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

PART A EXECUTIVE COMMITTEE
Meeting Agenda
October 18, 2012 at 12:30 p.m.

Samantha Kuryla, Chair **Brad Gammell, Vice Chair**

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

1. **CALL TO ORDER**

2. **WELCOME AND INTRODUCTIONS**
   a) Review Meeting Ground Rules, Sunshine and Public Comment Requirements **(**Sign-In)
   b) Self-Introductions
   c) Moment of Silence

3. **APPROVALS**
   a) Meeting Agenda 10/18/12
   b) Meeting Minutes 8/31/12

4. **COMMITTEE REPORTS**
   - Joint Client/Community Relations Committee
   - Membership/Council Development Committee
   - Joint Planning Committee
   - Local Pharmacy Advisory Committee
   - Ad Hoc By-Laws Committee
   - Quality Management Committee
   - Joint Priorities Committee

5. **APPROVE OCTOBER HIV PLANNING COUNCIL AGENDA**

6. **REVIEW NOVEMBER HIVPC MEETING CALENDAR**

7. **OTHER BUSINESS**

8. **NEW BUSINESS**
   a) Membership Committee Training during Annual Retreat. Motion made at the MCDC 10/4/12 meeting to Executive Committee:

Motion #3 – made at the MCDC 10/4/12 meeting	To request from the Executive Committee a 2-hour time slot at the annual retreat to cover the following topics: 1. Legislative requirements of the HIVPC: Staff/Grantee - (30 minutes) 2. By-Laws, Roberts Rules, Broward County Code of Ethics, Sunshine: (60 minutes) 3. Update on Epidemiology: BCHD staff (Psyche Doe) (30 minutes) 4. Comprehensive Plan, Update on NHAS, Quality Management – MCDC suggests this item #4 sets the tone for the remainder of the retreat.

b) HIV Planning Council Meetings in the Community
ACTION ITEM: By-Laws say the Planning Council will hold 2-3 meetings in the community each fiscal year and there have been none held for FY 12/13. Annual retreat usually held in February at offsite location.

c) 2012 Client Survey
ACTION ITEM: Review and approve Client Survey. Joint Planning Committee did not meet in October to approve and surveying is scheduled to begin in October as per approved by HIV Planning Council in April 2012:

To "recommend that a Client Survey be completed by December 31, 2012 the data to be used at next fiscal year's PSRA process"
Joint Planning Motion made at 4/9/12 meeting and approved by HIVPC on 4/26/12

9. GRANTEE REPORT

10. PUBLIC COMMENT

11. REQUEST FOR INFORMATION

12. AGENDA ITEMS FOR NEXT MEETING: 11/15/12 at 12:30 p.m. **Venue:** BRHPC

13. ADJOURNMENT

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PART A EXECUTIVE COMMITTEE
115 S. Andrews Ave., Room A335, Ft. Lauderdale 33301
Friday, August 31, 2012 at 12:00 P.M.
MEETING MINUTES

Attendance					
#	**Members**	**Present**	**Absent**		**Guests**
1	Kuryla, S. **Chair**	**X**			Rajner, M.
2	Gammell, B. **Vice Chair**	**X**			Wynn, J.
3	Taylor-Bennett, C.	**X**			Grant, C. *
4	Creary, K.		**X**		**Grantee Staff**
5	Tomlinson, K.		**X**		Degraffenreidt, S.
6	Katz, H. B.	**X**			Jones, L.
	Quorum =4	**4**	**2**		Strong, K.
					HIVPC Support Staff
	Will Spencer (*ex oficio*)	Not Present			Desa, G.
					Eshel, A.
	*Present via telephone				LaMendola, B.
					Rosiere, M.

1. **CALL TO ORDER**
The meeting was called to order at 12:00 p.m.

2. **Welcome and Introductions & Moment of Silence**
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. Self-introductions were made.

A moment of silence was observed.

3. **APPROVALS**
Approval of the **8/31/12** Agenda

Motion #1	To approve Today's Agenda with an amendment of the removal of "Committee Reports"
Proposed by:	H. Bradley Katz
Seconded by:	Carla Taylor-Bennett
Action:	Passed Unanimously

Approval of the **8/16/12** Meeting Minutes

Motion #2	To approve of 8/16/12 Meeting Minutes
Proposed by:	Carla Taylor-Bennett
Seconded by:	H. Bradley Katz
Action:	Passed Unanimously

4. **NEW BUSINESS**
a) Leadership by Committee Chairs and the Planning Council's Vision
The Chair of the Executive Committee convened the committee to discuss the need for teamwork, cooperation and support among the Planning Council's committee chairs, to support the body's vision and goals as well as the Chair.

