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, January 8, 2015, 12:30 p.m.
Location: Governmental Center Room A335
Chair: Tara Wilson

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 1/8/15 Agenda and 10/2/14 Meeting Minutes
3. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items	*Action to be taken*
Slate of Officers (Handout A)	ACTION ITEM: Review final slate of officers.
Review Election Process and Logistics (Handouts B-1 – B-3)	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.

4. **GRANTEE REPORT**
5. **PUBLIC COMMENT**
6. **ANNOUNCEMENTS**
7. **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: Thursday, October 2, 2014, 12:00 p.m. **Location:** Gov't Center Rm: GC-318
Chair: Tara Wilson

Attendance					
#	**Members**	**Present**	**Absent**		**Grantee Staff**
1	Wilson, T., *Chair*	X			Odusanya, S.
2	Burgess, D.	X			
3	Hayes, M.	X			**HIVPC Staff**
4	Katz, H. B.	X			Bente, A.
5	Proulx, D.		A		Johnson, B.
	Quorum = 4	**4**			

1. CALL TO ORDER

The Chair called the meeting to order at 12:17 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:**	Burgess, D.
Action:	Passed Unanimously		

Motion #2	To approve meeting minutes of 11/20/2013		
Proposed by:	Katz, H.B.	**Seconded by:**	Hayes, M.
Action:	Passed Unanimously		

3. MEETING ACTIVITIES/NEW BUSINESS

a. Nominating Procedure (Handout A)

Members reviewed the nominating procedures provided by HIVPC Staff. Staff presented the minor changes to the document since the last nominations process. Language was included to delineate between regular elections process and special elections process. The Committee determined it was necessary to send a notice of resignation of the Vice Chair to the full Council to inform and prepare them for the upcoming nominations process. A member asked for clarification regarding the HIVPC Chair appointing a Nominating Committee at least four months prior to the election date. Committee members responded that a new Vice Chair will not be elected until January and the new candidate will officially become Vice Chair on February 1, 2015. A motion followed to approve the amended Nominating Procedure.

Motion #3	To approve the Nominating Procedure		
Proposed by:	Katz, H.B.	**Seconded by:**	Burgess, D.
Action:	Passed Unanimously		

There was further committee discussion regarding the committee member that will present the slate of candidates to the HIVPC and serve as a facilitator for the verbal Q & A at the November HIVPC meeting. A motion followed to appoint the ad-Hoc

Nominating Committee Chair to present the slate of candidates and serve as a facilitator for the verbal Q & A at the November HIVPC meeting.

Motion #4	To approve the ad-Hoc Nominating Committee Chair to present the slate of candidates to the HIVPC		
Proposed by:	Hayes, M.	**Seconded by:**	Katz, H.B.
Action:	Passed Unanimously		

b. Nominee Questionnaire (Handout B)

The Committee reviewed the nominee questionnaire. A member asked about the Outlook question and stated some candidates may have trouble answering this question. Staff explained that this question came from the three guiding principles of the HIVPC. A member recommended making the question a little less specific. A member recommended the question be changed to "How will you help the HIVPC achieve its vision and mission?" as opposed to "3 guiding ideas of linkage to care, retention in care, and viral load suppression." A member stated that asking a candidate to directly explain how they would help the HIVPC achieve something as specific as the three guiding ideas was too narrow of a speaking point. She further suggested that since the overall mission and vision of the HIVPC encompasses the three guiding ideas, it would be better to allow the individual to provide an answer on a broader idea. The committee also agreed that it was better to allow a potential candidate to explain how they will assist the HIVPC in achieving the mission and vision since the three guiding ideas are newly implemented HIVPC goals. The candidates, if they choose, can reference the three guiding ideas in their answer. There was a motion to change the Outlook question and approve the Nominee Questionnaire.

Motion #5	To change the Outlook question to "How will you help the HIVPC achieve its vision and mission?" and approve the Nominee Questionnaire		
Proposed by:	Hayes, M.	**Seconded by:**	Katz, H.B.
Action:	Passed Unanimously		

c. Timeline (Handout C)

HIVPC Staff gave an overview of the projected timeline for the committee. A member asked if all members were communicated that the Vice Chair had resigned. A motion was discussed to have the HIVPC Chair send an email to HIVPC members that the HIVPC Vice Chair has resigned and Nominee Questionnaires will be distributed at the October HIVPC meeting.

Motion #6	To have the HIVPC Chair send an email to HIVPC members to inform them that the HIVPC Vice Chair has resigned a Special Election will commence at the October HIVPC meeting.		
Proposed by:	Katz, H.B.	**Seconded by:**	Hayes, M.
Action:	Passed Unanimously		

Another motion was discussed to approve the Committee timeline.

Motion #7	To approve the Committee timeline.		
Proposed by:	Hayes, M.	**Seconded by:**	Katz, H.B.
Action:	Passed Unanimously		

4. GRANTEE REPORT

None.

5. PUBLIC COMMENT

None.

6. AGENDA ITEMS/TASKS FOR NEXT MEETING: **Date:** January 8, 2015 **Venue:** TBD

Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)	*Information requested (i.e. data, research, etc.) 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

None.

8. ADJOURNMENT

Without objection the meeting was adjourned at 1:02 p.m.

Ad-Hoc Nominating Committee Attendance

Member	**10/2/14**
Wilson, T. (*Chair*)	1
Katz, H.B.	1
Proulx, D.	A
Burgess, D.	1
Hayes, M.	1
Quorum= 4	4

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HIV PLANNING COUNCIL (HIVPC) VICE CHAIR NOMINEES

1st Call for Nominations: HIVPC meeting on October 23, 2014

Deadline for nominee questionnaire: November 6, 2014

- No questionnaires received

Call for Nominations from the floor: HIVPC meeting on November 20, 2014

- Nomination #1: Yolonda Reed was nominated for HIVPC Vice Chair by Carla Taylor-Bennett. Ms. Reed accepted the nomination.
- Nomination #2: Carla Taylor-Bennett was nominated for HIVPC Vice Chair by Claudette Grant. Ms. Taylor-Bennett respectfully declined.
- Nomination #3: Claudette Grant was nominated for HIVPC Vice Chair by Will Spencer. Ms. Grant respectfully declined.

Deadline for nominee questionnaire for nominations from the floor: December 4, 2014

Nominations closed: December 4, 2014

- Yolonda Reed nominee questionnaire returned by December 4, 2014 due date

BALLOT

HIVPC Vice Chair
January 22, 2015

Your Name (required): ____

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

The term of office is effective beginning February 1, 2015.

Please check **ONE**:

☐ **Yolonda Reed**

Ad Hoc Nominating Electronic Ballot Link

http://www.surveygizmo.com/s3/1940731/Broward-County-HIV-Health-Services-Planning-Council-2015-Electronic-Ballot-Vice-Chair

VOTES FOR THE RECORD

HIVPC Vice Chair
January 22, 2015

HIVPC MEMBER	VOTE
Ronald Bhrangger	
Devorn Burgess	
Karen Creary	
Mario DeSantis	
Brad Gammell	
Claudette Grant	
Marie Hayes	
H. Bradley Katz	
Samantha Kuryla	
Arianna Lint	
William Marcoviche	
Tim Moragne	
Patricia Parker	
Dionne Proulx	
Yolonda Reed	
David Runkle	
Mark Schweizer	
Rick Siclari	
Will Spencer	
Carla Taylor-Bennett	
Karlene Tomlinson	
Debbie Wilkins	
Tara Wilson	