

Bylaws of the Florida Department of Health HIV/AIDS Section Workgroup for the Florida AIDS Drug Assistance Program (ADAP)

ARTICLE I - Name

The Florida Department of Health HIV/AIDS Section Workgroup for the Florida AIDS Drug Assistance Program (ADAP) is herein referred to as The Workgroup or Workgroup.

ARTICLE II - Purpose

The Workgroup will serve in an advisory capacity to the Florida ADAP. The Workgroup will make recommendations and advise on matters including, but not limited to, formulary, policies, services, and marketing.

ARTICLE III – Workgroup Composition and Appointments

The Workgroup is open to all interested parties in the HIV/AIDS community who meet the eligibility criteria as stated in Article IV. Workgroup members are asked to function as client advocates and program consultants. Potential members should have at least two of the following:

- personal or professional knowledge of HIV/AIDS disease
- familiarity with clinical treatment of HIV/AIDS
- direct experience with HIV/AIDS clients
- functional knowledge of Ryan White programs

If a person has an interest in serving on The Workgroup, an HIV/AIDS Section-generated application must be completed and returned to the ADAP Workgroup Liaison. The Florida HIV/AIDS Section will have the responsibility for appointment of Workgroup members.

The Workgroup will have five non-voting members as specified in Table 1, i.e. three staff from the HIV/AIDS Section, a DOH Pharmaceutical Services representative, and a non-DOH delegate from the AIDS Insurance Continuation Program (AICP). The Workgroup will also include a larger majority of voting community representatives (17) as indicated below:

Table 1: Department of Health, HIV/AIDS Section Staff and Delegated Representatives

Non-Voting Members;

Medical Director or Designee, Workgroup Chair	Patient Care, Part B Administrator
ADAP Director	Bureau of Statewide Pharmaceutical Services Pharmacist
AICP Representative (delegated)	

Community Representatives (Voting);

ADAP Consumers (2) (with 2 alternates upon absence)	HIV/AIDS Physician	Persons with HIV/AIDS (2)
Part A Representative Broward	Part A Representative Jacksonville	Part A Representative Miami/Dade
AETC (AIDS Education and Training Center) Representative	HIV/AIDS Nurse	CHD (County Health Department) Pharmacist
Case Manager	AHCA (Agency for Health Care Administration)/ Medicaid	ADAP County Contact
HAPC (HIV/AIDS Program Coordinator)	Part B Representative	Part C Representative

There shall be a minimum of at least two ADAP Consumers to serve as Alternates. An Alternate may serve as a voting member of the ADAP Workgroup only when a Consumer Representative is unable to be present. In such case, the Chair shall designate an alternate to serve as a voting member for the meeting. Thereafter, when a Consumer Representative member is unable to attend a meeting or conference call, the two Consumer Alternates shall take turns filling in, as directed by the Chair. Non-participant Consumer Alternates are not required to attend meetings, but when functioning as voting members shall comply with member attendance requirements for all Workgroup meetings. Should the ADAP Consumer's status change, the individual will serve a maximum of 6 months transitioning their position to a new ADAP consumer who shall be one of the designated alternates.

As workgroup positions become vacant, consideration of replacements will be based on factors that include race/ethnicity, sexual orientation, gender, gender identity, and geographic areas. The HIV/AIDS Section reserves the right to select or replace Workgroup members, according to the needs of the program, taking into account requests or recommendations of The Workgroup. As a Part A representative rotates off The Workgroup, effort will be made to select a representative from a different Part A area not currently represented.

ARTICLE IV – Conflicts of Interest

The ADAP provides direct drug assistance. Therefore, Workgroup members will be asked to make objective decisions about programmatic merits of specific drugs. Members must not accept or solicit any benefit that might reasonably influence them in regards to their duties as a member of The Workgroup. If a member has a direct financial interest in a matter brought before The Workgroup, the member will disclose this to the Workgroup and recuse him/herself from consideration of the matter.

ARTICLE V – Terms and Duties

The term of new Workgroup members shall be for a period of three years. Memberships will begin at the start of a calendar year (January 1) or earlier if deemed necessary by the Workgroup Chair. Members may not serve consecutive terms except for non-voting members. Members are required to fulfill the duties of membership, which include, but are not limited to, the review of relevant materials (prior to meetings) and consistent participation in scheduled meetings and conference calls.

