



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

Broward County HIV Health Services Planning Council Meeting

Thursday, September 28, 2023 - 9:30 AM

Meeting at Broward Regional Health Planning Council and via [WebEx Videoconference](#)

Chair: Lorenzo Robertson • Vice Chair: Von Biggs

Join the meeting via phone: 1-408-418-9388 US Toll (access code: 132 007 3138)

This meeting is audio and video recorded.

Quorum for this meeting is 11

DRAFT AGENDA

ORDER OF BUSINESS

- 1. CALL TO ORDER/ESTABLISHMENT OF QUORUM**
- 2. WELCOME FROM THE CHAIR**

Meeting Ground Rules

Statement of Sunshine

Introductions & Abstentions

Moment of Silence

- 3. PUBLIC COMMENT**

- 4. ACTION:** Approval of Agenda for September 28, 2023

- 5. ACTION:** Approval of Minutes from July 27, 2023, and August 24, 2023 (**Handout A1 & A2**)

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

- 7. STANDARD COMMITTEE ITEMS**

- a) None.

- 8. CONSENT ITEMS**

- a) **Motion to approve the FY2023 Quality Management Committee Work Plan (Handout B)**

Justification: The Quality Management Committee approved the work plan during its September 18, 2023, meeting.

PROPOSED BY: Quality Management Committee

- b) **Motion to approve the 2023 Ad-Hoc Nominating Committee Election Timeline (Handout C)**

Justification: The Ad-Hoc Nominating Committee approved the election timeline during its September 21, 2023, meeting.

PROPOSED BY: Ad-Hoc Nominating Committee

c) Motion to approve the 2024 Chair and Vice Chair Nominee Questionnaire (Handout D)

Justification: The Ad-Hoc Nominating Committee approved the nominee questionnaire during its September 21, 2023, meeting.

PROPOSED BY: Ad-Hoc Nominating Committee

d) Motion to approve the HIVPC Membership Term-Limits Policies and Procedures (Handout E)

Justification: The Executive Committee approved the HIVPC Membership Term-Limits Policies and Procedures during its September 21, 2023, meeting.

PROPOSED BY: Executive Committee

9. DISCUSSION ITEMS

- a) None

10. OLD BUSINESS

- a) None

11. NEW BUSINESS

- a) Nominations for Offices Action Item: HIVPC Chair/Vice Chair Nominations— Receive the slate of Candidates for the Chair and Vice Chair election for the FY 2024-2026 cycle and participate in a Question-and-Answer session.
- *Workplan Activity 1.3 Executive Committee Appoint Nominating Committee Chair. Hold Council leadership Elections biennially for the Chair and Vice Chair election for the FY 2024-2026 cycle.*

12. COMMITTEE REPORTS

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

September 5, 2023

i. Work Plan Item Update/Status Summary:

- CEC Members reviewed their workplan activities.
- Members discussed different Community Conversation ideas for this FY. They agreed on a Town Hall Listening Session in the month of January, facilitated by the Ryan White Part A Office and with AETC as moderators.
- V. Biggs provided a brief update on Florida's Statewide Men's Summit. They are currently working on a location between Broward and Miami-Dade County.
- CEC Members agreed to two CEC Community Conversation Events for FY24-25 which include:
 - 1. Ryan White informational session in the form of a Health Fair. Tentatively: March 2024.
 - 2. Aging Gracefully. Tentatively: September 2024
- CEC Member recommended ideas and modifications to the HIVPC Promotional Materials.

ii. Data Requests: None

iii. Rationale for Recommendations: None

iv. Data Reports/ Data Review Updates: None

v. Other Business Items: None

vi. Agenda Items for Next Meeting: TBD

vii. Next Meeting date: October 3, 2023, at 3:00 PM at BRHPC and via WebEx Videoconference

2. System of Care Committee (SOC)
Chair: Andrew Ruffner • Vice Chair: Jose Castillo
September 7, 2023
 - i. **Work Plan Item Update/Status Summary:**
 - Needs Assessment on the Youth Population presented by Debbie Cestaro-Seiffer, MS, RN, NC-BC, CTP
 - The SOC Members reviewed the Food Services Flow Chart and how it will be perceived as a consumer.
 - “How to Best Meet the Needs” was approved by members and will be utilized for the new FY.
 - SDMs will be reviewed in the upcoming months.
 - ii. **Data Requests:** None
 - iii. **Rationale for Recommendations:** None
 - iv. **Data Reports/ Data Review Updates:** None
 - v. **Other Business Items:** None
 - vi. **Agenda Items for Next Meeting:**
 - Review SDMs
 - vii. **Next Meeting date:** October 5, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference
3. Membership/Council Development Committee (MCDC)
Chair: Vincent Foster • Vice Chair: Dr. Timothy Moragne
September 2023- No Meeting Held
 - i. **Work Plan Item Update/Status Summary:** None
 - ii. **Data Requests:** None
 - iii. **Rationale for Recommendations:** None
 - iv. **Data Reports/ Data Review Updates:** None
 - v. **Other Business Items:** None
 - vi. **Agenda Items for Next Meeting:** TBD
 - vii. **Next Meeting date:** October 12, 2023, at 9:30 AM at BRHPC and via WebEx Videoconference
4. Quality Management Committee (QMC)
Chair: Bisiola Fortune-Evans • Vice Chair: Vacant
September 18, 2023
 - i. **Work Plan Item Update/Status Summary:**
 - CQM Support Staff provided a review of the FY23-24 Clinical Quality Management Work Plan.
 - The new FY23-24 QMC Work Plan was presented and approved by committee members.
 - Debbie Cestaro-Seiffer, MS, RN, NC-BC presented on the 2022-2023 BRHPC Broward County HIV Community Needs Assessment Findings.
 - ii. **Data Requests:** None
 - iii. **Rationale for Recommendations:** None
 - iv. **Data Reports/ Data Review Updates:**
 - Recipient Reports
 - Client Surveys are in the process of being reviewed.
 - The Care Continuum is currently being worked on to improve accuracy. The youth demographic will be looked at.
 - SDMs should be completed before next year.

- v. **Other Business Items:** None
 - vi. **Agenda Items for Next Meeting:**
 - Review SDMs
 - vii. **Next Meeting date:** October 16, 2023, at 12:30 PM at BRHPC and via WebEx Videoconference
5. Executive Committee
Chair: Lorenzo Robertson • Vice Chair: Von Biggs
September 21, 2023
- i. **Work Plan Item Update/Status Summary:**
 - Executive Committee members reviewed the HIVPC Ad-Hoc Member Term Limits, and it was approved to be presented during the HIVPC meeting.
 - The Ad-Hoc Nomination Chair, B. Barnes, provided current updates to the committee. The election timeline and nominee questionnaire were approved and will be presented during the HIVPC meeting.
 - Committee members scheduled the HIVPC retreat for Thursday, February 29th, which will replace the HIVPC Meeting for the month of February 2024. Membership/Council Development Committee will discuss topics for retreat.
 - ii. **Data Requests:** None.
 - iii. **Rationale for Recommendations:** None.
 - iv. **Data Reports/ Data Review Updates:**
 - Committee members discussed with RWPA Office, J. Roy, to include in their monthly report whether the providers have received the right amount of funding and is being disseminated for all service categories.
 - v. **Other Business Items:** None.
 - vi. **Agenda Items for Next Meeting:**
 - vii. **Next Meeting date:** October 19, 2023, at 11:30 AM at BRHPC and via WebEx Videoconference
6. Priority Setting & Resource Allocation Committee (PSRA)
Chair: Brad Barnes • Vice Chair: Vacant
September 2023- No Meeting Held
- i. **Work Plan Item Update/Status Summary:** None.
 - ii. **Data Requests:** None.
 - iii. **Rationale for Recommendations:** None.
 - iv. **Data Reports/ Data Review Updates:** None.
 - v. **Other Business Items:** None.
 - vi. **Agenda Items for Next Meeting:**
 - a. Review Workplan
 - b. Action Plan: ACA Enrollment
 - c. Discussion on MAI Programs
 - vii. **Next Meeting date:** October 19, 2023, at 9:00 AM at BRHPC and via WebEx Videoconference
7. Ad-Hoc Term Limits
Chair: Brad Barnes • Vice Chair: Vacant
No Meeting Held

