

**Palm Beach County HIV CARE Council  
Executive Committee Webex Meeting  
Wednesday, May 6, 2020**

Minutes

**Members Present**

Mary Jane Reynolds  
Chris Dowden  
Lilia Perez  
Kim Enright  
Eileen Perry  
Felisha Douglas  
Glenn Krabec  
Lysette Perez

**CARE Council Staff**

Neeta Mahani  
Shirley White  
**Guests**  
C. Heath Bish  
Ashnika Ali  
Mary Kannel  
Tyrina Pinkney  
Marie Presmy  
Hector Bernardino  
Anil Pandya  
Brad Mester  
Denise Brown  
Brittany Barnes

**Grantee Staff**

Shoshana Ringer  
Daisy Wiebe  
Maria Corona  
Juliane Tran  
Casey Messer  
Shirley Lanier  
Helene Hvizd  
Thomas Eaton  
Tammy Martinez

\*Denotes excused absence

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I. The Executive Committee Meeting was called to order at 10:30a.m. by the Chair, Chris Dowden via <https://pbc-gov.webex.com/pbc-gov/onstage/g.php?MTID=e259c7beaa8c5eeaa4684421316cded28>. 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 Kim Enright, **second** by Lysette Perez to accept the May 6, 2020 Executive Committee Meeting Agenda as amended. **Motion carried.**

V. **Motion** by Glenn Krabec, **second** by Lilia Perez to accept the March 10, 2020 Executive Committee Meeting Minutes as presented. **Motion carried.**

VI. **Comments by the Chair:** The Chair said that he wanted to get together to catchup and share our experiences and put together some best practices for our meetings. He said it's going to take some practice but we will continue to improve working as a group as time goes on via this platform. He hope this would be an opportunity to recap our prospective of the last couple of meetings and to see if we can develop an outline to use moving forward to insure that we are having productive meetings and including everybody that we can.

**VII. Public Comments:** Anil Pandya stated that he thinks that everyone has been doing a pretty good job, everyone from the county to the members to the chairs to the attendees and guests. Everyone being able to adapt quickly, it isn't perfect but we are doing the best we can.

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

**IX. New Business:**

**A. Online Meeting Best Practices:** Chris Dowden stated he wanted to review things from his prospective and highlight some of the platforms that are available. He stated that the focus moving forward is to make sure that everybody who wants to participate can participate and making sure that we still have robust discussions.

The meetings platforms that we have available to us are:

We are currently using webex and his understanding is there are two ways we can conduct a meeting, one is a presentation where we have panelists and attendees, panelist are able to unmute themselves whereas attendees are not able to unmute themselves. It allows us to have an audience. Webex also offers a webinar format where everybody have control of their own muting. We have been using the presentation format; Chris said that he wants to try using the webinar format to see how the meeting goes. As long as everybody is able to conduct themselves in a respectful manner, wait their turn and not speak over other people, which might be a way for us to insure a conducive conversation that gets the maximum public input and participation.

Zoom is the other platform that we have available. Zoom is similar to the webex platform; we could have a presentation or a webinar. Zoom might be a little more conducive to having everybody on screen.

Meeting suggestions – give time for responses before moving on, do not have conversations in the chat and look for raised hands.

Lysette Perez, the chair of the Planning Committee, volunteered to use Zoom for the Planning Committee meeting.

Chris Dowden state that he would type up a best practices document to be sent out to the chairs, it would be a living document so that suggestions could be added.

It was suggested to have tutorials for the board members. Anyone interested in a tutorial should contact Neeta Mahani for individual training.

It was mentioned that the telephone numbers and access number should be included in all meeting notices.

Neeta Mahani will send a list of committee members out to the chair of the committees.

It was requested that the meeting documents be attached to the calendar event invites.

Chris Dowden asked that the Committee Monthly Meeting report be completed and return to Neeta Mahani.

- B. Committee Recap:** Regular meeting schedule can commence.  
The Bylaws Committee needs convene to address onboarding of new membership to the Council. How we can change procedures to have somebody on board a little more smoothly? How we identify and handle potential conflict of interest as far as membership on certain committee and who is allowed to vote in certain committees, particularly P & A.

Felisha Douglas, LPAP Committee Chair, wish to schedule a meeting via Zoom.

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

**XI. Announcements:**

Compass has partnered with Broward and Miami-Dade Pride to do a Virtual Pride event this Saturday and Sunday.

- XII. Adjournment:** With no further business, the Executive Committee Meeting adjourned at 11:38am via <https://pbc-gov.webex.com/pbc-gov/onstage/g.php?MTID=e259c7beaa8c5eeaa4684421316cded28>.

DRAFT