

MEETING AGENDA

Committee: Membership/Council Development Committee

Date/Time: June 11, 2020, 9:30 a.m. **Location:** Virtual Meeting Room

Chair: Vincent Foster **Vice-Chair:** Timothy Moragne

1. CALL TO ORDER:

- a. Welcome
- b. Ground Rules
- c. Statement of Sunshine
- d. Introductions
- e. Moment of Silence
- f. Public Comment

2. APPROVALS: 06/11/20 Agenda and 03/12/20 Meeting Minutes

3. MEETING ACTIVITIES/NEW BUSINESS

I. Robert's Rules & TEAM Training (Handout A)

Work Plan Activity 4.3: Conduct ongoing member training

ACTION ITEM: Review updated contract and select training dates.

II. Discuss Current Recruitment & Retention Options

Work Plan Activity 2.1: Review and update Recruitment & Retention Plan

Work Plan Activity 2.4: Develop HIVPC promotional video

ACTION ITEM: Determine which activities can be implemented virtually and develop a plan to put those practices in place.

4. STANDARD COMMITTEE ITEMS

I. Review HIVPC Demographics (Handout B)

Work Plan Objective 1: Ensure HIVPC is representative and reflective

ACTION ITEM: Review demographics and identify populations that are over or under-represented.

II. Planning Council and Committee Attendance, Warning Letters, and Removals (Handout C)

Work Plan Objective 1: Ensure HIVPC is representative and reflective

ACTION ITEM: Update on individual member attendance, warnings and removals.

III. Review Recruitment or Retention Tool

Work Plan Activity 3.5: Review Recruitment & Retention tools from other jurisdictions

ACTION ITEM: Receive presentation from MCDC member of a recruitment or retention tool from another EMA/TGA.

5. UNFINISHED BUSINESS None.

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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.



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

6. RECIPIENT REPORT
7. PUBLIC COMMENT
8. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: TBD VENUE: TBD
9. MEMBER TASKS (Handout D)
10. ANNOUNCEMENTS
11. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
• Linkage to Care • Retention in Care • Viral Load Suppression •

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MEETING MINUTES

Committee: Membership/Council Development Committee (MCDC)

Date/Time: Thursday, March 12, 2020, 9:30 a.m.

Location: Government Center A-337

Chair: Vincent Foster **Vice-Chair:** Dr. Timothy Moragne

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Arencibia, Y.		A	Anderson, T.
2	Cutright, A.	X		Scott, S.
3	Foster, V., <i>Chair</i>	X		
4	Katz, H. B.		A	HIVPC Staff
5	Moragne, T., <i>Vice-Chair</i>	X		Oratien, V.
	Grant, C.	X		Ukpai, F.
				Guests
				Biggs, V.
				Robinson, D.
				Francois-Sainvil, W.
				Wilson, I.
Quorum = 4		4		

1. CALL TO ORDER:

The Chair called the meeting to order at 9:45 am and welcomed all present. Attendees were notified that the meeting is based on Florida's "Government-in-the-Sunshine Law" and meeting reporting requirements, which includes the recording of minutes. In addition, it was stated that the acknowledgment of HIV status is not required but is subject to public record if it is disclosed. A moment of silence was observed, and introductions were made by all in attendance.

2. APPROVALS:

Motion #1: To approve meeting minutes of 02/13/20
Proposed by: Cutright, A. **Seconded by:** Moragne, T.
Action: Passed Unanimously

Motion #2: To approve the 03/12/20 meeting agenda
Proposed by: Moragne, T. **Seconded by:** Grant, C.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Current Applicants, Interested Parties, and Appointments: The Committee reviewed submissions for current applicants interested in joining the HIV Planning Council. The Planning Council currently has 20 members; however, the addition of the two interested parties will increase Council membership to 22. The



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total percentage of unaffiliated consumers for the Planning Council will also increase from 25% to 32%, which is still below the HRSA-mandated 33%.

Members were given a brief background of each applicant, and members voted to approve both applications, which will be moved to the full body for consent, then sent to the Broward County Board of County Commissioners for final approval.

Motion #3: To approve David Shamer for the HIVPC membership

Proposed by: Grant, C. **Seconded by:** Moragne, T.

Action: Passed Unanimously

Motion #4: To approve Von Biggs for HIVPC membership

Proposed by: Grant, C. **Seconded by:** Cutright, A.

Action: Passed Unanimously

Review HIVPC Training & Presentation Plan: PCS staff gave a brief update regarding Robert's Rules of Order & TEAM Building training, which is set to take place at the May Planning Council meeting on Thursday, May 28, 2020.

Recruitment & Retention Efforts: The Committee viewed a draft recruitment flyer developed by PCS Staff, and members provided feedback to include variations of the flyer based on the photo. Members would like to see more diverse images used. A member suggested to make the flyer double-sided and attach a mock meeting calendar to inform the community of when meetings occur. In addition to this recruitment strategy, members were informed that they are now permitted to table at the Pride Center's Coffee & Conversations event every Tuesday from 10 am – 12 pm. Pending availability of MCDC members and potentially HIVPC members, the tabling opportunity is scheduled to take place as early as Tuesday, March 17, 2020.

Motion #5: To approve the recruitment flyer as discussed and move it forward to the full HIVPC.

Proposed by: Moragne, T. **Seconded by:** Grant, C.

Action: Passed Unanimously

4. MEETING ACTIVITIES/NEW BUSINESS

Action Item Review: The Committee discussed utilizing a video as a recruitment tool to engage prospective memberships. A member stated that the purpose of this video should not be limited to merely a "recruitment tool" but allow it to also serve as a multi-dimensional instrument to showcase the Planning Council's diversity and membership range. Another member noted that the video could as well be used to enhance community awareness. The audience of this video would be Broward County residents, prospective members, persons with a vested interest in HIV, and the community at large – some who may not be affected but can bring different perspectives to the table. One member suggested that the theme of the video could be "*Who We Are*" what the HIVPC is and its overall purpose to give people a better understanding of the role members play.

PCS staff emphasized the importance of including testimonials from each Committee since they would be the ones able to answer best why they joined the Council and why they have remained active participants. Members agreed that the video should be inviting and should showcase clips of meetings, events, and

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tabling opportunities. Members continued to discuss ideas, and it was suggested doing a TV ad, similar to 6 in the mix, or a partnership with 'I Heart Media.'

ACTION ITEM(S):

- Edit the recruitment flyer to include members' recommendations.
- Table during Coffee & Conversations.
- Create an outline to draft a script for the HIVPC Recruitment Video.

HRSA Technical Assistance Call: An update was provided to the Committee regarding a call with HRSA and John Snow, Inc. (JSI), where a discussion around member recruitment occurred. JSI does technical assistance for Planning CHATT and will assist the Planning Council, specifically, with marketing to engage existing members in addition to the recruitment of new members. PCS staff are awaiting a directive from JSI regarding the next steps.

5. UNFINISHED BUSINESS

None.

6. RECIPIENT REPORT

A representative from the Recipient Office announced the development of a transition plan from the Part A office as senior leadership shifts. It was also announced that Ending the HIV Epidemic (EHE) funding had been awarded and was, unfortunately, significantly less than anticipated. The Part A Office will now change their plan based on the awarded amount. There was a call with the EHE Project Officer, where a discussion took place about reframing the message of "disruptively innovative."

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: TBD Time: 9:30 a.m. Venue: TBD

Develop HIVPC Recruitment Video Script

9. MEMBER TASKS

- T. Moragne will continue working on the recruitment tool.

10. ANNOUNCEMENTS

None.

11. ADJOURNMENT

The meeting was adjourned at 10:56 am.



