



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, Florida 33020 954-561-9681 • FAX 954-561-9685

Ad-Hoc Nominating Committee Meeting

AGENDA

Date: July 7, 2021, at 4:00 p.m.

Facilitator: Planning Council Support Staff

Location: [WebEx Virtual Meeting Room](#)

hivpc@brhpc.org

Chair: Brad Barnes **Vice Chair:** None

(954) 561-9681 ext. 1292

Ad-Hoc Nominating Committee Purpose: To govern the Chair and Vice Chair elections for the FY 2022-2024 cycle.

1. **Call to Order**
2. **Welcome & Public Record Requirements**
 - a. Welcome
 - b. Review Meeting Ground Rules, Public Comment and Public Record Requirements (Statement of Sunshine)
 - c. Council Member, Guest, and Phone Introductions
 - d. Moment of Silence
3. **Approvals**
 - a. Meeting Agenda 07/07/2021
 - b. Last meeting minutes 06/14/21
4. **Public Comment (10 minutes)**
5. **Unfinished Business**
 - I. **Review Election Procedures and logistics (Handout A)**
ACTION ITEM: Determine member duties for the election.
 - II. **Slate of Officers**
ACTION ITEM: Discuss talking point guidelines to be provided to nominees.
6. **New Business**
 - I. **Recruitment Efforts**
ACTION ITEM: Discuss nominee recruitment for 2022 Chair and Vice Chair elections.
 - II. **Letter to Nominees (Handout B)**
ACTION ITEM: Review letter to be sent to Nominees.

7. **Public Comment (10 minutes)**
8. **Agenda Items/Tasks for Next Meeting**
 - a. Next Meeting Date: TBD (November 2021)
9. **Announcements**
10. **Adjournment**

**FOR A DETAILED DISCUSSION ON ANY OF THE ABOVE ITEMS,
PLEASE REFER TO THE MEETING MINUTES.**
Meeting Packets are available at: [The HIV Planning Council Website](http://www.brhpc.org/programs/hiv-planning-council/)
(<http://www.brhpc.org/programs/hiv-planning-council/>)

Please complete your meeting evaluations [here](#)
Three Guiding Principles of the Broward County HIV Health Services Planning Council
• *Linkage to Care* • *Retention in Care* • *Viral Load Suppression* •

HIV HEALTH SERVICES PLANNING COUNCIL MEETING GROUND RULES



1. The Council, its members, and the public recognize and respect the committee process adopted by this Council. The Council, its members, and the public recognize that full discussion and analysis of issues occurs at the committee level rather than at Council meetings.
2. Before a member can make a motion or speak in debate, the member must be recognized by the Chair as having the exclusive right to be heard at that time.
3. All speakers are expected to address the Council in a respectful manner to respect time limits, to speak briefly and to the point, and to stay on agenda. All other persons in attendance should not interrupt the speaker who is recognized by the Chair as having the floor.
4. If the member who made the motion claims the floor and has not already spoken on the question, that member is entitled to be recognized in preference to other members.
5. No person is entitled to the floor a second time in debate on the same item as long as any other person who desires the floor has not spoken on the item.
6. Speakers should restrict comments and debate to the pending question or motion. Speakers must address their remarks to the Chair and maintain a courteous tone. The Chair may impose time limits on debate or discussion to ensure efficient conduct of Council business.
7. Members should not name service providers and/or persons during any discussion unless the service provider or person is identified in the subject of the motion or agenda item. Specific concerns regarding service providers should be directed towards the Grantee, outside of the meeting.
8. Members of the public may only address the Council upon recognition by the Chair. They are subject to the same rules of conduct expected of Council members.
9. No alcohol or drug use (unless prescribed by a licensed physician), is permitted at Council meetings, grantee or support staff offices.
10. No abusive language, threats of violence, or possession of weapons are permitted in Council meetings, grantee or staff offices.
11. Repeated violation of these meeting rules may result in no further recognition of the offending member or attendee by the Chair at that meeting. Any serious breach of conduct which disrupts the Council's meeting may subject the offender to removal from the meeting, administrative or legal process.