- i. **Work Plan Item Update/Status Summary:** None.
- ii. **Data Requests:** None.
- iii. **Rationale for Recommendations:** None.
- iv. **Data Reports/ Data Review Updates:** None.
- v. **Other Business Items:** None.
- vi. **Agenda Items for Next Meeting:**
- vii. **Next Meeting date:** October 19, 2023, at 2:00PM at BRHPC and via WebEx Videoconference

8. Ad-Hoc Nominations

Chair: Brad Barnes • Vice Chair: Vacant

September 21, 2023

- i. **Work Plan Item Update/Status Summary:**

- 2022 HIVPC Election Feedback Survey was reviewed and based on the feedback, committee members agreed to replicate the same process for this year's election.
- The 2023 Election Timeline was finalized during the September 21, 2023, meeting.
- The Nominee Questionnaire was reviewed, and committee members agreed to keep the 6 questions with an extra addition.
- Nominees should address at least 4 questions and will be given 10 minutes to dedicate their responses/speech.
- Roles of Nominating Committee Members was briefly discussed and will be assigned to members during the next Ad-Hoc Nomination Meeting. The roles of "Tally Monitor" and "Question & Answer" will be combined. Lastly, The Alternate Duties was changed to "Voting" and this member will be working with the PCS Staff during the process.

- ii. **Data Requests:** None
- iii. **Rationale for Recommendations:** None
- iv. **Data Reports/ Data Review Updates:** None
- v. **Other Business Items:** None
- vi. **Agenda Items for Next Meeting:**
- vii. **Next Meeting date:** October 12, 2023, at 11:30AM at BRHPC and via WebEx Videoconference

13. Recipient Reports

- 1. Part A (**Handout F**)
- 2. Part B (**Handout G**)
- 3. Part C
- 4. Part D
- 5. Part F- None
- 6. HOPWA- None
- 7. Prevention – Quarterly Update (April, July, October, January)

14. Public Comment

15. Agenda Items for Next Meeting

- 1. Next Meeting Date: October 26, 2023, at 9:30 a.m. at BRHPC and via WebEx
- 2. Agenda Items for next meeting: To Be Determined

16. Announcements

17. Adjournment

*For a detailed discussion on any of the above items, please refer to the minutes available at:
[HIV Planning Council Website](#)*

Please complete your [meeting evaluation](#).

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

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

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 • Robert McKinzie • Hazelle P. Rogers

[Broward County Website](#)



October 2023

Broward HIV Health Services Planning Council Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at hivpc@brhpc.org or (954) 561-9681 ext. 1244/1343. Visit http://www.brhpc.org for updates.						
1	2	3 Community Empowerment Committee Meeting (CEC) 3:00PM– 5:00PM Location: BRHPC/WebEx	4 Oral Health Network Meeting 3:00 PM – 4:15 PM	5 System of Care Committee Meeting 9:30 – 11:30 AM Location: BRHPC/Web-Ex Medical Provider Network Meeting 2:30 PM – 3:45 PM	6 South Florida AIDS Network Meeting (SFAN) 9:30AM	7
8	9	10 Behavioral Health Meeting 2:00 PM – 3:15 PM	11	12 Membership/Council Development Committee Meeting 9:30 AM – 11:30 AM Location: BRHPC/WebEx Ad-Hoc Nomination 11:30 AM-1:00PM Location: BRHPC/WebEx	13	14
October 15 Latinx Awareness Day	16 Quality Management Committee Meeting 12:30PM-2:30PM Location: BRHPC/WebEx	17	18	19 Priority Setting & Resource Allocation Committee Meeting 9:00AM -11:30AM Executive Committee Meeting 11:30AM – 1:30PM Ad-Hoc Term Limits 2:00PM – 3:00PM Locations: BRHPC/Webex	20	21
22	23	24 Integrated Planning Workgroup 12:00 PM – 4:00 PM	25	26 HIV Planning Council (HIVPC) Meeting 9:30 AM – 11:30 AM Location: BRHPC/WebEx	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 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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HIV Health Services Planning Council

Thursday, July 27, 2023 - 9:30AM-12:00PM

Meeting at Broward Regional Health Planning Council and via [WebEx](#)

DRAFT MINUTES

HIVPC Members Present: L. Robertson (HIVPC Chair), V. Biggs (HIVPC Vice-Chair), B. Barnes, R. Bhrangger, W. Marcoviche, A. Cutright, V. Foster, T. Moragne, J. Castillo, J. Rodriguez, B. Fortune-Evans, E. Dsouza, I Wilson, M. Schweizer, S. Jackson-Tinsley, R. Jimenez, K. Hayes, E. Dudelzak

Members Absent: J. Casseus, A. Ruffner, B. Mester, J. Wright

Ryan White Part A Recipient Staff Present: T. Thompson, G. James, J. Roy, A. Tareq, W. Cius, Q. Cowan, C. Evans, S. Cook, B. Miller, K. Bostick

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

Guests Present: M. Cassini, R. Honick, F. Esterlien. M. Alcime, K. Hanson, Carol, L. Jenkins, J. Starkey, E. Pearson, J. Lara, K. Bush, D. Shamer, J. Forbes, Kimbo, Terry B., S. McShee, A. Machado, K. Kirkland-Mobley, E. Bastida, J. Ritter, J. Hidalgo, R. Siclovan

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

The HIVPC Chair called the meeting to order at 9:37 a.m. The HIVPC Chair welcomed all meeting attendees that were present. Attendees were notified that the HIVPC 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 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 three public comments.

A. Javier Lara - Based on his personal experiences, Mr. Lara recommended ways that the Ryan White program could improve its efforts:

- Agencies should implement better communication with clients.
- Educate clients on the various services available through the program.
- Provide sensitivity training for Ryan White staff interacting with clients, as clients tend to feel traumatized by an HIV diagnosis.

B. Mimi Alcime - Lead Community Health Worker from Holy Cross – Ms. Alcime highlighted the need to remove the barriers to clients reentering care. She gave an example of assisting a Test & Treat client that was out of care for a year:

- The wait time to see the RW doctor took about four hours.
- The patient spoke Creole and required assistance understanding the instructions.
- She noted that after seeing clinicians, patients had to complete blood work, and (nine out of ten times) the pharmacy was closed, delaying access to medication.

Ms. Alcime recommended:

- More assistance with communicating with patients speaking various languages.
- Better scheduling and assisting patients returning to care.

