



**FORT LAUDERDALE/BROWARD EMA**  
**BROWARD HIV HEALTH SERVICES PLANNING COUNCIL**  
AN ADVISORY BOARD OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
200 OAKWOOD LANE, SUITE 100, HOLLYWOOD, FL 33020  
(954) 561-9681 • FAX (954) 561-9685

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

**Monday, April 20, 2026 - 9:30 AM**

**LOCATION: Broward Regional Health Planning Council and via Microsoft Teams**

**[Join the meeting now](#)**

**[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OWY1NGQwYWMtMDAxMC00MTgyLTg2YTEtMjhINDBkZGFjNTVi%40t\\_hread.v2/0?context=%7b%22Tid%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22Oid%22%3a%22df400b73-e09f-4638-a7b6-0750be4ecb25%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWY1NGQwYWMtMDAxMC00MTgyLTg2YTEtMjhINDBkZGFjNTVi%40t_hread.v2/0?context=%7b%22Tid%22%3a%220dd42165-bf27-4e00-9f50-1f4dff8a73f8%22%2c%22Oid%22%3a%22df400b73-e09f-4638-a7b6-0750be4ecb25%22%7d)**

Meeting ID: 271 972 339 304 16

Passcode: zH3aF6kr

Chair: Dr. Timothy Morange • Vice Chair: Vacant

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

### **Purpose**

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

Quorum for this meeting is 4

## **DRAFT AGENDA**

### **ORDER OF BUSINESS**

1. Call to Order/Establishment of Quorum
2. Welcome from the Chair
  1. Meeting Ground Rules
  2. Statement of Sunshine
  3. Introductions & Abstentions
  4. Moment of Silence
3. Public Comment

4. Approvals

**ACTION:** Approval of Agenda for April 20, 2026

**ACTION:** Approval of Minutes from January 8, 2026 (**Handout A**)

5. Standard Committee Items

- a. **Action Item:** MCDC Membership Strategy – Review the HIVPC membership strategy and determine the best action to address vacancies. (**Handout B**)  
*Work Plan Activity 1.1: Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members are unaffiliated PLWHA quarterly.*
- b. **Action Item:** Reflectiveness: HIVPC Demographics- Review demographics and identify populations that are over- or underrepresented. (**Handout C**)  
*Work Plan Activity 1.2: Review seat status and ensure mandated seats are filled quarterly.*

6. Discussion Items

- a. **Action Item:** Review MCDC Work Plan for FY 2026-2027 (**Handout D**)  
*Work Plan Activity 4.2: Conduct a quarterly review of the objectives and activities outlined in the MCDC Work Plan.*
- b. **Action Item:** Review results of Member of the Year FY2025-2026 (**Handout E**) *Work Plan Activity 6.1: Recognize Member of the Quarter quarterly and Member of the Year annually.*
- c. **Action Item:** Review HIVPC Member Term Limits (**Handout F1-F2**)  
*Work Plan Activity 2.1: The MCDC will recommend prospective members to the Council six months before the conclusion of each three-year term*
- d. **Action Item:** Emergency MCDC Meeting; Thursday, June 11, 2026, at 9:30AM
- e. **Action Item:** Review Application of Matthew Patterson (**Handout G**)

7. Old Business:

- a. None.

8. New Business:

- a. **Update:** Member Correspondence during Quarter 3 of FY 2025-2026 (**Handout H1-H8**)

9. Recipient's Report

10. Public Comment

11. Agenda Items for Next Meeting

1. Next **Special Meeting** Date: Thursday, June 11, 2026, at 9:30AM; Location: BRHPC and via Microsoft Teams Videoconference
2. Next **Regular Meeting** Date: Thursday, July 13, 2026, at 9:30AM; Location: BRHPC and via Microsoft Teams Videoconference

12. Announcements

13. Adjournment

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

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

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

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

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

Broward County Board of County Commissioners

Mark D. Bogen (**Mayor**) • Robert McKinzie (**Vice-Mayor**) • Nan H. Rich • Michael Udine • Lamar P. Fisher • Steve Geller • Beam Furr • Alexandra P. Davis • Hazelle P. Rogers

[Broward County Website](#)



# April 2026

## Broward HIV Health Services Planning Council Calendar



All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at [hivpc@brhpc.org](mailto:hivpc@brhpc.org) or (954) 561-9681 ext. 1244/1343. Visit [HIV Health Service Planning Council](#) for updates.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>Oral Health Network Meeting (CQM)</b> 3:00 PM - 4:15 PM	<a href="#">System of Care Meeting (SOC) / Quality Management (QMC) Joint Meeting</a> 9:30AM - 11:30AM		
5		<a href="#">Community Empowerment Committee (CEC)</a> 3:00PM - 5:00PM  <b>Behavioral Health Network Meeting (CQM)</b> 2:00 PM - 3:15 PM		<a href="#">PSRA Committee Meeting</a> 9:30AM - 11:00AM  <a href="#">Executive Committee Meeting</a> 11:00AM - 12:00PM  <a href="#">HIV Planning Council Meeting</a> 12:30PM to 1:30PM		
12			<b>Quality Network Meeting (CQM)</b> 9:00 AM - 12:00 PM	<a href="#">PSRA Committee Meeting</a> 9:30AM - 11:30AM  <a href="#">Executive Committee Meeting</a> 12:45PM - 2:45PM		
19	<a href="#">Membership/Council Development Committee Meeting (MCDC)</a> 9:30AM - 11:30AM	<a href="#">Integrated Planning Work Group</a> 1:00PM - 3:00PM		<a href="#">HIV Planning Council Meeting</a> 9:30AM to 11:30AM		
26						

Broward Regional Health Planning Council (BRHPC):  
 200 Oakwood Lane, Suite #100, Hollywood, FL 33020  
 Links are active and lead to meetings or Awareness Day Information. **Information is subject to change.**

Meetings in **RED** are canceled. Meetings in **BLUE** are for the HIV Planning Council Committees. Meetings in **GREEN** are for the Provider Network. Holidays and meetings outside of the HIV Planning Council are in **BLACK**.

# April 2026

## Broward HIV Health Services Planning Council Calendar



All events listed on this calendar are free and open to the public. Meeting dates and times are subject to change. Please contact support staff at [hivpc@brhpc.org](mailto:hivpc@brhpc.org) or (954) 561-9681 ext. 1244/1343. Visit **HIV Health Service Planning Council** for updates.

<p>TODOS ESTAN BIENVENIDOS!</p>	<p>ALL ARE WELCOME!</p>	<p>BON VINI!</p>
<p>A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>Para confirmar información acerca de la reunión de Consejo de Planeación HIV, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.</p>	<p>Unless otherwise noted on the calendar, all meetings are held at: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>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.</p>	<p>Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt: Broward Regional Health Planning Council (BRHPC): 200 Oakwood Lane, Suite #100, Hollywood, FL 33020</p> <p>Pou konfime enfòmasyon ou resewva 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 tandè, rele 48 tè alavans pou yo ka fè aranjman pou ou.</p>
<p><b>HIVPC Committee Descriptions</b></p>		
<p><b>HIV Health Services Planning Council (HIVPC):</b> Continuously monitors, evaluates, and improves the quality of HIV care for Ryan White Part A and MAI-funded patients.</p>		
<p><b>Executive Committee (EXEC):</b> Oversees the HIV Integrated Prevention and Care Plan, work of HIVPC committees, recommendations, and grievance resolution. Sets HIVPC agendas, manages conflicts of interest, and review attendance.</p>		
<p><b>Priority Setting and Resource Allocation Committee (PSRA):</b> Recommends priorities and allocates Ryan White Part A funds based on data review. Develops, monitors, and refines eligibility, service definitions, and strategies to meet community needs.</p>		
<p><b>Quality Management Committee (QMC):</b> Ensures high-quality HIV care by developing outcomes and indicators. Oversees standards of care, evaluates programs, assesses client satisfaction, and training.</p>		
<p><b>Membership/Council Development Committee (MCDC):</b> Recruits and screens applicants to ensure the Council meets demographic requirements. Provides recommendations, orientation, training for new members.</p>		
<p><b>Community Empowerment Committee (CEC):</b> Engages in community outreach to Ryan White Part A consumers to inform them about opportunities to participate in the HIV Planning Council and provide input.</p>		
<p><b>System of Care Committee (SOC):</b> Evaluates the system of care and the impact of policies on people living with HIV in Broward County. Plans and coordinates care across diverse groups to improve access and reduce disparities.</p>		



