggs, V., V. Chair	X	X	X	X	X	C	X	A	X				
0	0	1	3	Fortune-Evans, B.	X	X	X	E	X	C	X	X	A				
0	0	1	4	Foster, V.	X	A	X	X	X	C	X	X	X				
0	0	3	5	Moragne, T.	A	X	A	X	X	C	A	X	X				
0	1	0	6	Robertson, L., Chair	X	X	X	X	X	C	X	X	E				
0	0	3	7	Ruffner, A.	X	A	X	X	A	C	X	X	A				
0	1	1	8	Barnes, B.	X	X	X	E	X	C	A	X	X				
0	1	0	9	Castillo, J	X	X	X	X	X	C	X	E	X				
			10	Wilson, I.									X				
			11	D'Amore, F.									X				
Quorum = 7					8	7	8	7	8		7	7	8				

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 – September 26, 2023

Minutes prepared by PCS Staff



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

Thursday, October 26, 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

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 October 26, 2023

5. ACTION: Approval of Minutes from September 28, 2023

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

7. STANDARD COMMITTEE ITEMS

None

8. CONSENT ITEMS

- a) Motion to instate Alondra Machado and Jason Wynn to the Priority Setting and Resource Allocation Committee

PROPOSED BY: PSRA Chair

- b) Motion to appoint Irving Wilson to the Representatives of/ or formerly incarcerated PWH Seat.

Justification: Filling of HRSA mandated seat for HIV Planning Council.

- c) Motion to appoint Jose Castillo to the Social Service Representative/Provider Seat.

Justification: Filling of HRSA mandated seat for HIV Planning Council.

9. DISCUSSION ITEMS

- a) Review HIVPC Marketing Material

10. OLD BUSINESS

- a) None

11. NEW BUSINESS

- a) None

12. COMMITTEE REPORTS

- a. Community Empowerment Committee (CEC)
Chair: Shawn Jackson • Vice Chair: Irvin Wilson

October 3, 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:** November 7, 2023, at 3:00 PM at BRHPC and via WebEx Videoconference

- b. System of Care Committee (SOC)
Chair: Jose Castillo • Vice Chair: Kendra Hayes
October 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:** November 2, 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
October 12, 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:** January 11, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference

- d. Quality Management Committee (QMC)
Chair: Bisiola Fortune-Evans • Vice Chair: Franchesca D'Amore
October 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:** November 20, 2023, at 12:30 PM at BRHPC and via WebEx Videoconference

- e. Executive Committee
 - Chair: Lorenzo Robertson • Vice Chair: Von Biggs
 - October 19, 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:** November 16, 2023, at 11:30 AM at BRHPC and via WebEx Videoconference

- f. Priority Setting & Resource Allocation Committee (PSRA)
 - Chair: Brad Barnes • Vice Chair: Vacant
 - October 19, 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:** November 16, 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
 - October 5, 2023 & October 12, 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:** January 2024

13. 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)
14. Public Comment
15. Agenda Items for Next Meeting
- a. Next Meeting Date: December 5, 2023, at 9:30 a.m. at BRHPC and via WebEx
 - b. Agenda Items for next meeting: To Be Determined
16. Announcements
17. 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.

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[Broward County Website](#)






November 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 hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit http://www.brhpc.org for updates.</p>						
			<p>1</p> <p>Quality Network Meeting 9:00 AM – 10:15 AM</p>	<p>2</p> <p>System of Care Committee Meeting 9:30 AM – 11:30 AM Location: BRHPC/WebEx</p>	<p>3</p> <p>South Florida AIDS Network Meeting (SFAN) 9:30AM Disease Case Management Network Meeting 2:30 PM – 3:45 PM</p>	<p>4</p>
5	6	<p>7</p> <p>Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/WebEx</p>	8	9	10	<p>11</p> <p>Veterans Day</p> 
12	13	14	15	<p>16</p> <p>Priority Setting & Resource Allocation Committee Meeting 9:00AM -11:30AM Executive Committee Meeting 11:30AM – 1:30PM</p>	17	18
19	<p>20</p> <p>Quality Management Committee Meeting 2:00PM – 3:00PM Locations: BRHPC/Webex</p>	21	22	<p>23</p> <p>Thanksgiving</p> 	24	25
26	27	28	29	30		



November 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 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.