C. Kurt Hanson - Ryan White Client (two years) – Mr. Hanson made the following recommendations:

- Provide a liaison between the Ryan White Program and the Department of Children and Families, as their staff are not educated on Ryan White services. He has experienced challenges with his Medicaid certification process.
- Ryan White clients should have access to the updated ADAP Formulary medication list for coverage purposes. His Podiatrist prescribed medication he thought was on the formulary. Mr. Hanson had to call the Health Department's pharmacy to verify the covered medication for his physician.
- Clarify the qualifications/policies and procedures for seeing an optometrist. He was informed that a patient must be diagnosed with diabetes to see the doctor.
- Educate consumers on their medical obligations and be more transparent on special medical exceptions.
- Upon entry into the Ryan White Program, each client should receive access to a user-friendly website and a handbook that details the services and locations.
- Expand the number of medical specialists and vendors that provide MRIs, X-Rays, and CAT Scans for RW Clients.

- Mr. Hanson ended by praising the work of the nursing staff, mental health staff, and case managers.

3. **Meeting Approvals**

The approval for the agenda of the July 27, 2023, HIVPC meeting was proposed by M. Schweizer, seconded by V. Biggs, and passed unanimously. The approval for the minutes of the May 25, 2023, meeting was presented with amendments by V. Foster, seconded by A. Cutright, and passed unanimously.

Motion #1: M. Schweizer, on behalf of HIVPC, made a motion to approve the July 27, 2023, HIV Health Services Planning Council Agenda. The motion seconded by V. Biggs and adopted unanimously.

Motion #2: Mr. Biggs, on behalf of HIVPC, made a motion to approve the May 26, 2022, HIV Health Services Planning Council meeting minutes with amendments. The motion was seconded by A. Cutright and adopted unanimously.

4. **Federal Legislative Report**

A verbal Federal Legislative Report was provided to the HIV Planning Council by M. Cassini, Intergovernmental Affairs/Boards Section Manager.

5. **Consent Items**

HIVPC members reviewed the consent items and voted to approve the new Council Members.

Motion #3: T. Morgane on behalf of HIVPC, made a motion to approve the consent items. This motion was seconded by V. Biggs and adopted unanimously.

6. **Discussion Items**

How Best to Meet the Need

The HIV Planning Council received an overview of the recommended How Best to Meet the Need (HBTMTN) language for FY2024-2025. The System of Care Committee (SOC) met in July and provided HBTMTN recommendations to PSRA. The motion to approve the recommended How Best to Meet the Need (HBTMTN) language for FY2024-2025 was proposed by the PSRA Committee's Chair, B. Barnes, seconded by V. Biggs, and passed unanimously.

Motion #4: B. Barnes, on behalf of the HIVPC, made a motion to approve the recommended How Best to Meet the Need (HBTMTN) language for FY2024-2025. The motion passed was seconded by V. Biggs unanimously.

FY 2024-2025 PSRA Priority Ranking Results

The Council reviewed FY2024-2025 Core and Support services ranking recommendations from the PSRA Committee. The motion to approve the FY2024-2025 Core and Support Services Ranking was proposed by the PSRA Committee's Chair, B. Barnes, seconded by T. Morgane and passed unanimously.

FY2024-2025 Resource Allocation

HIVPC members reviewed the discussion items and voted to approve the Core and Support Services allocations proposed by the PSRA Committee.

- **Motion #5: PSRA Committee's, B. Barnes, made a motion to approve the FY2024-2025 Core and Support services ranking. The Motion was seconded by T. Moragne. The motion was adopted unanimously.**

Part A Core Services

- **Motion #6: PSRA Committee made a motion to allocate \$5,871,451 to Outpatient Ambulatory Healthcare Services for FY2024-2025. L. Robertson seconded the motion. The motion was adopted unanimously.**
- **Motion #7: PSRA Committee made a motion to allocate \$100,000 to AIDS Pharmaceutical Assistance (LPAP) for FY2024-2025. S. Tinsley-Jackson seconded the motion. The motion was adopted unanimously.**
- **Motion #8: PSRA Committee made a motion to allocate \$2,223,450 to Oral Health Care for FY2024-2025. B. Fortune-Evans seconded the motion. The motion was adopted unanimously.**
- **Motion #9: PSRA Committee made a motion to allocate \$779,279 to Health Insurance Premium & Cost Sharing (HICP) for FY2024-2025. L. Robertson seconded the motion. The motion was adopted unanimously.**
- **Motion #10: PSRA Committee made a motion to allocate \$701,600 to Medical Case Management (Disease Case Management) for FY2024-2025. J. Castillo seconded the motion. The motion was adopted unanimously.**
- **Motion #11: PSRA Committee made a motion to allocate \$159,939 to Mental Health for FY2024-2025. B. Fortune-Evans seconded the motion. The motion was adopted with two abstentions.**
- **Motion #12: PSRA Committee made a motion to allocate \$300,000 to Medical Nutrition Therapy for FY2024-2025. A. Cutright seconded the motion. The motion was adopted unanimously.**
- **Motion #13: PSRA Committee made a motion to allocate \$229,499 to Substance Abuse – Outpatient for FY2024-2025. J. Castillo seconded the motion.**
- **Motion # 14: PSRA Committee made a motion to approve \$10,365,218 at the total in Part A Core Services allocations for FY2024-2025. V. Biggs seconded the motion and was adopted unanimously.**

Part A Support Services

- **Motion #15: PSRA Committee made a motion to allocate \$1,895,842 to Non-Medical Case Management Services for FY2024-2025. L. Robertson seconded the motion and was adopted unanimously.**
- **Motion #16: PSRA Committee made a motion to allocate \$115,872 to Emergency Financial Assistance for FY2024-2025. T. Moragne seconded the motion. The motion was adopted with three abstentions.**

- **Motion #17:** B. Fortune-Evans motioned a friendly amendment to use Emergency Financial Assistance for a one-time medication and test and treat usage for newly diagnosed clients. J. Castillo seconded the motion. The motion was adopted with three abstentions.
- **Motion #18:** PSRA Committee made a motion to allocate \$978,233 to Food Bank/Food Voucher for FY2024-2025. L. Robertson seconded the motion. The motion was adopted with one against, and two abstentions.
- **Motion #17:** PSRA Committee made a motion to allocate \$131,734 to Legal Services for FY2024-2025. V. Biggs seconded the motion. The motion was adopted unanimously.
- **Motion #18:** PSRA Committee made a motion to approve the total of \$3,121,681 in Part A Support Services for FY2024-2025. V. Biggs seconded the motion and was adopted unanimously.

MAI Core Services

- **Motion #19:** PSRA Committee made a motion to allocate \$116,092 to MAI Outpatient Ambulatory Healthcare Services for FY2024-2025. J. Castillo seconded the motion. The motion was adopted with two abstentions.
- **Motion #20:** PSRA Committee made a motion to allocate \$62,469 to MAI Mental Health for FY2024-2025. T. Moragne seconded the motion. The motion was adopted with two abstentions.
- **Motion #21:** PSRA Committee made a motion to allocate \$632,000 to MAI Substance Abuse – Outpatient for FY2024-2025. V. Biggs seconded the motion. The motion was adopted with two abstentions.
- **Motion 22:** PSRA Committee made a motion to approve the \$810,561 in total MAI Core Services allocations for FY2024-2025. L. Robertson seconded the motion. The motion was adopted unanimously.

