



MEETING AGENDA

COMMITTEE: ad-Hoc Nominating Committee

Date/Time: Thursday, January 4, 2018, 3:00 p.m.

Location: Governmental Center Room A-335

Chair: Lorenzo Robertson

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 10/5/17 Agenda
3. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Tasks for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Nominating Procedure (Handout A)	ACTION ITEM: Review the ad-Hoc Nominating Procedures. Determine who will be responsible for the presenting the slate of candidates to the HIVPC and serving as facilitator for verbal Q&A.
Candidates and Nominee Questionnaires (Handout B-C)	ACTION ITEM: Review slate of candidates and returned Nominee Questionnaires.
Review Ballots and Elections Logistics (Handouts D-F)	ACTION ITEM: Review and approve paper ballots, votes for the record form, determine ballot counting process and who will read the votes into the record.

4. **GRANTEE REPORT**
5. **PUBLIC COMMENT**
6. **ANNOUNCEMENTS**
7. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Viral Load Suppression • Retention in Care •

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



Meeting Agenda: ad-Hoc Nominating Committee

Date/Time: Thursday, October 5, 2017 3:00 p.m.

Location: A-335

Chair: Lorenzo Robertson

ATTENDANCE				
#	Members	Present	Absent	Grantee Staff
1	Barrientos, Y.	X		Jones, L.
2	Moragne, T.	X		Wallace, C.
3	Robertson, L., <i>Chair</i>	X		
4	Shamer, D.	X		HIVPC Staff
5	Taylor-Bennett, C.	X		Holloman, K.
	Quorum = 4	5		Ewart, L.

1. CALL TO ORDER

The ad-Hoc Nominating Committee Chair called the meeting to order at 3:05 p.m. The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. The Chair, committee members, guests, Grantee staff and HIVPC staff self-introductions were made. A moment of silence was also recognized.

2. APPROVALS

Motion #1: To approve today's meeting agenda
Proposed by: Taylor-Bennett, C. **Seconded by:** Shamer, D.
Action: Passed Unanimously

3. MEETING ACTIVITIES/NEW BUSINESS

Nominating Procedure (Handout A-B):

The committee reviewed the nominating procedure and changes made. Staff stated once the procedure has been edited it will go to HIVPC for approval. Staff reviewed any changes that have been made and the basic procedure process outlined in the attached handout. Staff asked the committee if they would like to make any changes. One member expressed concern that voluntary nominees would have 5 weeks to complete the questionnaire but nominations from the floor only had 2 weeks to complete it. One member suggested splitting the difference and giving everyone 3 weeks. November 16th and December 28th were the deadlines for submitting questionnaires.

A member asked if there was issue in the past with nominations, and the Recipient stated in the past the Council did not want nominations from the floor, but Robert's Rules stated that was a requirement. The Recipient asked what the purpose of the deadline for the questionnaire for self-nominations was, and why there was a difference in time of when people self-nominate or are nominated from the floor. A member suggested having one for all nominations, including self-nominating and nominations from the floor. Staff stated this could be at the December 7th meeting, and then all nominees would have 3 weeks to turn in the questionnaire, with the elections at the end of January.

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



The Committee decided to simplify the process, and open up elections in October, allow for all nominations to be finalized at the December 7th HIVPC, with 3 weeks from that point for completion of the Nominating Questionnaire. At the January HIVPC meeting, candidates will give presentations and then the membership will vote.

Elections Timeline (Handout B):

Staff updated the timeline in accordance with the changes made above.

Nominee Questionnaire (Handout C):

The Committee reviewed the proposed Nominating Questionnaire. A committee member expressed her concern that the questionnaires don't necessarily elicit the right responses from candidates. The Committee was unsure how to fix the questions to elicit more thorough responses. The group discussed whether the questions were poorly worded, if they asked questions that were relevant to the position of the Chair, and whether the candidates weren't answering them in a thoughtful or complete manner. A member suggested including instructions as to the type of responses desired. PC Staff suggested that the change in timeline might allow PC members to question candidates on questions that they felt needed clarification, as the questionnaires will be distributed before the presentations and elections in January. The Chair suggested continuing to use the questionnaire as an election tool, and asking for follow-ups to answers during candidate presentations.

