



Committee Meeting Agenda: Executive Committee

Date/Time: Thursday, July 19, 2018, 9:00 a.m.

Location: Government Center Room GC-301

Chair: Lopes, R. **Vice Chair:** Vacant

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 7/19/18 Executive Committee Agenda and 6/21/18 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
 - a) Review and Approve 7/26/18 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
 - b) Review August 2018 HIVPC Calendar (Handout B)

4. **UNFINISHED BUSINESS**

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Conduct and Ethics	ACTION ITEM: Discuss member conduct
HIVPC Vice Chair Election	ACTION ITEM: Review ad-Hoc Nominating Committee progress and approve process for special elections and Nominating Committee timeline (Handout C)
HRSA Site Visit Follow Up	ACTION ITEM: Discuss recent recommendations from HRSA Site Visit

6. **GRANTEE REPORTS**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** Sept 20, 2018 11:30 a.m. **VENUE:** Government Center A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Promotional Materials and Marketing Strategies	ACTION ITEM: Review promotional materials for HIVPC

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS
THREE GUIDING PRINCIPLES OF THE HIV PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

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

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Meeting Minutes: Executive Committee

Date/Time: Thursday, June 21, 2018, 1:30 p.m.

Location: Government Center Room A-337

Chair: Lopes, R. **Vice-Chair:** Vacant

ATTENDANCE				
#	Members	Present	Absent	
1	Barnes, B. <i>Acting Vice Chair</i>	X		Grantee Staff
2	Barrientos, Y.	X		
3	Edwards, C.	X		
4	Fleurinord, P.		A	
5	Foster, V.	X		HIVPC Staff
6	Hayes, M.	X		
7	Lopes, R., <i>Chair</i>	X		
8	Robertson, L.		A	
9	Shamer, D.		A	
	Chair Quorum = 5	6		

1. CALL TO ORDER

The Chair called the meeting to order at 1:30 p.m. and 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, Grantee staff and HIV Planning Council (HIVPC) Staff self-introductions were made. A moment of silence was observed.

2. APPROVALS

a)

Motion #1: To approve 06/21/18 Meeting Agenda

Proposed by: Hayes, M. **Seconded by:** Foster, V.

Action: Passed Unanimously

Motion #2: To approve the 05/17/18 Meeting Minutes

Proposed by: Foster, V. **Seconded by:** Grant, C.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

a) Approve 06/28/18 HIVPC Agenda (Handout A):

The Committee reviewed and approved the HIVPC agenda with the correction of Vice-Chair.

b) Review July 2018 Calendar (Handout B): The chairs reviewed the draft July HIVPC Committee Calendar. The calendar was approved with the cancellation of the July PSRA Committee meeting.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

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- a) FY2019 PSRA Process at HIVPC: The HIVPC Health Planner discussed the PSRA process in advance of the upcoming Council meeting. A handout was provided to clarify the process so that members of the Executive Committee are on one accord.
Members discussed confusion over the F8 form, on which they are to list any conflict of interest during voting. They suggested that the best explanation is to note any financial interest whether it keeps members from voting or not (whether it pertains to the vote at hand or not). It is a conflict form, not an abstention form. Members also need to state their partners' financial interests if they are pertinent so that any ties are clearly stated.
- b) MCDC Member Appointments: The Membership/Council Development Committee has been unable to establish quorum in recent months and, given its quarterly meeting schedule, this has led to the removal of a member. Now that MCDC has less than 5 members it cannot function. As stated in MCDC's process, if the Committee is unable to perform its tasks, those go to the Executive Committee. There are currently 2 qualified applicants for HIVPC membership.
Valery Moreno is the MHS Practice Manager and by joining she would be replacing Dionne Proulx who left HIVPC 2 years ago.
Patricia Fleurinord is the Vice Chair of CEC and a member of BTAN, which is part of BCHPPC. She works as the Prevention Specialist for Community AIDS Network (CAN).
Both candidates are qualified and have been through pre-appointment orientation. Their addition would benefit PC's Black membership, but would not help the underrepresentation of males and female consumers. The HIVPC will still be overrepresented by Hispanics. The Executive Committee voted to approve these 2 applicants for HIVPC.

Motion #3: To approve Valery Moreno and Patricia Fleurinord's applications for the HIV Planning Council.