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MCDC Attendance CY2019

Consumer	Absences PLMHA	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
			Meeting Date	C	13	12										
0	0	1	1 Arencibia, Y.		X	A										
0	0	0	2 Cutright, A.		X	X										
0	0	0	3 Foster, V. <i>Chair</i>		X	X										
1	1	1	4 Katz, H.B.		X	A										
0	0	0	5 Moragne, T.		X	X										
Quorum = 4				0	5	3	0	0	0	0	0	0	0	0	0	

Legend:	
X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - canceled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	Z - resigned
CX - canceled due to quorum	R - removal letter

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**ROBERT'S RULES
MADE SIMPLE**
THE EASY WAY TO LEARN
ROBERT'S RULES OF ORDER

Updated Training Proposal:

Based on our current COVID 19 environment I am resubmitting our original contract for training and consulting services to be provided. This process will ensure a successful training and webinar experience that will unify and support board productivity. This process will also focus on how to get the most out of working in a virtual meeting environment. I will provide tools and techniques that will increase communication and board effectiveness in this space.

Overview of process:

Pre-survey: A short 8 to 13 question survey will be sent out to your board members to get an understanding of their experience with Robert's Rules of Order as well as an assessment of main training and development needs.

Customized Board Development Webinar: From information gathered on the survey we will customize a two 90min interactive webinar-based training for your board. These webinars will focus on board dynamics, give an overview of Robert's Rules of Order and address key needs drawn out from the survey.

20 Licenses to Robert's Rules Made Simple Individual Training Program: After the webinar each board member will be given access to the Robert's Rules Made Simple Individual Training Program. This online training will further support with learning and retention of key training concepts.

20 Licenses to Chair with Confidence Online Training: In order to foster greater participation and to encourage board members to step into leadership we will also provide 20 online licenses to the Chair with Confidence Online Training.

Personal Coaching for Chair: The chair of your board meetings has a significant impact on the success or failure of your meetings. In this contract I will offer 2 personal coaching sessions for your board chair and vice chair.

HIV Planning Council & Committee Demographics Report

It is the work of the Membership/Council Development Committee to ensure the HIV Planning Council is representative of the HIV epidemic in Broward County. One way that MCDC accomplishes this task is by reviewing the Council and Committees' demographics, identifying over and underrepresented populations.

HIV in Broward County

The following table shows HIV in Broward by Race/Ethnicity and by Gender. These data are provided by the Florida Department of Health.

Race	Population	Percentage
White	6,878	33%
Black	9,815	47%
Hispanic	3,855	18%
Other	500	2%
Total	21,048	100%
Gender	Population	Percentage
Male	15,689	74%
Female	5,359	26%
Transgender	0	0%
Total	21,048	100%

How This Information is Compared

The Council and each of its Committees are compared to the epidemic to determine where representation can be improved.

Key Terms

Epidemic – refers to the information in the table above. This is how HIV is distributed throughout Broward County.

Consumers – Council and Committee members who access Ryan White Part A services.

Unaffiliated Consumers – Council and Committee members who access Ryan White Part A services and have no relationship to an agency which provides these services. This means the consumer does not work for a provider agency or otherwise benefit financially from the agency's success.

Mandated Seats – HIVPC positions (seats) required by the Health Resources & Services Administration (HRSA).

Key Points for Reflectiveness through May 2020

HIV Planning Council (HIVPC): The Council approved 3 applications to join the HIVPC. The Council had 1 resignation in May and currently stands at 19 members. The addition of the approved members (once approved by the Broward County Board of Commissioners) will bring Council to 22 members and 32% consumer membership. This percentage remains below the HRSA-mandated 33% but is a marked improvement from the current 26%.

Community Empowerment Committee (CEC): CEC remains under-representative of White membership and has no White consumers. The Committee is also still under-representative of male consumers despite male representation on the Committee. CEC remains below its 51% consumer membership requirement stated in the Committee's Policies & Procedures.

Membership/Council Development Committee (MCDC): On MCDC, Black, Hispanic, and female consumers are not represented. The Committee's size has not changed since the last meeting.

Priority Setting & Resource Allocation (PSRA): The Committee's membership has decreased by 1 with the resignation of an HIVPC member in May. Because the resignation occurred in the second quarter, it is not reflected in the membership graphs.

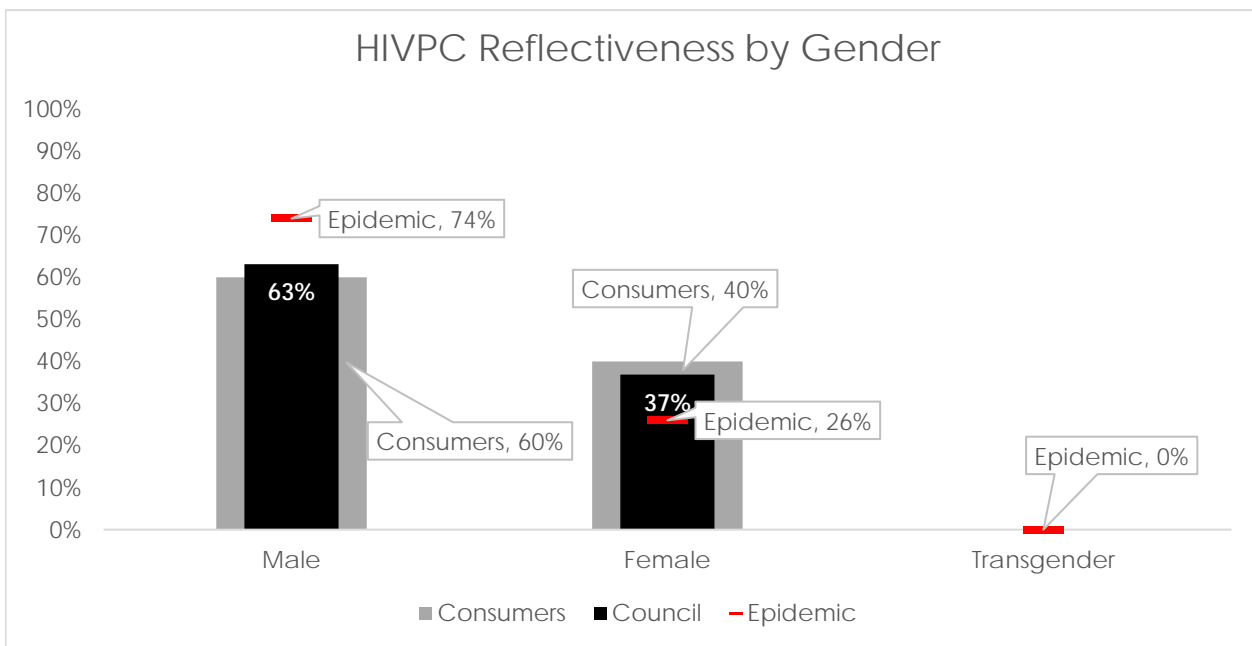
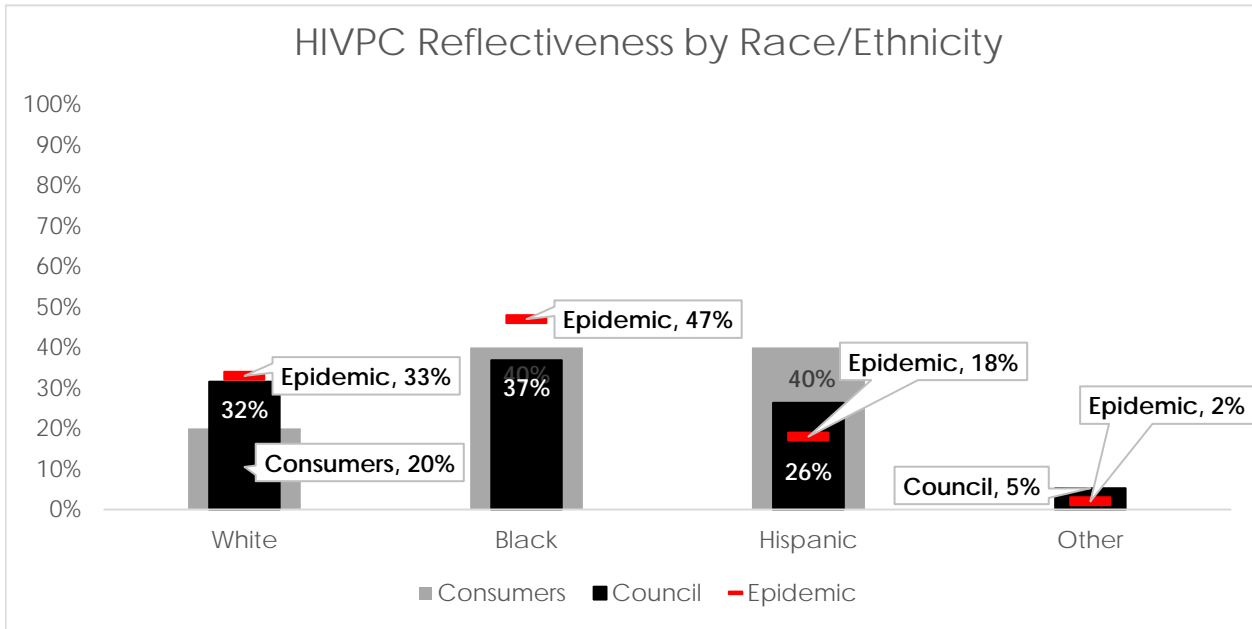
Executive Committee: The Executive Committee membership has also decreased with the resignation of an HIVPC member in May. There is 1 unaffiliated consumer in a leadership position on the Council.