During the presentation portion of the January agenda, each candidate will have 3 minutes to speak, with 2 minutes for questions, as outlined in the P&Ps. A member asked if all candidates are allowed to answer questions asked to specific candidates, and the Recipient stated this has been allowed in the past for reasons related to fairness and avoiding people asking candidates questions based on personal issues. The Chair will facilitate this process, and ensure that members ask questions in an organized manner, one candidate at a time with no going back. The group also suggested having members turn their questions in and having the Committee read them to the candidate.

A member expressed the need to reexamine the way that leadership positions are held, possibly instituting a Chair and Chair-Elect system that allowed for Vice Chairs to gain leadership. Staff explained that the ad-Hoc By-Laws Committee had review the issue this summer, and recommended that no changes are made to the current leadership system.

Finally, the group discussed whether candidates can run for both Chair and Vice Chair positions. Currently, there are no policies prohibiting candidates from running for both positions. The group discussed limiting candidates to either Chair or Vice Chair, however, decided the leave the process intact for the current election.

Motion #2: To approve the proposed changes to the HIVPC Nominating Procedures

Proposed by: Moragne, T. **Seconded by:** Taylor-Bennett, C.

Action: Passes Unanimously

Motion #3: To approve the proposed changes to the Nominating/Elections Timeline

Proposed by: Moragne, T. **Seconded by:** Taylor-Bennett, C.

Action: Passed Unanimously

Motion #4: To approve the proposed changes to the Nominee Questionnaire

Proposed by: Barrientos, Y. **Seconded by:** Shamer, D.

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



Discussion: A member would like there to be more discussion with the Nominees regarding the expectations for questionnaire answers. Staff will include the elections process on the October HIVPC Agenda, and the Nominating Chair will have a discussion with the members regarding the process, timeline and expectations.

Action: Passed with 1 Opposition

4. GRANTEE REPORT

The Recipient’s Office and Staff are in the process of writing the FY2018 Part A grant. The grant was originally due on October 30th, however all EMAs/TGAs affected by Hurricane Irma received an extension until the November 17th.

5. PUBLIC COMMENT

None

6. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: January 4, 2018 Venue: TBD

<i>Tasks for next Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Review Election Process and Logistics	ACTION ITEM: Discuss election process and logistics. Determine if an electronic or paper ballot will be used, and who will read the votes into the record.
Prepare Slate of Officers	ACTION ITEM: Review returned 2017-2018 Nominee Questionnaires to prepare a slate of officers.

7. ANNOUNCEMENTS

The One-Day Ujima Conference/Ashe Alliance will be held on Saturday at AHF.

8. ADJOURNMENT

The meeting was adjourned at 4:20 p.m.

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: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
 Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
 Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



NOMINATING PROCEDURE

FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the October HIVPC meeting (prior to the January election), Council Members will be given a form to express their interest in running for Chair or Vice Chair along with a form questionnaire containing a set of questions about why they want to be an officer and their past leadership experience.

At the beginning of the next Planning Council meeting, the slate of all members that have indicated interest in running for office will be presented and a verbal call for nominations from the floor will take place. All candidates will be provided an opportunity to answer the questions on the questionnaire form. The deadline for submitting responses will be 3 weeks from the December call for nominations.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following Planning Council to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the January Planning Council mailing.

At the beginning of the following Planning Council meeting, candidates will give presentations that should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses. Then ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. Planning Council members will receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the January meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective as of the first day of the Fiscal Year (March 1).

FOR SPECIAL ELECTIONS

In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined above. Dates may vary based on the timing of the resignation.

Chapter 12 - Nominations and Elections

In every organization, the process of nominating and electing officers and board members is very important, and the bylaws should clearly state the procedure. If the procedure is not stated in the bylaws, a member of the assembly can make a motion explaining the procedure to follow. The assembly then decides by a majority vote whether to follow the proposed procedure.

This chapter explains the nominating and election process from start to finish. It discusses the various ways organizations nominate a candidate and take votes. The chapter also describes the duties of the tellers' committee - those members appointed to count the vote. Likewise, the chapter takes you step by step through the teller's sheet and report.

