WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**MEMBERSHIP AND COMMUNITY OUTREACH COMMITTEE**

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**THURSDAY, MARCH 23, 2023**

# 1:30 P.M. – 3:00 P.M.

# MINUTES

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| CALL TO ORDER | The meeting was called to order by Nataliya Johnson at 1:40 PM. |
| ATTENDANCE | Members Present: Anne Cronyn, Nataliya Johnson  Guests Present: None  Recipient Staff Present: Dorinda Seth  Lead Agency Staff Present: None  Health Council Staff Present: Abigail Machtel, Katie Scussel |
| CHANGES TO AGENDA | There were no changes to the agenda. |
| CARE COUNCIL REPORT **ELECTION OF CHAIR AND CO-CHAIR**  **MEETING TIME, DAY, & LOCATION** | Abigail Machtel reported that the Care Council had voted in a new member at the last meeting on March 1st. The new member works for AIDS Healthcare Foundation and will be representing Pinellas County. No other report was given as all attendees were present at the Care Council meeting.  Members discussed the responsibilities of the Chair and Co-Chair for the committees. Nataliya Johnson nominated herself as Co-Chair.  **Members voted to elect Nataliya Johnson as Co-Chair (M: Johnson, S: Cronyn)**  Members decided to wait to elect a Chair until the next meeting. Members discussed the meeting time, day, and location for this committee meeting. Katie Scussel stated that this date, time, and location had been chosen because it was historically when the Community Advisory Committee had met. There was no need to keep the meeting at this time, but since this committee was new, staff had chosen to use an already existing time slot. Members agreed that Children’s Board of Hillsborough County was a good location and that afternoon would be a good time to hold the meetings. Members decided to have the meeting day change from the fourth Thursday of the month to the third Monday of the month. The next meeting will take place on April 17th at 1:30 PM at the Children's Board of Hillsborough County.  Members discussed the Work Plan for the Committee. Abigail Machtel explained that the Work Plan presented was a combination of the old Membership Committee and the Community Advisory Committee’s Work Plans.  Nataliya Johnson asked if the Care Council Leadership Trainings to be planned were per calendar year. Abigail explained that the Work Plan was for the Care Council year which was from September to August. Nataliya then asked what kind of trainings they should be. Abigail explained that they vary from leadership trainings to trainings on a specific topic like domestic violence or trauma-informed care. Nataliya followed up by asking if the Committee would develop the materials for these trainings. Abigail explained that historically the trainings had been outsourced to area experts or other individuals or organizations that the Committee felt would best serve the Council. Anne Cronyn asked if the Council had a budget set aside for these trainings. Katie answered that there is currently no amount budgeted for these meetings. Historically, the Committee had tried to use free or volunteer trainers. A few trainings have required payment and that was handled by the Council staff. Dorinda asked if it had ever been brought to the Council to discuss what type of trainings they would like. Katie stated that after the trainings last year, she sent out a follow up survey and that was one of the questions. She also mentioned that in the survey that the Work Plan mentions that was one of the questions as well. Nataliya Johnson recommended sending out a Survey Monkey poll to get some ideas from the Care Council.  Nataliya then asked if the survey mentioned in goal B of the Work plan was related to the training. Katie explained that it was mostly focused on the Care Council Member’s satisfaction with their membership. It asked questions about involvement and satisfaction. Johnson stated that this survey sounded like a good idea and should continue.  Nataliya asked if the Committee had any already prepared recruitment materials. Katie answered that the Committee did have some, but they would need to be updated to include the new committee structure. Anne asked how often the Bylaws are reviewed. Katie explained that takes place on an as needed basis. The Bylaws were just reviewed a few months ago when the new committee structure was adopted. Any procedure changes or general Bylaw reviews would take place within this Committee. Anne then asked if that had happened frequently. Katie stated that it was not uncommon given that the Bylaws were originally written 30 years ago and there were small things that needed to be changed as times changed.  Nataliya stated that she believed the step to “review monthly care council attendance” was an important element of the plan. She asked if it would be the Committee’s job to reach out to members who had stopped attending Council meetings regularly. Katie explained that responsibility typically falls on the Council staff.  Nataliya asked for an elaboration on the plan goal: “Act in an advisory capacity to the Recipient and Lead Agency on issues related to the Ryan White Client Satisfaction Survey.” Katie answered that the historically the Community Advisory Committee would review the results of the Client Satisfaction Survey about twice a year and report the results to the Care Council.  Katie recommended combining the goals G and H. Both goals related to reporting client satisfaction and other information from clients and reporting to the Care Council. Members agreed.  Nataliya recommended that the goal I be combined with goal C. Both involved recruitment of members for the Care Council. Members agreed.  Anne asked that a schedule be created for the timing of when certain products need to be completed and when the planning should take place. Abigail agreed to create a document that would list all the responsibilities of the committee and the timeline for planning. Nataliya mentioned that they were already halfway through the Care Council year. Katie stated that she would be bringing the idea of changing the Care Council year from September to August to March to February to the next Care Council meeting.  Members asked if there was a reason that the NHAS Goals were included in the work plan. Katie stated that they have always been included in all committees plans. She stated that she would look into why that was the case and report back. |
| COMMITTEE WORK PLAN UPDATE |
| MEMBERSHIP REPORT | Abigail reported that the Council currently has 24 members. 38% (9) are PLWH and 29% (7) are unaffiliated PLWH. For all of the HRSA mandated demographics the Council needs more men, Hispanic individuals, black individuals, and people in their 20s, 60s, and over 65. For reflectiveness in counties, the Council needs one more member from Manatee, Pasco, and Polk counties.  Dorinda asked if the Council had a member from Hardee county. Katie explained that we did not, but the number of PLWH in Hardee county was such a small percentage of the overall epidemic in the TSA that it did not correlate to a full seat on the Council when HRSA calculated the demographics. Katie stated that ideally we would have a member from the counties that fit that description, but it is not HRSA-mandated. Dorinda mentioned that it has been a long time since the Council had a member from Manatee County. Katie agreed stating that they have a regular attendee from Manatee County Rural Health, but they have never shown interest in becoming a full member of the Council. Members agreed that it would be a good idea to reach out to this individual and offer the opportunity to apply for membership. Nataliya mentioned that she would reach out to her clinics in Manatee County to see if anyone would be interested. |
| **CLIENT/COMMUNITY INPUT** | There was no client or community input. |
| **COMMUNITY CONCERNS/** ANNOUNCEMENTS | Katie announced that she had brought some paper copies of the HIV Care Needs Assessment Survey with her. Anne and Nataliya also announced that Tampa Pride was taking place on March 25 and both their organizations would be attending. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 2:50 PM. |