



Fort Lauderdale / Broward County EMA  
**Broward County HIV Health Services Planning Council**

200 Oakwood Lane, Suite 100, Hollywood, FL, 33020  
Tel: 954-561-9681 / Fax: 954-561-9685

**PART A EXECUTIVE COMMITTEE**

**Meeting Agenda**

August 16, 2012 at 12:30 p.m.

**Samantha Kuryla, Chair**

**Brad Gammell, Vice Chair**

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

- 1. CALL TO ORDER** (*Please sign-in*)
- 2. WELCOME AND INTRODUCTIONS**
  - a) Review Meeting Ground Rules, Sunshine and Public Comment Requirements (Sign-In)
  - b) Committee Member and Guest Introductions
  - c) Moment of Silence
- 3. APPROVALS**
  - a) Meeting Agenda 8/16/12
  - b) Meeting Minutes 7/12/12 (*No Quorum*)
  - c) Meeting Minutes 6/14/12
- 4. COMMITTEE REPORTS**
- 5. APPROVE THE AUGUST HIV PLANNING COUNCIL AGENDA – HANDOUT A**
- 6. REVIEW THE SEPTEMBER HIVPC MEETING CALENDAR – HANDOUT B**
- 7. OTHER BUSINESS**
  - a) Committee Work Plans Development – **HANDOUT C1 – C2**  
*ACTION ITEM:* Review and discuss existing work plans for all HIVPC committees, and assess how they match with goals of Comprehensive Plan. Decide if work plans need to be revised. Decide whether to have a Joint Executive retreat in September to cover work plans and training.
  - b) Public Comment Forums, 2012-2015 Comprehensive Plan  
*ACTION ITEM:* Hear update whether Part A Grantee will schedule public forums to gather comments on the Comprehensive Plan. If so, offer input.
- 8. NEW BUSINESS**
  - a) Meeting Location  
For discussion at the HIVPC meeting of August 23, 2012 as per direction of the HIVPC Chair.
- 9. GRANTEE REPORT**
- 10. PUBLIC COMMENT**
- 11. REQUEST FOR INFORMATION**
- 12. AGENDA ITEMS FOR NEXT MEETING:** 9/20/12 at 12:30 p.m. **Venue:** BRHPC
- 13. ADJOURNMENT**



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**PART A EXECUTIVE COMMITTEE**  
 200 Oakwood Lane, Suite 100, Hollywood FL 33020  
 Thursday, July 12, 2012 at 1:30 PM  
**MEETING MINUTES**

| <b>Attendance</b> |                                    |          |          |  |                            |
|-------------------|------------------------------------|----------|----------|--|----------------------------|
| #                 | Members                            | Present  | Absent   |  | Guests                     |
| 1                 | Kuryla, S. <b>Chair</b>            | X        |          |  | None                       |
| 2                 | Gammell, B. <b>Vice Chair</b>      | X        |          |  |                            |
| 3                 | Taylor-Bennett, C.                 | X        |          |  | <b>Grantee Staff</b>       |
| 4                 | Creary, K.                         | X        |          |  | Jones, L.                  |
| 5                 | Tomlinson, K.                      |          | X        |  |                            |
| 6                 | Rajner, M.                         |          | E        |  | <b>HIVPC Support Staff</b> |
| 7                 | Katz, H. B.                        |          | E        |  | Hosein, F.                 |
|                   | Will Spencer ( <i>ex officio</i> ) |          |          |  | LaMendola, B.              |
|                   | <b>Quorum = 5</b>                  | <b>4</b> | <b>3</b> |  | Rosiere, M.                |

**1. CALL TO ORDER**

The meeting was called to order at 3:21 p.m. without quorum.

**2. Welcome and Introductions & Moment of Silence**

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

A moment of silence was observed.

**3. APPROVALS**

Approval of the 7/12/12 Agenda

This was tabled due to lack of quorum.

Approval of the 6/14/12 Agenda

This was tabled due to lack of quorum.

**4. COMMITTEE REPORTS**

**A. Membership/Council Development Committee (MCDC)**

Report as stands; copy on file.

**B. Quality Management Committee (QMC)**

The meeting had not taken place at the time of this printing.

**C. Other Committees**

❖ **Joint Client/Community Relations Committee (JCCR)**

Report is as stands; copy on file. The Part A Co Chair requested members to present at the outreach meeting. Member suggested the newsletter as an information piece.

❖ **Joint Priorities Committee**

The meeting had not taken place at the time of this printing.

❖ **Joint Planning Committee**

Report is as stands; copy on file.

❖ **Local Pharmacy Advisory Committee (LPAC)**

Report is as stands; copy on file.

**5. APPROVE HIVPC AGENDA**

Without quorum to conduct business, the HIVPC Agenda was developed in accordance with the HIV Planning Council By-Laws.

**6. REVIEW HIVPC MEETING CALENDAR (August 2012)**

The calendar was reviewed.

**7. OTHER BUSINESS**

a) Update on Two-Year Committee Work Plans

An all-day retreat was suggested for Executive Committee Members to review and develop work plans. There was discussion also on training for Chairs, including Part B Chairs on the implementation of the Comprehensive Plan to their committee work. This will be recommended at the next Executive Meeting where quorum is met. The immediate past HIVPC Chair summarized that both things (training for chairs AND development of work plans from Comprehensive Plan which is making the Comprehensive Plan a living document) need to be done, but first “we must identify what we need to do and how we will come together and do it”. First, the Part A’s can meet in August and discuss what needs to be accomplished. Second, when Joint Executive meets in September, we can recommend having joint discussion on how we will come together to accomplish the goals laid out at the August meeting. The conversation needs to happen with Part B as to move forward as a group. The Carpenter House was identified as an ideal space to have this conversation. The Part A Chairs will then meet with Brad Gammell with regards to development of their committee work plan and then go back to their respective committees with the work plan that will embody the Comprehensive Plan 2012-2015.

b) Update on Scheduling Meetings to Obtain Public Comment on 2012-15 Comprehensive Plan

No action was taken.

**8. NEW BUSINESS**

a) Review Support Staff List to Distribute to HIVPC Members

The list was reviewed.

b) HRSA Request for Public Comment Regarding Ryan White 2013 Reauthorization

The comment period ends July 31, 2012.

**9. GRANTEE REPORT**

The Grantee noted that the Government Accountability Office (GAO) report on HRSA was released today and will forward link to support staff to distribute to all. The grantee noted that he is soliciting topics for the Ryan White newsletter by the end of July. There have been monthly conversations with DOH discussing collaboration on eligibility, EIIHA and the HRSA mandate for recertification every 6 months, whether it is necessarily an in-person recertification.

**10. PARKING LOT ITEMS**

This was not reviewed.

**11. PUBLIC COMMENT**

**12. REQUEST FOR DIRECTIVES (form)**

**13. AGENDA ITEMS FOR NEXT MEETING: Thursday, 8/16/12 at 12:30 p.m. Venue: BRHPC**

❖ Training of Executive Committee members on the Comprehensive Plan

❖ Review and Discuss Committee Work Plans

**14. ADJOURNMENT**

The discussion closed at 5:12 p.m.





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 www.brhpc.org

**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL**

**Meeting Agenda**

Thursday, August 23, 2012 at 9:00 A.M.

**Samantha Kuryla, Chair**

**Brad Gammell, Vice Chair**

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

**1. CALL TO ORDER**

**2. MOMENT OF SILENCE**

**3. WELCOME AND PUBLIC RECORD REQUIREMENTS**

- a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
- b. Council Member and Guest Introductions
- c. Excused Absences and Appointment of Alternates
- d. Approval of Today's Agenda
- e. Approval of 7/19/12 Meeting Minutes

**4. PUBLIC COMMENT (Up to 10 minutes)**

**5. FEDERAL LEGISLATIVE REPORT**

**6. CONSENT ITEMS**

|                         |   |
|-------------------------|---|
| <b>Consent Item # 1</b> | To appoint Katrina Schiffer-Laxamana as a member of the Joint Client/Community Relations (JCCR) Committee |
| <b>Proposed by:</b>     | <b>Joint Client/Community Relations Committee</b>   |

|                         |   |
|-------------------------|---|
| <b>Consent Item # 2</b> | To appoint Kara Schikowski (of Legal Aid) as a member of the Joint Priorities Committee |
| <b>Proposed by:</b>     | <b>Joint Priorities Committee</b>   |



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**7. DISCUSSION ITEMS**

**First Reallocations of FY 2012-2013**

| Discussion Item #         | Service Category       | Grantee Recommended Sweep Amount | Recommended TO   | Recommended FROM                       | Proposed by      |
|---------------------------|------------------------|----------------------------------|------------------|--|------------------|
| 1                         | Ambulatory (5)         | (\$155,685)                      |                  | (\$498,714)                            | Joint Priorities |
| 2                         | Ambulatory (5)         |                                  | \$343,029        |  | Joint Priorities |
| 3                         | Food Bank (1)          | (\$100,000)                      | \$0              | (\$100,000)                            | Joint Priorities |
| 4                         | Food Voucher (1)       | (\$21,221)                       | \$0              | (\$21,221)                             | Joint Priorities |
| 5                         | Pharmaceuticals (3)    | \$13,000                         | \$13,000         | \$0                                    | Joint Priorities |
| 6                         | Case Management (7)    | \$11,005                         | \$11,005         | \$0                                    | Joint Priorities |
| 7                         | Mental Health (3)      | \$62,888                         | \$62,888         | \$0                                    | Joint Priorities |
| 8                         | Substance Abuse (2)    | \$2,500                          | \$2,500          | \$0                                    | Joint Priorities |
| 9                         | Centralized Intake and | \$175,513                        | \$175,513        | \$0                                    | Joint Priorities |
| 10                        | Legal Assistance (1)   | \$12,000                         | \$12,000         | \$0                                    | Joint Priorities |
| <b>Total Part A Funds</b> |                        | <b>\$0</b>                       | <b>\$619,935</b> | <b style="color: red;">(\$619,935)</b> |                  |

|                             |  |
|-----------------------------|--|
| <b>Discussion Item # 11</b> | To form an ad Hoc subcommittee to review PCIP private insurance, to report to full committee by March 1, 2013.             |
| <b>Discussion Item # 11</b> | To move that clients under 150% of FPL have the option to choose up to 3 food vouchers from 12 annual Food Bank allotments |
| <b>Discussion Item # 12</b> | To amend the emergency food provision to include a choice of either food box or voucher                                    |
| <b>Proposed by:</b>         | <b>Joint Priorities Committee</b>  |

**8. AUGUST COMMITTEE REPORTS**

**a. Membership/Council Development Committee (MCDC) – No August Meeting**

*Chair: H. Bradley Katz, Vice Chair: Tara Wilson*

*Next Meeting Date: Thursday, September 6, 2012 at 9:00 a.m.*

**b. Joint Client Community Relations Committee (JCCR) – August 7, 2012**

*Part A Co-Chair: K. Creary, Part B Co-Chair: L. Washington*

As part of the Part B report, members asked the Part B Grantee about the possibility of adding 7-day bus passes to the types of passes available for Ryan White consumers. The Committee agreed to conduct an educational event for HIV+ consumers in conjunction with its regular business meeting in September. The event will be held at 9 a.m. Wednesday Sept. 5 at MODCO in Fort Lauderdale. The event was timed to coincide with MODCO's monthly mandatory meeting for its tenants, most of whom are HIV+. A local physician will make a presentation on the importance of staying on medications to maintain good health and on prevention for positives. A CIED representative will make a presentation on navigating the HIV care system. Time will be set aside to take feedback from HIV consumers on their experiences. The



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HANDOUT A  
Executive Committee - 8/16/12

Committee also will hold a regular business meeting and invite the consumers to attend, to learn more about the HIVPC process. *Agenda Items for Next Meeting: Standing Agenda Items. Next Meeting Date: September 5, 2012.*

**c. Joint Planning Committee – August 13, 2012**

*Part A Co-Chair: Karlene Tomlinson, Part B Co-Chair: Kim Saiswick*

The Committee reviewed the first set of data that members requested in July, aiming to see how Broward compares to the goals of National HIV/AIDS Strategy. The data covered the percentage of patients in care within three months of diagnosis (79), percentage in continuous care (44) and percentage with undetectable viral loads (50). Part A was the only one to report, and needs to refine the figures to make sure they are complete. Part C and Part D reported data subsequent to the meeting. Part B will be asked to report for next month's meeting. Also, the Committee set up an informal subcommittee to devise questions for a 2012 client survey, to submit to HIVPC for approval in September and to complete by Dec. 31. The Committee is asking for volunteers from the HIVPC and other committees to serve on the subcommittee (email only, no meetings). The survey would be short, with questions designed to bring out information relating to the goals of the NHAS. Ideally, the survey would target people not in care. *Agenda items for the next meeting: Standing items, review additional data from Parts A-D, approve client survey, discuss work plan with HIVPC Chair and/or Vice Chair. Next Meeting Date: Monday, Sept. 10, 2012.*

**d. Local Pharmacy Advisory Committee (LPAC) – No August Meeting**

*Next Meeting Date: To be determined.*

**e. Joint Priorities Committee – August 15, 2012**

*Part A Co-Chair: C. Taylor-Bennett, Part B Co-Chair (Interim): Lisa Agate*

The Committee conducted initial reallocations for Part A for FY 2012-2013. A full report will be made available at the HIV Planning Council Meeting on 8/23/12.

