WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, AUGUST 19, 2019**

# 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 11:02 AM. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Jeffrey Lluberes  Members Absent: Charlie Hughes  Guests Present: None  Recipient Staff Present: None  Lead Agency Staff Present: None  Health Council Staff Present: Katie Scussel |
| CHANGES TO AGENDA | Members added a moment of silence to the agenda for Charlie Hughes, who was reported missing while on vacation in Costa Rica. |
| ADOPTION OF MINUTES | **The minutes from July 15, 2019 were approved (M: Freeman-Foster, S: Lluberes).** |
| CARE COUNCIL REPORT | The Care Council met on August 7, 2019 at The Children’s Board of Hillsborough County. Action items included the approval of one new member and the adoption of the 2017-2021 Integrated Plan Revisions. Members also had the election for the 2019-2020 Care Council Chair and Vice Chair. Nolan Finn was voted as the new Care Council Chair and Kamaria Laffrey will retain her position as Care Council Vice Chair.  The Recipient, Aubrey Arnold, announced that the Part A program received a capacity building grant for $100,000 per year for two years. The award money will be used to enhance the e2-Hillsborough system, to transmit electronic data from electronic health records in order to eliminate duplicative data.  Arnold also announced that the 2019 HIV Care Needs Survey is currently in progress and will remain active until August 21st. At the time of the meeting, our Total Service Area (TSA) had received 599 survey responses. All counties within the TSA, except for Manatee and Highlands Counties, had surpassed the minimum number of responses required by the state. Arnold noted that he would like to see a minimum of 1000 responses from our area and is hopeful we will reach that number with the amount of time left before the survey closes.  Arnold also announced that the Recipients office is working together with the Part B Lead Agency to organize a case management training with a tentative date of September 20th. More information will be available once it is finalized.  Floyd Egner from the Part B Lead Agency announced that the state HIV/AIDS Bureau has updated the HIV Case Management Guidelines, expanding routine testing for HIV and Sexually Transmitted Infections (STIs), providing statewide access to Test and Treat programs, promoting PrEP (pre-exposure prophylaxis), and increasing awareness and response to HIV. The new guidelines will now include acuity assessment, the ongoing assessment of all clients’ needs and personal support systems, as a mandated process conducted as part of all case management activity.  Lead Agency staff Darius Lightsey also announced that Pinellas County has submitted a request for $85,000 for planning purposes as part of the president’s Ending the Epidemic initiative.  Announcements were made about National HIV/AIDS and Aging Awareness Day and National Gay Men’s HIV Awareness Day.  Finally, a Member from the Florida Department of Health in Hillsborough County (DOH Hillsborough) reported that the health department in downtown Tampa will now be administering PrEP for walk ins. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 20 current members and 50% are PLWHA. The number of unaligned consumers is now 40%, which is above the 33% required by HRSA. Recruitment should focus on attracting more men, Hispanic/Latinx and Black individuals, and representatives from Manatee, Pinellas, and Hernando counties. There is one open HRSA mandated seat, which is State Medicaid Agency.  Members discussed recruitment strategies to increase membership from Hernando County. Staff reported that the Recipient has reached out to the health department staff in Hernando and was told that a staff member plans to join. Members asked for staff to send out Care Council flyers with an accompanying letter to providers in Hernando so they may be used for client recruitment. |
| **NEW MEMBER APPLICATION** | Members discussed application #719-1 and #819-2. Both applicants are employed at Metro Inclusive Health and because the Care Council already has one member from Metro, both applications cannot be accepted. The committee members decided to keep application #719-1 on hold and recommend applicant #818-2 for Care Council membership, in order to prioritize the membership of people living with HIV. Staff will contact applicant #719-1 to explain why her application cannot be accepted at this time. Staff will encourage the applicant to serve as an alternate or to join a committee.  **Application #819-1, #818-2, and 819-3 were approved (M: Lluberes, S: Freeman-Foster).** |
| **BYLAW REVIEW** | Members discussed the proper procedures for Care Council members to express concern over voting items. Care Council members should avoid going to committee members to bring up issues outside of meetings, as this scenario would be a violation of the Sunshine Laws. If members have concerns over a voting item on the Care Council agenda, they should approach staff by phone or email or in person before the meeting or bring up comments publicly before the meeting. Committee members agreed to change the procedure for introducing new member applications. The member giving the report will first read the motion and then open the floor for any questions or concerns about the new applicant before a vote takes place.  **Members reviewed the revisions to the bylaws and voted to adopt the changes (M: Freeman-Foster, S: Lluberes).**  The revisions will go to the Care Council will final review. Starting at the September Care Council meeting, the bylaw changes will sit on the table for 30 days and then be adopted at the October Care Council meeting. |
| **COMMUNITY CONCERNS/ ANNOUCEMENTS** | There were no announcements. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 11:39 AM. |