

PBC HIV CARE Council Committees 2025-2026

The CARE Council's Standing Committees may include:

- (A) Executive Committee
- (B) Planning Committee
- (C) Priorities and Allocations Committee
- (D) Community Engagement Committee
- (E) Quality Management, Evaluation, and Local Pharmaceutical Assistance Program Committee
- (F) Housing Committee

The CARE Council's Ad hoc Committees may include, but are not limited to:

- (A) Bylaws Ad hoc Committee
- (B) Grievance Ad hoc Committee
- (C) Ad Hoc Health Access Committee

The CARE Council Chair may authorize the creation, prescribe the terms, and define the power and duties of any other Ad hoc Committees as may, from time to time, be necessary or useful in conducting CARE Council business. The Ad hoc Committees shall be created and managed according to the *Policies and Procedures* of the CARE Council.

Executive Committee:

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer, and Secretary of the CARE Council. The Executive Committee shall also consist of the Chair of each Standing Committee of the CARE Council. At least one committee member with HIV must be present to constitute a quorum for decisions.

The Executive Committee may be convened by the Chair of the CARE Council and/or at the request of the recipient, to take action on time-sensitive issues relating to prioritization or allocation of funds which make it impractical to convene the CARE Council.

The duties and responsibilities of the Executive Committee shall include, but are not limited to, oversight of the grant application process, contracting processes implemented by Grantees or Lead Agencies on behalf of the CARE Council, and implementation of policy or actions established by the CARE Council. Emergency actions taken by the Executive Committee shall be subject to ratification of the CARE Council.

Priorities and Allocations Committee:

The Priorities and Allocations Committee, utilizing available data and information generated from Grantees and Administrative Agencies, and other CARE Council Committees, through a group process, establishes a list of services appropriate and necessary to enhance the medical condition and improve the quality of life for persons living with HIV/AIDS in Palm Beach County. The Committee is also charged with establishing priorities for these services and allocating available and/or potential funding to these services. The Priorities and Allocations Committee works closely with current funding streams to redirect underspent funds to those service categories most in need of additional dollars throughout the year.

Planning Committee:

The Planning Committee is charged with the overall development of major planning activities of the CARE Council. Included in these activities is the development of a Palm Beach Integrated HIV Prevention and Patient Care Plan. In a collaborative nature, the Committee will work with all other planning/funding entities in Palm Beach County to ensure the plan encompasses all needed services and available resources. In addition, the Planning Committee is charged with the development of a Needs Assessment as outlined in HIV/AIDS Bureau (HAB) publications

Community Engagement Committee:

The Community Engagement Committee is responsible for the following:

- Conducting outreach to HIV/AIDS service consumers, providers and organizations. Plan, attend and participate in community events and activities. (Conference, community fairs, workshops, trainings, etc.).
- Developing, identifying, and implementing the strategies and recruiting new members for the CARE Council and its committees, who are reflective of the HIV/AIDS epidemic in Palm Beach County.
- Acting as an informal caucus to bring consumer issues to the CARE Council, or CARE Council committees as appropriate. (This would be especially true if there was a general consumer concern regarding a specific service or service provider).
- Helping to identify ways to reach People Living with HIV/AIDS (PLWHA) communities served, including minority and other special populations.

- Providing an ongoing link with the community. Bringing community issues to the CARE Council, as well as information about available treatment, research, and care information to the community.
- Interviewing prospective members(s) for the CARE Council as appropriate (Prospective member(s) are interviewed by voting CARE Council members only).
- Training new and existing members of the CARE Council in CARE Council responsibilities, policies and procedures.
- Ensuring the CARE Council membership list complies with necessary grant requirements and monitoring membership attendance as required by *Policy and Procedures*.

Quality Management, Evaluation, and Local Pharmaceutical Assistance Program Committee:

The Quality Management, Evaluation, and Local Pharmaceutical Assistance Program Committee (QMELPAPC) is responsible for ensuring that HIV funded agencies participating in the Coordinated Services Network (CSN) comply with standards of care established by the CARE Council in the delivery of services to their clients with HIV/AIDS. The QMEC is responsible for detailed planning and oversight of all services relating to the general health of persons living with HIV/AIDS who receive services funded through the collaborative funding sources of the CARE Council.

The QMEC is responsible for the following activities:

- Receive and evaluate quality performance measures prepared by the Recipient.
- Provide feedback to the recipient regarding health outcome measures and quality improvement projects.
- Develop and maintain service delivery standards for Ryan White Part A service categories rendered with the Palm Beach County EMA.
- Compiling a written formula, as well as the process and procedures to add or remove medications. The LPAP Committee shall develop a procedure for clinical review for prior authorization approval as needed.
- Ensure the system of care meets the LPAP requirements as outlined in the HRSA/HAB Division of Metropolitan HIV/AIDS Program Monitoring Standards and local Standards of Care (SOC) as approve.
- Provide input on a statement of need submitted with the annual Ryan White grant application. The statement of need shall include an assessment of the need for an LPAP including the financial feasibility and evaluation of all available resources for medications, and the reasons these resources do not meet the needs of the clients.
- LPAP stakeholders may include affected community, prescribing providers, pharmacy professionals, and AIDS Drug Assistance Program (ADAP) representative, to the extent possible.
- Provide feedback to the recipient regarding health outcomes measures and quality improvement projects.

The Housing Committee is responsible for the following activities

- Determine priorities and make funding in policy recommendations to the recipient regarding the use of any and all housing funds.
- Make planning efforts to address housing related services and identify opportunities to expand available housing for people living with HIV and/or Aids in Palm Beach County
- Engage Key Policy Makers and Stakeholders from both Public and Private Sectors in identifying additional resources and solutions to achieve health through housing people living with HIV
- Act as a forum for people with HIV who have experienced or are currently experiencing homelessness/ housing instability

The following provisions shall apply to committees:

- Membership on a committee shall be defined by policy.
- Committee attendance shall be defined by policy.
- Ad Hoc Committees shall be defined by policy.