**WHAT YOU
NEED TO KNOW
ABOUT THE
BROWARD
COUNTY RYAN
WHITE PART A
PROGRAM.**

SERVICES COVERED

- Medical/Non-Medical Case Management Services
- Outpatient Medical Services
- Mental Health Services
- Outpatient Substance Abuse Services
- Dental Care Services
- Medical Nutrition Services
- Pharmaceutical/ Medication Assistance Services
- Healthcare Co-payment Assistance Services
- Emergency Financial Assistance Services
- Legal Aid Services
- Centralized Intake & Eligibility Determination Services (CIED)
- Food Bank/ Food Vouchers Services

**Service Providers
are located
across
Broward
County**

QUESTIONS?



Contact us:

954.561.9681 ext 1343

hivpc@brhpc.org

 **: BrowardHIVPC**

 **: BrowardHIVPC**

 **: Broward HIV Planning
Council**



Opportunity To Serve...



Join the Broward County HIV Health Services Planning Council and help people with HIV/AIDS (PWH) get the Healthcare resources and services they need.

Council members must commit to the following:

1. Attend one meeting of the full Planning Council monthly.
2. Attend and actively participate in at least one Sub-Committee meeting per month.
3. Be inspired to make a difference in the lives of PWH and affected communitites in Broward.

**Applications are being accepted;
after submission, you will be
notified with further information.**

For questions, contact Planning Council Support Staff at hivpc@brhpc.org or call 954.561.9681 ext 1292

