



**Executive Committee Meeting  
EOC (Small Conference room)  
160 N. Main St., 2<sup>nd</sup> Floor  
May 18, 2017  
4:00 PM**

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

\*Denotes Co-Chair      \*\*Secretary      A=Absent      P=Present

**Others Present:** Parrish Oglesby, Jacqueline Rankins

- I. Call to Order** **Committee Co-Chairs**  
Eddie Wiley called the meeting to order at 4:36PM.
- II. Statement of Confidentiality/Conflict of Interest**  
Eddie 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**  
Eddie welcomed everyone to the meeting and a moment of silence and remembrance was observed.
- IV. Roll Call**  
Eddie 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**
  - A. Review final copy- Committee Work Plan for 2017**
  - B. The Executive committee members reviewed the final draft.
    - o The work plan was accepted and approved.
- VIII. New Business** **Committee Co-Chairs**
  - A. Appoint new committee Chairs- Committee work plan**
    - o The Executive committee members appointed:
      - o **Ace Brooks** as the chair for the **Evaluation & Assessment** committee.
      - o **LeRoy Springer** as the chair for the **Priorities & Integrated Planning** committee.
    - i. Nominations for H-CAP Secretary**
      - o The Executive Committee is nominating Nicole Gottier as the new H-CAP Secretary.
      - o The two previously nominees (Jermaine Palmer & Bryant Laird) will shadow Nicole in her duties which will allow them time to grow in their leadership capabilities.
  - B. 2017-PRSA**
    - o The Executive committee is in agreement with the Date, Time, and Location of the PRSA

which was decided by the Priorities & Integrated Planning committee.

- Previewing the HIV/AIDS Epidemiological Data Presentation will take place in Priorities & Integrated Planning committee on July 17<sup>th</sup>.
- The actual date and location for the Annual PRSA:
  - i. **August 23<sup>rd</sup>, Community Foundation @ 1900 Union Ave., from 12:00-6:00pm.**

**C. Review Membership Probation Notice**

- The Executive Committee reviewed the probation form. Minor adjustments were made and accepted.
  - i. Moving forward this item will have to be addressed in the Policy & Procedures manual.

**D. Review Elected Officers Duties**

- The Executive Committee reviewed the duties. There were no changes needed at this time.

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

- Vote on new alternate member:
  - Lauren Ellis Robinson
- Present new committee chairs:
  - Ace Brooks- Evaluation & Assessment Committee
  - LeRoy Springer- Priorities & Integrated Planning Committee
- Vote on nominee for H-CAP Secretary
  - Nicole Gottier

**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.

**XI. Adjournment**

The meeting adjourned at 5:52PM.

**Next Meeting:** June 15<sup>th</sup> at 4PM (Shelby County Admin. Building) 160 N. Main St., 2<sup>nd</sup> Floor (EOC Conference Room)