*Next Meeting Date: October 17, 2012*

**f. Joint Executive Committee – No August Meeting**

*Part A Chair: S. Kuryla, Part B Chair: K. Saiswick*

*Agenda Items for Next Meeting: Standing Agenda Items. Next Meeting: September 20, 2012.*

**g. Part A Executive Committee – August 16, 2012 Meeting**

*Chair: S. Kuryla, Vice Chair: B. Gammell*

The committee met to approve the HIVPC Agenda and discuss other pertinent Planning Council topics. A full report will be made available at the HIV Planning Council Meeting on 8/23/12.

*Next Meeting Date: September 20, 2012.*

**h. Quality Management Committee (QMC) – No August Meeting**

*Chair: Michael Rajner, Vice Chair: Claudette Grant*

The August meeting was canceled as per the Chair. A detailed report will be made available at the HIV Planning Council Meeting on 8/23/12.

*Next Meeting Date: September 17, 2012.*

**i. ad Hoc By-Laws Subcommittee - No August Meeting**

*Next Meeting Date: To be determined*



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**HANDOUT A**  
**Executive Committee - 8/16/12**

**9. GRANTEE REPORTS** (up to 10 minutes)

- a) Part A
- b) Part B
- c) ADAP

**10. OTHER REPORTS** (up to 10 minutes)

- a) Part C
- b) Part D
- c) HOPWA

**11. UNFINISHED BUSINESS**

**12. NEW BUSINESS**

- a) Meeting Location Discussion
- b) Healthcare Reform Update
- c) Request from Joint Planning for assistance on 2012 Client Survey

**ACTION ITEM:** Joint Planning requests HIVPC and Committee members to volunteer time for a subcommittee that will devise questions for the 2012 Client Survey, and to recommend how the survey should be conducted. No meetings are required; subcommittee members will give feedback via email about survey questions and issues. Also, the Committee requests all HIVPC members share with staff your thoughts on what the Client Survey should cover.

**13. ANNOUNCEMENTS**

- a) Questionnaire from Membership Committee on Topics for HIVPC Training

**ACTION ITEM:** The Membership/Council Development Committee requests HIVPC members fill out the questionnaire in today's packet listing topics you want to see for member training.

**14. PUBLIC COMMENT** (Up to 10 minutes)

**15. REQUEST FOR DATA** (Fill out Form)

**16. AGENDA ITEMS FOR NEXT MEETING:** September 27, 2012 at 9:00 a.m. **VENUE:** BRHPC

**17. ADJOURNMENT**





**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL 2011-2012 CALENDAR**

Broward Regional Health Planning Council \* 200 Oakwood Lane, Suite 100, \* Hollywood, Florida \* 33020 \*

Web: [www.BRHPC.org/HIVPC](http://www.BRHPC.org/HIVPC) Contact: HIVPC Support Staff Tel (954) 561-9681 \* Fax (954) 561-9685

All meetings are open to the public. Please join us!

Meeting dates and times are subject to change.

Updated:  
8/16/12 at 9:33 AM

**HANDOUT B**

Please contact HIV Support Staff at 954-561-9681 to confirm meeting dates or visit [http://www.brhpc.org/RW\\_calendar.aspx](http://www.brhpc.org/RW_calendar.aspx) for updates

**September**

**2012**

**2012**

| Monday  | Tuesday   | Wednesday  | Thursday   | Friday  |
|---|---|--|--|---|
| 3<br><br><b>LABOR DAY<br/>OFFICE CLOSED</b>   | 4<br><br><del>Medical Case Management QI,<br/>9:30 A.M.</del> | 5<br><br><del>Oral Health QI, 3:00P.M.</del><br><br><b>Joint Client/Community<br/>Relations Committee, 9:00 A.M.</b><br><i>MODCO, 1560 Sistrunk Blvd.<br/>Fort Lauderdale, 33311</i> | 6<br><br><b>Membership/Council<br/>Development Committee,<br/>9:00A.M.</b><br><i>BRHPC 200 Oakwood Lane,<br/>Ste 100 Hollywood, 33020</i>                                  | 7<br><br>SFAN, 10:00A.M.<br><i>Holy Cross Hospital<br/>4725 North Federal Highway<br/>Fort Lauderdale, FL 33308</i> |
| 10<br><br><b>Joint Planning Committee, 1:00 P.M.</b><br><i>BRHPC 200 Oakwood Lane,<br/>Ste 100 Hollywood, 33020</i>   | 11  | 12   | 13   | 14<br><br><del>Mental Health/Substance Abuse QI,<br/>2:30P.M.</del>   |
| 17<br><br><b>Quality Management Committee<br/>12:30 P.M.</b><br><i>Ryan White Part A Program Office<br/>Conference Room A335<br/>115 S. Andrews Ave,<br/>Ft. Lauderdale 33301</i> | 18  |  | 20<br><br><b>Joint Executive Committee<br/>12:30P.M</b><br><b>Part A Executive Committee<br/>1: 30 P.M.</b><br><i>BRHPC 200 Oakwood Lane,<br/>Ste 100 Hollywood, 33020</i> | 21  |
| 24  | 25  | 26<br><br>Medical QI, 2:00P.M.<br><i>Ryan White Part A Program Office<br/>Conference Room A335<br/>115 S. Andrews Ave,<br/>Ft. Lauderdale 33301</i>                                  | 27<br><br><b>HIV Planning Council, 9:00A.M.</b><br><i>BRHPC 200 Oakwood Lane,<br/>Ste 100 Hollywood, 33020</i>   | 28  |
| 29  | 30  |  |  |   |

## Todos Estan Bienvenidos!

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

Oakwood Plaza  
200 Oakwood Lane, Suite 100  
Hollywood, FL 33020  
(Broward Transit # 6 & 12 Bus Route:  
Sheridan St.)

Por favor tome nota del tipo de letra  
impresión utilizado para las reuniones:  
HIV Planning Council Soporte al Programa  
("Impresión Resaltada")

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.

Llame al Broward Regional Health Planning  
Council al: (954) 561- 9681  
[HIVPC Support Staff, para Información.]

## All Are Welcome!

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

Oakwood Plaza  
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(Broward Transit # 6 & 12 Bus Route:  
Sheridan St.)

Note the print type for meetings:  
HIV Planning Council Program Support  
("BOLD" type print)

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.

Call the Broward Regional Health Planning  
Council at: (954) 561- 9681  
[HIVPC Support Staff for HIV Planning  
Council information and for Program Support  
information.]

## Bon Vini!

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

Oakwood Plaza  
200 Oakwood Lane, Suite 100  
Hollywood, FL 33020  
(Broward Transit # 6 & 12 Bus Route:  
Sheridan St.)

Gade byen tip enpresyon rankont-yo:  
Konsèy Planifikasyon HIV  
Sipò Pwogram (tip enpresyon-an"FONSE")

Pou konfime enfòmasyon ou resewa 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.

Rele Konsèy Rejyonal Planifikasyon Sante  
Broward-la nan: (954) 561- 9681  
[HIVPC Support Staff pou Sipò Konsèy ak  
pou enfòmasyon sou Pwogram Sipò-a.]

# Fort Lauderdale/Broward County EMA HIV Health Services Planning Council



# HRSA's Description of the Planning Council's Role

The following 9 slides are from a HRSA presentation:

“Continuum of Care: Administrative Overview for Ryan White Part A”

Read more: <http://careacttarget.org/sites/default/files/file-upload/resources/AdminOverview-PartA-CofCare-2011.pdf>



# Planning Council Roles in System of Care

## Planning Council:

- Helps develop & improve a system of care through its planning tasks – needs assessment, comprehensive planning, PSRA
- Collaborates with Grantee on development of new & refined service models and approves models – PC must approve models
- Develops and approves of standards of care (SOC) for all funded service categories plus Universal Standards, working closely with the Grantee



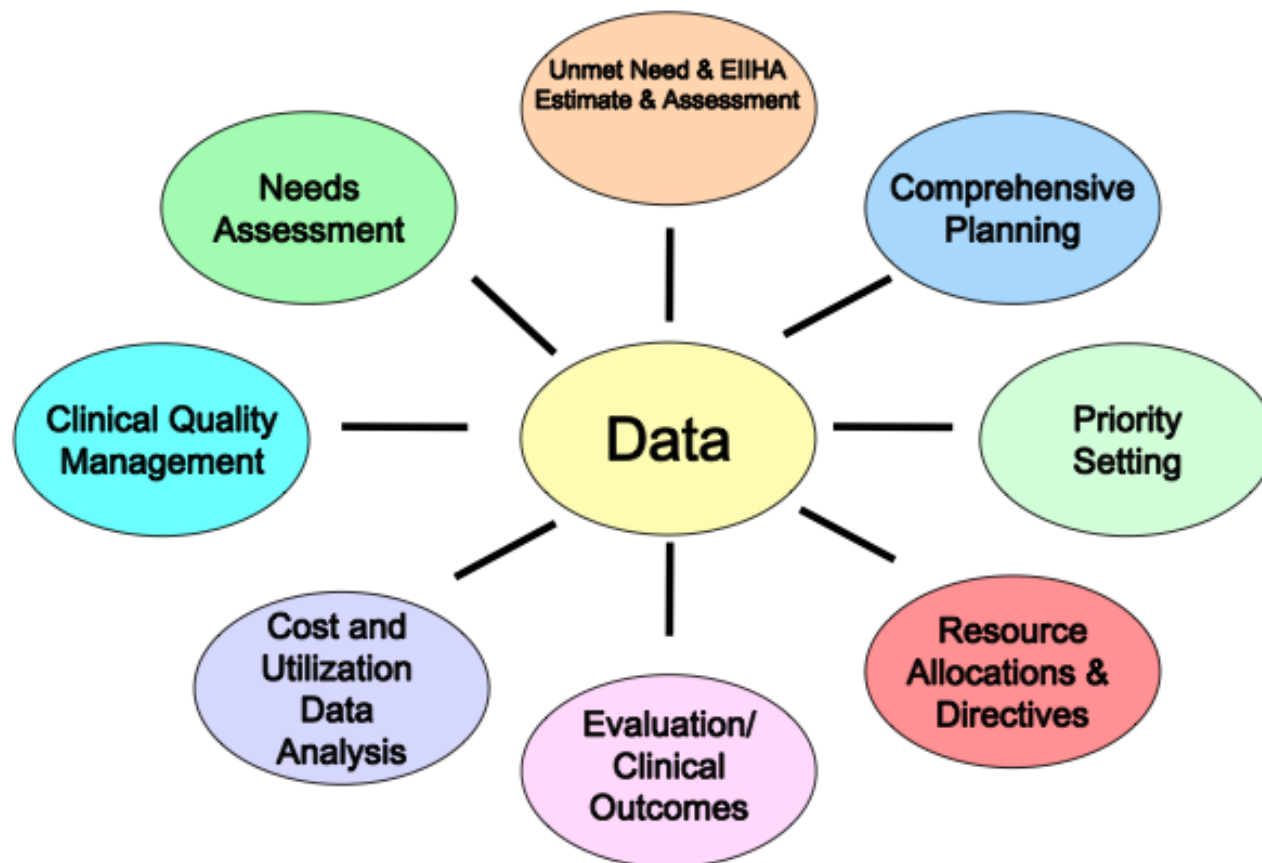
## Coordination of Services

- Shared responsibility of Grantee and Planning Council
- Coordination in planning, funding, and service delivery
- Part A funds should fill gaps, not duplicate other services, and make Ryan White the payer of last resort
- Emphasis on coordination with Part B, given budget challenges and ADAP waiting lists
- Emphasis on coordination with prevention, given new EIIHA requirements
- Council reviews other funding streams as input to resource allocation
- Grantee ensures that providers have linkage agreements and use other funding where possible – for example, ensure eligible clients apply for Medicaid

