



## Minutes

### Executive Committee Meeting Minutes

Facilitator: Eric Martinez

Date: 3/26/2024

Time: 10:00 AM

Location: Teleconference

Danyelle Sheffield  
Health Planner

**Attendance:** Steve Hoke, Channel Bonner, Eric Martinez Jackie Clarke, Natasha Ramlagan, Danyelle Sheffield (HCSEF)

#### 1. Introduction & Moment of Silence

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

#### 3. Planning Body/Patient Care Budget Concerns/Discussions

Channel stated there are no budget concerns at this time. Regarding programmatic updates, she shared with the group that Okeechobee CHD is going through some changes currently. St. Lucie CHD's administrator and nursing director are filing in as interim administrator and nursing director in Okeechobee County. Additionally, St. Lucie County will be covering ADAP in Okeechobee County moving forward, due to a vacant position.

Eric asked Channel who does the budget in Area 15. Channel answered that she does the budget. Eric asked if she will be able to show the budgets during the next General Body meeting. Channel stated yes, every budget except for the Patient Care/Consortia budget can be shared with the General Body. Channel explained currently working with Tallahassee to get the Consortia/Patient Care budget corrected as the system is not accepting the recent changes that were made relating to the funds that were previously allocated to Dr. Cabrera in Martin County now being allocated to Dr. Telleria at FCHC. Channel ensured she will still be able to give the numbers for the Patient Care/Consortia budget, there just won't be a budget to show on the screen. Eric asked if the budgets can be sent out prior to the Executive and General Body meetings in order for the committee to have copies in advance. Channel agreed to this request.

#### 4. Committees

##### A. Membership

Eric provided an update on what was discussed during the Membership Committee, including the business and rack cards distribution, the website update, why Eric had to postpone the Case Management meeting, and a conversation on the bylaws. Danyelle stated the few recent updates on the bylaws include language to be added surrounding the AI Bots that join the committee meetings, adding a Table of Contents, and an Appendix. A conversation among the Executive Committee members took place on the AI Bots in meetings, and whether the Planning Body should allow them to record meetings for their internal notes and record keeping. The group agreed that the AI bots should not be allowed to record meetings moving forward, and that the bylaws should mention this along with AI Bots not counting for attendance. Channel reiterated this point in that within the Area 15 providers' MOAs, a requirement is included that specifies their attendance is required in the Planning Body meetings. Thus, if the AI Bots joining the meetings went towards the attendance requirement, providers themselves would never have to attend. Danyelle stated she will elaborate more on this topic in the bylaws to reflect the group's consensus. Eric stated the last part of the Membership Committee meeting was recapping the Dance 4 Life event, and Eric shared the conversations that took place surrounding potentially planning another event in the future.

## **B. EQA**

Steve provided an update on the EQA committee, mentioning that Carrie provided data on the quality assurance indicators and where we're at currently in comparison to the target numbers.

## **C. Planning**

Danyelle provided an update to the Planning Committee, as Renella was not in attendance. Danyelle shared the vote process for new co-chairs – she sent out a SurveyMonkey for committee members to cast their vote on Natasha Ramlagan and Jackie Clarke becoming the two new Planning Committee co-chairs. There were also community outreaches, as well as Test & Treat, PrEP, and PEP numbers shared with the Planning Committee. Eric stated that as long as no one has opposed Natasha and Jackie, they will be placed into the co-chair positions, and the SurveyMonkey can be used as a documentation for internal files.

## **5. Old Business**

## **6. New Business**

## **7. Open Discussion**

Eric suggested that once Natasha and Jackie take over the Planning Committee Co-chair positions, he and Steve bring the opportunity up to members of the Membership and EQA Committees to become a co-chair in case anyone is interested, since Natahsa is co-chair in Membership and Jackie is co-chair in EQA. If no one is interested, then Eric stated it is fine to leave as is. Additionally, Jackie and Natasha will discuss if the current day and time of the Planning Committee works for them. Eric also mentioned that the committee will work to clean up the attendance list once the bylaws are finalized and sent out.

**Meeting Adjourned**