CONSEJO DE PLANEACIÓN DE SERVICIOS DE SALUD VIH REGLAS BÁSICAS DE LA REUNIÓN



1. Los miembros deberán aceptar y respetar el proceso de comité adoptado por este Consejo. Las discusiones y el análisis en pleno de los temas tendrán lugar a nivel de comité y no en las reuniones plenarias del Consejo.
2. Antes de que un miembro pueda iniciar una moción o de que una persona pueda hablar en un debate, el Presidente de la reunión deberá reconocer que él o ella tienen el derecho exclusivo de hablar en ese momento dado.
3. Se espera que todos los ponentes se dirijan al Consejo de una manera respetuosa, que no se interrumpa al ponente con derecho al habla en el momento, que cuando se hable se haga de forma clara y concisa, y que se mantenga la agenda.
4. Si el miembro que inicia una moción no ha hablado todavía y reclama su derecho a hablar sobre un asunto, él/ella tendrán el derecho a que con preferencia se les reconozca.
5. Nadie tendrá derecho a reclamar el habla por una segunda vez, en un debate sobre el mismo tema, cuando otra persona que no ha hablado todavía, desea hacerlo.
6. Los debates deben ceñirse a los asuntos o mociones que estén pendientes. Al hablar, los ponentes deben referirse al Presidente, y mantener un tono cortés.
7. Los miembros del público solo podrán dirigirse al Consejo cuando hayan sido reconocidos por el Presidente de la reunión. Estarán sujetos a las mismas reglas de conducta que se esperan de los miembros del Consejo. Se establecerán límites de tiempo según sea necesario para garantizar que los asuntos del Consejo cursen de manera eficiente.
8. Miembros del público sólo podrán dirigir el Consejo a partir del reconocimiento por el Presidente. Están sujetos a las mismas reglas de conducta que se espera de los miembros del Consejo.
9. No estará permitido el uso de bebidas alcohólicas o de drogas en las reuniones del Consejo y tampoco en las oficinas del personal de soporte y donatarios.
10. No está permitido el uso de lenguaje abusivo, amenazas de violencia y posesión de armas en las reuniones del Consejo ni en las oficinas del personal de soporte y donatarios.
11. La repetida violación de estas reglas básicas dará como resultado que el Presidente de la reunión deje de reconocer al derecho a participación del ofensor o miembro de la audiencia. Cualquier violación de conducta grave, que perturbe la reunión de Consejo, terminará en la remoción del ofensor, de la reunión.

KONSÈY PLANIFIKASYON SÈVIS SANTE POU HIV RÈGLEMAN RANKONT-YO



1. Manm-yo dwe rekonèt epi respekte pwosesis komite-a ke Konsèy-la adopte. Diskisyon ak analiz total pwoblèm-yo fèt nan nivo komite-a; li pa fèt pandan rankont tout Konsèy-la.
2. Anvan yon manm ka fè yon pwopozisyon oswa nenpòt ki moun gen dwa pale pandan yon deba, fòk Prezidan Komite-a bali dwa esklizif pou fè moun tande-li nan moman sa-a.
3. Yo atann-yo aske tout moun k'ap pale ak Konsèy-la fè-li avèk respè, pou pèsonn pa koupe moun ke Konsèy-la bay dwa pale lapawòl, pou moun k'ap pale-a respekte kantite tan yo ba-li pou pale-a, pou li di sa l'ap di-a rapidman epi avèk presizyon, epi pou li respekte ajanda-a.
4. Si manm ki fè pwopozisyon-an mande pou li pale epi si li poko pale sou keksyon-an deja, li gen priyorite sou lòt manm-yo.
5. Pèsonn moun pa gen dwa pran lapawòl de fwa sou yon menm sijè si gen lòt moun ki poko pale epi ki vle esprime tèt-yo.
6. Deba-a dwe rete sou keksyon oswa pwopozisyon k'ap fèt-la. Moun k'ap pale-a dwe adrese sa l'ap di-a bay Prezidan Komite-a epi pale sou yon ton ki make ak respè.
7. Manm piblik-la dwe pale ak Konsèy-la sèlman si Prezidan Konsèy-la bay-yo lapawòl. Yo dwe respekte menm règleman kondwit avèk manm Konsèy-yo. Lè sa nesesè pou zafè Konsèy-la byen mache, yo gen dwa bay-yo yon limit tan pou yo pale.
8. Manm nan piblik la sèlman pou adrese a konsèy sou rekonèsans sou chèz la. Yo ka tonbe anba menm lòd de kondwit ki te espere nan manm konsèy yo.
9. Itilizasyon alkòl ak dwòg (sòf si se yon doktè lisansye ki preskri-li), entèdi nan rankont Konsèy-la oswa nan biwo estaf sipò-a oswa Resevè-a.
10. Vye langaj, menas vyolans, oswa posesyon zam entèdi nan rankont Konsèy-la oswa nan biwo estaf-la oswa Resevè-a.
11. Vyolasyon repete règleman rankont-yo ap lakòz yon manm oswa lòt moun k'ap asiste rankont-lan pa kapab patisipe ankò. Nenpòt ki move kondwit serye ki twouble rankont-la ap lakòz yo mete moun-nan deyò.