Quality Management Committee (QMC): QMC is under-representative of Black members as well as males. Black, Hispanic, and female consumers are not represented on the Committee. QMC's membership has decreased by 1 member with a Committee member resignation.

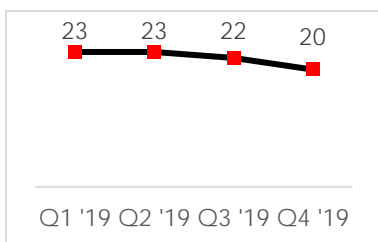
System of Care (SOC): As SOC prepares to reconvene, its membership stands at 5 with 1 unaffiliated consumer member. The Committee intends to begin meeting with its current membership and increasing in size to include more unaffiliated consumers as well as direct service providers & case managers who can speak to consumers' access to the system of care.

HIV Planning Council Reflectiveness Report

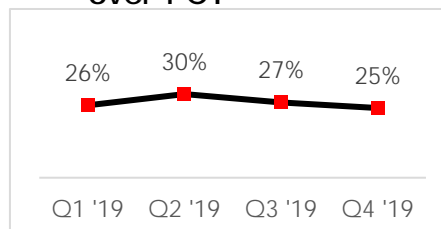
Current Through May 2020



HIVPC Membership over 1 CY



Unaffiliated Consumer Membership over 1 CY



Gender	Epidemic		Council		% Difference	Consumers		% Difference
Male	15,689	75%	12	63%	-11%	3	60%	-15%
Female	5,359	25%	7	37%	11%	2	40%	15%
Transgender	0	0%	0	0%	0%	0	0%	-
Race	Epidemic		Council		% Difference	Consumers		% Difference
Hispanic	3,855	18%	0	26%	8%	2	40%	22%
Black	9,815	47%	7	37%	-10%	2	40%	-7%
White	6,878	33%	6	32%	-1%	1	20%	-13%
Other	500	2%	1	5%	3%	0	0%	3%
Total	21,048	100%	19			5	100%	

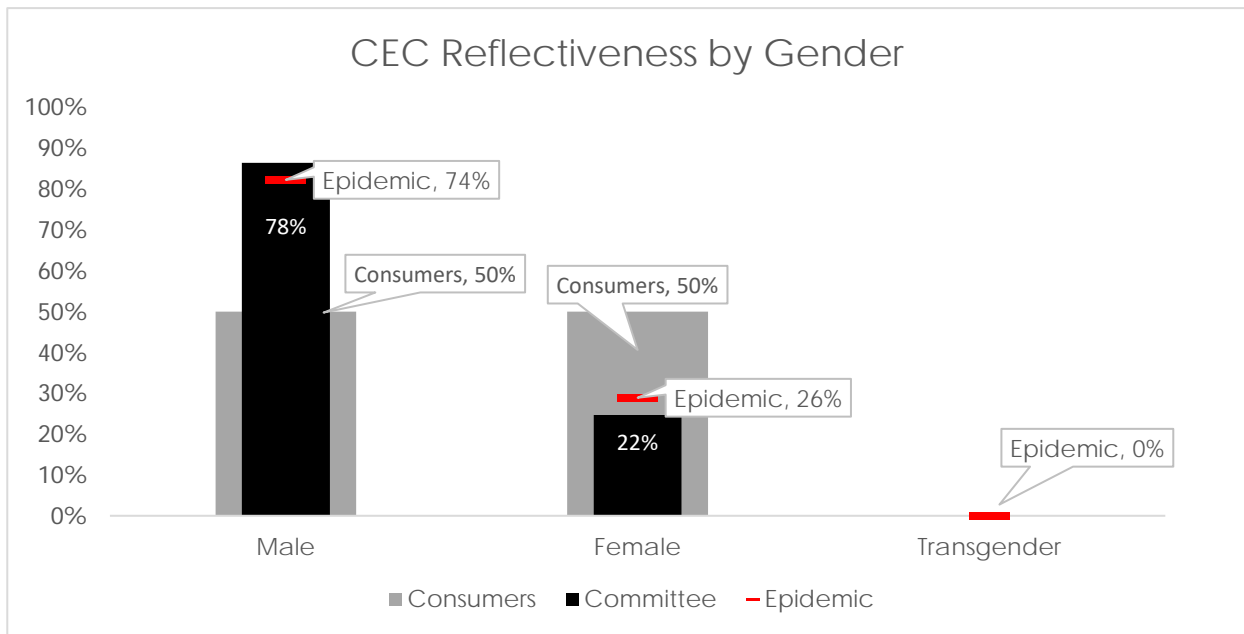
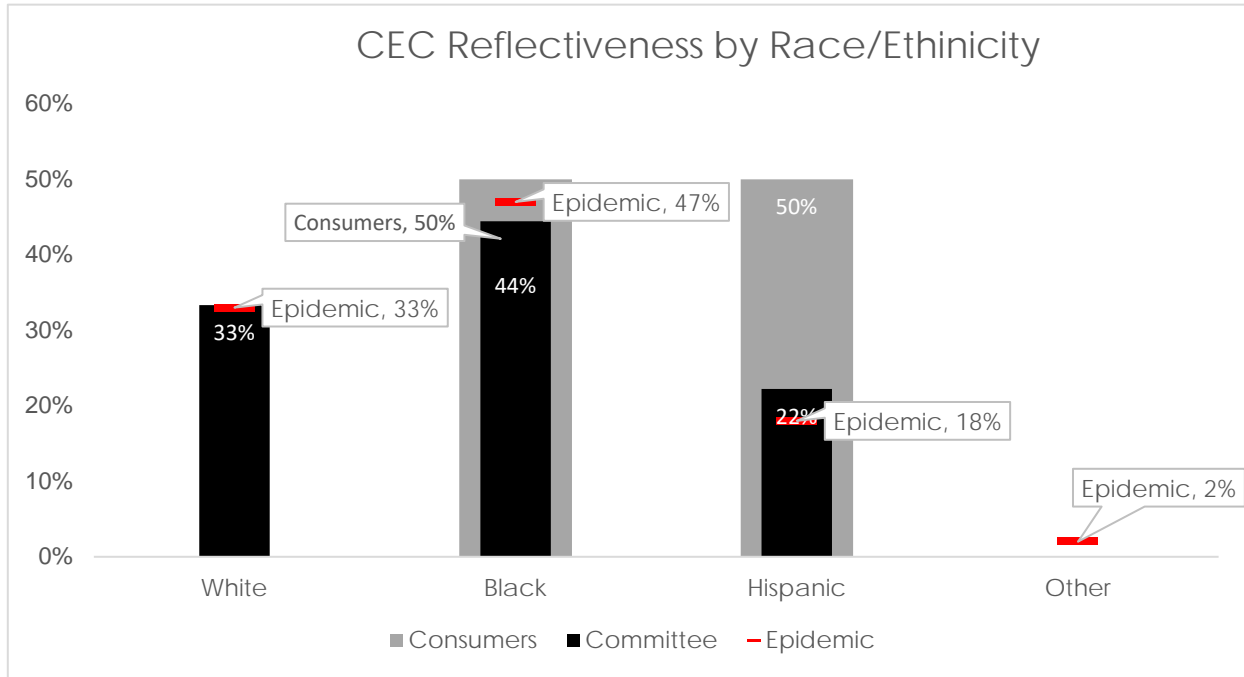
No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers	37%
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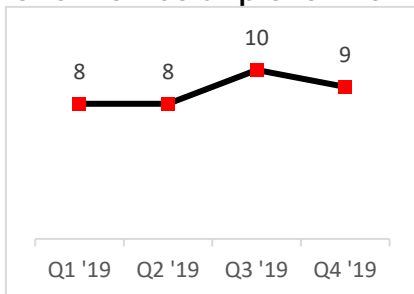
Current Members	19
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	26%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. State Medicaid
4. Local Public Health Agency
5. Health Planning
6. Alternates (3)
7. Co-infected with Hepatitis B or C

