

Central Florida HIV Planning Council

Membership Committee Minutes

February 4, 2020

Call to Order: The Chair, Ms. Seidita called the meeting to order at 2:04 p.m. at Heart of Florida United Way, located at 1940 Cannery Way, Orlando, FL.

Members Present: Jessica Seidita, Earl Hunt, Vel Cline, Angus Bradshaw, Lamonte Gwynn, Angela Hunt

Members Excused: None

Absent: None

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| <p>Approval of the agenda:</p> | <ul style="list-style-type: none">• The committee reviewed the Membership Committee agenda and made the following update:• Added Special Order• Added Core Values <p>Motion: Mr. Cline made a motion to approve the agenda with changes. Mr. Gwynn seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Approval of the January 7th Minutes:</p> | <p>The committee reviewed the January 7th minutes and made the following update.</p> <ul style="list-style-type: none">• Corrected a grammatical error. <p>Motion: Mr. Cline made a motion to approve the January 7th minutes with the update. Mr. Bradshaw seconded the motion. The motion adopted unanimously without debate.</p> |
| <p>Open the Floor for Public Comment</p> | <ul style="list-style-type: none">• Mr. Gwynn recommended that the Planning Council create a system of care navigational matrix tool for consumers who might need extra help navigating the system. |

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| | <ul style="list-style-type: none"> Ms. Cross will follow-up with Ms. Andre to inquire about an existing tool. <p>Motion: Mr. Gwynn made a motion that if PCS does not locate a navigational tool, an ad hoc committee should be formed to create the tool.</p> <p>Friendly Amendment: Mr. Hunt recommended that at least two medical case managers be on the ad hoc committee.</p> <p>Mr. Hunt seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Special Order:</p> | <ul style="list-style-type: none"> The committee discussed temporary dual membership for an existing member. After a brief discussion, the committee decided to approve the member to serve on the Service Systems & Quality Committee and Membership Committee. <p>Motion: Mr. Gwynn made a motion to approve the temporary dual membership for the existing member to serve on the Service Systems & Quality and Membership Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> The committee discussed the open Patient Care Group Alternate role. Ms. Cross informed the committee that the one member that was nominated declined. Mr. Graper nominated Mr. Collins. PCS will follow-up with Mr. Collins regarding the nomination. Mr. Bradshaw also nominated Ms. Rodriguez for the Patient Care Group Alternate role. PCS will follow up with Ms. Rodriguez regarding the nomination. |
| <p>Mini Training: Reflectiveness</p> | <p>The members received a mini training on reflectiveness from Mr. Acosta. Mr. Acosta highlighted the following key points:</p> |

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| | <ul style="list-style-type: none"> • In accordance with HRSA guidelines, the Planning Council must be reflective of the epidemic in demographics. • Unaligned consumers are individuals who are living with HIV who have no conflicts (meaning they do not work for an agency that received Ryan White funding). • We are required by law to have 33% of the individuals on the council be unaligned consumers. • Reflectiveness is a safeguard for diversity in the Council as it ensures the members chosen will be as diverse and the community impacted by the disease. • It is the Membership committee's job to ensure that deep diversity is taken into account to improve the Councils ability to serve. |
| <p>Reports:</p> | <p>Membership Matrix:</p> <p>Ms. Cross reported the following:</p> <ul style="list-style-type: none"> • 24 Planning Council Members • 12 PLWHA Planning Council Member • 7 unconflicted/unaligned PLWH/Planning Council Members (30.43%) <p>Committee Roster:</p> <ul style="list-style-type: none"> • The committee reviewed and discussed the committee roster. Mr. Graper was added to the committee roster for the Membership committee. <p>PC Reflectiveness:</p> <ul style="list-style-type: none"> • Ms. Cross reiterated the need to focus on recruiting more Hispanic, Asian, and individuals between the ages of 20-29. |

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| | <p>Ms. Cross also recommended that the committee focus on counties outside of Orange to recruit new members.</p> <p>Attendance Roster:</p> <ul style="list-style-type: none"> The committee reviewed the attendance rosters for each committee and determined that no warning or removal letters need to be sent at this time. |
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Unfinished Business

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| <p>Member Campaign:</p> | <p>The committee brainstormed and came up with the following membership campaign ideas:</p> <ul style="list-style-type: none"> Bring someone new with you to a committee meeting Identify individuals in your network (friends, family, & colleagues) who would be a possible good become members of the Planning Council. PCS will assist with recruitment methods and committee members will report progress over the course of the campaign. Focus on the reflectiveness and current needs of the Planning Council when choosing potential candidates(person to person referrals). Ms. Hunt suggested new members first serve on the Membership Committee and then based off need can be assigned to the committee of their choice or based off need. PCS will follow-up with the committee regarding the suggestion. |
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New Business

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| <p>Recruitment Activities:</p> | <ul style="list-style-type: none"> Ms. Cross informed the committee that recruitment activities is an ongoing process. PCS will keep the committee updated regarding registration cost associated with events suggested by the |
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| | <p>committee for recruitment. PCS will also inform if those cost are not covered by the budget or if fundraisers are needed.</p> <ul style="list-style-type: none"> • After brief discussion, the committee decided to table the interview questions and membership recruitment presentation until the March Membership Committee meeting. <p>Motion: Mr. Bradshaw made a motion to table the interview questions discussion and membership recruitment presentation until the March Membership Committee meeting. Ms. Hunt seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Applicant Summaries:</p> | <ul style="list-style-type: none"> • The committee reviewed the summary for Candidate #2019-17. After a brief discussion, the committee decided to recommend the candidate for appointment. <p>Motion: Mr. Bradshaw made a motion recommend Candidate #2019-17 for appointment and to move the candidate forward to the Executive Committee for review.</p> <p>Friendly Amendment: Ms. Hunt made a friendly amendment that Candidate #2019-17 be moved forward to the Executive Committee with the recommendation that the candidate serve on the Membership Committee.</p> <p>Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Set March's Agenda:</p> | <ul style="list-style-type: none"> • The committee reviewed and updated the February agenda. <p>Motion: Mr. Hunt made a motion to approve the February agenda with changes. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p> |

| ACTION ITEMS | |
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| Item | Responsible Party |
| Research with Ms. Andre to see if an client navigational tool currently exist | PCS |
| Create a matrix of candidates currently in the pipeline to become members and include in future committee meeting packets | PCS |
| Provide the Support Group Schedule and TCQ Flyer to Maria Buckley | PCS |
| Follow up with Mr. Collins and Ms. Rodriguez regarding being nominated for the Patient Care Consumer Group Alternate | PCS |
| Follow up with the committee regarding the suggestion of having new members first serve on the Membership Committee | PCS |
| Create membership campaign outline based off committee feedback | PCS |
| FUTURE AGENDA ITEMS (60 days or more ahead of schedule) | |
| <ul style="list-style-type: none"> • Discuss recruitment activities • Review Applicant Summaries • Membership Recruitment Presentation Discussion | |
| Next Month's Meeting: | March 3 rd , 2020 @ HFUW |
| Adjournment: | 4:02 p.m. |

Prepared by: David Bent Date: 2/5/2020

Approved by: Jessica Dees Date: 3.3.20