

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: November 7, 2017

Department: Community Services
Advisory Board: Palm Beach County HIV CARE Council

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the reappointment of one (1) current member and one (1) new appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of three (3) years, effective November 7, 2017:

Table with 4 columns: Seat No., Reappointment/Appointment, Seat Requirement, Term Expires. Row 1: Seat 1, Lilia Perez, Health Care Provider, 11/06/2020. Row 2: Seat 25, Christopher McCoy, Non-Elected Community Leader, 11/06/2020.

Summary: The total membership shall be no more than 33 at-large members, per Resolution No. 2011-1560. The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Both Ms. Perez and Mr. McCoy have successfully completed the HIV CARE Council's nomination process...

Background and Justification: In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic...

Attachments:

- 1. Board/Committee Applications
2. Proposed Inventory of Seats List
3. HIV CARE Council Nominations Policy No. 10

Recommended By: James E. [Signature] 10-18-17
Department Director Date
Legal Sufficiency: Helene [Signature] 10-19-17
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Palm Beach HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 11/7/2017 To: 11/6/2020

Seat Requirement: Health care provider, including federally qualified health centers Seat #: 1
 *Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Perez Lilia
Last First Middle

Occupation/Affiliation: Supervisor
Owner Employee Officer

Business Name: FoundCare, Inc.

Business Address: 2330 S. Congress Avenue

City & State: Palm Springs, FL Zip Code: 33406

Residence Address: 1108 W. Canal St.
City & State: Belle Glade, FL Zip Code: 33430

Home Phone: () Business Phone: (561) 472-2466 Ext. 130

Cell Phone: (561) 261-2096 Fax: (561) 868-5652

Email Address: lperez@cappbc.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2017-0394</u>	<u>Ryan White</u>	<u>Client Services</u>	<u>3/1/17-2/28/18</u>

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII, and the training requirement can be found on the web at: L**. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on August 03 2017
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: [Signature] Printed Name: Lilia Perez Date: 8/28/17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Lilia Perez
P.O. Box 687
Belle Glade, Fl. 33430
561-261-2096
liliaperez20@att.net

Objective: Service-focused social worker with a strong commitment to serving and meeting the needs of the HIV/AIDS population including the homeless and disadvantaged children, youth and adults.

Work Experience:

07/2008 to Present: FoundCare; Supervisor

Supervise agency's staff and oversee the day-to-day operations of services and center facilities.

08/2004 to 7/2008: FoundCare; Case manager

To complete client's needs assessment, referral, linkage, medical and support services to eligible clients living with HIV/AIDS clients.

01/2001 to 12/2001: Agricultural Employee Services (AES); Field Representative

To verify, document and upload INS documents into a database for farm workers.

1993 – 1994: Kemet de Mexico (Matamoros, Mexico); Process engineer

To develop, evaluate and improve production while maintaining quality standards of the product.

1990 – 1993: Kemet de Mexico (Matamoros, Mexico); Production Supervisor

To complete production plan by scheduling and assigning personnel; establishing priorities, monitoring/supervising progress, revising schedules, resolving problems, reporting results of the processing flow on shift production reports.

1987 – 1990: Kemet de Mexico (Matamoros, Mexico); Quality Control Inspector

To inspect that the final product meets the manufacturer's quality standards.

Lilia Perez
P.O. Box 687
Belle Glade, Fl. 33430
561-261-2096
liliaperez20@att.net

Education:

July, 1994
Industrial Engineer
Instituto Tecnológico de Matamoros (ITM)-Technical Institute of Matamoros
Matamoros, Mexico

Special Trainings:

2014
CERT Certified
PBC, Florida

2009
Excelling as a 1st time supervisor
PBC, Florida

2006
40 hours of Medical Interpreters Training
Glades Initiative, PBC, Florida

2005
501 Training
PBC, Florida

2004
AIDS 104 Class
PBC, Florida

2003
Train the Trainer
PBC, Florida

Special Skills:

Bilingual in Spanish.
Computer programs: Word, Excel, Power Point, Publisher, Outlook, Internet.

References available upon request

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Palm Beach HIV CARE Council Advisory Not Advisory
 At Large Appointment or District Appointment / District #: _____
Term of Appointment: 3 Years. From: 11/7/17 To: 11/6/2020
Seat Requirement: Non-elected Community Leaders Seat #: 25
 *Reappointment or New Appointment
or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Mc Coy Christopher Lamar
Last First Middle
Occupation/Affiliation: Walgreens Pharmacy Manager
Owner Employee Officer
Business Name: Walgreens
Business Address: 1515 N Flagger Dr. Suite 120
City & State: West Palm Beach, FL Zip Code: 33401
Residence Address: 4052 Woodhill Place
City & State: Boynton Beach, FL Zip Code: 33436
Home Phone: () 850-228-3766 Business Phone: () _____ Ext. _____
Cell Phone: () 561-777-5105 Fax: () _____
Email Address: Christopher.L.McCoy@walgreens.com
Mailing Address Preference: Business Residence
Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS on 8/30 2017
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Christopher Leonard Printed Name: Christopher Leonard Date: 9-15-17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

CHRISTOPHER

MCCOY, PHARMD.