ELECTIONS

After the nominating process is finished, the members must vote on the proposed candidates. If the bylaws do not state how the vote is to be taken, a member can make an incidental motion regarding how to take the vote.

If the bylaws state that the vote must be taken by ballot, even if there is only one candidate for each office, members must nevertheless vote by ballot. A ballot vote allows members to write in a candidate's name. Asking one person (for example, the secretary) to cast the electing ballot for the entire assembly is out of order. Such a motion takes away members' rights to write in a candidate.

Members can take the vote for election by

- Voice
- Ballot
- Roll call
- Cumulative voting

Election by Ballot Vote

Organizations can take a ballot vote two ways:

- A slate of all the officers can appear on one ballot.
- Individual ballots can be provided for each office after nominations for that office are closed.

Slated ballots

Large organizations, such as conventions, usually prepare a printed ballot listing the names of all the candidates, with room for further nominations or write-ins from the membership.

Members go to the polls once. When no candidate receives a majority vote for a particular office or for several offices, members must continue to vote on those offices until someone is elected. With this kind of ballot, having the election early in the meeting is best. In the event that another vote is needed, members can vote again before the convention or meeting adjourns.

MOTIONS CONCERNING ELECTIONS

When taking the vote by ballot, the president usually declares that the polls are closed after asking the members if everyone who wants to vote has voted. This means that no one else can vote and the tellers can count the votes. A member can also make a motion to close the polls, which requires a second and a two-thirds vote to adopt, or the motion can be adopted by unanimous consent. The president should not admit a member's motion to close the polls if people are still voting.

If members come into the assembly and want to vote after the polls are closed, a member must make the motion to open the polls. This motion takes a majority vote to adopt. Members can reopen the polls until the tellers give their report and the presiding officer announces the results. Keep the ballots that come in during the reopening of the polls in a separate pile until the other ballots are counted. After the separate ballots are counted, add them to the tellers' report.

COUNTING AND RECORDING THE BALLOTS BY TELLERS' COMMITTEE

A tellers' committee is a small group of members appointed to count the vote during a meeting involving a ballot vote or a rising counted vote. Depending on the size of the group, the committee is usually comprised of two to three people.

In many small organizations, the presiding officer appoints several members to count ballots or to count a rising vote when the time comes. In a case such as this, where an organization does not have a tellers' committee, a secretary who is well versed in counting the ballots can be very helpful. The secretary can assist those appointed to act as tellers during the counting of the ballots.

Tellers who are appointed at a meeting to count a ballot vote should be appointed because of their accuracy and dependability, not because they have something to gain from the outcome of a vote. They should have the confidence of the assembly. If the

issue is a controversial one, the tellers should include members on each side of the issue and a neutral person to count the ballots. If a tellers' committee is needed to count ballots for an election of officers, the committee should be appointed before the meeting and trained in the correct procedure for counting the ballots.

In larger organizations or at national conventions, a tellers' committee, which is usually large and headed by a chairman, is appointed for the entire convention or the entire year. The chairman is in charge of the ballots and ballot boxes and is responsible for training the tellers on the proper way to count the ballots and on the various methods of counting a rising vote. The tellers' committee is present during the entire session to count any doubted voice vote, when requested to do so by the presiding officer or the membership.

Teller's Sheet and Report

For each ballot vote taken, the tellers should have a sheet of paper that helps them tally the ballots.

Counting the Ballots

Following are the procedures that the tellers' committee should follow to count ballots:

1. When three tellers are appointed to count the ballots, Teller One should open each ballot and determine whether it is a legitimate ballot. All blank ballots are put aside because they are not counted in the total number of votes cast. Illegal ballots, those that have writing on them but are not readable or that contain the name of a person who is not eligible for election, or two ballots with names on them folded together, are put in another pile.
2. Teller One counts the legal ballots and writes the total on the teller's sheet on the line "Number of votes cast." If there are illegal ballots, these are counted and the number put on the line "Number of illegal votes." The number of illegal and legal ballots is then totaled. This number is used to establish the number for the majority vote. The majority vote number is written on the line "Number of votes to elect."
3. Teller One reads aloud the names on each ballot. The other two tellers each keep a separate teller's sheet, recording each candidate's name on the teller's sheet the first time it is read, and placing a tally mark next to a candidate's name each time Teller One reads that name aloud. So that there is no doubt who should receive the vote, Teller Two repeats each name as it is read by Teller One. When a candidate receives five votes, Teller Two calls out "tally."

