Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020
Tel: 954-561-9681 / Fax: 954-561-9685

AD HOC BY-LAWS SUBCOMMITTEE

Meeting Agenda
October 11, 2012 at 12:30 P.M.
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020

Will Spencer, Chair

Reminder: *Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

1. **CALL TO ORDER**

2. **WELCOME, REVIEW MEETING GROUND RULES, STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS & INTRODUCTIONS**

3. **MOMENT OF SILENCE**

4. **APPROVALS**
   a) Approval of Today's Agenda
   b) Approval of 9/19/12 Meeting Minutes

5. **NEW BUSINESS**
   a) Review List of By-Laws Issues Proposed to be Addressed
   ACTION ITEM: As per Chair, each member will have 5 minutes to discuss the items on the list and suggest items to be added or subtracted. Chair will have 7 minutes at the end to summarize. Develop list of issues to be addressed by the Subcommittee

6. **PUBLIC COMMENT**

7. **REQUEST FOR INFORMATION/DATA**

8. **AGENDA ITEMS FOR NEXT MEETING: Date:** TBD; **Venue:** BRHPC

9. **ADJOURNMENT**

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

AD HOC BY-LAWS SUBCOMMITTEE

September 19, 2012 at 12:30 P.M.
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020
MEETING MINUTES

Attendance					
#	**Members**	**Present**	**Absent**		**Guests**
1	Spencer, W. **Chair**	**X**			None
2	Creary, K.				
3	Grant, C.	**X**			**Grantee Staff**
4	Katz, H. B.	**X**			Strong, K.
5	Moragne, T.		**E**		Jones, L.
6	Rajner, M.		**A**		**HIVPC Support Staff**
7	Reed, Y.		**A**		Eshel, A.
Quorum = 4					Hosein, F.
					LaMendola, B.

1. **CALL TO ORDER**
The Chair called the meeting to order at 12:57 p.m. **without quorum**.

2. **WELCOME, REVIEW MEETING GROUND RULES, STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
The Chair welcomed everyone and attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. In addition, they were advised that the acknowledgement of HIV status is not required but is subject to public record if disclosed.

3. **INTRODUCTIONS**
Member, grantee and support staff self-introductions were made.

4. **MOMENT OF SILENCE**
A moment of silence was observed.

5. **APPROVALS**
   a) Approval of Today's Meeting Agenda
   This item was tabled due to lack of quorum.

6. **PUBLIC COMMENT**
There was no public comment.

7. **NEW BUSINESS**
   a) Set Goals and Mission of the Subcommittee
   The Chair outlined the purpose of the ad Hoc, reading directly from the HIVPC By-Laws which states "*The ad-Hoc By-Laws Committee shall have the responsibility of periodically reviewing, updating and maintaining the Council By-Laws*".

   b) Identify Regular Meeting Dates and Timeline for Completion of Work
   As per the Chair, the committee will schedule meeting dates as per convenience of the members. The Chair also noted his goal is to make final recommendations to HIVPC by the end of CY 2012.

c) Review List of By-Laws Issues Proposed to be Addressed
The 'Parking Lot' list was reviewed, as were items on a second "mark-up" list of suggested updates. All the suggestions from both lists will be reviewed again when the subcommittee next meets with quorum. The chair along with grantee identified which items are By-Laws related, which were Robert Rules related and those that were committee Policy and Procedures related. The following from the parking lot list appear to be the By-Laws related issues:

(i) Renaming Joint Priorities: Consensus was to recommend this change, when quorum is met.
(ii) Review the Attendance Policy – The policy is spelled out in county ordinance, so it can be made stricter but not more lenient. The excused absence for 'Planning Council business' can be defined at the discretion of the chair.
(iii) When a Chair is not compliant with attendance to Exec or his/her own committee: The By-Laws Chair noted this is a decision for the HIVPC Chair.
(iv) Vice Chair role: This will need to be defined.
(v) Setting a maximum on a Member's excused absences per year: This warrants discussion.
(vi) Four year terms for officers (also suggested by grantee was three year terms, concurrent with the Comprehensive Plan).
(vii) Procedure on replacing committee chairs: The Grantee suggested the By-Laws could be clarified.

One item was added to the parking lot: Discussion of changing absence and attendance policies for Committees, which are not covered by the county ordinance.

