



**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

## **Membership/Council Development Committee Meeting**

**Thursday, October 12, 2023 - 9:30 AM**

**LOCATION: Broward Regional Health Planning Council**

**Chair:** Vincent Foster • **Vice Chair:** Dr. Timothy Moragne

**WebEx Meeting link**

**Join the meeting via phone:** 1-408-418-9388 US Toll (access code: 2632 216 8637)

***This meeting is audio and video recorded.***

### **Purpose**

1. The Committee shall solicit, and screen applications based on objective criteria for appointment to the Council to ensure that the demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act and present its recommendations to the full Council.
2. The Committee shall institute orientation and training programs for new and incumbent members.
3. The Committee shall continue to educate the Council and committee members about their respective duties, and the Council's functions and roles in the organization and delivery of HIV/AIDS health and support services.

Quorum for this meeting is 4

## **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. Approvals

**ACTION:** Approval of Agenda for October 12, 2023

**ACTION:** Approval of Minutes from July 13, 2023 **(Handout A)**

5. Standard Committee Items

- a. **Action Item:** MCDC Membership Strategy – Review the HIVPC membership strategy and determine the best course of action to address vacancies. **(Handout B)**  
Work Plan Activity 1.2: Review seat status and ensure mandated seats are filled.

- b. **Action Item:** Reflectiveness: HIVPC Demographics- Review demographics and identify populations that are over or underrepresented. **(Handout C)**

Work Plan Objective 1: Ensure HIVPC is representative and reflective.

6. New Business

- a. **Action Item:** Review and Approve the Recruitment and Retention Plan **(Handout D)**
- b. **Action Item:** Review CEC's Recommendations for Promotional Materials **(Handout E)**
- c. **Action Item:** Establish a "Mentorship Program"- a mentor for each new member. **(Handout F)**

7. Recipient's Report

8. Public Comment

9. Agenda Items for Next Meeting

- a. Next Meeting Date: January 11, 2023, at 9:30 a.m. Location: BRHPC and via WebEx Videoconference

10. Announcements

11. Adjournment

*For a detailed discussion on any of the above items, please refer to the minutes available at:*

[HIV Planning Council Website](#)

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

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

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

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



Broward County Board of County Commissioners

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

[Broward County Website](#)



# October 2023

## 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	<b>3</b> <b>Community Empowerment Committee Meeting (CEC)</b> <b>3:00PM – 5:00PM</b> <b>Location: BRHPC/WebEx</b>	4	<b>5</b> <b>Medical Provider Network Meeting</b> <b>2:30 PM – 3:45 PM</b>	<b>6 South Florida AIDS Network Meeting (SFAN)</b> <b>9:30AM</b>	7
8	9	<b>10</b> <b>Behavioral Health Meeting</b> <b>2:00 PM – 3:15 PM</b>	<b>11</b> <b>Oral Health Network Meeting</b> <b>3:00 PM – 4:15 PM</b>	<b>12</b> <b>Membership/Council Development Committee Meeting</b> <b>9:30 AM – 11:30 AM</b> <b>Location: BRHPC/WebEx</b> <b>Ad-Hoc Nomination</b> <b>11:30 AM-1:00PM</b> <b>Location: BRHPC/WebEx</b>	13	14
<b>October 15</b> <b>Latinx Awareness Day</b>	16	17	18	<b>19</b> <b>Priority Setting &amp; Resource Allocation Committee Meeting</b> <b>9:00AM -11:30AM</b> <b>Executive Committee Meeting</b> <b>11:30AM – 1:30PM</b> <b>Ad-Hoc Term Limits</b> <b>2:00PM – 3:00PM</b> <b>Locations: BRHPC/Webex</b>	20	21
22	23	<b>24</b> <b>Integrated Planning Workgroup</b> <b>12:00 PM – 4:00 PM</b>	25	<b>26</b> <b>HIV Planning Council (HIVPC) Meeting</b> <b>9:30 AM – 11:30 AM</b> <b>Location: BRHPC/WebEx</b>	27	28
29	30	31				



# 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.



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## **Membership/Council Development Committee**

**Thursday, July 13, 2023 - 9:30 AM**

**LOCATION: Broward Regional Health Planning Council Meeting via [WebEx](#)**

Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne

**Join the meeting via phone: 1-408-418-9388 US Toll (access code: 2632 216 8637)**

***This meeting is audio and video recorded.***

### **DRAFT MINUTES**

MCDC Members Present: V. Foster (Committee Chair), T. Moragne (Committee Vice-Chair), A. Cutright, L. Robertson

Members Absent: I. Wilson

Ryan White Part A Recipient Staff Present: J. Roy, W. Cius

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

Guests Present: S. Tinsley, D. Shamer, M. Mullings, R. Mills, A. Machado, E. Davis, K. Kirkland-Mobley, Kimbo.