If Teller Three's report doesn't agree with Teller Two's, then the count stops at this point to see where the mistake was made in recording the vote.

4. When all the ballots have been read aloud, the tellers' committee totals the votes for each candidate and writes the number of votes received by each name. The tellers' committee then writes the word "elected" by those receiving a majority vote. If no one receives a majority vote, the phrase "no election" is written on the teller's report or is written near any office for which no candidate has received a majority vote.
5. Each member of the tellers' committee signs the teller's report, and the chairman of the committee (Teller One) reads the report to the assembly and gives it to the presiding officer.

In the election of candidates for the Soccer Club board, there were no blank ballots, so the tellers write on their sheets "20" for the number of ballots cast. There were no illegal ballots, so they write "0" on that line. On the line that gives the number to elect, they write "11."

Giving the Tellers' Committee Report

The chairman of the tellers' committee rises, addresses the chair, is recognized, and reads the teller's report. The chairman reads the entire report including the number of votes cast, number to elect, any illegal votes, and all names and the vote totals for each candidate who received votes (even those who are not elected). The members have the right to know who received what number of votes. The report does not include the number of eligible voters (only the officer responsible for the membership roll is able to give this number if needed).

The teller reading the report does not indicate who has been elected. Instead, after the tellers' committee report, the presiding officer announces those people elected.

Tellers' Committee Chairman: The Tellers' Committee Report for Election of Board Members:

Number of votes cast were 20.

Number to elect is 11.

Mr. Smith received 14 votes. (elected)

Mrs. Jones received 15 votes. (elected)

Mrs. Baker received 19 votes. (elected)

Mr. Torry received 16 votes. (elected)

Mr. Green received 13 votes. (elected)

Mrs. Frank received 12 votes.

Mr. Bates received 11 votes.

Joyce Bell

Chairman

The presiding officer states when the election is effective, according to the bylaws:

President: Thank you. You will take office at the close of our annual meeting. [as stated in the Soccer Club's bylaws]

Those elected take office immediately unless the bylaws state differently. In this organization, the newly elected board members take their places at the close of the annual meeting.

If an organization usually has an installation of officers but fails to hold it, those elected still take office unless the bylaws provide that those elected take office when installed. An installation is only a ceremony and is not the activity that enables those elected to take office. Also, because an installation is considered a ceremony, a quorum is not needed to conduct the installation.

The complete teller's report is then entered into the minutes. If a recount isn't necessary or requested, the ballots can be destroyed or filed with the secretary for a certain number of days and then destroyed.

OTHER POINTS ABOUT ELECTIONS

Here are some other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Tellers should cast their ballots at the same time that the assembly votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.

- If an elected candidate declines the office after he or she is elected and after the meeting has adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.
- A member can't make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the tellers have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The tellers' committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the tellers' committee and for the presiding officer to announce the vote that was taken at the previous meeting.
- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
- In counting the votes, the tellers' committee must not confuse a majority vote with the highest number of votes. The person who gets the most votes may not have a majority of the votes. In this case, the members must vote again until one candidate receives a majority vote.
- If there is a question about the way a ballot is marked, the tellers should take it to the presiding officer. He or she should present it to the assembly to decide what to do with the vote - whether to count it and toward what name to credit the vote.
- When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the bylaws.
- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.

If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.

- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don't set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.

- If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Kenneth Baker was elected to the board for three years. His term expires April, 2004."
- If electronic machines are used for voting, they should be programmed so that each segment of the ballot is treated as if it were a separate ballot. Tellers present during the voting should be carefully instructed in their duties and should be able to explain to other members how to use the machine. If members haven't used the machine before, it may be wise to show them how to use it the day before the election.