# Comprehensive Planning

- **Shared task, with Planning Council as lead**
- Roadmap or vision for HIV service delivery system in the EMA, usually for 3 years (*next one due in spring 2012*)
- **Key focus:** strengthening the continuum of care to address disparities & bring people into care
- Must be consistent with Statewide Coordinated Statement of Need (SCSN)
- Must emphasize collaboration
- Council develops planning process, plays primary role in consultant selection, oversees process through committee that includes consumers, non-PC members
- **Grantee participates actively, provides data support**
- Both suggest goals in their areas of responsibility
- Council monitors progress; Grantee provides data to monitor progress, such as QM, cost & utilization, EIHA and unmet need data

## Data-Based Planning and Decision Making





# HRSA Expectations for Committees

- Do groundwork for PC decision making
- Explore issues, obtain and analyze data, and provide input and recommendations to full PC through Executive Committee
- Focus on Part A legislative responsibilities
- Receive content and logistical support from PC staff
- Receive information/reports from Grantee on regular schedule, with a defined process for requesting data
- Work closely with Grantee:
  - Every committee should have regularly assigned Grantee staff to support its work and participate actively
  - Grantee staff has no vote in committees

## HRSA Expectations for Committees (continued)

- Ensure diverse membership, in terms of professional & personal backgrounds
- Ensure strong consumer participation on *all* committees
- Include non-PC members in committees that link to the community – like Needs Assessment, Consumer, Integration of Care – but not PSRA, Membership/Rules
- Require regular attendance, COI disclosure and management, and adherence to Code of Conduct from *all* members
- Provide committee-specific training

# Consumer and Community Input

- **Consumer input through:**
  - Unaffiliated consumer members of PC
  - Consumer Committee
  - PLWHA Advisory Board
  - Needs assessment efforts
  - Public comment
- **Challenges:**
  - Obtaining broad-based input, not just “impassioned pleas”
  - Ensuring Ryan White funds are used only for Ryan White related activities
  - Using resources efficiently
  - Ensuring that Codes of Conduct are followed and personal attacks not tolerated

# Planning Council Roles and Responsibilities



**PART A EXECUTIVE COMMITTEE**  
Thursday, July 12, 2012 at 1:30 PM  
**MEETING MINUTES**  
**(Section 7. Other Business)**

**UPDATE ON TWO-YEAR COMMITTEE WORK PLANS**

- An all-day retreat was suggested for Executive Committee Members to review and develop work plans.
- There was discussion also on training for Chairs, including Part B Chairs on the implementation of the Comprehensive Plan to their committee work. This will be recommended at the next Executive Meeting where quorum is met.
- The immediate past HIVPC Chair summarized that both things (training for chairs AND development of work plans from Comprehensive Plan which is making the Comprehensive Plan a living document) need to be done, but first “we must identify what we need to do and how we will come together and do it”.

# PART A EXECUTIVE COMMITTEE

Thursday, July 12, 2012 at 1:30 PM

## MEETING MINUTES

### (Section 7. Other Business)

- The immediate past HIVPC Chair continued: “First, the Part A’s can meet in August and discuss what needs to be accomplished. Second, when Joint Executive meets in September, we can recommend having joint discussion on how we will come together to accomplish the goals laid out at the August meeting. The conversation needs to happen with Part B as to move forward as a group.” The Carpenter House was identified as an ideal space to have this conversation.
- The Part A Chairs will then meet with Brad Gammell with regards to development of their committee work plan and then go back to their respective committees with the work plan that will embody the Comprehensive Plan 2012-2015.

# August Part A Executive Meeting

- Staff bring work plans (current or updated w/ NHAS) overview and individual and all committee proposed draft 2012 work plan
- Discuss work plans among committee chairs (agree that they feel comfortable with their work plan – which includes integrated comp plan)
- Determine if the committee will hold a Joint Executive Retreat/Training in September on work plans with integrated comprehensive plan (Source: 7/17/12 Executive minutes “Other Discussion”)
- Suggest holding a Joint Exec meeting in September (at Carpenter House) to review / share work plans with Part A/ Part B
- If agreed, map out agenda (goals and actions moving forward as a group - using Strategy and including the 3 Goals NHAS and slides

# Proposed Draft FY 2012 – 2013 Activities

HANDOUT C-1

| FY 2012    | July                                      | Aug  | Sep  | Oct  | Nov   | Dec   | Jan  | Feb  |
|------------|---|--|--|--|---|---|--|--|
| ALL        | Committee Comprehensive Plan Training     |  | Update FY 12 Work Plans  |  |   | Develop FY13-15 Work Plans Accomplishments & Challenges |  | Approve FY13-15 Work Plans                           |
| HIVPC      | Approve FY 13 Allocation                  | Approve FY 12 Sweeps   | Review Approve Executive Comp Plan Recommendations   |  |   | Review & Approve By-Laws Recommendations                |  | Annual Retreat                                       |
| Exec       | Comp Plan Overview                        |  | Mini-Retreat: Training regarding   | Develop 3 Year Work Plan   | Comp Plan Coordination &                          | Review By-Laws Recommendations                          | Retreat  |  |
| Joint Exec |   | X  |  | X  | Data Planning                                     | X   | Comp Plan Update   | X  |
| MCDC       | Develop Recruitment Plan                  | X  | Review Training Survey. Update FY 2012 Work Plan. Review Vacancies & Recommend Appointments. | Finalize Training Plan. Develop Recruitment Plan                                 | Update Recruitment Brochure                       | Review Vacancies & Recommend Appointments.              | Review Vacancies & Recommend Appointments.   | Review Vacancies & Recommend Appointments.           |
| JCCR       | Comp Plan Overview                        | Develop outreach event plan. & focus: Prevention for Positives, Need to Stay in Care, Navigating Services, ACA. Update Work Plan | Educational Outreach Event   | Evaluate event 1 and continue planning event 2                                   | Finalize Event 2 Agenda and Logistic              | TBD   | TBD  | TBD  |
| JPC        | Comp Plan Overview                        | Finalize Needs Assessment Plan. Review Comp Plan Indicators  | X  | Update 3-Year work plan. Identify Focus Group Populations and Questions          | Identify Key Stakeholders and Interview Questions | Recommend Consumer Awareness Campaign Materials         | Develop recommendations regarding Coordination activities with MH/SA and Prevention        |  |
| PSRA       | FY 13 Allocation                          | FY 12 Sweeps   | Update FY 2012 Work Plan   | Review PCIP research. Develop recommendations regarding integrating ACA          | Service Category Eligibility Review               | All Funders Services, Utilization and Funding Update .  | Develop Other Funders Survey   | Final Sweeps   |
| QMC        | Review Pharmacy Indicators and Aging Data | Complete Outcomes & Indicators Revisions -   | Update Work Plan   | Quarterly QI Update & Data Review (HAB Measures, Retention, Cervical Screening ) | Core Service Category Review Findings             | Finalize QM Annual and Three-Year Work Plan             | Quarterly QI Network Data & Review HAB Measures, (Retention Data, Cervical Screening Data) | Complete Revised Outcomes and Indicators Programming |



**1. DEVELOP AND IMPLEMENT EARLY IDENTIFICATION OF INDIVIDUALS WITH HIV/AIDS (EIIHA) STRATEGY**

| #   | Objectives  | Accountability                            | Outcome                         | Start Date | Due Date | Status   |
|-----|---|---|---------------------------------|------------|----------|--|
| 1.1 | Review EIIHA strategy   | Joint Planning; Executive                 | EIIHA Strategy                  | 3/2011     | 10/2011  | 5/11/11: EIIHA Strategy documents distributed (Joint Priorities) |
| 1.2 | Revise EIIHA strategy to reflect changes in epidemic and/or environment | Joint Planning; Executive/Joint Executive | Revised EIIHA strategy          | 3/2011     | 10/2011  | Ongoing  |
| 1.3 | Review EIIHA strategy to ensure compliance during PSRA process.         | Joint Priorities                          | EIIHA strategy included in PSRA | 5/2011     | 6/2011   |  |

**2. CONDUCT ANNUAL NEEDS ASSESSMENT**

| #   | Objectives  | Accountability       | Outcome                 | Start Date | Due Date | Status   |
|-----|---|----------------------|-------------------------|------------|----------|--|
| 2.1 | Develop Client Needs and Satisfaction Survey  | Joint Planning; JCCR | Survey developed        | 3/2011     | 4/2011   | 12/13/10, 1/10/11, 2/14/11: Reviewed Survey; Survey Finalized: February 2011   |
| 2.2 | Develop Provider Survey   | Joint Planning       | Survey developed        | 3/2011     | 4/2011   | 6/6/11: Survey results distributed   |
| 2.3 | Identify Focus Group Populations  | Joint Planning       | Focus Groups            | 3/2011     | 4/2010   | 1/10/11: Discussed/identified focus group populations: (MSM, Recently Released, Homeless/Unstable Housing): June 2011: Focus Groups convened |
| 2.4 | Ensure recruitment of focus group participants through identification of recruitment methods and participants | Joint Planning       | Participants recruited  | 4/2011     | 5/2011   | Completed: Flyers distributed/active recruitment   |
| 2.5 | Identify FY2011 key informant interviewees  | Joint Planning       | Interviewees identified | 4/2011     | 5/2011   | Key informant interviews were not included in the 2011 PSRA  |

**3. DEVELOP, REVIEW AND MONITOR THREE YEAR COMPREHENSIVE PLAN**

| #   | Objectives  | Accountability            | Outcome                            | Start Date | Due Date | Status  |
|-----|---|---------------------------|------------------------------------|------------|----------|---|
| 3.1 | Review and update on an annual basis the three-year Comprehensive Plan to reflect changing directions of the epidemic and to ensure the Plan is relevant to PLWHA.                      | Joint Planning, Executive | Updated Comprehensive Plan         | 4/2011     | 5/2011   | 6/6/11: Comprehensive Plan instructions distributed; 7/12/11: review of previous goals and objectives pending |
| 3.3 | Monitor activities undertaken by all standing and ad Hoc Committees to ensure the goals and objectives defined in the Comprehensive Plan are addressed and completed in a timely manner | Executive                 | Compliance with Comprehensive Plan | Ongoing    | Ongoing  | Ongoing   |