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

The MCDC Chair called the meeting to order at 9:30 A.M. The MCDC Chair welcomed all meeting attendees that were present. Attendees were notified that the MCDC meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the MCDC 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 for the agenda of July 13, 2023, Membership/Council Development Committee meeting was proposed by L. Robertson, seconded by A. Cutright, and passed unanimously. The approval for the minutes of the January 12, 2023, meeting was proposed by A. Cutright, seconded by L. Robertson, and approved with no further corrections.

**Motion #1: L. Robertson, on behalf of MCDC, made a motion to approve the July 13,**

**2023, Membership/Council Development Committee agenda as presented. The motion was seconded by A. Cutright and adopted unanimously.**

**Motion #2: A. Cutright, on behalf of MCDL, made a motion to approve the January 12, 2023, Membership/Council Development Committee meeting minutes as presented. The motion was seconded by L. Robertson and adopted unanimously.**

4. Standard Committee Items

MCDL Membership Strategy

MCDL Members reviewed the MCDL Membership Strategy. According to the updated membership, there are a total of 22 members with 11 of those being Job-Based Seats, 4 Consumers/Unaffiliated Seat, and 7 non-elected community member seats. As per HRSA Site Visit, Members discussed a plan to recruit younger members by promoting the Planning Council throughout the county. Members also discussed the possibilities of advertising the Planning Council to college students in efforts to promote HIVPC Demographics/Reflectiveness. The motion to approve the plan to order banners in efforts to promote advertising throughout Broward County was proposed by A. Cutright, seconded by L. Robertson, and passed unanimously.

**Motion #3: A. Cutright, on behalf of MCDL, made a motion to order more banners to advertise the Planning Council and recruit more members throughout Broward County. The motion was seconded by L. Robertson and adopted unanimously.**

Reflectiveness: HIVPC Demographics

The Committee briefly reviewed the Reflectiveness of the HIVPC Demographics to ensure the HIVPC represents the HIV Epidemic in Broward County. This brief review/discussion was led by the Chair, V. Foster

Current Applicants, Interested Parties, and Appointments

The Committee reviewed pending HIVPC & Committee Applications. The motion to approve Alondra Machado's application to fill the Hospital planning agencies or other healthcare planning agencies was proposed by T. Moragne, seconded by A. Cutright, and passed unanimously. The motion to approve Elizabeth "Kitty" Davis's application to fill the Non-Elected Community Leaders seat was proposed by L. Robertson, seconded by A. Cutright, and passed unanimously. The motion to approve Franchesca D'Amore's application to fill the Non-Elected Community Leaders seat was proposed by A. Cutright, seconded by L. Robertson, and passed unanimously. The motion to approve David Shamer's application to join the HIVPC was proposed by T. Moragne, seconded by A. Cutright, and passed unanimously. The motion to approve Jason Wynn's application to fill the Mental Health & Substance Abuse Provider seat was proposed by T. Moragne, seconded by L. Robertson, and passed unanimously. The motion to approve Kendra Hayes application to switch seats as an affiliated seat was proposed by T. Moragne, seconded L. Robertson, and passed unanimously. The motion to approve Shawn Tinsley-Jackson's application to switch seats as a Non-Elected Community Leader/Unaffiliated Seat was proposed by L. Robertson, seconded by A. Cutright, and passed unanimously.

**Motion #4: T. Moragne, on behalf of MCDL, made a motion to approve Alondra Machado's application to fill the Hospital Planning Agencies or other Healthcare Planning Agencies. The motion was seconded by A. Cutright. The motion was adopted unanimously.**

**Motion #5: L. Robertson, on behalf of MCDL, made a motion to approve Elizabeth "Kitty" Davis's application to fill the Non-Elected Community Leaders seat. The motion was seconded by A. Cutright. The motion was adopted unanimously.**

**Motion #6: A. Cutright, on behalf of MCDL, made a motion to approve Franchesca**

**D'Amore's application to fill the non-elected community leader seat. The motion was seconded by L. Robertson. The motion was adopted unanimously.**

