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, October 2, 2014, 12:00 p.m.
Location: Governmental Center Room GC-318
Chair: Tara Wilson

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*

2. **APPROVALS:** 10/2/14 Agenda and 11/20/13 Meeting Minutes

3. **MEETING ACTIVITIES/NEW BUSINESS**

Tasks for Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
Nominating Procedure (Handout A)	ACTION ITEM: Review the ad-Hoc Nominating Procedures and make any necessary updates. Determine who will be responsible for the presenting the slate of candidates to the HIVPC and serving as facilitator for verbal Q&A.
Nominee Questionnaire (Handout B)	ACTION ITEM: Review the 2013 Nominee Questionnaire. Update the questionnaire to reflect the special election.
Timeline (Handout C)	ACTION ITEM: Review the timeline of activities and make any necessary changes.

4. **GRANTEE REPORT**

5. **PUBLIC COMMENT**

6. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date:** TBD **Venue:** TBD

Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
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 2014 Nominee Questionnaires to prepare a slate of officers.

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 •

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MEETING MINUTES
COMMITTEE: Ad Hoc Nominating Committee
Date/Time: Wednesday, November 20, 2013, 11:30 p.m. **Location:** BRHPC
Chair, Will Spencer

Attendance					
#	Members	Present	Absent	Grantee Staff	
1	Spencer, W. Chair	X		Copa, R. Part A	
2	Taylor-Bennet, C.	X			
3	Hayes, M.	X		**Guests**	
4	Reed, Y.		X	Gammell, B.	
5	Katz, H. Bradley	X		Agbodzakey, J.	
6	Siclari, R.	X			
	Quorum = 4	**5**	1	**Support Staff**	
				Eshel, A.	Solomon, R.
				Crawford, T.	McEachrane, T.

1. CALL TO ORDER

The Chair called the meeting to order at 12:15 p.m. without quorum. Quorum was established at 12:22 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. Chairs, committee members, guests, grantee staff and support staff self-introductions were made. A moment of silence was observed.

2. APPROVALS:

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

Motion #2	To approve meeting minutes of 10/16/2013		
Proposed by:	Siclari, R.	**Seconded by:**	Hayes, M.
Action:	Passed Unanimously		

3. UNFINISHED BUSINESS

None

4. MEETING ACTIVITIES/NEW BUSINESS

Goal/Work Plan Objective #:	*Accomplishments*
a. Review Election Process and Logistics	Members discussed the election process and agreed to have an entirely electronic election process. The Chair will announce the use of iPads for elections at the Executive meeting on November 21st and Planning Council meeting on December 12th. Staff introduced two ballot options on Survey Gizmo. The first ballot included an option to select your name and only the names for those running for Chair and Vice Chair in the respective questions to vote for Chair and Vice Chair. The second option included

	names for all Planning Council members for all questions. The Committee agreed by consensus to use the first ballot. Staff to update the electronic ballot to reflect the current slate of officers. It was noted that the Chair must state each members' vote for Chair and Vice Chair for the record on the day of election.
b. Prepare Slate of Officers	Members discussed preparing a slate of officers. The Committee noted that there were no returned Nominee Questionnaires to review. Members prepared the slate of officers to reflect the intentions of the current officers. It was noted that Brad Gammell will run for Chair and Samantha Kuryla will run for Vice Chair. The Committee agreed by consensus to prepare the slate of officers to reflect nominations from the current HIV Planning Council (HIVPC) officers. One member inquired about previous elections and preparation of the slate. It was noted that in the past two elections, nominations came from the floor as well as from early submissions of Nominee Questionnaires.
c. December Meeting	The Committee agreed to not hold a meeting in December and noted that the Nominating Procedure and Questionnaire have been adequately clarified in preparation for the December HIVPC meeting. The Committee expects nominations to come from the floor on December 12th. Members will be given an additional two weeks to fill out the Nominee Questionnaire and announce their intention to run for Chair and/or Vice Chair.

5. GRANTEE REPORT

The interview process for Project Coordinator is in its final stages. Additionally, the program received notice earlier this week that Health Resources and Service Administration (HRSA) approved a total of $448,000 in carry over funds.

6. PUBLIC COMMENT – None

7. AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: TBD Venue: BRHPC

Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)	*Responsible Party*	*Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.*
No Meeting Scheduled		

8. ANNOUNCEMENTS – None

9. ADJOURNMENT

Without objection the meeting was adjourned at 12:28 p.m.

Ad HOC Nominating Committee 2013

Member	10/17/13	11/20/13	
Spencer, W. *Chair*	1	1	
Hayes, M.	1	1	
Katz, H.B.	1	1	
Reed, Y.	1	A	
Siclari, R.	1	1	
Taylor- Bennett, C.	1	1	
Quorum=4	6	5	

NOMINATING PROCEDURE

FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee (at least 4 months prior to the election date) 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. The deadline for submitting responses will be 2 weeks.

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. Those candidates nominated from the floor will be provided an opportunity to answer the questions on the questionnaire form. The presentation should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses. The deadline for submitting responses will be 2 weeks from the verbal 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, ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. Planning Council members will be required to write their name on the ballot 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 at the first meeting in March.

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.

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HANDOUT B

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Thursday, November 6, 2014.

Candidate Name	
Office Sought (Check ONE)	☐ **VICE CHAIR**
Affiliation	*Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.*

Deleted: □ CHAIR ¶

Deleted: *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?

Deleted: Candidate Name

Deleted: 10/24/13

Approved

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

OUTLOOK
How will you help the HIVPC achieve its 3 guiding ideas of linkage to care, retention in care, and viral load suppression?

Deleted: What are your 3 main goals while in office and how will you achieve them?

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Approved

DRAFT

2014 AD-HOC NOMINATING COMMITTEE TIMELINE

Activity	Proposed Date
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	October 2, 2014
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running. Candidates have two weeks to submit the questionnaire to HIVPC staff.	October 23, 2014
Deadline to return completed questionnaire to HIVPC staff.	November 6, 2014
HIVPC meeting. Present slate of candidates and ask for verbal call of nominations. Q&A session for all candidates. Candidates nominated from the floor have two weeks to submit questionnaire to HIVPC staff.	November 20, 2014
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	December 4, 2014
Nominations closed.	December 4, 2014
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 8, 2015
HIVPC meeting. Candidates presented and voting takes place. Votes read into record. Candidate chosen becomes Vice Chair beginning February 1, 2015.	January 22, 2015