



Committee Meeting Agenda: Executive Committee

Date/Time: Thursday, January 19, 2017, 9:30 a.m.

Location: Government Center Room GC-430

Chair: Gammell, B. **Vice Chair:** Lopes, R.

1. **CALL TO ORDER:** Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment
2. **APPROVALS:** 1/19/17 Executive Committee Agenda and 10/20/16 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review 1/26/17 HIVPC Agenda, Meeting Materials and Motions (Handouts A-B)
 - b) February 2017 HIVPC Calendar (Handout C)

4. **UNFINISHED BUSINESS**

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items (Work Plan Item #)</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
HIVPC Retreat Follow-Up	ACTION ITEM: Discuss next steps for Executive Committee based on committee feedback from HIVPC Retreat
MCDC Quorum Review (Handout D)	ACTION ITEM: Discuss CY2016 HIVPC and committees' attendance. Identify strategies to improve attendance in upcoming FY
HIVPC Member Recognition Program (Handout E)	ACTION ITEM: Approve timeline for March HIVPC Member Recognition Program

6. **GRANTEE REPORTS**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** February 16, 2017 **VENUE:** GC-430

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Joint HIVPC/BCPPC Executive Meeting	ACTION ITEM: Hold joint Executive meeting with BCHPPC to discuss next steps in integration process
FY2017 Committee Work Plans	ACTION ITEM: Review, discuss, and approve new work plans

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE HIV 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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



Meeting Minutes: Executive Committee

Date/Time: Thursday, October 20, 2016, 9:30 a.m. **Location:** Kids in Distress

Chair: Gammell, B. **Vice-Chair:** Lopes, R.

ATTENDANCE				
#	Members	Present	Absent	Guests
1	Earp, A.			Katz, H.B.
2	Edwards, C.	X		Gadson, G.
3	Fleurinord, P.		A	
4	Foster, V.	X		Grantee Staff
5	Gammell, B. <i>HIVPC Chair</i>	X		Jones, L.
6	Grant, C.	X		
7	Hayes, M.	X		HIVPC Staff
8	Lopes, R. <i>HIVPC Vice Chair</i>		A	Ewart, L.
9	Robertson, L.	X		Johnson, B.
10	Siclari, R.		A	Oratien, V.
11	Spencer, W.	X		
	Chair Quorum = 5	7		

1. CALL TO ORDER

The Chair called the meeting to order and welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, guests, Grantee staff and HIV Planning Council (HIVPC) staff self-introductions were made. A moment of silence was observed.

2. STANDARD COMMITTEE ITEMS

- a) Approve 10/20/16 Meeting Agenda and 7/21/16 Meeting Minutes

Motion #1: To approve 10/20/16 Executive Agenda and 7/21/16 Meeting Minutes

Proposed by: Hayes, M. **Seconded by:** Robertson, L.

Action: Passed Unanimously

- b) Approve 10/27/16 HIVPC Meeting Materials and Motions: The Executive members reviewed the draft/outline of the agenda for the upcoming October HIVPC meeting.

- c) Approve 10/27/16 HIVPC Agenda

Motion #2: To approve an outline of the 10/27/16 HIVPC Agenda

Proposed by: Hayes, M. **Seconded by:** Foster, V.

Action: Passed Unanimously

- d) Review November, 2016 Calendar (Handout C): The members reviewed the November Calendar.

3. UNFINISHED BUSINESS

None.

4. MEETING ACTIVITIES/NEW BUSINESS

- a) Leadership Changes: The HIVPC Chair discussed changes in HIVPC leadership, with his appointment of Will Spencer as the new PSRA Chair. Some members expressed their concern about changes, and the group discussed the recent leadership changes in numerous HIVPC committees, including CEC and MCDC.
- b) HIVPC Grievances: The members discussed the grievance filed against Arianna Lint at the August HIVPC meeting for recording the meeting and posting it on Facebook. Staff explained that the By-Laws and Policies and Procedures state that a grievance can only be made by a person against an action taken by the HIVPC, not

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



by the HIVPC against a person. Alternative actions may include a Removal for Cause or a discussion about the grievance and member's actions at the next full HIVPC meeting. A member pointed out that there is no language stating that HIVPC members cannot record the meeting themselves, and that the Chair does state that the meetings are a part of the public record, including posting on social media. The group agreed that the recording may not have violated any written protocols, but that the intent of the action was distasteful. They also agreed that it was inappropriate for the member to place themselves above the process and consensus of the Planning Council. The HIVPC Chair will address the member at the October HIVPC meeting, and Executive will discuss how to establish future rules of member conduct at their November Executive meeting.

- c) Executive Leadership Training: The Executive Committee members received a training from facilitator George Gadson on Robert's Rules, leadership style, and skills to effectively facilitate a meeting. At their next meeting they will receive a training on "Who Moved My Cheese?" and how to deal with organizational change.

5. GRANTEE REPORT

None.

6. PUBLIC COMMENT

None.

7. AGENDA ITEMS / TASKS FOR NEXT MEETING: November 17, 2016 VENUE: TBD

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Executive Training	Action Item: receive a training on how to deal with organizational changes.

8. ANNOUNCEMENTS

None.

9. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Executive Committee Attendance 2016

		Count	Absences	PLWHA	C+A1:R30+A1:R34onsumer	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
						Meeting Date:	19	CX	24	19	CX	16	21	C	C	20	C/R 17	C	
											17								
	1					Creary, K.	N- 4/16			X	NQ A	A	A	R- 8/1					
	1	1				Earp, A.	N- 4/16			X	NQ A	A	X			A	A		
	0	2				Edwards, C.	N- 4/16			X	NQ X	X	A			X	X		
	4	3				Fleurinord, P.	A		A	A	NQ A	A	A			A	A		
	1	4				Foster, V.	N- 4/16			X	NQ A	X	X			X	X		

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



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



1	0	5	Gammell, B <i>Chair</i> (Chair effective 3/1)	X		X	X	NQ X	X	A			X	X		
	1	6	Grant, C.	X		X	X	NQ A	X	X			X	A		
	0	7	Hayes, M.	N- 2/16		X	X	NQ X	X	A			X	A		
1	0		Katz, H.B.	X		X	Z- 4/16									
1	1		Lint, A.	A		X	Z- 4/16									
	0	8	Lopes, R., <i>Vice Chair</i>	N- 3/1		X	X	NQ X	X	X			A	A		
	0	9	Robertson, L.	N- 4/16			X	NQ X	A	X			X	A		
1	1		Reed, Y.,	A	(V. Chair ended 3/1)											
	2	10	Siclari, R.	X		A	X	NQ A	A	A			A	A		
1	3	11	Spencer, W.	X		A	A	NQ A	X	X			X	X		
	1		Taylor-Bennett, C.	X		X	X	NQ A	A	X	R-10/1					
	0		Tomlinson, K.	X	Z- 2/16											
	0		Quorum (Chairs)= 5	7		8	11		7	7			7	4		

X - present
A - absent
E - excused
NQA - no
quorum
absent
NQX - no
quorum
present
N - newly
appointed
Z - removed
C - cancelled