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(954) 561-9681 • FAX (954) 561-9685

## **Membership/Council Development Committee**

**Thursday, January 8, 2026 - 9:30 AM**

**LOCATION: Broward Regional Health Planning Council Meeting via Microsoft Teams**

Chair: Dr. Timothy Moragne • Vice-Chair: Vacant

**Join the meeting via phone: Meeting ID: 293 797 982 727 Passcode: Ra2CV7WH**

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

### **DRAFT MINUTES**

**MCDC Members Present:** T. Morange, L. Robertson, R. Hadley, O. Davy

**Members Absent:** K. Creary, S. McLeod

**Ryan White Part A Recipient Staff Present:** J. Roy, R. Pena

**Planning Council & CQM Support Staff Present:** G. Berkley-Martinez, M. Lacroix, S. Isidore, D. Liao

**Guests Present:** J. De La Nuez, H. Singh

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

The MCDC Chair called the meeting to order at **9:45 A.M.** The MCDC Chair welcomed all meeting attendees who were present. Attendees were notified that the MCDC meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including recording minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. Introductions were made by the MCDC Chair, Committee members, Recipient staff, PCS & CQM staff, and guests by roll call, and a moment of silence was observed.

#### 2. Public Comment

The Public Comment portion of the meeting is intended to allow the public to express opinions about items on the meeting agenda or to discuss other matters about HIV/AIDS services in Broward County.

There were no public comments.

#### 3. Meeting Approvals

**Motion #1: L. Robertson, on behalf of MCDC, made a motion to approve January 8, 2026, Membership/Council Development Committee agenda. The motion was seconded by O. Davy and adopted unanimously.**

**Motion #2: L. Robertson, on behalf of MCDC, made a motion to approve October 9, 2025, Membership/Council Development Committee meeting minutes as presented. The motion was seconded by O. Davy and adopted unanimously.**

#### 4. Standard Committee Item:

- a. **Action Item:** MCDC Membership Strategy – Review the HIVPC membership strategy and determine the best action to address vacancies.

*Work Plan Activity 1.2: Review seat status to ensure mandated seats are filled.*

S. Isidore, PCS staff, provided a review of the MCDC Membership Strategy. The Council now has 9 unaffiliated consumers, comprising 36% of the Council. However, the Council no longer has a HOPWA representative. PCS staff are in contact with the HOPWA office to find a replacement. The new Commissioner representative is Hazelle P. Rogers, replacing Robert McKinzie.

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

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

S. Isidore reviewed the Reflectiveness HIVPC Demographics. Black Non-Hispanic members are still underrepresented on the Council, but overall the Council has made improvements in this regard throughout the fiscal year.

5. Discussion Items

- a. **Action Item:** Review results of Member of the Quarter 3 FY2025-2026

*Work Plan Activity 5.2: Recognize Member of the Quarter quarterly and Member of the Year annually.*

M. Lacroix presented the Member of the Quarter for FY2025–2026, Quarter 3. M. Schweizer was announced as the recipient of the award. Following this, a motion was made.

**Motion #3: L. Robertson, on behalf of MCDC, moved to approve the FY2025–2026 Quarter 3 Member of the Quarter results, recognizing M. Schweizer as the winner, and to forward the results to the Executive Committee. The motion was seconded by O. Davy and passed unanimously.**

- b. **Action Item:** Review and Update Recruitment & Retention Plan Annual

*Work Plan Activity 3.1: Review and update Recruitment & Retention Plan annually.*

M. Lacroix explained that the highlighted sections of the Recruitment & Retention Plan are changes meant to clarify the status of affiliated and unaffiliated consumers on the Planning Council. Following this, the committee proceeded to make a motion.

**Motion #4: L. Robertson, on behalf of MCDC, moved to approve updated the Recruitment & Retentional Plan as presented. The motion was seconded by O. Davy and carried unanimously.**

- c. **Action Item:** Review MCDC Work Plan for FY 2026-2027

S. Isidore explained that the format of the Work Plan was changed to be more readable. She then covered each objective and activity in the Work Plan individually. The new Work Plan adds a review of member term limits to ensure that members comply with the HIVPC Bylaws.

Following this, the committee held a brief discussion and proceeded to make a motion.

**Motion #5: L. Robertson, on behalf of MCDC, moved to approve the MCDC Work Plan for FY 2026-2027. The motion was seconded by O. Davy and passed unanimously.**

- d. **Discussion:** Member Recognition Program

S. Isidore explained the proposed changes to the Member Recognition Program.

One proposed change was to streamline the process by no longer requiring the Executive Committee to certify the vote. Rather, MCDC would report to the Executive Committee that a winner has been

selected and then announce the winner at the next General Body meeting. The committee approved of this change.

The committee expressed hesitation to remove Member of the Quarter and only recognize Member of the Year. L. Robertson highlighted the benefits of regularly showing appreciation for the members' contributions.

The committee was more receptive to changing the voting system from ranked-choice voting (which PCS staff found to be overly complicated) to a simple majority voting system. In the event of a tie, PCS staff will send a second poll, and the Executive Committee will certify the tiebreaker vote.

M. Lacroix noted that participation dropped during the third quarter of FY 2025-2026. G. Martinez suggested that this may be due to the holiday season. T. Morange recommended continued monitoring of the participation rates.

Following this, the committee proceeded to make a motion.

**Motion #6: L. Robertson, on behalf of MCDC, moved to retain the Member of the Quarter vote and change to a simple majority voting system. The motion was seconded by O. Davy and carried unanimously.**

6. Old Business:  
None.

7. New Business:

a. **Update:** Results of Annual Membership Drive

*Work Plan Activity 4.1 Hold Membership Drive annually.*

*Work Plan Activity 4.2 Collaborate with HIV stakeholders to create engagement opportunities with the HIVPC.*

S. Isidore explained that the Membership Drive was held during the World AIDS event at the Governmental Center on December 1, 2025. She also shared photos from the event.

b. **Update:** Member Correspondence during Quarter 3 of FY 2025-2026

S. Isidore reminded the committee that the purpose of including correspondence is to maintain transparency and keep members informed of all membership-related documents. These documents are not intended to single anyone out but rather to ensure the committee remains up to date.

E. Davis had resigned from the Planning Council and her removal letter was shared with the committee.

8. Recipient's Report

None.

9. Public Comment

The Public Comment portion of the meeting is intended to allow the public to express opinions about items on the meeting agenda or to raise other matters about HIV/AIDS services in Broward County.

There were no public comments.