For more information

log on to <https://brhpc.org/hiv-planning-council/>



Broward HIV Planning Council

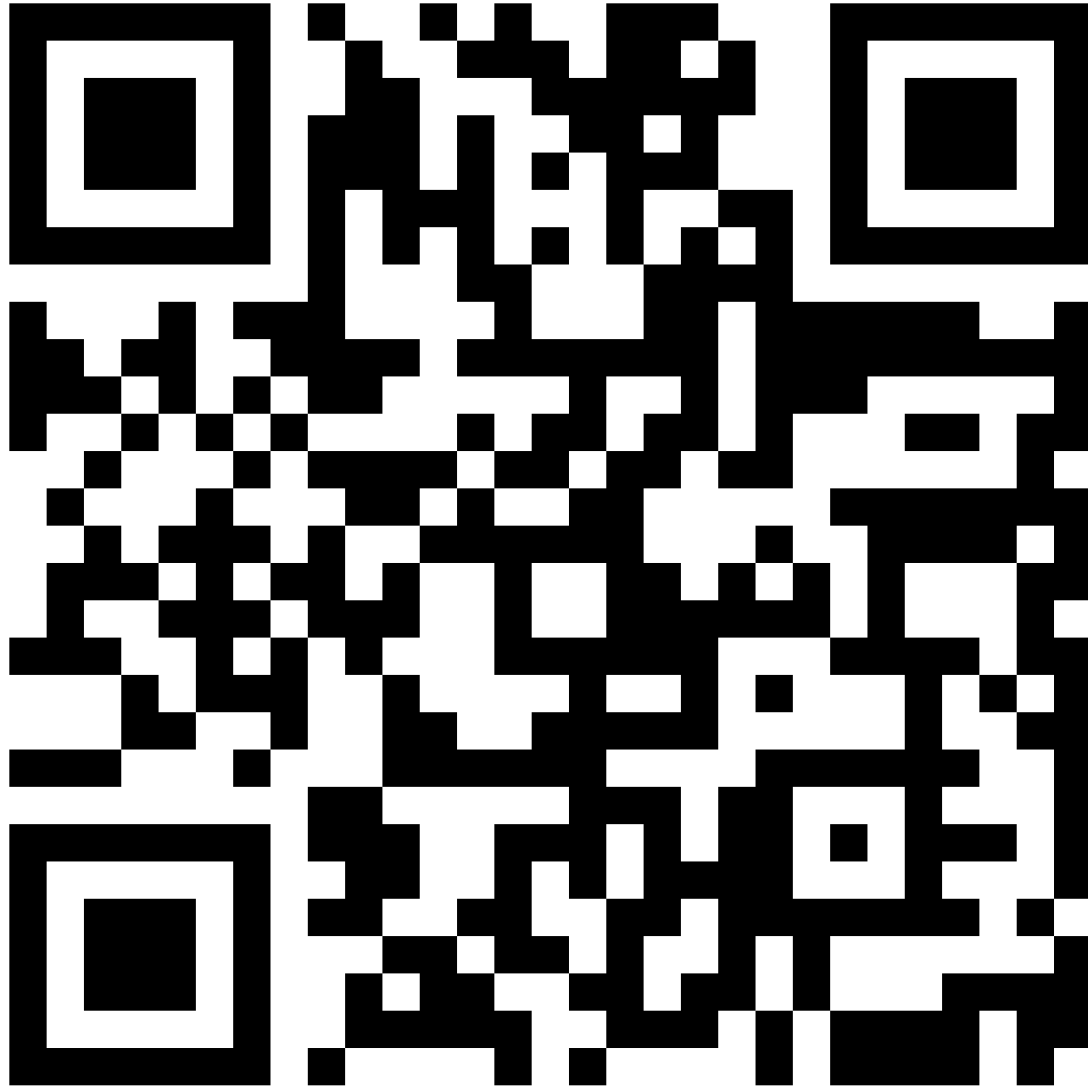


BrowardHIVPC



BrowardHIVPC

APPLY TODAY!



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Broward HIV Planning Council



BrowardHIVPC



BrowardHIVPC

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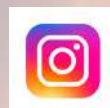
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hivpc@brhpc.org or call 954.561.9681 ext 1343**

For more information

log on to <https://brhpc.org/hiv-planning-council/>



Broward HIV Planning Council



BrowardHIVPC



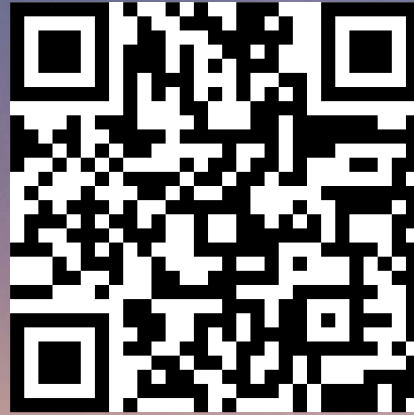
BrowardHIVPC

APPLY TODAY!



Applications are being accepted; after submission, you will be notified with further information.

APPLY TODAY!



Applications are being accepted; after submission, you will be notified with further information.

APPLY TODAY!



Applications are being accepted; after submission, you will be notified with further information.

CONTACT INFORMATION

(Please Print Clearly)



First Name: _____

Last Name: _____

Email Address: _____

Contact Number: _____

What is the best time to contact you?

(Please Circle One)

Morning Afternoon Evening





Get Involved!!



I'D LIKE TO GET INVOLVED BY:

- Doing outreach, community education, and collecting feedback.
- Recruiting and training members
- Determining priorities and funding for HIV services
- Reviewing health data and HIV services standards.
- Improving the system of HIV care and treatment

WE NEED YOUR VOICE

gay and bisexual men accounted for 70% of the total new HIV infections in the United States.



Join the Broward County HIV Health Services Planning Council

<https://brhpc.org/hiv-planning-council/>

Be inspired to make a difference in the lives of people living with HIV and affected communities in Broward County.

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the black community accounted for 40% of the total new HIV infections in the United States.



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34,800 new HIV infections in the United States.



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31% new HIV infections in the United States were ages 13-29



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JOIN TODAY!