**4. PLANNING COUNCIL AND COMMITTEE DEVELOPMENT**

| #   | Objectives  | Accountability                                   | Outcome                                    | Start Date | Due Date  | Status  |
|-----|---|--|--|------------|-----------|---|
| 4.1 | Conduct quarterly membership orientations and post-appointment orientations, as needed. | Membership/Council Development                   | Orientation and post orientation conducted | Quarterly  | Quarterly | 7/7/11: Orientation   |
| 4.2 | Develop and implement training schedule for Planning Council and Committee members      | Membership/Council Development                   | Training Schedule                          | 5/2011     | 7/2011    | 7/7/11: Post-Appointment training materials distributed; materials made available to all HIVPC and Committee members online or in paper copies, by request. |
| 4.3 | Plan and implement trainings for Council and Committee members                          | Membership/Council Development                   | Trainings implemented                      | Ongoing    | Ongoing   | 7/7/11: Orientation, see also 4.2, above.   |
| 4.4 | Coordinate PSRA Training for Planning Council Members                                   | Joint Priorities; Membership/Council Development | PSRA Training                              | TBD        | TBD       |   |

**5. UNMET NEED**

| #   | Objectives   | Accountability | Outcome               | Start Date | Due Date | Status   |
|-----|--|----------------|-----------------------|------------|----------|--|
| 5.1 | Review unmet need data and procedure.  | Joint Planning | Unmet need estimate   | 6/2011     | 7/2011   | 6/6/11: Data received, "Planning and Priority Setting to Address the HIV Epidemic in Broward County: Data Presentation, May 18, 2011," including Unmet Need analysis |
| 5.2 | Recommend strategies to address unmet need. Incorporate strategies into PSRA process and Comprehensive Plan. | Joint Planning | Unmet need strategies | 6/2011     | 7/2011   |  |

**6. IDENTIFICATION OF SPECIAL POPULATIONS**

| #   | Objectives  | Accountability   | Outcome                                | Start Date | Due Date | Status                             |
|-----|---|--|--|------------|----------|------------------------------------|
| 6.1 | Review Surveillance Data to identify trends and special populations   | Joint Planning Committee, Grantee, HIVPC Support Staff | Understanding of current epidemic      | Monthly    | Monthly  | Ongoing                            |
| 6.2 | Review HIV/AIDS Epidemiologic Profile to identify trends and special populations  | Joint Planning   | Epidemiologic Profile                  | 6/2011     | 7/2011   | Ongoing                            |
| 6.3 | Assess Needs of Special Populations<br>a. Continue to study and identify diverse populations with special service needs among PLWHA in Broward<br>b. Identify any barriers impacting the delivery of HIV/AIDS services from a multi-cultural standpoint and recommend methods to ensure equal access<br>c. Develop strategies for increasing the number of people in medical care.<br>d. Identify unique challenges that each population presents to the service delivery systems; service gaps; and estimated costs associated with delivering services to each of these populations | Joint Planning   | Needs of Special Populations assessed. | 6/2011     | 7/2011   | Ongoing                            |
| 6.4 | Incorporate recommendations into PSRA process (language on how best to meet need)   | Joint Priorities                                       | Language on how best to meet need      | 5/2011     | 6/2011   | 6/8/11: Language developed/revised |

**7. ENSURE COMMUNITY INVOLVEMENT IN THE PLANNING AND DECISION-MAKING PROCESS**

| #   | Objectives  | Accountability                                     | Outcome                     | Start Date                 | Due Date                    | Status  |
|-----|---|--|-----------------------------|----------------------------|-----------------------------|---|
| 7.1 | Hold at least 3 business meetings in the community to increase awareness of the Council and encourage PLWH participation                                  | Joint Client/Community Relations                   | Community involvement       | 5/2011<br>9/2011<br>1/2012 | 6/2011<br>10/2011<br>2/2012 | 9/6/11: CDTC; two additional community meetings pending |
| 7.2 | Conduct at least one public event in the community to increase awareness of the Council's purpose and activities and encourage the participation of PLWH. | Joint Client/Community Relations                   | Event                       | 3/2011                     | 5/2011                      | 5/10/11: Mizell Center                                  |
| 7.3 | Conduct community PSRA presentation to encourage feedback regarding service category priorities and allocations   | Joint Client/Community Relations; Joint Priorities | Community feedback for PSRA |                            |                             |   |

**8. MAI PROGRAM**

| #   | Objectives   | Accountability   | Outcome             | Start Date | Due Date | Status  |
|-----|--|------------------|---------------------|------------|----------|---|
| 8.8 | Develop recommendations for program revision as part of the PSRA process | Joint Priorities | MAI Program revised | 3/2011     | 4/2011   | 3/16/11: Populations for MAI funding and MAI funded peer/early intervention strategy: Minorities newly diagnosed (diagnosed within past 12 months); or Out of Care, (attending 1 routine OAMC visit or less in a FY)<br>6/8: WG recommendation adopted: To fund an MAI peer driven model as defined by the ARTAS guidelines for coordination of care, linking clients to ongoing medical care |

**9. ENSURE COMPLIANCE WITH ADDITIONAL GRANT/LEGISLATIVE REQUIREMENTS**

| #   | Objectives   | Accountability                            | Outcome   | Start Date        | Due Date          | Status  |
|-----|--|---|---|-------------------|-------------------|---|
| 9.1 | Ensure the Planning Council reflect the demographics of the epidemic in the EMA  | Membership/Council Development; Executive | Demographics reflect epidemic                   | Monthly           | Monthly           | 3/3/11, 5/5/11, 7/7/11: MCDC reviewed demographics and committee composition; HIVPC provided with demographics update |
| 9.2 | Assure mandated Planning Council seats are filled  | Membership/Council Development            | Compliance with legislation                     | Ongoing           | Ongoing           | 3/3/11, 5/5/11, 7/7/11: MCDC reviewed   |
| 9.3 | Ensure that 33% of Council are unaffiliated PLWHA  | Membership/Council Development            | Compliance with legislation                     | Ongoing           | Ongoing           | 3/3/11, 5/5/11, 7/7/11: MCDC reviewed   |
| 9.4 | Monitor Expenditures vs. Budget Allocations<br>a. Monitor expenditure trends and recommend strategies to address potential and emergency shortfalls.<br>b. Recommend reallocations (“Sweeps”) to ensure core categories are sufficient and fair distribution to other categories | Joint Priorities                          | Expenditures monitored & strategies recommended | 10/2011<br>1/2012 | 10/2011<br>1/2012 | Ongoing   |
| 9.3 | Coordinate and collaborate various funding sources available to HIV-infected individuals   | Joint Priorities                          | Collaboration                                   | Ongoing           | Ongoing           | Ongoing   |

**10. PRIORITY SETTING AND RESOURCE ALLOCATION PROCESS**

| #    | Objectives  | Accountability         | Outcome                     | Start Date | Due Date | Status   |
|------|---|------------------------|-----------------------------|------------|----------|--|
| 10.1 | Review Service Categories (Part A and MAI)  | Joint Priorities       | Service Categories reviewed |            |          | 3/30/11 service category eligibility updated   |
| 10.2 | PSRA Data Presentations for Committee   | Joint Priorities       | Committee Data Presentation |            |          | 9/6/11: JCCR Meeting with ADAP and CIED eligibility presentations  |
| 10.3 | Ryan White Program Presentations for Community  | Joint Priorities, JCCR | Community Presentations     |            |          | 5/18/11: Julia Hidalgo presentation: Planning and Priority Setting to Address the HIV Epidemic in Broward County |
| 10.4 | Determine Service Priorities (Part A and MAI)   | Joint Priorities       | Service Priorities          |            |          | 6/8/11: Priority setting completed   |
| 10.5 | Allocate funds by service (Part A & MAI)  | Joint Priorities       | Funds allocated             |            |          | 6/15/11: Resource allocations completed<br>7/20: Reallocation completed based on reduced Part A award            |
| 10.6 | Develop Language on How Best to Meet the Need (incorporated into allocations process) | Joint Priorities       | Language                    |            |          | 6/8/11: Language developed/revised   |

| TASK                  | RESPONSIBLE COMMITTEE                                     |
|-----------------------|---|
| Grant Requirements    | Executive/Joint Planning/Joint Priorities (Reallocations) |
| EIIIHA                | Joint Priorities/Joint Planning (LPAC)                    |
| Needs Assessment      | Joint Planning/JCCR                                       |
| Trainings             | Membership/Executive                                      |
| Comprehensive Plan    | Joint Planning/Executive/QMC                              |
| Unmet Need            | Joint Planning (Re-entry)/Joint Priorities/QMC            |
| Special Populations   | Joint Planning (Re-entry)/Joint Priorities                |
| Community Involvement | JCCR/Joint Priorities                                     |
| MAI                   | TBD   |

**EXECUTIVE COMMITTEE – Update 9/12/11**

| <b>1. MAINTAIN A COMPREHENSIVE PLAN FOR THE ORGANIZATION AND DELIVERY OF HIV SERVICES IN BROWARD COUNTY</b> |   |   |  |                    |                 |  |
|---|---|---|--|--------------------|-----------------|--|
| <b>#</b>  | <b>Objectives</b>   | <b>Accountability</b>                             | <b>Outcome</b>   | <b>Target Date</b> | <b>Due Date</b> | <b>Status</b>  |
| A.  | Review and update Comprehensive Plan goals and objectives to assure continued appropriateness   | Executive Committee                               | Goals and objectives are in line with current EMA needs              | Ongoing            | Ongoing         | Ongoing  |
| B.  | Monitor activities undertaken by all standing and ad Hoc Committees to ensure the goals and objectives defined in the Comprehensive Plan are addressed and completed in a timely manner<br>a. Review Committee work progress, including accomplishments and challenges, and report to Council | Executive Committee                               | Compliance with Comprehensive Plan                                   | Ongoing            | Ongoing         | Ongoing  |
| <b>2. CAPACITY/LEADERSHIP DEVELOPMENT FOR PLANNING COUNCIL MEMBERS AND APPLICANTS</b>                       |   |   |  |                    |                 |  |
| <b>#</b>  | <b>Objectives</b>   | <b>Accountability</b>                             | <b>Outcome</b>   | <b>Target Date</b> | <b>Due Date</b> | <b>Status</b>  |
| A.  | Plan Annual Planning Council Retreat  | Executive Committee, Grantee, HIVPC Support Staff | Annual retreat   | 9/2011             | 12/2011         |  |
| <b>3. PLANNING COUNCIL OPERATIONS</b>   |   |   |  |                    |                 |  |
| <b>#</b>  | <b>Objectives</b>   | <b>Accountability</b>                             | <b>Outcome</b>   | <b>Target Date</b> | <b>Due Date</b> | <b>Status</b>  |
| A.  | Evaluate Effectiveness of Planning Council and Committee Meetings (Meeting Evaluations)   | Executive Committee                               | Effectiveness analyzed and recommendations for improvement discussed | Quarterly          | Quarterly       | 07/21: Data distributed; 09/12: Jan-Jul Report distributed |
| B.  | Uphold the Planning Council Attendance Policy   | Executive Committee                               | Review Members who have violated Attendance Policy                   | As needed          | As needed       | Ongoing  |

| C.  | Organize and prepare Planning Council meeting agenda on a monthly basis   | Executive Committee, Grantee, HIVPC Support Staff | Agenda for Planning Council Meetings                         | Monthly     | Monthly   | Ongoing |
|---|---|---|--|-------------|-----------|---------|
| D.  | Review Removal for Cause Recommendations from the Membership/Council Development and forward final recommendation to Planning Council | Executive Committee                               | Removal for Cause Recommendation                             | As needed   | As needed | Ongoing |
| E.  | Facilitate the resolution of grievances related to Planning Council operations in an open, inclusive, non-discriminatory manner       | Executive Committee                               | Resolution of Grievances                                     | As needed   | As needed |         |
| F.  | Monitor and improve grievance process to ensure that the process optimizes the resolution of grievances                               | Executive Committee, Grantee, HIVPC Support Staff | Effective Grievance Policy                                   | As needed   | As needed |         |
| <b>4. REVIEW AND REVISE EXECUTIVE COMMITTEE POLICIES AND PROCEDURES</b> |   |   |  |             |           |         |
| #   | Objectives  | Accountability                                    | Outcome  | Target Date | Due Date  | Status  |
| A.  | Review Executive Committee purpose and mission statement  | Executive Committee                               | Updated Executive Committee purpose and mission statement    | 11/2011     | 12/2011   |         |
| B.  | Review policies and procedures.   | Executive Committee, HIVPC Support Staff          | Updated Executive Committee policies and procedures          | 11/2011     | 12/2011   |         |
| C.  | Implementation of Executive Committee policies and procedures   | Executive Committee, Grantee, HIVPC Support Staff | Improved administration of Executive policies and procedures | Ongoing     | Ongoing   | Ongoing |

|    |                             |   |           |         |         |  |
|----|-----------------------------|---|-----------|---------|---------|--|
| D. | Review and Update Work Plan | Executive Committee, HIVPC Support Staff, Grantee | Work Plan | Monthly | Monthly |  |
|----|-----------------------------|---|-----------|---------|---------|--|