10. Agenda Items for Next Meeting

- To be determined.
- Next Meeting Date: April 9, 2026, at 9:30 a.m. Location: BRHPC and via Microsoft Teams Videoconference

11. Announcements

- PCS Staff: Annual HIVPC Retreat – Wednesday, February 26, 2025, from 9:00 AM to 4:00 PM. Location: Anne Kolb Nature Center (751 Sheridan Street, Hollywood, FL 33019)

12. Adjournment

There being no further business, the meeting was adjourned at **10:19 AM**.

MCDC Attendance for CY 2026

Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
	Meeting Date	8												
1	Robertson, L.	X												
2	K. Creary, V. Chair	A												
3	Moragne, T., Chair	X												
4	McLeod, S.	A												
5	Hadley, R.	X												
6	Davy, O.	X												
<b>Quorum = 4</b>		4												

Legend:	
X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

*Membership/Council Development Committee Meeting Minutes – January 8, 2026  
Minutes prepared by PCS Staff*

## MCDC Membership Strategy HIVPC Member Budget

### Key Terms

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

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

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

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

Member Distribution	As of 01/07/2026	As of 04/20/2026	Goal
Unaffiliated Consumer	9	8	12
Job-based Seat	13	10	14
NECL Seat**	3	5	9
Total Membership	25	23	35
<b>Unaffiliated Consumers (%)</b>	<b>36%</b>	<b>35%</b>	<b>33%</b>
Alternates	0	0	3

*\*Job-based seats are those seats filled based on employment*

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

**Member Roster as of April 20, 2026**

### MANDATED SEATS FILLED

#### People Living with HIV and Community

- ✓ Members of Affected Communities
- ✓ Unaffiliated Consumers
- ✓ Non-Elected Community Leader (NECL)
  - Representatives of/or formerly incarcerated PWH

#### Federal HIV Programs

- ✓ Part B
- ✓ Part C
- ✓ Part D
- ✓ Part F
- HOPWA

Public Health & Health Planning

- ✓ Hospital or Health Care Planning Agency
- ✓ Local Public Health Agency

Health & Social Services Providers

- ✓ Health Care Providers/FQHCs
- ✓ CBO/ASO – Community-based organization or AIDS Service Organization
- ✓ Mental Health
- ✓ Substance Abuse Provider

Broward County Ordinance 12.108.b

- ✓ Board of County Commissioners member

**OPEN SEATS:**

Job-Based

- State agencies (Medicaid agency)

Unaffiliated Consumers

- Affected Communities (3 additional Unaffiliated RWPA Consumers)
- Alternates (3)

**MEMBERS APPOINTED BY BOARD OF COMMISSION**

No newly appointed members for the quarter.

## HIVPC Membership Reflectiveness

### HIV Planning Council & Committee Demographics Report

#### Member Reflectiveness

The Membership/Council Development Committee ensures that the HIVPC represents the HIV epidemic in Broward County. MCDC accomplishes this task by reviewing the Council and Committees' demographics and identifying over and underrepresented populations.

#### *HIV in Broward County and HIVPC Reflectiveness*

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

Race	Population*	Percentage*	HIVPC Membership**	HIVPC Percentage
White, not Hispanic	6,602	29.31%	5	22%
Black, not Hispanic	10,154	45.08%	8	35%
Hispanic/Latino	5,225	23.20%	9	39%
Asian	195	0.87%	0	0%
American Indian / Alaska Native	16	0.07%	0	0%
Native Hawaiian / Pacific Islander	9	0.04%	0	0%
Multi-race / Other	323	1.34%	1	4%
<b>Total</b>	<b>22,524</b>	<b>100%</b>	<b>23</b>	<b>100%</b>
Sex	Population	Percentage		
Male	17,087	75.86%	19	83%
Female	5,437	24.14%	4	17%
<b>Total</b>	<b>22,524</b>	<b>100%</b>	<b>23</b>	<b>100%</b>

*\*Data Provided by the Florida Department of Health's HIV Surveillance Office as of August 15, 2025.*

*\*\*HIVPC membership as of April 20, 2026*

#### *How This Information is Compared to the Epidemic*

The Council is compared to the epidemic to determine where representation can be improved.

#### *Key Points for Reflectiveness through April 20, 2026*

- *The HIVPC comprises 23 members, including eight unaffiliated consumer members. The percentage of unaffiliated consumers is 35%, above the HRSA-mandated 33%.*
- *Compared to the HIV epidemic demographic, where 45.40% are Black and not Hispanic, the HIVPC is underrepresented at 35%. There is still progress to be made.*
- *Compared to the HIV epidemic demographic, where 24.14% are women, the HIVPC is underrepresented at 17%.*



## Membership/Council Development Committee (MCDC) Workplan FY2026-2027

**Meeting Time & Frequency:** Every second Thursday quarterly (April, July, October, January), from 9:30am to 11:30am

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

**T =On Target B = Behind Target C = Completed**

Activity	Description	Action Steps/Deliverable	Responsible Party	Projected Month	Progress	Notes
<b>Objective 1: Ensure HIVPC is representative and reflective.</b>						
1.1	Review Council demographics to ensure it reflects the Broward epidemic, including at least 33% of members who are unaffiliated PWH quarterly.	<ol style="list-style-type: none"> <li>Review Council demographics at each MCDC meeting, with a focus on ensuring that at least 33% of members are unaffiliated consumers living with HIV (PWH). </li> <li>Regularly assess Council composition to confirm it reflects the demographics of Broward County's population of people with HIV.</li> </ol>	MCDC/PCS Staff	Quarterly <ul style="list-style-type: none"> <li>April</li> <li>July</li> <li>October</li> <li>January</li> </ul>	T	
1.2	Review seat status and ensure mandated seats are filled quarterly.	Monitor current member affiliations. Actively recruit to fill vacant mandated seats.	MCDC/PCS Staff	Quarterly <ul style="list-style-type: none"> <li>April</li> <li>July</li> <li>October</li> <li>January</li> </ul>	T	
1.3	Announce vacant positions at each Executive/HIVPC meeting as necessary.	Promote and explore avenues for recruiting new members.	MCDC/PCS Staff	Quarterly <ul style="list-style-type: none"> <li>April</li> <li>July</li> <li>October</li> </ul>	T	



				<ul style="list-style-type: none"> <li>January</li> </ul>		
<b>Objective 2: Term Limits - Review and Certify Council Members' term limits schedule</b>						
2.1	The MCDC will recommend prospective members to the Council six months before the conclusion of each three-year term	<ol style="list-style-type: none"> <li>Certify members whose terms are set to expire and submit their names to the Executive Committee for review, then submission to the Council.</li> <li>Once approved by the Council, PCS staff will notify the affected members and inform the Intergovernmental Office of each member's decision to either remain on the Council or step down.</li> </ol>	MCDC/PCS Staff	April 2026	T	
<b>Objective 3: Member selection process and application procedure development.</b>						
3.1	Review and revise HIVPC and Committee applications as needed.	Review HIVPC and Committee applications to ensure that MCDC receives necessary information for its review of applications.	MCDC/PCS Staff	January 2027	T	
<b>Objective 4: Ensure Compliance with the HIVPC Recruitment and Retention Plan</b>						
4.1	Review and update Recruitment & Retention Plan annually.	Review the previous year's Recruitment & Retention Plan and revise based on outcomes and new initiatives/strategies.	MCDC	January 2027	T	
4.2	Conduct a quarterly review of the objectives and activities outlined in the MCDC Work Plan.	Complete the tasks outlined in the Recruitment & Retention MCDC Work Plan on a quarterly basis.	MCDC	Quarterly <ul style="list-style-type: none"> <li>April</li> <li>July</li> <li>October</li> <li>January</li> </ul>	T	
4.3	Utilize feedback from CEC and collaborative events to update recruitment and engagement strategies on an ongoing basis.	Revise recruitment and engagement strategies to ensure MCDC uses its most effective strategies and activities.	MCDC	Ongoing.	T	