ELECTION IRREGULARITIES

During an election, especially when tellers are not trained or when candidates are running in opposition, members may become aware of mistakes or illegal procedures in collecting or counting the ballots. If a member notices a mistake in procedure, he or she should immediately make the chair and assembly aware of his concerns.

The best thing an organization can do is adopt rules that tell how to proceed if a member challenges an election or if a person is illegally elected to office and has begun to serve. Rules may include how long the organization saves ballots and how long members can wait to challenge an election. These rules supersede the adopted parliamentary authority. It is important to remember that once someone is elected, the election can't be rescinded unless there is some provision for it in the bylaws. It is possible that because of a mistake in counting the ballots, or another procedural mistake, someone can be declared elected to office when he or she did not receive the majority votes. Organizations can create and write election rules to correct this mistake.

A common mistake in elections is having too many ballots cast for the number of members present. If this occurs and it does not affect the outcome of the vote, the election is still valid. Often the extra ballot comes from someone who has entered the assembly but has not signed in to the meeting.

Because fraud does happen in the election process, members need to be alert and watchful of the election process. Some practices to watch out for include:

- Ballot boxes being stuffed or written ballots being changed.
- Mail or absentee ballots not arriving on time or mysteriously disappearing when the time comes to count them.
- Voting machines having wedges inserted to prevent the lever from going down all the way.

- Polls closing or opening at times different than the times posted.

The most important thing associations or governments can do is appoint conscientious and honest people to serve on the tellers' committee and to watch the polls.

TAKING A RECOUNT

If members question the validity of an election or the procedure in taking the vote, a member should make a motion to recount the votes within a reasonably brief time after the president announces the election outcome. The motion to have a vote for a particular office recounted needs a second, is not debatable, and takes a majority vote to adopt.

After the person elected to office assumes the position, it is too late to nullify an illegal election. For this reason, members should listen carefully to the report of the tellers' committee. If something doesn't quite add up, a member should question it during the meeting. If officers assume their duties immediately after the meeting is adjourned, it is then too late to question the election.

HIV PLANNING COUNCIL (HIVPC) CHAIR & VICE CHAIR NOMINEES

Call for Nominations: HIVPC meeting on December 7, 2017

4 nominations made and accepted:

- Requel Lopes (Chair)
- H.B. Katz (Vice Chair)
- David Shamer (Vice Chair)
- Carla Taylor-Bennett (Vice Chair)

Deadline for nominee questionnaire: December 28, 2017

3 questionnaires received:

- Carla Taylor-Bennett
- David Shamer
- Requel Lopes

Nominations closed: December 28, 2017

Slate of Candidates:

Chair: Requel Lopes

Vice Chair: Carla Taylor-Bennett, David Shamer

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 28, 2017.

Candidate Name	Réquel Lopes
Office Sought (Check ONE)	<input checked="" type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR
Affiliation	<i>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</i> On the Board of Directors for Poverello

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

LEADERSHIP

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

I find my style of leadership is participative in nature. I value the input of others. The input from the team is essential to the decision making process. Not everyone will always like the decision, but rest assured as the chair, I did get the contributions from others before making decisions necessary to move the Council along in its duties. My leadership behaviors can be illustrated this way:

- *Putting service to others before self-interest*
- *Includes the whole team in decision making*
- *Helps provide tools to get the job done*
- *Stays out of limelight, lets team accept credit for results*

MEMBERSHIP

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

As the council member it is really necessary to recruit. Each and every member is responsible for this task. New marketing efforts are needed to help us with this effort. It is also necessary to be cohesive in our message about the function of the Council. There are some key people out in the community that could be very instrumental in the challenging work ahead.

RELATIONSHIPS, COMMUNITY & OUTREACH

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

I think the above answer helps frame my strategies as it relates to this effort. I will get out and attend events in the community. Quite simply there is no "I" in team. I will work with and assist current members with reaching and recruiting new participants to this extraordinary group of people. The derisive nature that has continued to plague collaboration has to be redirected. It is not "us" against them. It is US together moving forward and making changes in the lives of people who benefit from the services offered by the Ryan White Part A funding.

HEALTH DISPARITY

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

I think the council has the mechanisms in place to look and recommend needed change. We must continue to stream lining of the process. Utilizing the "secret shopper" to help fetter the problems in the system. We must always continue to ask and engage diverse group of consumers in the process.

