WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**METRO WELLNESS & COMMUNITY CENTER**

**MONDAY, SEPTEMBER 19, 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 11:01 a.m. |
| ATTENDANCE | Members Present: Brittany Frederick, Tonicia Freeman-Foster, Charlie Hughes, Ginger Rockey-Johnson  Members Absent: Kristen Whitesell  Guests Present: Ed Duda, Dean Underwood  Recipient Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Lisa Nugent |
| CHANGES TO AGENDA | None. |
| ADOPTION OF MINUTES | The minutes from the August 15, 2016 were approved. **(M: Fredrick S: Hughes)** |
| CARE COUNCIL REPORT | The Care Council did not meet in September. The next Care Council Meeting will be on October 5, 2016 and will take place at the Children’s Board of Hillsborough County. |
| **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 discussed the items from the retreat that have already been implemented as well as plans to implement a few more suggestions over time from the results. The members discussed moving the Annual Retreat to December 7, 2016 and planning to November. Tonicia will contact a potential speaker on domestic violence for the upcoming retreat.  Members also decided that the spring 2017 training would be on cultural competency. |
| **APPLICATION OF ASSOCIATE MEMBER** | The application Associate Member application was scored and approved. **(M: Fredrick S: Hughes)** |
| **ELECTION OF COMMITTEE CHAIR AND CO-CHAIR** | The floor was opened for nominations for Chair and Co-Chair. Attendees were given a paper with the duties and responsibilities associated with chairing a committee.  **Ginger was nominated to remain as the Committee Chair (M: Frederick; S: Freeman-Foster). Ginger accepted the nomination and the motion passed by acclamation.**  **Charlie Hughes was nominated as the Committee Co-Chair (M: Freeman-Foster; S: Rockey-Johnson). Charlie accepted the nomination and the motion passed by acclamation.** |
| **MEETING TIME, DAY, AND LOCATION** | **A motion was made to keep the meeting time, day, and location the same (M: Hughes; S: Freeman-Foster).** The motion passed by acclamation. |
| **COMMITTEE WORK PLAN** | Members discussed the committee work plan for 2016-2017 by reviewing the previous year’s work plan. The Comprehensive Plan goals listed on the first page of the work plan will be updated to the new Integrated Plan goals. Members made other updates to the work plan including: minor word changes, updating due dates, and recruitment methods.  **The committee voted to accept the work plan for 2016-2017 with the above changes (M: Frederick; S: Rockey-Johnson).** |
| **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 needed seats, age/demographics, and counties represented. |
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| **BYLAW REVIEW** | Members discussed the idea of Inactive Status for members including: how it would operate, time limits, and how it would impact quorum and HRSA requirements.  Staff agreed to discuss Inactive Status with the Part A Recipient for guidance in advance of the next committee meeting.  The Definition of Terms section needs to be updated along with the Table of Contents. Staff will bring updates to the next meeting. |
| **COMMUNITY CONCERNS/ ANNOUNCEMENTS** | Members discussed how to become a voting member of a Care Council committee.  Ed, Community Liaison with Gilead, introduced himself and discussed their upcoming lunch and learn series that will begin on October 5 from 12:00-1:30pm at the Hillsborough County Health Department on Kennedy. Maritza at the Health Department should be contacted for more information or to RSVP.    Francis House and ASAP are merging into one entity under Empath Health by December 1, 2016. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 12:36 p.m. |