W - warning
letter

R - removal letter

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



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



**QNA - quorum not achieved
for entire mtg**

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



HANDOUT A

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



BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA

Thursday, January 26, 2017, 9:30 a.m.
 Governmental Center Room GC-430

Chair: Brad Gammell **Vice Chair:** Requel Lopes

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

1. CALL TO ORDER

2. WELCOME AND PUBLIC RECORD REQUIREMENTS

- a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
- b. Council Member and Guest Introductions
- c. Moment of Silence
- d. Excused Absences and Appointment of Alternates
- e. Approval of 1/26/17 Meeting Agenda
- f. Approval of 12/8/16 Meeting Minutes

3. PHONE INTRODUCTIONS

4. FEDERAL LEGISLATIVE REPORT (Handout A)

5. CONSENT ITEMS

#	Motion	Justification	Proposed By
1	To change the Membership/Council Development Committee's schedule from meeting on a monthly to a quarterly basis	The MCDC Committee will meet on a quarterly basis to align the Committee's work with a quarterly HIVPC member application process, including approval of members and HIVPC member training schedule	MCDC
2	To approve the changes to the Membership/Council Development Committee's Policies & Procedures	The proposed changes to the MCDC P&Ps reflect the change in meeting schedule, and clarify the HIVPC member application process as well as member roles and responsibilities	MCDC

6. DISCUSSION ITEMS

#	SERVICE CATEGORY	Recommended TO	Recommended FROM	PROPOSED BY
1	Ambulatory (5)			Priority Setting & Resource Allocation Committee
2	MAI Ambulatory (1)			
3	Pharmaceuticals (3)			
4	Dental (2)			
5	Case Management (7)			
6	MAI Case Management (1)			
7	Medical Case (Disease) Management (4)			
8	Mental Health (3)			
9	MAI Mental Health (2)			
10	Substance Abuse (2)			
11	MAI Substance Abuse (1)			
12	Food Bank (1)			
13	Food Voucher (1)			
14	MAI Centralized Intake and Eligibility Determination			
15	HICP (1)			
16	Legal Assistance (1)			
	Total Part A Funds			
	Total MAI Funds			
	Total Funds			

HANDOUT A

7. NEW BUSINESS

- a. HIVPC Member Recognition Program
- b. Standing and Ad-Hoc Committee Membership

8. JANUARY COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

January 3, 2017

Chair: L. Robertson V. Chair: P. Fleurinord

A. Work Plan Item Update / Status Summary:
<u>CEC Survey:</u> The HIVPC Manager reviewed the CEC Participation Survey, and the purpose behind the community participation survey that was approved at the last CEC meeting. The survey was distributed to 17 participants at a BTAN event in Southeast Broward on November 12, 2016. Most of the survey respondents were Black Non-Hispanic, male, and between the ages of 35-54. Most of the participants stated that they lived in the surrounding zip codes. Housing and support were also ranked as the greatest barriers to staying healthy. The group discussed how to modify the survey to incorporate information about overall health status, prescribed medications, common ailments, STIs, etc. <u>HIVPC Retreat Follow-Up/ Next Steps:</u> The PC Manager asked the CEC members for their feedback on the December HIVPC Retreat. Many members stated that they enjoyed the overall experience of the event, that many people seemed to enjoy the teambuilding activities and thought it was very productive. The CEC Vice Chair agreed that it was a great experience, and said that she learned a lot from the activities, especially how to be clear about expectations for collaboration. The PC Manager asked the members if they met anyone at the Integrated Retreat, or knew of any organizations that they would like to collaborate with or invite to CEC meetings/events. The members discussed getting involved with more BTAN events, and also doing education and outreach through local universities. <u>CEC Education, Training and Events:</u> The PC Manager then asked the members about trainings and educational series that they would like to participate in during the CEC meeting in March. The members suggested: Ryan White services (explanation of the Ryan White Parts and provided services); PrEP; Black women and PrEP; HIV criminalization; HIV policies and politics; and HIV drug interactions. The members stated that they would like to learn about the Ryan White Program first. The CEC members discussed upcoming events in which to participate and distribute surveys, including the Martin Luther King Jr. Day on January 16th and National Black HIV Awareness Day on February 7th.
B. Rationale for Recommendations:
None.
C. Data Reports / Data Review Updates:
The members reviewed the CEC participation survey results from the BTAN event.
D. Data Requests:
None.
E. Other Business Items:
<i>Agenda Items for Next Meeting:</i> CEC Work Plans, Policies and Events; Ryan White Program training <i>Next Meeting Date:</i> March 7, 2017 <i>Location:</i> Governmental Center Annex Room A-337

HANDOUT A

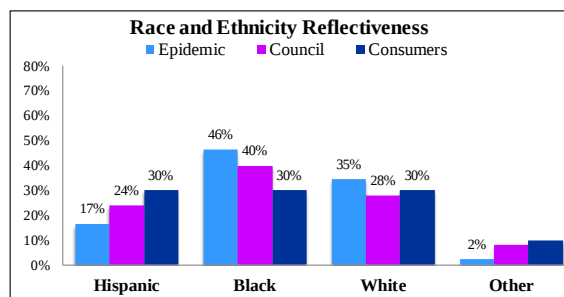
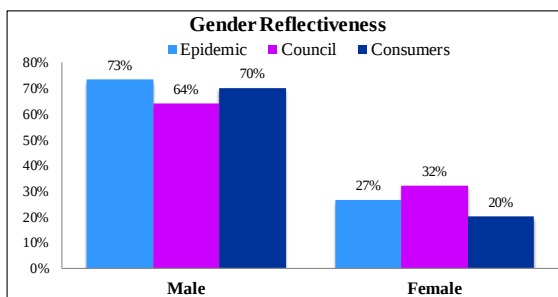
B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