Questionnaire - Page 1 of 2 -

Candidate Name	Réquel Lopes	
Office Sought (Check ONE)	<input checked="" type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR	<i>A separate application is required for each office.</i>

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

CONFLICT OF INTEREST

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

My simple answer it to be transparent.

ADVOCACY

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

I will submit it this way we need in ways to affectively reach out, engage and optimize care in:

- *People of color community*
- *Transgender community*
- *Women and children*
- *Nutritional based service*

OUTLOOK

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021?

We must stay focused on our mission – to help to the best of our ability All the people who utilize the Ryan White Part A funding offered through Broward County. This is no easy undertaking. We must work together to gain the trust and respect of the community as well as each other. We must work towards this goal without ego; without malice. We are about the work of the people who have no other services. In the climate we currently live in where funds are shrinking, we must work together to help to ensure we are doing our appointed tasks. Here is a quote I strive to live by:

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed it is the only thing that ever has.” ~ Margaret Mead

Questionnaire - Page 2 of 2 -

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 28, 2017.

Candidate Name	Carla A. Taylor-Bennett
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> VICE CHAIR
Affiliation	<i>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</i> Unaffiliated

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

LEADERSHIP

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

I would like to believe that I have an inclusive leadership style. I find ways to engage members by identifying strengths and interests that may be helpful to the process. As a conflict resolutionist, I make a vigorous effort to channel problematic behaviors in away that makes them advantageous to the process. I lead by example and would never ask anyone to do anything that I would not be willing to do myself. My Chairs would know that they have my support and that I would be willing to co-labor with them when needed.

MEMBERSHIP

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

I believe that Council membership should come from the community it serves, I also believe that not only the Membership committee should be identifying and recruiting council membership. Each planning council member should have a role in identifying and recruiting new members. I personally believe that there are far too few PWA's on the council and will be working with the council to increase participation among PWA's.

RELATIONSHIPS, COMMUNITY & OUTREACH

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

For may years the Council has been this extraneous body that operates outside of the HIV Community. I would like to see that changed. Some strategies could include moving meetings into the community. Increasing attendance within the target populations, recruiting members for both council and committees from the community as well as holding focus groups and town hall style meetings to better understand the needs of the community.

HEALTH DISPARITY

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

There continues to be significant health disparities among certain communities. With input from members of those communities, the provider network and other similarly situated EMA's the Council should develop and fully fund strategies that can address the pervasive health disparities that exist for African-American men and women, and MSM's.

Candidate Name	Carla A. Taylor-Bennett	
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> VICE CHAIR	<i>A separate application is required for each office.</i>

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

CONFLICT OF INTEREST

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

I am fortunate that I do not work for a Ryan White provider agency and have no conflicts. Conflicts of interest can almost always be resolved through transparency. Conducting all council business out in the open where it can be heard and documented alleviates any perceptions of conflict, favoritism or bias. My intent if elected is to conduct the business of the council in an open, honest and transparent manner.

ADVOCACY

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

That question could best be answered by the impacted community members. The Council should not decide in isolation what is impacting the community. Thus town hall and focus groups are a critical element in the overall advocacy however it must be driven by the community.

OUTLOOK

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021?

The attainment of those goals of the Broward County Integrated HIV Prevention and Care Plan, CY 2017-21 largely rests with the work of the Council's committees. As the prior Vice Chair of the Integrated Committee that developed the integrated plan, I am intimately familiar with what is in the plan as well as the intent. I would like to ensure that Committee chairs are appointed who are committed to the plan. As Vice Chair I would work with the committees so that they can be focused on the parts of the plan that can enhance the committee's work. Those components would need to be integrated into the committee work plans and progress would be evaluated at each Executive Committee meeting. Additionally, committee chairs would be challenged to develop innovative ways to attain the goals and not just check items off as completed. The plan is just that a plan and is a dynamic document which requires feedback from all parties in order to be successful.

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, December 28, 2017.