APPLY TODAY!



**for questions reach out to
Planning Council Support Staff at
hivpc@brhpc.org
or call 954.561.9681 ext 1343**

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MCDC Mentoring Program

HANDOUT F

(Approved 11/19/15 by HIVPC)

In order to increase new members' knowledge of the HIV Planning Council and retain membership participation in Council meetings, the MCDC Committee will institute mandatory orientation, training and voluntary mentoring programs. An important segment of this training is the Mentoring Program, which will be offered to all new Council members and alternates. Mentoring helps new members feel welcome, learn individual member perspectives, and become comfortable with Council processes and interaction. Mentoring also ensures that the new member understands the background and context of discussions and actions, and gets an explanation of the many acronyms used in meetings.

A letter introducing the Mentoring Program will be sent to new Council members, and prospective mentees will be given the opportunity to sign up for a mentor at their Post Appointment Training. Council members who have volunteered their time to be Mentors will be assigned by the MCDC Chair. Interested Parties who are interested in becoming involved in a particular committee will be assigned a mentor by the Chair of the Committee the party is interested in (Approved 11/19/15).

The new member and alternate should, when possible, sit near his/her Mentor during all meetings. (Non-voting alternates are reminded they may sit near their mentor, but not at the table.) This will allow the Mentor to easily answer any questions the new member might have.

Volunteer Mentors will receive training according to the schedule set forth in the Committee Work Plan. Mentors should strive to educate new members on the following points:

1. Review of Orientation Manual
2. Reminders of Meetings
3. Availability of Transportation
4. Day care reimbursement benefit
5. Reimbursement of lost wages
6. Explanation of complex language
7. Empowerment and respect for individual opinions and ideas.
8. A summary of Robert's Rules of Order

If needed and requested by the new member/alternate, the Mentor may also remind the new member of upcoming meetings which might be of interest to that person.

Note on the Florida Sunshine Law: Members and Mentors should be careful to follow the Sunshine Law, which forbids Members from discussing Council or Committee business outside of official meetings. The County definition is as follows:

"Except at a public meeting, there shall be no communication between any two members of the same collegial body on any matter which they may foreseeably be required to address jointly in an advisory or decision-making capacity."

1. Below are example situations prohibited by law for Members: Discussing Council or Committee business on the phone;
2. Discussing Council or Committee business at a gathering that is not an official meeting;
3. Discussing Council or Committee business indirectly, such as by passing information through an intermediary;
4. Meeting at a restaurant or someone's home to discuss Council or committee business;

Mentoring Components of HIV Planning Council Members:

Provides support of new members (within the guidelines of the Florida Sunshine Law) on the following:

- a. Help new members, including PLWHA, feel welcome, learn individual member perspectives, and become comfortable with planning council processes and interaction
- b. Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHAs.
- c. Take special responsibility for making sure the new member understands the background and context of discussions and actions.
- d. Increase new members' knowledge of the HIV Planning Council and retain attendance and membership participation in Council meetings.
- e. Complete the Mentor/Mentee evaluation at the conclusion of the mentorship period.

General Proposed Steps for Mentorship Program

1. MCDC recommended that each committee have a volunteer to become a mentor for new members. However, if there are no volunteers, mentor responsibilities will be assumed by that committee's Chair or Vice-Chair.
2. New members will sit near his/her mentor during all meetings. This will allow the mentor to easily answer any questions.
3. Mentors will receive training set forth in the Committee Work Plan. (PCS will announce further training details)

Mentors will strive to address the following points with their mentees:

1. Review of Orientation Manual
 2. Reminders of Meetings
 3. Availability of Transportation
 4. Day care reimbursement benefit
 5. Reimbursement of lost wages
 6. Explanation of complex language
 7. Empowerment and respect for individual opinions and ideas.
 8. A summary of Robert's Rules of Order
4. Florida Sunshine Law will be covered during New Member and Mentor Orientations.
 5. TBD: Mentorship will last for:



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 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

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