

**Palm Beach County HIV CARE Council**  
**Executive Committee Meeting**  
*Tuesday, March 10, 2020*

Minutes

**Members Present**

Mary Jane Reynolds  
Chris Dowden  
Lilia Perez  
Kim Enright  
Eileen Perry

**Members Absent**

Felisha Douglas  
Glenn Krabec  
Lysette Perez

**CARE Council Staff**

Neeta Mahani  
Shirley White

**Grantee Staff**

Shoshana Ringer  
Anna Balla  
Maria Corona  
Juliane Tran  
Casey Messer  
Shirley Lanier

\*Denotes excused absence

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I. The Executive Committee Meeting was called to order at 1:43p.m. by the Chair, Chris Dowden at the Mayme Frederick Building. Roll was taken; **a quorum was present**. There were no guests.

II. A Moment of Reflection:

**Moment of Silence**

*A moment of silence is observed in respect to the memory of those individuals who have succumbed to aids and those who are living with the disease. Let us remember why we are here today. Let us have the strength to make the decisions that will improve the care of those we serve. Let us be thankful for what we have accomplished to date.*

III. There were no excused absences.

IV. **Motion** by Lilia Perez, **second** by Mary Jane Reynolds to accept the March 10, 2020 Executive Committee Meeting Agenda as amended. **Motion carried**.

V. **Motion** by Kim Enright, **second** by Eileen Perry to accept the December 12, 2019 Executive Committee Meeting Minutes as amended. **Motion carried**.

VI. **Comments by the Chair:** The Chair thanked everybody for coming today on short notice.

VII. **Public Comments:** There were no public comments.

VIII. **Old Business:** There was no old business.

**IX. New Business:**

A. Needs Assessment Budget: Shirley Lanier provided an estimated Needs Assessment Budget for review and discussion. The budget includes \$2,400 for a Special Study (Haitian Born Population Only) and \$5,875 for other Needs Assessment Activities.  
It was stated that the Survey Monkey/App Fees might be something that admin could cover.

B. CARE Council Discretionary Funds Budget: Maria Corona provided the 2019 CARE Council budget that started with \$29,000 and end with a balance of \$15,180.72 and the 2020 CARE

Council budget that starts with \$21,000. It was stated that the budget was based on a partial award.

Dr. Casey Messer stated that the \$15,180.72 could be requested as carryover and applied to this budget or direct services.

Pride expense \$411.54 includes space and parade  
Promotion materials – hand sanitizer and clips \$1060  
CARE Council banner \$ 137.36

It was mentioned that the Glades Initiative does printing for non-profits.

There was discussion of increasing the food budget line to \$3,000. The Chair of the LGBTQ+ stated that the committee does not need a meal.

The committee agreed to allocate the expenses that we know we are going to incur now and then allocate the other half after carryover and supplemental awards.

There was a discussion about the gift card incentive for the Needs Assessment. The Needs Assessment budget was increased to \$10,000. The Needs Assessment is a priority.

**Motion** by Kim Enright, **second** by Mary Jane Reynolds for the GY 2020 CARE Council Discretionary Budget:

RC 11 Retreat	\$0
RC 12 Outreach	\$4,000
RC 13 Member Travel	\$3,000
RC 14 Promotional Materials	\$1,500
RC 15 Food/Snacks	\$1,500
RC 16 Community Festival	\$0
RC 17 Other	\$1,000
RC 18 Needs Assessment	<u>\$10,000</u>
	\$21,000

This is a budget made with partial grant award, when we get the full grant award we will revisit the budget. **Motion carried.**

There was a request from the recipient's office for a process to approve expenditures using the above line items. And, whom would the CARE Council like to designate to work with Neeta to manage the budget? The treasurer.

Neeta will get examples of policies for planning council budget on spending from other EMAs.

**Motion** by Kim Enright, **second** by Eileen Perry to authorize the county to purchase promotional materials up to \$1300 including a banner for Palm Beach Pride. **Motion carried.**

**Motion** by Kim Enright, **second** by Mary Jane Reynolds to authorize the county to pay the registration fee for Pride and the registration for the parade not to exceed \$500. **Motion carried.**

**Motion** by Kim Enright, **second** by Mary Jane Reynolds to authorized the county to spend up to \$2,500 on the Special Study of the Needs Assessment. **Motion carried.**

**X. Other Business:** There was no other business.

**XI. Announcements:** There were no announcements.

**XII. Adjournment:** With no further business, the Executive Committee Meeting adjourned at 3:02p.m. at the Mayme Frederick Building, 1440 Martin Luther King Jr Blvd, Riviera Beach, FL 33404.

Approved as presented 05/06/2020.sw