January 12, 2017

Chair: Vacant V. Chair: V. Foster

A. Work Plan Item Update / Status Summary:
<u>Review HIVPC Demographics:</u> The MCDC members reviewed the HIVPC and Committee membership and demographics. They reviewed the vacant seats on the HIVPC, and enquired about potential contacts to fill federally mandated seats. Staff is reaching out to potential SA providers, as well as looking into potential members representing a Federally recognized Indian Tribe. Staff asked the members for suggestions for other people to contact. <u>Review HIVPC Vacancies and Current Applicants, Interested Parties, and Appointments:</u> The committee reviewed the HIVPC membership application for Yahaira Barrientos. The members asked Yahaira what she might contribute to the HIVPC through her membership. She stated that HIV+ transgender individuals need to be aware of all available services in the EMA, and that while there is already one transgender individual on the HIVPC, it is highly beneficial to have multiple perspectives representing this community. <u>Review Attendance:</u> In CY2016 there were various committees that had multiple meetings cancelled due to quorum. Meetings were cancelled due to quorum because members either did not verify their attendance within 48 hours of the meeting or because members could not established quorum in the room within 15 minutes of meeting's start time. PC Staff stressed the need for members to confirm their attendance prior to the meeting, and for the committee members to attend on time due to strict county ordinances. The Vice Chair spoke about the need to contact members who are consistently late, and let them know about patterns of behavior that are affecting meeting business. The PC Manager stressed the need for all committee chairs to work with their committees on attendance and promptness, and that this conversation should also be had at the next Executive Committee meeting. <u>HIVPC Member Recognition for March 2017:</u> The members reviewed and approved the HIVPC Member Recognition Program timeline. The HIVPC Chair will announce the opening of the nominations process at the January HIVPC meeting. HIVPC members will have until the February HIVPC meeting to fill out a nominations form, and the MCDC will review the nominations during their March MCDC meeting. The Recognized Member will be announced at the March HIVPC meeting. <u>MCDC Meeting Status:</u> In an effort streamline the work of the MCDC, there has been a recommendation from HIVPC Leadership to change the committee schedule from meeting monthly to meeting quarterly. The change in meeting frequency may help to group streamline the HIVPC member application process, post-appointment trainings and mentor selection process into quarterly schedule with a new member cohort. The members then reviewed the proposed changes to the MCDC Policies and Procedures. Staff included language regarding the quarterly meeting schedule and the attendance policies for members meeting on a quarterly basis. The group reviewed some of the unapproved changes from the last MCDC meeting in May, including addition on language regarding the way applications are reviewed, inclusion of language about selecting and advancing Alternates, and changing "Job Descriptions" to "Roles and Responsibilities." The group also discussed the inclusion "unaligned/unaffiliated" when referring to consumers, and the need for Local Public Health seat to be filled by an employee of a local governmental agency (as clarified by our HRSA Project Officer).
B. Rationale for Recommendations:
• To conditionally appoint Yahaira Barrientos to the HIVPC in the Non-Elected Community Leader seat once she completes her standing committee attendance requirements. • To approve the change in the MCDC meeting schedule from monthly to quarterly meetings, beginning in March, 2017. • To approve changes to the MCDC Policies and Procedures to include quarterly meeting schedule, clarification on appointment procedures and membership definitions.
C. Data Reports / Data Review Updates:
None.
D. Data Requests:
None.
E. Other Business Items:
<i>Agenda Items for Next Meeting:</i> By-Laws Parking Lot, MCDC Accomplishments and Challenges, Federally Mandated Seat Clarification <i>Next Meeting Date:</i> February 9, 2017 9:30 a.m. <i>Venue:</i> A-337

HIV Planning Council Membership Report
Current Through January 2017



Gender	Epidemic	Council	% Difference	Consumers	% Difference
Male	14,372 73%	16 64%	-9%	7 70%	-3%
Female	5,213 27%	8 32%	5%	2 20%	-7%
Transgender	- -	1 4%	-	1 10%	-
Race	Epidemic	Council	% Difference	Consumers	% Difference
Hispanic	3,253 17%	6 24%	7%	3 30%	13%
Black	9,100 46%	10 40%	-6%	3 30%	-16%
White	6,777 35%	7 28%	-7%	3 30%	-5%
Other	455 2%	2 8%	6%	1 10%	6%
Total	19,585 100%	25		10	

Current Members	25
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	40%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. State Medicaid
4. Individual co-infected with Hep B or Hep C
5. Local Public Health Agency
6. Substance Abuse Provider

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded

% Part A-Funded Providers	28%
---------------------------	-----

C. QUALITY MANAGEMENT COMMITTEE (QMC)

Cancelled- No Quorum

Chair: C. Grant, V. Chair: Vacant

D. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)

January 18, 2017

Chair: W. Spencer, Vice Chair: R. Siclari

E. SYSTEM OF CARE COMMITTEE

January 18, 2017

Chair: M. Hayes, Vice Chair: C. Edwards

The SOC and HIVPC Leadership met to discuss the direction of the SOC Committee. The Committee will work to analyze the effectiveness of Part A service delivery from the perspective of identified subpopulations of Part A clients. SOC membership is now open. Ideal members of the SOC Committee are reflective of Broward's community stakeholders, Ryan White consumers, and HIV frontline workforce across different stages of the HIV Care Continuum. Members should be individuals who bring skills related to the needs of HIV-positive Broward County residents, and who can provide insight into the needs, gaps and barriers facing Part A clients in the county. Please contact Staff or Marie if you are interested in joining the SOC Committee.

F. EXECUTIVE COMMITTEE

January 19, 2017

Chair: B. Gammell Vice Chair: R. Lopes

****For detailed discussion on any of the above items, please refer to the meeting minutes. ****

9. PUBLIC COMMENT

10. ANNOUNCEMENTS

11. REQUEST FOR DATA

12. AGENDA ITEMS FOR NEXT MEETING: February 23, 2017 LOCATION: GC-430

Tasks for next Meeting	Responsible Party	Action to be taken, presentation, discussion, brainstorm etc.
HIVPC Member Recognition Program	MCDC	Action Item: Complete HIVPC Member Recognition Program nominations process
Ryan White Part A Pharmaceutical Formulary Changes	PSRA	Action Item: Discuss and approve changes to the Part A Pharmaceutical Formulary

PLEASE COMPLETE YOUR MEETING EVALUATIONS

**THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL**

• Linkage to Care • Retention in Care • Viral Load Suppression •



MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE Policies and Procedure

Approved 11/19/15

Policies

The Membership/Council Development Committee (MCDC) shall solicit and screen applications for appointment of all members and alternates of the Broward County HIV Health Services Planning Council (Council) by the Broward County Board of County Commissioners.

The Membership/Council Development Committee shall meet quarterly (or as needed) to conduct committee business. Planning Council applications will be reviewed on a quarterly basis, or as needed, by the Committee. MCDC Committee members will be subject to Broward County Code of Ordinances for meetings scheduled on a quarterly or less frequent basis, with Committee members removed after two (2) consecutive unexcused absences or missing two (2) properly noticed meetings in one (1) calendar year.

The term of office for members and alternates shall be at the pleasure of the Board of County Commissioners. The Committee shall ensure that Council and committee members are knowledgeable about their duties, the functions of the Council, and the Council's role in the organization and delivery of HIV/AIDS health and support services. The Committee shall institute orientation and training programs for new and incumbent members. Orientations will be scheduled as needed by the Committee and support staff (Approved 2/20/14).

An individual may serve on the Council only if the individual agrees that if the individual has a financial interest in an entity, if the individual is an employee of a public or private entity, or if the individual is a member of a public or private organization, and such entity or organization is seeking amounts from a grant under the Ryan White CARE Act (Act), the individual will not, with respect to the purpose for which the entity seeks such amounts, participate (directly or in an advisory capacity) in the process of selecting entities to receive such amounts for such purpose.

The membership categories for the Council shall be consistent with those defined in the Act. No less than 33 percent of the Council shall be individuals who are receiving HIV-related services from Part A funded providers, are not officers, employees, or consultants to any entity that receives amounts from such a grant, and do not represent any such entity, and reflect the demographics of the population of individuals with HIV as determined annually. For purposes of the preceding sentence, an individual shall be considered to be receiving such services if the individual is a parent of, or a caregiver for, a minor child who is receiving such services. This may not be construed as having any effect on entities that receive funds from grants under any other Act or program but do not receive funds from grants under Part A, on officers or employees of such entities, or on individuals who represent such entities.