**5. COORDINATION OF FUNDING AND FUNDING STREAMS - ANALYZE SERVICE CAPACITY AND INFRASTRUCTURE NEEDS**

| #  | Objectives   | Accountability  | Outcome                     | Target Date | Due Date  | Status    |
|----|--|-----------------|-----------------------------|-------------|-----------|-----------|
| A. | Develop and maintain collaborative relationships with various funding sources available to PLWHA in Broward County<br>a. Improve communications and maximize available resources by encouraging a cooperative, non-duplicative relationship among all providers of HIV/AIDS services.<br>b. Develop and maintain stronger linkages between care and prevention programs<br>c. Build and strengthen coordination with other federal and state health programs<br>d. Maintain appropriate relationships with entities that are the “key points of access” to healthcare services | Joint Executive | Collaborative Relationships | As needed   | As needed | As needed |

**6. COORDINATION OF FUNDING AND FUNDING STREAMS**

| #  | Objectives  | Accountability  | Outcome                               | Target Date       | Due Date          | Status  |
|----|---|-----------------|---------------------------------------|-------------------|-------------------|---|
| A. | Meet <b>quarterly</b> with Part B to ensure coordination of funding and funding streams | Joint Executive | Joint Meetings with Part A and Part B | <b>Bi-monthly</b> | <b>Bi-monthly</b> | Part B Grantee report is standing business item on bi-monthly Joint Executive Committee agendas |



Membership/Council Development Committee – Update 7/5/12

| 1. ENSURE PLANNING COUNCIL REPRESENTATION AND REFLECTIVENESS |  |  |   |                     |               |           |
|--|--|--|---|---------------------|---------------|-----------|
| OBJECTIVES   |  | ACCOUNTABILITY                           | OUTCOME   | WHEN PERFORMED      | DUE DATE      | STATUS    |
| A.   | Review Planning Council and Committees membership to ensure they reflect the demographics of the Broward epidemic; Ensure mandated seats are filled        | Membership Committee; HIVPC Staff        | Council and Committee demographics reflect epidemic | Every meeting       | Every meeting | Ongoing   |
| B.   | Ensure that 33% of Council Members are unaffiliated PLWHA  | Membership Committee; Planning Council   | Compliance with legislation                         | Every meeting       | Every meeting | Ongoing   |
| C.   | Review Recruitment Plan for success in recruiting new members, to ensure representation and reflectiveness   | Membership Committee; Planning Council   | Updated Recruitment Plan                            | Annually, as needed | July 5, 2012  | Completed |
| D.   | Conduct pre- and post-appointment orientation sessions for new members   | Membership Committee; HIVPC Staff        | Orientations conducted                              | As needed           | As needed     | Ongoing   |
| E.   | Announce vacant positions at each meeting of the HIVPC, MCDC ( <a href="#">Recruitment Plan Strategy 1</a> )   | Membership Chair; HIVPC Staff            | More awareness of vacancies                         | Every meeting       | Every meeting | Ongoing   |
| F.   | Display recruitment and application materials at each HIVPC meeting ( <a href="#">Strategy 1</a> )   | HIVPC Staff                              | More public awareness                               | Every meeting       | Every meeting | Ongoing   |
| G.   | Members, Staff greet visitors at Council and Committee meetings, to ask if they wish to speak and get involved in the HIVPC ( <a href="#">Strategy 1</a> ) | HIVPC Members, MCDC Members, HIVPC Staff | More public involvement                             | Every meeting       | Every meeting | Ongoing   |
| H.   | Contact potential applicants to explain requirements, reimbursements of participation ( <a href="#">Strategy 5</a> )                                       | HIVPC Staff                              | Interested people encouraged to apply               | As needed           | Ongoing       | Ongoing   |
| I.   | Take steps to retain PLWHA members ( <a href="#">Retention Strategy</a> ):<br>1. Cultural diversity presentation at HIVPC meeting/retreat                  | Membership Committee; HIVPC Staff        | Eliminate barriers for participation                | As needed           | As needed     | As needed |
|  | 2. Seek feedback from PLWHA members on barriers to remaining on the Council  | Membership Committee; HIVPC Staff        | Eliminate barriers for participation                | Ongoing             | Ongoing       | Ongoing   |

|   |                                   |                                      |           |           |           |
|---|-----------------------------------|--------------------------------------|-----------|-----------|-----------|
| 3. Reward Planning Council members for their work: Holiday recognition; Celebrate accomplishments | Membership Committee; HIVPC Staff | Eliminate barriers for participation | As needed | As needed | As needed |
|---|-----------------------------------|--------------------------------------|-----------|-----------|-----------|

**2. ENSURE ADEQUATE APPLICANT POOL FOR PLANNING COUNCIL AND COMMITTEES, AND RAISE COMMUNITY AWARENESS OF COUNCIL**

|    | OBJECTIVES   | ACCOUNTABILITY  | OUTCOME  | WHEN PERFORMED                                | DUE DATE              | STATUS    |
|----|--|---|--|---|-----------------------|-----------|
| A. | Develop new Recruitment and Retention Plan, Update Recruiting Brochure   | Membership Committee; HIVPC Staff                           | New plan in place                                | New plan reviewed, brochure updated on 7-5-12 | July 2012             | Completed |
| B. | Ask HIVPC Members, community groups, Ryan White providers, etc. to submit dates of community events. Staff compiles into events calendar (Strategy 3)                        | Membership Committee; HIVPC Staff                           | Ongoing calendar of community events             | Ongoing                                       | Started July 2012     | Pending   |
| C. | Attend events by community groups and other organizations that attract populations affected by HIV/AIDS, to recruit new members (Strategy 3)                                 | Membership Committee; HIVPC Members; HIVPC staff if desired | Community events attended; individuals recruited | As often as practical                         | As often as practical | Ongoing   |
| D. | Supply Service Providers, case managers and outreach networks with HIVPC recruiting materials and schedules. Ask them to post, distribute to interested clients (Strategy 4) | Membership Committee; HIVPC Staff                           | More awareness among Ryan White clients          | Pending                                       | Before Sept. 2012     | Pending   |
| E. | Develop and post recruitment, awareness information about HIVPC on Website (Strategy 2)  | Membership Committee; HIVPC Staff                           | Updated Website                                  | Pending                                       | Before Sept. 2012     | Pending   |
| F. | Seek to post a recruitment message and application on Broward County government Website (Strategy 2)   | Membership Committee; HIVPC Staff                           | County Website will help recruit                 | Pending                                       | Before Sept. 2012     | Pending   |

**3. ENSURE COMPLIANCE WITH ATTENDANCE POLICY AND REMOVAL FOR CAUSE POLICY**

|  | OBJECTIVES | ACCOUNTABILITY | OUTCOME | WHEN PERFORMED | DUE DATE | STATUS |
|--|------------|----------------|---------|----------------|----------|--------|
|--|------------|----------------|---------|----------------|----------|--------|

|    |  |  |                                      |               |               |  |
|----|--|--|--------------------------------------|---------------|---------------|--|
| A. | Review Planning Council and Committee attendance | Membership Committee, HIVPC Staff      | Attendance reviewed                  | Every meeting | Every meeting |  |
| B. | Review Removal for Cause Policy, in Bylaws       | Membership Comm., Grantee, HIVPC Staff | Removal for Cause Policy implemented | FY 2012-13    | As needed     |  |

**4. ENSURE AND IMPLEMENT CAPACITY/LEADERSHIP DEVELOPMENT FOR PLANNING COUNCIL MEMBERS AND APPLICANTS**

|    | <b>OBJECTIVES</b>  | <b>ACCOUNTABILITY</b>                                       | <b>OUTCOME</b>                          | <b>WHEN PERFORMED</b>                              | <b>DUE DATE</b>       | <b>STATUS</b> |
|----|--|---|---|--|-----------------------|---------------|
| A. | Develop and Implement Training Plan and Schedule for Planning Council Members and Applicants   | Membership Committee, HIVPC Staff                           | Approved Training Plan and Schedule     | FY 2012-13   | TBD                   | Pending       |
| B. | Plan and Implement Trainings.<br>Step 1: Survey HIVPC members what training they want  | Membership Committee; HIVPC Staff                           | Targeted trainings identified           | HIVPC survey done 7/19/12; JCCR survey planned     | Review results 9/6/12 | Pending       |
|    | Step 2: Identify and Conduct Training session(s)   | Membership Committee; HIVPC Staff                           | Trainings conducted, evaluated, revised | As needed  | As needed             | Pending       |
| C. | Conduct Orientations for New Members:<br>a. Initial Orientation to include Priority Setting process, budget process, QA & Evaluation process, 'how to run a meeting'<br>b. Post-Appointment Orientations | Membership Committee; HIVPC Staff                           | Orientations conducted                  | As needed  | As needed             | Ongoing       |
| D. | Conduct Briefing on the Impact of Supreme Court Ruling on Affordable Care Act Implementation   | Membership Committee, HIVPC staff, outside expert if needed | Briefing conducted, as needed           | Initial briefing expected at 7/19/12 HIVPC meeting | More as needed        | Pending       |
| E. | Develop Mentoring Plan and Implement Mentoring Program   | Membership Committee; HIVPC Staff                           | Members Receive Mentoring               | On 9/6/12 MCDC agenda                              | 2012                  |               |

Joint Client/Community Relations Committee - Update 8/7/12

1. DEVELOP ANNUAL JCCR PLAN

|    | Objectives  | Accountability | Outcome        | Target Date | Due Date | Status           |
|----|---|----------------|----------------|-------------|----------|------------------|
| A. | Decide on Committee Tasks and goals for the Fiscal year | JCCR           | JCCR work plan | 3/2011      | 3/2011   | Completed 3/1/11 |

2. DEVELOP AND IMPLEMENT JCCR COMMITTEE POLICIES AND PROCEDURES

|    |                                |      |                  |        |        |   |
|----|--------------------------------|------|------------------|--------|--------|---|
| A. | Update Policies and Procedures | JCCR | Current JCCR P&P | 3/2011 | 3/2011 | Approved 6/23/11; To be reviewed 2/7/12 |
|----|--------------------------------|------|------------------|--------|--------|---|

3. RECOMMEND POLICIES TO INCREASE PLWHA PARTICIPATION AT ALL LEVELS OF COUNCIL ACTIVITIES.

|    |   |      |                               |         |         |                                  |
|----|---|------|-------------------------------|---------|---------|----------------------------------|
| A. | Discuss and recommend policies to increase PLWHA Participation. | JCCR | Increased PLWHA participation | Ongoing | Ongoing | Ongoing; Old/New Business 2/7/12 |
|----|---|------|-------------------------------|---------|---------|----------------------------------|

4. HOLD AT LEAST 3 BUSINESS MEETINGS IN THE COMMUNITY TO INCREASE AWARENESS OF THE COUNCIL AND ENCOURAGE PLWHA PARTICIPATION

