

Minutes

Executive Committee Meeting Minutes

Facilitator: Eric Martinez

Date: 1/26/2021

Time: 10:00 AM

Location: Teleconference

Monica Adelphouse
Health Planner

Attendance: Eric Martinez, Steve Hoke, Mary Sirmons, Gregory Bowman, Dawn Jones, Renella Mitchell, Monica Adelphouse

1. Introduction & Moment of Silence

2. Review and Approval of Today's Agenda and Minutes: Previous Executive Minutes and current Agenda approved.

3. Committees:

Membership

Eric: We met on the 14th of this month and review and approved the meeting minutes. We had a standard community update. Also, we requested to have a client campaign. Renella, I will be contacting you.

Dawn: I would like to be added to the contact list for the client campaign.

Eric: Monica, can you please also send the active member roster?

Monica: Yes, I will do that.

Eric: As for the bylaws, were there any questions or suggestions to add to the bylaws? I had two things I wanted to add. Dawn, is there any way to add a dollar amount to the incentives section for the clients that joins the committee?

Dawn: No, food vouchers will be distributed based on the availability, so once they run out, they run out. I can't give a dollar amount because we don't know from the year to the next what will be in that line item. But, we can give them food vouchers. I can say that a food voucher with a minimum of \$5 will be given.

Daniel: Is that per meeting?

Dawn: Yes, as far as I know. But I will have to get a definitive answer from the business manager as to how the vouchers will be distributed, whether it will be every meeting or, folks that are brand-new that are coming in and haven't been established yet. More than likely it will be for orientation for new

consumers. Let me get clarification on that. But, I do not think that we should lock ourselves into an amount.

Greg: Is it going to be retroactive?

Dawn: No, it will start the day that it approves. I have not had an opportunity to speak with business manager because everyone has been pulled for emergency duty. Once I have a definitive answer, I will let everyone know.

Greg: When do you think you will have an answer?

Dawn: I'm not sure, but once I do will let the co-chairs know. My recommendation is that when you guys go through the bylaws today, and if there are any other suggestions, make any necessary corrections, you can approve them based on the fact will be plugging in the information for the vouchers. That will be coming from the lead agency.

Steve: We are not doing travel vouchers anymore right?

Dawn: That's correct.

Eric: In the language of the committees, we corrected everything on that correct? Is the revision date correct?

Dawn: Correct. We will add the revision date, once it's been approved by the executive committee.

Eric: As it stands, there are no other questions or suggestions for the bylaws?

Steve: Correct.

Eric: I make a motion to accept the bylaws.

Steve: I second that motion.

Eric: Monica, please add the correction date and send it out to the full body. And that they have 30 days to ask for any correction. And at the general body meeting, they will have the opportunity to accept the bylaws.

Eric: The next agenda item, we discussed the website. Monica, will send out the link and everyone can send recommendations to Monica.

The committee discussed website changes. A motion was made to accept the website, and was accepted by the executive committee. It will be sent by the full body for approval.

EQA

Steve: We are going to look at the formulary but this statewide formulary has not been approved and as soon as Dawn gets that approval, she will send that out to me so I can send it to everyone. So we can look at it and compare it to our local formulary. Dawn do you know if the ADAP formulary is being looked at Dr.Beal and others in Tallahassee?

Dawn: This formulary will be THE formulary that will also include ADAP. It will be for the whole state of FL and so everything will be all in one.

Steve: Ok, so we are just waiting on the approval for the Statewide formulary. The Needs Assessment is being worked in Tallahassee by the CPN.

Planning

Mary: Alejandro and Linkage to Care did a superb job on linking others to care. Whole Family is still doing HIV testing. In the Image of Christ is getting a new van. They also did a Red Ribbon Sunday and radio broadcast related to HIV. Pastor Hazel said they are going to do some zoom meetings. Midway purchased a new outreach van. Renella made her presentation related to the brochures. There will be new key chains coming out related to U=U. And I also meet with Dr. Lewis and she going to get me a contact person from Florida Community Health Center to join our planning committees. Our next meeting is Feb. 15. A

4. Old Business

No old business was discussed.

5. New Business

Dawn: I want to remind everyone 65 years and older or a healthcare worker to get their vaccine.

6. Open Discussion

No additional discussions took place.

Meeting Adjourned