Proposed by: Hayes, M. **Seconded by:** Foster, V.

Action: Passed Unanimously

During the conversation about membership, the MCDC Chair brought up the most recent tabling event. Members stressed the need to increase involvement in community activities and recruitment at the beginning of the fiscal year. The Stonewall Pride Festival was a great opportunity to reach and engage people from several different demographics. The MCDC Chair was disappointed to be the only HIVPC member at the table with 2 staff members. The HIVPC Chair stressed that it is acceptable to decline the invitation to participate in an event, but all members must answer the email. This will make staff aware of their decision so as not to leave them without the information needed to plan accordingly. Members discussed bringing HIVPC materials to their agencies' tables if they were representing their workplaces. Members also discussed ways to make the table more appealing to passersby including prize wheels, backdrops and banners, and balloon pops.

- c) Chair Vacancy – The HIVPC Vice Chair has stepped down from her role in order to accept a position with Broward County's Emergency Management Services. County ordinances state that employees of Broward County cannot serve on County boards. The HIVPC's bylaws state that the line of succession for leadership begins with the past HIVPC Chair. For this reason, Mr. Barnes is currently serving as the Acting Vice Chair until a special election takes place. The Committee reviewed the bylaws, a timeline for the election, and the process for special elections. The Chair called for any interested Executive Committee members to self-nominate.

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- d) HRSA Site Visit – The HRSA Site Visit which was postponed in February was rescheduled and will occur at the end of the month. Members of the Executive Committee have been invited to have lunch with HRSA and answer some questions. Some basic information was sent to Committee members, and the HIVPC Manager provided a presentation in order to prepare the Executive Committee for the meeting.

6. **RECIPIENT REPORT**

The HRSA site visit has been rescheduled and will be in June. They will come to the June HIVPC meeting and observe the FY2019 PSRA process.

7. **PUBLIC COMMENT**

None.

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** July 19, 2018 at 11:30 a.m. **VENUE:** A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
Promotional Materials	ACTION ITEM: Review HIVPC promotional items

9. **ANNOUNCEMENTS**

The Pride Center and Broward House have Walgreens partnerships to get discounts. A flyer will be distributed when available.

10. **ADJOURNMENT**

The meeting adjourned at 3:12 p.m.

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Executive Committee Attendance CY 2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:	18	C	15	19	17	21							
			1	Barrientos, Y.	N-4/1			X	X	X							
1	1	3	2	Barnes, B, <i>Acting V.Chair</i>	X		A	A	A	X							
0	0	0	3	Edwards, C.	X		X	X	X	X							
0	0	5	4	Fleurinord, P.	A		A	A	A	A							
			5	Fortune-Evans, B.	N-6/21					X							
0	0	0	6	Foster, V.	X		X	X	X	X							
			7	Hayes, M.	N-4/1			X	X	X							
0	0	0	8	Lopes, R. <i>Chair</i>	X		X	X	X	X							
0	0	2	9	Robertson, L.	X		X	A	X	A							
0	0	1	10	Shamer, D.	X		X	X	X	A							
0	1	1		Siclari, R.	X		A	Z-4/1									
0	1	0		Spencer, W.	X		X	Z-4/1									
			1	Taylor-Bennett, C. <i>V.Chair</i>	N-3/1		A	X	X	Z-5/25							
				Quorum(Chairs)=													
				5	8	0	6	6	8	6	0	0	0	0	0	0	

X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - Resigned
C - cancelled
W - warning letter
R - removal letter
QNA - quorum not achieved for entire mtg

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**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
MEETING AGENDA**

Thursday, July 26, 2018, 9:30 a.m.
GC-430

Chair: Requel Lopes **Vice Chair:** Vacant

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

- 1. CALL TO ORDER** (10 minutes)
- 2. WELCOME AND PUBLIC RECORD REQUIREMENTS**
 - a. Welcome and Introductions
 - b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
 - c. Council Member and Guest Introductions
 - d. Moment of Silence
 - e. Excused Absences and Appointment of Alternates
 - f. Approval of 7/26/18 Meeting Agenda
 - g. Approval of 6/28/18 Meeting Minutes
- 3. PHONE INTRODUCTIONS**
- 4. PUBLIC COMMENT** (Up to 10 minutes)
- 5. FEDERAL LEGISLATIVE REPORT** (Kareem Murphy) (Handout A)
- 6. CONSENT ITEMS**

