Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020
Tel: 954-561-9681 / Fax: 954-561-9685

Part A Executive Committee Meeting Agenda

June 14, 2012 at 12:30 PM

Samantha Kuryla, Chair **Brad Gammell, Vice Chair**

Reminder: Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date

1. **Call to Order (*Please sign-in)***

2. **Welcome and Introductions**
   a) Review Meeting Ground Rules, Sunshine and Public Comment Requirements **(**Sign-In)
   b) Committee Member and Guest Introductions
   c) Moment of Silence

3. **Approve Today's Agenda**

4. **Approve 05/17/12 Meeting Minutes**

5. **Committee Reports**
   a) MCDC, JCCR, Joint Planning, LPAC, QMC, Joint Priorities
   b) Update from each committee on work plans – written or verbal

6. **Approve HIV Planning Council Agenda**

7. **Review HIVPC Calendar** (July 2012)

8. **Unfinished Business**

9. **New Business**
   a) Scheduling Meetings for Public Comment on the 2012-15 Comprehensive Plan
   b) HRSA Request for Public Comment Regarding Reauthorization (below)

10. **Grantee Report**

11. **Parking Lot Items (***Items previously discussed and should be revisited in the future for clarification)* See Attached

12. **Public Comment**

13. **Request for Information/Directives Form –** Complete a Staff Directives Form

14. **Agenda Items for Next Meeting**: Thursday, 07/12/12 at 12:30 p.m. **Venue:** BRHPC

15. **Adjournment**

Ryan White HIV/AIDS Program 2013 Reauthorization: Comments Requested

The federal Health Resources and Services Administration / HIV/AIDS Bureau is requesting comments regarding reauthorization of the Ryan White legislation, which will take place in 2013.

The Ryan White HIV/AIDS Program is the largest Federal program specifically dedicated to providing HIV care and treatment. It funds heavily impacted metropolitan areas, States, and local community-based organizations to provide medical care, medications, and support services to more than half a million people each year. Currently authorized by the Ryan White HIV/AIDS Treatment Extension Act of 2009, the program will be up for reauthorization by the U.S. Congress in 2013.

To inform that reauthorization, HRSA encourages stakeholders, including grantees, advocacy organizations, State and local administrators, and other members of the Ryan White and HIV/AIDS communities to provide comments on all aspects of the program. Comments should be organized under headings that clearly indicate which Part (Part A, B, C, D or F) the comment addresses. HRSA has established a web page with details on how to submit comments.

Comments are due July 31, 2012

HRSA will hold at least four webinar or teleconference listening sessions over the next few months, each focused on a different geographic region. Dates, times and other details will be available in near future.

To make comments: http://hab.hrsa.gov/reauthorization/

In addition to the resources listed above, don't forget to check out these other HAB resources, which are updated regularly.

HRSA, http://hab.hrsa.gov

Target Center, www.careacttarget.org. **A *Central Source for Ryan White TA (Not a US Government Web site)***

Twitter: Sign up using "ryanwhitecare" (Not a US Government Website)

The HAB Information E-mail is distributed biweekly by the HRSA/HAB Division of Training and Technical Assistance (DTTA). To subscribe or unsubscribe contact Paula Jones at pjones1@hrsa.gov.

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Part A Executive Committee Meeting Minutes

4414 N. Surf Road, Hollywood, FL, 33020
Thursday, May 17, 2012 at 1:30 PM
Meeting Minutes

Attendance					
#	**Members**	**Present**	**Absent**		**Guests**
1	Kuryla, S. **Chair**	X			Davis, E.
2	Gammell, B. **Vice Chair**	X			Downie, G.
3	Taylor-Bennett, C.	X			Wynn, J.
4	Creary, K.		E		**Grantee Staff**
5	Tomlinson, K.	X			Jones, L.
6	Rajner, M.	X			**HIVPC Support Staff**
7	Katz, H. B.	X			Hosein, F.
	Will Spencer (*ex oficio)*				LaMendola, B.
	Quorum = 5	**6**	**1**		Rosiere, M.

1. **Call to Order**
   The meeting was called to order at 1:30 p.m.

2. **Welcome and Introductions & Moment of Silence**
   The Chair welcomed everyone and self-introductions were made. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, they were advised that the acknowledgement of HIV status is not required but is subject to public record if disclosed.

   A moment of silence was observed.

3. **Approve Today's Meeting Agenda**

Motion #1	To "approve the 5/17/12 Meeting Agenda with an addition"				
Proposed by:	Karlene Tomlinson	**Seconded by:**	Michael Rajner	**Action:**	Passed

4. **Approve 4/19/12 Meeting Minutes**

Motion #2	To "approve the 4/19/12 Meeting Minutes"				
Proposed by:	Michael Rajner	**Seconded by:**	H. Bradley Katz	**Action:**	Passed

5. **Committee Reports**
   - **A. Membership/Council Development Committee (MCDC)**
     Report as stands; copy on file.
   - **B. Quality Management Committee (QMC)**
     The meeting had not taken place at the time of this printing.
   - **C. Other Committees**
     - **Joint Client/Community Relations Committee (JCCR)**
       Report is as stands; copy on file.
     - **Joint Priorities Committee (PSRA)**
       Report is as stands (copy on file).
     - **Joint Planning Committee**
       Report is as stands (copy on file) with one change: HIV infections increased in 2011.