**Motion #7: T. Moragne, on behalf of MCDC, made a motion to approve David Shamer's application to fill the Unaffiliate and Affected Communities seat. The motion was seconded by A. Cutright. The motion was adopted unanimously.**

**Motion #8: T. Moragne, on behalf of the MCDC, made a motion to approve Jason Wynn's application to fill the Mental Health & Substance Abuse Provider seat. The motion was seconded by L. Robertson. The motion was adopted unanimously.**

**Motion #9: T. Moragne, on behalf of the MCDC, made a motion to approve Kendra Hayes to change seats to an Affiliated seat. The motion was seconded by L. Robertson. The motion was adopted unanimously.**

**Motion #10: L. Robertson, on behalf of the MCDC, made a motion to approve Shawn Tinsley-Jackson to change seats to the non-elected community leader/unaffiliated seat. The motion was seconded by A. Cutright. The motion was adopted unanimously.**

5. New Business

Review the status of the MCDC FY2023-2024 Workplan Activities

For MCDC's FY 2023-2024 Workplan Activities, committee members reviewed and discussed objectives that have been completed and are in progress. Members will continue to revisit the Workplan during the next MCDC meeting.

Review FY 2023-2024 HIVPC Training Activities

MCDC Members discussed establishing and determining dates for training and presentation topics.

6. Recipient's Report

There was no representative to provide the Recipient's report.

7. 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.

8. Agenda Items for Next Meeting

The next MCDC meeting will be held on October 12, 2023, at 9:30 a.m. via WebEx Videoconference.

9. Announcements

None

10. Adjournment

There being no further business, the meeting was adjourned at 10:50 a.m.

# MCDC Attendance for CY 2023 - 2024

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	12			13			13						
0	0	0		Robertson, L.	X			CX			X						
0	0	0	1	Cutright, A.	X			CX			X						
0	0	0	2	Foster, V. Chair	X			CX			X						
0	0	0	3	Moragne, T., V. Chair	X			CX			X						
0	0	2	4	Wilson, I.	A			CX			A						
				Quorum = 3	4						4						

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

Membership/Council Development Committee Meeting Minutes – July 14, 2023  
Minutes prepared by PCS Staff.



## MCDC Membership Strategy Member Budget

Member Mix	Current	Goal
Job-Based Seat*	13	15
Consumer / Unaffiliated Seat	7	12
NECL Seat**	7	6
Total Membership	26	35
Unaffiliated Consumers (%)***	26.92%	34%
Alternates	0	3

\*Job-based seats are those seats filled based on the basis of employment

\*\*NECL is the Non-Elected Community Leader seat and here only represents those members who are not unaffiliated consumers

\*\*\*July 2023 Unaffiliated Consumers (%)= 18.18%

### Job-Based Seats Currently Filled:

- Affected Communities (Consumers)
- Part B
- Part C
- Part D
- Health Care Providers/FQHCs
- CBO/ASO – Community-based organization or AIDS Service Organization
- Mental Health
- NECL
- Local Public Health Agency
- Board of County Commissioners member  
(per Broward County Ordinance 12.108.b.)
- Other Federal HIV Programs
  - Part F
  - HOPWA
  - Prevention
- Representatives of/or formerly incarcerated PWH
- Substance Abuse Provider
- Hospital or Health Care Planning Agency
- Social Service Provider

### Open Job-Based Seats:

- State Medicaid Agency
- Public Health Agency

### Recommended Course of Action:

- **Recruit job-based members** to comply with HRSA's mandated seats.
- **During FY2023 MCDC should prioritize on recruiting unaffiliated consumers onto the HIV Planning Council.** The Committee must implement its Recruitment & Retention Plan and increase consumer representation to reach the mandated 33%.

### Outreach Activities:

1. January 2024, CEC will be hosting a townhall listening session focusing on Ryan White Part A services.
2. August 2023, HIVPC members participated in the "Intersection Faith and Health: A Crossroad to Wellbeing" community discussion as panelists.

### Open Consumer Seats:

- Affected Communities (5 additional Unaffiliated RWPA Consumers)
- Alternates

## Reflectiveness

### **HIV Planning Council & Committee Demographics Report**

The Membership/Council Development Committee works to ensure the HIV Planning Council represents the HIV epidemic in Broward County. One way that MCDC accomplishes this task is by reviewing the Council and Committees' demographics and identifying over and underrepresented populations.