The Committee will recommend for appointment no more than 40% of the Council Members who are providers of HIV-related services who receive funds under Part A of the CARE Act (Approved 11/19/2009). No more than 3 members employed by one governmental agency or provider shall serve on the Planning Council at one time (Approved 1/28/2010).

Affirmative outreach shall be made to attract qualified candidates for membership on the Council with particular attention to gender balance and adequate representation from racial and ethnic minorities. As part of the Council's efforts to increase the percentage of individuals with HIV on the Council, the Broward County Commission should strive, whenever possible, to appoint individuals with HIV to vacancies not only in that category but to other categories as appropriate.

There shall be a minimum of three individuals with HIV who shall serve as alternates appointed and approved by the Broward County Commission (Approved 2/20/14). The latter may only serve as voting members in Council meetings for any period of time that a member with HIV is unable to serve due to HIV-related illness. In such case, the Chair shall appoint an alternate who, to the greatest extent possible, matches the gender, race and/or ethnic background of the individual with HIV that is absent. Thereafter, alternates, as directed by the Chair, shall alternate their substitution for PWA members unable to serve due to HIV-related illness. Alternates shall comply with attendance requirements at Council meetings.

Council members and alternates as well as committee members must meet attendance requirements in accordance with the Code of the County, except that absences from meetings by individuals because of illness related to their HIV shall not be counted as an absence. Council members and/or alternates (appointed by the County Commission) and committee members will automatically be removed from the Planning Council or committee that meets more frequently than quarterly if he/she: 1) has three (3) consecutive unexcused absences regardless of year, or 2) misses four (4) meetings in one (1) calendar year (January-December) because of unexcused absences. A committee member will automatically be removed from a committee that meets on a quarterly or less frequent basis if he/she: 1) has two (2) consecutive unexcused absences regardless of year, or 2) misses two (2) meetings in one (1) calendar year (January-December) because of unexcused absences. (Approved 9/2008 for Council, 9/2009 for Committees). A letter signed by the Planning Council Chair or Vice Chair will be sent to Council members and/or alternates and committee members at risk of exceeding allowed number of absences, informing them of their attendance record and stating that one more additional absence will result in their removal from the Council.

Council members and alternates are required to serve on at least one standing committee. If a Council member/alternate should resign or be removed from a committee, s/he will have 30 days to select a new committee in which to become a member. If a committee is not selected within the 30 day timeframe, the member/alternate will be removed from the Council (Approved 2/20/14).

The Committee shall be responsible for recommending removal of Council members and Alternates in accordance with the Council By-Laws. Council members and Alternates may be removed for cause by a full Planning Council vote. Cause for removal may include failure to fully participate on the Planning Council, including not participating on a standing committee. Other causes for removal may include misrepresentation of the Council and/or failure to abide by the Council By-Laws.

If a Council member is removed from the Council, to be recommended for reappointment, s/he must go through the original membership process as stated in the MCDC Policies and Procedure. The Council may recommend the reappointment of members whose absences were caused by extenuating circumstances.

REMOVAL PROCESS

A. Removal for Attendance

Members or alternates who fail to comply with the Planning Council Attendance Policy will be automatically removed from the Planning Council. The Membership/Council Development Committee will report removals to the Executive Committee. Removals due to Attendance Policy violations will be reported to the Planning Council in the Executive Committee Report.

B. Removal for Cause

1. All recommendations for removal of a Member for cause must be documented as follows and submitted to the Membership/Council Development Committee:
 - a. Name(s) of Council or Committee Member(s) recommending the removal (required).
 - b. Name of Council Member or alternate recommended for removal.
 - c. Written description of the action(s) prompting the request.
 - d. Date(s) and location(s) where the action(s) took place.

- e. Signature(s) and date of submission of Council or Committee Member(s) recommending the removal.
- f. Written notice of recommendation for removal must be given to a member or alternate.
- 2. The Membership/Council Development Committee will review the status of current members and alternates and recommend removal from the Council by the Board of County Commissioners if the member or alternate:
 - a. Refuses to cooperate in a conflict of interest review;
 - b. Has been found to have knowingly taken action(s) intended to influence the conduct of the Council in a manner as defined in the By-Laws as a conflict of interest; or
 - c. For violation of the Broward County HIV Health Services Meeting Ground Rules
 - d. Any violation of the By-Laws
 - e. Violation of Sunshine Law or Code of Ethics
 - f. Does not attend a post-appointment training within 3 months of appointment to the Planning Council by the Broward County Board of County Commissioners.
- 3. The Membership/Council Development Committee will:
 - a. Review all such requests for removal from the Council at its regular Committee meeting, unless the Chair of the Council or the Chair of the Committee requests that a special meeting be convened.
 - b. If Committee determines a complaint has merit, the Committee will proceed with the investigation to be completed within sixty (60) days from date of merit determination. The Member being recommended for removal will be notified by certified mail once the complaint is determined to have merit.
 - c. The Membership/Council Development Committee will investigate and may call witnesses, which should include the Member being recommended for removal, to ensure that all pertinent information is considered. The Member being recommended for removal may also call witnesses or bring written documentation to address the allegations.
 - d. Following consideration of all the information available to the Committee, a majority vote of the Committee will make recommendations to the Executive Committee for appropriate action.
 - e. Final disposition must be reported to the Executive Committee, the Member filing the complaint and the Member being recommended for removal. In addition, the final disposition will be reported in the Executive Committee Report on the Planning Council Agenda.

C. Removal Recommendation

The final decision to remove a Member must be ratified by the Planning Council. Once ratified, the Planning Council will forward all recommendations for removal to the Board of County Commissioners.

REINSTATEMENT POLICY

- A. Any member may elect to resign for personal reasons, and have the right to re-apply for reinstatement at any time. Any member seeking reinstatement after resignation shall:
 - a. If seeking reinstatement less than 90 days after resignation or removal, submit a letter to the MCDC, which will be forwarded to the Executive Committee, which will be forwarded to the HIVPC for approval.
 - b. If seeking reinstatement more than 90 days after resignation or removal, shall submit a new application and follow the same process as new members.
 - c. The letter requesting reinstatement must be submitted to the Chair and/or Vice Chair of the MCDC.
- B. A member may only be reinstated once within a 12-month period. A member who is reinstated and subsequently removed may not reapply for reinstatement for the 12-month period following a second removal.

Procedures

Membership:

Open, well publicized recruitment activities will occur. Membership applications and “Interested Party” brochures are available at all meetings of the Council and at all outreach and business meetings in the community. The MCDC Chair is responsible for offering to visit, specifically, case management agencies in efforts to encourage the recruitment of consumers for potential Council membership. While conducting recruitment, members should encourage interested parties to join committees or the HIVPC, and may discuss the roles, purpose, and benefits of serving on the HIVPC or its committees. Members may not, however, offer an official opinion or statement of the HIVPC, or speak on behalf of the HIVPC.

