WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**METRO WELLNESS & COMMUNITY CENTER**

**MONDAY, MAY 16, 2016**

# 11:00 A.M. – 12:30 P.M.

# MINUTES

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| CALL TO ORDER | The meeting was called to order by Ginger Rockey-Johnson, Chair, at 11:07 p.m. |
| ATTENDANCE | Members Present: Brittany Frederick, Ginger Rockey-Johnson, Kristen Whitesell  Members Absent: Charlie Hughes, Tonicia Freeman-Foster  Guests Present: Cheyenne Johnson  Grantee Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Julie Gnage |
| CHANGES TO AGENDA | None. |
| ADOPTION OF MINUTES | The minutes from the March 21, 2016 were approved. **(M: Whitesell S: Rockey-Johnson)** |
| CARE COUNCIL REPORT | Care Council was given by Ginger Rockey-Johnson.  Members approved the final three sections of the Integrated Plan: Needs/Gaps/Barriers, HIV Prevention and Care Plan, as well as Monitoring and Improvement.  The Membership Committee welcomed one new member and facilitated a membership retreat.  The next Care Council meeting will be held on June 1, 2016. |
| **REVIEW OF COMMITTEE GOALS AND WORK SCOPE** | Members reviewed the 2015-2016 work plan for the committee, noting tasks that have already been completed, in progress and to be completed in the future. The committee would like to review this monthly to ensure they stay on track with their goals. |
| **RESULTS OF RETREAT ACTIVITY** | Members reviewed the collected information at the retreat when the council members broke out into small groups and rotated answering questions about the care council. Members decided that we would give each care council member a list of answers from each category and then start working on the top five items of each category to improve on the care council.  Members also decided that with the approval from the care council chair, Martin Clemmons that they would include short icebreakers into each care council meeting as well as a committee spotlight allowing for questions to be asked about each committee after a description is given from the chair of the specific committee. |
| **MEMBERSHIP REPORT** | Members discussed the 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 and demographics and counties represented. Members discussed the current percentage of PLWH/A members on the Care Council and striving to reach this year’s goal of having the council reach 50% of PLWH/A members.  Members discussed the attendance of Care Council members and committee members.  Due to Ramon Baez-Tellado not complying with the training portion of the bylaws he will be terminated as a member of Care Council and will have a letter mailed to him via email and traditional mailing. |
| **BYLAW REVIEW** | Members of the committee requested that due to the time left in the meeting that the bylaw review be moved to the meeting in June. |
| **MEMBERSHIP OUTREACH STRATEGIES/ PR & MARKETING EFFORTS** | Members discussed future events for the council to be a part of in order to gain more membership. They discussed that we should recruit starting at the committee level.  Members discussed working with providers to hand out pamphlets at their tables for St. Pete Pride.  Members also discussed that creating a volunteer calendar for the Care Council would be helpful to ensure everyone knows about the events within the community and that people who would like to volunteer short term could help in this way, instead of the process to become a full care council member. |
| **COMMUNITY CONCERNS/ ANNOUNCEMENTS** | None at this time. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 12:25 p.m. |