A quote from Peter Drucker (copy on file) regarding leadership and teamwork was shared with the committee. The Vision and Mission Statement (copy on file) of HIVPC was also shared to remind members of their roles and responsibilities as a part of an integral team effort to effectively conduct productive Planning Council meetings.

Committee members shared feedback regarding the recent tension during meetings. The Vice Chair noted that the Chairs need to pull together as a team as the Planning Council's direction is dependent upon the cooperation of its Executive Committee. A member stated that this tension is not a recent event; chairs and members have not been supportive of each other. She noted that no one is held accountable for their conduct and disagreements during committee meetings hinder productivity and quality of work. She added that there should be no tolerance for personal attacks and that the Chair and Vice Chair deserve the respect of the Planning Council members during their term as they were voted in by the majority.

Another member noted conflict by members dwelling on past events. He suggested a stronger enforcement of Robert's Rules of Order to reduce cross-talk and off-topic debates. He recommended that members be reminded of their roles and responsibilities from Health Resources and Services Administration (HRSA).

The Chair stated that her role cannot be completed without the cooperation and team effort of all the chairs of the committees. Additionally, the Chair and Vice Chair offered to help with committee work plans to assist with the committee task load and was not intended to be insulting or intrusive. The Executive Work Plan, which will be presented in October 2012, will include all of the new HRSA mandates; chairs will need to focus on their committees work plans as well as the executive work plan to ensure collaboration.

The Chair intends to enforce Robert's Rules more closely to keep the debate on track. A copy was shared with as a refresher to use during meetings. The Chair asked that the committee be mindful of two sections:

SUGGESTIONS FOR SUCCESSFUL DEBATES
• A member should speak no more than twice during the same meeting/day to the same question or longer than the agreed upon time limit.
• No member should speak a second time to a question as long as any other member desires to speak who has not spoken to the question.
• Debates should be limited to the merits of the immediately pending question.
• All remarks should be directed to the chair.

ROLE OF THE CHAIR
Chairing a democratically-based meeting of any association, board or organization can be a challenge. A balance is needed between efficient decision making and listening to divergent views. If this balance is not well cared for by the Chair, frustration with the organization often results. The role of the Chair includes:
• To open the session and call members to order at the agreed upon time for the assembly to meet.
• To announce the business before the assembly in the order in which it is to be acted upon.
• To recognize members entitled to the floor.
• To state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote.
• To protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them.
• To restrain members when engaged in debate, within the rules of order; to enforce on all occasions the observance of order and decorum among the members. That includes respectful conduct, the Chair noted.

The Chair is to never engage in debate. If the Chair has even the appearance of being partisan, he/she could lose the ability to control the meeting. One who expects to take an active part in debate should never accept the Chair position. During a debate, the Chair should remain seated and pay attention to the speaker. When a member has the floor, the Chair cannot interrupt.

The Chair asked that these sections be laminated and provided at all meetings, in addition to the meeting ground rules. The Chair also asked that Support Staff have previous meeting minutes available and become educated on Robert's Rules of Order and the HIVPC By-Laws to assist during meetings, if necessary.

Items on the committee and HIVPC agendas need to be comprised of action oriented items to ensure resolution and avoid lengthy off topic debates. It was suggested that the HIVPC Vision and Mission Statement be added on all agendas. Members were supportive of this decision and suggested the use of a parliamentarian during meetings. Members suggested a facilitator may be beneficial during the Joint Executive Retreat. There is a cost associated with these services; Grantee staff will determine the cost effectiveness and coordinate accordingly.

5. OTHER BUSINESS

a) Review of By-Laws

The Committee reviewed Section 5B of the HIVPC By-Laws regarding unaffiliated consumer requirements (copy on file). The Joint Client/Community Relations (JCCR) Committee is required under the By-Laws to have an unaffiliated consumer as chair, but does not currently have one. This was an apparent oversight in 2010, creating a violation of the By-Laws. The Part A grantee agreed to speak to the JCCR Committee Chair and Committee regarding the violation.

6. GRANTEE REPORT

There was no Part A Grantee Report provided.

7. PUBLIC COMMENT

There was no public comment.

8. REQUEST FOR DATA / INFORMATION

There were no formal requests for data.

9. AGENDA ITEMS FOR NEXT MEETING: Thursday, 9/20/12 at 12:30 p.m. **Venue:** BRHPC

- Agenda to be developed by Grantee and Support Staff

10. ADJOURNMENT

Without objection, the meeting was adjourned at 1:25 p.m.