Council staff will verify that all active/pending applications meet the non-conflict of interest requirements as applicable, note any changes in employment or affiliation status, and present the eligible applications to the Membership Committee for review. All prospective Planning Council members other than those in mandated seats by virtue of employment are required to participate in any three HIVPC Standing Committee meetings within a 120 day period, and attend a membership orientation prior to being considered for appointment to the Planning Council (Approved 11/19/15). Applicants will receive a package of information that contains specific questions regarding the applicant's interest in becoming a Council and/or a Committee member. Committee information will be included in the package.

Applications will be screened and rated based on:

- 1. Ability to fulfill membership representation deficiencies/vacancies;
- 2. Experience and expertise to fulfill a particular category of membership;
- 3. Participation on Committees;
- 4. Attendance ~~at~~ at Orientation information luncheon; and
- 5. Other identified criteria.

As part of the MCDC's selection process for new applicants, the following will be used based on priority:

- ~~— Federally mandated seats;~~
- ~~— Unaffiliated consumers;~~
- Demographic reflectiveness
- ~~— Federally mandated seats;~~
- ~~— Non-Elected Community Leaders;~~
- ~~— Vacant seats based on categories.~~
- 1. Unaffiliated consumers/Current Alternates
- 2. Demographic reflectiveness
- 3. Federally mandated seats
- 4. Vacant seats based on categories

In its review and recommendation process, The Membership Committee is further guided by the Ryan White CARE Act Part A Manual (Section X *Planning Council Membership; Planning Council Nominations*) (Approved 2/20/14). These Sections give the legislative background of the CARE Act that requires the Planning Council to be both reflective and representative of the demographic composition of the population of individuals living with HIV in the geographical area served. The Committee will, to the best of its ability, strive to achieve an optimal balance of Council composition that is reflective, representative, and, statistically, most closely approximates the HIV/AIDS prevalence in the geographical area served.

Recommendations for appointment as members and/or alternates will be forwarded to the Council for recommendation to the Broward County Board of County Commissioners for consideration and appointment.

The current membership will be evaluated annually for compliance with local, state and federal policies. Deficiencies through attrition, or change in qualifications of members will be documented. A member's qualification may change because of excess absences or by change of employment. Any changes to member's affiliation status will also be noted. Council support staff will report on absences. Current members will be surveyed each year using a form similar to the application. Individuals with HIV who experience extended absence due to illness will be moved to alternate status until they are able to regularly participate again.

The Committee will create a roster of current members and identify membership deficiencies and vacancies. The Committee will review the status of current members and alternates who:

- Fail to maintain the status to represent the membership category set forth in the Act;
- Fail to maintain the qualifications set forth in Broward County Resolution #94-1286 (or its successors);

MCDC and the Council shall be notified of changes to representation involving members who are on the Council by virtue of holding a mandated seat due to their employment (e.g. Medicaid). Such changes shall be informational in nature and immediately forwarded to the Broward County Board of County Commissioners for appointment. At such time as a member's professional responsibilities changes such that he/she no longer represents the constituency for which he/she was originally appointed, that member shall immediately resign and his/her seat shall be filled in accordance with the provisions contained in the Membership policies and procedures. The member shall have the ability to reapply for membership to the Council (Approved 11/19/2009). If a member does not notify the Council within 10 business days, the member will automatically be removed by the will of the MCDC (Approved 2/20/14).

Post-appointment training will occur quarterly for new members and other interested parties. New appointees will be offered the guidance of a mentor. The Membership Committee will conduct mentoring training for Council members (Approved 11/19/~~19~~¹⁵).

Alternates:

Interested parties will be made Alternate Planning Council members when the following occurs:

- Member does not meet any of the requirements for any vacant ~~mandated~~ seat.
- Planning Council demographics are overrepresented of unaffiliated PLWHAs
- To fulfill By-Laws mandate of a minimum of 3 Alternates

Alternates will be acknowledged for their commitment when attending Planning Council meetings.

Council Development:

The Committee will develop and implement an annual Council Development training plan which meets requirements in the Act.

HIV Planning Council Members – Service Descriptions

(Approved by HIV Planning Council 11/19/15)

The purpose of HIV Planning Council membership categories:

- *"Each category of membership meets a specific need."*
- *"Other membership categories, comprising government and health professions, are intended to enhance service delivery. This includes coordination of funding streams to better address gaps in care, avoid overlaps in services, and create comprehensive service delivery systems that meet the multiple care needs of clients."*
- *"All categories of membership are designed to bring together expertise in such areas as health planning, service delivery, client perspectives and financing of care."*

From HRSA

Planning Council Members Major Duties

1. Prioritize Part A services and allocate Ryan White funds among them.
2. Assess the needs of the community for HIV/AIDS services.
3. Develop a Comprehensive Plan to guide how services will be provided.
4. Monitor the quality and effectiveness of Ryan White programs, and recommend improvements.
5. Assess the effectiveness of administrative performance by the Part A Grantee.

Member Qualifications

1. Fit the membership requirements of a specified category of Council seat, per legislation and HRSA rules.
2. Ability to communicate ideas freely, honestly and respectfully.
3. Commitment to adhere to Council by-laws, policies and procedures.

Member Responsibilities (Approved 11/19/15)

1. Be willing to commit at least six to eight hours monthly to the HIV Planning Council – approximately two hours monthly at Planning Council meetings, two to three hours monthly at Committee meetings, and two to three hours monthly for background reading and to complete assigned tasks.
2. Members in leadership roles attend one extra meeting per month, requiring two to four hours more time.
3. Work collaboratively within the Planning Council and with other entities that provide or fund HIV-related services.
4. Commit to actively participate in recruitment for HIVPC and Committees.
5. Regularly participate in ongoing education and training provided by the Council.
6. Be willing to participate in discussions mindful of the needs of the EMA, as opposed to an interest group or category of representation.
7. Be willing and able to contribute professional and personal expertise to further the work of the Council.
8. Supply data requested from the category of seat to which the member is appointed. Examples of data that may be requested:
 - a. HIV/AIDS funding received, per service category
 - b. Number of Clients Served / Utilization
 - c. Client Demographics
 - d. How Services Are Coordinated with Part A and other funders

PLANNING COUNCIL MEMBERSHIP CATEGORIES

1. Affected Communities

Definition of Affected Communities: Include People With HIV/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.

The Ryan White HIV/AIDS Program Part A Manual states:

- “Involvement of those who use Ryan White services ensures crucial input from persons closest to care delivery. Legislative provisions require that consumers be free of conflict of interest in relation to funding decisions”
- “33% of Council members must be consumers receiving Ryan White Part A services, or the parents and caregivers of minor children who are receiving such services. These members should reflect the epidemic in the EMA and be unaligned, meaning that they “are not officers, employees or consultants” of any providers receiving Ryan White funds, and they “do not represent any such entity.”

“Consumers who volunteer with a Part A-funded provider are not considered to ‘represent’ that entity and are eligible for consumer membership on the planning council as unaligned members. The legislation permits a PLWHA to serve as a volunteer at a Part A-funded agency and still be considered unaligned/[unaffiliated](#).”