#### **HIV in Broward County**

The following table shows 1) HIV in Broward by Race/Ethnicity and by Gender; and 2) the current demographics of the HIVPC in comparison to the HIV epidemic data.

<b>Race</b>	<b>Population*</b>	<b>Percentage*</b>	<b>HIVPC Membership**</b>	<b>HIVPC Percentage</b>
White, not Hispanic	6,472	31.6%	9	34.6%
Black, not Hispanic	9,564	46.7%	10	38.5%
Hispanic	3,957	19.3%	5	19.2%
Multi-Race (Other)	499	2.4%	2	7.7%
<b>Total</b>	<b>20,492</b>	<b>100%</b>	<b>26</b>	<b>100%</b>
<b>Gender</b>	<b>Population</b>	<b>Percentage</b>		
Male	15,255	74.44%	18	69.2%
Female	5,178	25.26%	6	23.1%
Transgender: male to female	56	.29%	2	7.7%
Transgender: female to male	3	.01%	0	0%
<b>Total</b>	<b>20,492</b>	<b>100%</b>	<b>26</b>	<b>100%</b>

*\*Data: as reported in the RWPA FY2022 Application. These data are provided by the Florida Department of Health's HIV Surveillance Office.*

*\*\*HIVPC membership as of October 2023*

#### **How This Information is Compared**

The Council and its committees are compared to the epidemic to determine where representation can be improved.

#### **Key Terms**

**Epidemic** – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

**Consumers** – Council and Committee members who access Ryan White Part A services.

**Unaffiliated Consumers** – Council and Committee members who access Ryan White Part A services and have no relationship to an agency that provides these services. This means the consumer does not work for a provider agency or otherwise benefits financially from the agency's success.

**Mandated Seats** – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

## **Key Points for Reflectiveness through October 2023**

**HIV Planning Council (HIVPC):** Twenty-six (26) members at 23.08% unaffiliated consumer membership. This percentage remains below the HRSA-mandated 33% and efforts must be directed toward prioritizing recruitment for unaffiliated consumer member participation.

**Community Empowerment Committee (CEC):** CEC remains under-representative of Black membership and is also still under-representative of male consumers despite significant male representation on the Committee. The Committee is also under-representative of female consumers. CEC remains below its 51% consumer membership requirement stated in the Committee's Policies & Procedures.

**Membership/Council Development Committee (MCDC):** No consumer representation is on the committee.

**Priority Setting & Resource Allocation (PSRA):** The Committee's membership has remained consistent. This committee is under-representative of Black and female consumers.

**Executive Committee:** The Executive Committee membership has remained consistent. There is one unaffiliated consumer in a leadership position on the Council.

**Quality Management Committee (QMC):** QMC is an under-representative of Black members. Black, Hispanic, and female consumers are not represented on the Committee. QMC's membership has remained consistent with an increase of two new members.

**System of Care (SOC):** SOC's membership has decreased by one member. Black, Hispanic, and female consumers are not represented on the Committee. There is one unaffiliated consumer on this committee.

## Ryan White Part A HIV Health Services Planning Council Recruitment and Retention Plan

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### PURPOSE

This Recruitment and Retention Plan is designed to ensure that the Broward County HIV Health Services Planning Council has a strong representation of people living with HIV/AIDS (PWA), vulnerable populations throughout our Eligible Metropolitan Area, experts in the field of HIV Disease, and HRSA-required categories of representation.

### POLICY

This Recruitment and Retention Plan shall be reviewed by the Membership/Council Development Committee on an annual basis. All amendments or revisions shall be discussed by the MCDC and approved by the full HIV Planning Council.

### REPRESENTATION

The extent to which the planning council includes individuals from the legislatively defined membership categories. The planning council must include at least one member to separately represent each of the designated membership categories (unless no entity from that category exists in the EMA/TGA). **Consumers** are Individuals “receiving HIV-related services” from Ryan White Part A providers include PWA receiving services themselves and the parents and caregivers of minor children who are receiving such services. Consumer representatives count towards the 33 percent PWA. Consumer representatives must be unaligned (not employed by a Ryan White Part A provider).