None.
- 7. NEW BUSINESS**
 - a. Special HIVPC Elections – Open up special HIVPC elections for HIVPC Vice Chair. Distribute Nominee Questionnaire and discuss process for 2018 HIVPC Leadership Election.
- 8. DISCUSSION ITEMS**

None.
- 9. JULY COMMITTEE REPORTS (15 minutes)**

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

July 3, 2018

Chair: Y. Barrientos, V. Chair: P. Fleurinord

A. Agenda Item Update / Status Summary:

Chill, Chat & Chew BBQ: CEC finalized the date for the event, reviewed flyer designs, and chose video content for the Chill, Chat & Chew BBQ. The event will be held on Thursday, July 19th at C.W. Thomas Park in Dania Beach. The flyer will be simple so that the information stands out. The Committee chose three short videos to play as discussion starters, as well as a simple ice breaker to encourage attendees to mingle. The topics covered at the event will be long-term survival and PrEP and PEP. This will be a fun event for community members to attend, while also informing them about these HIV-related topics.

B. Rationale for Recommendations:

None.

C. Data Reports / Data Review Updates:

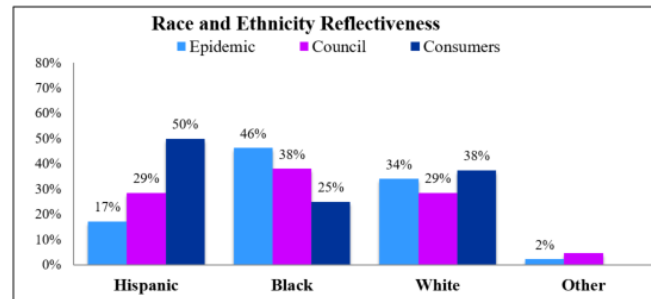
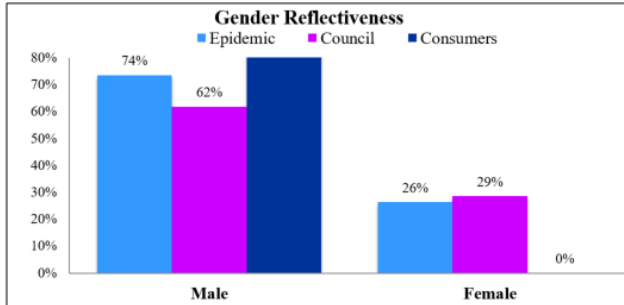
None.

D. Data Requests:

None.

E. Other Business Items:

Agenda Items for Next Meeting: TBD Next Meeting Date: TBD Location: A-337

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)**HIV Planning Council Membership Report
Current Through July 2018**

Gender	Epidemic	Council	% Difference	Consumers	% Difference
Male	14,753 74%	13 62%	-12%	7 88%	14%
Female	5,288 26%	6 29%	2%	0 0%	-26%
Transgender	- -	2 10%	-	2 25%	-
Race	Epidemic	Council	% Difference	Consumers	% Difference
Hispanic	3,455 17%	6 29%	11%	4 50%	33%
Black	9,283 46%	8 38%	-8%	2 25%	-21%
White	6,831 34%	6 29%	-6%	3 38%	3%
Other	472 2%	1 5%	2%	0 0%	2%
Total	20,041 100%	21		8	

Current Members	21
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	38%

Vacant Seats
1. Grantees of Other Federal HIV Programs - VA
2. Federally Recognized Indian Tribe Members
3. ASO/CBO Serving Affected Populations
4. State Medicaid
5. Local Public Health Agency
6. Health Planning
7. Alternates (3)

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 33%

No July Meeting

Chair: V. Foster, V. Chair: Vacant

C. INTEGRATED WORKGROUP**No July Meeting**

Chair: T. Pietroqallo, V. Chair: T. Williams

D. QUALITY MANAGEMENT COMMITTEE (QMC)**No July Meeting**

Chair: D. Shamer

E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)**No July Meeting**

Chair: L. Robertson, V. Chair: M. Hayes

F. EXECUTIVE COMMITTEE

July 19, 2018

Chair: R. Lopes, V. Chair: C. Taylor-Bennett

A. Work Plan Item Update / Status Summary:

Standard Committee Items – The committee members reviewed the August meeting calendar, and reviewed and approved the July HIVPC agenda and meeting materials.

