WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, OCTOBER 16, 2017**

# 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, Co-Chair, at 11:10 AM. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Jeffrey Lluberes  Members Absent: Charlie Hughes, Vincent Kaborycha, Debbie Stephey  Guests Present: None  Recipient Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Naomi Ardjomand-Kermani, Katie Scussel |
| CHANGES TO AGENDA | Members agreed to add an item to discuss the sample questionnaire that was created by Charles Lee. |
| ADOPTION OF MINUTES | The minutes from September 18, 2017 were tabled as the committee did not have quorum. |
| CARE COUNCIL REPORT | The Care Council met on October 4, 2017. Official business included: Approval of 4 new members and 2 member renewals as well as adoption of the 2017-2018 Allocation Recommendations.  The recipient reported that we have received a two week extension for the Part A grant submission and the grant writing team is making great progress. A draft narrative will be available for any interested persons, for review and comment, once the narrative is complete. The budget for FY18 has a 10.8 million ceiling and as such, we are requesting 10.8 million dollars.  The Request For Applications (RFA) is out for the procurement process. Any volunteers interested in scoring applications can contact Aubrey Arnold for more information.  The Lead Agency November Prevention Planning Group (PPG) Patient Care Planning Group (PCPG) meeting. October 12 is the annual all-day in-service for Pinellas County Health Department and the AIDS Drug Assistance Program (ADAP) office will be closed. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 23 current members and 48% are PLWHA. Recruitment should focus on attracting more men, Blacks, Hispanics, people in their 20’s, 40’s and 50’s, and representatives from Highlands, Hardee, Manatee, and Pinellas counties. There is one open HRSA mandated seat, which is State Medicaid Agency. |
| **ELECTION OF CHAIR AND CO-CHAIR** | The committee Chair and Co-Chair elections were tabled as the committee did not have quorum. |
| **REVIEW OF CHANGES TO COMMITTEE WORK PLAN** | The committee reviewed the changes that were made to the work plan at the last meeting to make sure there were no errors. |
| **MEMBERSHIP APPLICATION** | The committee tabled the vote on application number 1017-1 as the committee did not have quorum. |
| **REVIEW OF INTERVIEW PROCEDURES** | Staff presented the procedures for interviewing applicants for the Care Council. As several new members have joined the committee within the last couple months, the committee discussed training new members on completing interviews. Tonicia Freeman-Foster described the process for training members over conference call. At this time, there are not pending application that need interviews. Staff will inform the committee when an interview needs to be completed. |
| **WINTER TRAINING SEMINAR** | The committee discussed the next Care Council training seminar and brainstormed topics. Tonicia suggested trauma informed care as a topic for the next seminar. Committee members will continue this discussion at the next meeting. |
| **COMMUNITY CONCERNS/ ANNOUNCEMENTS** | EPIC/Empath Health’s 14th Annual Tampa Bay AIDS Walk and 5k Run will be on December 9, 2017 at Vinoy Park in St. Pete. Early bird registration ends November 1st. More information will be available in the next InfoShare. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 11:28 AM. |