MAI Support Services

- **Motion #23:** PSRA Committee made a motion to allocate \$626,221 to MAI Non-Medical Case Management Services for FY2024-2025. S. Tinsley-Jackson seconded the motion. The motion was adopted with two abstentions.
- **Motion #24:** PSRA Committee made a motion to approve the \$1,436,781 MAI Allocations for FY2024-2025. V. Biggs seconded the motion. The motion was adopted unanimously.

75%/25% Core/Support Services Waiver

- **Motion #25:** B. Barnes motioned to implement the 75/25% (75% Core Funding/25% Support Funding) rule for FY2024-2025 allocations. Implementing 75/25% would allow the Recipient, Part A Office, to petition HRSA for a waiver, to prevent penalization for not maintaining the 75/25% funding requirement. The Recipient Part A Office may complete this petition without notifying the HIV

Health Services Planning Council. L. Robertson seconded the motion and was adopted unanimously.

7. New Business

Appointment for Ad-Hoc Nomination Meeting (FY24-26 Term)

HIVPC Chair announced the appointment of the FY24-26 Term Ad-Hoc Nomination Meeting. Members who volunteered include J. Castillo, V. Foster, S. Tinsley-Jackson, K. Hayes, and B. Barnes as the Chair of the Committee. The first meeting will be in August.

Discussion on Food Service Categories

HIVPC Vice-Chair, V. Biggs, led the discussion on the Food Service Category to highlight the lack of food vouchers available to Ryan White Clients. The Part A Office will re-examine the issue with the possibility of using EHE funds as a solution.

V. Biggs led the discussion for an update on the food vouchers, as funding ran out for this service category. G. James explained that the Part A office will be giving both providers an additional \$200,000 each, with assistance from the EHE grant. Food services funds will be reallocated during the August PSRA meeting for the food bank and food voucher services. Mr. James also noted that further discussion would be necessary to revise the current FPL levels due to increased food prices and utilization. The current monthly allowable units are two for food vouchers and two for food bank services. The Part A Office will verify the amount for each voucher, and food baskets are worth \$65.00.

V. Biggs followed up with a food basket containing chicken, salmon, vegetables, fruits, yogurt, and beans. He explained that the purpose of the visual is to show what comprises the \$65.00 box, and items are provided based on a points system. He questioned the value, quality, and worth of the \$65 food basket which was directed toward Poverello.

B. Barnes noted that the display targeted the only Ryan White Part A provider with this service and motioned that all Ryan White Part A services should be monitored for efficiency. After further discussion, the motion was approved with seven yes and five nays. B. Barnes stated that it is not the place for the council to single out service providers in a meeting, but to discuss service categories. It is the role of the Part A office to work with providers on any issue.

J Roy, Part A Administrator, noted that the point was made, and this issue will be investigated further.

L Robertson, HIVPC Chair, summarized that this is an opportunity to address each service category by convening an ad hoc committee to ensure that services are streamlined and that the best benefits are realized from all service categories.

- **Motion #26 B. Barnes motioned to form an Ad-Hoc Committee, a sub-committee from PSRA, to examine all service categories for quality of service received based on the funds being allocated. The motion was seconded by S. Jackson and adopted with 7 Ayes and 4 Nays.**
- **Recommendation:** A Council Member suggested that each committee chair should have access to all service categories.

8. Committee Reports

a. **Community Empowerment Committee – June 6, 2023; July 2023- No Meeting Held**

Chair: S. Jackson, Vice Chair: I. Wilson

The report stands.

b. **System of Care Committee – July 6, 2023**

Chair: A. Ruffner, Vice Chair: Jose Castillo

The report stands.

c. **Membership/Council Development Committee – July 13, 2023**

Chair: V. Foster, Vice Chair: T. Moragne

The report stands.

d. **Quality Management Committee – No Meeting Held**

Chair: B. Fortune-Evans, Vice Chair: Vacant

The report stands. B. Fortune-Evans briefly discusses the vacancy of the Vice Chair.

e. **Priority Setting & Resource Allocation Committee – June 22, 2023**

Chair: B. Barnes, Vice Chair: Vacant

The report stands.

f. **Executive Committee – July 20, 2023**

Chair: L. Robertson, Vice Chair: V. Biggs

The report stands.

g. **Ad-Hoc By-Laws and MOU Committee – No Meeting Held**

Chair: B. Barnes, Vice Chair: Vacant

The report stands.

9. Recipient's Report

a. **Part A:** There Part A Recipient provided a presentation showcasing updates on Provide Enterprise, Subrecipient Monitoring, IN – Migration, and 340B.

b. **Part B:** The Part B Recipient provided a written report showcasing expenditures for June 2023 ADAP Report.

c. **Part C:** The Part C Representative provided a general report which included an update on patient medical occupancy/illness rates.

d. **Part D:** The Part D representative reported on the Children's Diagnostic & Treatment Center (CDTC) and the Comprehensive Family AIDS Program (CFAP). The Part D representative also reported on their part time hire becoming full time.

e. **Part F:** There was no Part F report for this meeting.

f. **HOPWA:** There was no HOPWA report for this meeting.

g. **Prevention:** There was no Prevention report for this meeting. Report will be provided during the next HIVPC meeting.

10. Public Comment

The Public Comment portion of the meeting provides the public an opportunity 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.

11. Agenda Items for Next Meeting

The next HIVPC meeting will be held on August 24, 2023, at 9:30 a.m.
Location: Broward Regional Health Planning Council.

12. Announcements

- W. Cius discussed the PLCARE Service, which helps educate consumers on Ryan White Programs. He also announced two community events in honor of Faith HIV/AIDS Awareness Day: Saturday, August 26, 2023 -A Community Conversation on the Intersection of Faith and Health: A Crossroad to Wellbeing, 2:00 pm-5:30 pm at the African American Research Library; and on August 30, 2023, a Community Conversation with faith leaders, 9:00 am - 11:00 am.
- K. Hayes announced her completion on the Career Advocate Course.

13. Adjournment

There being no further business, the meeting was adjourned at 12:09 p.m.

HIVPC Attendance for CY 2023

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	26	23	23	27	25	22	27						
0	1	1	1	Barnes, B.	A	X	X	X	X	C	X						
1	1	0	2	Bhrangger, R.	X	X	X	X	X	C	X						
0	1	2	3	Biggs, V., V.Chair	X	X	A	X	A	C	X						
0	0	0	4	Cutright, A.	X	X	X	X	X	C	X						
0	0	0	5	Fortune-Evans, B.	X	X	X	E	X	C	X						
0	0	0	6	Foster, V.	X	X	X	X	X	C	X						
1	1	0	7	Marcoviche, W.	X	X	X	X	X	C	X						
0	0	0	8	Moragne, T.	X	X	X	X	X	C	X						
0	1	0	9	Robertson, L., Chair	X	X	X	X	X	C	X						
0	0	0	10	Rodriguez, J.	X	X	X	X	X	C	X						
0	0	3	11	Ruffner, A.	A	X	X	A	X	C	A						
0	0	1	12	Schweizer, M.			X	A	X	C	X						
0	0	0	13	Wilson, I.	X	X	X	X	X	C	X						
0	1	0	14	Jackson-Tinsley, S.	X	X	X	X	X	C	X						
0	1	1	15	Castillo, J.	X	X	X	A	X	C	X						
0	0	1	16	Dsouza, E.	X	X	X	A	X	C	X						
0	0	1	17	Jimenez, R.	X	A	X	X	X	C	X						
			18	Mester, B.				N, X	X	C	A						
			19	Hayes, K.				N, X	X	C	X						
			20	Dudelzak, E.				N, X	E	C	X						
			21	Wright, J.				N, A	A	C	A						
0	0	5	22	Casseus, J.	A	A	A	X	A	C	A						
2	7			Quorum = 12	14	13	16	16	18		18						
9%	32%																