**Objective 5: Recruitment & Engagement Efforts.**

5.1	Hold Membership Drive annually.	<ol style="list-style-type: none"> <li>1. Conduct outreach with provider agencies or other HIV stakeholders via tabling and other engagement activities.</li> <li>2. Educate HIV stakeholders to create recruitment opportunities for the HIVPC</li> </ol>	MCDC/PCS Staff	Annually.	T	
5.2	Develop recruitment and website materials as needed.	Review and update existing marketing materials for distribution.	MCDC/PCS Staff	As needed	T	
5.3	Collaborate with other Committees of the HIVPC to participate in activities on an ongoing basis.	Partner with HIVPC committees to participate in outreach activities.	MCDC/PCS Staff	As needed.	T	

**Objective 6: Planning Council Development and Member Retention**

6.1	Conduct Member recognition: Member of the Quarter and Member of the Year.	Develop a system by which to recognize a member for their contributions to the work of the HIVPC.	MCDC/PCS Staff	Quarterly/Annually	T	
6.2	Conduct orientation to educate newly appointed members on the HIVPC member roles and responsibilities as needed, with the option to include current members.	Train new members on topics including attendance policies, sunshine laws, grievance policies, service descriptions, mentor program, reimbursement policies, etc.	PCS Staff	As needed.	T	
6.3	Offer mentorship program as necessary on an ongoing basis.	Implement a mentorship program to assist new members in the onboarding process of joining HIVPC and/or Committees. This program should be in accordance with Sunshine Law.	MCDC	Ongoing.	T	

# Report for Member of the Year Vote - FY2025-2026

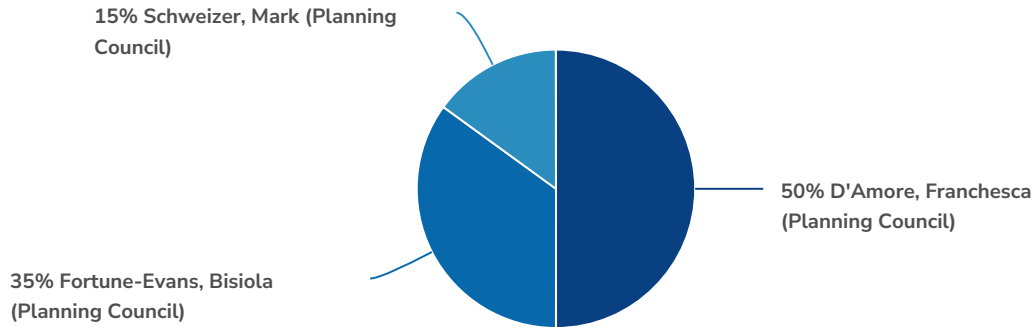
## Response Counts



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Totals: 20

## 2. Who is your choice for Member of the Year?



Value	Percent	Responses
D'Amore, Franchesca (Planning Council)	50.0%	10
Fortune-Evans, Bisiola (Planning Council)	35.0%	7
Schweizer, Mark (Planning Council)	15.0%	3

Totals: 20

# Handout F1

## 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



April X, 2026

### **SUBJECT: Notification of Term Limit Conclusion & Next Steps for Planning Council Membership**

Dear [Council Member Name],

I hope you are doing well.

Thank you for your continued commitment and valuable contributions to the Planning Council. Your time, insight, and dedication have played an important role in supporting our work and advancing our shared goals.

This serves as formal notification that your first term will conclude at the end of its cycle (January 2024 – December 2026). Should you be reappointed, your next term will run from January 2027 through December 2029.

In accordance with the HIVPC By-Laws, Article IV, Section 7, “The MCDC will recommend prospective members six months prior to the end of each three-year term to the Council.”

The process is as follows:

1. The Membership Committee will review your response to this term limit notification.
2. The Council will recommend prospective members for appointment to the County Commission four months prior to the end of each three-year term.

Please complete this **Planning Council Membership Intent Form** and submit to Planning Council Support Staff by Friday, May 29, 2026, by the close of business.

If you have any questions or need additional information, please contact Planning Council Support Staff at 954-561-9681 ext. 1244 or 1343, or via email at [hivpc@brhpc.org](mailto:hivpc@brhpc.org).

Sincerely,

Shawn Tinsley  
Chair, Broward County HIV Health Services Planning Council

cc:  
Franchesca D'Amore  
Vice-Chair, Broward County HIV Health Services Planning Council

Dr. Timonthy Morgane  
Membership/Council Development Committee Chair

#### **HIV Planning Council Support Staff Contact Information**

Michele Rosiere, Vice President of Programs, [mrosiere@brhpc.org](mailto:mrosiere@brhpc.org) (954) 561-9681 Ext. 1247  
Dr. Gritell Berkeley-Martinez, Director of Planning & Quality Management, [gmartinez@brhpc.org](mailto:gmartinez@brhpc.org), (954) 561-9681 Ext.1250  
Planning Council Support Staff, [hivpc@brhpc.org](mailto:hivpc@brhpc.org) (954) 561-9683 Ext. 1244 or 1343  
Broward Regional Health Planning Council - 200 Oakwood Lane, Suite 100 - Hollywood, FL, 33020 - Fax Number: (954) 561-9685

An Advisory Board of the Broward County Board of County Commissioners



# HIVPC FY2026 Term Limit Survey

## Notification of Term Limit Conclusion

Thank you for your continued commitment and valuable contributions to the Planning Council. Your time, insight, and dedication have played an important role in supporting our work and advancing our shared goals.

This serves as formal notification that your first term will conclude at the end of its cycle (January 2024 – December 2026). Should you be reappointed, your next term will run from January 2027 through December 2029.

In accordance with the HIVPC By-Laws, Article IV, Section 7, “The MCDC will recommend prospective members six months prior to the end of each three-year term to the Council.”

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1. The Membership Committee will review your response to this term limit notification.
2. The Council will recommend prospective members for appointment to the County Commission four months prior to the end of each three-year term.

Please complete this Planning Council Membership Intent Form and submit to Planning Council Support Staff by Friday, May 29, 2026, by the close of business.

If you have any questions or need additional information, please contact Planning Council Support Staff at 954-561-9681 ext. 1244 or 1343, or via email at [hivpc@brhpc.org](mailto:hivpc@brhpc.org).

### 1) What is your name?

- |   |  |
|---|--|
| <input type="checkbox"/> Barnes, Brad           | <input type="checkbox"/> Marcoviche, William   |
| <input type="checkbox"/> Bhrangger, Ronald      | <input type="checkbox"/> Mester, Brad          |
| <input type="checkbox"/> Biggs, Von             | <input type="checkbox"/> Morange, Timothy, Dr. |
| <input type="checkbox"/> Castillo, Jose         | <input type="checkbox"/> Robertson, Lorenzo    |
| <input type="checkbox"/> Franchesca, D'Amore    | <input type="checkbox"/> Rodriguez, Joshua     |
| <input type="checkbox"/> Fortune-Evans, Bisiola | <input type="checkbox"/> Schweizer, Mark, Dr.  |
| <input type="checkbox"/> Hayes, Kendra          | <input type="checkbox"/> Tinsley, Shawn        |
| <input type="checkbox"/> Jimenez, Rafael        |  |

### 2) Please indicate your intent regarding continued service on the Planning Council

- Yes, I would like to continue my service as a member of the Planning Council.
- No, I do not wish to continue my service as a member of the Planning Council at the end of my current term.

