WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, DECEMBER 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 11:00 AM. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Charlie Hughes, 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 October 15, 2018 were approved (M: Hughes, S: Lluberes).** |
| CARE COUNCIL REPORT | Recipient staff, Dorinda Seth, reminded Council members that the National Ryan White conference will be held next week in D.C. and our EMA will be presenting twice.  The Request for Applications (RFA) scores have been released for the three services that were up for bid: Hernando County ambulatory, quality management (QM), and Planning Council Support. New contracts are now in place.  Lead Agency staff, Floyd Egner, announced that a mandatory Part A and Part B medical case management (MCM) training will take part in two sessions (9 a.m. – noon; 1 p.m. – 4 p.m.) on January 29, 2019 at the Children’s Board of Hillsborough County. The agenda is still in the process of being finalized, however speakers have been confirmed for selected topics. The rankings, from most voted to least voted, are: Case Management Best Practices and Good Habits; Medical Alternatives: When, How, and Why to use Emergency Financial Assistance (EFA); De-Escalating: An Interactive Role-Playing Exercise; A Consumer’s Perspective with Care Council member Joyce Johnson; Motivational Interviewing: Understanding Diversity and finally Trans Pronouns: They, them, and maybe y’all.  Part B has hired a new contract manager who is scheduled to begin mid-month.  The High Impact Prevention 2019 contracts have been awarded from RFA18-01 and the templates for contracts are expected within days from the Tallahassee office of HIV/AIDS. The following agencies have been awarded grant funding: AIDS Healthcare Foundation, AIDS Services Association of Pinellas (ASAP), Inc. dba EPIC, University of South Florida “All 4 Youth”, and DACCO Behavioral Health. Contracts must be negotiated, written, and signed before the end of the month to be effective by the January 1 start date.  Final contract monitoring for Ryan White Part B is now underway after a scheduling delay. No serious problems were found or are expected. Contract monitoring for General Revenue/Patient Care Network (GR/PN) contracts will begin in the new year, including monitoring of Lead Agency funding of County Health Departments in Hillsborough, Pasco, and Polk.  Contract expenditures continue to be on track. Reallocations appear to be unnecessary.  DeBora Cromartie-Mincey, Senior Assistant County Attorney, for the County Attorney’s Office – Employment and Regulatory Services Division gave the Council members a presentation on the Sunshine Law.  Members approved and adopted the Minimum Standards of Care and Service Priorities as recommended by the Planning and Evaluation Committee. The Part A expenditure report was reviewed by all Care Council members as an informational item and the Part A Reallocation Recommendations and Part A Carryover Reallocation Recommendations were reviewed and approved as recommended by the Resource, Prioritization, and Allocations Committee.  Upon adjournment a membership leadership retreat was held for members to learn more about the opioid epidemic and how this issue affects the transmission of HIV. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 23 current members and 42% are PLWHA. Recruitment should focus on attracting more men, Hispanics, and representatives from Manatee and Pinellas counties. There is one open HRSA mandated seat, which is State Medicaid Agency. |
| **COMMUNITY CONCERNS/ ANNOUCEMENTS** | Members discussed making updates to the new member orientation materials. Members would like to do more to explain the structure of a meeting, using an agenda as a sample to explain each part of a typical Care Council meeting.  Members expressed interest in creating a computer-based component for orientation and training. Members are not able to conduct orientation online, webinar style, due to the Sunshine Laws but members discussed introducing a web-based module that members may complete online for ongoing training, so that Care Council members may access trainings at times that are convenient to them.  Members reflected on the most recent leadership training on opioid addiction. Many Care Council members left after the Care Council meeting was over and did not stay for the training. It is a requirement for current Care Council members to attend these trainings. The committee discussed taking roll at these trainings in the future.  Staff discussed introducing a comment box at future Care Council meetings so that members can state any questions or concerns that they had from each meeting. The committee members discussed having some kind of follow up hand out so that any questions that came from the comment box may be addressed in a format that all members can see. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 11:24 AM. |