



**Executive Committee Meeting
EOC (Small Conference room)
160 N. Main St., 2nd Floor
July 19th, 2018
4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
P	Ace Brooks	P	Marshe Turner
P	Dewayne Murrell*		
P	Rena Taylor		

*Denotes Co-Chair **Secretary A=Absent P=Present T=Telephone

Other Present: Parrish Oglesby, Denford Galloway, Brandi Argo

I. Call to Order **Committee Co-Chairs**

Ace Brooks called the meeting to order at 4:02PM.

II. Statement of Confidentiality/Conflict of Interest

Ace 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

Ace welcomed everyone to the meeting and a moment of silence and remembrance was observed.

IV. Roll Call

V. Ace Brooks called roll and a quorum was present to conduct business.

VI. Approval of Agenda

A quorum was present to accept and approve the agenda by common consent.

VII. Approval of Minutes, July 19th, 2018

A quorum was present to accept and approve the minutes by common consent.

VIII. Planning Group Report **Denford Galloway, Clerical Specialist**

- Reflectiveness
 - 24 Full members, 3 Alternates members

IX. Old Business **Committee Co-Chairs**

- Motion made by Dewayne Murrell to table the H=CAP secretary nomination until next Executive Committee meeting and a proper second by Marshe Turner. The motion passed with 3 – yay, 0 – nay, 1 – abstention.

X. New Business

- A. Set date of August 10th, and August 24th, 2018 for New Membership Orientation
- B. Motion by Dewayne Murrell and a second by Marshe Turner to reinstatement Tomekicia Wren to a full H-CAP member with 3 month probation. The motion passed a vote of 3 – yay, 0 – nay, and 1 –

abstention.

- C. Discussed policy & procedures on voting and quorum rules, a motion by Marshe Turner and a second by Dewayne Murrell to table it until next meeting. The motion passed with 3 – yay, 0 – nay, 1 –abstention.
- D. Discussed the requirements for the Edward L. Gardner Award
- E. Discussed H-CAP membership scorecard in relation to (references).
- F. Discussed H-CAP evaluation/survey forms.
- G. Agenda items for next H-CAP meeting
 - EIS Standards of Care
 - Vote on 5 applicants for full H-CAP membership
 - Ace Brooks present the Edward L. Gardner Award requirements
 - Vote on Brooke Askew for reappointment to full H-CAP member.
- H. Agenda items for next meeting
 - Discuss H-CAP secretary nomination
 - Discuss policy & procedures on voting and quorum rules.
 - Assign new members to committee

XI. Other Business (Public Comment)

This part of the agenda is designed to provide those who are not Group Members the opportunity to address the Planning Group with issues related to the Group's legislative mandates. Each speaker's presentation will be limited to five (5) minutes. Any part of the five (5) minutes may be yielded by the speaker to another speaker but in no instance shall any one speaker be allowed more than ten (10) minutes regardless of the number of speakers who yield their time. The Co-Chairs will call the speaker's name when it is his/her time to speak. Speakers should stand and state for the record their name, address, and organization or group represented. The Planning Group expects that those who appear before it will conduct themselves in an orderly manner. Personal references, derogatory statements of a personal nature, obscenities, profanity, and name calling are not permissible. The Co-Chairs will have the authority to terminate the remarks of any individual who does not adhere to the above rules or chooses to be abusive to an individual Prevention Planning Group Member or the Planning Group as a whole.

XII. Announcements

- ✓ Announcements as printed on the agenda

XIII. Adjournment

The meeting adjourned at 5:13PM.

Next Meeting: August 16th, 2018 at 4PM (Shelby County Admin. Building) 160 N. Main St., 2nd Floor (EOC Conference Room)