WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**METRO WELLNESS & COMMUNITY CENTER**

**MONDAY, MARCH 20, 2017**

# 11:00 A.M. – 12:30 P.M.

# MINUTES

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| CALL TO ORDER | The meeting was called to order by Charlie Hughes, Co-Chair, at 11:09 AM. |
| ATTENDANCE | Members Present: Brittany Frederick, Tonicia Freeman-Foster, Charlie Hughes  Members Absent: None  Guests Present: None  Recipient Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Naomi Ardjomand-Kermani, Lisa Nugent, Katie Scussel |
| CHANGES TO AGENDA | None |
| ADOPTION OF MINUTES | **The minutes from February 20, 2017 were approved (M: Freeman-Foster, S: Frederick).** |
| CARE COUNCIL REPORT | The Care Council met on March 1, 2017. Recipient staff discussed the close of the Part A grant year and the beginning of the new grant year. Recipient staff also discussed the search for a new provider for Hernando County dental services and presented the Response to the Assessment of the Administrative Mechanism. Lead Agency staff discussed the new ADAP drug formulary.  Care Council members discussed issues with committee attendance and member retention.  Members voted to approve one new member and to remove one member. |
| **ELECTION OF CHAIR/CO-CHAIR** | The floor was opened for nominations for Chair and Co-Chair.  **Charlie Hughes was nominated as the Committee Chair (M: Frederick; S: Freeman-Foster). Charlie accepted the nomination and the motion passed by acclamation.**  **Tonicia Freeman-Foster was nominated as the Committee Co-Chair (M: Frederick; S: Hughes). Tonicia accepted the nomination and the motion passed by acclamation.** |
| **NEW MEMBER APPLICATIONS** | The committee scored and voted on three new member applications and one member application for renewal.  **The application for renewal was approved (M: Frederick, S: Freeman-Foster). The motion passed by acclamation.**  **The application for applicant number 317-1 was approved (M: Frederick, S: Freeman-Foster). The motion passed by acclamation.**  **The application for applicant number 317-2 was approved (M: Frederick, S: Freeman-Foster). The motion passed by acclamation.**  **The application for applicant number 317-3 was approved (M: Freeman-Foster, S: Frederick). The motion passed by acclamation.** |
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| **INTERVIEW PROCESS** | Members agreed to a rotation schedule for interviewing new applicants. Staff will assign interviews to committee members on a rotating basis. Members agreed to communicate with staff if they are unable to complete interviews in a timely manner. |
| **SPRING 2017 TRAINING SEMINAR** | Members discussed conducting a training seminar on cultural competence and diversity in Spring 2017. Members discussed possibly focusing on gender identity and transgender cultural competence. Members discussed several ideas for the training. Naomi Arjomand-Kermani, staff, is an independent diversity trainer and agreed to conduct the training at the May or June Care Council meeting. Members will discuss the training further at the next committee meeting. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 22 current members and 45% are PLWHA. Recruitment should focus on attracting more men, Blacks, Hispanics, youth, people in their 40’s and 50’s, and representatives from Hardee and Manatee counties. There is one open HRSA mandated seat, which is State Medicaid Agency. |
| **MEETING LOCATION** | Members agreed to move the meeting location to Children’s Board of Hillsborough County due to parking issues at Metro Wellness. |
| **REVIEW OF COMMITTEE GOALS AND WORK SCOPE** | Members agreed to remove the review of committee goals and work scope as a recurring item on the agenda. Staff will send the committee work plan to the Chair and Co-Chair two weeks prior to the meeting so that they may review it and add any additional items they would like to discuss to the agenda. |
| **COMMUNITY CONCERNS/ ANNOUNCEMENTS** | Brittany Frederick discussed the merger between Francis House and ASAP, which is now EPIC. Brittany reported that the merger has been smooth so far.  Tonicia discussed engaging with youth in her role at Florida Healthy Transitions. She noted that she has one youth she is planning to start bringing to committee meetings to gauge her interest in joining the Care Council. Tonicia discussed trying to get more consumers involved in committees so that they are more involved in the work process before applying for membership for Care Council. She noted that many consumers who join Care Council feel overwhelmed or intimidated and may benefit from starting with a committee first.  Members discussed needing to boost the membership of the Membership Committee, as well as Community Advisory and Health Services. Members discussed inviting consumers to the next Membership meeting to brainstorm ideas about getting more consumers involved. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 12:05 p.m. |