Meeting of the
Ad-Hoc Nominating Committee

Monday, June 14, 2021
1:00-2:00 PM
By WebEx Videoconference

MINUTES

Ad-Hoc Nominating Committee Members Present: B. Barnes (Chair), Y. Arencibia, T. Moragne, R. Bhrangger.

Members Absent: I. Wilson.

Members Excused: None.

Ryan White Part A Recipient Staff Present: None.

Planning Council Support Staff Present: G. Berkeley-Martinez, F. Ukpai, T. Williams.

Guests Present: B. Mester.

Agenda Item #1: Call to Order

The Ad-Hoc Nominating Committee *Chair* called the meeting to order at 1:05 p.m.

Agenda Item #2: Welcome & Public Record Requirements

The Ad-Hoc Nominating Committee *Chair* welcomed all meeting attendees that were present. Attendees were notified that the HIVPC meeting is based on Florida's "Government-in-the-Sunshine Law and meeting reporting requirements, including 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 disclosed. Introductions were made by the Ad-Hoc Nominating Committee *Chair*, committee members, Recipient staff, PCS staff, and guests by roll call, and a moment of silence was observed.

Agenda Item #3: Meeting Approvals

The approval for the agenda of the June 14, 2021, Ad-Hoc Nominating Committee meeting was proposed by Y. *Arencibia*, seconded by R. *Bhrangger*, and passed unanimously.

Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to approve the June 14, 2021, Ad-Hoc Nominating Committee agenda as presented. The motion was adopted unanimously.

Agenda Item #4: Public Comment

The Public Comment portion of the meeting is intended to give the public a chance to express opinions about items on the meeting agenda or to raise other matters pertaining to HIV/AIDS and services in Broward County. There were no public comments.

Agenda Item #5: Unfinished Business

There was no unfinished business on the agenda for this meeting.

Agenda Item #6: New Business

Elections Timeline (Handout A): Members reviewed and discussed the proposed elections timeline. The Committee chose to hold nominations from the floor at the June 24, 2021, HIV Planning Council meeting and to hold the next ad-Hoc Nominating Committee meeting on July 7, 2021, at 4:00 p.m. They also choose to close nominations on October 21, 2021. The deadline for nominees to submit Letters of Intent will be November 4, 2021. They will send out a copy of the letters of intent and voting instructions to members by January 3, 2022. The election will take place at the January 2022 HIVPC meeting. The approval for the 2021 Ad-Hoc Nominating Committee election timeline with amendments was proposed by *T. Moragne*, seconded by *Y. Arencibia*, and passed unanimously.

Dr. Moragne, on behalf of the Ad-Hoc Nominating Committee, made a motion to approve the 2021 Ad-Hoc Nominating Committee election timeline with amendments. The motion was adopted unanimously.

2021 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	April 22, 2021
First ad-Hoc Nominating Committee meeting. Review & approve procedures and talking points document.	June
HIVPC Meeting: Procedure & Talking points document approved by HIVPC. Nominations accepted from the floor. Talking point document given to all eligible parties interested in running. Request for Letter of Intent.	June 24, 2021
Second Ad-Hoc Committee Meeting: Review instruction for talking points, member roles, nominee recruitment.	July 7, 2021
Nominations closed.	October 21, 2021
Deadline for submitting Letters of Intent.	November 4, 2021
Third Ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	November
Letters of Intent sent to members along with voting instructions.	January 3, 2022
HIVPC meeting: Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January
Start of new HIVPC Chair & Vice Chair terms	March 1, 2022

Review Election Procedures and Logistics (Handout B)

The committee reviewed the nominating procedures for regular elections. They updated the document to reflect the new dates and deadlines proposed in the 2021 Election Timeline. Additionally, the committee agreed that nominated members should submit a Letter of Intent to the committee in place of the standard questionnaire. After review, PCS staff will send the Letters of Intent and voting instructions to HIVPC members by January 3, 2022. The questionnaires will be used as talking points for candidates to guide presentations during the January HIVPC election before members cast their votes. The 2021 Nominating Procedures (Handout B) was approved with

amendments proposed by *Y. Arencibia*, seconded by *R. Bhrangger*, and passed unanimously.

Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to approve the 2021 Nominating Procedures (Handout B) with amendments. The motion was adopted unanimously.

The committee was slated to discuss members roles for this election, however the chair suggested they table this agenda item until the next meeting. The motion to table handout B1 for the next meeting on July 7, 2021, was proposed by *Y. Arencibia*, seconded by *B. Bhrangger*, and passed unanimously.