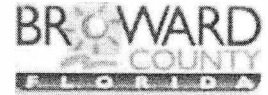
**Broward County HIV Health Services Planning Council  
HIVPC MEMBERSHIP APPLICATION**



**Please be aware that this application and all of the information you provide becomes a public record under Florida's Government in the Sunshine Law, Florida Statute, Chapter 119.01.**



Fort Lauderdale / Broward County EMA  
Broward County HIV Health Services Planning Council  
An Advisory Board of the Broward County Board of County Commissioners  
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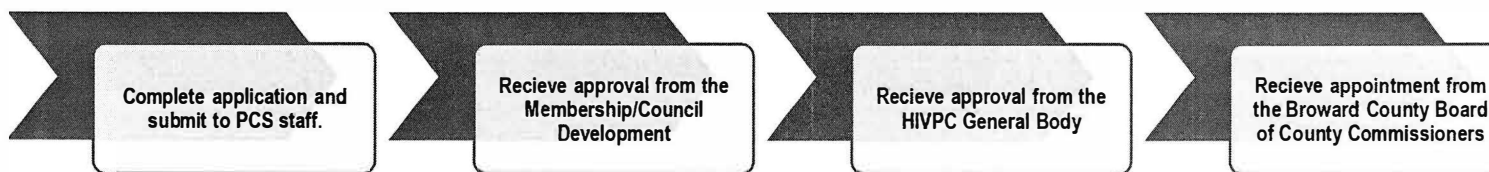


Dear Interested Party,

Please note that once you submit this application, all provided information becomes a public record under Florida's Government in the Sunshine Law (Florida Statute, Chapter 119.01). This means any details included in your application, such as your HIV status or email address, can be made available to the public upon request. Also, statements made during a Planning Council or Committee meeting are recorded and become public records, which can be shared with the public.

If an external party requests your information, you will be notified. However, since the information is a public record, it may be included in a response to a public records request.

## Application Process



***Note: This application expires six (6) months from date of submission.  
Mail, fax, or email your completed application to:***

*HIVPC Staff  
Broward Regional Health Planning Council  
200 Oakwood Lane, Suite 100  
Hollywood, FL 33020  
FAX: 954-561-9685  
EMAIL: HIVPC@BRHPC.ORG*

***If you have any questions, please call  
954-561-9681, ext. 1244 or 1343***



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



## Contact and Demographic Information

*This is the application for membership on the Broward County HIV Health Services Planning Council (HIVPC). If you wish to apply for membership on the HIVPC, please complete the application below:*

First Name: Matthew Last Name: Patterson

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer (if applicable): Broward House Occupation/Title: Director

Business Address: 750 SE 3rd Ave Fl 2 Business Phone: 954-568-7373

City, State, Zip Code: Fort Lauderdale, FL, 33316 Fax: \_\_\_\_\_

Home Email: \_\_\_\_\_ Business Email: mpatterson@browardhouse.org

➤ I prefer to receive phone calls and messages at:  Home  Work  Cell

➤ I prefer to receive mail at:  Home  Work

➤ I prefer to receive email at:  Home  Work

➤ I prefer to receive HIVPC documents:  Electronically (via email)  Hard copy (via mail)

➤ What is your sex? (check one):  
 Male  Female  Decline to state

➤ Race (check all that apply):  White  Black  Asian  Native Hawaiian/Pacific Islander  
 American Indian/Alaska Native  Other (Specify) \_\_\_\_\_

➤ Ethnicity (check one):  
 Hispanic/Latino  Non-Hispanic  Other (Specify) \_\_\_\_\_

➤ Hispanic Subgroup (check one if any):  
 Mexican  Puerto Rican  Cuban  Other (Specify) \_\_\_\_\_

➤ Asian Subgroup (check one if any):  
 Asian Indian  Chinese  Filipino  Japanese  Korean  Vietnamese  
 Other (Specify) \_\_\_\_\_

➤ Native Hawaiian/Pacific Islander Subgroup (check one):  
 Native Hawaiian  Guamanian  Samoan  Other (Specify) \_\_\_\_\_



- Are you an employee, consultant, or board member of any Ryan White Part A Program funded agency?  Yes  No
- Do you self-identify as HIV positive?  Yes, and I am open about my status  No  I do not wish to disclose  
*\*Disclosure of HIV status is not required for membership. Disclosure of HIV status in this application will become a part of the public record.*
- If you self-identify as HIV positive, do you self-identify with any of the following risk factors?
- Hemophilia  Heterosexual (Straight)  Intravenous Drug User (IDU)  Blood Transfusion  
 Perinatal Transmission (Mother to Child)  Man who has sex with Men (MSM)  I don't know/Unsure  
 I do not wish to disclose
- Do you receive Ryan White Part A services?  Yes  No  I do not wish to disclose
- If you self-identify as HIV positive, how old were you when you were diagnosed?
- 0-12 years old  13-19 years old  20-29 years old  30-39 years old  
 40-49 years old  50-59 years old  60 years old or older  I do not wish to disclose

## Recruitment Information

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- How did you hear about the Ryan White Part A HIV Health Services Planning Council (HIVPC)?
- Through a service provider/agency  
 Email – hivpc@brhpc.org  
 Website - www.Browardhivpc.org  
 Social Media /Facebook/Instagram/Twitter  
 Friend/HIVPC member (HIVPC Member name): \_\_\_\_\_



## Required Planning Council Membership Categories (check all that apply)

<p><b>PEOPLE LIVING WITH HIV &amp; COMMUNITY</b></p> <p><input checked="" type="checkbox"/> Affected communities (people living with HIV/AIDS and underserved communities) *</p> <p><input type="checkbox"/> Non-elected community leaders</p> <p><input checked="" type="checkbox"/> Representatives of recently incarcerated people living with HIV</p> <p><input type="checkbox"/> Unaffiliated consumers</p> <p><b>HEALTH &amp; SOCIAL SERVICES PROVIDERS</b></p> <p><input type="checkbox"/> Health care providers, including federally qualified health centers (FQHCs)</p> <p><input type="checkbox"/> Community-Based Organizations (CBOs) and AIDS Service Organizations (ASOs)</p> <p><input checked="" type="checkbox"/> Social service providers (including housing and homeless-services providers)</p> <p><input checked="" type="checkbox"/> Mental health treatment providers</p> <p><input checked="" type="checkbox"/> Substance abuse treatment providers</p>	<p><b>PUBLIC HEALTH &amp; HEALTH PLANNING</b></p> <p><input type="checkbox"/> Local public health agencies</p> <p><input type="checkbox"/> Healthcare planning agencies</p> <p><input type="checkbox"/> State agencies**</p> <p><b>FEDERAL HIV PROGRAMS</b></p> <p><input type="checkbox"/> Ryan White HIV/AIDS Program Part B recipients</p> <p><input type="checkbox"/> Ryan White HIV/AIDS Program Part C recipients</p> <p><input type="checkbox"/> Ryan White HIV/AIDS Program Part D recipients (or representatives of organizations with a history of serving children, youth, and families living with HIV)</p> <p><input checked="" type="checkbox"/> Recipients under other federal HIV programs***</p>
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\* Including people living with HIV, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and "historically underserved groups and subpopulations"

\*\* Including state Medicaid agency and agency administering the RWHAP Part B program

\*\*\*Including HIV prevention services; Ryan White HIV/AIDS Program Part F recipients, Housing Opportunities for People with AIDS (HOPWA), HIV Prevention)

## Committee Assessment

All HIVPC members must serve on at least one standing committee, but no more than two. Please rank the committees below to indicate your interest.