- **Local Pharmacy Advisory Committee (LPAC)**
  Report as stands; copy on file.
  The Committee discussed at length LPAC's recommendation to add several generic diabetes drugs to the formulary. A member expressed concern about the pharmacy budget growing when new drugs are added. Several members noted that clients are dealing with chronic illnesses and the process should be as simple as possible for them, to avoid hassle. The Chair noted that Perinatal HIV+ children who have reached the age of 18 are maneuvering the system quite well and it goes to show that this is possible. LPAC member (guest) noted that clients may have to go to multiple pharmacies to get medicines, which is a very difficult system for persons who don't have cars. The Part A Grantee noted that the ultimate goal of the grant/funds is that people come into care and remain in care.

HIVPC Chair and Vice Chair asked that updates on Committee work plan be added to the Committee reports at Executive meetings (verbal or written).

6. <u>Approve HIVPC Agenda</u>

The HIVPC Agenda was reviewed and approved:

Consent Item #1:	To "Approve the HIVPC Agenda"
Proposed by:	H. Bradley Katz
Seconded by:	Michael Rajner
Action:	Passed

<u>Review HIVPC Calendar</u>

The HIVPC June 2012 Meeting Calendar was reviewed and approved:

Consent Item #2:	To "Approve the HIVPC June 2012 Calendar"
Proposed by:	Carla Taylor-Bennett
Seconded by:	H. Bradley Katz
Action:	Passed

7. Unfinished Business

a. Attendance Policy Follow-Up Discussion:

The Chair noted that in 2008, many items were put in place to address attendance we are facing a similar issue currently. Committee chairs are asked to remind their committee members they have been chosen to be on the committee and their presence is valuable. Member noted his support for Excused Absences, but remarked there seems to be some abuse of this and suggested there be a maximum number of excused absences (suggested 3). One reason cited for excused absences is being out of town for "Ryan White business" – this can be a gray area. Guest noted that members may not be absent for HIV Planning Council activities but may be at a Ryan White CARE Act meeting. Council needs to have some expectations of members going to conventions that they come back to report on this. This may need to be in writing. The Grantee noted that the Council can set a maximum number of excused absences through a bylaw amendment. A member requested the Membership/Council Development Committee to discuss the issue.

b. Staff Directives Form

This form has not yet been approved.

c. HIV Planning Council Letterhead

The HIVPC letterhead samples were reviewed and one was chosen.

d. Executive Committee Meeting Times

The Committee reviewed the HIVPC yearly calendar. Due to various reasons, the dates in June and July 2012 for Executive Committee and HIVPC meetings were brought forward by one week.

8. New Business

a. Communication

This was not discussed.

b. **HRSA Request for Public Comment Regarding Reauthorization**
Staff was asked to send out the email regarding this, which contains a direct link to the website.

9. Grantee Report
The Comprehensive Plan (not yet posted), will be posted on Monday, May 21, 2012 for comment. This will be available for a period of one month for review and comments. Copies will be presented to HIV Planning Council, Executive Committees and all Chairs. The grantee reports being moved toward the end of the Committee meetings was tested in the month of May as they consumed a major portion of the meeting, thus committees were not completing the business of the meeting. Going forward, this can tailored by each Committee chair. A member that the grantee report can be relevant to the day's agenda and preferred this is done early. The Grantee spoke to Broward County's project officer at HRSA (Health Resources and Services Administration). Part B will no longer have the same project officer as Part A. There is also a chance that the state of Florida will be split amongst different project officers, meaning Broward may get a new Part A officer. A member asked that Grantee discuss with HRSA the fact that Broward County's unused funds goes to ADAP and really should not be held to that mandate. Grantee noted that on a quarterly basis, the Chair/Vice Chair will be a part of the call with the project officer.

10. Parking Lot items
In the interest of time, this will be deferred to a future meeting

11. Public Comment
There was no public comment.

12. Request for Information/Directives
Staff brought a sample of 'Request for Directives' Form. The committee reviewed this. A final decision was not made at this meeting.

13. Agenda Items for Next Meeting
- Standing Agenda Items (Grantee Reports position on Agenda at the discretion of the Committee Chair(s).
- Work Plan Updates – verbal or written

14. Next Meeting Date
Thursday, June 14, 2012 at 12:30 p.m. **Venue**: BRHPC.

15. Adjournment
The meeting was adjourned at 3:02 p.m.

Part A Executive Committee Attendance CY 2012

#	Members	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Samantha Kuryla, **Chair**	**P**	**E**	**No meeting**	**P**	**P**							
2	Brad Gammell, **Vice Chair**				**P**	**P**							
3	Carla Taylor-Bennett	**P**	**P**		**P**	**P**							
4	Karen Creary	**P**	**P**		**P**	**E**							
5	Karlene Tomlinson	**P**	**A**		**P**	**P**							
6	Michael Rajner	**P**	**P**		**P**	**P**							
7	H. Bradley Katz	**P**	**P**		**P**	**P**							
	Will Spencer, *Ex Oficio as of 3/1/12*	**P**	**P**										