

Central Florida HIV Planning Council

Bylaws Ad Hoc Committee Minutes

May 15, 2025

Call to Order: The CFHPC Sr. Co-Chair, Andre Antenor, called the meeting to order at 10:10 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Ira Westbrook, Andre Antenor, Raymond Macon, Vel Cline, Kara Johnson Williams, Alelia Munroe, Monika Trejos-Kweyete (via teleconference), Maria "Angie" Buckley (via teleconference)

Recipient & Lead Agency Staff Present: Claudia Yabrudy, Yasmin Andre (via teleconference)

PCS Staff Present: Whitney Marshall, David Bent, Laura Perez

Approval of the agenda:	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Vel Cline made a motion to accept the agenda as presented. Kara Johnson Williams seconded the motion. The motion was adopted unanimously without debate.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• There were no public comments in person or online.• PCS did not receive any comment cards.
New Business:	<p>Committee Purpose & Expectations Whitney Marshall gave an overview of the purpose of the committee, which is to review and update the Central Florida HIV Planning Council Bylaws. The committee is not intended to be meeting indefinitely. Whitney encouraged members to focus on the content of what needs to be updated; PCS will handle any formatting changes.</p> <p>Members began discussing whether the Planning Council had policies around substance use, but the discussion was tabled to continue with committee housekeeping tasks.</p> <p>Special Order of Business: Elections Members discussed the nomination of a Chair for the committee. Ira Westbrook nominated Alelia Munroe for Chair. Alelia said she would accept if she had a vice-chair due to future scheduling conflicts. Kara Johnson Williams was nominated for the position, but declined the nomination. As there were no other nominees, Alelia Munroe was nominated as the Chair of the Bylaws Ad Hoc Committee through a vote of affirmation with unanimous consent. Ira self-nominated to be the Vice-Chair of the Bylaws Ad Hoc Committee. There were no other nominees for the position.</p>

Motion: Vel Cline made a motion to elect Ira Westbrook as the Vice-Chair for the Bylaws Ad Hoc Committee. Raymond Macon seconded the motion. The motion was adopted with a unanimous vote.

Establish Meeting Schedule

Members discussed the future meeting dates for the committee. After discussion, the following dates were chosen:

- Wednesday June 18th from 2:00 PM – 4:00 PM
- Wednesday July 9th from 2:00 PM – 4:00 PM
- Wednesday August 13th from 2:00 PM – 4:00 PM

Bylaws Review

Members were provided with copies of the CFHPC bylaws with recommended changes from PCS for review and discussion.

The following changes were recommended throughout the entire document and **approved** by the committee:

- Change all instances of “Planning Body” to “Planning Council”
- Remove “disease” throughout the document
- Replace “at risk for” to “vulnerable” to match HRSA’s people-first language
- Replace all instances of “consumer” to “client”
- Replace all instances of “Ryan White” with “Ryan White HIV/AIDS Program” or “RWHAP” as appropriate

The following section-specific changes recommended by PCS were discussed by the committee:

- Section 3.1.5 #2: Addition of language stating that members must sign an attestation that they have completed a training course on open meetings and read and reviewed Organ County Government’s Ethical Standards for County Officers and Employees (**Approved**)
- Section 4.3: Change the closing date for Nomination of Officers to July 31st (**Approved**)
- Section 4.7: Addition to duties of the Sr. Co-Chair to include attendance at monthly calls with the HRSA Project Officer; Addition to sign approved minutes within seven business days of the approval (**Approved**)
- Section 4.8: Addition to duties of the Jr. Co-Chair to include attendance at monthly calls with the HRSA Project Officer (**Approved**)
- Section 6.1.7: A motion was made on 3/20/2023 to suspend majority rule for physical quorum indefinitely and replace it with one-third physical presence; Recommended change is to codify the motion in the bylaws (This recommendation was **rejected** after committee discussion)
 - As part of this discussion, it was noted that the Membership & Engagement Committee are currently in the process of updating the Attendance Policy & Procedure. The Chair

	<p>suggested that the M&E Committee should also review application/interview questions regarding attendance.</p> <ul style="list-style-type: none"> • <u>Section 7.1.2</u>: Codify same motion into bylaws that was discussed in Section 6.1.7 (Rejected) • <u>Section 9.4</u>: Addition of language to specify instances for show of hands and roll call votes; Removal of voice voting from bylaws and addressed in policy in procedure instead. (Approved) <p>Following the initial review of the recommendations made by PCS, the committee then discussed Section 8.1 Conflict of Interest as it relates to discussion around the review of Service Standards.</p> <p>The Committee Chair recommended that the committee review the CFHPC Code of Conduct and Policy on Violation of Code of Conduct at the next meeting.</p>
Announcements:	No announcements.

ACTION ITEMS	
Responsible Party	Item
PCS	Add meeting dates to website and Outlook calendars.
PCS	Send out marked up Bylaws document for members to review
Claudia Yabrudy	Provide the county's policies on Conflict of Interest and Substance Abuse
Next Meeting:	June 18, 2025 at 2:00 PM
Adjournment:	12:00 PM

Prepared by: Laura Perez Date: 5/27/2025

Approved by: Orla D. W-selhoff Date: 6/25/25