HRSA- required membership categories:

#### HRSA-Required Planning Council Membership Categories

- ◆ At least 33% are People with HIV/AIDS (PWH) who receive Part A-funded services.
- ◆ Health-care providers, including federally qualified health centers.
- ◆ Community-based organizations serving affected populations and AIDS service organizations.
- ◆ Social service providers (including housing and homeless service providers).
- ◆ Mental health providers.
- ◆ Substance abuse providers.
- ◆ Local public health agencies.
- ◆ Hospital planning agencies or health-care planning agencies.
- ◆ Affected communities, including individuals with HIV or AIDS, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations.
- ◆ Non-elected community leaders.
- ◆ State Medicaid agency.
- ◆ State agency administering the Part B program.

- ◆ Ryan White grantees under Part C, Part D, and Part F.
- ◆ Grantees under other Federal HIV/AIDS programs (including HOPWA and HIV prevention programs).
- ◆ Formerly incarcerated PWH or their representatives.

### MANDATED SEAT VACANCIES

The PCS staff will draft letters to leaders of organizations requesting a representative for the vacant HIVPC seat. PCS staff will contact the Ryan White Part A Office for assistance from the Broward County Chief Financial Officer (Mayor's Office).

### REFLECTIVENESS

The extent to which the demographics of the planning council's membership look like the epidemic of HIV/AIDS in Broward County.

### RECRUITMENT STRATEGY

Recruitment measures use a variety of outreach techniques to identify clients prepared to serve actively on the Planning Council. The MCDC Recruitment and Retention Plan is in line with the FY2023 -2024 HIVPC Marketing Plan, which focuses on achieving the following goals outlined in the table below.

#### **Goal 1 Recruitment: Continue to increase the diversity and representation of council members.**

Strategy	Resources	Responsible Parties
1.1. Recruit individuals who are PWH reflective of the epidemic, stakeholders, or affected by the disease	Community events	Planning Council Members PCS Staff
1.2 Develop a recruitment page on the website, which includes a listing of seats that need to be filled.	Social Media Accounts	PCS Staff Membership/Council Development Committee
1.3 Dedicate a space for membership in the weekly newsletter including a list of seats that need to be filled.	HIVPC Weekly Newsletter	PCS Staff Membership/Council Development Committee
1.4 Assess the design and content of existing materials and recruitment efforts and provide recommendations to improve readability, accessibility, and engagement	Annual Review of Marketing Materials	PCS Staff Membership/Council Development Committee Community Empowerment
1.5 Maintain a current recruitment	HIVPC Marketing	PCS Staff

packet that includes: <ul style="list-style-type: none"> <li>• HIV Statistics.</li> <li>• Membership applications.</li> <li>• Planning Council brochure.</li> <li>• Contact information.</li> <li>• A description of the roles and responsibilities of the Council and its members.</li> </ul>	Folder	Membership/Council Development Committee  Community Empowerment Committee
1.6 Select Alternate times, venues, or virtual platforms for conducting planning council meetings	PC leadership and PC support staff will work together to create alternate dates, times, and virtual options for conducting PC and PC committee meetings to create opportunities for potential new PC members to attend and participate.  Alternative meeting dates and virtual options will be broadly advertised to individuals with HIV who reside in the EMA.	PCS Staff Executive Committee
1.7 Encourage the involvement of PWH who are not planning council members <sup>1</sup> .	Incorporate input from people with HIV who are not members, as only a small number of individuals with HIV are appointed members, and they cannot fully represent the entire client community. The HIVPC can more effectively enhance community and	PCS Staff HIVPC Members

<sup>1</sup> [https://targethiv.org/sites/default/files/media/documents/2023-05/RWHAP\\_Part\\_A\\_Manual\\_2023.pdf](https://targethiv.org/sites/default/files/media/documents/2023-05/RWHAP_Part_A_Manual_2023.pdf)

	public input and recruitment opportunities. (See page 30 of the HRSA HAB RWHAP Part A Manual)	
1.8 Conduct outreach to Case Managers and youth-oriented organizations with an emphasis on recruiting individuals in the 20-30 age range and non-aligned consumer members under 50.	HIVPC Marketing Folder  Community Outreach Event  Network Meetings	PCS Staff PCS Staff Membership/Council Development Committee Community Empowerment Committee

## RETENTION STRATEGY

Retention measures are needed to help members stay engaged and participate fully, such as orientation and training, mentoring, and financial support for the costs of PC participation.