8. PUBLIC COMMENT
There was no public comment.

9. REQUEST FOR INFORMATION/DATA
There were no data requests.

10. AGENDA ITEMS FOR NEXT MEETING: Date: Thursday, October 11, 2012 **Venue:** BRHPC
Agenda Items may not change as once quorum is met the committee will formalize the recommendations for amendments.

11. ADJOURNMENT
Without objection, the meeting was adjourned at 1:58 p.m.

Ad Hoc By-Laws Committee
Attendance CY 2012

Member	Sep 19	Oct 11
Spencer, W *(Chair)*	**P**	
Creary, K		
Grant, C.	**P**	
Katz, H. B.	**P**	
Moragne, T.	**E**	
Rajner, M.	**A**	
Reed, Y.	**A**	
Quorum = 5	**3**	

ad Hoc By-Laws Committee
Parking Lot Items

FOR DISCUSSION AT THE 10/11/12 MEETING

Additions to original Parking Lot Items in blue print

1. **Attendance Policy** as stated in the Administrative Code
   a. *HIVPC motion* to Executive: Direction on restatement of Ordinance as it pertains to attendance.
2. **Consent Item from Joint Priorities Committee 2/15/12**

Consent Item #1	To "change the committee name from Joint Priorities to **Priority Setting Resource Allocation (PSRA) Committee."**
Proposed by:	**Joint Priorities Committee**

3. **Consent Item from Membership/Council Development Committee 6/7/12**

Consent Item #1	To recommend to the Part A Executive Committee that the HIVPC reconvene the Ad Hoc Bylaws Committee in order to review the policy on excused absences to give the HIVPC chair more discretion in granting excused absences other than just for the four reasons stated in the bylaws.
Proposed by:	**Membership/Council Development Committee**

4. **Executive Committee Meeting Attendance**
   When an Executive Committee member (Chair of a Committee) is non-compliant with attendance and is in jeopardy of being removed, what is the protocol?

5. **Committee Vice-Chair Role**
   Does Committee Vice Chair run the committee meeting when the Chair of that Committee is not present?

6. **Reclassifying 'ad Hoc Local Pharmacy Advisory Committee' (LPAC) to a Standing Committee (ongoing and purposeful)**
   Justification: The LPAC meets regularly to review the Ryan White Part A Pharmacy Formulary.
   This was a conversation at Executive in April 2012 as shown below:

   Joint Priorities Committee Report to HIVPC
   Report is as stands (copy on file) with one addition: The Part B Co-Chair has resigned from the Committee. The Chair reported on the committee's re-stratifying ensuring that the Super Core (Medical, Pharmacy and Oral Health) will be fully funded regardless of funding cuts. Eligibility for Outpatient Ambulatory Medical Care (OAMC) and Pharmacy were identified. A member noted that LPAC should be consulted on a motion like this (changing eligibility) and it was suggested that he Chair of LPAC should sit at Joint Priorities when required. This was requested of the LPAC Chair in the past. It was also suggested that as LPAC has an ongoing purpose it should not be an ad Hoc committee but standing committee –Staff to research the intent of making LPAC from. The HIVPC Chair recommended to the Joint Priorities Chair that the LPAC Chair to be consulted as to if he would like to sit on Joint Priorities meetings as needed, going forward.

ad Hoc By-Laws Committee Parking Lot Items

7. In a committee with part A Co-Chairs, do both become members of Executive and Joint Executive?

8. Member of Part A Executive made the suggestion: Should there be a maximum number of excused absences per year, such as three?

9. Question arose at Part A Executive: Should a committee or council member be marked as absent if they cannot stay for more than 75% of the committee's stated meeting hours?

10. Should we add a definition of "unaffiliated consumer" to each committee's section in the By-Laws?

11. If staff or a member finds that a By-law, policy or procedure is not being followed correctly, what is the procedure for reporting it and seeking to correct it?

12. The Planning Council Vice Chair asks: If the Council Chair or Vice Chair is in a mandated seat and must resign from the Council because they no longer qualify for the mandated seat, what is the procedure? Are they grandfathered in? Are they appointed to another seat and allowed to remain in office? Is there a special election to replace them as an officer?

13. The Planning Council Vice Chair suggests a procedure for consideration: Some EMAs have Council Co-chairs rather than a Chair and Vice Chair. The Co-Chair terms last four years, and the election dates for each are staggered so that one of them is elected every two years.

14. Should membership of MCDC be limited to only Planning Council members?