WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**METRO WELLNESS & COMMUNITY CENTER – TAMPA**

**MONDAY, MAY 18, 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 11:06 a.m. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Brittany Frederick,  Members Absent: Cristian Chandler, Bernard Purnell- Messier  Guests Present: Ginger Rockey-Jones  Grantee Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Lisa Nugent, Julie Gnage |
| CHANGES TO AGENDA | None |
| ADOPTION OF MINUTES | The minutes from the April 13, 2015 meeting were tabled as no quorum was present. They will be presented at the next meeting in June. |
| CARE COUNCIL REPORT | Tonicia gave the Care Council report for the meeting held on May 6, 2015 at the Children’s Board of Hillsborough County. The May meeting consisted of a short business meeting and the annual membership retreat.  Lisa Nugent discussed the upcoming Chair and Vice Chair elections and explained a handout with member terms and eligibility. She explained that there are no eligibility requirements to serve as Chair/Vice Chair with the exception of there being at least two years left on a member’s second term so that they could fulfill the duties/term of being Chair/Vice Chair. The handout also contained the excerpt from the By-Laws about duties and responsibilities for the positions. Lisa and Nolan explained that nominations will be taken at the next meeting and a slate will be presented 30 days in advance of the vote. Members may self-nominate or may nominate each other. Voting will take place in August and the new Chair and Vice-Chair will begin their terms in September.  Two new member applications were tabled, per the by-laws that a potential member must be presented to be voted in. The applications will be presented again at the June meeting.  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 new vendor has been secured for the database to replace CAREWare, called RDE Systems.  Members discussed the current situation with the local Insurance Services Program (ISP) which is experiencing a funding shortfall due to increased demand. The expected shortfall would affect consumers in June. Both the grantee and the lead agency are working with the provider to address the shortfall to assure that clients are not adversely impacted.  Demarcus Holden added that the Lead Agency is filling staffing vacancies and working with partners to address the ISP issue.  The next Care Council meeting will be June 3, 2015. |
| **MEMBERSHIP REVIEW** | Staff shared member attendance at Care Council and committees. A list was shared of Care Council members who have missed meetings. No members have missed three or more meetings at this time but several have missed two meetings. Member vacancies remain in Manatee, Polk, and Highlands Counties. A targeted Facebook campaign targeted at these areas is currently running. The committee also discussed the demographic report and the pending membership applications. All members will be asked to complete a new alternate designation and confidentiality form at the next Care Council meeting. |
| **MEMBERSHIP NOMINATION** | A new member nomination (application #15-05) was tabled due to a lack of quorum at the meeting. The nomination will be put on next month’s meeting agenda. |
| **MEMBERSHIP RETREAT RECAP** | Tonicia and Brittany discussed the membership retreat held on May 6th after the Care Council meeting. From the retreat, the following areas for improvement/change were identified: volunteer appreciation, mentoring, video recording of a Care Council meeting to show others how the meeting works, trainings by members on their area of skill/expertise, historical trainings by longtime members, encouraging the participation of youth, and creating a work group or new committee to address these issues.  Members discussed the best way to handle these issues. The Sunshine Law makes the use of mentors difficult since members are not supposed to discuss meeting items outside of a public meeting. The committee will continue to investigate these areas and determine what changes can be made for the Care Council. |
| **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 and were shared with meeting attendees. The orientation PowerPoint was updated along with the new member packet to make it more user-friendly and less cumbersome.  A survey will be sent to new members awaiting orientation to see if they are available for an orientation to coincide with the Care Council meeting or to take the place of the membership meeting in June. |
| **MEMBERSHIP OUTREACH STRATEGIES** | Members discussed the best way to engage new members based on our audience. The committee would like to further discuss the messaging given to recruit new members. The committee also discussed ways to engage youth through social media platforms, local universities, and job fairs. |
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| **COMMUNITY CONCERNS/ ANNOUNCMENTS** | None. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 12:07 pm. |