~~Job Description~~ [Roles and Responsibilities](#) for Affected Communities:

- a. Provide strong and informed feedback about the effect of Planning Council actions and decisions on Ryan White clients and PLWHAs.
- b. [Help develop ideas to engage and educate PLWHAs in the community.](#)
- ~~b.~~ [c. Affected Community seats are designated for Unaligned/Unaffiliated Consumers.](#)

2. Non-Elected Community Leader

Definition of Non-Elected Community Leader:

HIVPC By-Laws: “Someone active in the community not elected in formal government elections.”

[Roles and Responsibilities](#) ~~Job Description~~ for Non-Elected Community Leader:

- a. Be actively involved with a community organization or ongoing community activities.

- b. Provide strong and informed feedback about the effect of Planning Council actions and decisions on the community, especially Ryan White clients and PLWHAs.

3. Health Care Providers, including Federally Qualified Health Centers

Roles and Responsibilities ~~Job Description~~ for Health Care Providers:

- a. Share information about how Council actions will affect providers and their HIV/AIDS clients.
- b. When requested, provide data on funding sources and on utilization by their clients.

4. AIDS Service Organizations and Community-Based Organizations Serving Affected Populations

Roles and Responsibilities ~~Job Description~~ for ASO/CBO:

- a. Share information about how Council actions will affect service organizations, community organizations and their Ryan White clients.
- b. When requested, provide data on funding sources and on utilization by their HIV/AIDS clients.

5. Social Service Providers, including Providers of Housing and Homeless Services

Roles and Responsibilities ~~Job Description~~ for Social Service Providers:

- a. Share information about how Council actions will affect social service agencies, providers and clients.
- b. When requested, provide data on funding sources and on utilization by their HIV/AIDS clients.

6. Mental Health Providers and Substance Abuse Providers

Roles and Responsibilities ~~Job Description of~~ for Mental Health Providers and Substance Abuse Providers:

- a. Share information about how Council actions will affect mental health providers and clients.
- b. When requested, provide data on funding sources and on utilization by their HIV/AIDS clients.

7. State Government (Agency Administering Program under Part B)

Roles and Responsibilities ~~Job Description~~ for State Government (Agency Administering Program under Part B):

- a. Provide the Council and its Committees with detailed insight about the area's Ryan White Part B programs.
- b. Provide monthly and annual data reports on utilization and expenditures of Part B and ADAP programs.
- c. Bring back to the agency Council recommendations on changing and improving Part B programs.
- d. Share information about how Council actions will affect the community's health system and status.

8. State Medicaid Agency

Roles and Responsibilities ~~Job Description~~ for State Medicaid Agency:

- a. Supply the Council and its Committees with detailed insight about Medicaid services available to PLWHAs in the community.
- b. Provide annual reports on utilization and expenditures by Medicaid HIV/AIDS programs in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving Medicaid programs.
- d. Share information about how Council actions will affect the community's overall health system and status.

9. Ryan White Part C Grantee

Roles and Responsibilities ~~Job Description~~ for Ryan White Part C Grantee:

- a. Provide the Council and its Committees with detailed insight about the area's Ryan White Part C programs.
- b. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics for the Part C program in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving the Part C programs.

- d. Share information about how Council actions will affect the community's overall health system and status.

10. Ryan White Part D Grantee

Roles and Responsibilities ~~Job-Description~~ for Ryan White Part D Grantee:

- a. Provide the Council and its Committees with detailed insight about the area's Ryan White Part D programs.
- b. Provide quarterly reports on unduplicated utilization, expenditures (overall and by service category) and client demographics for the Part D program in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving the Part D programs.
- d. Share information about how Council actions will affect the community's overall health system and status.

11. Grantees of Other Federal HIV Programs, including but not limited to providers of HIV Prevention Services

Definition of Grantees of Other Federal HIV Programs: The category is to include, at a minimum, a representative from each of the following:

- Federally-funded HIV prevention services
- Grantees providing services in the EMA that are funded under Special Projects of National Significance (SPNS), AIDS Education and Training Centers (AETCs) and Ryan White Dental Programs (Part F)
- Housing Opportunities for Persons With AIDS (HOPWA) program
- Other Federal programs if they provide treatment for HIV/AIDS, such as the Veterans Administration

Roles and Responsibilities ~~Job-Description~~ for Grantees of Other Federal HIV Programs:

- a. Supply the Council and its Committees with detailed insight about the federal program's HIV/AIDS services.
- b. Provide annual reports on unduplicated utilization, expenditures (overall and by service category) and client demographics of the programs in Broward County.
- c. Bring back to the agency Council recommendations on changing and improving the agency's programs.
- d. Share information about how Council actions will affect the community's health system and status.

12. Hospital Planning Agencies or Health Care Planning Agencies

Roles and Responsibilities ~~Job-Description~~ for Hospital Planning Agencies or Health Care Planning Agencies:

- a. Share information about how Council actions will affect the community's health system and status, with emphasis on hospital outpatient care for HIV/AIDS.
- b. When requested, make a data presentation on issues involving the community's public and private health care systems for HIV/AIDS services.

13. Local Public Health Agencies

Roles and Responsibilities ~~Job-Description~~ for Local Public Health Agencies:

- a. Share information about how Council actions will affect the community's health system and status.
- b. When requested, make a data presentation on issues involving the community's public and private health care systems for HIV/AIDS services.
- ~~b.~~ c. The representative appointed to this seat should be an employee of a local governmental agency.

14. Representatives of Individuals who formerly were Federal, State, Or Local Prisoners, were released from the custody of the penal system during the preceding 3 years, and had HIV/AIDS as of the date on which the individuals were so released:

HRSA Definition of Consumer Representation of Recently Incarcerated Populations: Because of the high infection rate among the incarcerated, Congress has mandated that at least one seat on each

HIV planning council be filled by EITHER a recently incarcerated person OR a representative of the formerly incarcerated.

An individual who is formerly incarcerated must meet the following three criteria:

1. Have been in Federal, State, or local prison and released during the preceding three years at time of appointment.
2. Have been HIV-positive on the date of release
3. Be able to adequately represent or advocate correctional health care and support services needs of formerly incarcerated persons.

A representative of the formerly incarcerated must have strong linkages with formerly incarcerated and the knowledge and experience to meet the third criterion.

Roles and Responsibilities ~~Job Description~~ for Consumer Representation of Formerly Incarcerated Populations:

- a. Speak out on behalf of PLWHAs who were incarcerated and about their ability to access Ryan White services.
- b. Represent the health care and support services needs of formerly incarcerated persons to the Council and its Committees through written and verbal reports.
- c. If working for an agency serving inmates or former inmates, provide them with education and information about Ryan White services. If possible, provide the Council with reports on the agency's unduplicated utilization, expenditures (overall and by service category) and client demographics.

MCDC Mentoring Program (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.

HIVPC Buddy System for Interested Parties

Guidance for Committee Chairs

(Approved 11/20/14 by HIVPC)

In order to increase interested party's knowledge of HIV Planning Council Committees and retain membership participation in meetings, the MCDC will institute a voluntary buddy system.

Committee members who have volunteered their time to be a Buddy will be assigned by the Committee Chair. The MCDC Chair will notify Committee Chairs of interested parties that would like to be assigned a Buddy. The assigned Buddy should be a Committee member and may also be a Planning Council member.