JCCR Community Business Meeting #1

|    |   |                   |  |         |         |  |
|----|---|-------------------|--|---------|---------|--|
| A. | Develop meeting #1 agenda; identify location, and materials needed. | JCCR, HIVPC Staff | Meeting preparedness                           | 5/2011  | 8/7/12  | Discussion Completed; Location Identified; Speaker identified and staff will contact proposed speaker. |
| B. | Hold meeting #1   | JCCR, HIVPC Staff | Meeting held                                   | 6/2011  | 9/2012  | Mount Olive Development Company (MODCO)  |
| C. | Analyze effectiveness of meeting and make future recommendations.   | JCCR              | Increased meeting efficiency and effectiveness | 10/2012 | 10/2012 |  |

JCCR Community Business Meeting #2

|    |   |                   |   |         |         |   |
|----|---|-------------------|---|---------|---------|---|
| A. | Develop meeting #1 agenda; identify location, and materials needed. | JCCR, HIVPC Staff | Meeting preparedness                            | 10/2012 | 10/2012 | 07/12/11: Special Agenda items: CIED and ADAP Eligibility; location: CDTC; materials: PowerPoint presentations (flowcharts)   |
| B. | Hold meeting #2.  | JCCR, HIVPC Staff | Meeting held                                    | 10/2011 | 10/2011 | 09/06/11: CDTC  |
| C. | Analyze effectiveness of meeting and make future recommendations.   | JCCR              | Increased meeting efficiency and effectiveness. | 11/2011 | 11/2011 | 07/12/11: Recommended: Hollywood Beach Culture & Community Center and Memorial Community Access Center<br>09/06/11: Discussion of strategies for increased PLWHA participation and appropriate venues for maximizing attendance |

JCCR Community Business Meeting #3

|    |   |                   |   |        |        |  |
|----|---|-------------------|---|--------|--------|--|
| A. | Develop meeting #1 agenda; identify location, and materials needed. | JCCR, HIVPC Staff | Meeting preparedness                            | 1/2012 | 1/2012 | 10/04/11: Broward House selected   |
| B. | Hold meeting #2.  | JCCR, HIVPC Staff | Meeting held                                    | 2/2012 | 2/2012 | 11/01/11: Meeting held at Broward House  |
| C. | Analyze effectiveness of meeting and make future recommendations.   | JCCR              | Increased meeting efficiency and effectiveness. | 3/2012 | 3/2012 | 01/03/12: Recommended sites for future meetings: Broward House, Red Hispana, Pride Center where meetings before 4:00 p.m. are cost-free, Mount Olive Development Corporation (MODCO), and the African American Cultural Center, Broward County parks, Broward County Library, CDTC |

**5. CONDUCT AT LEAST ONE PUBLIC EVENT IN THE COMMUNITY TO INCREASE AWARENESS OF THE COUNCIL'S PURPOSE AND ACTIVITIES AND ENCOURAGE THE PARTICIPATION OF PLWHA. (MEETING WILL CONSIST OF THE ANNUAL COMMUNITY PSRA PRESENTATION)**

|    | <b>Objectives</b>  | <b>Accountability</b> | <b>Outcome</b>                                 | <b>Target Date</b> | <b>Due Date</b> | <b>Status</b>   |
|----|--|-----------------------|--|--------------------|-----------------|---|
| A. | Develop event #1 objectives, focal areas, and outcomes; identify speakers, location, and materials needed. | JCCR, HIVPC Staff     | Meeting preparedness                           | 3/2011             | 3/2011          | 3/1 - Developed Objective<br>Mizell is available Tues. and Wed.   |
| B. | Implement social marketing strategy to achieve attendance goals.   | JCCR, HIVPC Staff     | Increased PLWHA attendance                     | 4/2011             | 4/2011          | April – May: Emailed Flyers, Plasma TV display at Government Center, Sun Sentinel Article (?), Displayed Flyers at Agencies, Distributed Flyers at HIVPC Meetings |
| C. | Hold event   | JCCR, HIVPC Staff     | Meeting held                                   | 5/2011             | 5/2011          | 5/10/11 at Mizell Center at 6:00 P.M.   |
| D. | Analyze effectiveness of event #1 and make future recommendations.   | JCCR                  | Increased meeting efficiency and effectiveness | 6/2011             | 6/2011          | 06/07/11: Committee received report on event evaluation   |

**6. ASSIST WITH QUALITY IMPROVEMENT TRAINING FOR CONSUMERS**

|    |   |                   |                      |         |         |   |
|----|---|-------------------|----------------------|---------|---------|---|
| A. | Assist with marketing/outreach for QI Trainings for Consumers | JCCR, HIVPC Staff | Consumer involvement | Ongoing | Ongoing | Strategies for increased PWLHA participation on agenda for 2/7/12 |
|----|---|-------------------|----------------------|---------|---------|---|

**7. CONDUCT ANNUAL JCCR WORK PLAN EVALUATION**

|    |   |      |                   |         |         |   |
|----|---|------|-------------------|---------|---------|---|
| A. | Review progress towards completion of annual JCCR Work Plan | JCCR | Identify barriers | Ongoing | Ongoing | Ongoing; to be reviewed at 2/7/12 meeting |
|----|---|------|-------------------|---------|---------|---|

Joint Planning Committee – Update 9/12/11

1. ASSIST IN THE PRIORITY SETTING AND RESOURCE ALLOCATION

| #         | Objectives   | Accountability   | Outcome                               | Target Date | Due Date | Actions and Status  |
|-----------|--|--|---------------------------------------|-------------|----------|---|
| <b>A.</b> | Ensure data utilized in the PSRA Process accurately portrays the epidemic in the EMA                             | Joint Planning Committee                               | Data reviewed                         | 5/2011      | 6/2011   | PSRA completed at 6/23/11 HIVPC meeting   |
| <b>B.</b> | Conduct FY2011 Needs Assessment Studies  |  |                                       |             |          |   |
|           | a. Develop FY2011 Client Needs and Satisfaction Survey   | Joint Planning Committee, Grantee, HIVPC Support Staff | Survey developed                      | 3/2011      | 4/2011   | <b>COMPLETED</b><br>Reviewed Survey: 12/13/10, 1/10/11, 2/14/11<br>Survey Finalized: February 2011  |
|           | b. Develop FY2011 Provider Survey  | Joint Planning Committee, Grantee, HIVPC Support Staff | Survey developed                      | 3/2011      | 4/2011   | <b>COMPLETED</b><br>Survey results distributed 6/6/11   |
|           | c. Identify FY2011 Focus Group Populations   | Joint Planning Committee, Grantee, HIVPC Support Staff | Focus Group populations identified    | 3/2011      | 4/2010   | <b>COMPLETED</b><br>Discussed focus group populations: 1/10/11<br>Focus group populations identified (MSM, Recently Released, Homeless/Unstable Housing): 2/14/11 |
|           | d. Ensure recruitment of focus group participants through identification of recruitment methods and participants | Joint Planning Committee, HIVPC Support Staff          | Focus group participants recruited    | 4/2011      | 5/2011   | <b>COMPLETED</b><br>Flyers have distributed for recruitment.  |
|           | e. Identify FY2011 key informant interviewees  | Joint Planning Committee, Grantee                      | Key informant interviewees identified | 4/2011      | 5/2011   | Key informant interviews were not included in the 2011 PSRA   |
| <b>C.</b> | Review FY2011 Needs Assessment, including Client Needs and Satisfaction Survey                                   | Joint Planning Committee, Grantee, HIVPC Support Staff | Needs Assessment and survey reviewed  | 7/2011      | 8/2011   | Reviewed 2010 Survey Findings 4/11/11; ongoing  |
| <b>D.</b> | Preparation for FY2012 Needs Assessment Studies  |  |                                       |             |          |   |
|           | a. Develop FY2012 Client Needs and Satisfaction Survey   | Joint Planning Committee, Grantee, HIVPC Support Staff | Survey developed                      | 1/2012      | 2/2012   |   |
|           | b. Identify FY2012 Focus Group Populations   | Joint Planning Committee, Grantee, HIVPC Support Staff | Survey developed                      | 1/2012      | 2/2012   |   |

**2. MAINTAIN A COMPREHENSIVE PLAN FOR THE ORGANIZATION AND DELIVERY OF HIV SERVICES IN BROWARD COUNTY**

|           |  |  |                            |        |        |  |
|-----------|--|--|----------------------------|--------|--------|--|
| <b>A.</b> | Review and update on an annual basis the three-year Comprehensive Plan to reflect changing directions of the epidemic and to ensure the Plan is relevant to PLWHA. | Joint Planning Committee, Grantee, HIVPC Support Staff | Updated Comprehensive Plan | 4/2011 | 5/2011 | Comprehensive Plan Instructions distributed 6/6/11 |
|-----------|--|--|----------------------------|--------|--------|--|

**3. ANALYZE IMPACT OF THE LOCAL HIV/AIDS EPIDEMIC TO IDENTIFY TRENDS, DISPARITIES AND BARRIERS TO CARE**

|           |  |  |                                   |         |         |   |
|-----------|--|--|-----------------------------------|---------|---------|---|
| <b>A.</b> | Review Surveillance Data   | Joint Planning Committee, Grantee, HIVPC Support Staff | Understanding of current epidemic | Monthly | Monthly | Reviewed Data: 3/14/11, 4/11/11, 5/9/11, 6/6/11 |
| <b>B.</b> | <p>Review HIV/AIDS Epidemiologic Profile</p> <ul style="list-style-type: none"> <li>a. HIV/AIDS cases by demographic characteristics and exposure category including: people living with HIV, the number of people living with AIDS, and the number of new AIDS cases reported within the past two years;</li> <li>b. Disproportionate impact of HIV/AIDS on certain populations in comparison to the impact on the general population;</li> <li>c. Populations of PLWHA underrepresented in the Ryan White HIV/AIDS Program -funded system of HIV/AIDS primary medical care; and</li> <li>d. Estimated level of service gaps among PLWHA</li> </ul> | Joint Planning Committee, Grantee, HIVPC Support Staff | Epidemiologic Profile             | Monthly | Monthly | Reviewed Data: 3/14/11, 4/11/11, 5/9/11, 6/6/11 |

**HANDOUT C-2  
ALL WORKPLANS**

|                  |   |   |  |                |                |  |
|------------------|---|---|--|----------------|----------------|--|
| <p><b>C.</b></p> | <p>Review Unmet Need Estimate</p> <p>a. Estimation Methods used to develop unmet need estimates, reasons for choosing method, revisions or updates from the previous estimate, any limitations, and any cross program collaboration.</p> <p>b. Assessment of unmet need: activities carried out or planning that involves addressing unmet need. Also, summarize the results for completed activities.</p>  | <p>Joint Planning Committee, Grantee, HIVPC Support Staff</p> | <p>Unmet need estimate</p>                   | <p>6/2011</p>  | <p>6/2011</p>  | <p>Data received 6/6/11: "Planning and Priority Setting to Address the HIV Epidemic in Broward County: Data Presentation, May 18, 2011," including Unmet Need analysis</p> |
| <p><b>D.</b></p> | <p>Assess Needs of Special Populations</p> <p>e. Continue to study and identify diverse populations with special service needs among PLWHA in Broward</p> <p>f. Identify any barriers impacting the delivery of HIV/AIDS services from a multi-cultural standpoint and recommend methods to ensure equal access</p> <p>g. Develop strategies for increasing the number of people in medical care</p> <p>h. Identify unique challenges that each population presents to the service delivery systems; service gaps; and estimated costs associated with delivering services to each of these populations</p> | <p>Joint Planning Committee, Grantee, HIVPC Support Staff</p> | <p>Needs of Special Populations assessed</p> | <p>Monthly</p> | <p>Monthly</p> | <p>Reviewed Data: 3/14/11, 4/11/11</p>   |



|    |  |  |  |        |        |  |
|----|--|--|--|--------|--------|--|
| E. | Impact of Co-morbidities on Providing Care<br>a. How service costs and the complexity of providing care to PLWHA are affected by co-morbidities and co-factors. Include the following information: 1) STI rates, 2) Prevalence of homelessness, 3) Number & percent of persons without insurance coverage (including those without Medicaid and Medicare), and 4) Number & percent of persons living at or below 300% FPL. | Joint Planning Committee, Grantee, HIVPC Support Staff | Impact of Co-morbidities on providing care assessed. | 6/2011 | 7/2011 |  |
| F. | Identify Unique Service Delivery Challenges<br>a. Explain the need for HIV/AIDS emergency grant funds based on factors not already discussed (Items B-E).  | Joint Planning Committee, Grantee, HIVPC Support Staff | Unique service delivery challenges identified.       | 6/2011 | 6/2011 |  |

