WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL

**MEMBERSHIP AND COMMUNITY OUTREACH COMMITTEE**

**CHILDREN’S BOARD OF HILLSBOROUGH COUNTY**

**MONDAY, APRIL 17, 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, Co-Chair, at 1:35 PM. |
| ATTENDANCE | Members Present: Nataliya Johnson, Anne Cronyn, Joel Carrier, E.S. Myles  Guests Present: None  Recipient Staff Present: Dorinda Seth  Lead Agency Staff Present: None  Health Council Staff Present: Abigail Machtel, Lisa Nugent |
| CHANGES TO AGENDA | Abigail Machtel, Planning Council Staff, stated that she had added the adoption of the minutes from the March meeting to the agenda for the meeting. |
| ADOPTION OF MINUTES | Members reviewed the minutes from March 23, 2023. **The minutes from March 23, 2023 were approved (M: Cronyn, S: Johsnon).** |
| CARE COUNCIL REPORT | Staff reported that the Care Council had met virtually on April 5, 2023. Due to the meeting being held virtually, there were no action items on the agenda. The new committee chairs and co-chairs gave updates on the committee meetings in March. The Council discussed changing their work year from September through August to March through February. Members agreed this would be a good change and will vote on it at the May meeting. David Cavalleri gave updated Clinical Quality Management numbers for March of 2023. Members discussed potential causes for a downward trend in retention in care and viral suppression numbers. David agreed to bring updated numbers to the May meeting. The next Care Council meeting will be on May 3, 2023 at the Children’s Board of Hillsborough County, |
| ELECTION OF CHAIR | Members discussed electing a Chair for the committee. Staff emphasized that it was imperative that a Chair be elected for the committee to function. Joel asked why no one had felt comfortable to take the position in the last meeting. Members discussed that because the committee was new and the members that had attended the last meeting were also newer to the Council they did not feel comfortable leading the committee with little experience. Staff stated that the committee was a new structure and essentially two committees that had been merged together. Due to this new structure members seemed hesitant to step up to lead. Joel then asked what the responsibilities of the Chair entailed. Staff stated that the main responsibility would be to lead the meeting and review the meeting materials before they are sent to all the members. The Chair would also sit on SIOC and attend those meetings as needed and give the Committee report at the Care Council meetings. Joel said he would be comfortable acting as Chair. **The Committee voted to instate Joel Carrier as Chair of the Committee (M: Johnson, S: Cronyn).** |
| GUIDING PRINCIPLES | Staff introduced the Guiding Principles. Abigail explained that this is something that the planning council staff has been working on for quite some time. It is a document that outlines the guidelines for behavior of members and guest in Care Council and Committee meetings. It also outlines steps that the council would take if a breach of these guidelines were to take place. Abigail explained that it is highly encouraged by HRSA that all planning councils have a document like this. She also explained that the Care Council has historically not had a document like this in place. She stated that the lack of formal guidelines and procedures has lead to a lack of follow through when misconduct or disrespectful actions have taken place.  She explained that the document presented was a combination of multiple different EMAs Codes of Conduct or similar policies. She also stated that each EMA had different procedures for what happens if a breach of the code takes place. Most EMAs have an attempt at an informal solution before any formal steps are taken to solve the conflict. This may be difficult to uphold for the Care Council because of the State of Florida’s Sunshine Law. Anne Cronyn asked if any complain would activate SIOC. Staff explained that based on the current document that would be the case. Most EMAs have an attempt to informally resolve any conflicts, but that would be difficult for the Care Council considering all meetings are subject to the Sunshine Law.  Member’s agreed that the document looked like it would be helpful for the Council. Dorinda Seth asked if the document had been reviewed by the Hillsborough County attorney’s office. Staff said that it had not been reviewed. Dorinda stated that she would send it along to them to review.She also anticipates that it will be reviewed by the County’s Sunshine Law attorney to review what actions can be taken within the parameters of the law. Members agreed to wait until it has been reviewed to vote on it at the May meeting with it moving to the Care Council in June.  Lisa Nugent clarified that the goal of the principles is not to overrule any of the current Council grievance procedures. Abigail stated that the aim of the document is for interpersonal conflicts and maintaining respect in meetings. All Members will sign the document at least once per year and have all new members sign when they join the council. |
