WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, NOVEMBER 18, 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 11:17 AM. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Charles Lee, 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 | There were no changes to the agenda |
| ADOPTION OF MINUTES | The minutes from September 18, 2017 and October 16, 2017 were tabled as the committee did not have quorum. |
| CARE COUNCIL REPORT | The Care Council met on November 1, 2017. Official business included: Approval of one new member, one member renewal, and the adoption of the 2017-2018 Service Prioritization.  The recipient informed members that the Request For Applications (RFA) process deadline for proposals is November 14, 2017. Almost all services are out for bid; proposals must be submitted to the Board of County Commissioners (BOCC). Schedule information can be found on the Hillsborough County website.  Ryan White HIV/AIDS Program Services Report (RSR) will be released in mid-November for the 2017 year. By releasing the RSRs as quickly as possible, providers will have more time to review.  The 2018 Part A grant application is completed and has been submitted.  The lead agency reported that delayed invoices, attributed to Hurricane Irma, will make Part B appear to be behind in spending, but to assured members that they are on track. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 24 current members and 50% 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.  Members discussed the current recruitment strategies. Current recruitment strategies include: word of mouth, outreach through members who are service providers, social media, and tabling at events. Though there are several demographics in which the Care Council needs more representation, the Council is adequately meeting the HRSA requirements. Recruiting a large number of new members may make it difficult to maintain the required PLWHA percentage, which is 33%. Recruitment efforts should focus on building up participation in committees and bringing on new members that represent underserved categories. |
| **ELECTION OF CHAIR AND CO-CHAIR** | The committee Chair and Co-Chair elections were tabled as the committee did not have quorum. |
| **MEMBERSHIP APPLICATION** | The committee tabled the vote on application numbers 1117-1 and 1117-2 as the committee did not have quorum. |
| **WINTER TRAINING SEMINAR** | Staff reached out to Peace4Tarpon about a speaker for the winter training seminar on January 3, 2018. Peace4Tarpon is able to provide presentations that focus on the definition of trauma; trauma's impact on the body, mind, spirit, businesses, and a community; and how to build resiliency and caring for one another. Staff requested 90 minutes for the length of the presentation. Staff will notify committee members when the speaker has been confirmed. |
| **SAMPLE POLLING QUESTIONS** | Charles Lee presented the sample polling questions that he developed to survey current Care Council members. Members discussed the appropriate number of times to survey the Council in order to avoid over surveying. Members agree once or twice a year was adequate.  Staff suggested having a refresher once a year for Care Council members to review the purpose of the Care Council, the roles and responsibilities of members, and how to be a productive and engaged member. This refresher could be conducted as one of the training seminars each year. Tonicia Freeman-Foster agreed to send materials that have been used in the past to staff so they can distribute them to the committee for more discussion. |
| **COMMUNITY CONCERNS/ ANNOUNCEMENTS** | World AIDS Day is December 1st. EPIC will have a remembrance ceremony at Francis House in the Annex Building from 10:00 AM-12:00 PM. Light refreshments will be served.  Today is Transgender Day of Remembrance, a day to honor the memories of those who have lost their lives in acts of anti-transgender violence. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 11:40 AM. |