



MEETING AGENDA

COMMITTEE: ad-Hoc Nominating Committee

Date/Time: Tuesday, January 7, 2020, 1:00 p.m.

Location: Governmental Center Room A-337

Chair: H. Bradley Katz

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 01/07/20 Agenda, 11/08/19 Minutes
3. **MEETING ACTIVITIES/NEW BUSINESS**
 - I. **Review Election Process and Logistics (Handout A & B1-B2)**
ACTION ITEM: Discuss election process and logistics. Determine member duties for the election.
 - II. **Prepare Slate of Officers**
ACTION ITEM: Review returned 2020 Vice Chair Nominee Questionnaires to prepare a slate of officers.
4. **GRANTEE REPORT**
5. **PUBLIC COMMENT**
6. **AGENDA ITEMS/TASKS FOR NEXT MEETING:** None.
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



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 / www.brhpc.org

Meeting Minutes: ad-Hoc Nominating Committee

Date/Time: Friday, November 8, 2019, 1:00 p.m.

Location: Governmental Center Annex - Room A-337

Chair: Katz, H. Bradley **Vice-Chair:** None

ATTENDANCE				
#	Member	Present	Absent	Recipient Staff
1	Arencibia, Y.		A	Jones, L.
2	Hayes, M.	X		
3	Katz, H. B., <i>Chair</i>	X		HIVPC Staff
4	Lewis, V.	X		Oratien, V.
5	Robertson, L.	X		Ukpai, F.
6	Ruffner, A.	X		Martinez, G.
Quorum = 4		5		

1. CALL TO ORDER:

The Chair called the meeting to order at 1:04 p.m. and welcomed all present. Attendees were notified of information regarding 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, Recipient staff and support staff self-introductions were made. A moment of silence was observed. There were no public comments.

2. APPROVALS:

Motion #1: To approve 11/08/19 meeting agenda.

Proposed by: Ruffner, A. **Seconded by:** Hayes, M.

Discussion: Members noted the date on the agenda under approvals was incorrect and approved the agenda with the date corrected.

Action: Passed Unanimously

3. MEETING ACTIVITIES/NEW BUSINESS

- I. Elections Timeline (Handout A): Members reviewed and discussed the proposed elections timeline. The Committee chose to hold nominations from the floor at the December 5th HIV Planning Council meeting. Members chose to hold the next ad-Hoc Nominating Committee meeting on January 7th at 1:00 p.m. The election will take place at the January 23rd HIVPC meeting.

Motion #2: To hold the next ad-Hoc Nominating Committee on January 7, 2020 at 1:00 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



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 / www.brhpc.org

Proposed by: Hayes, M. **Seconded by:** Robertson, L.

Action: Passed Unanimously

- II. Nominating Procedure (Handouts B-C): The Committee reviewed the nominating procedure utilized in the last election. Dates were modified in the procedure to bring the document current. One suggestion for revision was to identify the timeline by distance from the election as in, "1 month prior to the election." Due to the different scheduling issues that took place in this election cycle, the Committee chose not to implement this suggestion for this cycle.

The Chair noted that this election cycle felt rushed in comparison to others. It took more time to form the Committee and select a meeting date than was initially anticipated.

Motion #3: To approve the Nominating Procedure with listed changes.

Proposed by: Hayes, M. **Seconded by:** Ruffner, A.

Action: Passed Unanimously

The Committee then reviewed suggestions from the last ad-Hoc Nominating Committee (Handout C on file). Members chose to allow the current single candidate procedure to remain as is but voted to incorporate the call-in voting procedure.

Motion #4: To institute call-in vote procedure as an addition to the Nominating Procedure between the third and fourth paragraph.

Proposed by: Hayes, M. **Seconded by:** Robertson, L.

Action: Passed Unanimously

- III. Nominee Questionnaire (Handout D): Members reviewed the Nominee Questionnaire utilized in the last election. The Committee only suggested a change to the final question, "how will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan?" to include the Ending the HIV Epidemic pillars.

Motion #5: To approve the Nominee Questionnaire with changes

Proposed by: Ruffner, A. **Seconded by:** Lewis, V.

Action: Passed Unanimously

4. RECIPIENT'S REPORT

ACA open enrollment began November 1st. BRHPC is handling the ADAP contract and is responsible for enrollment statewide. Materials have gone out with the website and phone number listed to assist with the enrollment process.

5. PUBLIC COMMENT

None.

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



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 / www.brhpc.org

6. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: January 7, 2020 at 1:00 p.m.

VENUE: TBD

I. Review Election Process and Logistics

ACTION ITEM: Discuss election process and logistics. Determine member duties for the election.

II. Prepare Slate of Officers

ACTION ITEM: Review returned 2020 Vice Chair Nominee Questionnaires to prepare a slate of officers.

7. ANNOUNCEMENTS

None.

