



MEETING AGENDA

COMMITTEE: ad-Hoc Nominating Committee

Date/Time: Thursday, February 13, 2020, 12:30 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:** 02/13/20 Agenda, 01/07/20 Minutes
3. **MEETING ACTIVITIES/NEW BUSINESS**
 - I. **Slate of Officers (Handout A-B2)**
ACTION ITEM: Approve a slate of officers.
 - II. **Review Election Process and Logistics (Handouts C1-D)**
ACTION ITEM: Discuss election process and logistics. Determine member duties for the election.
4. **RECIPIENT 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: Tuesday, January 7, 2020, 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. The Chair, Committee members, 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 01/07/20 meeting agenda.

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

Action: Passed Unanimously

Motion #2: To approve 11/08/19 meeting minutes.

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

Action: Passed Unanimously

3. MEETING ACTIVITIES/NEW BUSINESS

I. Slate of Officers (Handout A): The Chair informed the Committee that no applications were received for either position. Members discussed next steps because there is no precedent for this outcome. After thorough discussion, the Committee chose to forward this discussion to the Executive Committee. The ad-Hoc Nominating Committee will provide an explanation to the Executive Committee, review expectations of HIVPC leadership, and poll the Executive Committee for member interest in running. If any

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Executive Committee members are interested in seeking office, current HIVPC leadership will be asked to extend their current terms for 1 month. If no members express interest in a leadership position, the HIVPC Chair and Vice Chair will be asked to extend their terms for 4 months. In that time, HIVPC members will be educated regarding the roles and responsibilities of the Chair and Vice Chair. The ad-Hoc Nominating Committee would also like to determine what is preventing members from seeking office.

Motion #3: To bring recommended next steps regarding the HIVPC 2020 Election to the Executive Committee for discussion and approval.

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

Action: Passed Unanimously

The Committee also discussed the current membership and how to increase HIVPC applicants. The Chair noted that applicants have been denied membership recently due to the low percentage of people living with HIV/AIDS (PLWHA) on the Council because it is out of compliance with HRSA standards. Members stated that there are potential interested parties at other planning body and consortium meetings in the county and outreach should take place at their events to attract more members.

The ad-Hoc Nominating Committee Chair offered to step down from the Committee to run for office and another member offered to take on the Committee Chair position in this event.

4. RECIPIENT'S REPORT

None.

5. PUBLIC COMMENT

None.

6. AGENDA ITEMS/TASKS FOR NEXT MEETING: DATE: TBD VENUE: TBD

I. Review Election Process and Logistics

ACTION ITEM: Discuss revised 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 2:17 p.m.

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Ad-Hoc Nominating Committee Attendance CY2020

Consumer	PLMHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	7												
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					5	0	0	0	0	0	0	0	0	0	0	0	

Legend:

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

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2020 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting.	October 24, 2019
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	November 8, 2019
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Nominations accepted from the floor. Questionnaire given to all eligible parties interested in running.	December 5, 2019
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 7, 2020
HIVPC meeting. Accept nominations from the floor.	January 23, 2020
Nominations closed.	February 7, 2020
Third ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	February 13, 2020
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	February 27, 2020
Start of new HIVPC Chair & Vice Chair terms.	March 1, 2020

Nominee Questionnaire

HANDOUT B1

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

Candidate Name: Dr. Réquel Lopes, AP

Office Sought: Chair

Affiliation: The Poverello Center, Inc.

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 meeting process.

I find my style of leadership is participative in nature. I value the input of others. It is essential to the decision making process. However when the decision needs to be made I am capable of making it. My leadership behaviors can be illustrated this way: 1) Putting service to others before self-interest; 2) Includes the whole team in decision making; 3) Helps provide tools to get the job done; 4) Stays out of limelight, let team accept credit for results.

Membership

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

As the council member it is really necessary to recruit. Each and every member is responsible for this task. New marketing efforts are needed to help us with this effort. It is also necessary to be cohesive in our message about the function of the Council. There are some key people out in the community that could be very instrumental in the challenging work ahead.

Relationships, Community, & Outreach

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

I think the above answer helps frame my strategies as it relates to this effort. I will get out and attend events in the community. Quite simply there is no "I" in team. I will work with and assist current members with reaching and recruiting new participants to this extraordinary group of people. The derisive nature that has continued to plague collaboration has to be redirected. It is not "us" against them. It is US together moving forward and making changes in the lives of people who benefit from the services offered by the Ryan White Part A funding.

Health Disparity

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

I think the council has the mechanisms in place to look and recommend needed change. We must continue to streamline the process. Utilizing the "secret shopper" to help better the problems in the system. We must always continue to ask and engage diverse group of consumers in the process.

Nominee Questionnaire

HANDOUT B1

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

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?

My simple answer is to be transparent.

Advocacy

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

I will submit it this way we need in ways to affectively reach out, engage and optimize care in:

- Engaging the age range of 20-40 year olds
- Transgender community
- Women
- Engaging and empowering those living with HIV

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 (Diagnose, Treat, Prevent, and Respond)?

We must stay focused on our mission – to help to the best of our ability all the people who utilize the Ryan White Part A funding offered through Broward County. This is not an easy undertaking. We must work together to gain the trust and respect of the community as well as each other. We must work towards this goal without ego; and without malice. We are about the work of the people who have no other services. In the climate we currently live in where funds are shrinking, we must work together to help to ensure we are doing our appointed tasks. We need to get better at using the data to get to why the system is breaking down

Here is a quote to end with - "Coming together is a beginning. Keeping together is progress. Working together is success."

Nominee Questionnaire

HANDOUT B2

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

Candidate Name: Claudette Grant

Office Sought: vice chair of the HIVPC

Affiliation: Broward Health

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 meeting process.

Participative: encourage and provide opportunity for the members to participate in the discussions and agenda items acknowledging that each one has a voice

Membership

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

work with chair of membership to ensure that appropriate recruitment efforts are in place to reach targeted demographics. Monitor membership for compliance with reflectiveness of the epidemic

Relationships, Community, & Outreach

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

Work with the CEC committee and the HIVPC chair to look at needs assessments to develop strategies to improve the relationship between the council and the community. Be more involved in the community as a HIVPC member

Health Disparity

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

Work with focus groups to identify the disparities then develop strategies to get the word out to the community about the services available. If funding is available there could be media or bill board marketing to let the community know there is help:Ryan White

Nominee Questionnaire

HANDOUT B2

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

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?

Announce my conflicts in advance and submit appropriate documentation when indicated, refrain from attempts to impose my opinion and work toward the benefit of community rather than the individual agency

Advocacy

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

Housing remains an issue that greatly impacts the HIV/AIDS community

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 (Diagnose, Treat, Prevent, and Respond)?

Identify the goals, list them in the work plan and track progress toward meeting those goal.



BALLOT

HIVPC Chair- Primary Election February 27, 2020

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**



BALLOT

HIVPC Vice Chair- Primary Election February 27, 2020

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**

SAMPLE

Roles of the Nominating Committee

Timekeeper

Tally Monitor

Question & Answer

Call Votes into Record

Alternate Duties