B. Rationale for Recommendations:**C. Data Reports / Data Review Updates:**

None.

D. Data Requests:

None.

E. Other Business Items:

Agenda Items for Next Meeting:

G. SYSTEM OF CARE COMMITTEE (SOC)

**** For detailed discussion on any of the above items, please refer to the meeting minutes. ****

10. GRANTEE REPORTS (20 minutes)

- a. Part A
- b. Part B (including March HIVPC data request)
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention

11. UNFINISHED BUSINESS

12. PUBLIC COMMENT (Up to 10 minutes)

13. ANNOUNCEMENTS

14. REQUEST FOR DATA

15. AGENDA ITEMS FOR NEXT MEETING: Sept 28, 2018 9:30 a.m. **LOCATION:** Gov't Center Room GC-430

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>

16. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

**THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL**
• Linkage to Care • Retention in Care • Viral Load Suppression •

August 2018

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 7/18/2018

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 SFAN 10:00 a.m., ~
6	7	8	9	10
13	14	15	16	17
20 Ad-Hoc Nominating Committee Meeting 2:00 p.m., +	21	22	23	24
27	28	29	30	31

^**Governmental Center** — 115 S Andrews Ave, Ft. Lauderdale, 33301
 ~**Dorothy Mangurian Comp. Center**—1000 NE 56th St, Ft. Lauderdale, 33334
 + **Poverello Center**- 2056 N Dixie Hwy, Wilton Manors, FL 33305
 \$**C.W. Thomas Park**—800 NW 2nd St., Dania Beach, FL 33004

Meetings in **Red** are cancelled.

Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.

Meetings in **Black** are not associated with the HIV Planning Council.

August 2018

Broward County HIV Health Services Planning Council Calendar

HANDOUT B

Last Updated: 7/18/2018

Dates and times are subject to change. Visit <http://www.brhpc.org/programs/hiv-planning-council/> for updates. For questions about the HIV Planning Council & Committees, please contact the HIVPC Staff at 954-561-9681 ext. 1343. For questions about the QI Networks, please contact CQM Staff at .954-561-9681 ext. 1250

TODOS ESTAN BIENVENIDOS!

A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)

Para confirmar información acerca de la reunión de Consejo de Planeación VIH, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.

ALL ARE WELCOME!

Unless otherwise noted on the calendar, all meetings are held at:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

To confirm HIV Planning Council meeting information, or reserve special needs services such as: Translation from English to Spanish or Creole; or, are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.

BON VINI!

Sòf si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:

Governmental Center
115 S. Andrews Ave.
Ft. Lauderdale, FL 33301

(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)

Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.

HIVPC Committee Descriptions

Community Empowerment Committee (CEC) - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

Membership/Council Development Committee (MCDC) - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

Quality Management Committee (QMC) - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

Priority Setting Resource Allocation (PSRA) Committee - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

System of Care (SOC) Committee - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

Executive Committee - Sets agenda for Council meetings. addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

HIV Health Services Planning Council (HIVPC) - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.



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 ~~October-July~~ HIVPC meeting (prior to the ~~January-September~~ 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 along with a form.~~ The form questionnaire containing 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 August 17~~30~~, 2018.

~~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. All candidates will be provided an opportunity to answer the questions on the questionnaire form. The deadline for submitting responses will be 3 weeks from the December 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-September~~ Planning Council mailing.

At the beginning of the ~~following-September~~ Planning Council meeting, candidates will give presentations that should be limited to ~~5-102~~ minutes with an additional ~~2-15~~ 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, a motion will be made to appoint the candidate to the position of Vice Chair. ~~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-September~~ 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 October 1, 2018. the first day of the Fiscal Year (March 1).

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.

2018 AD-HOC NOMINATING COMMITTEE SPECIAL ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	June 28, 2018
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	July 12, 2018
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running.	July 26, 2018
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	August 17 ³⁰ , 2018
Nominations closed.	August 17 ³⁰ , 2018
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	September 13 ^{August 20} , 2018
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	September 27, 2018
Start of new HIVPC Vice Chair terms	October 1, 2018