



**Executive Committee Meeting
EOC (Small Conference room)
160 N. Main St., 2nd Floor
April 20, 2017
4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
A	Edward "Eddie" Wiley*	P	Mardrequs Harris
P	Dewayne Murrell*	P	Marshe Turner
P	Nicole Gottier		

*Denotes Co-Chair

**Secretary

A=Absent

P=Present

Others Present: Parrish Oglesby, Jacquine Rankins, Jennifer Pepper

- I. **Call to Order** **Committee Co-Chairs**
Mardrequs Harris called the meeting to order at 4:17PM due to the absence of Committee Co-Chairs.
- II. **Statement of Confidentiality/Conflict of Interest**
Mardrequs read the Statement of Confidentiality and Conflict of Interest policy. No committee members had new conflicts of interest to disclose.
- III. **Welcome/ Introductions/ Moment of Silence and Remembrance**
Mardrequs welcomed everyone to the meeting and a moment of silence and remembrance was observed.
- IV. **Roll Call**
Mardrequs called roll and a quorum was present to conduct business.
- V. **Approval of Agenda**
A quorum was present to accept and approve the agenda by common consent.
- VI. **Approval of Minutes**
A quorum was present to accept and approve the minutes by common consent.
- VII. **Old Business** **Committee Co-Chairs**
There was no old business to address at the present time.
- VIII. **New Business** **Committee Co-Chairs**
 - A. **Revise/update tasks/activities for 2017- Committee work plan**
 - o The Executive committee members reviewed the work plan from GY' 2016.
 - o All task/activities that was revised, updated, and suggested as an additional task/activity will be noted and presented as a final draft at the next committee meeting.
 - B. **Nominations for H-CAP Secretary**
 - o The Executive Committee discussed the two nominations (Jermaine Palmer & Bryant Laird) and decided to adhere to the (H-CAP) bylaws which require a nominee to have served on H-CAP a year.
 - i. The two candidates do not meet the requirements at this time.
 - ii. Co-Chairs for H-CAP will open the floor at the next H-CAP group meeting for

additional nominations.

C. Reinstatement of Membership

- The Executive Committee discussed the member (James Davis) attendance and has decided to give him the 90 day probation notice.
 - i. During this period members are to adhere to the attendance policy.

D. Discussion of Membership Terms: Unaligned to Aligned

- The Executive Committee decided after reviewing the bylaws that states if a person was unaligned and now become aligned their term will fall under the aligned policy.
 - i. Jennifer Pepper, Administrator and Parrish Oglesby, Planning Group, Manager will reach out to HRSA Project Manager to address:
 - 1. If a consumer was an unaligned member and now fall under being an aligned member will the member still qualify for transportation reimbursement?

E. Agenda items for H-CAP

- H-CAP 101:
 - Define difference of Aligned/Unaligned
 - How to make a motion
- Vote on recommended new alternate member and reappointed member
- Vote on nominations for H-CAP Secretary
- Grantee Report will be presented

F. Agenda items for next meeting

- Final review of the Policies and Procedures Manual

IX. Other Business/Public Comment

X. Announcements

- ✓ Announcements as printed on the agenda.
- ✓ 2017-Mid-South HV Annual Conference on November 29-30, 2017. We are asking each committee to look for ways of contributing.

XI. Adjournment

The meeting adjourned at 5:25PM.

Next Meeting: May 18th at 4PM (Shelby County Admin. Building) 160 N. Main St., 2nd Floor (EOC Conference Room)