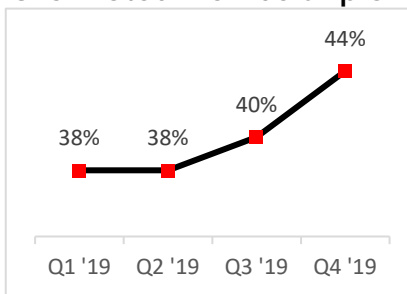
CEC Reflectiveness through May 2020



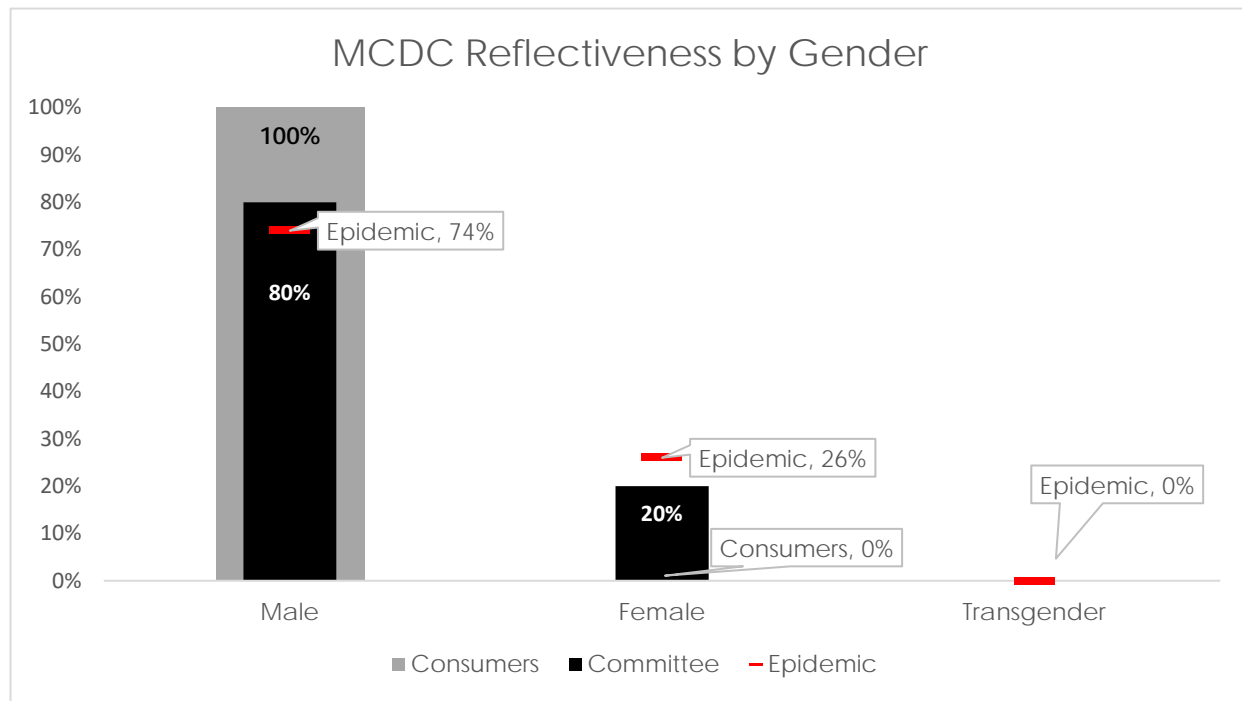
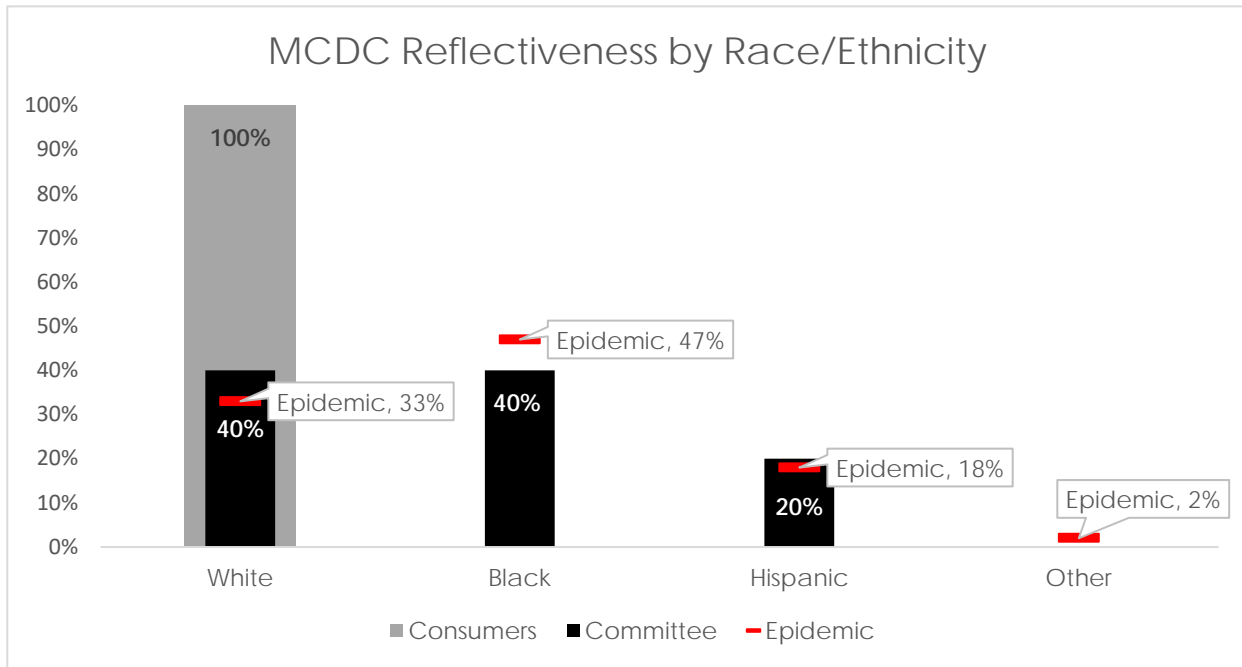
CEC Membership over 1 CY