Candidate Name	
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input checked="" type="checkbox"/> VICE CHAIR <p style="text-align: right;"><i>A separate application is required for each office.</i></p>
Affiliation	<p>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</p> <p>Board Member</p>

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

LEADERSHIP

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

I feel that my leadership style is adjustable to fit the occasion. There are times during a meeting when the floor may be taken up by just a few people, this can be part a healthy debate, or it may be the responsibility of the facilitator to ask the opinion of committee members who is less outspoken.

MEMBERSHIP

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

The Membership/Council Development Committees' Policies and Procedures addresses the issue of the Councils' compliance reflective of the demographics of the HIV/AIDS epidemic in Broward County. They meet quarterly and with the help of the staff the most recent demographics are reviewed, and adjustments noted where necessary. This information is then forwarded to the Executive committee and once approved forwarded to the Planning Council where is it reviewed by all of members.

RELATIONSHIPS, COMMUNITY & OUTREACH

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

To effect change we must be part of that change. I feel that any improvement to be had with the HIV/AIDS Community would come in two areas, those who are compliant and those who are not. These people can come in two groups those who know about Ryan White and work with their providers (in or out of the network) and those who do not. Providing a platform for social interaction between care givers and clients was essential for me to come to grips with the demands of living with HIV/AIDS. I feel that a stronger emphasis might be given to a welcoming, warm environment in the form of consumer advisory boards where clients and staff have the opportunity establish networking, peer support and a stronger sense of community.

HEALTH DISPARITY

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

I feel that we should continue in the path that we have traditionally taken with questionnaires, town hall meetings and focus group. We need to continue to address and reduce negative stigma associated with HIV/AIDS. As I have stated earlier I feel that we could go a long way in eliminating health disparities and improve access to services by having strong involvement with our local community based organizations and this Planning Council.

Candidate Name	
Office Sought (Check ONE)	<input type="checkbox"/> CHAIR <input type="checkbox"/> VICE CHAIR <i>A separate application is required for each office.</i>

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

CONFLICT OF INTEREST

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

Transparency is key to avoiding conflicts of interest. I currently have no conflicts of interest and would be mindful whenever a possible conflict presented itself.

ADVOCACY

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

In order to familiarize and educate consumers I would like to see them more opportunity to be involved with consumer advisory groups.

OUTLOOK

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021?

I have reviewed the integrated HIV Prevention and Care Plan and am eager to participate as the co-chair of the HIVPC in insuring that appointed members have the resources necessary for their active participation. I would standby with potential replacements should the need arise.



Ballot Log

HIVPC Chair & Vice Chair Elections January 25, 2018

HIVPC MEMBER	PRESENT	ABSENT	BALLOTS DISTRIBUTED	BALLOTS RECIEVED
1. Yusi Arencibia				
2. Brad Barnes				
3. Yahaira Barrientos				
4. Ronald Bhrangger				
5. Devorn Burgess				
6. Bisiola Fortune-Evans				
7. Vincent Foster				
8. Claudette Grant				
9. Marie Hayes				
10.H. Bradley Katz				
11. Arianna Lint				
12. Requel Lopes				
13. William Marcoviche				
14. Tim Moragne				
15. Lorenzo Robertson				
16. Phillip Robertson				
17. Joshua Rodriguez				
18. David Runkle				
19. Mark Schweizer				
20. David Shamer				
21. Rick Siclari				
22. Will Spencer				
23. Carla Taylor-Bennett				
24. Rachel Williams				



BALLOT

HIVPC Chair and Vice Chair January 25, 2018

Member Name: Lorenzo Robertson

You are voting for **CHAIR** of the Broward County HIV Health Services Planning Council.

The term of office is effective beginning March 1, 2018.

Requel Lopes

You are voting for **VICE CHAIR** of the Broward County HIV Health Services Planning Council.

The term of office is effective beginning March 1, 2018.

Please check **ONE**:

David Shamer

Carla Taylor-Bennett



BALLOT

HIVPC Vice Chair Run-off January 25, 2018

Member Name: Lorenzo Robertson

You are voting for **VICE CHAIR** of the Broward County HIV Health Services Planning Council.

The term of office is effective beginning March 1, 2018.

Please check **ONE**:

- David Shamer**
- Carla Taylor-Bennett**

SAMPLE