ARTICLE VI – Meetings

The Workgroup shall meet on a regular basis for scheduled meetings, at which time business will be conducted. For the purpose of this Workgroup, conference calls will also serve as official meetings. The regular meeting date(s) and time(s) shall be set by the Chair, with a majority of the Workgroup's agreement. All regular meetings of the Workgroup shall be open to the public, consistent with F.S. 286.011, except for meetings, or portions of meetings, where industry-negotiated prices will be discussed. Upon request, Workgroup-related travel expenses will be reimbursed in accordance with the State of Florida travel rules and policy. Agendas for regular meetings shall be provided to Workgroup members not less than five working days prior to a meeting. The agenda will include at least 20 minutes for public comment during the meeting. Minutes of each meeting shall be promptly recorded and, following approval shall become public documents. Any recommended changes to the recorded minutes must be submitted to the Workgroup Liaison within two weeks from the date of distribution. Action may be taken on an item not included on the agenda if an exception is made by the Chair, or if requested by a member and consideration is agreed upon by a majority of voting members present. Members will be sent corrected minutes incorporating submitted changes within three weeks of original distribution.

ARTICLE VII – Attendance and Absences

Members are expected to attend all Workgroup meetings and conference calls. If a member is unable to attend a meeting or conference call, he or she must inform the Workgroup Liaison in advance. The Workgroup will hold a minimum of two face-to-face meetings annually, subject to approval by DOH administration. Additional mandatory or supplemental meetings may be called at the discretion of the Chair. If a member is unable to attend a scheduled meeting or conference call, the workgroup liaison will be notified by the member. If a member's attendance falls below expectation, he or she may be replaced at the discretion of the Chair.

ARTICLE VIII – Voting

Voting will be conducted only among the authorized members present at the time a vote is conducted. Voting Members may also be polled electronically on issues requiring expedited action. The decisions of the Workgroup are advisory and subject to approval by the HIV/AIDS Section.

A quorum of the Workgroup will consist of a minimum of eleven (11) voting members. Without a quorum, the Workgroup may not formally act on agenda items, but may continue the meeting for informational purposes only. An affirmative vote on a motion will consist of a majority of members present and authorized to vote.

ARTICLE IX – Formulary Modifications

At certain times it may be necessary to modify the formulary through addition or deletion of medications. Antiretrovirals (ARVs) which are FDA approved, will be routinely added to the ADAP Formulary unless there are special circumstances warranting further consideration, or as a result of consultation with The Workgroup. Workgroup members will be consulted before medications are added or deleted from the ADAP formulary.

ARTICLE X – Participant and Observer Roles

Medical Director (Chair) or Designee

- Officiates at all meetings
- Coordinates and oversees Workgroup projects
- Develops meeting agendas with input from Workgroup members and the ADAP
- Provides Medical Updates
- Provides Formulary Updates
- Ensures members are appropriately informed about new drugs at each meeting.

ADAP Director

- Brings new issues to the group
- Selects Workgroup Liaison for supportive functions as needed
- Provides programmatic information for Workgroup consideration

Workgroup Liaison (non-member)

- Notifies members of meetings and ensures distribution of meeting materials
- Serves as the point of contact for meeting attendance (see Article VII above)
- Reconciles and coordinates feedback received from Workgroup efforts and others
- Archives and ensures posting of Workgroup documents
- Takes meeting minutes and assures recommended changes are made to the minutes prior to each meeting and conference call

Workgroup Member

- Attends scheduled Workgroup meetings
- Actively provides feedback and recommendations on the information presented
- Reviews issues and provides feedback
- Acquires program knowledge and familiarity with ADAP policies and procedures

HIV/AIDS Section Staff (non-member)

- Attends Workgroup meetings in a non-voting advisory or supportive capacity
- Ensures appropriate progress and checkpoints are met
- Reconciles and coordinates feedback received from Workgroup efforts and others
- Finalizes and publishes reports
- Provides necessary meeting facilities and support as needed for the Workgroup

Observers / Guests (non-member)

- Workgroup meetings are open to the public
- Copies of the meeting agenda and materials will be available electronically or posted to the website following the meeting, if all meeting materials are not available in advance
- The Chair will make an effort to allocate time during meetings for questions or comments from observers (see Article VI above)
- Guests may be asked to provide information about agenda issues as needed during the meeting

ARTICLE XI - Official Communications and Representation

When acting as representatives of The Workgroup, members are expected to refrain from openly discussing all confidential issues as identified by The Workgroup Chair with the press, public, or representatives of the pharmaceutical industry. Once the HIV/AIDS Section has made a final decision, based in part on input of The Workgroup, members will be advised by the Chair when there is no further need of confidentiality.

ARTICLE XII – Decorum

Proper meeting decorum, facilitated by the chair, is the requisite standard for all participants and attendees.

ARTICLE XIII – Amendment of Bylaws

These Bylaws may be modified, as needed, by the Chair with agreement of Workgroup voting members by a vote of 50% plus one. A full review will be conducted annually by the HIV/AIDS Section and membership. Changes will also be considered if requested in the interim by the HIV/AIDS Section or members.