4052 Woodhill Place

Boynton Beach, Florida 33436

Skills Summary

Clinical Pharmacist Walgreens Specialty Pharmacy

Manager of business operations at Local Specialty Health Systems Pharmacy

Specialist in HIV and Hepatitis C; managing over 350 HIV patients

Clinical Assistant Professor of Pharmacy University of Florida

Clinical Assistant Professor of Pharmacy Florida A&M University

Clinical Assistant Professor of Pharmacy Nova Southeastern University

Preceptor of the Year Nova Southeastern 2016

Clinical Assistant Professor of Pharmacy Palm Beach Atlantic

Education

Doctor of Pharmacy/2002

Roche Communications Award

Cum Laude

Experience

Name of Employer

United States Army Reserves 1992 – 2000

Foreign Duty Tours – South Korea, Germany, Haiti

Honorable Discharge
Rank when discharged Sergeant
Military Occupation 71L Administrative Specialist

Walgreens Pharmacy 2002 – Present
Pharmacy Manager
Port St. Lucie store #4001
Belle Glade store #6016
Clewiston store #9956
Boynton Beach #4954
West Palm Beach # 13981

Awards and Acknowledgements

Champion of Champions Reward recipient Walgreens 2017 for community service
Pharmacy Preceptor of the Year 2016 Nova Southeastern University
Boynton Beach Devos Blum YMCA annual campaign leadership award 2017
Tabernacle Missionary Baptist Church Community Leader Award 2016

Affiliations

Board of Directors Devos Blum YMCA
Board of Trustees Tabernacle Development Inc. and Tabernacle Missionary Baptist Church

Palm Beach County HIV CARE Council

Attachment 2

Proposed Inventory of Seats

Updated 09-18-2017

Grey Shading = Federally Mandated Seat Pastel Shading = Federally Mandated Category **Bold = OPEN CHAIR**

Recently approved by BCC - renewal member

SEAT	PROVIDERS - SEATS 1-11	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
1	Health care provider, including federally qualified health centers	Lilia Perez	FoundCare, Inc.	11/06/2020	HF
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Vicki Ann Krusel	Legal AID Society of Palm Beach County, Inc.	4/15/2019	WF
3	Community-Based Organization serving affected populations/AIDS Service Organizations	OPEN CHAIR			
4	Community-Based Organizations serving affected population/AIDS Service Organizations	Wisny Marcellus	Genesis Community Health	05/16/2019	BM
5	Social Service Providers, including housing and homeless service providers	Quinton Dames	FoundCare, Inc.	09/21/2018	BM
6	Social Service Providers, including housing and homeless service providers	Kristen Harrington	AIDS Healthcare Foundation	10/06/2020	WF
7	Social Service Providers, including housing and homeless services providers	Kimberly Rommel-Enright	Legal AID Society of Palm Beach County, Inc.	11/14/2019	WF
8	Social Service Providers, including housing and homeless service providers	Mark White	City of West Palm Beach	05/16/2019	WM
9	Mental Health and/or Substance Abuse Provider	OPEN CHAIR		9/21/2018	
10	Substance Abuse and/or Mental Health Providers	OPEN CHAIR		11/14/2019	
11	Local Public Health Agencies	Mary Piper Kannel	PBC Health Department	4/15/2019	WF

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

SEAT	AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 12 - 22	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
12	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Mary Jane Reynolds	Community Member	4/15/2019	BF
13	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
14	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Glenn Krabec, PhD	Community Member	4/15/2019	WM
15	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
16	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Cecil Smith	Community Member	4/15/2019	BM
17	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Yen Vassell	Community Member	05/05/2020	BM
18	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
19	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Shirley Samples	Community Member	4/15/2019	BF
20	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Don Hilliard	Community Member	11/14/2019	WM
21	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
22	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

SEAT	NON-ELECTED COMMUNITY LEADERS – SEATS 23 - 33	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
23	Non-Elected Community Leaders	Olga Sierra	Vita Nova, Inc.	07/21/2020	HF
24	Non-Elected Community Leaders	Chris Dowden	Walgreens	9/21/2018	WM
25	Non-Elected Community Leaders	Chris McCoy	Walgreens	11/06/2020	BM
26	Non-Elected Community Leaders	Thomas McKissack	Community Member	11/14/2019	BM
27	Non-Elected Community Leaders	OPEN CHAIR		09/21/2018	
28	State Medicaid Agency	OPEN CHAIR			
29	State Part B Agency	OPEN CHAIR		11/14/2019	
30	Hospital Planning Agencies or other health care planning agencies	OPEN CHAIR			
31	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Jeannette Tomici	Families First of Palm Beach County	04/15/2019	HF
32	Other federal HIV Programs, including HIV Prevention Program	Patrice Huntley	Compass, Inc.	01/25/2019	BF
33	Representative of/ or formerly incarcerated People Living with HIV/AIDS	OPEN CHAIR		04/15/2019	

Demographic Info Key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: 10
Approved: April 30, 2001
Amended: January 26, 2004
Amended: November 16, 2009
Amended: November 22, 2010
Amended: June 27, 2011
Amended: June 25, 2012

Issue: **Nominations Process for CARE Council Membership**

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and

through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members-one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing

candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

1. **Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:** Candidates must join one (1) committee and attend at least three (3) meetings. one (1) of which must be either a CARE Council meeting, or CARE Council sponsored training (inclusive of annual retreat) within a one (1) year period.
2. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.