

**RYAN WHITE CARE COUNCIL  
MINORITY ADVOCAY COMMITTEE  
SPRING OAKS – TAMPA  
FRIDAY, June 9, 2006  
11:00 A.M. – 1:00 P.M.**

**MINUTES**

- CALL TO ORDER**      The meeting was called to order by Georgette King, Chair, at 11:20 a.m.
- ATTENDANCE**      Members Present: Mary Adams, Vivian Candelaria, Carla Foster, Georgette King, John Melartin, Marilyn Merida, Paul Watkins  
Members Absent: Edith Ellerson, Mellita Mills Kendrick, Janet Kitchen, Debbie Langhorne, Andrew Maldonado, Diondria Riley, Betty Sharp  
Guests Present: none  
Staff Present: Aubrey Arnold, Collette Tomberlin, Gilda Roman-Nay-Torres
- CHANGES TO AGENDA**      There were no changes made to the agenda.
- ADOPTION OF MINUTES**      The minutes for May 12, 2006 were adopted unanimously.
- CARE COUNCIL REPORT**      Carla Foster reported that the Care Council held open nominations for the Vice Chair vacancy and reviewed two Bylaw revisions concerning interviews for new applicants and time between terms. Each of these issues will be voted on at the next Care Council meeting. Care Council voted to reallocate Title I and II money to insurance services. The Care Council members were reminded to invite Political Action Leaders to the September meeting.
- MAI RFP**      The Grantee informed members that the MAI RFA for Pasco/Hernando was not bid upon. The contract would include \$20K for use through February of 2007 and \$30K renewable for the following year. The Grantee would like to put it out for bid once more with a shortened application process (RFI) and asked the committee if the RFA language should be repeated in the RFI. The committee engaged in discussion concerning the need in Pasco/Hernando counties not centering on only minorities, but all women, and discussed funding sources to increase the grant amount, such as using additional Title I dollars. Since Title I and MAI funds can not be

co-mingled, the members felt that the possibility of having multiple contracts for small amounts of money would not entice applicants. Instead, increased paperwork for the multiple levels of reporting and not ensuring a full FTE would greatly limit the providers who may be interested. Committee members agreed by consensus to put the MAI contract back out for bid with adapted language in the RFI.

**ATTENDANCE  
POLICY**

The committee looked over the RPARC attendance policy and agreed on general guidelines to incorporate into a policy for MAC. Marilyn Merida will create a draft version and submit to staff for distribution with the next meeting's packet of materials. The committee reviewed current members' attendance records and listed members for staff to call and inquire about their desire to remain voting members.

Members voted (M: King, S: Candelaria) with 7 yes votes, 0 no votes and 1 abstention (Roman-Nay-Torres) to move the meeting start time from 11:00 a.m. to 9:00 a.m. Meetings will still be held the second Friday of each month.

**MAI CAPACITY  
BUILDING**

Gilda Roman-Nay-Torres presented an overview of the work products to be completed including an alignment of capacity building with the Quality Management Program (QMP), MAI standards of care, and developing specific logic models for new services under MAI. The committee will also work to develop marketing, communication and public relations materials targeting Blacks, Hispanics, and Haitians (in actual target language, not just translated). The committee will develop at least one Public Service Announcement (PSA), posters, a brochure, and a service directory for client use based on the local network. The committee members decided to create an MAI work group that will meet immediately following each monthly MAC meeting. Volunteers for the MAI work group included Carla Foster, Georgette King, John Melartin, and Marilyn Merida.

**MAI LOGIC MODEL**

Members asked for an update on the Needs Assessment process and Aubrey Arnold stated that there has been an attempt to align some of the Title I and Title II requirements; therefore, the client survey will be completed in 2007 as part of the statewide needs assessment. This year will be for testing the survey and conducting focus groups.

Committee members have been reviewing last years' Title I application to make suggestions to the grant writer that may increase the MAI funding this area receives. Since last years' application uses data from previous years, the committee members requested copies of the survey tools used and the methodology used to analyze and calculate the data. Aubrey

and Collette agreed to provide as much of that information as possible. The committee recommends approaching future surveys in a backward design model; i.e. determine what reports need to be generated for submission to HRSA, then what methodology we will use, and finally, what survey tools we will use.

**COMMUNITY  
CONCERNS AND  
ANNOUNCEMENTS**

There were no community concerns.

Members announced upcoming events. Visit the website, [www.thecarecouncil.org](http://www.thecarecouncil.org) for details.

Carla Foster announced that Hernando is getting a pharmacy at the health department. The HOPWA steering committee has been meeting with focus groups and has recently approved a survey tool for upcoming use.

John Melartin announced that the RPARC allocations work group will be meeting May 16 from 1:00-3:00 in the ASAP conference room.

**ADJOURNMENT**

There being no other business to come to the Committee, meeting was adjourned at 1:30 p.m.

9/11/06