| COMMITTEE SCHEDULE | Staff explained that the schedule was created based on what was asked for at the last committee meeting. It is based on the March to February Care Council schedule. It was created for all Care Council years, not just 2023, so it includes items that will not happen this Care Council year, but will in the future, like the Spring Care Council Leadership Training. All of the dates are tentative so if any Care Council meetings are cancelled or moved the schedule will also change to accommodate those changes.  Members were happy with the schedule and had no changes. It was asked if this is something that the committee would need to vote on. Staff explained that because it would not move on to the Care Council it did not need to be voted on. |
| MEMBERSHIP REPORT | Staff reported that the membership of the Council has not changed since the last Committee meeting. The Council has 24 members. 9 members (38%) are People with HIV (PWH). 29% of members are unaffiliated PWH. The Council needs more men, Black individuals, Hispanic individuals, White individuals, and members in their 20s, 50s, and 60s. Based on the counties in the Total Grant Area (TGA), the Council needs one more member from Manatee, Pasco, and Polk Counties.  At the last meeting members were discussing whether it was legislatively required to have a member from Manatee County. Staff explained that Manatee does legislatively require one member. The counties that have a low enough prevalence to not require a member are Hardee and Highlands. There are members on the Council from Pasco and Polk Counties, but their prevalence requires more than one member; two in Pasco and three in Polk.  Joel asked what the barriers have been historically stopping people from joining the council. Staff explained that the most common complaint is the distance to reach the meetings. Lisa explained that distance is an issue in EMAs throughout the country. It is not just an issue effecting the Council’s EMA. There is a natural flux of membership in the Council. She explained that from her perspective the Council is not in a bad spot in terms of membership and none of the vacancies that are currently in the representation would be alarming to the HRSA representatives.  Anne asked if there is a certain number of meetings that an individual would need to attend before they can join the Council. Lisa answered that historically that has not been the case. It has not been found that requiring attendance impacts the quality of the member serving on the Council. Joel asked if meeting quorum has been an issue in the past. Staff explained that historically meeting attendance for both Community Advisory and Membership were both very small. It was a struggle during the pandemic to meet quorum in a lot of the committees. Staff is unsure why attendance has been so low for both the Community Advisory and Membership Committees. Many different potential fixes were tried including moving meeting locations to different provider offices, different counties, coordinating meetings with other existing spaces for client input, and meeting around a lunch for PWH. Historically none of those attempts lead to higher attendance. It has also been a challenge to target recruitment to members that would be qualified for the Council. Recruitment at a much smaller scale has historically been the most successful. Dorinda stated that it is difficult to incentivize unaffiliated members to attend because they are not coming with the approval of their employers. It is difficult to attract their membership because they are taking time out of their day to come to a meeting for which they will not be compensated. |
| **CLIENT/COMMUNITY INPUT** | There was no client or community input. |
| **COMMUNITY CONCERNS/**  **ANNOUNCEMENTS** | Staff announced that they were unable to secure the Children’s Board for the May meeting. Instead the meeting will be held at the Metro Inclusive Health in Tampa. It will take place at the same time and day, May 15, 2023 at 1:30 PM.  Staff also mentioned that the Care Needs Survey would be closing on April 30th. Abigail asked that members keep asking clients to fill it out when they can. Lisa emphasized that the amount of responses that have been received so far should be enough for a generalizable report, but the state is asking for more responses. |
| **ADJOURNMENT** | With no further business to come before the committee, the meeting was adjourned at 2:19 PM. |