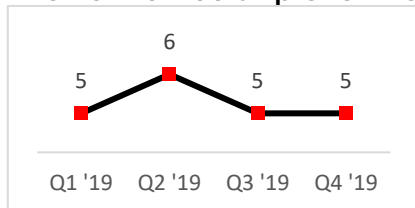
Unaffiliated Membership over 1 CY



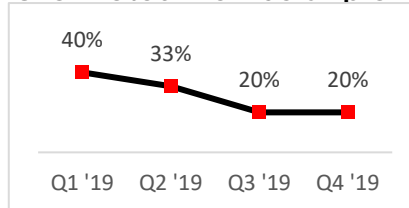
MCDC Reflectiveness through May 2020



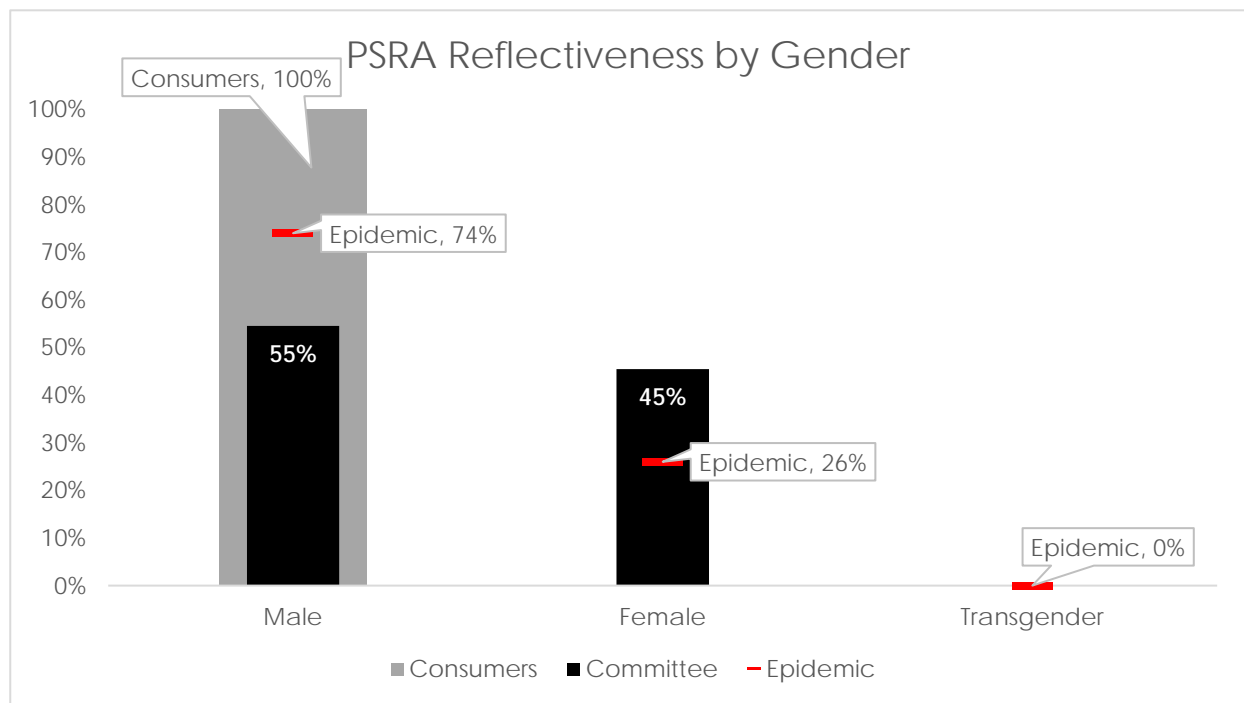
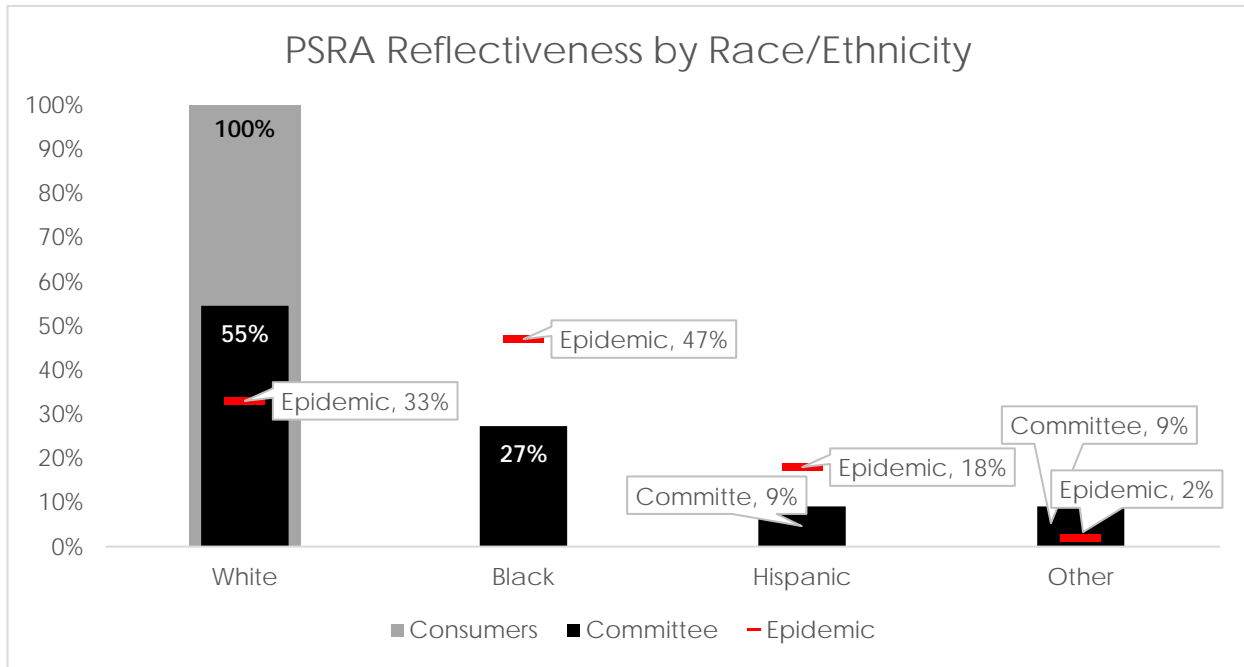
MCDC Membership over 1 CY