Ms. Arencibia, on behalf of the Ad-Hoc Nominating Committee, made a motion to table handout B1 until the next committee meeting on July 7, 2021. The motion was adopted unanimously.

Slate of Officers (Handout C)

The committee reviewed the Nominee Questionnaire. They agreed that instead of questionnaire, the document should be labeled 'Talking points' since this handout will be given to candidates to be used as prompts for their presentations at the January HIVPC meeting. The handout was updated to reflect the new dates/deadlines proposed in the 2021 election timeline. They also chose to add a section for candidates to add optional comments that may be relevant to their campaign. There was a discussion about the instruction to candidates for using the talking points. This will be finalized at the next committee meeting.

Review HIVPC Election Day Flyer (Handout D)

The committee reviewed the election flyer created by PCS Staff Health Planner. They agreed that the flyer was well done. They recommended having this flyer sent out with all HIVPC meeting packets until the close of nominations in October.

Agenda Item #7: Recipient Reports

There was no report for this meeting.

Agenda Item #8: Public Comment

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Agenda Item #9: Agenda Items/Tasks for Next Meeting

The next Ad-Hoc Nominating Committee meeting will be held on July 7, 2021, at 4:00 p.m. via WebEx Videoconference.

Agenda Items for next meeting:

- Determine member roles for the election (Handout B1).
- Discuss opportunities to recruit nominees.
- Discuss instructions to candidates for talking points.

Agenda Item #10: Announcements

There were no announcements for this meeting.

Agenda Item #16: Adjournment

There being no further business, the meeting was adjourned at 2:11 p.m.

Ad-Hoc Nominating Committee Attendance for CY 2021

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date						14							
0	1	0	1	Barnes, B. Chair						X							
0	0	0	2	Moragne, T.						X							
0	0	1	3	Wilson, I.						A							
1	1	0	4	Bhrangger, R.						X							
0	0	0	5	Arencibia, Y.						X							
0	0	0	6														
Quorum = 4					0	0	0	0	0	4	0	0	0	0	0	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	

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HIVPC meeting: Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January
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Roles of the Nominating Committee	
Timekeeper	
Tally Monitor	
Question & Answer	
Call Votes into Record	
Alternate Duties	

Dear Nominee,

Thank you for taking the time to submit your Letter of Intent for the position of HIV Health Services Planning Council Chair or Vice-Chair. The Council was created to provide planning, promote the development of HIV/AIDS health services, personnel, and facilities that meet identified health needs in a cost-effective manner, reduce inefficiencies, and develop HIV-related health plans.

Through this letter, we acknowledge your dedication to the mission of the HIVPC. Your contributions are greatly appreciated by your fellow committee members and People Living with HIV/AIDS in Broward County. As such, we are confident of your ability to serve as HIVPC Chair or Vice-Chair and wish you success in your endeavors.

Along with this letter, we have provided you with talking points. These talking points will guide you as you prepare to present your candidacy to the members of the HIVPC.

For more information about the role of the HIVPC Chair or Vice-Chair positions, please contact Planning Council Support Staff via email at hivpc@brhpc.org or by phone at 954-561-9681 ext. 1295/1292.

Sincerely,

Brad Barnes

Chair, ad-Hoc Nominating Committee



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 June HIVPC meeting (prior to the January election), a verbal call for nominations from the floor will take place. Nominees will be given a list of talking points of which they will be required to speak on at least four (4) during their allotted ten (10) minutes at the January HIVPC meeting before voting takes place. Nominees will also be required to submit a letter of intent to express their interest in running for Chair or Vice Chair. The deadline for submitting responses will be November 4, 2021.

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. The Letters of Intent from each candidate will be shared with committee members along with voting instructions before the January HIVPC meeting.

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, 2022.

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.

NOMINEE TALKING POINTS

Candidate Name: _____

Office Sought: _____

Affiliation: _____

Please state your affiliation as an employee, consultant, or board member with Ryan White Part A, if any.

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 meting 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?

Approved [insert date]

NOMINEE TALKING POINTS

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 current issues impacting the HIV/AIDS community would you like the Council to address?

Outlook

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021 and the Ending the HIV Epidemic pillars? *(The goals are to increase access to care, improve health outcomes, reduce HIV-related health disparities; and reduce the number of new HIV infections in the United States by 75 percent by 2025, and then by at least 90 percent by 2030, for an estimated 250,000 total HIV infections averted.)*

NOMINEE TALKING POINTS

Other (optional)