- 4 **Community Empowerment Committee (CEC):** Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting, and resource-allocation processes. Functions as the outreach and education arm of the HIV Planning Council.
- 5 **Membership/Council Development Committee (MCDC):** Recruits and screens applications based on objective criteria for appointment to the Council to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.
- 3 **Quality Management Committee (QMC):** Ensures highest quality HIV medical care and support services for PLWHA by developing client and system-based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff and client training and education.
- 1 **Priority Setting & Resource Allocation Committee (PSRA):** Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, and allocations.
- 3 **System of Care Committee (SOC):** Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across various groups by engaging community resources to eliminate inefficiencies in access to services.



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

Describe your interest in becoming a member of the HIV Planning Council.

I am a person living with HIV who has benefited greatly from Ryan White services and want to ensure others can to.

Describe how HIV/AIDS has impacted your life, either personally or professionally.

I was diagnosed with HIV in 2017 while in jail. I thought my life was over. Instead, I was connected to Broward House where I received RW funded treatment for substance use disorder and HOPWA housing, among other services. It saved me! That is why I returned to Broward House after college; to pay it forward, to help others with HIV live and thrive.

Please list any experiences you have related to community decision making or planning bodies.

I am on the PSRA committee and Vice Chair of QMC. I am on two nonprofit boards.

**Please review and initial, indicating your acknowledgement of the following:**

I have received, read, and understand the HIV Health Services Planning Council Meeting Ground Rules and agree to abide by them at all Council and Committee meetings.

I understand that to qualify for nomination to the Planning Council I must attend at least three Council meetings.

I understand that I must attend a post-appointment training within three (3) months of appointment to the Planning Council by the Broward County Board of County Commissioners. If I do not comply with this requirement, I could be removed from the Planning Council.

I understand that serving on the Council and at least one of its committees will require at least five hours per month, and that excessive absences as outlined in the Council By-Laws will result in my removal from the Council and/or Committees. I acknowledge that I am aware of the Planning Council Attendance Policy: a member is automatically removed from the Council if he/she misses three (3) consecutive Planning Council meetings or four (4) Planning Council meetings in a year in accordance with the County Ordinance.

If appointed, I would be willing and able to fulfill the responsibilities and functions of a member of the Broward County HIV Health Services Planning Council.

I am not an appointed member of any other Council or Board appointed solely by the Broward County Board of County Commissioners.

I understand any information included in this application (for example, my HIV status or email address) becomes a public record and can be shared with the public, if requested.

4/17/26

Applicant Signature

Date

MCDC Chair Signature

Date

HIVPC Chair Signature

Date



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



**For PCS Staff Only**

Date of HIVPC Approval \_\_\_\_\_  
Review Minutes from: \_\_\_\_\_

Date of Appointment by the Broward County Board of County Commissioners \_\_\_\_\_



**Fort Lauderdale/Broward County EMA  
Broward County HIV Health Services Planning Council  
Fort Lauderdale, FL, 33301**

January 23, 2026

**Honorable Commissioner Hazelle P. Rogers**  
Broward County Board of Commissioners  
115 S Andrew Ave  
Fort Lauderdale, FL 33301

**SUBJECT: Request to Halt Reduction of Federal Poverty Level (FPL) Eligibility for the AIDS Drug Assistance Program (ADAP)**

Dear Commissioner Rogers,

The Broward County Ryan White Part A HIV Health Services Planning Council is requesting a halt to the proposed changes to the Federal Poverty Level (FPL) eligibility criteria for Florida's AIDS Drug Assistance Program (ADAP). These changes will significantly affect the continuity of care for many Broward County residents who rely on ADAP for essential HIV treatment.

Because the proposed adjustments will have substantial implications for individuals currently supported through ADAP and other Ryan White-funded programs, the Council requests that the implementation timeline be halted. Lowering the FPL threshold will disrupt multiple Ryan White Part A service categories—including, but not limited to, Health Insurance Premium & Cost Sharing Assistance (HICP), Medical Case Management, Mental Health Services, Substance Abuse Outpatient Services, Oral Health Care, Medical Nutrition Therapy, and Food Services—and may increase emergency room utilization among individuals with compromised immune systems. These concerns are intensified by the fact that most clients currently rely on Biktarvy, one of the two once-daily medications proposed for removal from the formulary.

Should the proposed changes move forward, the Council requests clarification on the following points:

- Procedures for communicating with clients who previously opted out of mail or electronic notifications due to privacy concerns.
- Whether any exceptions, appeals processes, or alternative pathways for assistance will be available.

We recognize the complexities involved in administering a statewide program and understand that adjustments are necessary due to funding and operational constraints. However, according to impact analysis data shared by the Broward Florida Department of Health on January 12, 2026, approximately 2,133 clients would remain on ADAP by shifting from marketplace plans to direct medication access, while an estimated 2,300 clients would require an alternative payer source for medical care and medications—options that are still in the process of being clarified.

Providers, planning bodies, and community partners are working collaboratively to support clients throughout this ADAP crisis. Halting the reduction of the FPL eligibility threshold would allow time to identify sustainable solutions that protect uninterrupted access to care and support both public health and client well-being.

The Council further requests continued transparency and open communication to help ensure that no individual is left without necessary care.

Sincerely,

Lorenzo Robertson  
Chairperson, Broward County HIV Health Services Planning Council  
*Authorized during the January 15, 2026, Council Meeting*



**Fort Lauderdale/Broward County EMA  
Broward County HIV Health Services Planning Council  
Fort Lauderdale, FL, 33301**

January 23, 2026

**Honorable Mayor Mark D. Bogan**  
Broward County Board of Commissioners  
115 S Andrews Ave  
Fort Lauderdale, FL 33301

**SUBJECT: Request to Halt Reduction of Federal Poverty Level (FPL) Eligibility for the AIDS Drug Assistance Program (ADAP)**

Dear Mayor Bogan,

The Broward County Ryan White Part A HIV Health Services Planning Council is requesting a halt to the proposed changes to the Federal Poverty Level (FPL) eligibility criteria for Florida's AIDS Drug Assistance Program (ADAP). These changes will significantly affect the continuity of care for many Broward County residents who rely on ADAP for essential HIV treatment.

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The Council further requests continued transparency and open communication to help ensure that no individual is left without necessary care.

Sincerely,

Lorenzo Robertson  
Chairperson, Broward County HIV Health Services Planning Council  
*Authorized during the January 15, 2026, Council Meeting*

**Von Biggs**

February 2, 2026

**To the Members of the Quality Management Committee**

Broward County HIV Health Services Planning Council

Dear Quality Management Committee Members,

I am writing to formally resign my membership on the Quality Management Committee of the Broward County HIV Health Services Planning Council, effective March 1, 2026.

This decision comes as I refocus my time and efforts on the Priority Setting and Resource Allocation (PSRA) Committee and the newly formed LPAC Committees. As these areas continue to grow in scope and importance, I want to ensure I can fully dedicate the attention and engagement they require.

Serving on the Quality Management Committee has been an honor. I am grateful for the collaboration, shared commitment to excellence, and the meaningful work we have achieved together to strengthen the Ryan White system of care in Broward County.

I remain deeply invested in the mission of the Planning Council and look forward to continuing my service through PSRA and LPAC.

Thank you for your understanding and for the opportunity to serve alongside you.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'V' followed by a series of loops and a long horizontal stroke extending to the right.