**4. CONDUCT ANNUAL SERVICE CATEGORY ASSESSMENT**

|    |   |  |                              |         |         |   |
|----|---|--|------------------------------|---------|---------|---|
| A. | Develop Scope of Services for 2011 assessment.    | Joint Planning Committee, Grantee, HIVPC Support Staff | Scope of services developed. | 4/2011  | 5/2011  | <b>COMPLETED</b><br>Oral Health Care Scope of Services/RFP distributed, advertised and posted online; proposals due 09/09/11  |
| B. | Develop assessment timeline.                      | Joint Planning Committee, Grantee, HIVPC Support Staff | Timelines developed.         | 5/2011  | 6/2011  | <b>TIMELINE</b><br>8/26/11: Letters of Interest<br>8/22/11: Written Questions Regarding Process<br>8/26/11: Answers to Questions posted online<br>9/9/11: Proposal Submission<br>9/19/11: Acceptance/ Denial Notification<br>1/6/12: Completed assessment |
| C. | Review monthly assessment status updates.         | Joint Planning Committee, Grantee                      | Status updates reviewed      | 6/2011  | 10/2011 |   |
| D. | Review final report findings and recommendations. | Joint Planning Committee, Grantee                      | Final report reviewed.       | 11/2011 | 12/2011 |   |
| E. | Develop Scope of Services for FY 2012 assessment. | Joint Planning Committee, Grantee, HIVPC Support Staff | Scope of services developed. | 2/2012  | 3/2012  |   |

**5. REVIEW AND REVISE JOINT PLANNING COMMITTEE POLICIES AND PROCEDURES**

|  |  |   |  |         |         |  |
|--|--|---|--|---------|---------|--|
| A.   | Review Joint Planning Committee Policies and Procedures  | Joint Planning Committee  | Updated Committee purpose and mission statement              | 3/2011  | 4/2011  | <b>COMPLETED</b><br>Reviewed: 3/14/11<br>Approved: 4/11/11 |
| B.   | Implementation of Joint Planning Committee Policies and Procedures   | Joint Planning Committee, Grantee, HIVPC Support Staff                            | Improved administration of Committee policies and procedures | Ongoing | Ongoing | Ongoing  |
| C.   | Review and Update Work Plan  | Joint Priorities Committee, Grantee, HIVPC Support Staff                          | Work Plan  | Monthly | Monthly | Reviewed: 3/14/11, 4/11/11, 5/9/11, 6/6/11                 |
| <b>6. COORDINATE AND COLLABORATE THE VARIOUS FUNDING SOURCES AVAILABLE TO HIV-INFECTED INDIVIDUALS IN BROWARD COUNTY</b> |  |   |  |         |         |  |
| A.   | Assure that all Part A planning activities are conducted in collaboration with the efforts initiated by other streams of HIV/AIDS funding (e.g., all Ryan White Parts, etc.) | Joint Planning Committee, Grantee, HIVPC Support Staff                            | Collaboration  | Ongoing | Ongoing | Ongoing  |
| <b>7. ASSIST AD HOC BROWARD RE-ENTRY COMMITTEE</b>   |  |   |  |         |         |  |
| A.   | Review committee updates and progress.   | Joint Planning Committee, Ad Hoc Re-Entry Committee, Grantee, HIVPC Support Staff | Updates Reviewed   | Monthly | Monthly | Reviewed: 3/14/11, 4/11/11, 7/11/11                        |
| <b>8. MAINTAIN EARLY IDENTIFICATION OF INDIVIDUALS WITH HIV/AIDS (EIIHA )WORK PLAN</b>                                   |  |   |  |         |         |  |
| A.   | Oversee EIIHA Strategy Work Plan.  | Joint Planning Committee, Grantee, HIVPC Support Staff                            | Work Plan  | Ongoing | Ongoing | Ongoing  |

Quality Management Committee – Update 9/9/11

1. DEVELOP 3-YEAR QM PLAN

|    | Objectives  | Accountability                         | Outcomes                          | Start Date | Due Date | Status  |
|----|---|--|-----------------------------------|------------|----------|---|
| A. | Review and make recommendations for changes to 3 Year QM Plan | Grantee Staff, CQM Support Staff & QMC | Complete Review of 3 Year QM Plan | 02/2011    | 03/2011  | <b>COMPLETED</b>  |
| B. | Update 3 Year QM Plan & Annual QM Work Plan                   | Grantee Staff, CQM Support Staff & QMC | Update 3 Year QM Plan             | 02/2011    | 03/2011  | <b>COMPLETED</b>  |
| C. | Approve updated 3 Year QM Plan                                | QMC                                    | Approve 3 Year QM Plan            | 02/2011    | 03/2011  | <b>COMPLETED:</b><br>3/21/11 – QMC Approved<br>3/24/11 – HIVPC Approved |

2. REVIEW & ANALYZE ANNUAL MEASURES AND CHART REVIEW DATA

|    | Objectives  | Accountability                                     | Outcome  | Start Date | Due Date | Status  |
|----|---|--|--|------------|----------|---|
| A. | Select annual measures and data for tracking and evaluation   | CQM Support Staff & QMC                            | Measures to develop Quality Improvement Projects (QIP) | 03/2011    | 03/2011  | <b>COMPLETED:</b><br>HAB Core Clinical Performance Measures   |
| B. | Review and analyze annual measures and data   | QMC, CQM Support Staff, Grantee Staff, QI Networks | Data analysis to determine QIP                         | 04/2011    | 05/2011  | <b>COMPLETED:</b><br>2/28/11 - Reviewed medical chart review results.<br>3/21/11 - Reviewed HAB Core Clinical Performance Measures. |
| C. | Review and analyze core category assessment chart review results  | QMC, CQM Support Staff, Grantee Staff, QI Network  | Data analysis to determine QIP                         | 11/2011    | 12/2011  | Core Category is Oral Health  |
| D. | Identify service delivery deficiency and assess whether QIPs are necessary based on the measures evaluated and assessment results | QMC, QI Networks, Grantee Staff, CQM Support Staff | QIP recommendation                                     | 09/2011    | 10/2011  | Recommended QIPs based on measures from medical chart review results.   |
| E. | Develop a plan to improve system-wide service delivery deficiency (PLAN)  | QMC, Grantee Staff, CQM Support Staff              | Task List to complete plan                             | TBD        | 02/2012  |   |
|    |   |  | Predict desired plan                                   | TBD        | 02/2012  |   |

|   |   |  | results                                    |            |           |   |
|---|---|--|--|------------|-----------|---|
| 2. REVIEW & ANALYZE ANNUAL MEASURES AND CHART REVIEW DATA (CONTINUED) |   |  |  |            |           |   |
|   | Objectives  | Accountability                                     | Outcome                                    | Start Date | Due Date  | Status  |
| F.  | Implement system-wide QIP (DO)  | QI Network Members                                 | QIP Results                                | TBD        | 02/2012   |   |
| G.  | Evaluate QIP results (STUDY)  | QMC, QI Networks, Grantee Staff, CQM Support Staff | Analysis of QIP results to prediction      | TBD        | 02/2012   |   |
| H.  | Repeat another PDSA Cycle if QIP results do not meet prediction (ACT)                             | QMC, Grantee Staff, CQM Support Staff              | See Work Plan Objectives B, C and D above. | TBD        | 02/2012   |   |
| I.  | Implement system-wide service delivery change if QIP results meet predication                     | QMC, QI Networks, Grantee Staff, CQM Support Staff | Updated Service Delivery Model             | TBD        | 02/2012   |   |
| 3. REVIEW & ASSESS CLIENT-LEVEL DATA                                  |   |  |  |            |           |   |
|   | Objectives  | Accountability                                     | Outcome                                    | Start Date | Due Date  | Status  |
| A.  | Review HAB Performance Measures and Outcomes/Indicators   | QMC, CQM Support Staff, Grantee Staff              | Identify possible QIPs                     | 8/2011     | 12/2011   | <b>HAB Performance Measures:</b><br>Reviewed Core Clinical 2/28/11<br><b>Outcomes/Indicators</b>  |
| B.  | Analyze HAB and Outcome/Indicator Findings  | QMC, CQM Support Staff, Grantee Staff              | Identify possible QIPs                     | Quarterly  | Quarterly | <b>HAB Performance Measures:</b><br>Analyzed Core Clinical 2/28/11  |
| C.  | Develop mechanism to share data, findings and methodologies with Part B, C, D, and HOPWA Grantees | QMC, CQM Support Staff, Grantee Staff              | Data shared among EMA Grantees             | 09/2011    | 12/2011   | <b>Recommended Data:</b> <ul style="list-style-type: none"> <li>• Client medication info</li> <li>• Part D wraparound info</li> <li>• AICP Data</li> <li>• Housing Info</li> <li>• Client contact info</li> <li>• Data presented at SFAN</li> </ul> |
| D.  | Review and modify Outcomes/Indicators as submitted by   | QMC, QI Network, CQM                               | Updated Outcomes & Indicators              | 08/2011    | 12/2011   | <b>Medical QI:</b><br>3/21/11 – Approved update to  |

|  |  |   |   |                   |                 |   |
|--|--|---|---|-------------------|-----------------|---|
|  | QI Networks  | Support Staff   |   |                   |                 | outcome indicator 1.1.  |
| <b>4. PROVIDE QUALITY ASSURANCE AND QUALITY IMPROVEMENT TRAINING TO ALL STAKEHOLDERS</b> |  |   |   |                   |                 |   |
|  | <b>Objectives</b>  | <b>Accountability</b>                                     | <b>Outcome</b>  | <b>Start Date</b> | <b>Due Date</b> | <b>Status</b>   |
| A.   | Identify and recommend trainings   | QMC, CQM Support Staff, Grantee Staff                     | A list of prioritized trainings                               | On-going          | On-going        | Recommended PE training after reviewing medical chart review results.   |
| B.   | Conduct QI/QA Principles trainings   | Grantee Staff, CQM Support Staff                          | QMC & consumers will refresh and obtain new QA/QI knowledge   | TBD               | 12/2011         |   |
| <b>5. REVIEW AND IMPLEMENT QM COMMITTEE POLICIES AND PROCEDURES</b>                      |  |   |   |                   |                 |   |
|  | <b>Objectives</b>  | <b>Accountability</b>                                     | <b>Outcome</b>  | <b>Start Date</b> | <b>Due Date</b> | <b>Status</b>   |
| A.   | Review QMC purpose and mission statement   | QMC   | Updated QMC purpose and mission statement                     | 05/2011           | 06/2011         | <b>COMPLETED</b><br>6/20/11 – Committee reviewed; there were no changes.  |
| B.   | Review and update policies and procedures to conform to updated QMC purpose and mission statement                            | QMC, CQM Support Staff                                    | Updated QMC policies and procedures                           | 05/2011           | 06/2011         | <b>COMPLETED</b><br>6/20/11 – Revisions made to reflect revised annual plan and committee no longer has a grantee co-chair. |
| C.   | Approve QMC policies and procedures  | QMC   | Improved administration of QM Program policies and procedures | 05/2011           | 06/2011         | <b>COMPLETED</b><br>6/20/11 – Approved the revised policies and procedure and forwarded to HIVPC for approval.              |
| <b>6. APPROVE SERVICE DELIVERY MODEL MODIFICATIONS</b>                                   |  |   |   |                   |                 |   |
|  | <b>Objectives</b>  | <b>Accountability</b>                                     | <b>Outcomes</b>   | <b>Start Date</b> | <b>Due Date</b> | <b>Status</b>   |
| A.   | Review and approve modified service delivery models as submitted by QI Networks<br>(See CQM Monthly Update for more details) | QMC, QI Networks, Grantee Staff, CQM Support Staff, HIVPC | Updated Service Delivery Model                                | As Needed         | As Needed       | 3/21/11 – Approved Outreach SDM<br>4/16/11 – Approved MCM SDM   |

