

Central Florida HIV Planning Council

Membership Committee Minutes

October 1, 2019

Call to Order: The Chair, Mr. Hunt called the meeting to order at 2:02 p.m. at Heart of Florida United Way, located at 1940 Traylor Blvd., Orlando, FL.

Members Present: Earl Hunt, Angus Bradshaw, Violet Scott, Angela Hunt, Lamonte Gwynn, Vel Cline

Members Excused: Jessica Seidita

Absent: Tommie Cullar

<p>Approval of the agenda:</p>	<ul style="list-style-type: none">• The committee reviewed the Membership Committee agenda and made the following updates:• Replaced Ms. Seidita's name with Ms. Scott's for the Mission Statement, Vision Statement, and Conflict of Interest.• Added new meeting time and recruitment training to the agenda <p>Motion: Mr. Gwynn made a motion to approve the agenda with changes. Ms. Scott seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the September 18th Minutes:</p>	<ul style="list-style-type: none">• The September 18th minutes were approved as written.
<p>Open the Floor for Public Comment</p>	<ul style="list-style-type: none">• There were no public comments.
<p>Special Order: Election of Chairs:</p>	<ul style="list-style-type: none">• Mr. Bradshaw nominated Ms. Seidita as Chair and Ms. Hunt as Vice Chair.• Ms. Hunt decided to take a few days to make her decision. PCS will follow up with Ms. Seidita and Ms. Hunt regarding their nominations.

<p>Reports:</p>	<p>Membership Matrix:</p> <p>Mr. Cross reported the following:</p> <ul style="list-style-type: none"> • 24 Planning Council Members • 12 PLWHA Planning Council Member • 9 unconflicted/unaligned PLWH/Planning Council Members (37.5%) <p>Committee Roster:</p> <ul style="list-style-type: none"> • The committee reviewed and discussed the committee roster. <p>PC Reflectiveness:</p> <ul style="list-style-type: none"> • Mr. Acosta suggested that the committee focus on Hispanic, Asian and individuals between the ages 20-29. • Ms. Cross reviewed the reflectiveness by county and indicated where there is a current need for more members from Osceola and Seminole County <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.
<p>Unfinished Business</p>	
<p>Recruitment Activities Update:</p>	<ul style="list-style-type: none"> • Ms. Cross reviewed the current list of recruitment activities. The committee requested flyers with QR code stickers. • Ms. Cross informed the committee that the CFHPC website is in its last phase of testing and will go live soon.
<p>New Business</p>	
<p>Committee Work Plan:</p>	

	<ul style="list-style-type: none"> The committee reviewed and updated the 2019-2020 Membership Committee Work Plan. <p>Motion: Ms. Scott made a motion to approve the Membership Work Plan with updates and to move the document forward to the Executive Committee for approval. 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 #2019-13. After a brief discussion, the committee decided to move the candidate to the next step in the application process (interview). <p>Motion: Ms. Hunt made a motion to move Candidate #2019-13 forward to the next step in the application process (interview). Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> After review of the committee roster and discussion regarding the reflectiveness of Planning Council, the committee recommended that Candidate-#2019-AM09 be moved forward as a full member instead of Candidate #2019-13 due to being able to fill and increase the number of Hispanic individuals on the Planning Council. <p>Motion: Mr. Bradshaw made a motion to move Candidate #2019-AM09 forward as a full member to the next step in the application process (interview) instead of Candidate #2019-13. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> Planning Council Support will follow up with Candidate #2019-AM09, and Candidate #2019-13 regarding the committee's recommendation. The applications for Candidate #2019-AM08, Candidate #2019-13, and Candidate #2019-10 will be temporarily held until

	<p>Candidate #2019-AM09 has been interviewed.</p> <ul style="list-style-type: none"> The committee reviewed the summary for Candidate #2019-AM11. After a brief discussion, the committee decided to move the candidate to the next step in the application process (Executive Committee). <p>Motion: Mr. Gwynn made a motion to move Candidate #2019-A11 forward to the Executive Committee for approval. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <p>Committee Change Request:</p> <ul style="list-style-type: none"> The committee reviewed the summary for Candidate 2019-08. During the meeting, a member of the Membership committee chose to disclose that they are Candidate 2019-08. After a brief discussion, the committee decided to table the change requested until the November committee meeting. <p>Motion: Mr. Bradshaw made a motion to table the committee change request until the November committee meeting. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Leadership Training:</p>	<ul style="list-style-type: none"> Ms. Cross informed that committee that PCS is looking at future dates for leadership training and will provide the committee with an update at the next committee meeting.
<p>Committee Meeting Time:</p>	<ul style="list-style-type: none"> The committee discussed changing the time of their committee meeting. After a brief discussion, the committee decided that the time of the meeting should remain at 2:00 p.m.

	<p>Motion: Mr. Cline made a motion to keep the committee meeting time at 2:00 p.m. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Mr. Bradshaw made a motion to extend the meeting by five minutes in order to complete the remaining agenda item. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Set November's Agenda:</p>	<ul style="list-style-type: none"> The committee reviewed and updated the November agenda. <p>Motion: Mr. Bradshaw made a motion to approve the November agenda with changes. Mr. Gwynn seconded the motion. The motion was adopted unanimously without debate.</p>
ACTION ITEMS	
Item	Responsible Party
Follow up with Ms. Seidita and Ms. Hunt regarding nominations	PCS
FUTURE AGENDA ITEMS (60 days or more ahead of schedule)	
<ul style="list-style-type: none"> Discuss recruitment activities and tabling events Create QR Code Stickers 	
Next Month's Meeting:	November 5 th , 2019 @ HFUW
Adjournment:	4:07 p.m.

Prepared by: David Bent Date: 10/03/2019

Approved by: Janica Seichter Date: 11.5.19