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	R - removal letter
CX - canceled due to quorum	

HIV Health Services Planning Council Meeting Minutes – July 28, 2023
Minutes prepared by PCS Staff



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

**HIV Health Services
Planning Council**
Thursday, August 24, 2023 - 9:30AM
Meeting at Broward Regional Health Planning Council and via [WebEx](#)

DRAFT MINUTES

HIVPC Members Present: L. Robertson (HIVPC Chair), V. Biggs (HIVPC Vice-Chair), B. Barnes, R. Bhrangger, A. Cutright, V. Foster, T. Moragne, J. Castillo, J. Rodriguez, B. Fortune-Evans, I. Wilson, S. Jackson-Tinsley, R. Jimenez, K. Hayes, E. Dudelzak, A. Ruffner, B. Mester

Members Absent: J. Wright, W. Marcoviche, E. Dsouza, M. Schweizer,

Ryan White Part A Recipient Staff Present: T. Thompson, G. James, J. Roy, W. Cius, Q. Cowan, C. Evans, B. Miller, R. Honick, R. Pena

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

Guests Present: D. Shame, S. McShee, A. Machado, K. Kirkland-Mobley, E. Bastidas, E. Davis, K. Conway, Kimberly, B., K. Kirkland-Mobley, K. Drummond

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

The HIVPC Chair called the meeting to order at 9:37 a.m. The HIVPC Chair welcomed all meeting attendees that were present. Attendees were notified that the HIVPC 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 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 the August 24, 2023, HIVPC meeting was proposed by V. Biggs, seconded by S. Jackson, and passed unanimously. The approval for the minutes of the July 27, 2023, meeting was presented with amendments by V. Biggs, seconded by V. Foster, and passed unanimously.

Motion #1: V. Biggs, on behalf of HIVPC, made a motion to approve the August 24, 2023, HIV Health Services Planning Council Agenda. The motion seconded by S. Jackson and adopted unanimously.

Motion #2: B. Barnes made a motion to add an amendment to reintroduce the discussion on FPL for Food Bank Services. The motion was seconded by J. Rodriguez and passed unanimously.

Motion #3: V. Biggs, on behalf of HIVPC, made a motion to approve the July 27, 2023, HIV Health Services Planning Council meeting minutes. The motion was seconded by V. Foster and temporarily approved until alterations are made to the food display presentation by PCS. The chair tabled the discussion on the food display presentation until September's HIVPC meeting.

4. Federal Legislative Report

A verbal Federal Legislative Report was provided to the HIV Planning Council by Jessica Roy, Human Services Administrator - Broward County Ryan White Part A, which consisted of a brief update to the Immigration and Supplemental Award.

5. Consent Items

None.

6. Discussion Items

Reallocations/Sweeps - from Core & Support Services

- I. **Motion to reallocate \$1,056,408 from Outpatient Ambulatory Health Services for FY2023-2024. The motion was seconded by T. Moragne and passed unanimously.**
Justification: Some providers in the category are highly underutilized.
PROPOSED BY: Priority Setting & Resource Allocation Committee
- II. **Motion to reallocate \$180,454 from AIDS Pharmaceutical Assistance for FY 2023-2024. The motion was seconded by V. Biggs and passed unanimously.**
Justification: One provider in the category is highly underutilized.
PROPOSED BY: Priority Setting & Resource Allocation Committee
- III. **Motion to reallocate \$442,500 from Oral Health Care for FY 2023-2024. The motion was seconded by V. Biggs and passed unanimously.**
Justification: Some providers in the category are highly underutilized.
PROPOSED BY: Priority Setting & Resource Allocation Committee
- IV. **Motion to reallocate \$12,000 from Medical Case Management – Disease Case Management for FY2023-2024. The motion was seconded by T. Moragne and passed unanimously.**
Justification: One provider in the category is highly underutilized.

PROPOSED BY: Priority Setting & Resource Allocation Committee

- V. **Motion to reallocate \$20,000 from Mental Health for FY2023-2024. The motion was seconded by T. Moragne and passed unanimously.**

Justification: One provider in the category is highly underutilized.

PROPOSED BY: Priority Setting & Resource Allocation Committee

- VI. **Motion to reallocate \$340,000 from Non-Medical Case Management (CIED) for FY2023-2024. The motion was seconded by S. Jackson and passed unanimously.**

Justification: Provider underutilized.

PROPOSED BY: Priority Setting & Resource Allocation Committee

- VII. **Motion to reallocate \$43,000 from Non-Medical Case Management for FY2023-2024. The motion was seconded by V. Foster and passed unanimously.**

Justification: Some providers in the category are highly underutilized.

PROPOSED BY: Priority Setting & Resource Allocation Committee

- VIII. **PSRA motioned for the Total Reallocation/Sweeps from Core & Support Services is \$2,094,362. The motion was seconded By V. Biggs and passed unanimously.**

Reallocation/Sweeps to Core & Support Services

- IX. **Motion to reallocate \$896,903 to Outpatient Ambulatory Health Services for FY2023-2024. The motion was seconded by S. Jackson and passed unanimously.**

Justification: Underfunding among providers in this Category

PROPOSED BY: Priority Setting & Resource Allocation Committee

- X. **Motion to reallocate \$51,000 to AIDS Pharmaceutical Assistance for FY2023-2024. The motion was seconded by L. Robertson and passed unanimously.**

Justification: Underfunding among providers in this Category

PROPOSED BY: Priority Setting & Resource Allocation Committee

- XI. **Motion to reallocate \$140,817 to Oral Health Care for FY2023-2024. The motion was seconded by V. Biggs and passed unanimously.**

Justification: Underfunding among providers in this Category

PROPOSED BY: Priority Setting & Resource Allocation Committee

- XII. **Motion to reallocate \$270,730 to Medical Case Management – Case Management (Disease Case Management) for FY2023-2024. The motion was seconded by J. Castillo and passed unanimously.**

Justification: Underfunding among providers in this Category

PROPOSED BY: Priority Setting & Resource Allocation Committee

- XIII. **Motion to reallocate \$384,912 to Non-Medical Case Management for FY2023-2024. The motion was seconded by V. Foster and passed unanimously.**

Justification: Underfunding among providers in this Category

PROPOSED BY: Priority Setting & Resource Allocation Committee

- XIV. **Motion to reallocate \$250,000 to Food Services- Food Bank for FY2023-2024. The motion was seconded by L. Robertson and passed unanimously.**

Justification: Underfunding among providers in this Category

PROPOSED BY: Priority Setting & Resource Allocation Committee

XV. Motion to reallocate \$100,000 to Food Services- Food Voucher for FY2023-2024. The motion was seconded by V. Biggs and passed unanimously.
Justification: Underfunding among providers in this Category **PROPOSED**
BY: Priority Setting & Resource Allocation Committee

XVI. PSRA motioned for the Total Reallocation/Sweeps to Core & Support Services = \$2,094,362 Reallocation/Sweeps from Minority AIDS Initiative (MAI) Core & Support Services. The motion was seconded by V. Biggs and passed unanimously.