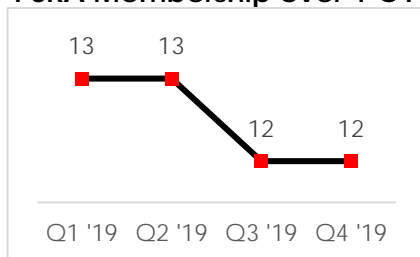
Unaffiliated Membership over 1 CY



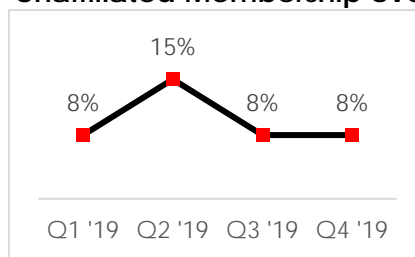
PSRA Reflectiveness through May 2020



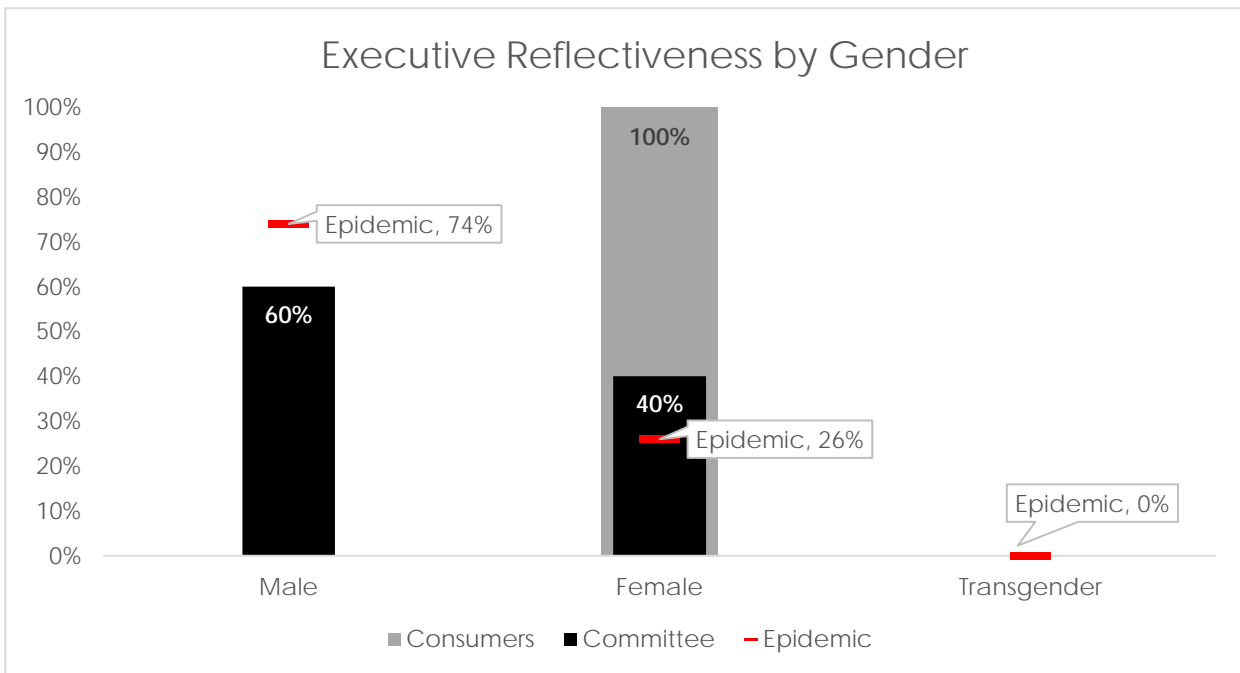
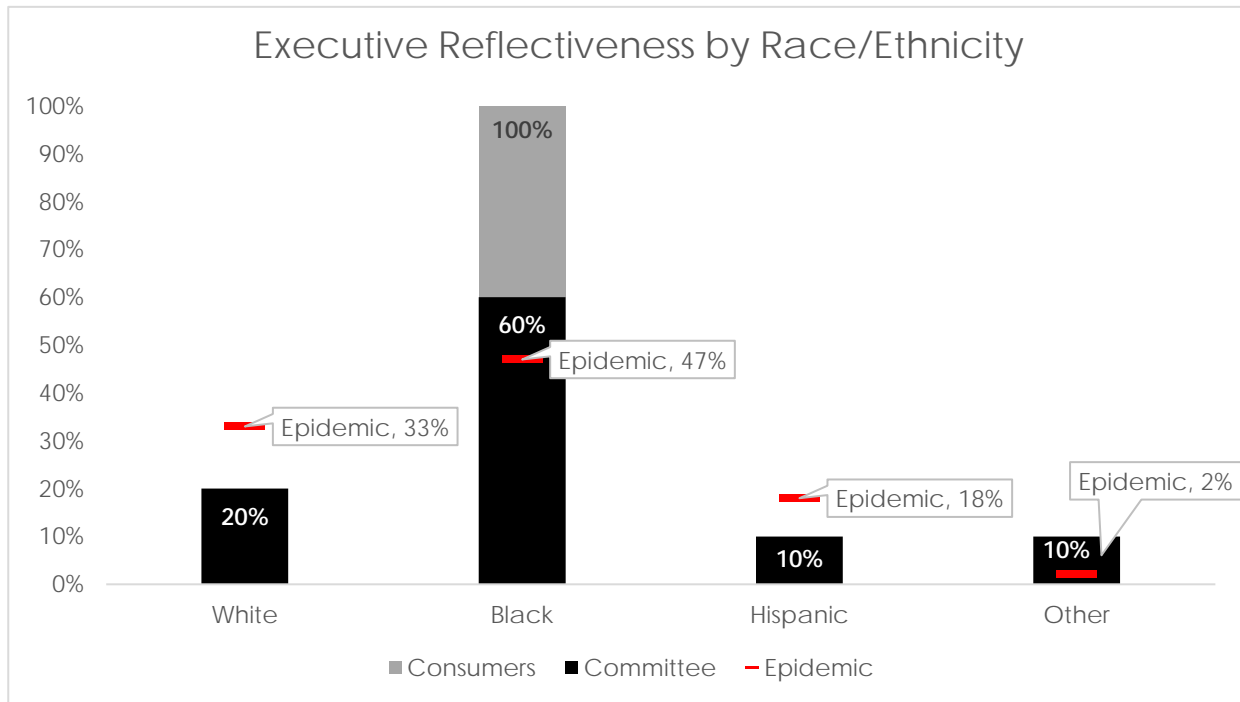
PSRA Membership over 1 CY



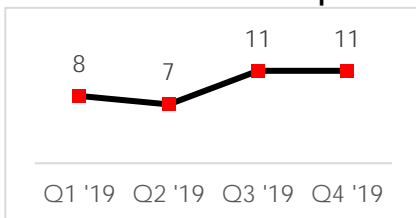
Unaffiliated Membership over 1 CY



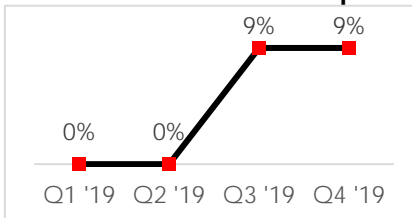
Executive Reflectiveness through May 2020



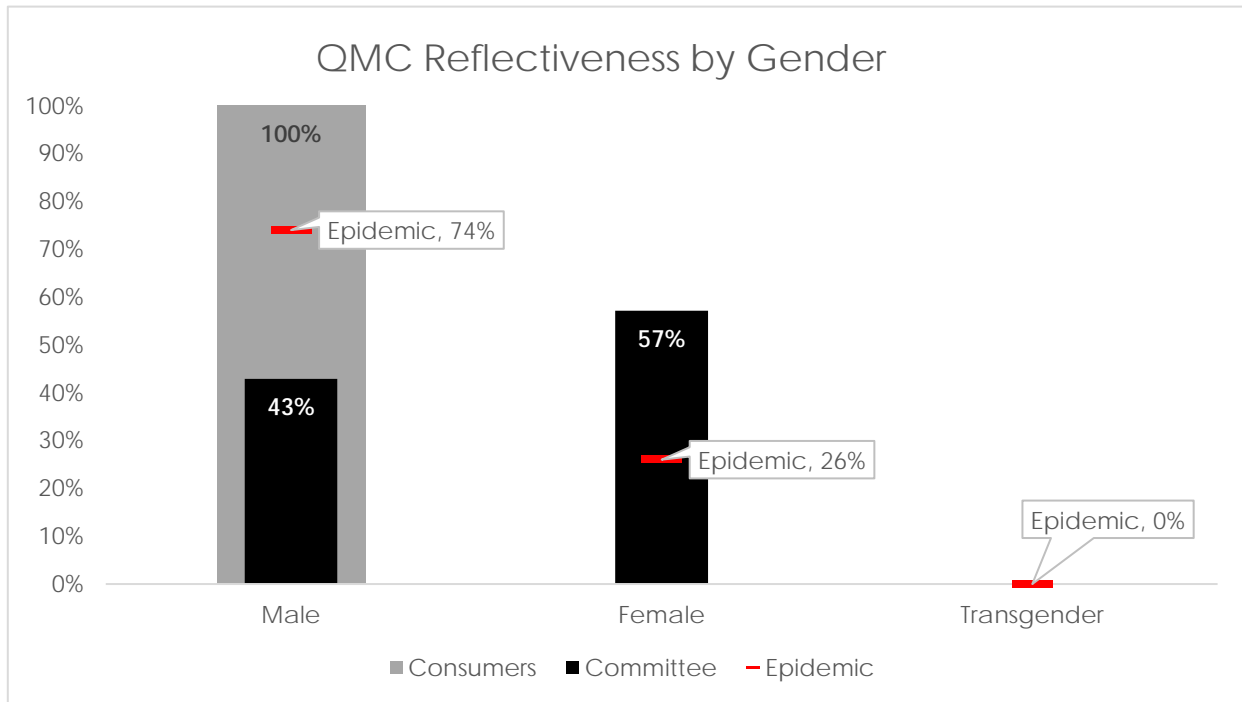
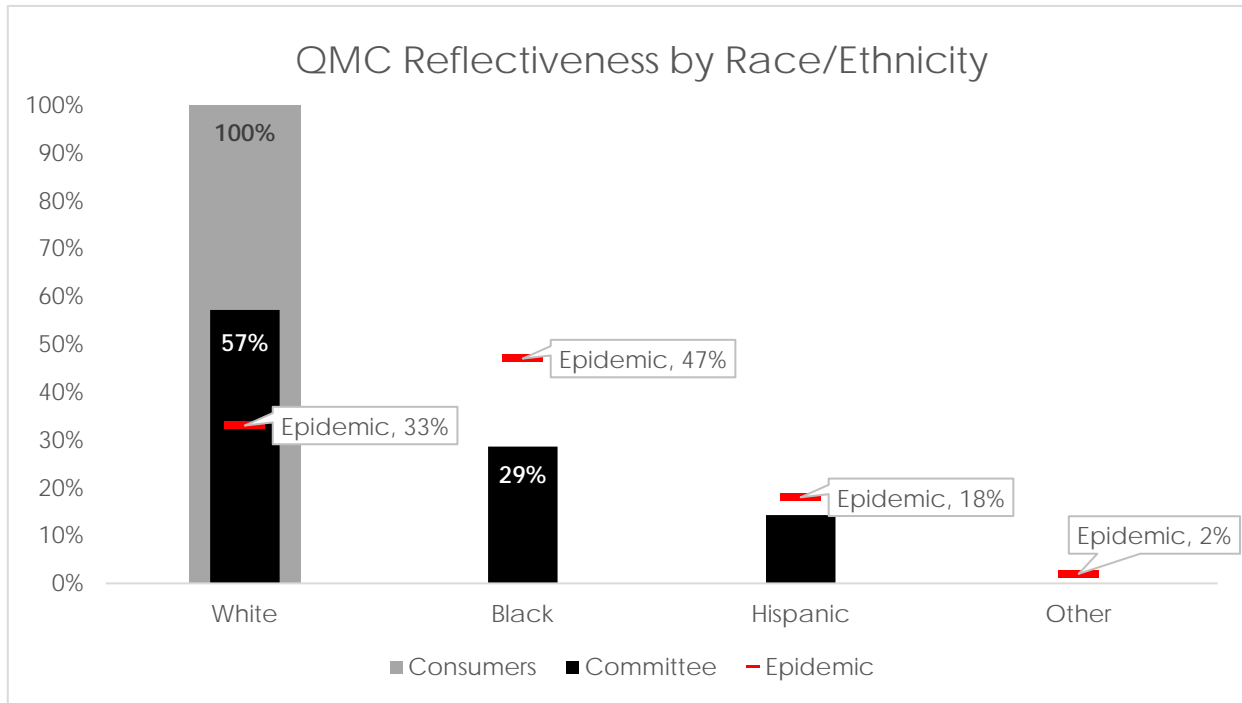
Executive Membership over 1 CY



