WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**METRO WELLNESS & COMMUNITY CENTER – TAMPA**

**MONDAY, SEPTEMBER 28, 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: Brittany Frederick, Tonicia Freeman-Foster, Bernard Messier, Ginger Rockey-Johnson  Members Absent: None  Guests Present: Kristen Whitesell  Grantee Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Julie Gnage, Samantha West |
| CHANGES TO AGENDA | None. |
| ADOPTION OF MINUTES | The minutes from the August 17, 2015 Membership meeting were approved. **(M: Rockey-Johnson S:Frederick)** |
| CARE COUNCIL REPORT | Tonicia Freeman-Foster gave the Care Council report for the meeting held on September 2, 2015 at the Children’s Board of Hillsborough County.  Nolan announced that there are HIV/AIDS resources available on www.thebody.com, including a column on Aging with statistics that are paralleling our local area’s Aging with HIV statistics.  Aubrey Arnold discussed that the Part A grant guidance was received last week on the 28th and the writing team is putting together a timeline and establishing deadlines for when specific sections should be completed. The application is due November 2nd. He announced that the draft narrative will be available electronically for those who are interested in seeing it. There is generally a 5 day turn-around on receiving the draft copy. The Grantee will be asking for $10.792 million this year, an increase of 5% over last year’s award. The Grantee will likely not find out the status of the award until February. Aubrey also mentioned that the Request for Application (RFA) closed.  The Grantee’s office is continuing to work on the roll out and implementation of the new Part A database, E2. It is set to launch on January 1, 2016. Aubrey explained that last year’s Part A carryover funds of $97,000 were approved. He also mentioned that he will be going to the United States Conference on AIDS (USCA) during the week of September 8th along with various other Care Council members and staff.  Shelley Taylor-Donahue announced that there is an updated schedule for AIDS Drug Assistance Program (ADAP) participants. She also mentioned that the updated ADAP Eligibility Manual has arrived. It can be found on the Department of Health’s website. The Lead Agency has paper copies for anyone who needs one. Eligibility trainings are available online.  The Lead Agency has hired a new contract manager, Uneeda Brewer, who will be starting on September 14th.  Shelly also discussed that the Florida/Caribbean HIV/AIDS Education and Training Center (AETC) online modules are no longer available. They will likely be transferred to the Health Department’s website, but the transition has not happened yet.  Shelley also announced that open enrollment for the Affordable Care Act (ACA) Marketplace as well as Medicaid is from November 1, 2015 - January 31, 2016.  Samantha West discussed that the Suncoast Health Council staff are beginning to start writing sections of the Part A grant application. She also reminded members who are eligible for mileage reimbursement to submit all forms monthly to Julie Gnage.  One new member application was presented and passed by acclamation. The Care Council welcomed Bernice McCoy as a voting member  The slate for the Chair and Vice-Chair elections was presented and passed by acclamation. The Care Council welcomed Martin Clemmons, Jr. as Chair and Brandi Geoit as Co-Chair.  A bylaw revision regarding excused absences was reviewed and passed by acclamation.  Aubrey thanked Nolan Finn for his service as Chair of the Care Council and presented him with a certificate and gavel on behalf of the Care Council.  The next Care Council meeting will be October 7, 2015. |
| **MEMBERSHIP NOMNIATION** | Staff presented background information for Jason Gutierrez and Manuela Thomas. Committee members accepted Jason Gutierrez and Manuela Thomas membership nomination and moved that they both go before the Care Council for final approval in October. The membership nominations were approved unanimously.  **(M: Freeman-Foster S: Frederick)** |
| **MEMBERSHIP REPORT** | Members discussed numerical breakdown of the Care Council members by category. Staff presented the HRSA requirements that need to be targeted for membership. Members discussed focusing on recruitment based on age demographics and counties represented. Members discussed various contacts (Mercy House, Boley Center) to reach out to in order to fill the following positions:   * 1- HOPWA |
| **ELECTION OF CHAIR AND CO-CHAIR** | Chair Tonicia Freeman-Foster opened the floor for elections of Chair and Co-Chair for the committee. Brittany Frederick nominated Ginger Rockey-Johnson for Chair, Ginger accepted the nomination. No other nominations for Chair were given. Brittany Frederick nominated Bernard Messier for Co-Chair, Bernard accepted the nomination. No other nominations for Co-Chair were given. The nomination of Ginger Rockey-Johnson for Chair and Bernard Messier for Co-Chair was approved unanimously. **(Chair: M: Frederick S: Messier) (Co-Chair: M:Rockey-Johnson S: Freeman-Foster)** |
| **MEETING DAY, TIME, LOCATION** | **The committee voted to keep the same meeting times and location as last year. The third Monday of each month at 11:00 a.m. located at the Metro Wellness & Community Center- Tampa was approved by acclamation (M: Frederick, S: Freeman-Foster).** |
| **COMMITTEE WORK PLAN** | The Committee discussed the 2015-2016 work plan. **The committee approved the 2015-2016 work plan by acclamation (M: Freeman-Foster, S: Messier)**. |
| **MEMBERSHIP**  **APPLICATION** | Staff presented the current application for membership for the care council. Members discussed the current application process and changes to the current application. Members viewed the changes made to the application and approved the new application unanimously. **(M: Frederick S: Messier)** |
| **MEMBERSHIP ORIENTATION** | Members and staff discussed completing the orientation as a team, one person from membership and one staff person. Membership would like staff to send out a sign-up to members who are in need of the membership orientation. Members discussed having the next orientation fall after the October membership meeting adjourns. |
| **MEMBERSHIP RETREAT** | Members discussed having the retreat on November 4th after the Care Council meeting. The topic for the retreat will be focused on youth engagement. |
| **MEMBERSHIP OUTREACH STRATEGIES/ PR & MARKETING FFORTS** | Members discussed the usage of social media for the gaining of new members. Ginger Rockey-Johnson spoke about crafting a message to catch the attention of social media users via Twitter. Members discussed ways to combat confusion by new persons at Care Council meetings. Staff presented a newly created brochure to aide guests of Care Council meetings. |
| **COMMUNITY CONCERNS/ ANNOUNCMENTS** | None. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 12:34 pm. |