The interested party should, when possible, sit near his/her Buddy during meetings. This will allow the Buddy to easily answer any questions the interested party might have.

Committee Chairs will instruct Buddies to educate interested parties on the following points:

1. Review of Committee Descriptions
2. Reminders of Meetings and Events
3. Reimbursement benefits
4. Explanation of complex language
5. Empowerment and respect for individual opinions and ideas.
6. A summary of Robert's Rules of Order
7. Committee Policies and Procedures

If the interested party expresses interest in becoming a full Planning Council member, then the Committee Chair will assign a Mentor who is a member of the Planning Council.

Buddies **provide support to interested parties on the following:**

1. Help interested parties, including PLWHA, feel welcome, learn individual member perspectives, and become comfortable with planning council processes and interactions.
2. Provide strong and informed feedback about the effect of Committee actions and decisions on Ryan White clients and PLWHAs.
3. Take special responsibility for making sure the interested party understands the background and context of discussions and actions.
4. Increase interested party's knowledge of the Committee and retain attendance and membership participation in Committee meetings.
5. Complete the Buddy/Interested Party evaluation at the conclusion of the coaching period (conclusion will be upon mutual agreement between the coach and the interested party).

February 2017

Broward County HIV Health Services Planning Council Calendar

HANDOUT C

Last Updated: 1/18/2017

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Oral Health QI Network 3:00 p.m., A-337^	2	3 SFAN~
6	7 Case Management QI Network 9:30 a.m., A-337^ Community Empowerment Committee Meeting 3:00 p.m., A-337^	8	9 Membership/Council Development Committee Meeting 9:30 a.m., A-335^	10
13	14	15 Priority Setting & Resource Allocation Committee Meeting 12:30 p.m., GC-430^	16 Executive Committee Meeting 9:30 a.m., GC-430^	17 Mental Health Substance Abuse QI Network 2:00 p.m., A-337^
20	21	22	23 HIV Planning Council Meeting 9:30 a.m., GC-430^	24
27 Quality Management Committee Meeting 12:30 p.m., A-335^	28			

^Governmental Center — 115 S Andrews Ave, Ft. Lauderdale, 33301
~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334

Meetings in **Red** are cancelled.
Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.
Meetings in **Black** are not associated with the HIV Planning Council.

February 2017

Broward County HIV Health Services Planning Council Calendar

HANDOUT C

Last Updated: 1/18/2017

Dates and times are subject to change. Visit <http://www.brhpc.org/programs/hiv-planning-council/> for updates. For questions about the HIV Planning Council & Committees, please contact Adam Bente at 954-561-9681 ext. 1250. For questions about the QI Networks, please contact Brithney Johnson at 954-644-2774.

TODOS ESTAN BIENVENIDOS!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

Para confirmar información acerca de la reunión de Consejo de Planeación VIH, 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.

ALL ARE WELCOME!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

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.

BON VINI!

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

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

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

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.

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.

Needs Assessment/Evaluation (NAE) Committee - Develops and updates the annual Needs Assessment, including determining focuses for the client survey, provider survey, and client focus groups. Evaluates and updates the Comprehensive Plan to determine progress.

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.

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.

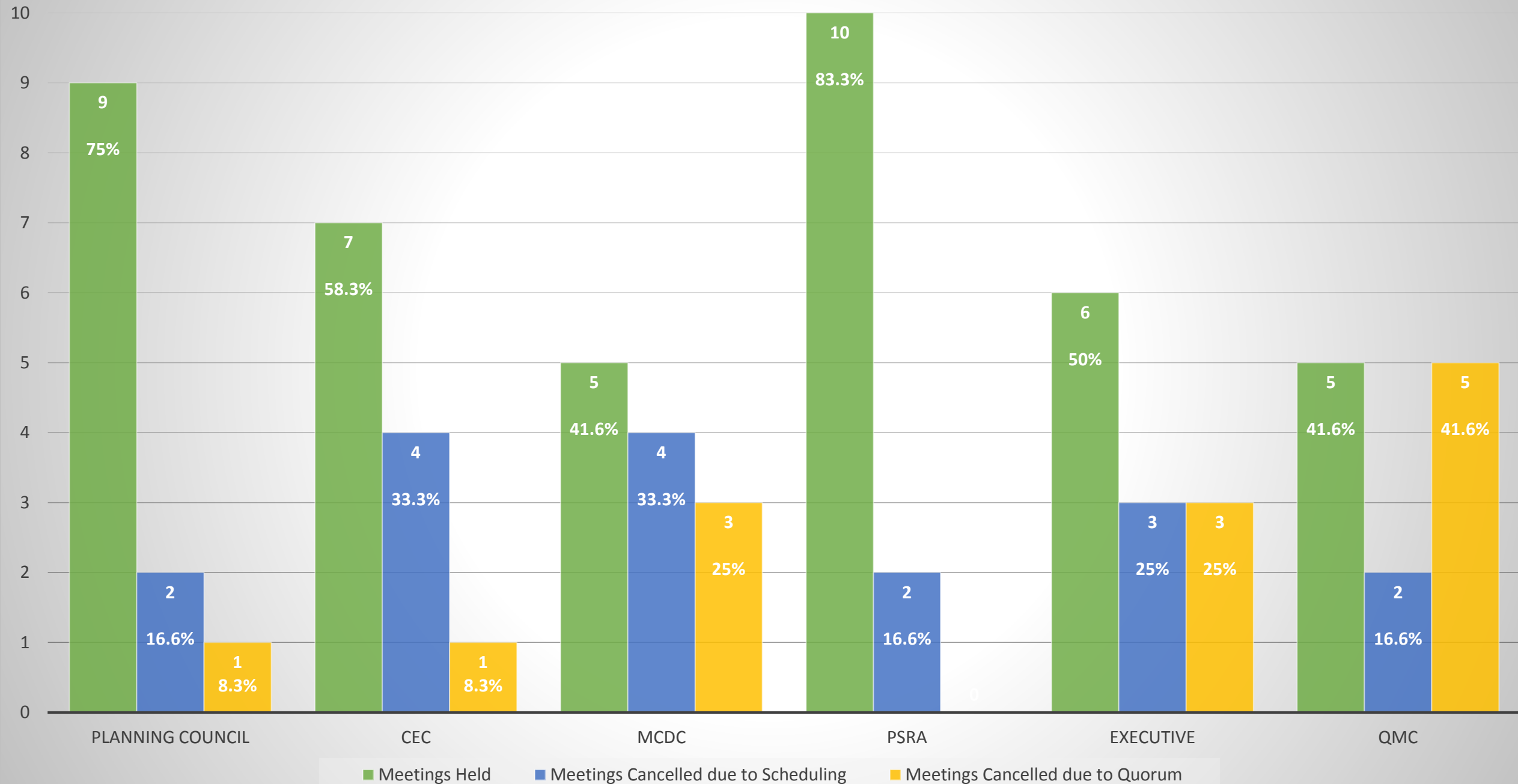
System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

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.

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.