Part A Executive Committee Attendance CY 2012

#	**Members**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug 16**	**Aug 31**
1	Samantha Kuryla, **Chair**	**P**	**E**	**No meeting**	**P**	**P**	**P**	**P**	**P**	**P**
2	Brad Gammell, **Vice Chair**				**P**	**P**	**P**	**P**	**P**	**P**
3	Carla Taylor-Bennett	**P**	**P**		**P**	**P**	**P**	**P**	**P**	**P**
4	Karen Creary	**P**	**P**		**P**	**E**	**P**	**P**	**P**	**A**
5	Karlene Tomlinson	**P**	**A**		**P**	**P**	**P**	**A**	**P**	**A**
6	Michael Rajner	**P**	**P**		**P**	**P**	**E**	**P**	**P**	**P**
7	H. Bradley Katz	**P**	**P**		**P**	**P**	**E**	**P**	**P**	**P**
	Will Spencer, *Ex Oficio*	**P**	**P**					**P**	**A**	**A**

HIVPC Annual Retreat Venues

Anne Kolb Nature Center @ West Lake Park *(Mangrove Hall – seats 210 with tables, 277 without tables)*
1200 Sheridan St. / 751 Sheridan St., Hollywood, FL 33019
Phone: 954-357-5161 Fax: 954-357-5163
WestLakePark@Broward.org

> **Capacity:** Conference (72" x 24" tables and chairs) seating: 160. Banquet (72" diameter round tables and chairs) seating: 210. **Hours of Rental:** Mondays and Thursdays: 9 a.m. to 4 p.m. Time frame includes setup and cleanup and must be strictly adhered to. Park staff will set up tables and chairs if requested. No early admittance prior to permit time allowed.

Central Broward Regional Park & Stadium *(Field House Hall)*
3700 N.W. 11th Place, Lauderhill, FL 33311
Phone: 954-357-5400
Fax: 954-357-5401
E-mail: CBRP@broward.org

> Available on 2/23/12. Seating for 250 persons. Wifi, Projector Screen, Food/Drink OK, kitchen bathroom YES. Price: $50 per hour on weekdays up to 4 pm otherwise $1400 per day. Deposit of $200 - $250 on day of use. Full refund of deposit after cleanup.

Long Key Natural Area & Nature Center *(Oak Hammock Hall)*
3501 S.W. 130th Ave., Davie, FL 33330
Phone: 954-357-8797
Fax: 954-357-8796
e-mail: LongKey@broward.org

> Available on 2/23/12. Seating for 240 persons. Wifi, Projector Screen, Food/Drink OK, catering kitchen, bathroom YES. Price: $50 per hour on weekdays. Deposit of $200 on day of use. Full refund of deposit after cleanup. THIS HALL IS HIGHLY RECOMMENDED by an employee of another park that was called.

Plantation Heritage Park *(Fountain Room)*
1100 S. Fig Tree Lane, Plantation, FL 33317
Phone: 954-357-5135
Fax: 954-357-5136
HeritagePark@broward.org

> Available on 2/23/12. Seating for 125 persons. Wifi, Projector Screen, Food/Drink OK, kitchen bathroom YES. Price: $50 per hour on weekdays up to 4 pm otherwise $1400 per day. Deposit of $125 cash security deposit on day of use. Full refund of deposit after cleanup.

Tree Tops Park *(Oak Ridge Hall)*
3900 S.W. 100th Ave., Davie, FL 33328
Phone: 954-357-5130
Fax: 954-357-5131
TreeTopsPark@broward.org

> Available on 2/23/12. Seating for 180 – 190 persons. Wifi, Food/Drink OK, kitchen with commercial refrigerator and 2 food warmers with rental of full hall. Bathroom YES. Price: Rental price and AV facilities vary by how many of the 3 sections are rented. All three sections cost $1060 will include AV facilities. Deposit of $250 cash on day of use. Full refund of deposit after cleanup.

Joint Executive Retreat - Janua

Venue	#	Cost	WiFi	Kitchen	Rrooms	Ice Maker	Projector	Screen	Mic	Stage	Contact	Notes
Ann Kolb Nature Center	200	$50 hr	√	√	√	√	No	√	√	√	Come in person	9am - 5pm. 8a - 5p may be possible
Long Key Nature Center	240	$50 hr	√	√	√	√	No	√	√	√	vbowen@broward.org OR cdeal@broward.org	9am - 5pm. 8a - 5p will incur a $35 staffing fee and an extra hour of rental
Plantation Heritage Park	125	$20 hr	√	√	√	No	No	√	No	No	Can be done over the phone and via email. Park staff recommends that someone comes in and takes a look	Paid in full in adv. $200 refundable cash/credit deposit on day of rental. Refunded on the same day. There is running water in the kitchen. We will need to take food warmers if needed.