XVII. Motion to reallocate \$116,092 from MAI Outpatient Ambulatory Health Services for FY2023-2024. The motion was seconded by V. Biggs and passed unanimously.

Justification: Provider underutilized

PROPOSED BY: Priority Setting & Resource Allocation Committee

XVIII. PSRA motioned for Total Reallocation/Sweeps from MAI Core & Support Services = (\$116,092) Reallocation/Sweeps to Minority AIDS Initiative (MAI)* Core & Support Services. The motion was seconded by V. Biggs and passed unanimously.

XIV. Motion to reallocate \$45,071 to MAI Medical Case Management for FY2023-2024. The motion was seconded by V. Foster and passes unanimously.

Justification: Provider underfunded.

PROPOSED BY: Priority Setting & Resource Allocation Committee

XX. Motion to reallocate \$193,021 to MAI Non-Medical Case Management (CIED) for FY2023-2024. The motion was seconded by V. Biggs and passed unanimously.

Justification: Provider underfunded

PROPOSED BY: Priority Setting & Resource Allocation Committee

XXI. PSRA motioned for the Total Reallocation/Sweeps to MAI Core & Support Services = \$238,092. The motion was seconded by S. Jackson and passed unanimously.

Medical Nutrition Therapy

Upon completion the Medical Nutritional Therapy Service Delivery Model Presentation and Emergency Financial Assistance Service Delivery Model by The Recipient Part A Office, the following motions were made:

XXII. B. Barnes made a motion to approve the Service Delivery Model for Medical Nutrition Therapy. The motion was seconded by B. Mester and passed unanimously with the exception of one Council Member, who voted no.

XXIII. B. Barnes made a motion to approve the change added to the Service Delivery Model for Emergency Financial Assistance which includes medication coverage that is not included in the formulary. The motion was seconded by V. Foster and passed unanimously.

XXIV. B. Barnes made a motion to continue the discussion on FPL for Food Bank Services. The motion was seconded by T. Moragne and passed unanimously.

XXV. On behalf of the PSRA committee, to finalize on the FPL on Food Services

which includes the following:

- 0 – 200 FPL% = 2 units per month
- 201 – 300 FPL% = 1 unit per month

The motion was seconded by J. Rodriguez and passed with three abstentions.

7. Old Business

None.

8. New Business

None.

9. Committee Reports

a. Community Empowerment Committee – August 2023: No Meeting Scheduled

Chair: S. Jackson, Vice Chair: I. Wilson

The report stands.

b. System of Care Committee – August 3, 2023

Chair: A. Ruffner, Vice Chair: Jose Castillo

The report stands.

c. Membership/Council Development Committee – August 2023: No Meeting Scheduled

Chair: V. Foster, Vice Chair: T. Moragne

The report stands.

d. Quality Management Committee – August 21, 2023: Meeting Canceled

Chair: B. Fortune-Evans, Vice Chair: Vacant

The report stands. B. Fortune-Evans briefly discusses the vacancy of the Vice Chair.

e. Priority Setting & Resource Allocation Committee – August 17, 2023

Chair: B. Barnes, Vice Chair: Vacant

B. Barnes highlighted the importance of enrolling Ryan White Clients in the ACA Plan. He also updated council members stating that the Membership Term-limits discussion should be completed by the end of this year, and the Ad-Hoc Nominating Committee will be meeting on September 21, 2023, at 10:00am. The report stands.

f. Executive Committee – August 17, 2023

Chair: L. Robertson, Vice Chair: V. Biggs

The report stands.

g. Ad-Hoc By-Laws and MOU Committee – No Meeting Held

Chair: B. Barnes, Vice Chair: Vacant

The report stands.

10. Recipient's Report

- a. Part A:** The Part A Recipient provided a presentation informing the council that the Part A Office has received the FY 2022-2023 HRSA Monitoring Report and is being reviewed before forwarding it to sub-recipients in the coming weeks. The Part A Office has started the review cycle on Service

Delivery Models before the FY24–25 Request for Proposal (RFP) Process begins. The Recipient's office along with Part B are assessing the potential effects on Part A Ambulatory, Case Management and HICP utilization with the lowering of the FPL percentage for the ACA Plan enrollment to 50% of FPL from 75%.

- b. **Part B:** Recipient provided a written report with Part B's expenditures for June 2023 and the ADAP Report for July 2023.
- c. **Part C:** The Part C Representative provided a general report which included an update on patient medical occupancy/illness rates.
- d. **Part D:** There was no Part D report for this meeting.
- e. **Part F:** There was no Part F report for this meeting.
- f. **HOPWA:** There was no HOPWA report for this meeting.
- g. **Prevention:** There was no Prevention report for this meeting. Report will be provided during the next HIVPC meeting in October 2023.

11. Public Comment

The Public Comment portion of the meeting provides the public an opportunity 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.

12. Agenda Items for Next Meeting

- a. The next HIVPC meeting will be held on September 28, 2023, at 9:30 a.m.
Location: Broward Regional Health Planning Council and Virtual through WebEx
- b. Agenda Items for next meeting: **To Be Determined**

13. Announcements

- a. **S. Jackson and K. Hayes – Event:** Sisters in Health and Unity hosted by Transinclusive Group on Thursday, Aug. 24th from 6:30pm to 8:30pm at The Our Fund Foundations Auditorium (ArtServe). Register at: SISTERSINHEALTH.EVENTBRITE.COM
- b. **W. Cius – Event:** The Intersection of Faith and Health – A Crossroads to Wellbeing on Saturday, August 26, 2023, from 2:00pm to 5:30pm at the African American Research Library and Cultural Center.
- c. **Event:** Health Equity in Faith – A Crossroad to Wellbeing on Wednesday, August 30, 2023, from 9:00am to 11:00am at Ft. Lauderdale Executive Airport – Red Tails Conference Room.B.
- d. **B. Barnes** – Encouraged members to reach out to the former HIVPC's Chair, S. Kurly, whose son passed away.
- e. **L. Robertson** – Event: Ujima's Men's Collective – Men's Conference on October 13th – 15, 2023

14. Adjournment

There being no further business, the meeting was adjourned at 11:36 a.m.

HIVPC Attendance for CY 2023

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	26	23	23	27	25	22	27	24					
0	1	1	1	Barnes, B.	A	X	X	X	X	C	X	X					
1	1	0	2	Bhrangger, R.	X	X	X	X	X	C	X	X					
0	1	2	3	Biggs, V., V.Chair	X	X	A	X	A	C	X	X					
0	0	0	4	Cutright, A.	X	X	X	X	X	C	X	X					
0	0	0	5	Fortune-Evans, B.	X	X	X	E	X	C	X	E					
0	0	0	6	Foster, V.	X	X	X	X	X	C	X	X					
1	1	0	7	Marcoviche, W.	X	X	X	X	X	C	X	E					
0	0	1	8	Moragne, T.	X	X	X	X	X	C	X	A					
0	1	0	9	Robertson, L., Chair	X	X	X	X	X	C	X	X					
0	0	0	10	Rodriguez, J.	X	X	X	X	X	C	X	X					
0	0	3	11	Ruffner, A.	A	X	X	A	X	C	A	X					
0	0	2	12	Schweizer, M.			X	A	X	C	X	A					
0	0	0	13	Wilson, I.	X	X	X	X	X	C	X	X					
0	1	0	14	Jackson-Tinsley, S.	X	X	X	X	X	C	X	X					
0	1	1	15	Castillo, J.	X	X	X	A	X	C	X	X					
0	0	2	16	Dsouza, E.	X	X	X	A	X	C	X	A					
0	0	1	17	Jimenez, R.	X	A	X	X	X	C	X	X					
			18	Mester, B.				N, X	X	C	A	X					
			19	Hayes, K.				N, X	X	C	X	X					
			20	Dudelzak, E.				N, X	E	C	X	X					
			21	Wright, J.				N, A	A	C	A	A					
0	0	6	22	Casseus, J.	A	A	A	X	A	C	A	A					
2	7			Quorum = 12	14	13	16	16	18		18	15					
9%	32%																