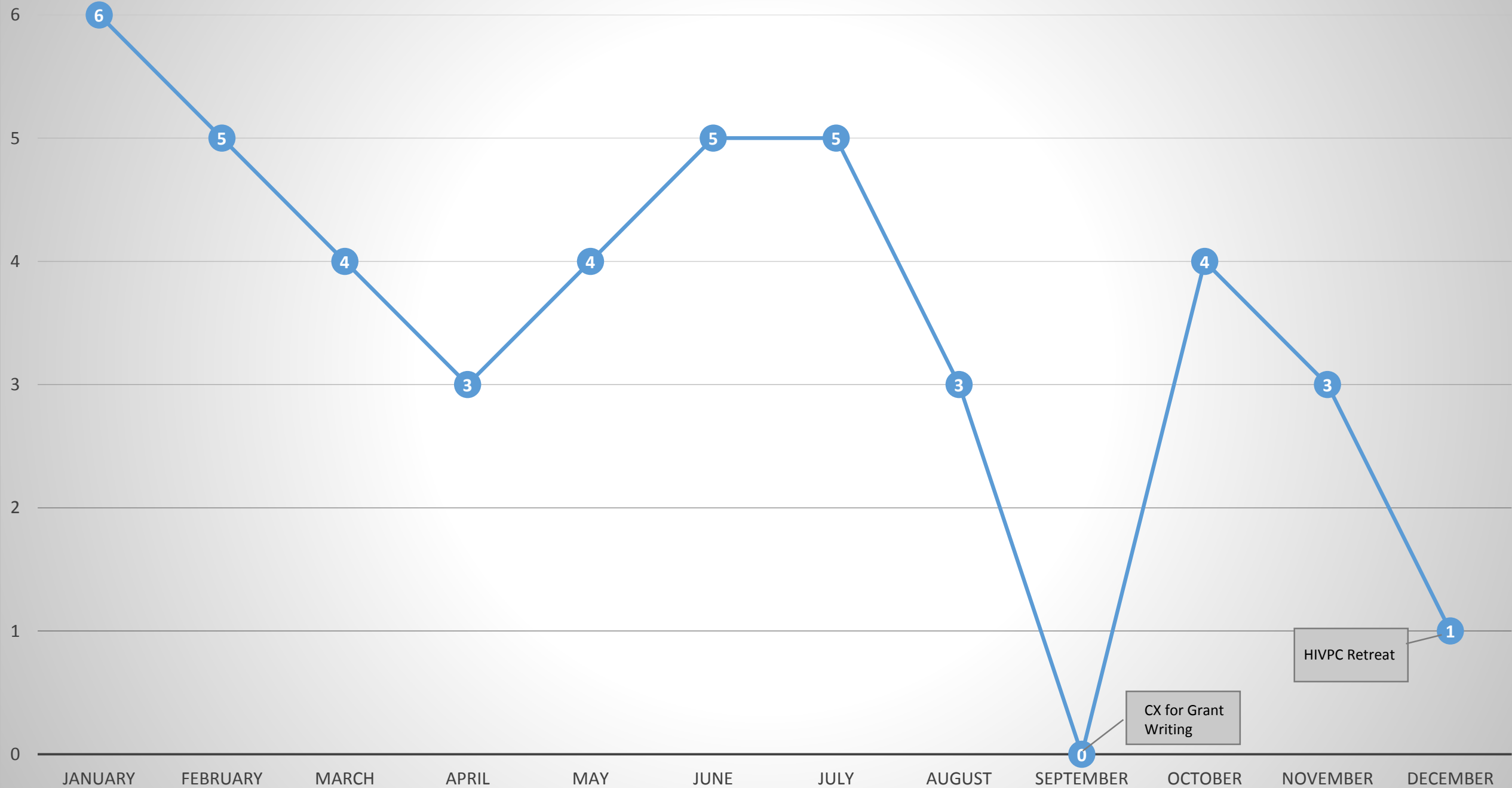
Number of Meetings Held by Committee, 2016

HANDOUT D



Number of Meetings Held by Month, 2016

HANDOUT D



HIVPC Member Recognition Program

Purpose: The purpose of the HIVPC Member Recognition Program is to recognize members and increase retention among those who have served the HIVPC in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Criteria: The nominee and nominator must be HIVPC members. Nominators should keep in mind the judging criteria and write the nomination accordingly.

Attitude and Commitment

- Professional demeanor
- Conscientious, honest, hard-working
- Growth (knowledge of HIVPC workings, mentorship Buddy system)
- Serves as a role model to others
- Length of Service
- Leadership History
- Significant Impact (shining star)

Communication

- Displays a helpful, cooperative and positive attitude towards co-members
- Consistently friendly and available to others
- Uses effective listening skills
- Has a team player attitude

Dedication

- Dedicated to fulfilling member responsibilities
- Committee activities (number of committees involved)
- Consistently dependable and is punctual in reporting to meetings
- Active involvement in committees, fund-raisers, fairs, trainings, and other activities
- Goes above and beyond the requirements of being a member

Nominations Process: Quarterly, the Membership/Council Development Committee (MCDC) will nominate an HIVPC member of the quarter. Each nomination will be graded according to the previously-stated criteria. The highest scoring nominee will be considered for the award. The Executive Committee and HIVPC Chair must approve each nomination prior to being named as the recipient of the award. Once the selection has been finalized, the MCDC will ask the winner if they accept the nomination, along with authorization to post their photo on the HIVPC website.

Recognition will include:

- Certificate of recognition (framed)
- Photo and biography on HIVPC website and Quarterly Newsletter (if desired)
- Announcement at HIVPC meeting

Member Recognition Nominations Timeline

January	February	March
Member Recognition Program and timeline announced at HIVPC meeting	Application DEADLINE for submission at HIVPC meeting	- MCDC review applicants - MCDC send recommendation for Member of the Quarter to Exec - Executive review of MCDC recommendation - Announcement of Recognized Member at HIVPC Meeting

HIVPC Member Recognition Program NOMINATION FORM

Dear HIVPC Members,

The HIVPC needs your help! We need to recognize and reward our outstanding members for the tremendous amount of hard work they give to the HIVPC. The following form allows you to nominate a member to be recognized. Please nominate any member who has made a positive impact on the HIVPC. Together, we can honor excellence on the HIVPC.

Nominee's Name: _____

Date: _____

Submitted by: _____

Signature: _____

PLEASE WRITE EXAMPLES AND/OR EVENTS THAT WILL SUPPORT YOUR
NOMINATION OF THIS PERSON.

Please describe how this member has demonstrated; Outstanding Attitude and Commitment, Dedication, and Communication. Consider the following and use the space below to explain other reason(s) for the nomination. The MCDC will utilize your comments to select the best candidate for the member of quarter.

- **Attitude and Commitment:** The member demonstrates continued outstanding performance in fulfilling member responsibilities, committee activities work and active involvement in committees, fund-raisers, fairs, trainings, and other activities.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

- **Communication:** The member communicates with everyone in a timely, direct, truthful, respectful, and kind manner.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

- **Dedication:** The member goes beyond and above expectations. Makes a difference to the HIVPC.

OFFICIAL USE ONLY: nominee score based on the criteria for this category: __/10

Total Score: ____/30