



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: Tuesday, November 26, 2018, 2:00 p.m.
Location: Governmental Center Annex-337
Chair: Brad Barnes

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 11/26/18 Agenda and 8/20/18 Meeting Minutes
3. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Tasks for 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 2018 Vice Chair Nominee Questionnaires to prepare a slate of officers.

4. **GRANTEE REPORT**
5. **PUBLIC COMMENT**
6. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: TBD Venue: TBD**

<i>Tasks for next Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>

7. **ANNOUNCEMENTS**
8. **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: Monday, August 20, 2018, 2:00 p.m.

Location: Poverello Center

Chair: Brad Barnes

ATTENDANCE				
#	Members	Present	Absent	HIVPC Staff
1	Arencibia, Y.			Johnson, B.
2	Barnes, B. <i>Chair</i>			Jolly, J.
3	Bhrangger, R.			Oratien, V.
4	Burgess, D.			Recipient Staff
5	Hayes, M.			Jones, L.
6	Moragne, T.			
Quorum = 4		5		

1. CALL TO ORDER

The ad-Hoc Nominating Committee Chair called the meeting to order at 2:05 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

<p>Motion# 1: To approve 8/20/18 meeting agenda Proposed by: Hayes, M. Seconded by: Arcencibia, Y. Action: Passed Unanimously</p> <p>Motion# 2: To approve 7/12/18 meeting minutes Proposed by: Arcencibia, Y. Seconded by: Burgess, D. Action: Passed Unanimously</p>
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3. MEETING ACTIVITIES/NEW BUSINESS

Remote Voting Procedures Follow-up: For those members who are not present at the meeting, voting over the phone will be allowed. The process states that during the time of elections, if any members are present via phone, their votes will be taken first, followed by all members who are physically present at the meeting.

Single Candidate Procedures: At the past meeting, there was a discussion on the likelihood of a candidate running unopposed. If there is more than one candidate, then voter must choose one. All present members are required to vote. Chair shared that a write-in ballot is a respectful option to yes/no. Committee discussed creating a qualified candidate criterion, that is objective, as a preliminary for members who are interested in running. Chair suggested that an additional role of this committee could be to determine the ballot ahead of time. It was emphasized again that this process had to be objective.

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Chair asks committee if they are comfortable with keeping all single candidate procedures the same. There were no objections. Timeline needs to be modified.

Call in votes- if a member was pre-approved to do a call into the meeting, they are given the right to vote as well. Call in voters will go first, as to not determine or break a potential tie. The only abstentions are outlined on the voting form. Process- Vote/vote is affirmed. Members can vote but still declare a conflict, but in this case, there are no conflicts with the nominating committee elections.

ACTION ITEM: Provide a summary in the next minutes to give more details on the county guidelines and feedback.

Elections Timeline: The Committee decided to accept nominations from the floor at the September HIVPC meeting and give Council members notice that the process will take place then. At the September HIVPC meeting, speeches and votes will take place as well. The nominations timeframe will close on August 17th. In the event that no applications have been submitted at that time, the Committee will meet on August 23rd to discuss next steps.

Nominations from the floor close on September 25th. Candidates will get 2 weeks to get the questionnaires in. Election will take place in December. Making the deadline September 24th will ensure that there is a full slate of all candidates for the 25th meeting. Nominations will be from the floor and closed on September 25th at 11:30, at the end of the HIVPC meeting. Questionnaires need to be completed and returned on November 9th.

Ad-Hoc Nominating Committee follow-up meeting will have to be scheduled after the 9th (between Nov. 9th and Dec. 6th). Committee member proposed November 12th as follow up, 2pm at Poverello Center.

Motion# 3: To accept Elections Timeline
Proposed by: Moragne, T. **Seconded by:** Arencibia, Y.
Action: Passed Unanimously

Nominating Procedure: Deadline for submitting responses is October 24th. November mail out of candidates. At November meeting, 15 minutes per candidates for Q&A session where pertinent questions can be asked of the candidate. The Nominating Committee will run the Q&A sessions and setting the procedures for how the minutes will be used. Committee will ensure that Q&A time is used efficiently, with the understanding that non-questions from any committee member or guest will be bypassed during this time. Members will be encouraged to submit questions ahead of time, and those early submission questions will be read and answered first on Election Day. The Committee will come up with a few questions as well.

ACTION ITEM: Put in the agenda for the 25th meeting to go over election procedures and getting clarifications. Explain why process was modified, the reasons behind the decisions, allow members to ask any follow-up or clarifying questions.

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Motion# 4: To accept nominating procedures.
Proposed by: Arencibia, Y. **Seconded by:** Moragne, T.
Action: Passed Unanimously

4. GRANTEE REPORT

Epidemiology numbers for the state of Florida have yet to be released. Due to this delay, Recipient is behind on a huge part of the grant, which is worth 33 points. Open enrollment begins in 6 weeks.

5. PUBLIC COMMENT

None.

6. ANNOUNCEMENTS

- Walk to The Polls: Poverello Live Well Center- August 23rd 3-5pm

7. ADJOURNMENT

The meeting was adjourned at 3:13 p.m.

Ad-Hoc Nominating Committee Attendance CY2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:													
											12						
0	0	0	1	Arencibia, Y.							X						
0	0	0	2	Barnes, B. <i>Chair</i>							X						
1	1	0	3	Bhrangger, R.							X						
1	0	0	4	Burgess, D.							X						
0	0	1	5	Hayes, M.							A						
0	1	0	6	Moragne, T.							X						
				Quorum = 4							5						

X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present

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N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

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BALLOT

HIVPC Vice Chair- Special Election November 29, 2018

HIVPC Member Name:

Signature: _____

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

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

- Claudette Grant**
- Arianna Lint**
- Lorenzo Robertson**

SAMPLE