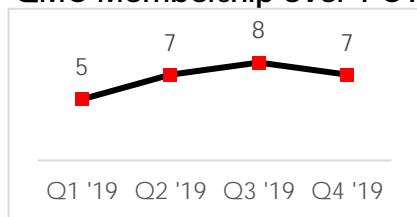
Unaffiliated Membership over 1 CY



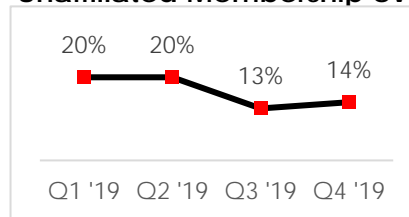
QMC Reflectiveness through May 2020



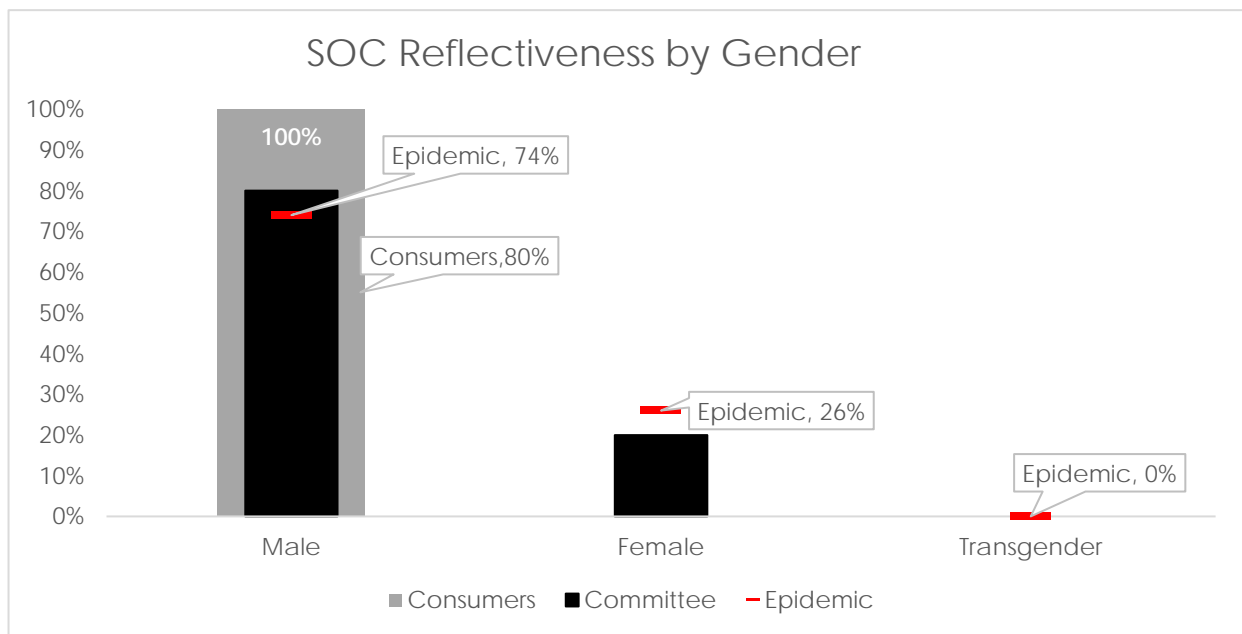
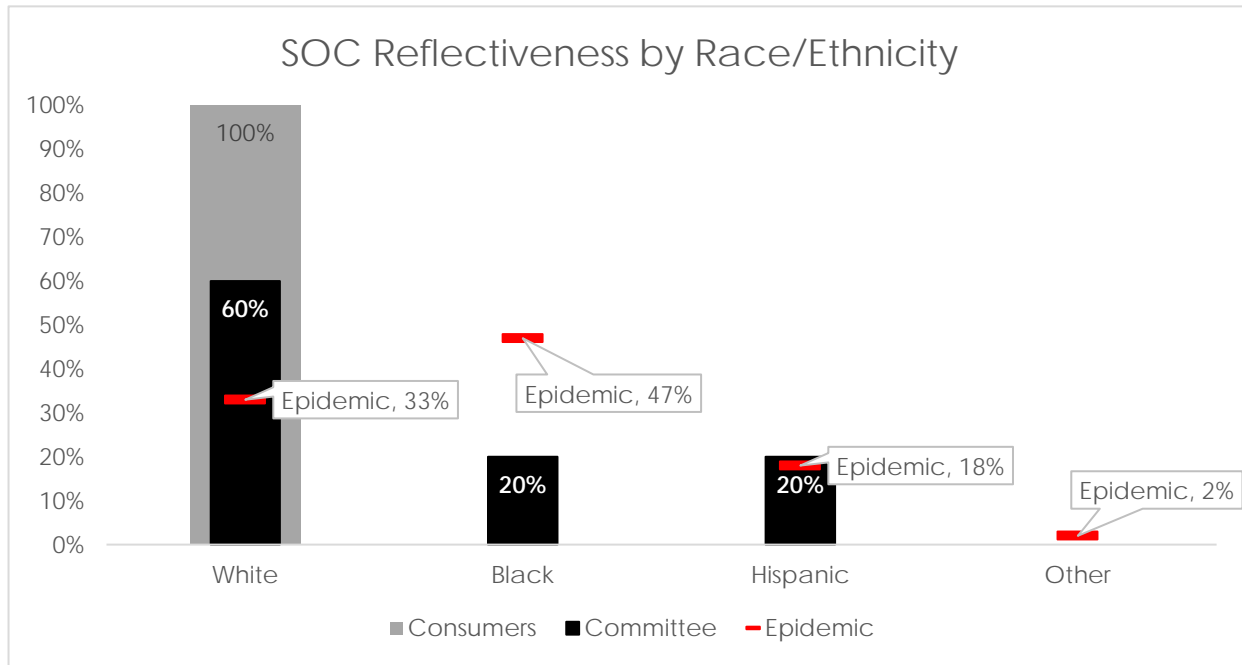
QMC Membership over 1 CY