### Goal 2: Retention- Increase the engagement of existing and potential planning council members.

Strategy	Resources/Outcomes	Responsible Parties
2.1 Provide a new member orientation.	New Member Orientation Presentation PC Bylaws Part A Manual PC Policy and Procedures New Member Handbook Information on other Ryan White Programs	PCS Staff. Membership/Council Development Committee. Executive Committee.
2.2 On-going member training	PCS Coordination	PCS Staff. Membership/Council

		Development Committee.
2.3 Develop professional development to train volunteers to participate in community events.	PCS Coordination	PCS Staff Membership/Council Development Committee
2.4 Provide membership appreciation.	Certificates or Plaques	PCS Staff Membership/Council Development Committee
2.5 Implement the HIVPC Mentorship Program to increase new members' knowledge of the HIV Planning Council and retain membership, the MCDC Committee will institute a voluntary mentoring program.	<p>HIVPC MCDC Mentorship Policies and Procedures</p> <p>The Mentorship Program will:</p> <ul style="list-style-type: none"> <li>• Help new members feel welcome, learn individual member perspectives, and become comfortable with Planning Council processes and interactions.</li> <li>• Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and people with HIV.</li> <li>• Ensure new members understand the background and context of discussions and actions.</li> <li>• Increase new members' knowledge of HIVPC.</li> <li>• Retain attendance and membership participation in</li> </ul>	<p>PCS Staff</p> <p>Membership/Council Development Committee</p> <p>Executive Committee.</p>



	Council meetings.	
2.6 Provide financial support to unaffiliated consumers for the cost of PC participation	Documentation from unaffiliated consumers for reimbursement of actual allowable expenses: <ul style="list-style-type: none"> <li>• Transportation mileage (state mileage rate allowance)</li> <li>• Broward County Transit expenses (Bus Passes)</li> <li>• Taxi Services</li> <li>• Childcare service fees - reasonable costs associated with childcare services</li> </ul>	PCS Staff

### Goal 3: Increase Community Awareness/ Education

Strategy	Resources	Responsible Parties
3.1 Increase participation at external events	Community events	Planning Council members
3.2 Ensure meetings are operated under the Sunshine Laws.	County Ordinance	PCS Staff
3.3 Implement a capacity/leadership development for HIVPC members, applicants, and interested parties	PCS Coordination	PCS Staff Membership/Council Development Committee
3.4 Build a strong base for community involvement.	HIVPC flyers, PWH, Planning Council members, and providers. Community events  Community Conversations Media Provider agencies	Planning Council members PCS Staff

	HIV Prevention, Care, and Treatment Funders, Community Stakeholders, and other HIV Planning Bodies	
3.5 Increase education and public awareness about available services for consumers in the Broward/Fort Lauderdale EMA.	<p>HIV Planning Council Website and social media Community events</p> <p>Incorporate virtual access for members and guests unable to attend in person.</p>	<p>PCS Staff Planning Council members</p>

# Opportunity To Serve...



HANDOUT E



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 communities 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](mailto: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!



# Opportunity To Serve...



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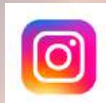
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Broward HIV Planning Council



BrowardHIVPC



BrowardHIVPC



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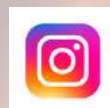
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Broward HIV Planning Council



BrowardHIVPC



BrowardHIVPC

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**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**



# 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





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## 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.




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 Broward HIV Planning Council  BrowardHIVPC  BrowardHIVPC

**APPLY TODAY!**




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

**SERVICES COVERED**

- Case Management
- Outpatient Health Services
- Oral Health
- Pharmaceutical Assistance
- Insurance Assistance
- Legal Services
- Centralized Intake & Eligibility Determination Services
- Mental Health
- Outpatient Substance Abuse
- Food Services

**Service Providers are located across Broward County**



**QUESTIONS?**

Contact us:  
954.561.9681 ext 1292  
[hivpc@brhpc.org](mailto:hivpc@brhpc.org)  
 : BrowardHIVPC  
 : BrowardHIVPC  
 : Broward HIV Planning Council



## JOIN THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

[www.brhpc.org/programs/hiv-planning-council/](http://www.brhpc.org/programs/hiv-planning-council/)

Be an **ADVOCATE** for Care, Treatment Resources, and Ending the HIV Epidemic

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:

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- Attend and actively participate in at least one Sub-Committee meeting per month.
- Be inspired to make a difference in the lives of PWH and affected communities in Broward.






**Connect with us:**

 954.561.9681 EXT. 1292/1343  
 [hivpc@brhpc.org](mailto:hivpc@brhpc.org)

 BrowardHIVPlanningCouncil  
 BrowardHIVPC  
 BrowardHIVpc



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.

**End of Packet**