|  |   |  |                                |            |          | <b>Pending</b> – Outpatient Ambulatory Medical Care   |
|--|---|--|--------------------------------|------------|----------|---|
| 7. EVALUATE CLIENT SURVEY FROM NEEDS ASSESSMENT  |   |  |                                |            |          |   |
|  | Objectives  | Accountability                                     | Outcomes                       | Start Date | Due Date | Status  |
| A.   | Evaluate and assess 2011 survey results   | QMC, QI Networks, CQM Support Staff, Grantee staff | Data analysis to determine QIP | 09/2011    | 11/2011  | Reviewed 2010 survey results. These results will be used to compare results from 2011 survey. |
| B.   | Identify service delivery deficiency and assess whether QIPs are necessary  | QMC, QI Networks, CQM Support Staff, Grantee Staff | Identify possible QIPs         | 09/2011    | 11/2011  |   |
| 8. APPLY QM METHODS TO IDENTIFY AREAS OF IMPROVEMENT AND MODIFY PROCESSES TO SUPPORT EIHA STRATEGY |   |  |                                |            |          |   |
|  | Objectives  | Accountability                                     | Outcomes                       | Start Date | Due Date | Status  |
| A.   | Review and assess whether QIPs are necessary for rapid Linkage To Care (LTC) activities undertaken by Part A-funded outreach in collaboration with public health and health care provider HIV testing sites | QMC, QI Networks, CQM Support Staff, Grantee Staff | QIP recommendation             | TBD        | TBD      | Pending Further Instruction   |
| B.   | Review and assess whether QIPs are necessary for the time from initial HIV+ test to the first OAMC visit with a physician   | QMC, QI Networks, CQM Support Staff, Grantee Staff | QIP recommendation             | TBD        | TBD      | Pending Further Instruction   |
| C.   | Review and assess whether QIPs are necessary for engagement and retention in OAMC in the first year following initial HIV testing   | QMC, QI Networks, CQM Support Staff, Grantee Staff | QIP recommendation             | TBD        | TBD      | Pending Further Instruction   |
| D.   | Review and assess whether QIPs are necessary for linkage and retention methods tailored to the unique needs of racial, ethnic, and sexual minority men and racial and ethnic minority women                 | QMC, QI Networks, CQM Support Staff, Grantee Staff | QIP recommendation             | TBD        | TBD      | Pending Further Instruction   |
| E.   | Inform Outreach QI Network of QIP   | QMC, QI  | Improved service               | TBD        | TBD      | Pending Further Instruction   |

|   | recommendations  | Networks, CQM Support Staff, Grantee Staff | delivery   |                |                |  |
|---|--|--|--|----------------|----------------|--|
| 9. CONDUCT ANNUAL QM PLAN EVALUATION  |  |  |  |                |                |  |
|   | Objectives   | Accountability                             | Outcomes   | Start Date     | Due Date       | Status   |
| A.  | Describe QM Committee Annual Accomplishments (HRSA Conditions of Award)                          | QMC  | Submit to Grantee for inclusion in RW Progress Report HRSA COA         | 08/2011 (HRSA) | 08/2011 (HRSA) | *Dates contingent upon release of grant guidance from HRSA |
| B.  | Define QM Committee challenges (HRSA Conditions of Award)  | QMC  | Submit to Grantee for inclusion in RW Progress Report HRSA COA         | 08/2011 (HRSA) | 08/2011 (HRSA) | *Dates contingent upon release of grant guidance from HRSA |
| C.  | Review Grantee Annual Contract/Program Evaluation Findings                                       | Grantee                                    | Develop potential QIP  | TBD            | 02/2012        |  |
| D.  | Review 3-Year QM Plan progress   | QMC  | Update 'rolling' 3-Year QM Plan  | 12/2011        | 02/2012        |  |
| 10. PARTICIPATE IN THE DEVELOPMENT OF THE CLINICAL QUALITY MANAGEMENT SECTION OF THE RYAN WHITE GRANT APPLICATION |  |  |  |                |                |  |
|   | Objectives   | Accountability                             | Outcomes   | Start Date     | Due Date       | Status   |
| A.  | Review and compare Annual Work Plan to criterion for QM section of Ryan White Grant Application. | QMC, CQM Support Staff, Grantee Staff      | Integration of QM Committee input into QM Section of grant application | 09/2011        | 09/2011        |  |
| B.  | Provide data and information to the Joint Priorities Committee to assist in the PSRA process.    | QMC, CQM Support Staff, Grantee Staff      | Data summary report  | 12/2011        | 02/2012        |  |

**Accomplishments:**

- Reviewed and approved the Outreach service delivery model
- Reviewed and approved the Medical Case Management service delivery model ensuring integration of peer educators.
- Developed QM reference binders to be used as resource with QM related documents. Binders are available during each meeting.

**Challenges:**

- Accuracy of PE data. Grantee is rectifying the issue.

Joint Priorities Committee – Update 9/21/11

1. PRIORITY SETTING AND RESOURCE ALLOCATION

| #    | Tasks   | Accountability                                 | Outcome   | Start Date | End Date | Status  |
|------|---|--|---|------------|----------|---|
| 1.1  | Review updated Scorecards and revise if needed  | Joint Priorities, Grantee, HIVPC Support Staff | Tool to be utilized during the PSRA Process   | Quarterly  |          | Ongoing   |
| 1.2  | Coordinate PSRA Training for Planning Council with Membership/Council Development Committee   | Joint Priorities, Grantee, HIVPC Support Staff | PSRA Training   | 3/2011     | 4/2011   |   |
| 1.3  | Ryan White Program Presentations for Community  | Joint Priorities, JCCR                         | Community Presentations   | 1/2011     | 4/2011   | 1/4: Hollywood<br>2/1: Shadowood II<br>5/10: Mizell Center  |
| 1.4  | Review Service Categories (Part A and MAI)  | Joint Priorities                               | Service Categories reviewed   | 3/2011     | 5/2011   | 3/16: Service categories reviewed   |
| 1.5  | Review EIIHA strategy to ensure compliance with during PSRA process.  | Joint Priorities                               | EIIHA strategy reviewed   | 3/2011     | 5/2011   | 5/11: EIIHA Strategy documents distributed  |
| 1.6  | PSRA Data Presentation for Committee  | Joint Priorities, HIVPC Support Staff          | Committee Data Presentation   | 5/2011     | 5/2011   | 5/18: Julia Hidalgo presentation: Planning and Priority Setting to Address the HIV Epidemic in Broward County |
| 1.7  | Determine Service Priorities (Part A and MAI)   | Joint Priorities                               | Service Priorities  | 6/2011     | 6/2011   | 6/8: Priority setting completed   |
| 1.8  | Allocate funds by service (Part A & MAI)<br>a. Ensure resources are appropriately targeted to meet needs of traditionally underserved populations hardest hit by epidemic | Joint Priorities                               | Funds allocated according to HRSA requirements;<br>Resources targeted appropriately | 6/2011     | 6/2011   | 6/15: Resource allocations completed<br>7/20: Reallocation completed based on reduced Part A award            |
| 1.9  | Develop Language on How Best to Meet the Need (incorporated into allocations process)   | Joint Priorities                               | Language  | 6/2011     | 6/2011   | 6/8: Language developed/revised   |
| 1.10 | Develop timeline for next year's PSRA   | Joint Priorities, Grantee, HIVPC Support Staff | Timeline developed  | 1/2012     | 1/2012   |   |



**2. REVISE MAI PROGRAM**

| #   | Tasks  | Accountability   | Outcome             | Start Date | End Date | Status   |
|-----|--|------------------|---------------------|------------|----------|--|
| 2.1 | Develop recommendations for program revision as part of the PSRA process | Joint Priorities | MAI Program revised | 3/2011     | 4/2011   | 3/16: Populations for MAI funding and MAI funded peer/early intervention strategy: Minorities newly diagnosed (diagnosed within past 12 months); or Out of Care, (attending 1 routine OAMC visit or less in a FY)<br>6/8: WG recommendation adopted: To fund an MAI peer driven model as defined by the ARTAS guidelines for coordination of care, linking clients to ongoing medical care |

**3. EXECUTE IMPLEMENTATION PLAN**

|     |  |                           |   |           |           |         |
|-----|--|---------------------------|---|-----------|-----------|---------|
| 3.1 | Monitor Implementation Plan Execution (review scorecards)  | Joint Priorities, Grantee | Implementation Plan monitored                   | Quarterly | Quarterly | Ongoing |
| 3.2 | Monitor Expenditures vs. Budget Allocations  |                           |   |           |           |         |
|     | b. Monitor expenditure trends and recommend strategies to address potential and emergency shortfalls.                    | Joint Priorities, Grantee | Expenditures monitored & strategies recommended | As needed | As needed |         |
|     | c. Recommend reallocations (“Sweeps”) to ensure core categories are sufficient and fair distribution to other categories | Joint Priorities          | Reallocation of Funds                           | 10/2011   | 10/2011   |         |
|     |  |                           |   | 1/2012    | 1/2012    |         |

**4. REVIEW AND REVISE JOINT PRIORITIES COMMITTEE POLICIES AND PROCEDURES**

|     |  |                                       |  |         |         |         |
|-----|--|---------------------------------------|--|---------|---------|---------|
| 4.1 | Review and update policies and procedures                            | Joint Priorities, Grantee             | Updated Joint Priorities policies and procedures | 3/2012  | 3/2012  |         |
| 4.2 | Implementation of Joint Priorities Committee policies and procedures | Joint Priorities                      | Policies and procedures implemented              | Ongoing | Ongoing | Ongoing |
| 4.3 | Review and Update Work Plan  | Joint Priorities, HIVPC Support Staff | Work Plan  | Monthly | Monthly | Ongoing |

**5. COORDINATE AND COLLABORATE THE VARIOUS FUNDING SOURCES AVAILABLE  
TO HIV-INFECTED INDIVIDUALS IN BROWARD COUNTY**

|     |   |                           |               |         |         |         |
|-----|---|---------------------------|---------------|---------|---------|---------|
| 5.1 | Assure Part A funds are allocated in coordination with other HIV/AIDS funding streams | Joint Priorities, Grantee | Collaboration | Ongoing | Ongoing | Ongoing |
|-----|---|---------------------------|---------------|---------|---------|---------|

**FY11/12 REMAINING MEETING DATES**

|                 |   |
|-----------------|---|
| <b>October</b>  | Wednesday, October 19, 2011   |
| <b>November</b> | Wednesday, November 16, 2011  |
| <b>December</b> | No meeting  |
| <b>January</b>  | Thursday, January 12, 2012 (if needed)<br>Wednesday, January 18, 2012 |
| <b>February</b> | Wednesday, February 15, 2012  |

**KEY**

|       |   |
|-------|---|
| ARTAS | Antiretroviral Treatment Access Study             |
| EIHA  | Early Identification of Individuals with HIV/AIDS |
| JCCR  | Joint Client/Community Relations Committee        |
| MAI   | Minority AIDS Initiative                          |
| PSRA  | Priority Setting and Resource Allocation          |
| WG    | Workgroup   |