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	R - removal letter
CX - canceled due to quorum	

HIV Health Services Planning Council Meeting Minutes – Aug 28, 2023
Minutes prepared by PCS Staff

HANDOUT B

[illegible]

[illegible]

2023 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	July 27, 2023
First ad-Hoc Nominating Committee meeting. Review & approve procedures and talking points document.	September 21, 2023
HIVPC Meeting: Procedure & Talking points document approved by HIVPC. Nominations accepted from the floor. Talking point document given to all eligible parties interested in running. Request for Letter of Intent.	September 28, 2023
HIVPC Meeting. Speaker: "Speaker's Name" Opening the 2024 -2026 Election of officers.	September 28, 2023
HIVPC Meeting. Nominations from the Floor. Nominations closed.	September 28, 2023/October 6, 2023
Deadline for submitting Letters of Intent.	October 6, 2023
Second Ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	October 12, 2023 @ 11:30am
HIVPC Meeting. Q&A nominees up to 10 minutes each (A recording of the Q&A session will be made available to members prior to the opening of voting). Remind members about sunshine.	October 26, 2023
Letters of Intent sent to members along with voting instructions.	December 2023
Early voting opens: E mail out Voting cards like survey monkey/ google docs/contact support staff	December 2023
Voting Closed	January 5, 2024
Elections results read to the Council.	January 25, 2024
Start of new HIVPC Chair & Vice Chair terms	March 1, 2024

NOMINEE QUESTIONNAIRE

HANDOUT D

Please return your questionnaire to HIVPC staff by [TBD].

Candidate Name: _____

Office Sought: _____

Affiliation: _____

Please state your affiliation as an employee, consultant, or board member with Ryan White Part A, if any.

Please answer each question as concisely as possible, using the space provided.

Leadership

Please describe your leadership style and how you might engage Council members and facilitate the meting process.

Membership

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

Relationships, Community, & Outreach

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

Health Disparity

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

Approved [insert date]

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by [TBD].

Conflict of Interest

If elected, how will you avoid conflict of interest, real or perceived, while exercising your duties of office and that of your personal and professional life?

Advocacy

What current issues impacting the HIV/AIDS community would you like the Council to address?

Communications

How would you communicate to the community about the possibility of the upcoming changes that could impact their Ryan White Part A Services?

Outlook

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, and the Ending the HIV Epidemic pillars? *(The goals are to increase access to care, improve health outcomes, reduce HIV-related health disparities; and reduce the number of new HIV infections in the United States by 75 percent by 2025, and then by at least 90 percent by 2030, for an estimated 250,000 total HIV infections averted.)*

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by [TBD].

Approved [insert date]

HIVPC Ad-Hoc Member Term-Limits

Policies & Procedures

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

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

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



Ryan White Part A

Administrative Update

Food Service Category Update

Change in Eligibility Requirements

The Broward County Ryan White Part A Planning Council has moved to change the eligibility requirements regarding access to **Food Services** under Ryan White Part A. The eligibility was changed from 400% FPL 2 Units per month to the following:

- The FPL for Food Bank Services to 0 – 200 FPL with 2 units per month
- The FPL for Food Bank Services to 201 – 300 FPL with 1 unit per month

THIS **TENATIVELY** GOES INTO EFFECT OCTOBER 1st, 2023.

Please note that this does not impact EHE which currently remains 2 units per month at 400% FPL or less.

Faith-Based Community Discussions

Updates and Next Steps

- Attendance of recent Faith-based community events exceeded expectations both in-person and online
- Events had diverse panel of Faith-based leaders/community members to discuss intersection of HIV-related issues and physical/spiritual wellbeing
- Next Steps:
 - Strengthen relationships with Faith-based leaders and build a coalition/network
 - Work with Faith-based leaders to feel more comfortable discussing HIV-related issues with their communities

Presentation Objectives

- Emphasize how NASTAD's technical assistance is pivotal in establishing a Data Sharing Agreement (DSA) for the Tri-county project.
- Highlighted the importance of DSA to improve HIV care and treatment outcomes for persons with HIV (PWH) who frequently move between Broward County, Palm Beach County, and Miami Dade County.

RW Part A MNT and EFA RFP

Updates: Medical Nutrition Therapy (MNT) and Emergency Financial Assistance (EFA) Request for Proposals (RFP) Released

Release of RFP/Application	Monday, September 18, 2023
Distributed via listserv - email notice of availability	Monday, September 18, 2023
Virtual Applicant Workshop Hosted	Friday, September 22, 2023
Applicant Question deadline	Tuesday, September 26, 2023
CPD responses posted	Wednesday, October 4, 2023
RFP/Application close date (30 days minimum)	Wednesday, October 18, 2023

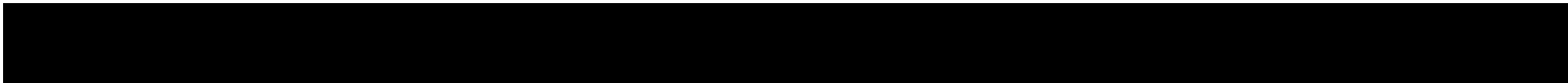
Program Income

Updates and Next Steps

- Part A Office received technical assistance from staff at the Palm Beach Part A Office
- The Office continues to seek TA directly from HRSA in order to fully understand reporting requirements on this complex topic that impacts Ryan White spending in the EMA
- As a result of this TA changes to the Ryan White contracts will be made for the upcoming cycle as well as tools, provider training, policies and procedures put in place to increase the Recipient Office's and providers' abilities to track and report on program income



Questions?

