WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

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

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, OCTOBER 21, 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 11:00 AM. |
| ATTENDANCE | Members Present: Tonicia Freeman-Foster, Jeffrey Lluberes  Members Absent: None  Guests Present: Nolan Finn  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. |
| ADOPTION OF MINUTES | **The minutes from September 16, 2019 were approved (M: Freeman-Foster, S: Lluberes).** |
| CARE COUNCIL REPORT | The Care Council met on October 2nd at the Children’s Board of Hillsborough County. Action items included the approval of two new members. Care Council Chair, Nolan Finn, and Membership Committee Chair, Tonicia Freeman-Foster, introduced a new icebreaker activity.  The Part A Recipient, Aubrey Arnold, announced that the Notice of Funding Opportunity (NOFO) for the 2020-2021 funding year was submitted on September 24, 2019. The EMA requested the ceiling amount of $10.8 million, a 5% increase from the previous year.  Aubrey also reported that the Ending the Epidemic NOFO was released in August. The Tampa-St. Petersburg EMA contains two of the counties targeted in the plan, Hillsborough and Pinellas. The EMA is requesting $4 million, the ceiling amount allowed. Funding will begin in March 2020 and is expected to be renewed every year for five years.  Part B Lead Agency staff, Floyd Egner, reported that Part B also applied for Ending the Epidemic funding, asking for $70,000. This funding will be used for advertising services on phones. He will bring more information on this grant to the next meeting. Floyd also reported that Part A and Part B held their biannual joint case management training on September 20, 2019 in Tampa.  The Community Advisory Committee (CAC) reported that they are struggling to maintain consistent membership. Members are looking for new strategies to revitalize the committee so that it may serve its intended purpose. Kamaria Laffrey, Co-Chair, encouraged any interested members to attend the next CAC meeting to share ideas to help the committee.  In addition to recommending two new members, the Membership Committee presented proposed revisions to the bylaws. The bylaw revisions will sit on the table for thirty days and will be voted on at the November 2019 meeting.  The Resource Prioritization and Allocation Recommendations Committee (RPARC) presented the Part B Expenditure Report. All spending is currently on track.  The Women, Infants, Children, Youth, and Families Committee (WICY&F) is currently planning their fall event. The event will be on November 20th at Metro Inclusive Health in Tampa. More details will be available at the next Care Council meeting.  The next Florida Comprehensive Planning Network (FCPN) meeting will be on November 19-21, 2019 in Tampa. The Community HIV Advisory Group (CHAG) will meet before FCPN on November 18th. The State HIV/AIDS Section is still debating redrawing the funding areas and this topic is expected to be discussed at the meeting.  Finally, Care Council Chair, Nolan Finn, recognized the twentieth anniversary of the Care Council and baked cookies to share with all members, guests, and staff. |
| **MEMBERSHIP REPORT** | Staff presented on the current number and demographics of Care Council members. There are 19 members and 47% are PLWHA. The number of unaligned consumers is 32%. Recruitment should focus on attracting more men, individuals in the 20-29 and 60+ age ranges, and representatives from Manatee, Pinellas, and Hernando counties. There are two open HRSA mandated seats: State Medicaid Agency and Local Public Health Agencies. |
| **CARE COUNCIL MISSION STATEMENT** | Members reviewed the current Care Council mission and vision statements. Members discussed that the current statements contain stigmatizing language and they would like them updated. The current statements were adopted in 2003 are as follows:  Mission Statement  We are a planning body that assesses needs, plans, allocates resources, and evaluates HIV/AIDS services to improve the lives of those infected and affected.  Vision Statement  We assure a quality, cost-effective, accessible, culturally competent, comprehensive continuum of care for all HIV infected and affected populations. We:  • Expand and increase collaboration among stakeholders.  • Support the reduction of the spread of HIV/AIDS through early intervention and prevention efforts.  • Involve PLWH who represent the diverse populations we serve.  Members discussed making changes to the statements to remove the word “infected.” Members would like to bring the statements to Care Council, so that the entire council can give input, making it an activity during the leadership training.  **Members voted to bring the Care Council mission and vision statements to the next Care Council meeting as an informational item with revisions to be voted on at a later meeting (M: Freeman-Foster, S: Lluberes).** |
| **MEMBER ENGAGEMENT SURVEY** | Members discussed conducting a member engagement survey to gauge members’ level of participation with the Care Council and any suggestions for improvement. Members reviewed the survey questions used in a previous survey in 2015. Members agree to use these survey questions and to add a few additional questions, including: Do you feel comfortable speaking out at meetings? How often did you speak at the last Care Council or committee meeting you attended? And, would you refer a friend or co-worker to join the Care Council? The survey will also ask for suggestions for improvement and any topics that members would like to see future trainings on.  Tonicia Freeman-Foster volunteered to put the survey together and will send it to staff for distribution to both Care Council and committee members. The survey will be sent out by October 28th and will run for two weeks, closing on November 8th. Staff will send out multiple reminders to members to complete the survey. Members will discuss the results at the November meeting and present them to Care Council during the leadership training in December. |
| **COMMUNITY CONCERNS/ ANNOUCEMENTS** | Staff confirmed with members that the next orientation will be held after the November meeting. Staff will send the PowerPoint to members so they can review it ahead of time, as the committee made some changes to it this past spring. Staff will follow up with new members who need orientation to make sure they are present at this meeting.  Members discussed recruitment strategies to boost the number of unaligned consumers on the Care Council. Members would like service providers to be recommending the Care Council to any clients who are interested in getting involved. Nolan Finn, Care Council Chair and guest at this meeting, stated that he would like it to be required of service providers to send a client to the Care Council. He asked if it was possible for him to call Ryan White funded agencies and ask them to recruit volunteers.  Members stated that they believe people tend to fall off because they do not feel engaged. Members want to do a better job keeping people engaged so that they feel like their membership is meaningful. Tonicia Freeman-Foster asked if Membership Committee members can follow up with new members that stop coming to meetings. In the past, members contacting each other has been discouraged because of privacy issues and possible violations of the Sunshine Laws. Membership Committee Members feel that communication would be more effective from fellow members, especially when Membership Committee members are conducting interviews with these members and developing a relationship with them. Staff agreed to follow up on this discussion and get more clear guidelines.  Nolan Finn asked for clarification on Robert’s Rules of Order and whether committees are allowed to vote on an item if the committee had quorum at the beginning of a meeting but enough members have left that there is no longer quorum. Nolan stated that he believes this rule has been applied inconsistently and sometimes committees have been able to vote without a quorum in the room, as long as there was quorum at the beginning of the meeting. Staff stated that she believes it has always been the rule that there must be quorum in the room for a vote to take place, but that she would follow up for clarification. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 12:18 AM. |