



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



**MEETING AGENDA**

**COMMITTEE:** ad-Hoc Nominating Committee

**Date/Time:** Thursday, February 1, 2018, 3:00 p.m.

**Location:** Governmental Center GC-302

**Chair:** Lorenzo Robertson

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 1/4/18 Agenda
3. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Tasks for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>2018 HIVPC Leadership Elections Process</b>	ACTION ITEM: Review 2018 elections process
<b>2020 HIVPC Leadership Elections Process</b>	ACTION ITEM: Make recommendations for elections timeline, candidate materials and nominations procedures

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, January 4, 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	Grant, C.	X		<b>HIVPC Staff</b>
5	Bhrangger, R.	X		Oratien, V.
6.	Burgess, D.		A	Johnson, B.
	<b>Quorum = 4</b>	<b>5</b>		Ewart, L.

**1. CALL TO ORDER**

The ad-Hoc Nominating Committee Chair called the meeting to order at 3:15 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 10/5/17 meeting minutes  
**Proposed by:** Moragne, T. **Seconded by:** Barrientos, Y.  
**Action:** Passed Unanimously

**3. MEETING ACTIVITIES/NEW BUSINESS**

Nominating Procedure: The group reviewed the nominating procedures that were developed and approved at the last meeting in October. The nominations period is closed, and the elections will be held at the next HIVPC meeting on January 25<sup>th</sup>. They also reviewed Robert's Rules regarding elections, and discussed potential issues that might arise during the meeting. Staff have all necessary documents on hand, and will provide the HIVPC and Nominating Chairs all materials and rules relevant to the election should they need to reference them during the meeting. During the elections members must maintain quorum, need a motion and vote to reopen the voting should a member arrive late, and must address any questions or irregularities in a timely manner (during that meeting).

Slate of Candidates and Questionnaires: The members reviewed the official slate of candidates and their submitted Candidate Questionnaires. Staff noted that a Vice Chair nominee had later decided not to run, and there are now only 2 Vice Chair candidates. The completed questionnaires will be sent to members in the meeting notice and reminders, as well as included in the HIVPC meeting packets. During the HIVPC meeting each candidate will be given 5 minutes to discuss their qualifications, and then 2 minutes for questions and response relevant to their speech/questionnaire. The group stressed

**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 need for the Chairs to maintain order and be mindful of timing during the question and answer sections, as there is limited time per candidate and the questions should be direct and relevant.

**ACTION ITEM:** Add David Shamer's name to his questionnaire.

Send nominating procedures, candidate questionnaires and meeting schedule/expectations to HIVPC members in meeting notice and reminders.

**Ballot and Elections Logistics:** The committee members reviewed the proposed ballot and elections logistics. PC Staff will distribute the ballots to each member, and log its return. After all ballots have been collected, the PC Manager and Nominating Chair will go to another room to count the ballots and log the results. If the Vice Chair election requires a run-off, Staff will be prepared with additional ballots. The HIVPC members will continue with the meeting agenda, including "Sweeps" until the Nominating Chair returns with the election results. The members discussed the dilemma of having only one Chair candidate, especially as each member must vote and cannot abstain from the election. The group decided that while there is only one Chair candidate, the elections process was followed and members were aware that only one candidate was nominated. There were various opportunities for other members to announce their candidacy or raise concerns over the limited selection. Finally, a member stated that there were concerns among members about the potential of election non PWA leadership. There is no mandate that either Chair or Vice Chair is a consumer or PWA, however historically at least one was HIV+. The group recognized that there might not always be a PWA candidate, and that candidates who show dedication to the cause and a willingness to reach out to the HIV+ community can effectively serve the HIVPC as well.

**ACTION ITEM:** Fix typo on ballot log.

#### **4. GRANTEE REPORT**

The Broward Part A Program will have a HRSA site visit from January 23-26<sup>th</sup>, including sitting in on the HIVPC meeting and leadership elections. There will also be presentations on the HIVPC, Quality, etc.

#### **5. PUBLIC COMMENT**

None.

#### **6. ANNOUNCEMENTS**

- a. Pride Center will host a Black Art Awakening Exhibit on February 8<sup>th</sup>. The event will be free.

#### **7. ADJOURNMENT**

The meeting was adjourned at 3:59 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

<b>2020 HIVPC Leadership Elections</b>			
<b>#</b>	<b>Proposal</b>	<b>Stated Reason</b>	<b>Nominating Committee Recommendations</b>
<b>1</b>	Revise 2020 Nominating Procedures (Handout B)	Discuss increased time for candidate question and answer sessions, and provide language in the Nominating Procedures.	
<b>2</b>	Revise 2020 HIVPC Nominee Questionnaire (Handout C)	Discuss revisions to Nominee Questionnaire, and determine if previous questions elicited clear and detailed responses desired from candidates.	
<b>3</b>	Revise 2020 Elections Ballot (Handout D)	Discuss ballot options for elections where there is only one candidate per position. Consider ballots that ask for approval or rejection of single candidate.	
<b>4</b>			



# 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.

# NOMINEE QUESTIONNAIRE

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

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

*A separate application is required for each office.*

**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.

**MEMBERSHIP**

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

**RELATIONSHIPS, COMMUNITY & OUTREACH**

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

**HEALTH DISPARITY**

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

Candidate Name	
Office Sought (Check ONE)	<input type="checkbox"/> <b>CHAIR</b> <input type="checkbox"/> <b>VICE CHAIR</b> <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?

**ADVOCACY**

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

**OUTLOOK**

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



# 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.

**Carla Taylor-Bennett**