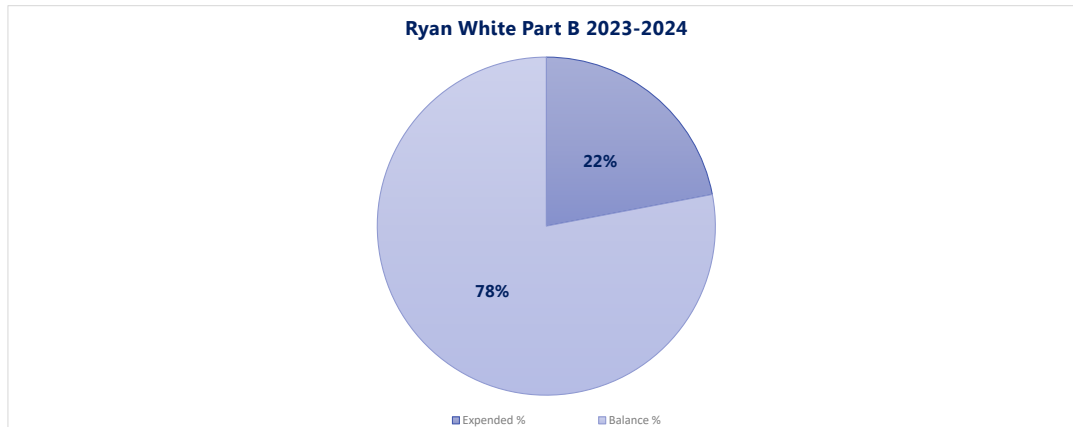


Ryan White Part B
PTC24: April 1, 2023 to March 31, 2024

HANDOUT G

Expenditures for July 2023

<u>Service Category</u>	<u>Allocated</u>	<u>Expended July 2023</u>	<u>Expended to Date</u>	<u>Expended %</u>	<u>Balance %</u>	<u>Balance</u>
Administrative Services	\$ 85,825	\$ 7,429	\$ 27,364	32%	68%	\$ 58,461.24
Health Insurance Premium/Cost Sharing	\$ 167,750	\$ 5,230	\$ 34,417	21%	79%	\$ 133,333.31
Home & Community Based Health	\$ 30,000	\$ 583	\$ 2,047	7%	93%	\$ 27,953.50
Medical Nutritional Therapy	\$ 10,000	\$ 1,119	\$ 4,813	48%	52%	\$ 5,187.22
Emergency Financial Assistance	\$ 150,654	\$ -	\$ 49,423	33%	67%	\$ 101,231.13
Home Delivered Meals	\$ 30,000	\$ 231	\$ 231	1%	99%	\$ 29,769.00
Medical Transportation	\$ 135,476	\$ 1,901	\$ 18,922	14%	86%	\$ 116,553.94
Non-Medical Case Management	\$ 321,770	\$ 26,490	\$ 94,099	29%	71%	\$ 227,670.51
Residential Substance Abuse	\$ 166,500	\$ -	\$ 10,500	6%	94%	\$ 156,000.00
Clinical Quality Management	\$ 58,096	\$ -	\$ 13,308	23%	77%	\$ 44,788.34
Planning and Evaluation	\$ 5,858	\$ 521	\$ 521	9%	91%	\$ 5,336.95
TOTALS	\$ 1,161,929	\$ 43,504	\$ 255,644	22%	78%	\$ 906,285.14



ADAP REPORT August 2023

Enrollment August 2023

Total Enrolled August 2023	5,703
ADAP Enrollments and Re-enrollments processed	155
New Clients	54

Viral Suppression August 2023

Total Virally Suppressed at 6 months	4,840
Percentage of Virally Suppressed	93%
% Uninsured Virally Suppressed at 6 months	89%
% Insured Virally Suppressed at 6 months	96%

No Show Report August 2023

No Show Report	25%
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HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.



CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN

1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.



KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa eskizif pou fè moun tandè-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posèsyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.

Acronym List

ACA: The Patient Protection and Affordable Care Act 2010
ADAP: AIDS Drugs Assistance Program
AETC: AIDS Education and Training Center
AHF: AIDS Health Care Foundation
AIDS: Acquired Immuno-Deficiency Syndrome
ART: Antiretroviral Therapy
ARV: Antiretrovirals
BARC: Broward Addiction Recovery Center
BCFHC: Broward Community and Family Health Centers
BH: Behavioral Health
BISS: Benefit Insurance Support Service
BMSM: Black Men Who Have Sex with Men
BRHPC: Broward Regional Health Planning Council, Inc.
CBO: Community-Based Organization
CDC: Centers for Disease Control and Prevention
CDTC: Children's Diagnostic and Treatment Center
CEC: Community Empowerment Committee
CIED: Client Intake and Eligibility Determination
CLD: Client Level Data
CM: Case Management
CQI: Continuous Quality Improvement
CQM: Clinical Quality Management
CTS: Counseling and Testing Site
DCM: Disease Case Management
DOH-Broward: Florida Department of Health in Broward County
eHARS: Electronic HIV/AIDS Reporting System
EIIHA: Early Intervention of Individuals Living with HIV/AIDS
EFA: Emergency Financial Assistance
EMA: Eligible Metropolitan Area
FDOH: Florida Department of Health

FPL: Federal Poverty Level
FQHC: Federally Qualified Health Center
HAB: HIV/AIDS Bureau
HHS: U.S. Department of Health and Human Services
HICP: Health Insurance Continuation Program
HIV: Human Immunodeficiency Virus
HIVPC: Broward County HIV Planning Council
HMSM: Hispanic Men who have Sex with Men
HOPWA: Housing Opportunities for People with AIDS
HRSA: Health Resources and Service Administration
HUD: U.S Department of Housing and Urban Development
IW: Integrated Workgroup
IDU: Intravenous Drug User
JLP: Jail Linkage Program
LPAP: Local AIDS Pharmaceutical Assistance Program
MAI: Minority AIDS Initiative
MCDC: Membership/Council Development Committee
MCM: Medical Case Management
MH: Mental Health
MNT: Medical Nutrition Therapy
MOU: Memorandum of Understanding
MSM: Men Who Have Sex with Men
NBHD: North Broward Hospital District (Broward Health)
NGA: Notice of Grant Award
NHAS: National HIV/AIDS Strategy
NOFO: Notice of Funding Opportunity
nPEP: Non-Occupational Post Exposure Prophylaxis
NSU: Nova Southeastern University
OAHS: Outpatient Ambulatory Health Services
OHC: Oral Health Care
PE: Provide Enterprise

PLWH: People Living with HIV
PLWHA: People Living with HIV/AIDS
PrEP: Pre-Exposure Prophylaxis
PRISM: Patient Reporting Investigating Surveillance System
PROACT: *Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH-Broward's treatment adherence program.*
PSRA: Priority Setting & Resource Allocations
QI: Quality Improvement
QIP: Quality Improvement Project
QM: Quality Management
QMC: Quality Management Committee
RSR: Ryan White Services Report
RWHAP: Ryan White HIV/AIDS Program
RWPA: Ryan White Part A
SA: Substance Abuse
SBHD: South Broward Hospital District (Memorial Healthcare System)
SCHIP: State Children's Health Insurance Program
SDM: Service Delivery Model
SOC: System of Care
SPNS: Special Projects of National Significance
STD/STI: Sexually Transmitted Diseases or Infection
TA: Technical Assistance
TB: Tuberculosis
TGA: Transitional Grant Area
VA: United States Department of Veteran Affairs
VL: Viral Load
VLS: Viral Load Suppression
WMSM: White Men who have Sex with Men
WICY: Women, Infants, Children, and Youth

Frequently Used Terms

Recipient: Government department designated to administer Ryan White Part A funds and monitor contracts.

Planning Council Support (PCS) Staff/‘Staff’: Provides professional staff support, meeting coordination, and information to the HIVPC, its standing and ad-Hoc Committees, Chair, and Recipient.

Clinical Quality Management (CQM) Support Staff: Provides professional support, meeting coordination, and technical assistance to assist the Recipient through analysis of performance measures and other data with the implementation of activities designed to improve patient care, health outcomes, and patient satisfaction throughout the system of care.

Provider/Sub-Recipient: Agencies contracted to provide HIV Core and Support services to consumers.

Consumer/Client/Patient: A person who is an eligible recipient of services under the Ryan White Act.

HIVPC ATTENDANCE POLICIES

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

GENERAL REQUIREMENT AND POLICIES

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

Removal based on Attendance

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

Excused Absences

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

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

Non-excused absences

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

Requirements of Appointment

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

Quorum Rules

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

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

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

HIVPC ATTENDANCE POLICIES

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

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

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

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

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

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

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

End of Packet