**Von Biggs**

Bisiola Fortune Evans  
Broward Health Point  
Fort Lauderdale, FL 33311

February 17, 2026

To the Members of the Priority Setting and Resource Allocation (PSRA) Committee  
Broward County HIV Health Planning Council

Dear PSRA Chair, Vice Chair, and Committee Members,

I am writing to formally resign from my membership on the Priority Setting and Resource Allocation (PSRA) Committee, effective March 2, 2026.

This decision was not made lightly. However, due to pressing professional responsibilities that require my full attention at this time, I am unable to continue serving in this capacity.

It has been a true honor to serve on the PSRA Committee for the past 10 years. I am deeply grateful for the collaboration, shared commitment to excellence, and the meaningful work this committee continues to do on behalf of our community. Contributing to efforts that strengthen HIV care and resource allocation in Broward County has been both professionally and personally rewarding.

I sincerely appreciate the opportunity to have served alongside such dedicated and passionate members. I wish the committee continued success in its important work.

Respectfully,

A handwritten signature in black ink, appearing to read 'Bisiola Fortune Evans', written over a light blue horizontal line.

Bisiola Fortune Evans



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

# Handout H5

March 11, 2026

Ms. Natalie Tyler

**RE: Attendance, HIV General Body**

Dear Natalie,

We appreciate your service on the HIV Health Services Planning Council (HIVPC) and your contributions as a member of the Community Empowerment Committee (CEC).

I am writing to notify you that you are approaching the maximum number of unexcused absences permitted for the HIVPC General Body, as outlined in Article IV, Section 13 §A2 of the HIVPC Bylaws.

The Planning Council Support (PCS) team reached out to you on March 3, 2026, but we have not yet received a response. Our records show that you were absent from the HIVPC General Body meetings on **January 15** and **February 26, 2026**. Please be advised that, under Broward County ordinance, if you miss the **March 26 General Body meeting**, you will be automatically removed from the Planning Council.

Per County ordinance and Council bylaws, any member who accrues **three consecutive unexcused absences or four unexcused absences within a calendar year** is automatically removed.

At your earliest convenience, please inform the Planning Council Support staff—by telephone or email—whether you intend to attend upcoming HIVPC General Body meetings. If you anticipate being unable to attend, please notify staff, as the CEC Chair and Planning Council Chair may excuse certain absences in accordance with the bylaws.

Thank you again for your time, commitment, and participation in the HIVPC.

Sincerely,

Shawn Tinsley  
Chair, HIV Health Services Planning Council

cc: Lorenzo Robertson, Chair, CEC

Encl: HIVPC By-Laws



March 27, 2026

Natalie Tyler

**RE: Notice of Removal, Broward HIV Health Services Planning Council**

I am writing to inform you that your membership on the Broward HIV Health Services Planning Council has expired due to not meeting the attendance requirements outlined in Article IV, Section 13 of the Broward County Code of Ordinances.

Our records indicate that you were absent from the HIVPC General Body meetings held on January 15, 2026, February 26, 2026, and March 26, 2026.

In accordance with County ordinance and Council bylaws, any member who accumulates three consecutive unexcused absences or four unexcused absences within a calendar year is subject to automatic removal.

Thank you for your time and involvement with the Broward HIV Health Services Planning Council. We sincerely appreciate your contributions, commitment, and the perspective you brought to the HIVPC. We wish you continued success in your future endeavors.

Sincerely,

Shawn Tinsley  
Chair, HIV Health Services Planning Council

cc: Lorenzo Robertson, Chair, CEC  
Dr. Timothy Maragne, Chair, MCDC

Encl: HIVPC By-Laws



---

**Re: LAST DAY TO VOTE: HIVPC Member of the Year Vote - FY 2025-2026**

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**From** karen gipson

**Date** Thu 4/16/2026 10:54 AM

**To** HIVPC <hivpc@BRHPC.ORG>

**CAUTION BRHPC MIS Security Warning:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning

It is with great sadness that I inform you I will be resigning from planning council.

Karen Creary

**Broward County HIV Health Services Planning Council**  
**COMMITTEE MEMBERSHIP APPLICATION**



**Please be aware that this application and all of the information you provide becomes a public record under Florida's Government in the Sunshine Law, Florida Statute, Chapter 119.01.**

**This application enables the applicant to join a committee(s), but not the general body of the planning council. In order to join the general body, see the HIVPC Membership Application.**



Dear Interested Party,

Please be aware that this application and all of the information once provided and submitted becomes a public record under Florida's Government in the Sunshine Law, *Florida Statute, Chapter 119.01*. Any information included in this application (for example, your HIV status or email address) becomes a public record and can be shared with the public, if requested. In addition, anything said during a Planning Council or Committee meeting is recorded and becomes public record. This information can also be shared with the public.

If your information is requested by an outside source, you will be notified, however the information is a public record and it may become part of a response to a public records request.

### Application Process

Complete application and submit to PCS staff.

Recieve approval from the chair(s) of the desired committee(s)

Recieve approval from the HIVPC General Body

**Note: This application expires six (6) months from date of submission.  
Mail, fax, or email your completed application to:**

HIVPC Staff  
Broward Regional Health Planning Council  
200 Oakwood Lane, Suite 100  
Hollywood, FL 33020  
FAX: 954-561-9685  
**EMAIL: [HIVPC@BRHPC.ORG](mailto:HIVPC@BRHPC.ORG)**

**If you have any questions, please call: 954-561-9681**



## Contact and Demographic Information

*This is the application for membership on the Broward County HIV Health Services Planning Council (HIVPC). If you wish to apply for membership on the HIVPC, please complete the application below:*

**First Name:** Leonard **Last Name:** Jones

**Home Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_ **Cell Phone:** [REDACTED]

**Employer (if applicable):** BrowardHealth **Occupation/Title:** Administrator Director

**Business Address:** 1111 Broward Blvd **Business Phone:** \_\_\_\_\_

**City, State, Zip Code:** Fort Lauderdale, FL **Fax:** \_\_\_\_\_

**Home Email:** \_\_\_\_\_ **Business Email:** ljones@browardhealth.org

➤ I prefer to receive phone calls and messages at:  Home  Work  Cell

➤ I prefer to receive mail at:  Home  Work

➤ I prefer to receive email at:  Home  Work

➤ **What is your sex? (check one):**  
 Male  Female  Decline to state

➤ **Race (check all that apply):**  White  Black  Asian  Native Hawaiian/Pacific Islander  
 American Indian/Alaska Native  Other (Specify) \_\_\_\_\_

➤ **Ethnicity (check one):**  
 Hispanic/Latino  Non-Hispanic  Other (Specify) \_\_\_\_\_

➤ **Hispanic Subgroup (check one if any):**  
 Mexican  Puerto Rican  Cuban  Other (Specify)

➤ **Asian Subgroup (check one if any):**  
 Asian Indian  Chinese  Filipino  Japanese  Korean  Vietnamese  Other (Specify)

➤ **Native Hawaiian/Pacific Islander Subgroup (check one):**  
 Native Hawaiian  Guamanian  Samoan  Other (Specify)



➤ **Are you an employee, consultant, or board member to any Ryan White Part A Program funded agency?**  Yes  No

➤ **Do you self-identify as HIV positive?\***  Yes, and I am open about my status  No  I do not wish to disclose

*\*Disclosure of HIV status is not required for membership. Disclosure of HIV status in this application will become a part of the public record.*

➤ **If you self-identify as HIV positive, do you self-identify with any of the following risk factors?**

- Hemophilia  Heterosexual (Straight)  Intravenous Drug User (IDU)  Perinatal Transmission (Mother to Child)  Man who has sex with Men (MSM)  MSM/IDU  Blood Transfusion  I don't know/Unsure  I do not wish to disclose

➤ **Do you receive Ryan White Part A services?**  Yes  No  I do not wish to disclose

➤ **If you self-identify as HIV positive, how old were you when you were diagnosed?**

- 0-12 years old  13-19 years old  20-29 years old  30-39 years old  
 40-49 years old  50-59 years old  60 years old or older  I do not wish to disclose



## Committees of the Broward County HIV Health Services Planning Council:

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### Community Empowerment Committee (CEC)

Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Functions as the outreach and education arm of the HIV Planning Council.

