WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, SEPTEMBER 17, 2018**

# 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, Chair, at 11:05 AM. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Jeffrey Lluberes  Members Absent: None  Guests Present: None  Recipient Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Katie Scussel |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| ADOPTION OF MINUTES | **The minutes from July 16, 2018 were approved (M: Freeman-Foster, S: Lluberes).** |
| CARE COUNCIL REPORT | |  | | --- | | Aubrey Arnold informed Care Council members that two abstracts were accepted to be presented at the Ryan White National Conference. One is entitled, “Using Data, Automation, and Process Improvement to Increase Viral Load Suppression” and the other is, “Saving Time and Money With Automated Fiscal Management”. David Cavalleri will be sitting on a panel for the first presentation.  Aubrey told the Council that Part A will be involved in two studies, performed by ABT Associates. One will be the “Models of Care” study and the other will be a “Suppression Rates” study.  Procurement is coming up and the Request for Applications (RFA) will be released later this month, at which time the RFA will be communicated to the public.  A new project officer, Michael Carrigan, has been assigned to Part A. Michael comes to us from Part C and has previously worked for the Part A Recipient in Washington D.C.  The Part A grant application is currently in the internal review stage and is due on September 21, 2018. We are ahead of schedule and are requesting 10.7 million dollars from the Health Resources and Services Administration (HRSA).  Aubrey also announced that the program income provider training, held August 31, 2018 at the Children’s Board of Hillsborough County, was successful and well attended. There will be another training held before the end of the calendar year.  Floyd Egner announced that Part B’s first quarter of the fiscal year is complete. Contracts are performing as expected and are on-track for complete spend-out. Outpatient/Ambulatory services are running slightly ahead of track. General Revenue (GR) contracts began July 1, 2018 and are also on-track.  There will be no AIDS Drug Assistance Program (ADAP) rebate dollars available to our area this year. Rebate funds are being directed to enhancements for Central Pharmacy.  The HIV Prevention Request for Applications (RFA) 18-001 is closing September 6, 2018. Approximately 10 million dollars are being dispersed statewide, following the National HIV/AIDS Strategy Goals, with 506,000 thousand available for Area 5, 755,000 thousand for Area 6, and 236,000 thousand for Area 14.  Finally, the revised bylaws are currently sitting for 30 days before being voted on and adopted. | |
| **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, Hispanics, people in their 20’s and 40’s, and representatives from Manatee and Pinellas counties. There is one open HRSA mandated seat, which is State Medicaid Agency.  Staff recently updated the member demographic requirements based on the 2017 data used in the grant application. There were no significant changes, however, the percentage of PLWH in the service area that live in Hillsborough County decreased from 47% to 41%, due to small increases in Polk, Pasco, and Pinellas Counties. |
| **MEMBERSHIP APPLICATION** | The committee scored and voted on two new member applications.  **Application numbers 918-1 and 918-2 were approved (M: Freeman-Foster, S: Lluberes).** |
| **ELECTION OF CHAIR/CO-CHAIR** | **Tonicia Freeman-Foster was nominated for Chair and Jeffrey Lluberes was nominated for Co-Chair (M: Freeman-Foster; S: Lluberes).** **Tonicia and Jeffrey accepted the nominations and the motion passed by acclamation.** |
| **MEETING TIME, DATE, & LOCATION** | **A motion was made to keep the meeting time, day, and location the same (M: Freeman-Foster; S: Lluberes).** The motion passed by acclamation. |
| **COMMITTEE WORK PLAN, 2018-2019** | The committee reviewed the 2017-2018 work plan and discussed changes for the 2017-2018 program year. Members updated the dates for the member training seminars. The committee plans to conduct a survey of current members once per year in tandem with the training seminars to gauge member participation and engagement. Members also discussed the recruitment strategy of getting people who are interested involved at the committee level first to learn about the Care Council and start to see how it operates before encouraging them to join the Care Council. Language in the work plan was updated to reflect this strategy.  **The committee voted to adopt the work plan for 2018-2019 with the above changes (M: Freeman-Foster; S: Lluberes).** |
| **COMMUNITY CONCERNS/ ANNOUCEMENTS** | The next member training will be held after the December Care Council meeting. A speaker from Operation PAR, Inc. will be speaking on opioid addiction. Aubrey Arnold also mentioned having a refresher training soon on the Sunshine Laws. Members discussed possibly having this training the same day as the opioid training. Staff will follow up with Aubrey to see when the speaker is available. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 11:30 AM. |