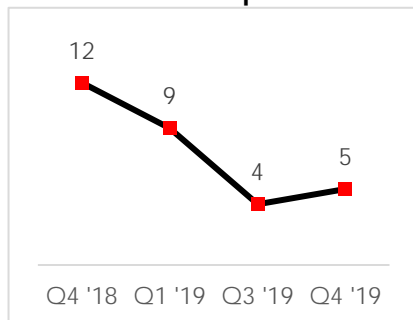
Unaffiliated Membership over 1 CY



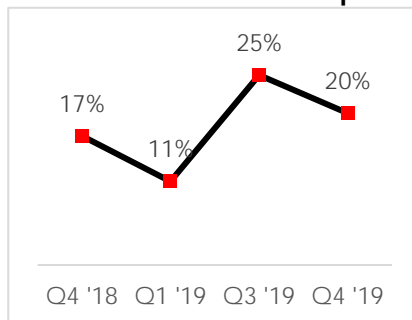
SOC Reflectiveness through May 2020



SOC Membership over 1 CY



Unaffiliated Membership over 1 CY



Attendance, Warning Letters, & Removals:

Community Empowerment Committee (CEC): A member left his place of employment and has since not attended Committee meetings. The member will be listed as removed from the Committee based on absence from 3 consecutive meetings effective in June.

Membership/Council Development Committee (MCDC): There are no changes to the Committee's membership.

Priority Setting & Resource Allocation Committee (PSRA): There has been 1 resignation from the Committee.

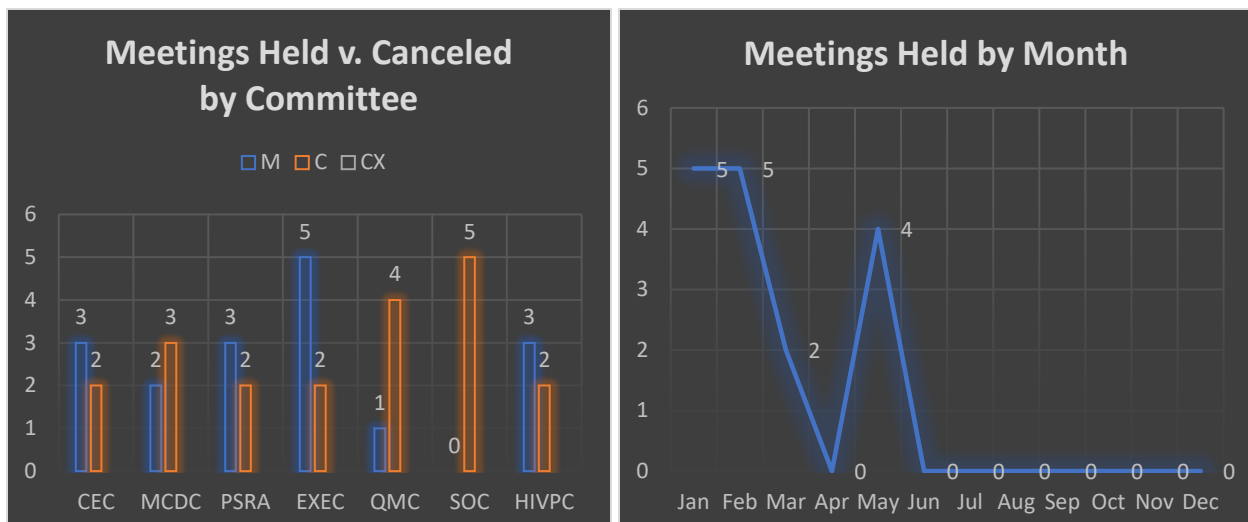
Executive Committee: There has been 1 resignation from the Committee.

System of Care Committee (SOC): There are no changes to the Committee's membership.

HIV Planning Council (HIVPC): There has been 1 resignation from the Council.

Attendance Overview through May 2020:

In response to novel coronavirus, many Council & Committee meetings were canceled between March and May. The Executive Committee held an additional meeting in May to regroup. As each Committee resumes its meeting schedule in June, it is important to note the HIVPC must hold a minimum of 9 meetings per year.





PCS Monthly Attendance Report

May 2020

200 Oakwood Lane
Hollywood, FL 33020

p. 954-561-9681
f. 954-561-9685

hivpc@brhpc.org
www.brhpc.org

Attendance Policy

The HIV Planning Council (HIVPC) follows the attendance rules as set forth by the Broward County Code of Ordinances and the HIVPC By-Laws. The rules are as follows:

Members must notify Planning Council Support (PCS) Staff at least **two (2)** business days prior to the meeting as to whether they will or will not attend the meeting, unless the occurrence of an excused absence makes such notice impracticable.

Members may be marked absent if the failure to provide notice within **two (2)** business days of a scheduled meeting results in a cancellation of the meeting. Members who have notified staff that they cannot attend the meeting will be considered absent even if the meeting is cancelled due to lack of a quorum. An individual is marked present even though they did not provide notice within **two (2)** business days of a scheduled meeting but are present at the meeting.

Attendance records are based on the sign-in sheet. Members must sign in to be considered present at the meeting.

Quorum must be obtained **within 15 minutes** of the scheduled meeting time. Once a quorum has been established by members who are physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone. If quorum is not achieved by members who are physically present, members who are not physically present but participating via telephone will be considered absent. If a member would like to participate via telephone, they must inform staff at least **two (2)** business days prior to the meeting.

A member will automatically be removed from the HIVPC or committee that meets more frequently than quarterly if him/her:

- Has **three (3)** consecutive unexcused absences regardless of year, or
- Misses **four (4)** meetings in one (1) calendar year (January-December) because of unexcused absences.

A member will automatically be removed from the committee that meets on a quarterly or less frequent basis if he/she:

- Has **two (2)** consecutive unexcused absences regardless of year, or
- Misses **two (2)** meetings in one (1) calendar year (January-December) because of unexcused absences.

The HIVPC or committee Chair reviews all requests for an excused absence. The absence of a member shall be deemed excused under the following circumstances:

1. HIV-related illness;
2. When member is performing an authorized alternative activity relating to outside Planning Council business that directly conflicts with the properly noticed meeting;
3. Death of member's domestic partner or immediate family member (spouse, father, mother, one who has stood in the place of a parent [in loco parentis], child, and stepchild, domiciled in the employee's household); or
4. Member's hospitalization.
5. When the member is summoned to jury duty
6. When the member is issued a subpoena by a court of competent jurisdiction

HANDOUT C

Broward County's Office of Intergovernmental Affairs developed a new attendance sheet for 2015 to better track attendance of board members. PCS staff implemented the new attendance tracking sheet for the HIVPC as well as all of the HIVPC's committees and added a column to track attendance letters. Below is the legend for the new attendance sheet:

Legend:

X- present

A - absent

E - excused

NQA - no quorum absent

NQX - no quorum present

N - newly appointed

Z - resigned

C - cancelled

W – attendance warning letter

R – attendance removal letter

May 2020 HIVPC and Standing Committee Attendance

The following records reflect attendance for May 2020 for the HIVPC. There were four meetings held in this month.

Community Empowerment Committee (CEC)

Last Meeting: March 3, 2020

CEC member attendance through May 2020 is reflected in the table below:

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	7	4	3	C	C								
1	1	0	1	Bhrangger, R.	X	X	X										
1	1	0	2	Dennis, B. <i>Chair</i>	X	X	X										
0	0	0	3	Franks, H.	X	X	X										
0	0	1	4	Gunion, D.	X	X	A										
1	1	1	5	Lewis, V.	X	E	A										
1	1	0	6	Marcoviche, W.	X	X	X										
1	1	2	7	Martinez, G.	X	A	A										
0	1	1	8	Robertson, L.	X	A	X										
0	0	0	9	Ruffner, A., <i>V. Chair</i>	X	X	X										
0	0	1	10	Shore, R.	X	A	X										
Quorum = 6					10	6	7	0	0		0	0	0	0	0	0	