8. ADJOURNMENT

The meeting was adjourned at 1:49 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



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 / www.brhpc.org

Ad-Hoc Nominating Committee Attendance CY2019

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date											8		
0	0	1	1	Arencibia, Y.											A		
0	0	0	2	Hayes, M.											X		
1	1	0	3	Katz, H.B.											X		
1	1	0	4	Lewis, V.											X		
0	1	0	5	Robertson, L.											X		
0	0	0	6	Ruffner, A.											X		
Quorum = 4					0	0	0	0	0	0	0	0	0	0	5	0	

Legend:

X - present	N - newly appointed
A - absent	Z - resigned
E - excused	C - cancelled
NQA - no quorum absent	W - warning letter
NQX - no quorum present	R - removal letter
CX - meeting canceled for quorum	

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



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 December HIVPC meeting (prior to the January election), a verbal call for nominations from the floor will take place. Council Members will be given a form to express their interest in running for Chair or Vice Chair. The form contains a set of questions about why they want to be an officer and their past leadership experience. The deadline for submitting responses will be January 6, 2020.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following the submission deadline 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.

If a member calls in to the Planning Council meeting, the member can vote. The member calling in to the meeting will vote first so as not to be a tie-breaking vote.

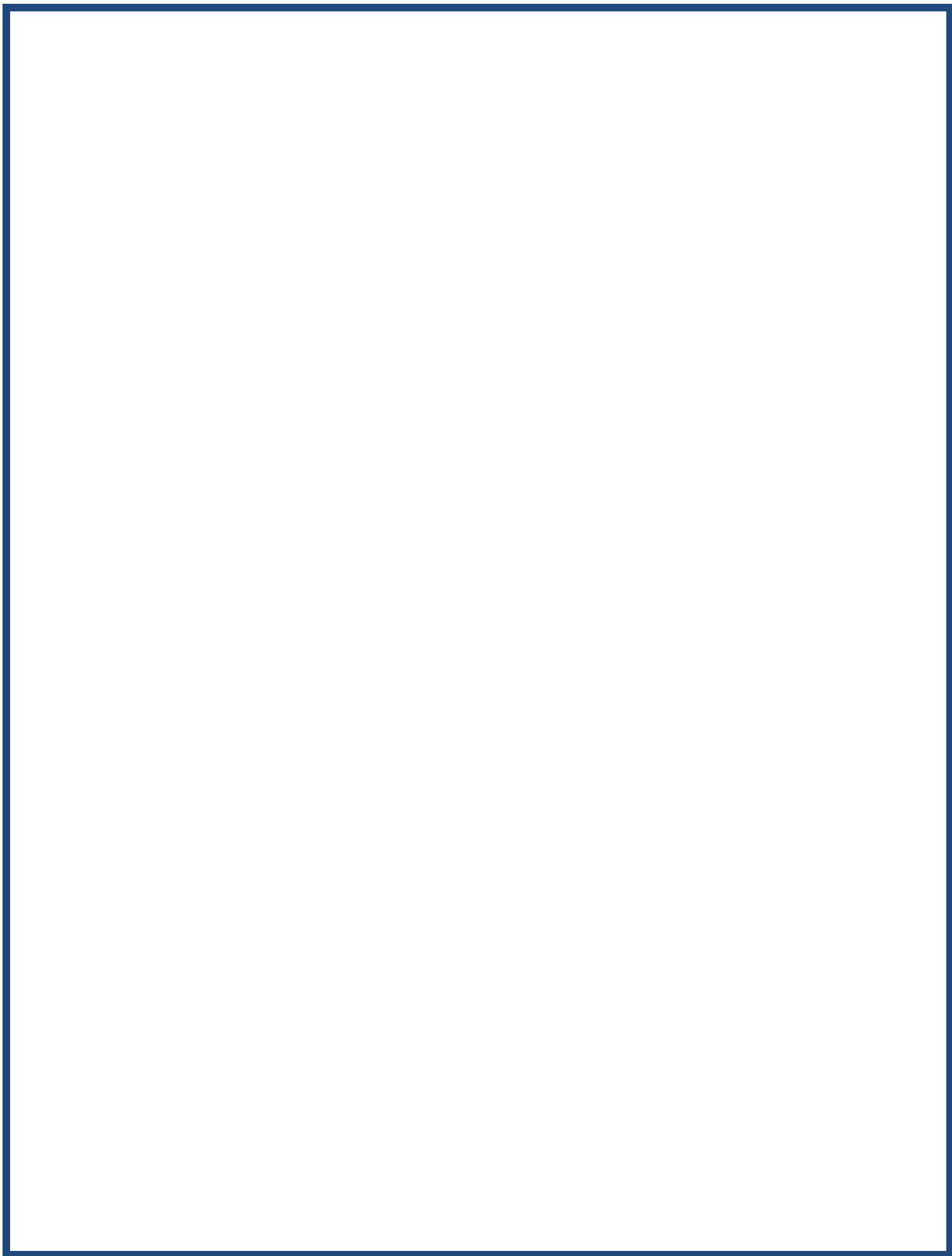
At the beginning of the January Planning Council meeting, candidates will give presentations that should be limited to 10 minutes with an additional 2 minutes for clarification relevant to the responses. Then ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. If there is only one candidate running for office, the ballot will include an option for members to either approve or reject the candidate. 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 March 1, 2020.

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.





BALLOT

HIVPC Chair- Primary Election January 23, 2018

HIVPC Member Name:

Signature: _____

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

The term of office is effective beginning March 1, 2020.

- ☐ **Candidate 1**
- ☐ **Candidate 2**
- ☐ **Candidate 3**



BALLOT

HIVPC Vice Chair- Primary Election January 23, 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 March 1, 2020.

- ☐ **Candidate 1**
- ☐ **Candidate 2**
- ☐ **Candidate 3**