WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**MEMBERSHIP, NOMINATIONS, RECRUITMENT AND TRAINING COMMITTEE**

**METRO WELLNESS & COMMUNITY CENTER – TAMPA**

**MONDAY, APRIL 13, 2015**

# 11:00 A.M. – 12:30 P.M.

# MINUTES

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| CALL TO ORDER | The meeting was called to order by Tonicia Freeman-Foster, Chair, at 11:08 a.m. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Brittany Frederick, Bernard Purnell- Messier  Members Absent: Cristian Chandler  Guests Present: Joe Parramore  Grantee Staff Present:  Lead Agency Staff Present:  Health Council Staff Present: Lisa Nugent |
| CHANGES TO AGENDA | The member nomination was removed from the agenda. The item will be presented in May. A discussion on new member orientation was added as item VII. |
| ADOPTION OF MINUTES | The minutes from the February 16, 2015 Membership meeting were approved with in a change in the spelling of Bernard Purnell’s last name **(M: Frederick S: Foster).** |
| CARE COUNCIL REPORT | Lisa Nugent gave the Care Council report for the meeting held on April 1, 2015 at the Children’s Board of Hillsborough County.  Aubrey Arnold reported that his office is awaiting the full amount of the grant award for the 2015-2016 grant year. A partial award of $7,739,765.00 was received which includes Minority AIDS Initiative and formula funding. The balance is expected between now and May 2015. Aubrey expects the award amount to be the same as last year.  Aubrey shared that a Request for Applications (RFA) continues for a replacement to CAREWare. Proposals are due April 2nd and presentations are expected in mid-April. The new system will be in place by July 1.  Demarcus Holden announced that Part B’s fiscal year begins today on April 1, 2015. All contracts have been executed and signed and are posted in CAREWare.  Demarcus noted several staffing changes in Tallahassee and locally. The local data manager, Stephanie, resigned. All questions should be directed to Demarcus for the time being.    Lisa Nugent announced that the new Care Council website has launched and encouraged all to view it at [www.TheCareCouncil.org](http://www.TheCareCouncil.org). Lisa also showed the Council new flyers that came in and encouraged members to use them to recruit people to the Care Council.  Two new member applications were presented and passed by acclamation. The Care Council welcomed Ray Torres and Kimberly Molnar as voting members.  Sara Sullivan presented the Part B Assessment of the Administrative Mechanism (AAM) at Care Council for informational purposes. Part B is not required to participate in the AAM but does so to remain transparent and to be consistent with Part A.  The provider survey and interviews showed improvement in overall satisfaction from previous years. The Care Council and RPARC survey showed that the majority of members were satisfied with communication, administrative, and the efficiency of the Lead Agency.  The Women, Infants, Children, Youth, and Families Committee are planning their Annual Mother’s Day event for May 8, 2015 in St. Pete from 11a-2p. More information will be shared once details are finalized.  David Cavalleri and Sara Sullivan distributed the AAM survey for Care Council members on the Part A program. The same survey will be distributed to members of RPARC. Members were able to ask questions and were given several minutes to complete the survey and return it to David and Sara.  The next Care Council meeting will be May 6, 2015. |
| **MEMBERSHIP REVIEW** | Tonicia asked about member attendance at Care Council and committees. Members are currently all in compliance with meeting attendance requirements. Member vacancies remain in Manatee, Polk, and Highlands Counties. |
| **NEW MEMBER ORIENTATION** | Members and staff discussed the new member orientation process. According to the by-laws, orientation should take place within 90 days. There are several new members who will need an orientation soon so it was proposed to do a group orientation. Orientation is a role of the membership committee and can be handled by staff as well. Members proposed that quarterly orientations are scheduled and available for new members to attend. The orientation materials have already been developed.  Attendees discussed the best way to explain the information to new members. At this time computer based training is unavailable. |
| **MEMBERSHIP RETREAT** | It was suggested to use the Community Handbook and personality tests to help new members figure out which committee would be the best fit for them.  Attendees discussed the upcoming Care Council member retreat. Members wanted to identify what would be most helpful for Care Council.  Committee members decided to put together a survey for Care Council and committee members to go out in advance of the May Meeting. That survey would be used to guide the training and assist with engaging members. The committee will strive to put forth useful information in a way that can be easily understood. Members reviewed a list of potential questions from a previously developed survey.  The committee wants to focus on making meetings more engaging and ensuring that members feel valued for their role in the Care Council. The survey questions will be multiple choice and Likert scale. Questions will include: what is your current level of involvement? Why are you involved? Do you feel valued in your current role? Do you feel able to contribute your life experience and skills in your current role?  A draft of the survey will be distributed for comments.  Members were reminded of the limitations put in place by the Sunshine Law. |
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| **COMMUNITY CONCERNS/ ANNOUNCMENTS** | Members announced upcoming community events which will be shared through the information share e-mails. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 12:34 pm. |