



**Executive Committee Meeting  
EOC (Small Conference room)  
160 N. Main St., 2<sup>nd</sup> Floor  
January 19, 2017  
4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
P	Denford Galloway*	P	Mardrequs Harris
P	Edward "Eddie" Wiley*	A	Marshe Turner
P	Henry "Jay" Johnson**	P	Nicole Gottier

\*Denotes Co-Chair

\*\*Secretary

A=Absent

P=Present

**Others Present:** Parrish Oglesby, Jacquine Rankins, and Jennifer Pepper

- I. Call to Order** **Committee Co-Chairs**  
Denford Galloway called the meeting to order at 4:10 PM.
- II. Statement of Confidentiality/Conflict of Interest**  
Denford 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**  
Denford welcomed everyone to the meeting and a moment of silence and remembrance was observed.
- IV. Roll Call**  
Denford Galloway called roll and a quorum was present to conduct business.
- V. Approval of Agenda**  
A quorum was present to approval agenda by common consent.
- VI. Approval of Minutes**  
A quorum was present to approval minutes by common consent.
- VII. Old Business** **Committee Co-Chairs**  
**A. H-CAP- Policies and Procedures Manual**
  - The HRSA Guidelines concerning the Reallocation of Funds.
    - i. This will be added in Section 5: Group Policies
  - Under Section 2, 2:1- Membership: The application, Interview, & appointment process was updated and some information was added.
  - Parrish Oglesby, Planning Group Manager and Nicole Gottier took a final at the policy and procedure manual for grammar corrections.
  - The Executive Committee decided to table further discussions on this item until next month meeting in February. Committee members will a final look at the policy and procedure manual for further revision if needed.
- VIII. New Business** **Committee Co-Chairs**  
**A. Reinstatement of Membership**
  - **Hans Banks, Derrick Manciel, Mary Jones, and Dr. Davida Hollerman**

- i. The Executive Committee decided to reinstate the members (Hans Banks, Derrick Manciel, and Dr. Davida Hollerman) on a (90) day probation period.
- ii. Mary Jones will not be seeking reinstatement. She will continue to do work in the community and advocate for H-CAP.

**B. Reappointment to Membership**

- o **Henry “Jay” Johnson & Lee Goins**

- i. The Executive Committee decided to recommend the members for reappointment.

**C. Agenda items for H-CAP**

- o Vote on recommended new applicants for membership
- o Vote on recommended members for reappointment
  - o Henry “Jay” Johnson & Lee Goins

**D. Agenda items for next meeting**

- o Final review of the Policies and Procedures Manual

**IX. Other Business/Public Comment**

**X. Announcements**

- ✓ Announcements as printed on the agenda.
- ✓ H-CAP Annual Retreat will be February 17<sup>th</sup> at Shelby Farms. This will be an all-day event.

**XI. Adjournment**

The meeting adjourned at 4:52PM.

**Next Meeting:** February 16<sup>th</sup> at 4PM (Shelby County Admin. Building) 160 N. Main St., 2<sup>nd</sup> Floor (EOC Conference Room)