WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, APRIL 17, 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, Chair, at 11:01 AM. |
| ATTENDANCE | Members Present: Brittany Frederick, Tonicia Freeman-Foster, Charlie Hughes  Members Absent: None  Guests Present: Lisa Conder  Recipient Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Naomi Ardjomand-Kermani, Katie Scussel |
| CHANGES TO AGENDA | None |
| ADOPTION OF MINUTES | **The minutes from March 20, 2017 were approved (M: Frederick, S: Freeman-Foster).** |
| CARE COUNCIL REPORT | The Care Council met on April 5, 2017. Official business included: the approval of two new members and the renewal of one member.  The Recipient announced that they have received a partial award and expect to receive the full award in May. The Recipient also announced that they have been warned by HRSA to expect a 16% budget reduction in 2018.  Committee Members brought up some issues with etiquette during the last Care Council meeting. Members discussed that Care Council meetings are a public forum that is recorded and that members should refrain from asking each other personal questions. Members also discussed making sure new applicants are sufficiently informed about the purpose and functions of the Care Council during their interviews for membership. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 24 current members and 42% are PLWHA. Recruitment should focus on attracting more men, Blacks, Hispanics, 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. |
| **NEW MEMBER APPLICATIONS** | The committee scored and voted on one new member application.  **The application for applicant number 417-1 was approved (M: Hughes, S: Frederick). The motion passed by acclamation.** |
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| **MEMBER REMOVAL** | Members discussed the attendance of a current member who has not been present at any recent meetings and decided to allow the member one more chance to attend a meeting before recommending the member for removal. |
| **SPRING 2017 TRAINING SEMINAR** | Members discussed the upcoming training on gender identity and transgender cultural competence. Staff member Naomi Ardjomand-Kermani will conduct the training at the May Care Council meeting. Members discussed a time limit of 1.5 hours for Naomi to conduct the training. |
| **CONSUMER ENGAGEMENT** | Members discussed different strategies for retaining consumers on the Care Council. Members would like to conduct an exit interview or survey on members who have fallen off. Members brainstormed the questions they would like to ask. Staff will follow up with committee members on this idea.  Members also discussed inviting several members who are consumers to the next Membership meeting to discuss issues with retention. Staff will make an announcement at the next Community Advisory Committee meeting. |
| **ORIENTATION** | Members agreed to hold an orientation following the June Care Council meeting, as the May meeting will be abbreviated for the Spring training seminar.  Members discussed different ideas on making orientation more efficient. They discussed possibly developing a webinar format to help with scheduling issues. Staff will follow up on the feasibility of a webinar. |
| **COMMUNITY CONCERNS/ ANNOUNCEMENTS** | Dining Out for Life will be on Thursday, April 27th. A number of restaurants in the Tampa Bay area will be participating by donating a percentage of their proceeds to EPIC/ASAP. A list of all participating restaurants is available on the Dining Out for Life website, which was sent out in the last InfoShare. |
| **ADJOURNMENT** | With no further business to come before the committee, the Membership Committee meeting was adjourned at 11:59 p.m. |