### Membership/Council Development Committee (MCDC)

Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

### Priority Setting & Resource Allocation Committee (PSRA)

Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.'

### Quality Management Committee (QMC)

Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff and client training and education.

### System of Care Committee (SOC)

Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across various groups by engaging community resources to eliminate inefficiencies in access to services.

**Which committee(s) are you interested in serving on? (See previous page for an explanation of committee responsibilities)**

- |   |  |
|---|--|
| <input type="checkbox"/> Community Empowerment Committee (CEC)                              | <input type="checkbox"/> Membership/Council Development Committee (MCDC) |
| <input checked="" type="checkbox"/> Priority Setting & Resource Allocation Committee (PSRA) | <input type="checkbox"/> Quality Management Committee (QMC)              |
|   | <input type="checkbox"/> System of Care Committee (SOC)                  |

Provide a brief statement explaining your interest in the HIVPC and the HIV/AIDS planning process, including your background relative to HIV/AIDS (volunteer, professional, personal) and/or other relevant experience and expertise. You may also attach your resume or additional information.

1

I am writing to express my interest in joining the HIV Planning Council PSRA committee. I have over 25 years of Ryan White Administrative experience in the Recipients office and have served on several National and State committees and believe that I would be a great asset to the committee. I would be honored to contribute my time to the HIV Planning Council Priority Setting Resource Allocation committee and to support its mission of improving health outcomes within the HIV community.



## Recruitment Information

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➤ **How did you hear about the Ryan White Part A HIV Health Services Planning Council (HIVPC)?**

- Through a service provider/agency
- Email
- Online/Facebook/Twitter
- Friend/HIVPC member (HIVPC Member name): \_\_\_\_\_

**Please review and initial, indicating your acknowledgement of the following:**

- X I have received, read, and understand the HIV Health Services Planning Council Meeting Ground Rules and agree to abide by them at all Committee meetings.
- X I understand that serving on a Committee will require at least three hours per month, and that excessive absence will result in my removal from a Committee. I acknowledge that I am aware of the Planning Council Attendance Policy: a member is automatically removed from a Committee if he/she misses three (3) consecutive meetings or four (4) meetings in a year in accordance with the County Ordinance.
- X I understand any information included in this application (for example, your HIV status or email address) becomes a public record and can be shared with the public, if requested.

<p><i>Leonard Jones</i></p> <hr/> <p>Applicant Signature</p>	<p>2-9-2</p> <hr/> <p>Date</p>
<hr/> <p>Committee Chair Signature</p>	<hr/> <p>Date</p>
<hr/> <p>Committee Chair Signature</p>	<hr/> <p>Date</p>
<hr/> <p>HIVPC Chair Signature</p>	<hr/> <p>Date</p>

**For PCS Staff Only**

Action Taken:

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Review Minutes from: \_\_\_\_\_



# HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES

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



# CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH

## REGLAS BÁSICAS DE LA REUNIÓN

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



# KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO

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



## Acronym List

**ACA:** The Patient Protection and Affordable Care Act

**ADAP:** AIDS Drugs Assistance Program

**Administration HUD:** U.S Department of Housing and Urban Development

**IW:** Integrated Workgroup

**AETC:** AIDS Education and Training Center

**AHF:** AIDS Health Care Foundation

**AIDS:** Acquired Immuno-Deficiency Syndrome

**ART:** Antiretroviral Therapy

**ARV:** Antiretrovirals

**BARC:** Broward Addiction Recovery Center

**BCFHC:** Broward Community and Family Health Centers

**BH:** Behavioral Health

**BRHPC:** Broward Regional Health Planning Council, Inc.

**CBO:** Community-Based Organization

**CDC:** Centers for Disease Control and Prevention

**CDTC:** Children's Diagnostic and Treatment Center

**CEC:** Community Empowerment Committee

**CIED:** Client Intake and Eligibility Determination

**CLD:** Client Level Data

**CQI:** Continuous Quality Improvement

**CQM:** Clinical Quality Management

**CTS:** Counseling and Testing Site

**eHARS:** Electronic HIV/AIDS Reporting System

**EIHA:** Early Intervention of Individuals Living with HIV/AIDS

**EFA:** Emergency Financial Assistance

**EMA:** Eligible Metropolitan Area

**FDOH:** Florida Department of Health

**FPL:** Federal Poverty Level

**FQHC:** Federally Qualified Health Center

**HAB:** HIV/AIDS Bureau

**HHS:** U.S. Department of Health and Human Services

**HICP:** Health Insurance Continuation Program

**HIV:** Human Immunodeficiency Virus

**HIV HSSS:** HIV Human Services Software System

**HIVPC:** Broward County HIV Health Services Planning Council

**HOPWA:** Housing Opportunities for People with AIDS

**HRSA:** Health Resources Services Administration

**IDU:** Intravenous Drug User

**JLP:** Jail Linkage Program

**LPAP:** Local AIDS Pharmaceutical Assistance Program

**MAI:** Minority AIDS Initiative

**MCDC:** Membership/Council Development Committee

**MCM:** Medical Case Management

**MH:** Mental Health

**MNT:** Medical Nutrition Therapy



**MOU:** Memorandum of Understanding

**NBHD:** North Broward Hospital District (Broward Health)

**NGA:** Notice of Grant Award

**NHAS:** National HIV/AIDS Strategy

**NMCM:** Non-Medical Case Management

**NOFO:** Notice of Funding Opportunity

**nPEP:** Non-Occupational Post Exposure Prophylaxis

**NSU:** Nova Southeastern University

**nPEP:** Non-occupational Post-Exposure Prophylaxis

**OAHS:** Outpatient Ambulatory Health Services

**OHC:** Oral Health Care

**PCN:** Policy Clarification Notice

**PE:** Provide Enterprise

**PLWH:** People Living with HIV

**PLWHA:** People Living with HIV/AIDS

**PrEP:** Pre-Exposure Prophylaxis

**PRISM:** Patient Reporting Investigating Surveillance System

**PROACT:** Participate, Retain, Observe, Adhere, Communicate and Teamwork is DOH- Broward's treatment adherence program.

**PSRA:** Priority Setting & Resource Allocations

**QI:** Quality Improvement

**QIP:** Quality Improvement Project

**QM:** Quality Management

**QMC:** Quality Management Committee

**RSR:** Ryan White Services Report

**RWHAP:** Ryan White HIV/AIDS Program

**RWPA:** Ryan White Part A

**SBHD:** South Broward Hospital District (Memorial Healthcare System)

**SCHIP:** State Children's Health Insurance Program

**SDM:** Service Delivery Model

**SOC:** System of Care

**SPNS:** Special Projects of National Significance

**STD/STI:** Sexually Transmitted Diseases or Infection

**TA:** Technical Assistance

**TB:** Tuberculosis

**TGA:** Transitional Grant Area

**VA:** United States Department of Veteran Affairs

**VL:** Viral Load

**VLS:** Viral Load Suppression

**WICY:** Women, Infants, Children, and Youth



## Frequently Used Terms

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

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

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

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

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