**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**  
**WOMEN, INFANT, CHILDREN, YOUTH AND FAMILIES WORK GROUP**

**GOTO MEETING**

**THURSDAY MARCH 23, 2023**

**10:00 A.M. – 11:30 A.M.**

# MINUTES

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| CALL TO ORDER | The meeting was called to order by Holly Beaver at 10:02 am. |
| ATTENDANCE | Attendees Present: Holly Beaver, Lisa Conder, Mary Frances Jones, Tara Ochoa, Barbara Szelag, Anica Colon, Deniz Curler, Ciera Brumdage, Ashley Hill  Recipient Staff Present: Maria Teresa Jaureguizar  Lead Agency Staff Present: None  Health Council Staff Present: Katie Scussel, Abigail Machtel |
| CHANGES TO AGENDA | There were no changes to the agenda. Holly Beaver started the meeting by asking everyone what five items they would bring on a desert island. |
| **REVIEW OF MINUTES** | The group reviewed the minutes for February 23, 2023 and did not make any edits. |
| **CARE COUNCIL REPORT** | Care Council support staff, Abigail Machtel, reported that the Care Council met on March 1, 2023 at The Children’s Board of Hillsborough County. There was one action item which was to vote in a new member.  Abigail reported that for the Part A Recipient report, Aubrey Arnold reported that the Recipient staff had attended a statewide meeting in Orlando for Part A and Part B staffs. This meeting included a discussion on the data-sharing agreement between Parts A and B. Aubrey also reported that the new Notice of Eligibility had been approved. This notice includes several changes, most significantly a client signature is not needed. This notice will be signed every twelve months if the client has had no significant changes in eligibility criteria and will be used throughout the state. Part A’s plan year began on March 1, 2023 and includes new funding for housing and substance abuse services in Pasco and Hernando County. This is the first time that housing will be funded in those counties. Abigail reported that Aubrey presented the Part A expenditure report at the meeting. A spend down rate of 95% is anticipated for this year compared to around 98% historically.  Abigail stated that Joshua Cardwell gave the Lead Agency report at the meeting. He has taken over the Grant’s Manager position. Joshua reported the Joanne Lamb will be acting as the interim HAPC since the departure of Darius Lightsey from the Department of Health.  Abigail reported that Anne Cronyn gave the HOPWA report and stated that they will be introducing a new tenant based rental assistance program with Metro Inclusive Health using unspent funds from the previous year. They will also be rolling out their universal RFA which will include several new services including security deposits.  Abigail also reported that the Council reviewed the Integrated Plan Baseline data and the report was sent to the Planning and Evaluation Committee for further review.  The next Care Council meeting will be on April 5th via GoToMeeting. |
| **MOMENT OF INSPIRATION** | Holly Beaver shared an inspiring quote with the group and asked others to share a quote they enjoy. Maria Teresa Jaureguizar shared a quote that motivates her. |
| WICY&F WORK PLAN | Holly Beaver then introduced the Work Plan to the group to review. Holly confirmed that there was no action needed by the group to approve this plan; that it was just for review. Planning Council Support Staff, Katie Scussel then stated that was correct. Katie stated that since the Care Council approved the new Bylaws and reinstated committees all committees will be reviewing and approving their Work Plans and their first meetings. She also stated that the last time WICY&F had reviewed and updated their work plan was February of 2022. She then said that since all the other committees were updating their work plans, staff thought it would be a good time for WICY&F to update theirs as well. Holly then asked the members to review the plan and determine if they thought any changes would be necessary. Nobody spoke up with changes to be made. |
| SPRING EVENTWOMEN/ YOUTH/ CONCERNS/ UPDATES | Members discussed the planning for the spring event around Mother’s Day. Deniz Curler stated that EPIC in St Petersburg had space available on 5/12 or 5/13. Lisa Conder then stated that having that space would be good. She stated that it would be good to reach out to the pharmaceutical company Gilead to see if they would be able to provide food for the event.  The group discussed how there was little planning that had begun for the spring event. It was proposed that the group change their focus from the spring event and move to start planning a fall event now. Members agreed this would be best for the group given the new change to meeting every other month. Barbara Szelag asked if the work plan includes that the group host two events during the year. Abigail then stated that there are two items in the work plan that mention events. One item states that the group is to host two events focused on PLWH. The next item states that the group is to host one community outreach event during the year. Barbara stated that if the group decided to only host a fall event this year that the work plan would need to be changed to reflect that. The group decided planning for just a fall event would be best.  The group began to discuss the details for a fall event. Holly stated that around Thanksgiving would be a good time. It was decided that an event during the week around a mealtime would be best for engaging clients. Holly stated that she believed historically evening events were better attended. Deniz proposed that EPIC had availability in the evenings on multiple days the week before Thanksgiving. The group agreed on November 15th from 6 to 8 PM with members arriving beforehand to set up.  Lisa Conder proposed that a Google Doc be started to keep track of all the elements that will need to be determined for the event. The group discussed what other elements would need to be determined including entertainment, speakers, promotional materials, and food. The group agreed that food would be the most important element to sort out. Lisa agreed to reach out to the local representative from Gilead Pharmaceuticals to propose they sponsor the food for the event. Mary also mentioned that she had a community liaison contact that she would reach out to as well. Deniz mentioned that she believed it would be impactful to have clients involved as speakers for the event. She asked that members begin thinking of clients or others they know that might be a good speaker for the event. Abigail stated she would send an email out to the Work Group email list to ask people to start contacting potential sponsors and thinking of theme ideas.  There were no Women/Youth concerns or updates. |
| ANNOUNCEMENTS | Katie announced that since the committees have started meeting the staff would like a member of each committee to start giving the committee report in the Care Council meetings. She asked that anyone that would be interested in doing so email herself of Abigail |
| **ADJOURNMENT** | The meeting was adjourned at 10:56 AM. |